

PeopleAdmin - SelectSuite User Manual

10-30-2020

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APPROVAL WORKFLOW GLOSSARY OF TERMS CONTACT

Introduction

Welcome to the Radford University Online Position Management and Employment Application System. The Human Resources department has implemented this system in order to automate many of the paperdriven aspects of the position description and employment application process.

You will use this system to:

- Modify actions through approved channels.
- Request to advertise
- View applicants to your postings.
- Communicate with Human Resources of your decisions regarding the status of each applicant.

The system is designed to benefit you by facilitating:

- Faster processing of employment information.
- Up-to-date access to information regarding all of your postings.
- More detailed screening of applicants' qualifications before they reach the interview stage.

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

This system is designed to run in a web browser over the internet. The system supports browser versions of Google Chrome and Mozilla Firefox. Please notify your departmental IT professional or system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader or other .pdf software installed. Acrobat Reader is a free download available at <u>http://www.adobe.com</u>.

In SelectSuite, you can now use the back, forward and refresh buttons in your browser. You can also have multiple sessions of PeopleAdmin running at the same time. These features were not available in 5.8.

Security of Applicant Data

To ensure the security of the data provided by the applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and logout of the system by clicking on the logout link located in the upper right-hand side of your screen.

Resources

- PeopleAdmin training materials can be found on the <u>HR Website</u>.
- You may also contact your assigned <u>HR Contact</u>. If you do not know your assigned HR Contact, please contact HR at <u>hr@radford.edu</u>.

Chapter 1

Getting Started

Getting Started

Login

Access to PeopleAdmin is available through single sign on. Access by going to your OneCampus Portal.

OneCampus		
RADFORD UNIVERSITY		
Categories - Search. Click. Done.	Q Search	
		💄 Ethan

After you log in, locate the SelectSuite PeopleAdmin icon.

Click on the icon to open.

For quick access in the future, select the heart button to mark as a favorite on your OneCampus portal.



Getting Access

If you need access, please fill out the <u>administrative access form</u>. You will receive an email when your account has been established.

Here is a list of roles that are in the system:

- Originator
- Operational Management
- Administrative Management
- Senior Management
- President
- Sponsored Programs
- Budget
- HR

Definition of User Groups

• Originator - Supervisor or Manager

- Operational Management Chair or Director (includes Assoc. /Assistant) or any direct report to Administrative Management.
- Administrative Management AVP, Dean, or any direct report to Senior Management.
- Senior Management VP, Provost, or any direct report to the President.

Note: - Administrative and Executive Assistants can initiate and/or approve actions using the User Group of his/her supervisor if acting on their behalf

Navigation

This is the page you will see when you log in. It presents a dashboard that provides access to:

- Items that need your attention summary views of your inbox and watch list are available on the home page.
- Useful links and shortcuts

You will also see a navigation bar at the top that has tabs to provide access to the main areas.

••••	Applicant Tracking System		Welcome, Ethan Jones <u>My Profile</u> <u>Help</u> <u>logout</u>
	RADFORD UNIVERSITY		User Group: Employee
			Shortcuts 👻
	Welcome to PeopleAdmin SelectSuite Home Pag To make a module selection click on the three dc Applicant Tracking System is to locate postings (c Position Management is to locate/modify positio Performance Management is to access performa Employee Records module is used for onboardin this module if you were employed prior to 5/28/ For assistance, please refer to the training mater Reminder: HR creates all postings with the excep If you have any questions, please send an email Thank you HR Administrator	tell ots on the left side of the screen. applicants) and hiring proposals. ance reviews and tasks. ance reviews and tasks. g new hires effective May 28, 2019 and forward. In this module, new hires will be able to com g, new hires effective May 28, 2019 and forward. In this module, new hires will be able to com 19. Trails and videos located on HR website. tion of adjuncts. to hr@radford.edu	nplete most of the forms online. Please DO NOT click on
	Inbox	Postings Users Hiring Proposals Position Requests Onboarding Tasks	16 Filled Postings Last 30 days
	SEARCH	Filters	AP Classified Staff Faculty
			Adjunct 1500 Hour Wage

Alerts - On top of the page are posted by Human Resources contain reminders and information.

Inbox - This will probably be one of the most useful tools for you in the system. For each individual users, the inbox will always contain items in the system that require that user's attention, across all user roles they may possess.

Watch List - You will notice that when you see postings in the site you will have the ability to watch an item by selecting "Watch" under the Actions feature for a position description or a posting.

Working Tille	Posting Number	Department	Active Applications	Workflow State	Close Date	\frown
Executive Secretary to the Dean		Business & Economics, Dean of (11201)	0.	Draft	Not specified	Actions ~
Boiler Operator		FM Power Plant (20009)	0	Draft	Open Until Filled	nénéna, View Postino
Executive Secretary to the Dean		Graduate Studies and Research, Dean (11401)	0	Oraft	Not specified	View Applicante
						TRADEING

Modules

The HR Suite is organized into modules.

Applicant Tracking - postings, applicants and hiring proposals

•••	Applicant Tracking System	Welcome, Ethan Jones	My Profile	<u>Help</u>	<u>logout</u>	
	RADFORD UNIVERSITY	User G Emp	roup: loyee		~	
			uts 👻			
	Welcome to Depple Admin SelectSuite Home Date!					

Position Management - position descriptions and roles

•••	Position Manage	ement	Welcome, Ethan Jones <u>My Profile Help</u> logout
	RADFORD	UNIVERSITY	User Group: Employee
	Home	Position Descriptions *	Shortcuts 👻



When switching between modules, use the three dots located on the left side of the top banner.

Your system privileges determine the modules you can access and the tabs available to you in each module.

How Pages Are Organized

You will see tabs displayed at the top of the screen for each module. For example in the Applicant Tracking module, you will see Postings and Hiring Proposals. On the tabs where you access these kinds of information, you must select the appropriate position type from the tab menu.

On pages that presents lists of similar items, typically these things are true:

- A check box is associated with each item to allow you to select more than one at a time for bulk operations.
- An **Actions** option displayed on the right hand side will show a menu of bulk operations and general actions.
- The name of each item in the list is a link that opens the summary view.

• The **Action** control on each item's summary page presents a menu of actions you can take on the item.

Search Option

After selecting a menu option, you will see a list in which you can perform a keyword search or you can create saved searches that you will most commonly use.



Search Tips

When using the search feature PeopleAdmin will search all text fields that you have access to. For example if you search for John Smith in Applicant Tracking it will return results found in applicants, former supervisor, reference or other job contact. Here are some helpful tips:

Text search is not case sensitive.

Enter whole words or use the * character as a "wild card". For example, if you are looking for Janice MacCullough's profile but you are not sure how to spell her name, you might enter **Jan.*** (which will return all names that start with the letters **Jan**) or *ccull* (which will return all names that contain that string of letters). You must supply at least three letters in a row for any search that uses the wildcard character.

Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.

To exclude search results, use the ! or - character. For example, to search for postings that contain the word "director" but not "coordinator", enter **director !coordinator** or **director -coordinator**.

To search for one or more out of a set of search terms, use the | (vertical bar) character. For example, to search for postings that contain either of the words **director** or **coordinator**, enter **director** | **coordinator**.

You cannot do a search that only specifies what not to return, such as !coordinator.

You cannot do a search for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information.

Adding additional columns to your search view is optional if you want to filter by a particular field in PeopleAdmin.

For example, maybe you want to see the number of active applications. Click on the **More Search Options** link, which will expand and show the **Add Column** drop down list. Now select Active Applications from the list.

Classified Staff Postings							
To add a new column to the search result	s, select the column from the drop down list.						
Saved Searches 🗸		Search	Q Hide Search Options 🗸				
Add Column:	Add Column		~				
Workflow State:	Add Column			Î			
Department:	Academic or Calendar Year All Submitted Applications						
	Alternate work schedule						
	Applicant Reviewer Access						
Postings 🗙	Application Review Date						
	Closing Date						
	College/Unit						
"Postings" (269) 🗶 Delete this search?	College/Unit			Actions 🗸			
← P	Contact Name for Applicant						
	Contact Phone for Applicant						
	Created Date			(Actions)			
Working Title	Created From						
_	Department						

The column is now added.

Search 🕥 Save this search? Selected records 🔘 🗉 Clear selection?							
Working Title	Posting Number	Department	Active Applications	Workflow State	Close Date	Created Date	
Executive Secretary to th Dean	tve .	Business & Economics, Dean of (11201)	0	Draft	Not specified	July 11, 2017 at 08:58 PM	Actions 🗸
Boller Operator		FM Power Plant (20309)	0	Draft	Open Until Filled	July 26, 2017 at 03:57 PM	Actions 🛩
Executive Secretary to If Dean	he	Graduate Studies and Research, Dean (11401)	0	Draft	Not specified	PM 31, 2017 at 03.17	Actions V

Cepartment

When you take your cursor and hover over a column name, you will see options that will allow you to sort or rearrange columns.



Sort ascending or descending order.



Move the column over to the right or left.



Remove the column.

Making a change to your search options will give the ability to save that search. To save click on **Save this** Search?

Ad hoc Search	Close date	
Ad hoc Search O Save this	search? Selected records 📵 🛸 Clear selection?	Autions 🛩
Working Title	Posting Number Department	Active Workflow Applications State Created Date Close Date
Ad hoc Search	Position Descriptions	
Ad hoc Search 15	Save this search?	Type a Name for this search and if
Make it the def	ault search?	want to make this search your defau click on Make it the default search
Name		then click on Save this Search butto

The customized search has now been saved. You can create multiple saved searches and to access them just click on the search name to view that particular search.

Ad hoc Se	with X		op revees data		Approximate	
Ad hoc 5	Search 🗿 Save this search?	Detected records 🔕 % Clear selection				Actions w
e	Working Title	Department	Active Applications	Close Date	Applicant Reviewer Access	Application Review Date
	Executive Secretary to the Dean	Business & Economics, Dean of (11201) 0	Not specified		Actions ~

Open Saved Searches

Human Resources has created some default saved searches to make finding some information easier. Click on **Open Saved Search** beside the search field to choose a particular search option. If you create your own saved search, it will also show up in the list.

Under **Postings**, the following saved searches have been created:



Under **Applicants**, the following saved searches have been created:

• Applicants

Saved Seatchin w	Security Q, Hole Securit Options v
International - All Applicants	•
(Personal) - Applicant Address)

Export Option

The option to export search results into an excel spreadsheet is now available. Click on the **Actions** button and select **Export results**. Please note that there a limit of 1000 lines that can be exported.

		Actions ~	
		GENERAL.	
. Antorea t	Analisation Data	Review Screening	
e (merna)	Application Date	Question Answers	
	June 15, 2017 at 03	Download Screening	-
		Question Answers	l.
or Hire	June 21, 2017 at 01	Export results	Ĩ
	June 21, 2017 at 01	d BAK	*
		Soundard oplications as	
		PDF	
		Create Document PDF per	
		Applicant	

Action Features

When viewing the list there is an Actions option for each row in the last column. If you take your cursor and hover over the Actions option for a particular posting or position description, you will see what options are available.

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	\frown
Mathew	Nishy		C00004P	Hired	June 15, 2017 at 03:34 PM	Action
Taylor	Jacqueline		C00004P	Recommend for Hire	June 21, 2017 at 01:41 PM	GENERAL View
Gibson	Victor		C00004P	Hired	June 21, 2017 at 01:52 PM	Application

Use the following button to perform a new action. top right hand side of the screen for each module.

When taking a new action on an item you can use the left-hand menu to navigate through each section or use the Next button to proceed to the next section.

The buttons are located on the

Please Note: if you use the left-hand navigation, you will need to click on the **Save** button in each section and check the blue bar at the top to make sure that the section was successfully updated before proceeding to another section.

Editing Position Description	Employment Conditions	
O Classification	And the second s	Sarve oc Perv Next so
O Position Details		
S Funding Information	Check spetting	
Major Responsibilities	Employment Cond	litione
Employment Conditions	Employment conc	and is
 Advertisement Details 		Must have a utimized background check Must have ESt durch two and be available toolfices)
C Employee		Must have a chive's locates intervention
Supervisory Position	Employment Conditiona	Must have a CDL license check Statement of Economic Interest is required
O Position Documents	and Constraints and the	Emergency call-in
G HR Use Only		Talecommute Eligible
Summary		Alternate work schedule - # offer than M-F, 8-5 please describe below.
	Aternatie work schedule	
	Required Locenses	Must have valid driver's license Aust have Commercial Ories's License (CDL) Other - please describe balaer SUPPORT

Chapter 2

Position Management

Position Descriptions

The position description is used to describe the key responsibilities of the position. They are used to:

- Classify the position
- Establish the correct pay band and pay range
- Create the job advertisement
- Identify the screening criteria for selecting the best candidates to interview
- Create the most appropriate interview questions
- Develop the performance plan for the new hire

Without a good job description, it is highly unlikely the best candidate will be hired for the job.

Please Note: Positions will be added to PeopleAdmin once they are approved in Banner.

Begin a Personnel Action, Modify a Position or Request to Advertise.

You can begin several types of personnel actions or modifications to current employees or position descriptions using PeopleAdmin.

Types of Modifications

- Budget Change
- Pay Change
- Review for change in duties
- Supervisor change
- Request to advertise

All updates are routed through the entire online approval process.

Position Modification

- 1. Log into MyRU Portal
- 2. Select the appropriate role, if needed.

	For Example:		
es.	Originator	٣	logou

3. Select **Position Management** module in the top right hand corner.

POSITION MANAGEMENT ~

4. Select an option (AP, Classified Staff, 1500 hr. Wage) under the Position Descriptions tab.

 Position Manage 	ment	Welcome, Et	nan Jones	<u>My Profile</u>	<u>Help</u>	logout
RADFORD L	JNIVERSITY		User Gro Huma	oup: n Resources		*
Home	Position Descriptions - Classif	ications -		Shortci	uts 👻	
Welcome to Pec To make a modu Applicant Tracki Position Managy Performance Ma Employee Recor this module if yu For assistance, j Reminder: HR c	AP AP Position Requests Classified Staff Classified Staff Position Requests Faculty Faculty Position Requests 1500 Hour Wage 1500 Hour Wage Position Requests	ide of the screen. hiring proposals. Id tasks. 'ective May 28, 2019 and forward. In this module, new hires will be able to complete most of the form located on HR website. S.	is online. P	lease DO NO T	۲ click or	ı

Click on the **working title** that you want to perform an update on.

0	Position Number	Working Title	Department	Employee First Name	Employee Last Name	
8	C00005	Administrative Assistant	Education/Human Developmen Advising	Joyce	Nester	Actions 🗸
10	C00006	Building Automation Technician	Parking Management	Ethan	Watters	Actions 🗸
10	C00007	System Administrator - Computer Systems Engineer	IT-Systems Services, HR Only	Harry	Spencer	Actions 🗸
	C00008	Executive Assistant	Information Technology, VP	Sharon	Ratcliffe	Actions 🗸
0	C00012	Human Resources Generalist	Human Resources	Carmelta	Carter	Actions 🗸
0	G00013	Monographics Specialist	Library	Christi	Wayne	Actions 🗸
12	C00014	Police Officer	Police Department	Robert	Johnson	Actions ~

5. Select Modify Position Description.

<u> </u>	Take Action On Puellion Desception • •
	Print Preview (Employee Vinw)
	View Bapervisor
Position Description	n: Human Resources Generalist (Classified Staff)
Position Type: Classified Staff Department: Human Resources (40004)	Created by: System Account
Summary Bettings	History Heports Associated Glassification
Classification	Edit
Please reverw the details on checkmark and highlighte listed in the Workflow actions of the listed in	of the Title below. Page filles perfaced with an X and highlighted in RED have ences or missing data. Page files perfaced with a of in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Title using the actions one for this posting pains.
Classification informe	bion /

6. Click on the **Start** button.



7. Complete the fields in the Position Details section and click on the Save button. If a field says, "This field is required." or has an asterisk beside it the item is required. You can click on Check Spelling to spell check any words.

Editing Position Request	Position Justification		
Position Justification			Save
Classification			
Position Details	Theck speling		
Funding Information	* Pequind Information		
Major Responsibilities	Doeltion, lustificati	20	
Employment Conditions	r Galifori i Guatilicati		
Advertisement Details		Dudget change	
© Employee	Type of Modification	Paytempt Preview for change in duties	
Copervisory Position	(Check all that applies)	 Bupervisor change Flaquent to odvertine 	
O Position Documents		This field is required.	
O HR Use Only			
Position Request Summary			
	Reason for Position Modification (Please explain the need to request modification)		

8. Click on a section name that you want to make a correction for. You can also click on the Next button to navigate through each section.



- 9. After you make a change in a section click on the **Save** button and continue to the next section until all changes have been completed.
- 10. Click on the section labeled **Position Requests Summary**.
- 11. Review the summary to make sure that the information on the modify position description update is correct and all required fields have been completed. You will be able to see what information was changed.



If you see this icon beside a section name this means that all required information in that section has been completed.



If you see this icon beside a section name this means that <u>not</u> all required information has been completed.

To go back to the section to complete the required fields or to make a change click on the **Edit** link beside the section name. You will then see a red bar at the top of your screen to let you know what fields are missing information.



Make the corrections then click on the **Save** button. Check to make sure that the section has been saved successfully then click on the Position Requests Summary link on the left-hand side navigation bar.

*	Check spelling	Press 413 to and full acroses	
* P	loquired information		
F	Position Justificatio	n	
	Type of Modification (Check all that applies)	Budget change Pay Change Pay Change Review for change in duties Supervisor change Request to advertise	
	Reason for Position Modification (Please explain the need to request modification)		
	Anticipated Effective date of action	This field is required.	Save Next >>

12. When the position description is ready for routing click on the **Take Action on Position Requests** button and route it to the proper group.

Positie	on Requests / / Modily Position Description / Police Officer I / Summary	
	Modify Position Description: Police Officer I (Classified Staff)	Take Action On Position Request +
	Current Status: Draft Position Type: Classified Staff Department: Police Department Owner: Ruby Cline	
_	Summary Helory Settings	
	Position Justification	
	Position Justification Type of Modification (Dreck all Herview for change in duties Mat social	

13. Enter comments if needed. Comments should be relates to the modifications as they become part of the history. You will notice that the item is check marked to add the position description to your watch list. You may deselect this if you do not want the item in your watch list. Click on the Submit button.

Take Action	×
Move directly to 'Administrative Management'	
Comments (optional)	
Add this position request to your water list?	h
Submit Cance	el

Please Note: A blue bar will appear at the top of the screen to let you know that the item was successfully transitioned.

O Position Requests was successfully	r transitioned, and it was added to your watch list.	
1. <u> </u>	. Hans	Position De

An email will be sent to the proper group to let them know that an action will need to be taken.

Seating an Employee

When a person's hiring proposal is completed in the PeopleAdmin system, it will automatically associate the new employee with the position description.

Viewing History

If needed there is an option to view the history of a position description. This will contain information such as who performed an action, when emails were sent and how many days the position description was in a particular state.

Under the Position Management module, select an option (**AP, Classified, 1500 hr. wage**) under the Position Descriptions tab.

Click on working title that you want to view.

Click on the History tab.



Chapter 3

Postings

Postings

HR will be creating Job Postings.

Print/View a Job Posting

When viewing a posting you have the option to see how the posting looks to the applicant and print it.



There are three options:

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Use the print option in your internet browser to print the posting.

Viewing Applications

Once the job posting opens and applicants start applying, you can view the applicants by going to your opened job posting.

- 1. Log into PeopleAdmin
- 2. Select the appropriate role (ex. Originator), if needed.
- 3. Select **Applicant Tracking** module in the top right hand corner.

POSITION MANAGEMENT V APPLICANT TRACKING

4. Select an option (AP, Classified, Faculty, Adjunct, 1500 hr. wage) under the Postings tab.



5. Search and click on work title that you want to view.

Teles	e date' 🕦 Selected records 🚺	Clear selection	a				Vetions 🛩
	Working Title	Posting Number	Department	Active Applications	Workflow State	Close Date	
9	Executive Assistant	C00006P	Information Technology, VP (30001)	0	Republished	Open Until Filled	Actions w
	Grounds Worker	C00004P	PM Landscaping (20308)	3	Republished	Not specified	Actions v
2	Assistant to the Dean	C00001P	Humanities/Behavioral Scie, Dean of (11101)	1	Filled	Jun 30	Actions
	Administrative Assistant	C00007P	Communication, School of (11102)	0	Republished	Not specified	Actions 🗸
s) -	Police Officer	C00002P	Police Department (20006)	5	Closed	Jun 24	Actions 🗸
	Office Services Specialist	C00008P	Naming, School of (71505)	0	Closed	Jun 11	Antons v

- Postings / Classified Staff / Police Officer (Closed) / Summary 6. Click on the Applicants tab. Posting: Police Officer (Classified Staff) Current Status: Closed Position Type: Classified Staff Greated by: Carmella Carter Department: Police Department **Owner: Human Resources** (20006) Summary History Applicants Reports Hiring Proposals Associated Position Description
- 7. Under the Actions option, select View Application beside the person that you want to view.

	and a barren						-
ni np	Calcants 🕜 Selected i	ecords 💽 🔺 cre	ar solococity				Actions v
ă.	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
	Yan	Rainie		C00002P	Review by Department	June 15, 2017 at 01:38 PM	Actions ~
	Lotton	Lisa		C00002P	Hired	June 21, 2017 at 01:42 PM	View

8. When viewing an application you will see following options to be able to View Posting Applied To and Preview Application.



9. Scroll to the bottom of the screen to view **Document Types**. You can either view/download each document type individually or the application and attached documents at the same time. You will need a .pdf reader installed to be able to view, save and print.

Required Docume	nts	
No required documents added		
Optional Documer	nts	
Document Type	Name	Conversion Status
O Cover Letter	Cover Letter 08-07-17 12:39:07 (11.6 KB)	PDF complete
Ø Resume	Resume 08-07-17 12:39:55 (6.76 KB)	PDF complete
Letter of Recommendation	÷.	1
Recommendation	Documents	
No recommendations submitte	d.	
PDF Documents		
Document Type	Actions	
Application	View	
Combined Document	View Regenerate	

<u>Please Note:</u> If selected to generate a .pdf with all of the documents please make sure to select **Recreate PDF** each time so that the most recent information will be downloaded.

Exporting Applicant Information

Using the export feature is a good way to extract applicant information such as name, address, phone number, email address, etc. when needing to contact the applicants (such as sending out rejection letters) or help with creating the screening matrix. When exporting the information the system will export all applicants and the information on the search grid and place it in an Excel spreadsheet.

1. Find the posting and click on the **Applicants** tab.

Current Status: Closed	
Position Type: Classified Staff	Created by: Carnella Ca
Department: Police Department (20006)	Owner: Human Resource
Summary History Bettings	Applicants Peper

2. Click on Open Saved Search beside the search field and select Applicants with Address.

Summary History Settings Applicants Reports	Hiring Proposals Associated Position Description
To add a new column to the search results, select the column from the c	drop down list.
Coved Georges -	Bearch Q Hide Search Options V
Internet and Archiverty	
(Personal) - Applicants with Address	
Death Acceleration?	

3. If needed, click on More Search Options then select the Add Column drop down list and chose additional fields that you want to add to the search grid. You will need to select one field at time. (ex. Phone, Email Address). There may be more than one field with the same name so you might have to add and/or remove columns to make sure that the correct column is added.

To add a new column to the search results, se Saved Searches -	lect the column from the drop down list. Search Q Hide Search Options ~
Add Column:	Add Column *
Active/Inactive	Add Column
Draft Application?: Workflow State:	(Applicant Detail Voluntary Demographics) Lookup Veteran Statua Active/Inactive Applicant Address2 Applicant City Applicant Eligible to Work in US Applicant Enail Applicant ID Applicant Middle Name Applicant Primary Phone
	Applicant Related to Current Employee
All Applicants	Applicant Relative Name, Department and Position Applicant Secondary Phone
An other and the second s	Applicant State
"Applicants with Address" 🚺 📧 Delete th	Applicant Zip Code Applicant may require sponsorship to work in US Applicant vo Unique ID
Applicant Last Applicant First	Application Method

4. Click other Actions button and select Export Results.

			Actions 🗸
		GENERAL	
kflow	1	Export results	
	1	BULK	
ublished	04	4:24 PM	Actions ~
	h	10 25 2017 at	14

5. The results on the search grid will be downloaded into an Excel spreadsheet from the browser.

Downloading Multiple Applications

To download applications and/or documents for more than one applicant you can perform a bulk action.

Option 1: Download Applications as PDF

1. Place a checkmark beside the applicants' name.

a ()	Applicant Last Name	Applicant First Name Documents	Posting Number	Workflow State (Internal)	Application Date	
e	Man	Patrie	COX002P	Review by Department	June 15, 2017 at 01:38 PM	Actions
<	Queserberry	Laire	C00002P	Under Noview by HR	June 15, 2017 at 03:34 PM	Actions of
e	Mixee	Marvin	CODECTP	Under Review by HR	June 21, 2017 at 11:31 AM	Actions
	Lotton	Liss	C00002P	Hend	June 21, 2017 at 01:42 PM	Actions
- /	Taylor	Jacquelee	C00002P	Under Review by HR	June 21, 2017 at 01:42 PM	Actions
. /	Marcus	Ami	C00002P	Under Review by HR	June 21, 2017 at 01:53 PM	Actions

2. From the Actions option, select Download Applications as PDF

						Actions 🗸
6	Applicant List Name	Applicant First Name Documents	Posting Number	Workflow State (Internal)	Application Date	GENERAL Beview Screening
	Taylor	Jacqueine	C00007P	Under Review by HR	June 21, 2017 at 02:10 PM	Question Answers
	Loton	Line	COROTP	Under Review by HR	June 21, 2017 at 02:30 PM	Download Screening Question Answers
						Export Applicants without
						Export results
						BRJLK
						Move to Posting
						Move in Workflow
						Move in Worldlow Email Applicanta
						Move in Workflow Email Applicants Download Applications as PDF
						Move in Workflow Email Applicants Download Applications as PDF Create Document PDF per Applicant

			25
Select the docume	nt type(s)	to use.	
Application and All Documents			
O Only These Document Types			
Application Data Resume/Curriculum Vita Cover Letter List of Reference #1 Letter of Reference #2 Ditar Statement Other Doc Pertfolo Teaching Statement Other Doc #2		Submit Can	

3. Select the documents to download and click on Submit.

4. A dialog box will appear while the system is generating the file then the .pdf file either will appear in the browser or will ask you to download it.

Option 2: Create Document PDF per Applicant

1. Under the More Search Options, add a column labeled "Combined Document".

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Add Column:	ARTORNY	
Activities	CalifOthir Poste (Rickon and calife City City City	*
Workfow State:	City City (Communic Diagram Robinst) (FlapPiculing) Diagram Communic titata	

- 2. Place a checkmark beside the applicants' name.
- 3. From the Actions option, select Download Applications as PDF

Al Applicanta "Al Applicanta"	X Selected records () :: Char selection?					Actions +
	Applicent Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	SCHEMAL Review Schweizing
0	Gbeen	Victor		C00003P	Hired	June 16, 2017 at 09:27 AM	Question Answers
	Yan	Rabie		C00003P	Recommend for Hire	June 15, 2017 at 01:38 PM	Deerstaad Screening Question Access Export results
							Downhaid Applications as POF Create Document POF per Annicost
eopleAdmin	Better Talent, Better Fr	dure.		Copyright 2	SCI Al Rights Reserved.	<u> </u>	Applicant

Reviewing Screening Questions

If supplemental questions were added to a posting, you can view and/or export the questions and answers to help screen the applicants.

When viewing the applicants section under a posting click on the Actions button to see the following options:

Al Appioente	×							
'All Applicants'	Enlincted records	Citer selection?	Documenta	Posting Number	Workflow Blate dyternal)	Application Date	Salasina.	
	Gibean	Victor Remin		COBDCOP	Hand Hexatureed for Hex	June 16, 2017 at 0807 AM	Quantion Answers Download Downling)
							Esport results	
							Countrate Applications as PDF	
eopleAdmin	Better Talent, Better Fr	uture.		Copyright	2017 All Flights Flenarood		Applant	Help

<u>Review Screening Ouestion and Answers</u>

This option allows you to review the questions and answers in a statistical format. You have the option to search for a particular answer or export the answers into a spreadsheet.

Answer Statistics for 7 Applicants						
Question 1						
(Required) Do you have a bachelor's degree?						
Annovariad by D of 7 (0.0%)						
Available Answers						
	Yes: Chosen by 0 of 7 (0,0%)					
	No: Chosen by 0 of 7 (0.0%)					
	Not Anewered: Chosen by 7 of 7 (100.0%)	 	 	 	 	
Question 2						
Question 2	1 / F - / T- / P / T - / P / T - / P / P / P / P / P / P / P / P / P /					
(Required) How many years of experience do you have in this type of	/ position/?					
Answered by 0 of 7 (0.0%)						
Available Answers						
	0-1: Chosen by 0 of 7 (0.0%)					
	1-3; Chosen by 0 of 7 (0.0%)					
	3-5: Chosen by 0 of 7 (0.0%)					
	5-7: Christen by 0 of 7 (0 0%)					

Download Screening Ouestion Answers

This option allows you to download the applicant's names and supplemental questions/answers. When selecting this option the system will download the information into an Excel spreadsheet and will prompt you to save or open the file.

Updating Application Status

After each step of the screening, interviewing, and hiring process, you should update each applicant with a status.

- 1. Log into PeopleAdmin through your RU Portal.
- 2. Select the appropriate role, if needed.
- 3. Select **Applicant Tracking** module in the top right hand corner.
- 4. Select an option (AP, Classified Staff, Faculty, Adjunct, 1500 hr. wage) under the Postings tab.



4. Click on work title that you want to view.

No ander a	rene purkanys to Enclosed the second to second to	t Materialization, Brown Material	Ange officially first				
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	Geolecule Worker	Calconer	Plie Landaraging (20020)		Proposition	Not specified	· Account of
20	Appropriate the Star Cheven	classwore ner	to transmitting (film) assumed fitting, filmers of $(\pi\pi\pi\pi\pi\pi)$		Filmed	Jun 1989	distributing for
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10	Pulses Official	C22408-04227**	Pederar Disparativesanti (200000)	*	(Dense)	alaars gok	Rectinence or
44	Office Revenue Specialist	CONSIGNABLE.	Manusing, Subject of 1719690.		(Depend	due 11	Referring for

5. Click on the **Applicants** tab.



POSITION MANAGEMENT

6. Under the Actions option, select View Application beside the person that you want to view.

a.	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(
11	Mathew	Nistry		C00004P	Heed	June 15, 2017 at 03:34 PM	Actors
9	Taylor	Jacquelice		C00004P	Recommend for Hire	June 21, 2017 at 01:41 PM	View
0	Gibson	Victor		C00004P	Hired	June 21, 2017 at 01:52 PM	

7. When viewing an application you will see following option to be able to **Take Action on Job Application**.



8. Select the appropriate status for the applicant. You can now go back to the applicant list and update a status for another applicant.

The next page will explain how to perform a bulk action to update the status for multiple applicants.

Bulk Action for Updating Application Status

If you do not want to update the status for each application individually, you can perform a bulk action to update the status for several applicants.

1. When viewing the list of applicants place a check mark beside the names that you want to perform a bulk update on.

All Applic	cente 3	ĸ					
"All App	plicants' 🔿 📧 Delete	this search? Select	ted records 🗿	Clear selection?			Actions 🗸
~	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
	Mathew	Nishy		C00004P	Hired	June 15, 2017 at 03:34 PM	Actions ~
×	Lorton	Lisa		C00004P	Under Review by HR	June 21, 2017 at 01:36 PM	Actions v
ж	Taylor	Jacqueline		C00004P	Recommend for Hire	June 21, 2017 at 01:41 PM	Actions w
* /	Gibson	Victor		C00004P	Hired	June 21, 2017 at 01:52 PM	Actions v

2. From the Actions button, select Move in Workflow under the bulk action list.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	centrike. Review Screening Question Answers
10	Mathew	Nishy		C00004P	Hired	June 15, 2017 at 03:	Download Screening
8	Lorton	Lisa		C00004P	Under Review by HR	June 21, 2017 at 01:	Question Answers
	Taylor	Jacquelme		C00004P	Recommend for Hes	June 21, 2017 at 01>	Export Applicants without Email
*	Gibeon	Victor		C00004P	Hired	June 21, 2017 at 01.1	BLLX Move to Posting
e <mark>ople</mark> Adn	n in Better Talent.	Better Future.		Copyrg	er 2017 Al Fignes Reserved.		Move in Workflow Email Applicants wenioad Application as PDF Greate Document PDF per Applicant

3. Either select a status to change on all applicants or select a status for each individual applicant.

Edi	ting: Wor	kflow States	for 4 Applicants			
Aç	oplicant	Current State	New State		Resson	Group Promp User
Ni 64	ishy athew	Hind	Move to Not in Referral Group - Email Now	•	Please select	0.5750
La	sa Lorton	Under Review by HR	Select a workflow state	٠		
Ja Ta	icqueline iylor	Recommend for Hire	Select a workflow state	$[\pi]$		
Vi	ctor	Hired	Select a workflow state			

Viewing History

If needed there is an option to view the history of a posting. This will contain information such as who performed an action, when emails were sent and how many days the posting was in a particular state.

- 1. Under the Applicant Tracking module, select an option (AP, Classified Staff, Faculty, Adjunct, 1500 hr. wage) under the Postings tab.
- 2. Click on working title that you want to view.
- **3.** Click on the History tab.



Applicant Dispositions

Status	Reason	Other
Interviewed, Not Hired	1-Not enough experience	Ν
Interviewed, Not Hired	4-Inadequate references	Ν
Interviewed, Not Hired	5-Candidate withdrew	Ν
Interviewed, Not Hired	6-Proficiencies not as strong as selected candidate	Ν
Interviewed, Not Hired	7-No interest	Ν
Interviewed, Not Hired	9-Lacks supervisory experience	Ν
Interviewed, Not Hired	11-Not available for required hours	Ν
Interviewed, Not Hired	12-Cannot meet applicant salary requirements	Ν
Interviewed, Not Hired	13-Did not meet pre-employment requirements	Ν
Interviewed, Not Hired	14-Requires relocation package	Ν
Interviewed, Not Hired	15-Not willing to commit to contracted time	Ν
Interviewed, Not Hired	16-Conflict of interest	Ν
Interviewed, Not Hired	17-Preference Given to Placement Eligible Applicant	Ν
Interviewed, Not Hired	22-Offer Declined	Ν
Interviewed, Not Hired	23-Preference Given to Applicant with Veteran's Preference	
Not in referral group	1-Not enough experience	Ν
Not in referral group	2-Lacks required educational background	Ν
Not in referral group	3-Does not meet minimum qualifications	Ν
Not in referral group	4-Inadequate references	Ν
Not in referral group	5-Candidate withdrew	Ν
Not in referral group	7-No interest	Ν
Not in referral group	8-Lacks required certification (s)/license(s)	Ν
Not in referral group	9-Lacks supervisory experience	Ν
Not in referral group	10-Experience not appropriate for position	Ν
Not in referral group	11-Not available for required hours	Ν
Not in referral group	15-Not willing to commit to contracted time	Ν
Not in referral group	16-Conflict of interest	Ν
Not in referral group	20-Applied After Review	Ν
Not in referral group	21-Unable to Contact Applicant	Ν
Not selected for interview	1-Not enough experience	N
Not selected for interview	4-Inadequate references	Ν
Not selected for interview	5-Candidate withdrew	Ν
Not selected for interview	7-No interest	N
Not selected for interview	9-Lacks supervisory experience	Ν
Not selected for interview	12-Cannot meet applicant salary requirements	Ν
Not selected for interview	16-Conflict of interest	Ν
Not selected for interview	17-Preference Given to Placement Eligible Applicant	Ν
Not selected for interview	23-Preference Given to Applicant with Veteran's Preference	

Chapter 4

Hiring Proposals

Hiring Proposals

Once you have identified the top candidates to interview, change the status of each candidate to '**Recommend** for Hire'. At this status, you now have the option to begin the hiring proposal.

Create Hiring Proposal

- 1. Log into PeopleAdmin through your MyRU Portal.
- 2. Select the appropriate role (ex. Administrative Management), if needed.
- 3. Select Applicant Tracking module in the top right hand corner.

POSITION MANAGEMENT V APPLICANT TRACKING

4. Select an option (AP, Classified Staff, Faculty, Adjunct, 1500 hr. wage) under the Postings tab.



Please Note: Each posting type may have different sections that will need to be completed. The following steps will go through a staff hiring proposal.

5. Click on working title that you want to view.

No added in the	w parkanys to the beautiful receipter, subject	the collecte have the dele	- objective Third				
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44	Office Toronou Specialist	CNOCHER	Normany, Stational of 1115000		Dened	due 11	Reference or

6. Click on the Applicants tab.

Duration Turns Chapters for	Constant for Dankas Bahayan	These how Posting tooks to Ap
Department: Information	Owner: Human Resources	Print Preview
Technology, VP (30001)		
Burnmary History Applica	inta Proporta Hiring Proposals Associated Posi-	lion Description
Please review the details of the Pa heablighted in GBEEN have validated	oling below. Page titles prefaced with an X and highlighted in FEI	D have errors or missing data. Page titles prefaced with a ch may take action on the Posting using the actions listed in the
regringening ar Granzia mave annum	ed ancounterity. Croce as furges mixed startment ancounterity, kno	way must account our state - control manufi and any account which as the

7. Under the Actions option, select View Application beside the person that you want to start a hiring proposal for.

ă	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
0	Mathew	Nishy		C00004P	Hired	June 15, 2017 at 03:34 PM	Actions v
0	Taylor	Jacqueline		C00004P	Recommend for Hire	June 21, 2017 at 01:41 PM	UENERAL View
0	Ciibson	Victor		C00004P	Hired	June 21, 2017 at 01:52 PM	Application

8. Select Take Action and move to Recommend for Hire.



9. Click on Start Staff PD Hiring Proposal

Job application: N	lishy Mathew (Classified Staff)	Take Action On Job Application 🛩
 Current Status: Recommend for Application form: Application	line	View Ponting Applied To
Full name: Nishy Mathew	Created by: Nathy Mathew	C Con an
Address:	Owner: Applicant Reviewer	View Correlated Hiring President
801 East Main Street		Stat PD Haing Proposal
Paciford, VA 24142		(D) married
United States of America		
Linemana: emailmed?		

10. The position from which you are creating the hiring proposal will automatically be selected. There is another option which you can do a hiring proposal for a different position. This allows you to post one job and one position number but fill multiple position numbers from the same pool of candidates.

		ready carries you neve o menous
Postings / / Applicant Review / No	hy Mathew (Recommend for Hire) / New Hiring Proposal	
Sale and Deition Descr	intion	
Selected Position Deach	puon	
This Hiring Proposal is currently connect	d to the following Position Description:	
· Concentration Ministerio		
to change the Position Rescription conn	icted to this Hiring Proposal, please select an alternative Posi	bon Description using the Search below,
Position Descriptions		
1 conton promptions		
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Elaved Bearches ~	Sec.	arch C Hide Search Options V
4.4		
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Owpartman	AA-FISA (11004)	
	a to the second s	

11. Scroll to the bottom of the screen and click on **Select Position Description** to continue.



Hiring Proposal

12. You will need to review each field and complete those that are blank. If a field states, "This field is required" or has an asterisk beside it the item is required. You can click on **Check Spelling** to spell check any words.

	Home	Pontings	Applicants	Hiring Propositie	My Profile	100			
					Platty Clinit,	you have 0 messages.	Human Resources		top
Position Requests / / PO Hiring P	roposal / Grounds	Worker / Er	80.						
Editing Hiring Proposal	Hiring Prop	coul					(Press)	-	
Hinng Proposal		- and					Dave	field oo	
Funding Information									н.
Hing Proposal Documents	Theck spe	ting							
Heing Proposal Summary	* Required Inform	mellon							
	Applica	nt Inform	ation						
	. Statle ID N only)	umber (HR	This faild is	mpinid					
	* SSN		123-45-67	89					
	· Birth Date		06/22/201	2					
	* Anticipated	d Begin Date	This light to	hardan da					

13. Click on the **Next** button.

Funding Information

14. Complete required Fields. Verify the funding information. You can add multiple funding sources by clicking on the Add Funding Entry button. You can remove an entry by placing a check mark beside the **Remove Entry** option and clicking on the **Save** button.

Editing Hiring Proposal	Funding Information	
Himsg Proposal		Easter Contract on Press
Flexing Information		
C Henry Proposal Documents	There's spatters	
Hinny Proposal Summary	* Paugianed intermedian	
	Pay Information	
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	Contributing for excessive settery request	
	Cument/Most Recent Balary	
	Percentage increase	
	Oument Rectory University employee	Then thend to templified.
	Current State Employee?	Then field in required.

15. Click on the **Next** button.

Hiring Proposal Documents

16. If applicable, attached documents as indicated. Click on **Actions** beside the item to upload a new document, create a new document using the system's word processing capabilities or select an existing document.

Editing Hiring Proposal	Hiring Proposal Documents			
Hiring Proposal			2007	THERE IS A REAL PROPERTY OF
Funding Information				
Hring Proposal Documents	PDF conversion must be completed for th	e document to be valid when applicable.		
Haring Proposal Summary	Document Type	Name	Status	(Actional
	Other		/	Actions v
				Upload New
				Create
				Fiew Charges
				Existing
			\backslash	

17. Click on the **Next** button.

Hiring Proposal Summary

18. Review the summary to make sure that the information on the hiring proposal is correct and all required fields have been completed.

If you see this icon beside a section name this means that all required information in that section has been completed.



If you see this icon beside a section name this means that **not all** required information has been completed.



To go back to the section to complete the required fields or to make a change click on the **Edit** link beside the section name. You will then see a red bar at the top of your screen to let you know what fields are missing information.



Make the corrections then click on the **Save** button. Check to make sure that the section has been saved successfully then click on the **Hiring Proposal Summary** link on the left hand side navigation bar.

19. When the hiring proposal is ready for routing click on the **Take Action on Hiring Proposal** button and select the proper action.

Current Status: Draft		Keep working on this Hiring
Position Type: Classified Staff	Created by: Ruby Dine	нторовая
Department: FM Landscaping	Owner: Ruby Clina	WORKFLOW ACTIONS
20306)		Cancel (move to Canceled)
Applicant: Nishy Mathew Positing: Grounds Worker		Other Accepted (move to Other Accepted)
Samar History Settin	ers Become	Offer Declined prove to Offer Declined)
		Return (move to Budget)
		MOVE DIFFECTURITO
C Hiring Proposal		Originator
Aceicant Information		Originator Operational Management
Applicant Information Profix		Criginator Operational Management Administrative Management Service Management
Hing Proposal Applicant Information Pratix First Name	E Noty	Crigitator Operational Management Administrative Management Senior Management Sponsomet Programs
Hining Proposal Applicant Information Pathx First Name Middle Name	E Noty	Crignator Operational Management Admiseatrative Management Service Management Sponsored Programs Physiolett District
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Hining Proposal Applicant Information Partix Profit Name Middle Name Last Name Suffix	iii	Crigrator Operational Management Administrative Management Senior Management Sponsored Programs President Budget Human Resources Other Accepted Other Declaved

20. Enter comments if needed. You will notice that the item is check marked to add the hiring proposal to your watch list. You may deselect this if you do not want the item in your watch list. Click on the **Submit** button.

toke Action	
Send it to Dept	Head (move to Dept Head)
Comments (opti	ional)
	d);
Add this one	iting encounts to serve watch
Add this pos list?	sition requests to your watch
Add this pos list?	sition requests to your watch

Please Note: A blue bar will appear at the top of the screen to let you know that the item was successfully transitioned.

Hiring	Proposal was successfully transition	id						
		Home	Postings	Apploam	Hirrig Proposals	1 My Profile	Hintp	APPLOAT INCAS

Closing Out Posting

After the applicants have been dispositioned and proper paperwork has been submitted to Human Resources, please notify the HR Consultant or Employment Services Specialist so that the posting status can be changed to **Filled**.

Chapter 5

Reference Letters

Reference Letters

The online reference letter functionality is available for faculty type positions. When a posting is created, there is an option to accept reference letters and a department can specify the minimum and maximum number of requests to be sent.

When an applicant is completing their online application, they will see a section to enter reference information. If a department specifies to accept online references, the applicant will be required to enter reference contact information. A department can specify to either have the reference requests sent by email automatically after an applicant has applied for a position or they can select to manually send the requests by email when they are ready to receive the references.

The reference contact person will receive an email from the PeopleAdmin system that will contain information about the position that the applicant has applied for and a link to a website asking to provide a reference. They will be allowed to upload a file or write a recommendation directly into the system.

Accept Online References for a Posting

Please Note: If a Human Resources or Equity consultant will be creating the posting for the department please make a note with the following information in the *Additional Information* section (under Position Details section) when submitting the position description with recruitment information:

- Allow to accept online references and specify if the department wants to send the requests as soon as an applicant has submitted their application or prefer to manually send the requests at a later time
- Minimum number of requests
- Maximum number of requests (optional)
- If applicable, reference provider special instructions

Reviewing References for an Applicant

When viewing an applicant's information you will be able to check to see if a reference request has been received, view the reference and send another reference request if needed.

- 1. Log into PeopleAdmin via the MyRU Portal.
- 2. Select the appropriate user group.
- 3. Select Applicant Tracking module in the top right hand corner.
- 4. Select an option (AP Faculty, Research Faculty or T&R Faculty) under the Postings tab.
- 5. Search and click on work title that you want to view.
- 6. Click on the Applicants tab.
- 7. Under the Actions option, select View Application beside the person that you want to view.
- 8. Click on the **Recommendations** tab. On the tab, it will let you know how many references have been received.

The **Reference Requests** section will list the names and email addresses of the people that a reference request was sent to with the date and time that the email was sent. If a reference has been received, a date and time will be listed under the *Responded* column. If needed click on the **Resend** link under the *Notified* column to send the email request again.

The **Recommendations** section will list the references received for the applicant. Under **Actions**, there are two options for the reference:

View - View the reference information

Delete and re-solicit - Delete the reference information and send another reference request email

The reference will contain provider and recommendation details. If a reference letter was attached it will appear at the bottom of the screen.

First Name	Timathy	
Last Name	Cal	
Reference Provider Details		
Full Name	George Jetson	
Email	hrbannes@st.adu	
Phone Number	54023193331	
Relationship to Candidate	Former Supervisor	
Recommendation Details		
How Do You Know this Candidate?	Wark	
How Long Have You Known this Candidate?	5 years	
Additional Comments		

The attached reference letter will also appear under the documents section on the application.

Sending a Reference Request Manually

If *Under Review by Department* was selected in the **Reference Notification** field in the posting then reference requests will be sent by email immediately after an applicant has applied for a position. Otherwise if this field is left blank then the department will have the option to manually send the reference requests when it is needed.

When viewing the **Recommendations** tab underneath an applicant's information there is, a *Notified* column and it will have a "No" underneath it. When a department is ready to receive references for an applicant, you can click on the **Send** link and the system will send an email to the reference contact.

Resources

Approval Workflow Diagram



User Groups	Action
Sponsored Programs	Required only for grant funded positions
Senior Management	Can return an action to any previous user group
President	Required only to review actions for direct reports
Operational Management, Administrative Management	Can return an action to the previous user group
Budget	Can return an action to senior management
HR	Can return an action to any user group

Glossary of Terms

Helpful terms and definitions can be found on <u>SelectSuite Glossary of terms</u>.

Contact Information

Department of Human Resources Radford University 314B Tyler Avenue P.O. Box 6889 Radford, VA 24142 540-831-5008 540-831-5128 TTY 540-831-6278 FAX hr@radford.edu

http://www.radford.edu/content/human-resources/home.html