Ad Hoc Pool – Applicant Review & Hiring

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS
UW RIVER FALLS
Introduction
PeopleAdmin is UWRF’s online recruitment and applicant management system. Key process points for Ad Hoc – Continuous Recruitment managed within PeopleAdmin include:

1. Online job postings for each college/discipline on https://jobs.uwrf.edu
2. Online collection of applications and associated materials
3. Pool applicant review conducted by Department Chair in as the Search Chair role and / or Designee in as the Search Committee Member role
4. Approval managed by the Search Chair role / Department Chair
5. Department Chair initiates a “Request to Hire Ad Hoc” (Form on https://www.uwrf.edu/HumanResources/Ad-Hoc.cfm)
6. A Specific Posting is created for each Ad Hoc position (by Dean Assistant)
7. Creation of an electronic ‘Hiring Proposal’ for the selected candidate, which combines posting data, applicant data, and job offer data (by Dean Assistant)
8. Initiation of offer letters and onboarding activities (by Human Resources)

For more information on process and roles, see associated PeopleAdmin process flow documents and Ad Hoc training documents (on https://www.uwrf.edu/HumanResources/Ad-Hoc.cfm).

Process Flow Documents include:
- Building and Maintaining a Pool of Qualified Applicants
- Filling a Specific Position (Initiated by the College)
- Filling a Specific Position (initiated by Outreach)
PeopleAdmin Online Recruitment System

Ad Hoc Staff

Continuous Recruitment

Hiring from the Pool

PeopleAdmin User Interface Overview

User Name / Password
All user names are First initial and Last name. Example: Jane Smith is JSmith
Initial login will use the user name as the password.
Upon initial login, each user is required to reset their password.

Login page
https://jobs.uwrf.edu/hr

Figure 1: Login Screen

Selecting your PeopleAdmin Role
Periodically, a review of new applications will be conducted by either
- Department chair in as the Search Chair role
- Department designate in as the Search Committee Member role

Approval to the department’s Ad Hoc pool will be handled by the Department Chair in the role as Search Chair.

Your default PeopleAdmin role is dependent on your position at the university. To proceed be sure to change your role to Search Chair (Department Chair) or Search Committee Member (Department designate). Click on the (refresh icon) to the right. Once you change your role, you should see a green notification across the top of your screen.

Figure 2: Changing Roles
Home Page
There are four main areas found on your home page.

![Home page layout](image)

Building a Pool of Qualified Applicants

Locating the Department’s Ad Hoc Posting(s)
Under the Postings tab, select and click Ad Hoc from the dropdown area.

![Locating Ad Hoc Postings](image)
A listing of Ad Hoc Postings within your department / discipline should display. To review the applicants and their documents, either click on the posting title or use the Actions dropdown to the right and select View Applicants.

**Reviewing Applicants for an Ad Hoc Posting**
Click on the Applicants tab to view the list of Applicants.

All Applicants with a Workflow State (Internal) of “Under Review by Dept.” must be reviewed by the department chair or designee. Every applicant must be individually updated with either one of the “not approved” statuses or ‘Approved for Pool’ status. Only the Search Chair role (Department Chair) has the ability to update status.
Viewing an Individual Applicant’s Information

To review an individual Applicant’s information and submitted documents, either click on the last name link or use the Actions dropdown to the right and select View Application.

The Applicant’s page displays the personal information submitted by the Applicant. At the bottom of the Applicant’s page, there are a series of links provided for viewing each submitted document. At the very bottom, there is a link to ‘generate’ all the Applicant’s information and documents into one pdf.
Determining the Appropriate Applicant Status (Approved or Not Approved for Pool)

It is up to the individual department to decide the minimum qualifications for Ad Hoc positions. If an Applicant meets those predetermined qualifications, update the Applicant’s status to ‘Approved for Pool.’ Once this is done, the applicant receives an email message indicating acceptance to the pool.

If the Applicant does NOT meet the minimum qualifications, update the Applicant’s status to one of the ‘Not Approved’ statuses. Once this is done, the Applicant receives an email message indicating non-acceptance to the pool along with the reason why. ‘Not Approved’ statuses include:

- Not Approved-Missing Documents
- Not Approved-Teaching Experience
- Not Approved-Experience in Field
- Not Approved-No Terminal Degree in Field
- Not Approved-Accreditation or Other

It is required that every applicant have their status updated in a reasonable time frame. Applicants may NOT remain indefinitely in the state of “Under Review by Dept.” Either the status must be updated to approved or to one of the not approved statuses listed above. This updating is only done by the ‘Search Chair’ role which is typically held by a department chair. Each applicant is updated at the individual application level.

Applicants should NOT be ‘Not Approved’ for the pool based on any other criteria than those listed above.

Making a Decision and Communicating to Applicant

Once an Applicant’s information and documents have been reviewed and a decision has been made as to whether or not their qualifications are acceptable, the status for that Applicant must be updated. As noted above, once an Ad Hoc applicant’s status is changed to approved or not approved, the applicant will receive an automated email notification of the decision.

In the upper right corner is a “Take Action On Job Application” orange button with a dropdown menu. (See Figure 10 below.) Select the desired approved or not approved status.

Figure 10: Updating Job Application Status
Once you have selected the desired status, a “Take Action” pop-up window appears for you to verify the action you selected. Click ‘Submit’ to save this new status.

This concludes the process of reviewing and accepting or not accepting applicants to the Ad Hoc pool. The remainder of the document relates to reviewing the pool when you need to fill an Ad Hoc position.

**Reviewing the Pool for Hiring**

In order for a particular applicant to be hired for a specific position, that person’s status in the pool posting must be ‘Approved for Pool’.

A department might identify a need to fill a position with Ad Hoc Staff. The Department Chair reviews the appropriate pool for a qualified applicant. Any and every possible candidate MUST be in the pool. If you have someone in mind for the position who is not in the pool, have them submit a complete application to the appropriate pool.

**Filtering with Supplemental Questions**

Using the Applicants’ responses to the Supplemental Questions associated with the posting, it is possible to do a primary filtering of the applicants based on qualifications. Using the **Actions** button on the right hand side of the Pool Posting, select **Review Screening Question Answers**.

At the bottom of the page is a list of Applicants who responded to the question with the selected answer. In this example, we click on the fourth answer ‘8+'. This returned two Applicants who responded with this answer and links to their information.

Last Updated: October 9, 2014
After you have confirmed interest and availability with the applicant, initiate the hire by completing the “Request to Hire Ad Hoc” form found on https://www.uwrf.edu/HumanResources/Ad-Hoc.cfm or speak with the Dean Assistant from your college. The form/information required includes the course assignments (for teaching positions) or position description (for non-teaching positions), salary agreed upon, and funding source to cover salary.

Once provided with all of the required position information and the name of the applicant you wish to hire, the Dean Assistant will complete the hiring process.