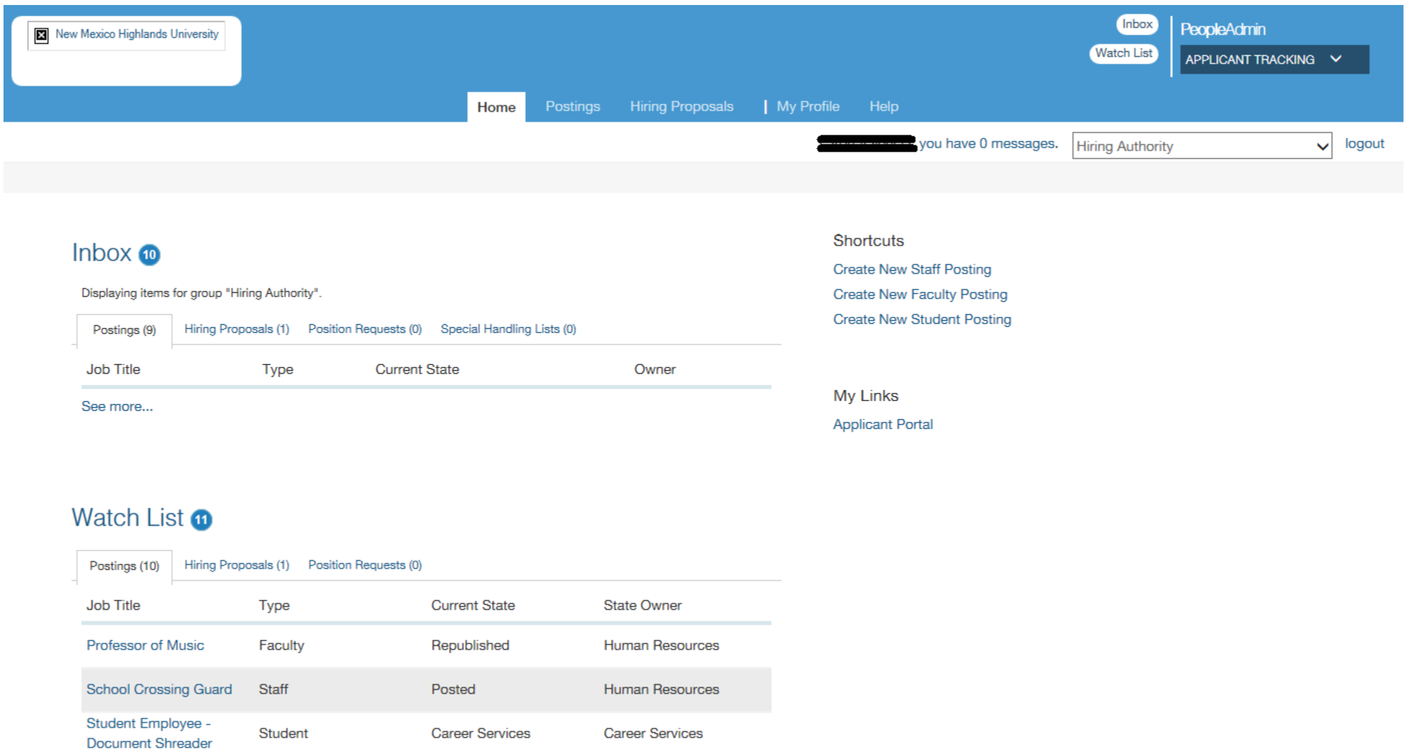
Online Recruiting System – PeopleAdmin 7
Student Employment Initiator Guide – Creating Student Postings and Hiring Proposals

General Login Process

- ▶ Click link: https://nmhu-sb.peopleadmin.com/hr/
- ▶ Select the "Online Recruiting System Login – Click Here" link and enter your credentials
- ▶ Default page upon log in is the Home page.



Ensure you are in the Hiring Authority role. If your role is not Hiring Authority, select the correct role from the drop down in the upper right corner of the screen.

CAUTION Clicking the Logout button by accident will log you out. The system will not give you a warning.

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Creating a Posting

Before you begin: Familiarize yourself with the Student Job Categories and Rates if you are unclear on what category you need to recruit for:

Academic Support Aide	Housing Student Conduct Aide	Residence Assistant/Housing Aide
Administrative Aide	Laboratory Aide	Safety Aide
Athletic Equipment Aide	Library Aide	Social Media Coordinator Aide
Audio-Visual Aide	Lifeguard	Student Services Aide
Cashier Aide	Maintenance Aide	Studio Assistant Aide
Custodial Aide	Multi-Media Aide	Technician Assistant Aide
Event Staff Aide	Office Services Aide	Theatre Aide
Facilities Aide	Peer Advisor Aide	Trainer Aide
Grader Aide	Photography Aide	Tutor Aide
Graphic/Web Design Aide	Recreation Aide	Warehouse Aide
Help Desk Aide	Research Aide	

	Level 1 (Entry)	Level 2 (Intermediate)	Level 3 (Advanced)	Level 4 (Technical
Salary	$7.50/Hour	$8.50/Hour	$9.50/Hour	$10.50/Hour
General Summary	Job description may include routine duties with no prior experience needed to be able to perform. May involve a modest degree of responsibility and judgment.	Job description may include varied and moderately complex duties involving a moderate degree of responsibility and judgement. Usually requires previous training or equivalent experience. May direct or coordinate activities of other student employees.	Job descriptions may include varied and complex duties involving a high degree of responsibility and judgment. May supervise or regularly lead activities or other student employees. Usually requires considerable training or equivalent experience in a specialized or technical field.	Job description may include technical and specialized duties requiring a high skill level in oral and written communications, critical thinking, initiative, and independent work requiring knowledge of theory, practices and procedures of the assigned area.

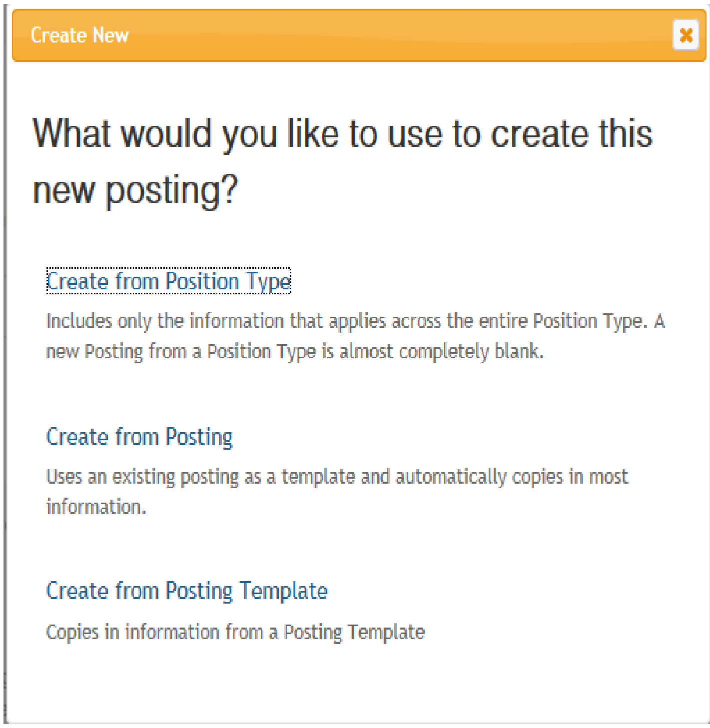
Skills and/or Duties	Routine data entry; Answering phones; Making copies; Greeting customers; Taking messages; Managing confidential information; Maintain regular attendance; and, Perform other job duties as assigned.	Training new hires; Managing schedules; Providing support to students (tutors, peer mentors, orientation leaders); Conduct presentations; Managing confidential information; Maintain regular attendance; and, Perform other job duties as assigned.	Designing graphics; Marketing through social media; Aggregating data; Facilitating groups; Generating admissions; Conduct presentations; Managing confidential information; Utilizing second language proficiency; Maintain regular attendance; and, Perform other job duties as assigned.	Analyzing data; Preparing records; Writing reports; Creating videos; Managing confidential information; Maintain regular attendance; and Perform other job duties as assigned.
Minimum Qualifications	**Education**: College student at NMHU enrolled with a minimum of six (6) credit hours. High school diploma or GED. **Experience**: None	**Education**: College student at NMHU enrolled with a minimum of six (6) credit hours. High school diploma or GED. **Experience**: Some clerical/office experience	**Education**: College student at NMHU enrolled with a minimum of six (6) credit hours. High school diploma or GED. **Experience**: Some clerical/office experience	**Education**: College student at NMHU and classified as a sophomore, junior, or senior and enrolled with a minimum of six (6) credit hours. Successfully completed one semester at NMHU. Minimum 3.0 GPA. **Experience**: Work experience in college
Physical Demands	**Frequently**: Standing, Walking, Bending, Squatting, Kneeling, Repetitive hand motion, Prolonged use of computer. **Occasionally**: Lifting a minimum of thirty (30) pounds, Climbing.	**Frequently**: Standing, Walking, Bending, Squatting, Kneeling, Repetitive hand motion, Prolonged use of computer. **Occasionally**: Lifting a minimum of thirty (30) pounds, Climbing	**Frequently**: Standing, Walking, Bending, Squatting, Kneeling, Repetitive hand motion, Prolonged use of computer. **Occasionally**: Lifting a minimum of thirty (30) pounds, Climbing	**Frequently**: Standing, Walking, Bending, Squatting, Kneeling, Repetitive hand motion, Prolonged use of computer. **Occasionally**: Lifting a minimum of thirty (30) pounds, Climbing
Responsible Office	Career Services – Posting. Human Resources - Administration	Career Services – Posting. Human Resources - Administration	Career Services – Posting. Human Resources - Administration	Career Services – Posting. Human Resources – Administration

To begin a New Posting:

1. From the Main Menu, choose Posting, select Student – and select 

OR make your selection from the "Shortcuts" menu on the right side of the screen and select "Create New Student Posting".

2. Next, select the type of student posting you wish to create. (See descriptions below).



You may create a Job Posting from one of three options ONLY:

Create from Position Type (Option 1): Allows you to create a position from scratch.

Create from Posting (Option 2): Copies in base posting information. Use this option when creating a unique **STUDENT** posting.

Create from Posting Template (Option 3): Allows you to clone (copy) an existing posting and make edits as needed. Use this option when creating a **STUDENT** posting for which you have already created a similar posting and need to make only minor edits. Good option when you recruit for similar positions frequently.

Create from Position Type – Option 1

1. You will be directed to the "New Posting" screen.

2. In the "New Posting" screen enter a descriptive and concise "Position Title" for the applicant posting. Drop down fields will allow you to select the Organizational Unit (Main Campus or Centers), Division and Department.

New Posting

Create New Posting | Cancel

* Required Information

Position Title * Custodial Aide

Organizational Unit

Branch * Main Campus (Main Campus)

Division * Office of the President (00510)

Department * Facilities Planning (93000)

3. "Applicant Workflow" will default to "Under Review by Hiring Authority".

4. Drop-down lists in the "references" section will allow you to customize when references requests will be sent out. In addition, once references have all been provided, you can select at which stage to move along the workflow state. These fields can also be left in default state "blank" if no option is preferred.

5. "Online Applications" will have a checkmark in the block as the system default. Applicants will be able to access the online jobs portal to search and apply to the posting.

6. Any special instructions regarding the job posting can be entered in the editable field; for example, in the student module, Career Services makes available their services to assist student job seekers with cover letters and/or resumes:

7. Click on "Create New Posting":

Online Applications

☑ Accept online applications?

Special offline application instructions

For assistance in writing a cover letter and/or resume, please consult with the NMHU Career Services Center in the Felix Martinez Building, Room 230, (505) 454-3048

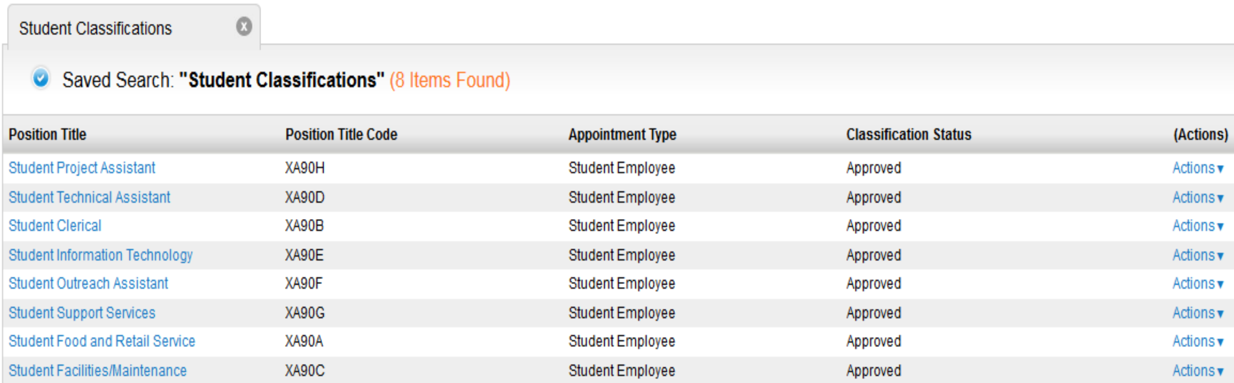
Supporting Documents

☐ Allow supporting documents to be uploaded to applications?

Create New Posting | Cancel

Create from Posting – Option 2

1. The system will default a list of approved Student Classifications.

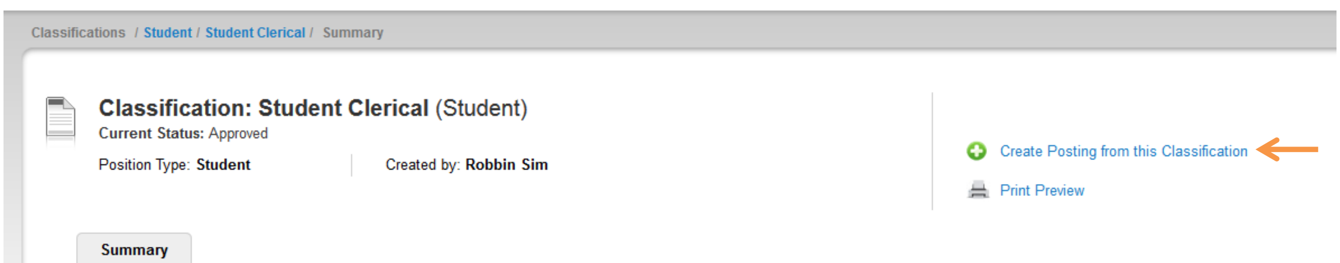

Student Classifications

Saved Search: **"Student Classifications"** (8 Items Found)

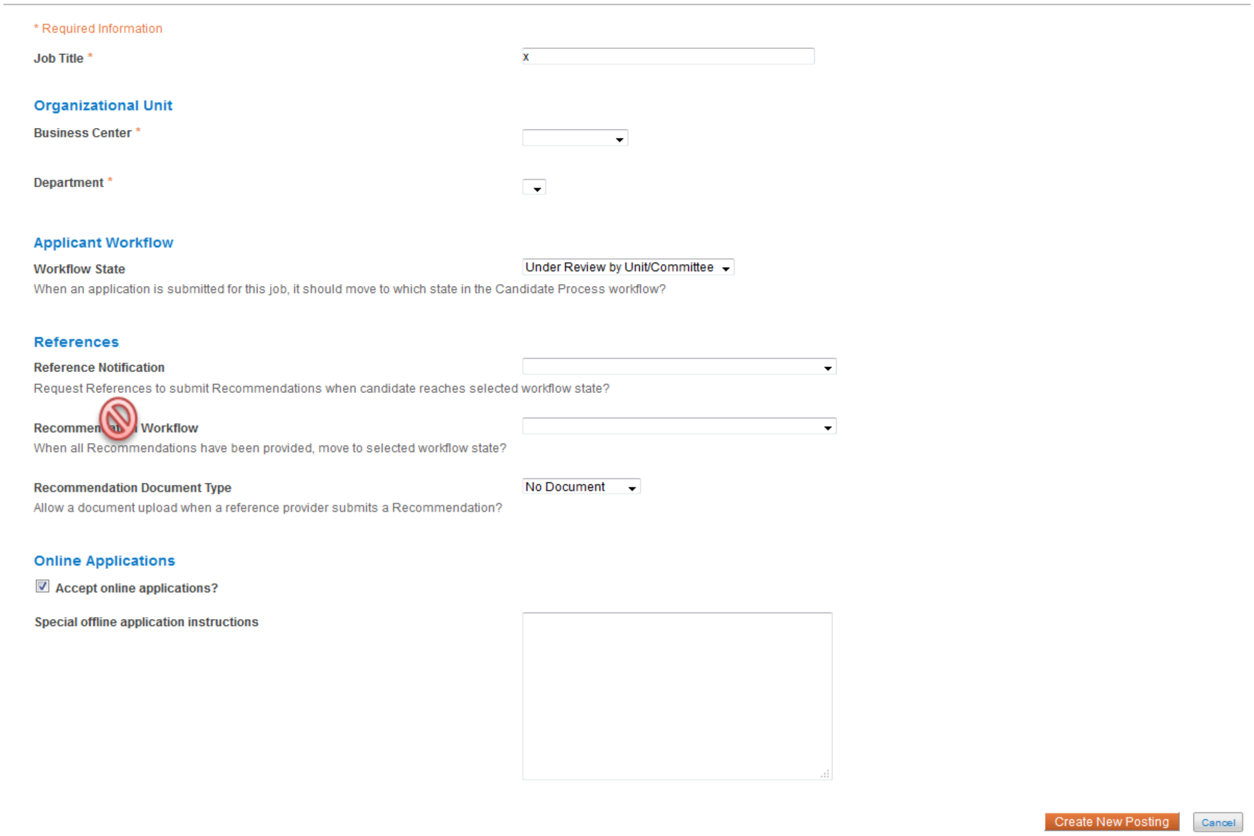
Position Title	Position Title Code	Appointment Type	Classification Status	(Actions)
Student Project Assistant	XA90H	Student Employee	Approved	Actions ▾
Student Technical Assistant	XA90D	Student Employee	Approved	Actions ▾
Student Clerical	XA90B	Student Employee	Approved	Actions ▾
Student Information Technology	XA90E	Student Employee	Approved	Actions ▾
Student Outreach Assistant	XA90F	Student Employee	Approved	Actions ▾
Student Support Services	XA90G	Student Employee	Approved	Actions ▾
Student Food and Retail Service	XA90A	Student Employee	Approved	Actions ▾
Student Facilities/Maintenance	XA90C	Student Employee	Approved	Actions ▾

2. To **view** the classification, open it by clicking on the Position Title or by clicking on the Actions link at the right of the Position and selecting View.

3. To Create Posting from the Position Title, choose "Create From" from the Actions link ***or,*** "Create Posting from this Classification" after selecting View from the Actions link.



4. A New Posting page will appear for general settings information. Enter an "x" in the Job Title field as you copy the Position Title to this field on the next page. Complete each field as appropriate except for the "References" section as it does not apply to Student positions. Ensure the "Accept online applications?" checkbox is checked.


* Required Information

Job Title *

Organizational Unit

Business Center *

Department *

Applicant Workflow

Workflow State

Under Review by Unit/Committee

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

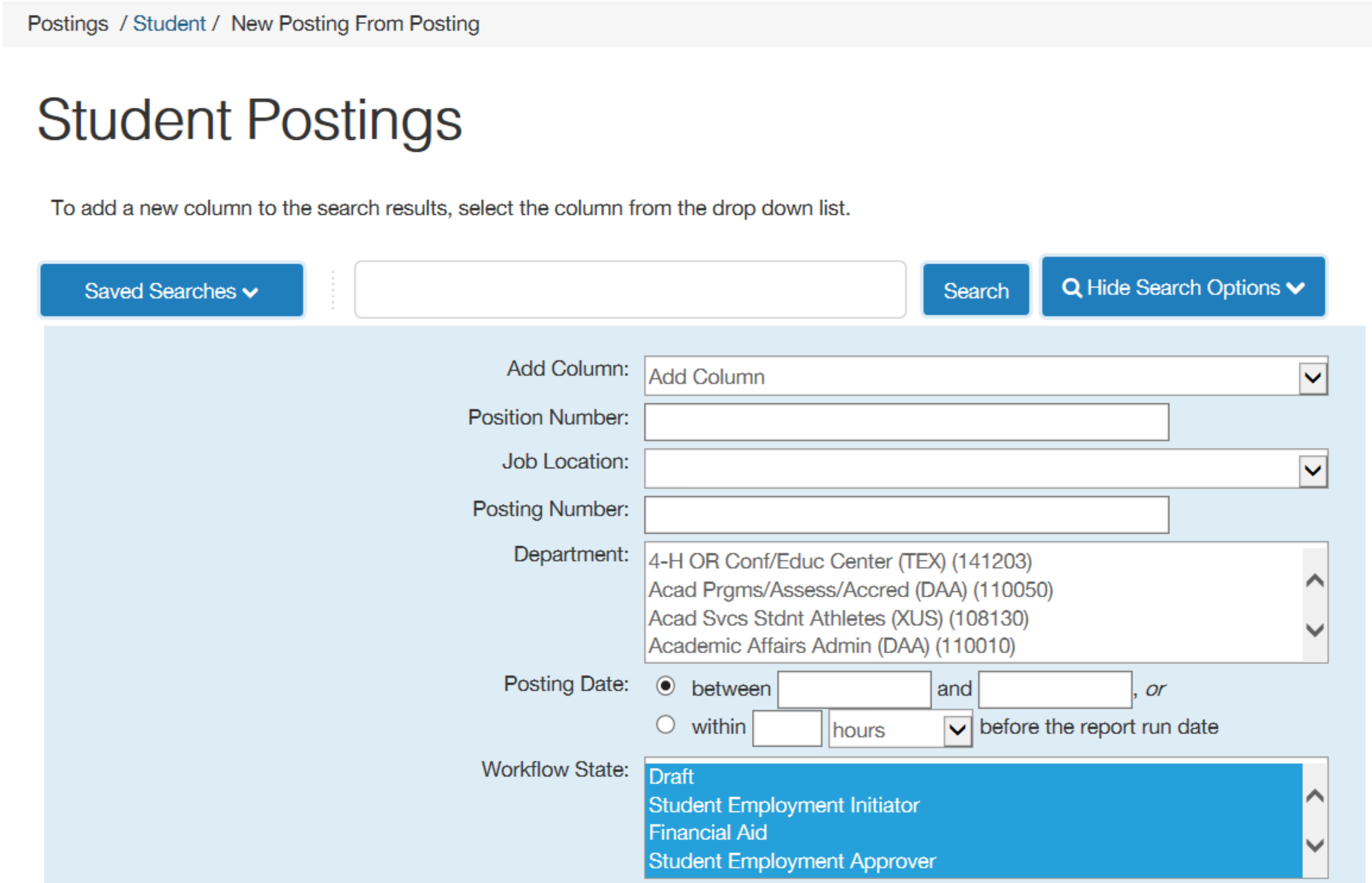
Create New Posting

Cancel

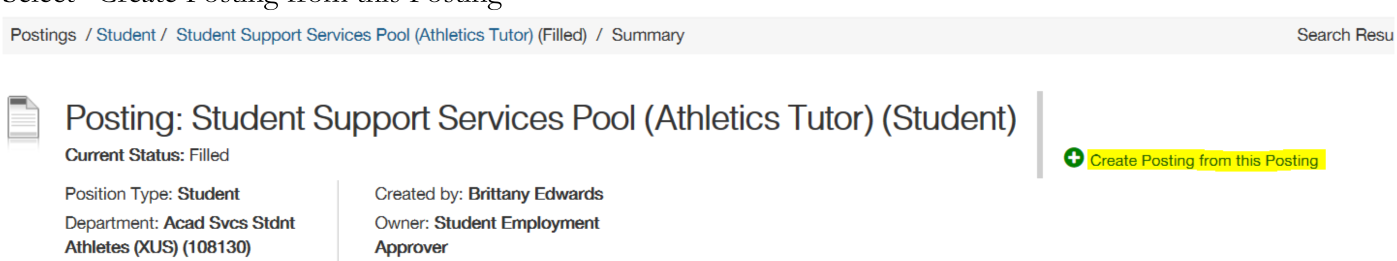
5. When done, click on Create New Posting to continue the posting and move to the next section in this manual or select "Cancel" to return to the home page.

Create from Posting Template – Option 3

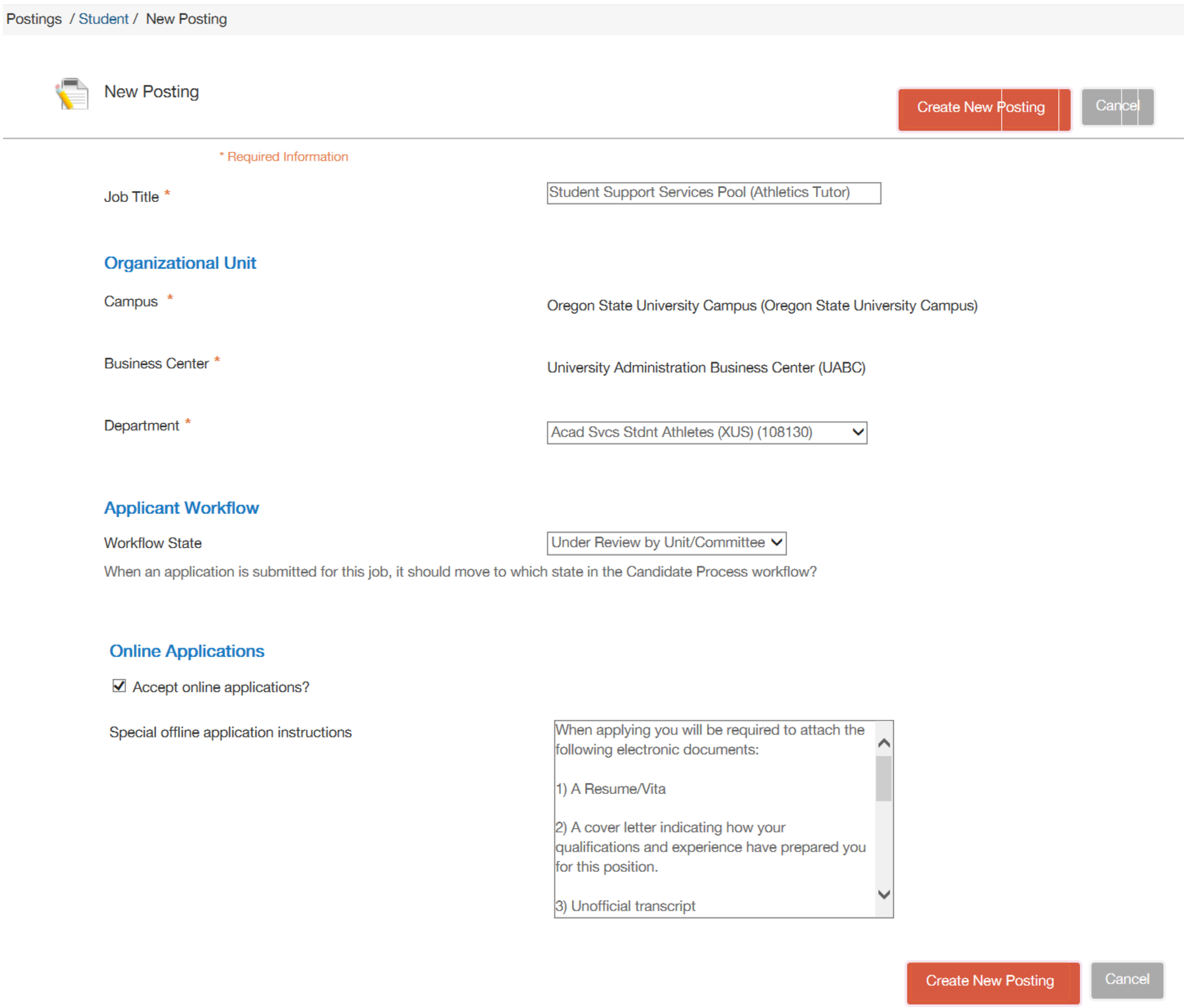
1. Search for previous posting, using information given on the Student Position Request Form.



2. Select the posting you wish to clone (copy). You can then view the posting to ensure this is the correct posting to clone.
3. Select "Create Posting from this Posting"



4. A New Posting page will appear for general settings information. The text fields will be pre-populated with the information from the cloned posting. Ensure the "Accept online applications?" checkbox is checked.



Postings / Student / New Posting

New Posting

Create New Posting | Cancel

* Required Information

Job Title *: Student Support Services Pool (Athletics Tutor)

Organizational Unit

Campus *: Oregon State University Campus (Oregon State University Campus)

Business Center *: University Administration Business Center (UABC)

Department *: Acad Svcs Stdnt Athletes (XUS) (108130)

Applicant Workflow

Workflow State: Under Review by Unit/Committee

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Online Applications

☑ Accept online applications?

Special offline application instructions:

When applying you will be required to attach the following electronic documents:

1) A Resume/Vita

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

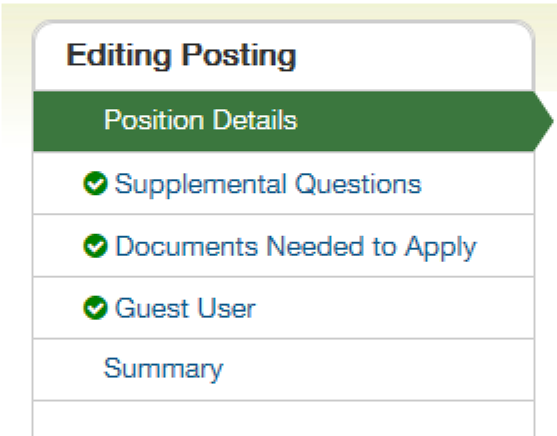
3) Unofficial transcript

Create New Posting | Cancel

5. When done, click on Create New Posting to continue the posting and move to the next section in this manual or select “Cancel” to return to the home page.

Create/Update/Complete Posting Details

1. The menu at the top left directs the information you will supply to complete the Posting. You may navigate to each section by selecting the category of information or clicking on the Next button:



Position Details* – You will need to complete all applicable fields in the position details section, including the General Position Information, Position Summary, Position Duties, Qualifications, etc.

Supplemental Questions – Add questions that refine the list of qualified applicants. Questions will be reviewed and approved by your HR/PR team.

Documents Needed to Apply – Choose required or optional documents for applicants to attach during the application process.

Guest User– Persons associated with the hiring process can be designated via this feature. They will only be given access to the singular posting.

Summary – Posting details summarized on one screen

POSTING DETAILS PAGE
Position Title: Auto-Populates to appropriate student position title based on classification selected
Department Summary: Department specific information that will provide an overview of the department or work conditions that the department would like to share with the prospective applicant. This is a brief description of why the position exists and what the primary function of the position is.
General Job Description: Auto-Populates as Student Employee based on classification selected
Specific Duties: Duties and responsibilities unique to the specific posting.
Minimum Qualifications: Specific requirements for the position (education, experience).
Preferred Qualifications: Add preferred qualifications as appropriate for the position.
Physical Demands: Enter standard physical demands required for the position.
Hourly Rate: Enter desired hourly rate that corresponds to level 1-4 table above for position desired.
Hours per Week: Drop-down menu to select the desired amount of hours the candidate will be authorized to work.
Preferred Work Schedule: Select specific dates and times that the position is most appropriate or needed for the department. This block can be blank if not applicable.
Employment Term: This is a required field for the student employment module – select if the position will be required for the academic term or if the employment will occur during one of the breaks.
Job Type: Drop-down menu provides the option to select which category of student is needed for position.
Department: Auto-populated field with department the position will report to.
Work Location/Campus Center: Drop-down menu provides the option to select location of position.

POSTING DETAIL INFORMATION
Posting Number: Assigned and will auto-populate when forwarded to the Student Employment Approver.
Number of Vacancies: Enter the number of positions being recruited for – if a pool you may enter a range.
Desired Start Date: enter date as appropriate
Position End Date (if temporary): enter date as appropriate
Hiring Authority (if other than yourself): Define which Hiring Authority needs access to review candidates.
Posting Open Date: Select a desired opening date.
Posting Closing Date: Select a desired closing date. This entry can remain blank for now if the desired position will be open until filled.
Open Until Filled: Select Yes if position is to remain open until it is filled.
Special Instructions Summary: Default information for students is listed informing them to contact Career Services for assistance with resumes/cover letters.
Quick Link for Internal Postings: Auto-populated link to enable student posting to be advertised internally (not available for public on main applicant website portal).
Pass/Fail Messages: When applicants successfully apply to postings, they receive a "Confirmation" page in the system that presents a confirmation number for reference. On the "Confirmation" page is also the text inside the "Pass Message" data field that thanks them for their interest in the position, etc. The "Fail Message" will pop up on the screen if an applicant answers a posting-specific question with an answer that disqualifies him/her. The message thanks them for their interest, and specifically states that based on their response, they do not meet the minimum/required qualifications for the position. These pass/fail messages should not be modified without first consulting with Human Resources/Payroll. Only under exceptionally rare circumstances would a modification of this text be justified.
POSTING CONTACT INFORMATION
Contact Person: The person most knowledgeable about the posting.
Contact Person's Job Title: Enter contact person's job title.
Contact Person's Phone: Enter contact person's phone number
Contact Person's Email: Enter contact person's email
SUPPLEMENTAL QUESTIONS (As Applicable) This section is where you will create the Supplemental Questions (SQs) that applicants will respond to when applying to the posting. A question data-bank is provided with an assortment of commonly asked questions. However, you have an option to create your own questions for the posting. These questions can refine the list of qualified applicants and be exported to sort, filter and create reports. Step by step instructions are included within the system. Questions will be reviewed and approved by your HR/PR team.
DOCUMENTS NEEDED TO APPLY (As Applicable) Choose required or optional documents for applicants to attach during the application process.
GUEST USER If a search committee or third party member is desired for the posting search a guest user account can be created. By clicking on "Create Guest User Account" the system will automatically generate a Guest Username; you may update the password if needed. An email will be sent to the guest with username/password for the posting.

SUMMARY
Displays details about the posting
HISTORY
Displays all transactions associated with the Posting, when it was created, any actions, notes or distributed emails time in status, who prepared the action, time and date stamp. As the number of transactions grows, History may be filtered by clicking on the boxes for Workflow, Notes and Emails. The "Add a new note" option is where you would add any comments you would like noted in the history of the posting or as communication to the Student Employment Approver. Your name, role, date and time are automatically added to each note.
SETTINGS
Display the organizational structure for the job posting and online application information.
HIRING PROPOSALS
Displays as job offers are made and prospective new hire information is created.

Other Actions: There are additional actions which may be taken by the user. These include:

Edit your posting to include additional or modified information. You may also navigate to each section of the posting where an Edit link is available by topic

Delete your posting if created in error. This option is only given prior to moving the posting in the workflow

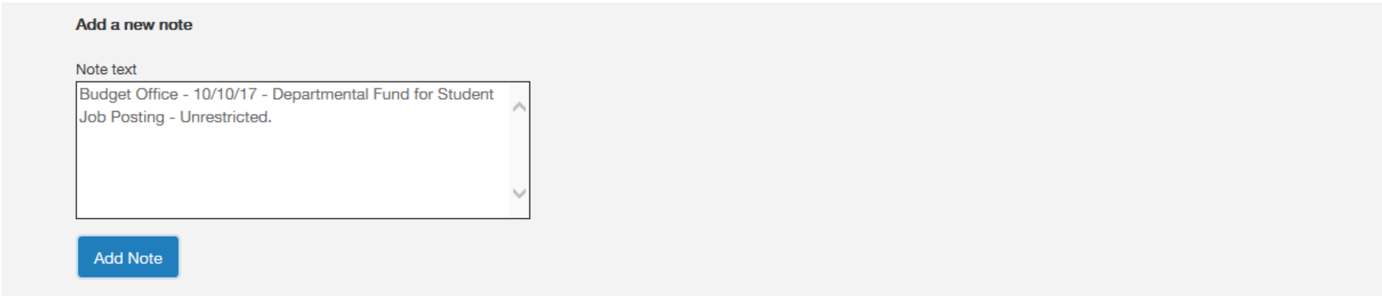
Take Action on Posting (discussed below) to move the posting through the workflow and approval process

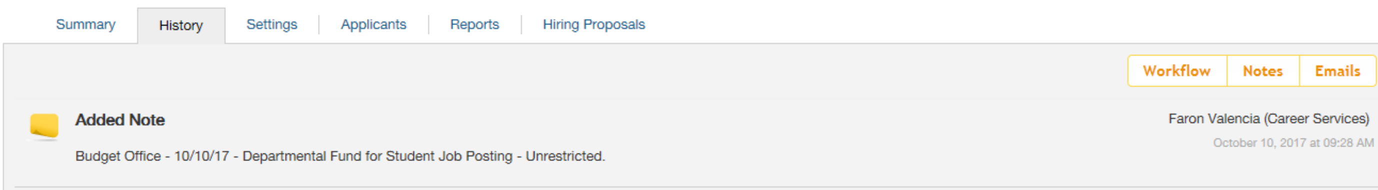
See How Posting looks to Applicant to see a preview for how the posting will look in the Applicant Portal

Print Preview (Applicant View) allows you to print the Preview for how the posting will look in the Applicant Portal

Print Preview allows you to print the Preview for how the posting appears on screen

After creating the job posting record, the Hiring Authority will go the "Take Action on Posting" tab and submit the posting to **Budget Office**. Budget Office will verify funding source for posting and will enter a note in the history tab to reflect Departmental, Federal or State funding with percentages (if applicable). An example of the note and history tab entry will reflect as follows:





The Budget Office will then take action on posting and will either return the posting to the Hiring Authority for corrective action or will forward the posting to Career Services for further processing.

Take Action on Posting

- Keep Working on this Posting

  WORKFLOW ACTIONS
- Cancel (Move to Cancelled)
- Submit to Hiring Authority/Initiator (Move to Hiring Authority/Initiator)
- Submit to Career Services (Move to Career Services)

Career Services will receive an email notifying them that the student posting is ready for their review.

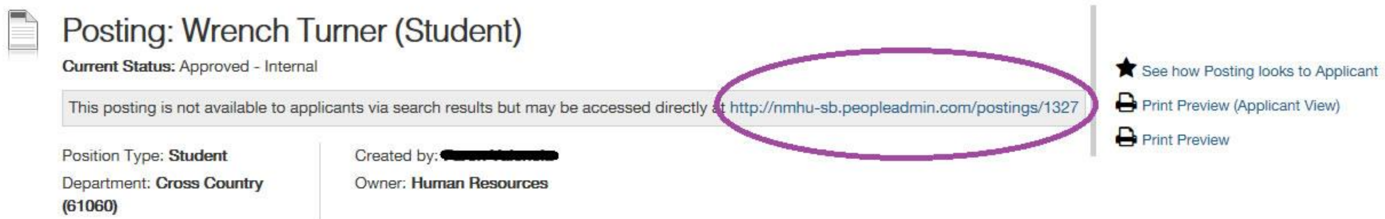
If Career Services has questions or is requiring changes, they will either contact the Hiring Authority or Budget Office directly or select the option to "Move to Hiring Authority/Initiator" or "Move to Budget Office". If returned, view the History section for instructions and once complete, submit the posting to Career Services for further review.

Take Action on Posting

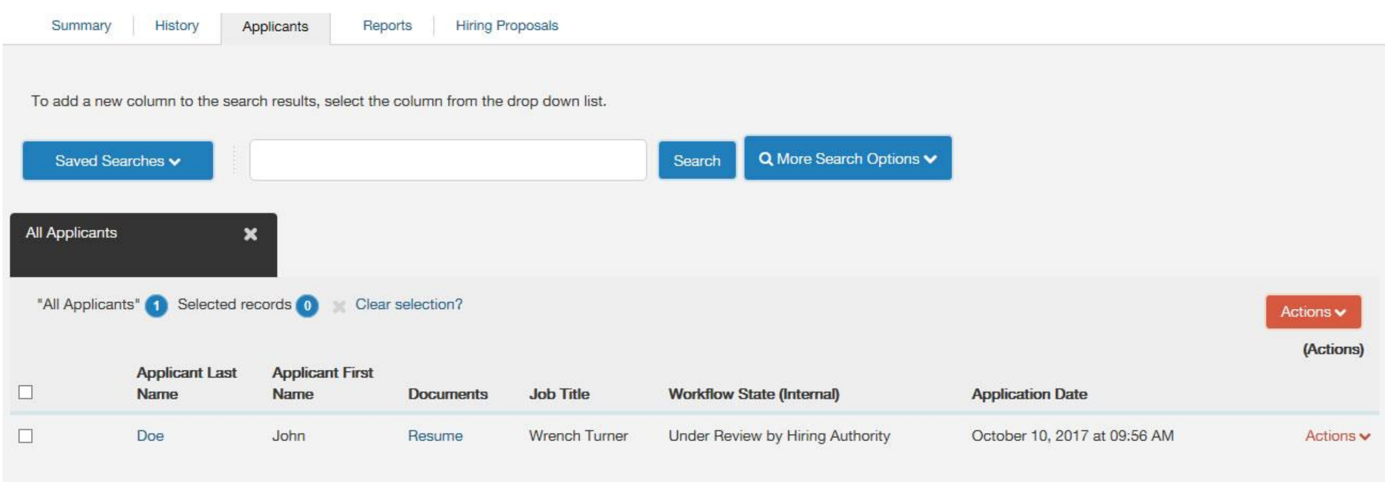
- Keep Working on this Posting

  WORKFLOW ACTIONS
- Approved for Later Posting (Move to Approved-Pending)
- Post Position (Move to Posted)
- Cancel (Move to Cancelled)
- Return for Review (Move to Hiring Authority/Initiator)
- Post Internally (Move to Approved

If posting student Job Position internally, a link will appear in the upper part of the screen that will enable direct access to the applicant online portal for this specific job posting. The job posting will not be available for public viewing through the applicant portal. When applicants express interest in the position, Career Services will then forward the link for the applicant to apply.



The applicant will then enter the online applicant portal with the link provided to fill out an online application for the posting. The Hiring Authority will then need to log into the PeopleAdmin site and open up the job posting record to open the Applicants tab. Any new applicants for the posting will appear here. For example, one applicant applied to the posting; <u>John Doe</u>.



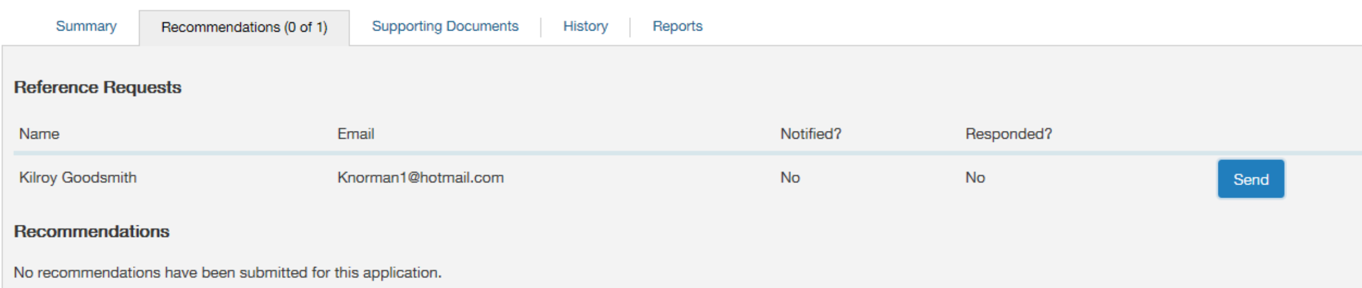
The Hiring Authority will then pick up the student application and review the record to determine if the applicant meets the basic qualifications for the posting. If the applicant does not meet the basic criteria for consideration, the Hiring Authority has the option of selecting "Select (Move to Not Hired)" on the Take Action on Job Application tab. The options available to the Hiring Authority include:

Take Action on Job Application

- Keep Working on this Job Application

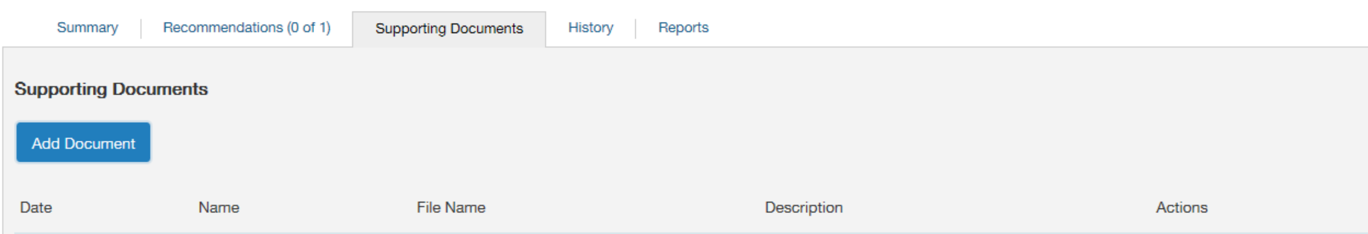
  WORKFLOW ACTIONS
- Select (Move to Not Hired)
- Select (Move to Recommend for Hire)

If the applicant meets the basic qualifications for the position, the Hiring Authority has the option to request references provided by the applicant. If elected, the Hiring Authority can select "Send" and an email will be sent to the reference requesting reply for reference for the applicant.

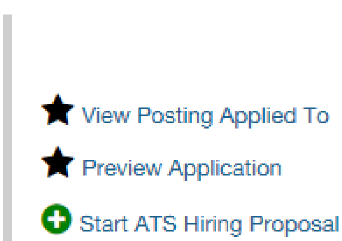


Responses to the request will be automatically loaded in the Recommendations section from the reference given when received.

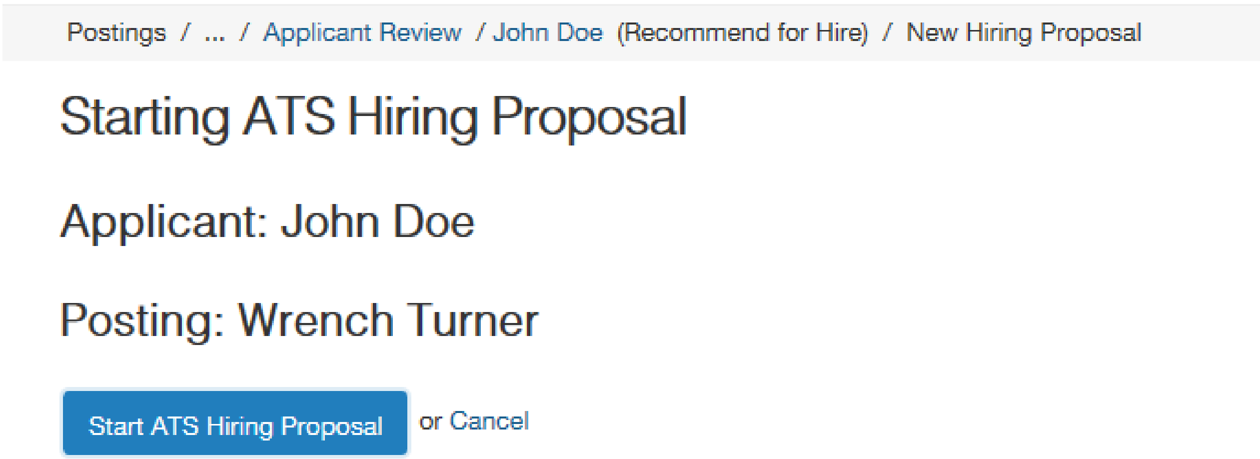
If the Hiring Authority calls on the applicant for an interview, the interview notes can be uploaded under the Supporting Documents tab.



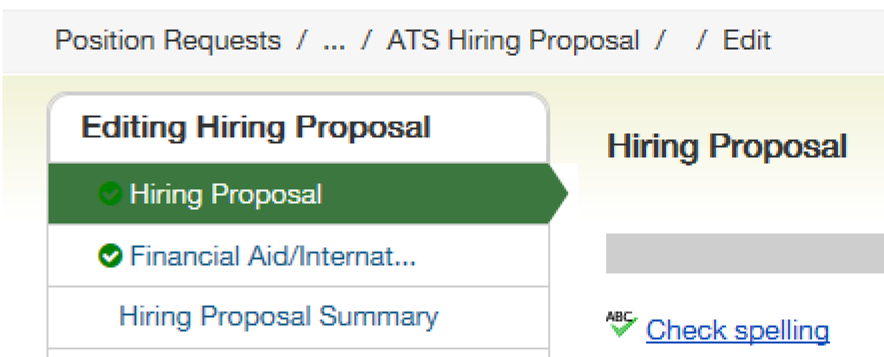
Once the Hiring Authority makes a decision on the applicant to hire or not to hire, they will return to the "Take Action on Job Application" and select appropriate action. If the applicant is selected for hire, the "Take Action on Job Application" tab goes away and a new tab "Start ATS Hiring Proposal" appears below to begin the Hiring Proposal action.



To Begin a New Hiring Proposal:



The Hiring Proposal is where the Hiring Authority along with the Budget, Financial-Aid and International Education Office will be involved with endorsing and verifying the candidate record to complete the new-hire transaction. Once finalized, HR/PR will process the record and verify all signatures have been recorded and any applicable notes or data edits are complete before completing the record and beginning the employee onboard module.



When a new Hiring Proposal is created, many of the fields are pre-filled from the job posting. The **Hiring Authority** will then ensure completion of the following sections:

- Applicant Information: (Banner # - if known)
- Position Information: (the year the employment term is requested)
- Hiring Proposal Information:
    - Hire Type (New Hire or Rehire)
    - Did Student Work Last Semester? (Yes or No)
    - Is Hire an International Student? (Yes or No)
    - Is Background Check Required? (Yes or No)
    - Actual Start Date (Date desired to begin employment)
    - Actual Hours Per Week to be Worked (Variable – open entry field)

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The Hiring Authority may enter the Position Budget Information if the information is available. However, the Budget Office, Financial Aid Office, International Education Office and HR/PR will all have a chance to enter and edit this record if needed.

Once the Hiring Authority determines that they have entered all necessary data they then can take action on the proposal.

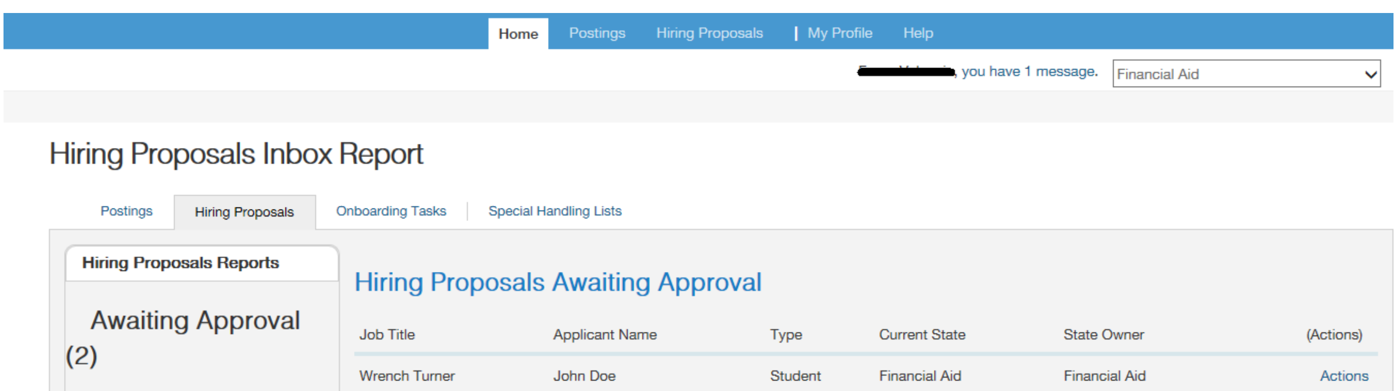
Take Action on Hiring Proposal

- Keep Working on this Hiring Proposal

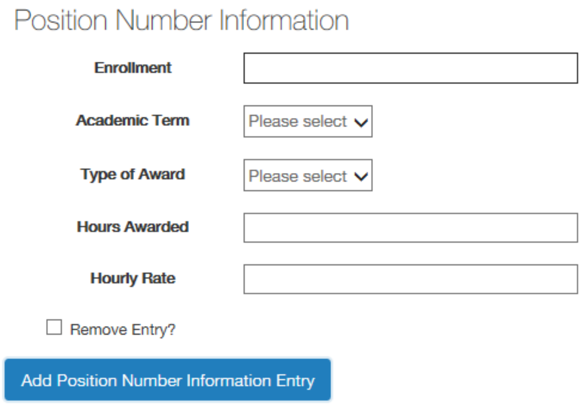
  WORKFLOW ACTIONS
- Cancel (Move to Cancelled)
- Submit (Move to Hiring Authority)
- Submit to Financial Aid (Move to Financial Aid)
- International Students Only (Move to International Office)
- Grants Positions Only (Move to Office of Research and Sponsored Projects)

The Hiring Authority can then forward the proposal to the **Financial Aid Office** if the candidate is not an international student or the **Research and Sponsored Projects Office** if the student is to be under a grant. For international students, the Hiring authority would forward to the **International Student Office**.

In the example below, the proposal for "*Wrench Turner*" was forwarded to the **Financial Aid Office**. The proposal now reflects on the Hiring Authority "Watch List." When Financial Aid logs into the system they will go to the **inbox** where they will be able to locate the hiring proposal awaiting approval.



The Financial Aid Office would then enter the record and make necessary edits to the Financial Aid/International Student tab.



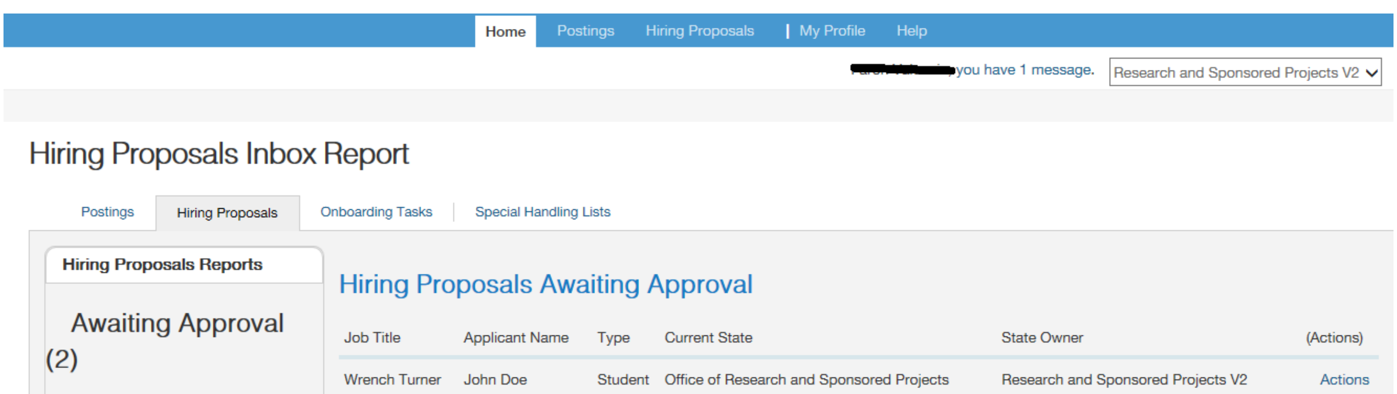
Once the Financial Aid Office determines that they have entered all necessary data they then can take action on the proposal.

Take Action on Hiring Proposal

- Keep Working on this Hiring Proposal

  WORKFLOW ACTIONS
- Submit to ORSP (FOAPAL starts with 2)(Move to Office of Research and Sponsored Projects)
- Approve to HR (Move to Human Resources)

In the example below, the FOAPAL for the proposal "*Wrench Turner*" began with "2" and was moved to the **Office of Research and Sponsored Projects**. The proposal now reflects on the Financial Aid "Watch List." When the Office of Research and Sponsored Projects logs into the system they will go to the **inbox** where they will be able to locate the hiring proposal awaiting approval.



The Office of Research and Sponsored Projects would then enter the record and make necessary edits to the Hiring Proposal tab and/or Financial Aid/International Student tab.

In the case of an International Student, the sequence would be similar with the exception that the proposal is forwarded to the **International Student Office** instead of Financial Aid Office. The International Student Office would then need to fill out the following fields in the hiring proposal:

International Office Use Only

Credit Hours the Student Must be Registered For:

Term and Year the Student Must be Registered For

- ☐ Break
- ☐ Spring
- ☐ Summer
- ☐ Winter
- ☐ Fall
- ☐ Student is in last semester of studies and only required for limited number of hours

Position Number Information

Enrollment

Academic Term Please select

Type of Award Please select

Hours Awarded

Hourly Rate

☐ Remove Entry?

Add Position Number Information Entry

At this point the hiring proposal can either be held for more work or it can be approved and forwarded to HR.

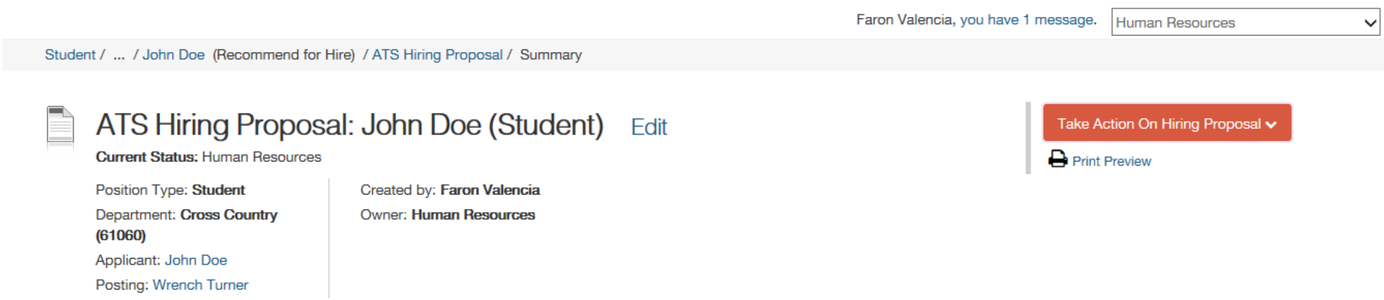
Take Action on Hiring Proposal

- Keep Working on this Hiring Proposal

WORKFLOW ACTIONS

- Approve/Submit (Move to Human Resources)

In the example below, the proposal for "*Wrench Turner*" was approved and forwarded to **Human Resources/Payroll**. HR/PR will then verify that all data entry fields are complete and valid before taking action on the proposal.



From here, HR/PR can take a wide variety of action to either send back for more edits, cancel the record, or approve and finalize the hire.

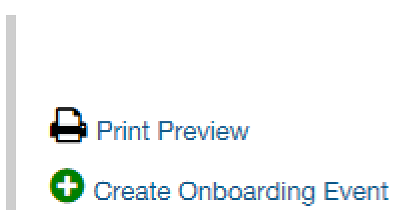
Take Action on Hiring Proposal

- Keep Working on this Hiring Proposal

  WORKFLOW ACTIONS
- Cancel (Move to Canceled)
- Approve and Finalize Hire (Move to Hire Approved)

  MOVE DIRECTLY TO
- Draft
- Hiring Authority
- Financial Aid
- International Office
- Office of Research and Sponsored Projects
- Hire Approved
- Canceled

Once the proposal is approved and moved to Hire Approved, the "Take Action on Hiring Proposal" tab disappears and the Onboarding event tab appears.



HR/PR will now create an onboarding event for the new employee that will contain a list of tasks and forms for the employee and supervisor to complete. All forms will be electronically signed and loaded in the onboard module as part of the permanent employee file.

IF you should have any questions on creating and processing student postings and hiring proposals please contact HR/PR – we are happy to assist.