

Central Ohio Technical College



PeopleAdmin User's Guide

A step-by-step guide to using PeopleAdmin, COTC's web-based job posting and recruiting system. For information related to hiring processes and practices, please refer to the Hiring Guide.

Provided by the Office of Human Resources
Updated March 22, 2013

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INTRODUCTION

Welcome to the Central Ohio Technical College Online Hiring System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- 1) Review / Create Position Descriptions
- 2) Review / Create Advertising Requisitions
- 3) Search and Review Applicants
- 4) Create Hiring Proposal Forms
- 5) Communicate electronically with Human Resources, Hiring Managers, Applicants, and Search Committee Members

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 and Positions
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. **Should you have any questions, please contact Sherry Abbott in the Office of Human Resources at cabbott@cotc.edu or 740.364.9550.**

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system has tested as compatible with these browsers: Internet Explorer 8 and 9, Firefox 13 and later, Safari 4 and later, and Chrome. Other browsers may work but have not been tested.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

Security of Applicant Data

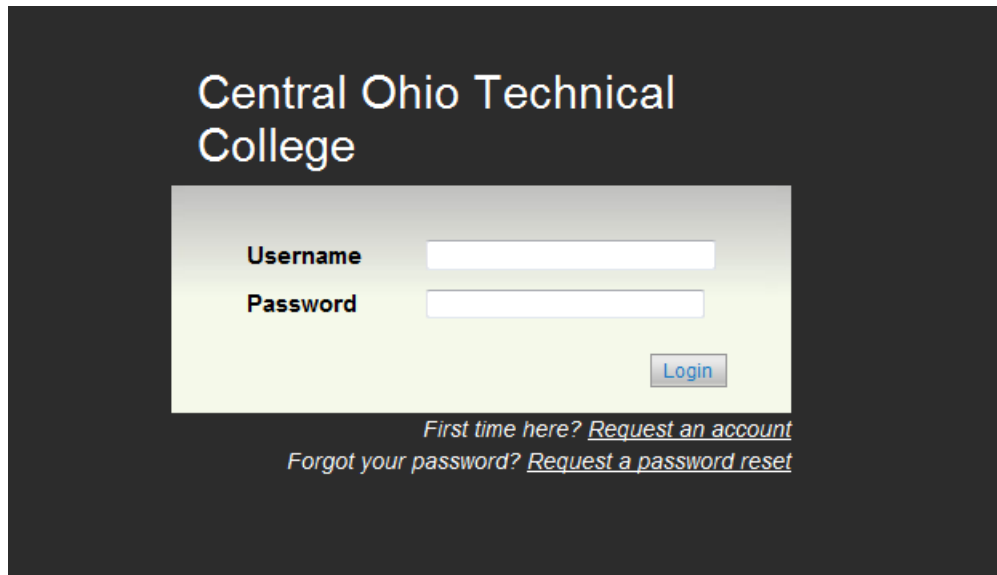
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link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

GETTING STARTED

Open an internet browser and enter **jobs.cotc.edu/hr** to access the system as a hiring manager.

Logging In To Your Account:

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:



Central Ohio Technical
College

Username

Password

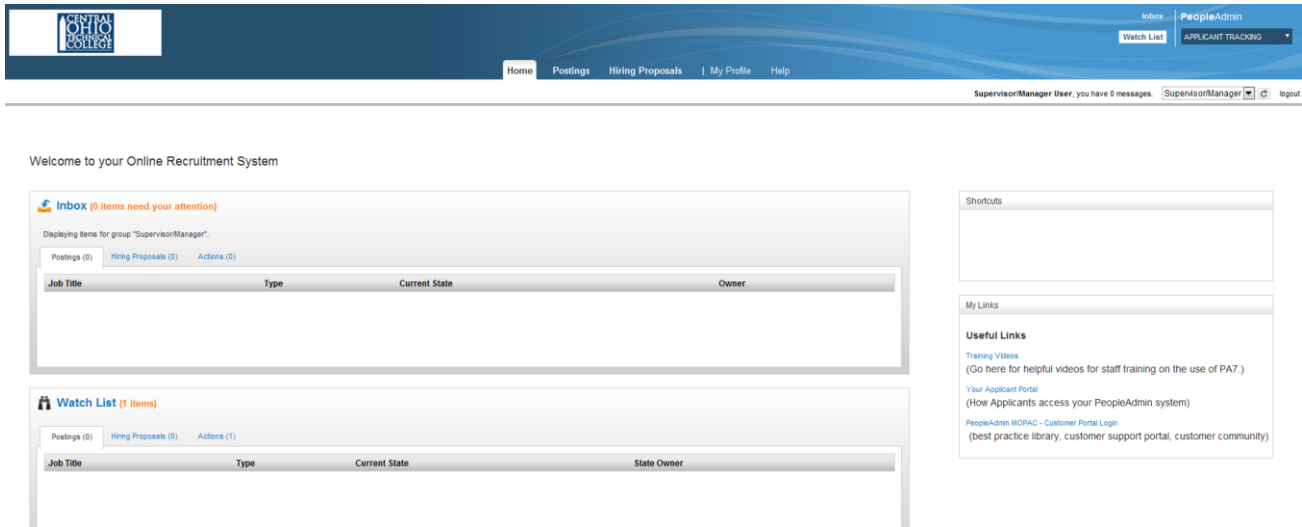
Login

First time here? [Request an account](#)
Forgot your password? [Request a password reset](#)

The Office of Human Resources maintains your user account and grants you access to different departments. HR also will indicate what email notifications you will receive. Your user name is always a maximum of eight (8) characters long consisting of the first initial of your first name and the first seven letters of your last name. If your last name is shorter than that, it will be your full last name.

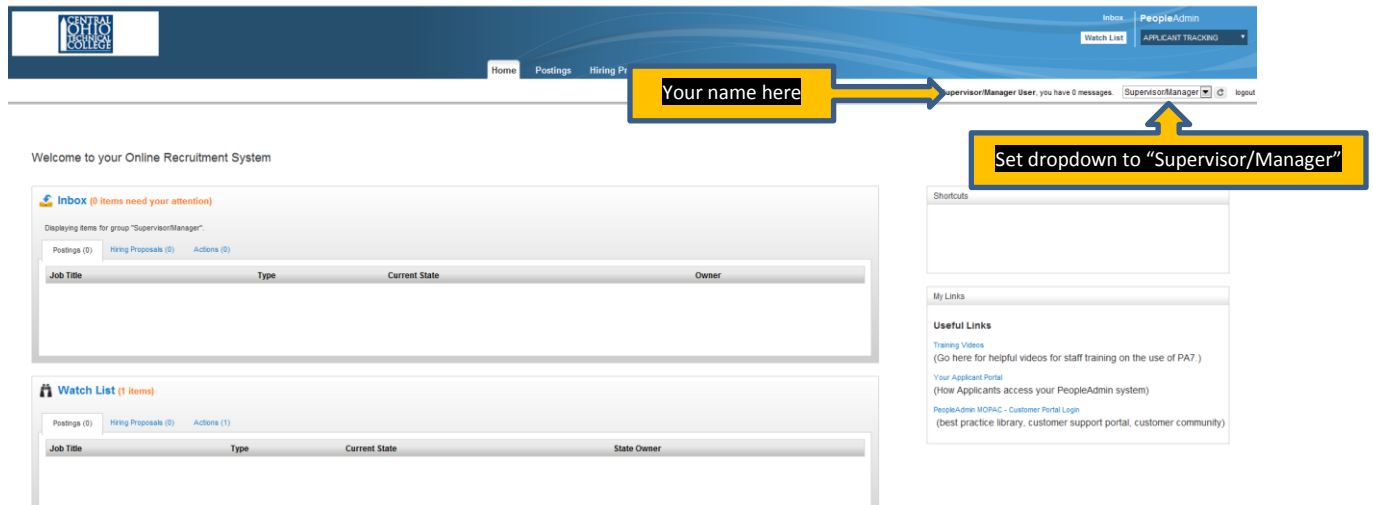
Upon your initial login, your password will be the same as your username. Once entered, you will be prompted to change your password to complete your login.

The Welcome Screen appears after you log in, and should appear similar to the following screen:



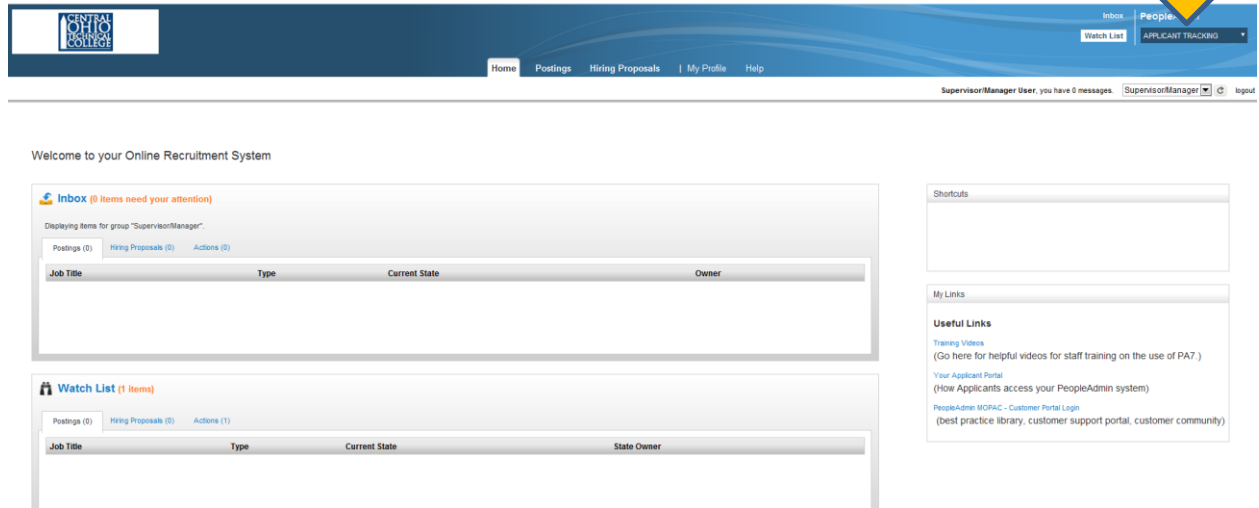
NAVIGATION

Depending on your role in the hiring process you may have multiple roles in PeopleAdmin. Before proceeding confirm that you are using the proper role. For now be sure you are using your Supervisor/Manager role by reviewing the callouts on the welcome screen below.

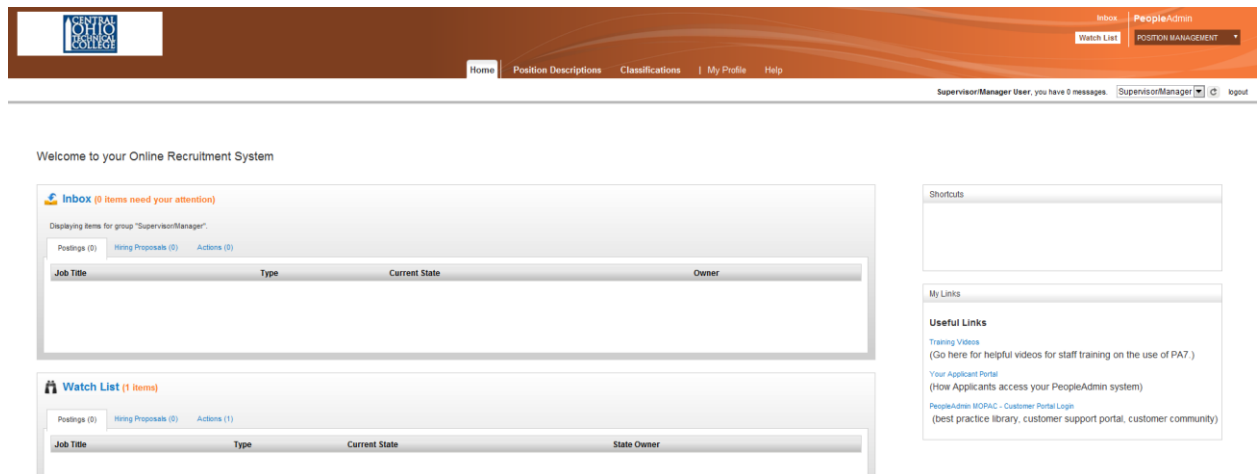


Now move to the position management function...

Set dropdown to "Position Management"



Notice that the screen header is now orange and the dropdown you just changed shows "Position Management."



POSITION DESCRIPTION ACTIONS

From this screen you have the ability to find, review, and edit existing position descriptions or create a new position description.

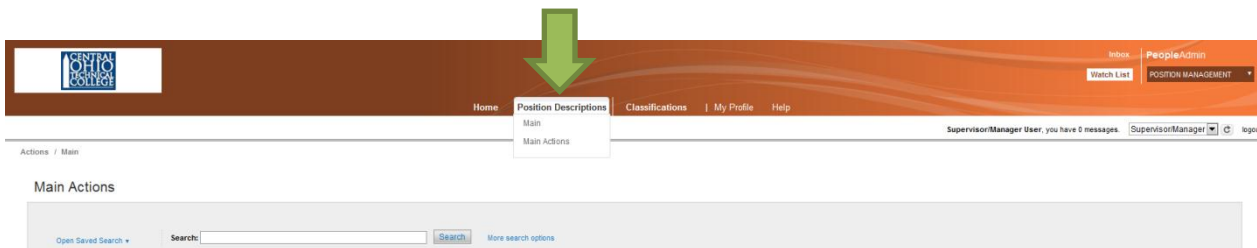
Position Description options are broken down into different Requests in the online system.

- Modify Existing Position Description and Submit Advertising Requisition**
- Modify Existing Position Description (no Advertising Requisition)**
- New Position Description**

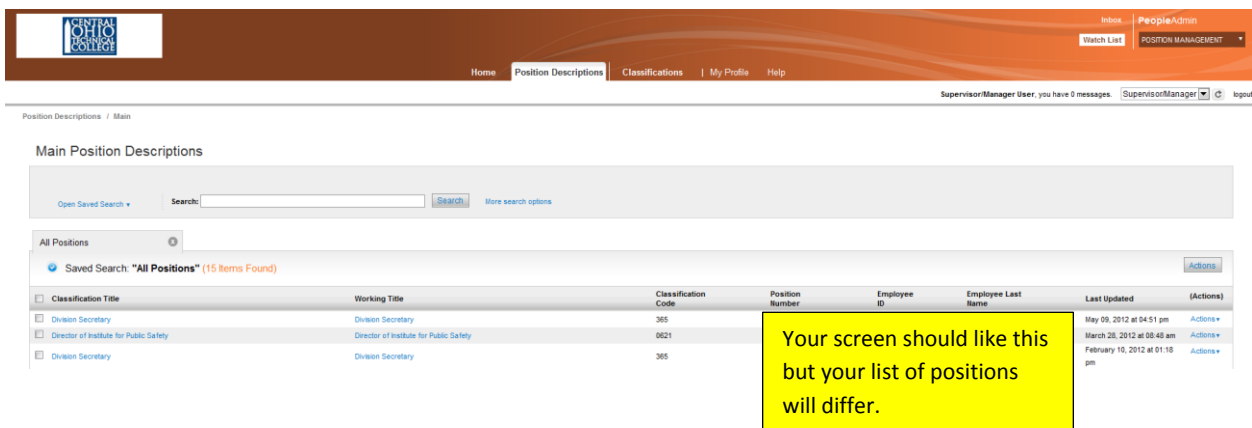
Modify Existing Position Description and Submit Advertising Requisition

This is the process to use to begin the posting/advertising process for an existing position. In the PeopleAdmin system, you will need to review and confirm or update the position description before beginning the advertising process. Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions.

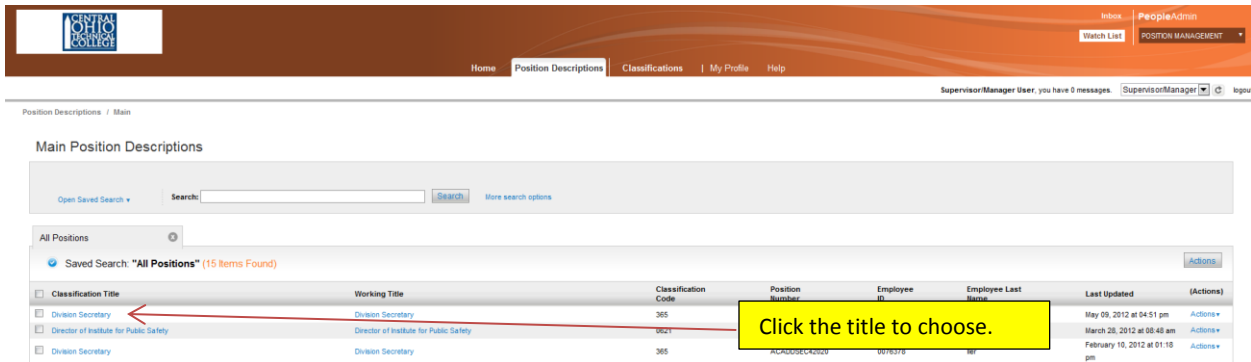
Under Position Descriptions in the orange header, click on **Position Descriptions**. Then click on **Main**.



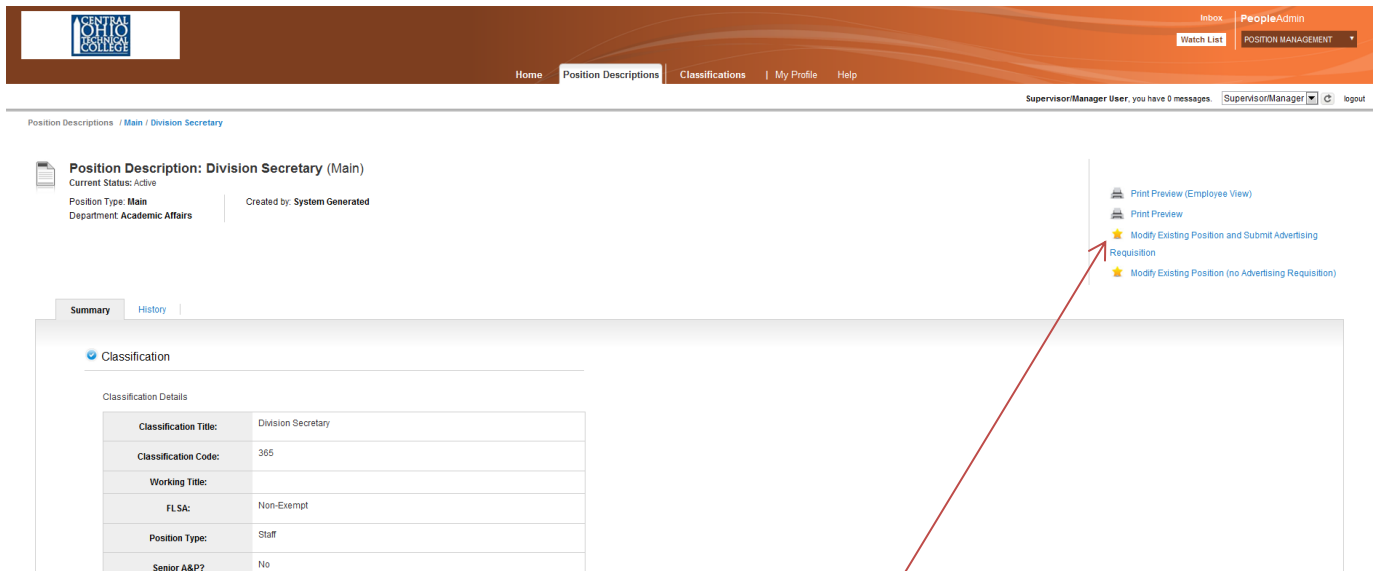
You will then see a list of the positions with which you may work...



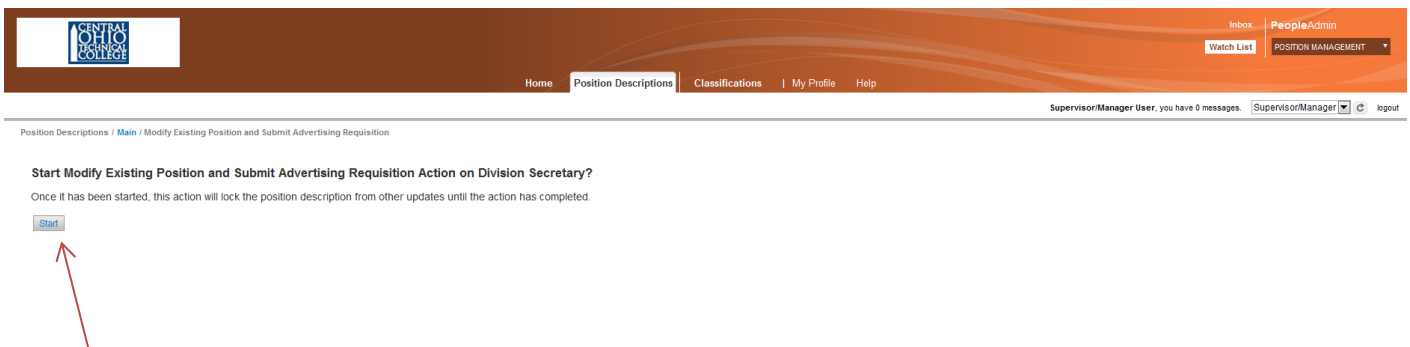
From this screen you may choose the position to modify or search for it using the search box. There are **more search options** just to the left of the search box. However, in this training example the "Division Secretary" position is chosen simply by clicking the classification title...



The resulting screen should look like the one below but with the position description you selected. Scroll down through your screen to review the entire description for the position you selected...



Next, choose **Modify Existing Position and Submit Advertising Requisition** and the following screen will result...



Click **Start** and the following screen, the **Classification** section, will result...

The screenshot shows the 'Classification' section of the PeopleAdmin interface. On the left, there is a sidebar with 'Editing Action' and a list of tabs including 'Classification', 'Position Details', 'Proposed Job Duties', 'Supplemental Documenta...', 'Advertising Requisitio...', 'Applicant Documents', 'Posting Specific Quest...', 'Search Committee Demog...', and 'Action Summary'. The main content area is titled 'Classification' and features a form with 'Save' and 'Next >>' buttons. A yellow callout box with a red arrow points to the 'Next >>' button, containing the text: 'HR edits the classification when needed. So click one of the Next>> buttons to move to Position Details.'

Only HR can edit the classification so just click one of the **Next>>** buttons and you'll land on the following screen where you see the **POSITION DETAILS**.

On the next page of this guide, review the callouts on the **Position Details** screenshot below which notes the fields that HR edits; you can edit all the fields except those noted. When you're done click the **Next>>** button at the top right or bottom right of the screen.

TIP

You can go through each tab of the position description and update anything that has changed on the position. Or, for example, if you only need to add or change job duties, you can go to that tab directly and just modify the job duties that you are changing.



You will be able either to click directly to the tab you wish to modify or you can go through each page and update anything that has changed on the position. For example, if you only want to add or change job duties, you can go to that tab directly and just modify the job duties that you are changing.

Actions / ... / Modify Existing Position and Submit Advertising Requisition / Division Secretary / Edit

Save <- Prev Next >-

Editing Action

- Classification
- Position Details**
- Proposed Job Duties
- Supplemental Documenta...
- Advertising Requisitio...
- Applicant Documents
- Posting Specific Quest...
- Search Committee Demog...
- Action Summary

Position Details

Check spelling

* Required Information

Employee Information

Employee First Name: **HR edits employee name and ID data.**
Employee Last Name:
Employee ID:

Position Information

* Classification Title: Division Secretary
* Classification Code: 365
* FLSA: Non-Exempt
* Position Type: Staff
* Senior A&P? No
* Working Title (from title):
* Working Title: Division Secretary
HR edits the fields between the arrows.

* Position Number: **HR edits the position number.**

* Position Status: Regular

Hiring Range (from title):

Hiring Range: **HR edits the hiring range.**

* Full-Time/Part-Time: Full-Time

Closure Codes: Stand By

* FTE: 1

* Cost Share Position? No

* Contract Length: Not Applicable
(Full-Time Faculty Only)

Department Information

Free text field
Contact(s):

Contact Phone/Extension: 740-666-5555

Contact Email: emailaddress@zed.zed

Supervisor Name: Dr. Doctor

Job Duties

After continuing to the next page, you will be on the “**Proposed Job Duties**” tab.

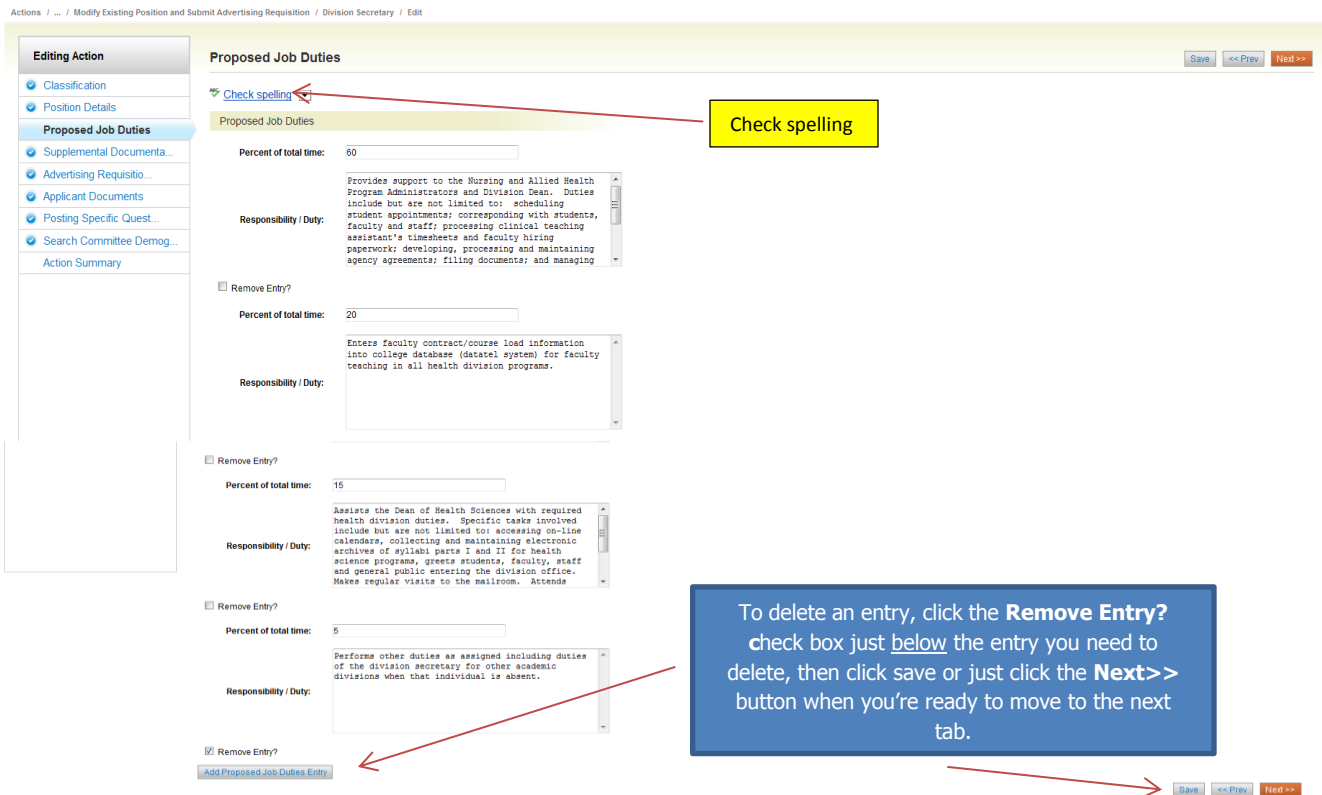
On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.

Note: Percentage of total time for all job duties should equal 100%. However, PeopleAdmin does not calculate the total of all percentages.

Edit each percent of time and duty, and/or click the **Add Proposed Job Duties Entry** button if you need to add a new entry. You may copy and paste from another document.

You may **Check spelling** on the page by clicking the link at the top of the screen.

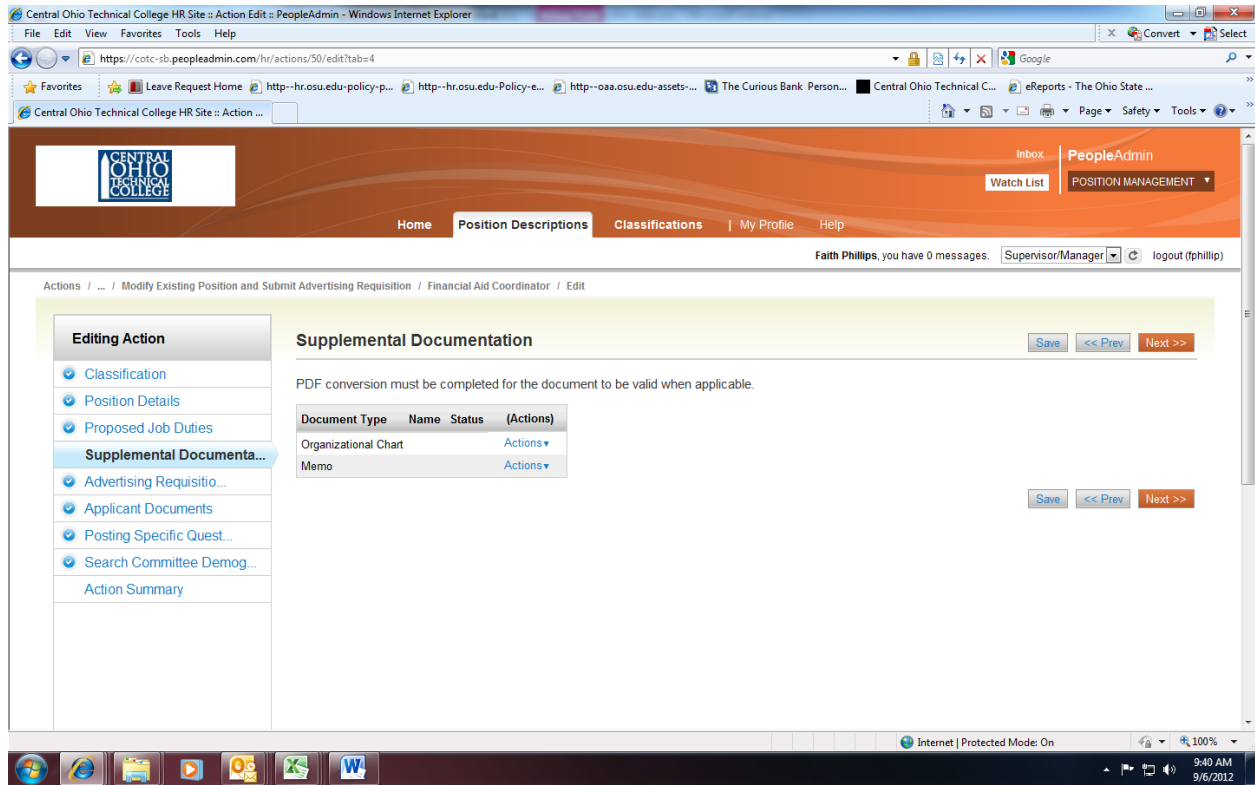
To delete an entry, click the **Remove Entry?** check box just below the entry you need to delete, then click save or just click the **Next>>** button when you’re ready to move to the next tab. The entry will be marked for deletion and then deleted at final approval in HR.



You may click the “**Continue to Next Page**” button to go to additional tabs.

Supplemental Documentation

Although rarely used, on the supplemental documentation tab you may attach additional documentation to send to Human Resources with your position request. Supplemental documentation may include any supporting correspondence between department heads or cabinet members approving the changes.

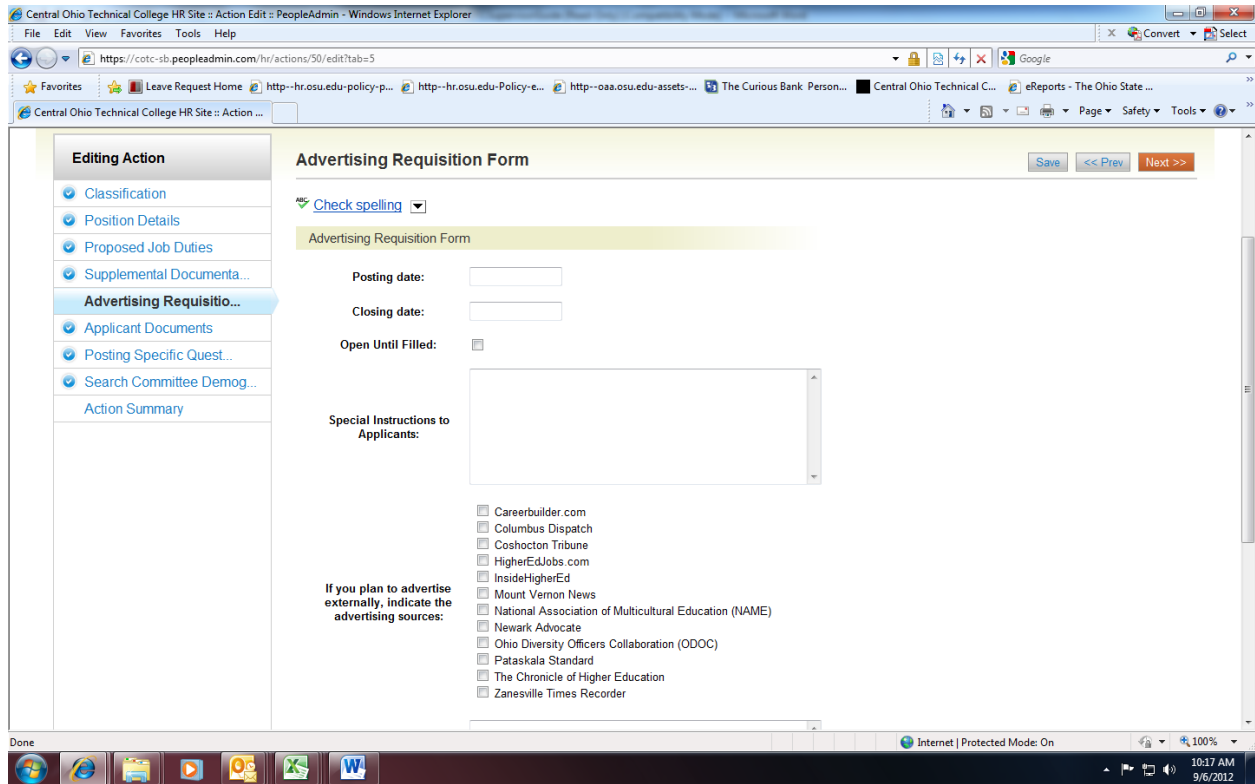


To attach a document, hover your cursor over the Actions link next to the document type to select the appropriate option to upload an electronic document, or, you may cut and paste a document by choosing "Create New". Be sure you click the "Save" link button to confirm your document attachment(s), then click "Next".

Once a document is attached, you can view or remove it by selecting the appropriate option on the **Supplemental Documentation** tab.

Advertising Requisition Form

If you are requesting to fill a position, you will need to fill out the advertising requisition form. If you are not filling your position, you may continue to the next page.



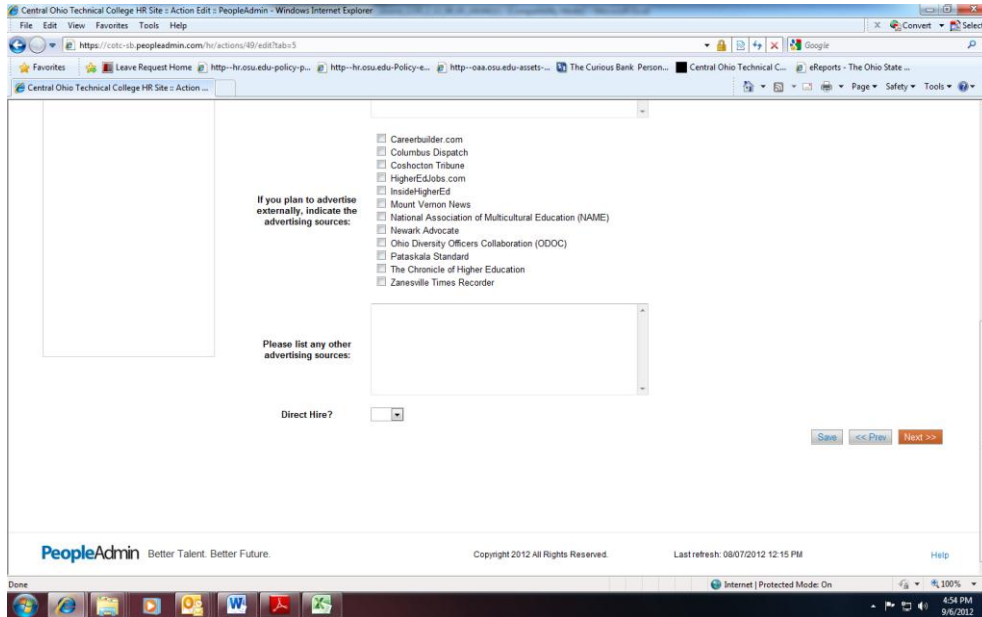
The screenshot shows a web browser window displaying the 'Advertising Requisition Form' in the PeopleAdmin system. The browser's address bar shows the URL: <https://cotc-sb.peopleadmin.com/hr/actions/50/edit?tab=5>. The page title is 'Advertising Requisition Form'. On the left side, there is a navigation menu with the following items: 'Editing Action', 'Classification', 'Position Details', 'Proposed Job Duties', 'Supplemental Documenta...', 'Advertising Requisition...' (which is highlighted), 'Applicant Documents', 'Posting Specific Quest...', 'Search Committee Demog...', and 'Action Summary'. The main content area contains the following fields and options: 'Check spelling' (with a dropdown arrow), 'Advertising Requisition Form' (a header), 'Posting date:' (with an input field), 'Closing date:' (with an input field), 'Open Until Filled:' (with a checkbox), 'Special Instructions to Applicants:' (with a large text area), and a list of external advertising sources with checkboxes: Careerbuilder.com, Columbus Dispatch, Coshocton Tribune, HigherEdJobs.com, InsideHigherEd, Mount Vernon News, National Association of Multicultural Education (NAME), Newark Advocate, Ohio Diversity Officers Collaboration (ODOC), Pataskala Standard, The Chronicle of Higher Education, and Zanesville Times Recorder. At the bottom of the page, there is a status bar showing 'Internet | Protected Mode: On' and the system clock displaying '10:17 AM 9/6/2012'.

The Posting and Close date fields are dates you can enter to allow the system to automatically post your job on the web for applicants to begin applying once the advertising requisition is approved and position is posted. The Close Date (unless Open until Filled is checked) will automatically close your job on the date entered.

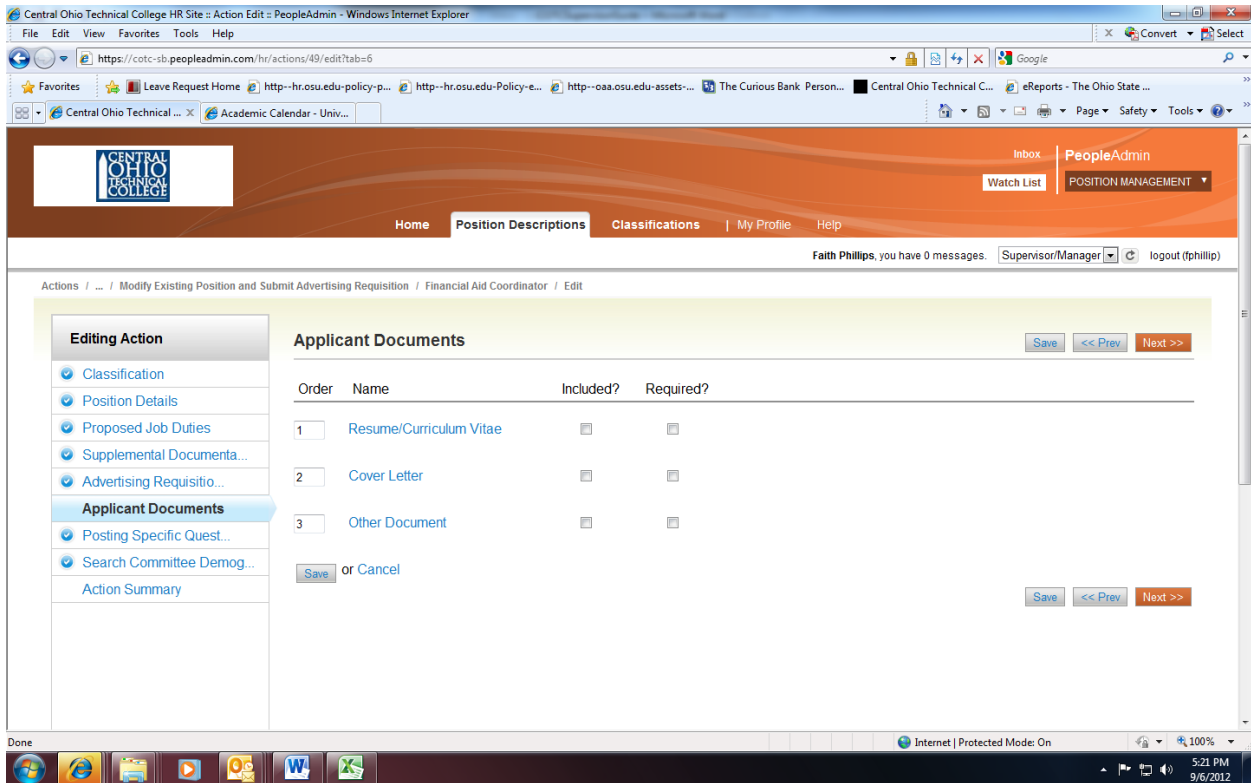
You will need to enter details of any specific instruction or required document an applicant should attach in the "Special Instructions to Applicants" field.

If you plan to advertise externally, you may choose from the source list (maximum of three) or indicate sources not listed in the applicable field.

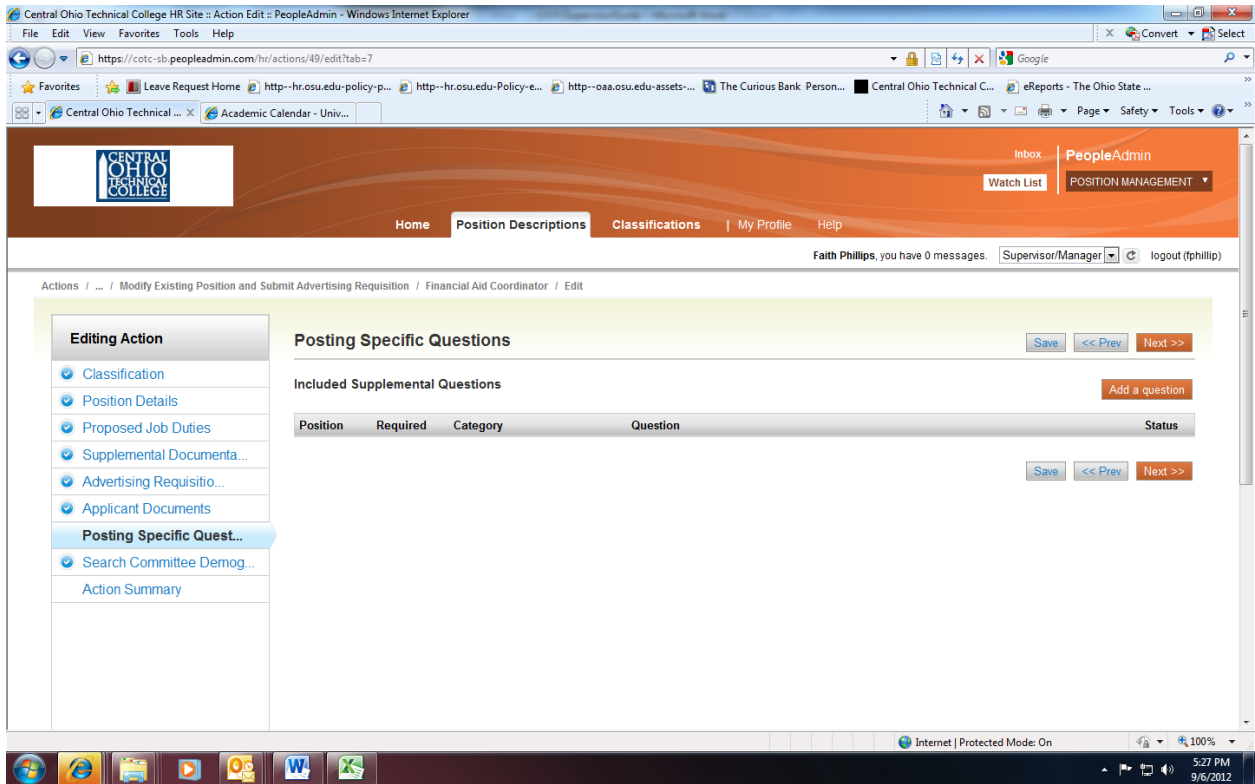
Advertising Requisition Form - Continued



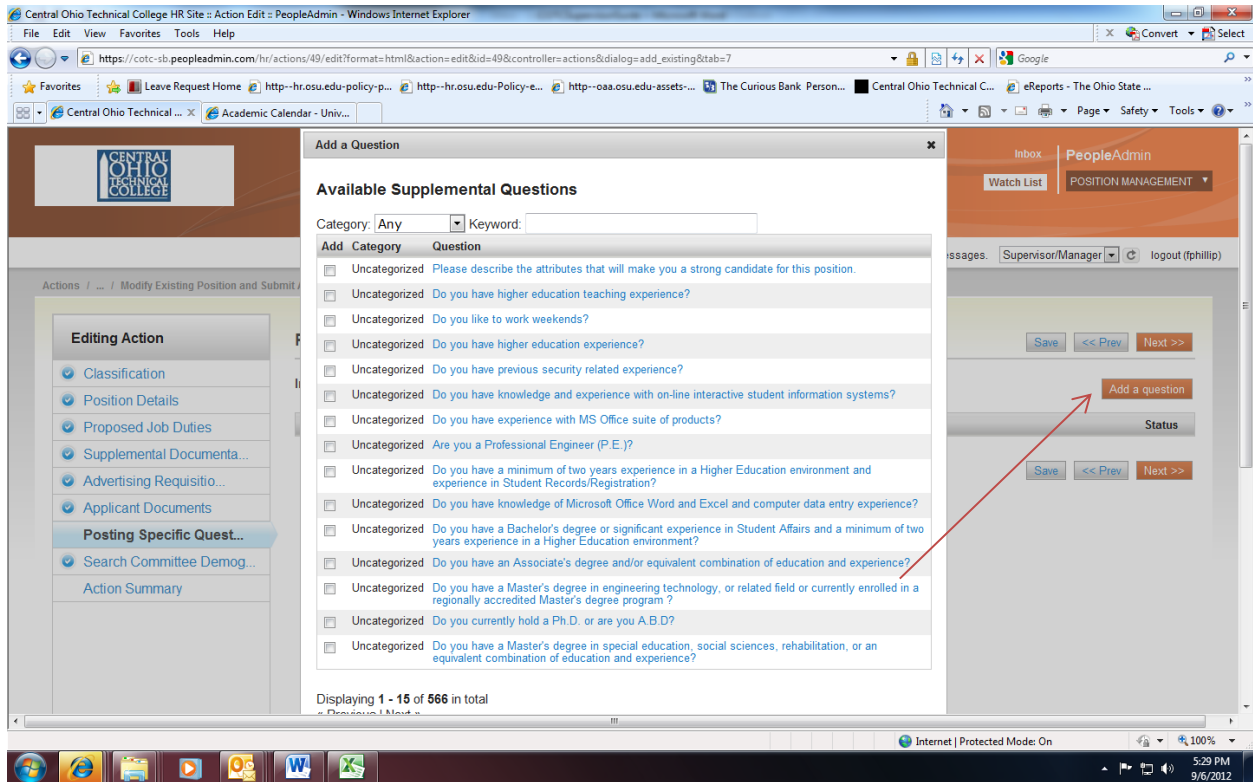
Select "NO" at the Direct Hire drop-down link. Save and click "NEXT".



The **Included** and **Required Applicant Documents** fields will allow you to specify which documents you would like an applicant to attach when they apply to your job. By checking a document under "Included", applicants will have the option to attach, but are not forced to attach. By checking a document under "Required", applicants will be required to attach these documents before they can complete applying to your job. Select "Save", then click "Next".



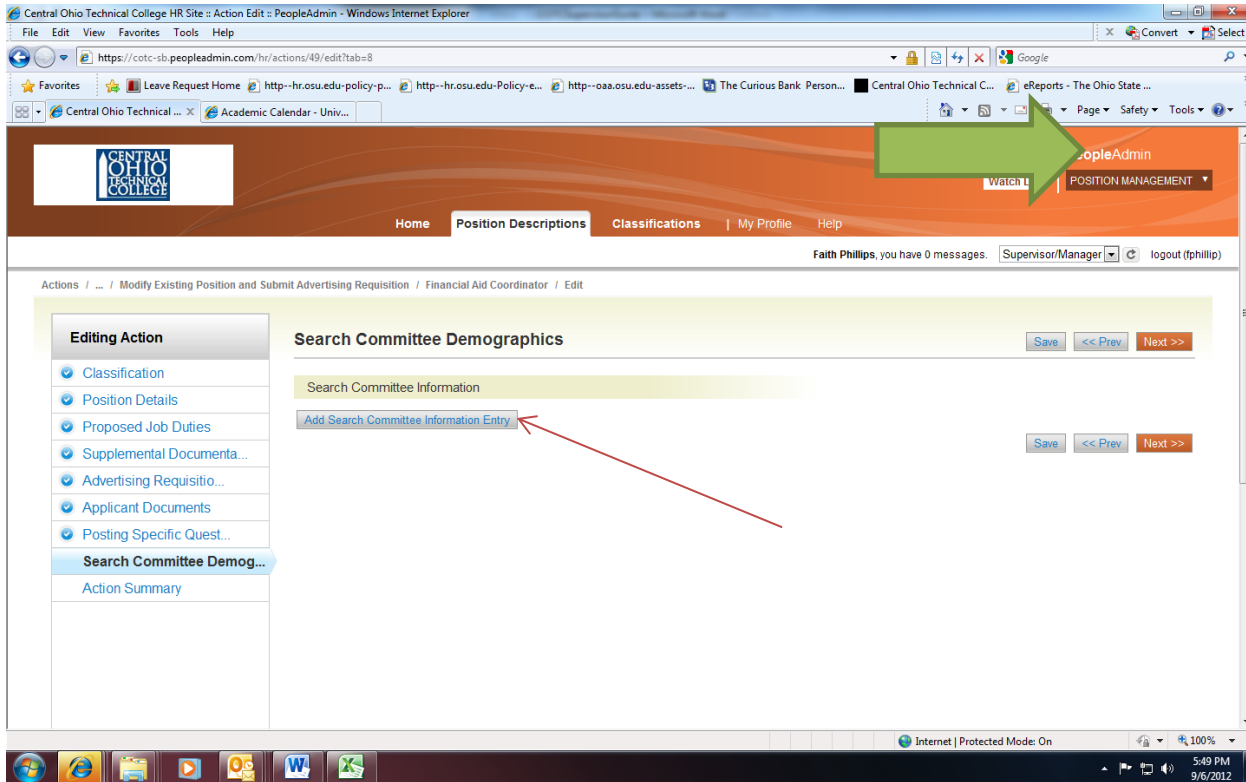
To add supplemental questions based on the posting qualifications, click on the "Add a question" link to select from available supplemental questions that applicants must respond to for consideration. Enter a key word to locate specific questions.



Click on the "Add a Question" at the bottom of the screen to add a supplemental question not listed on the available supplement questions.

Search Committee Information

If you are using a search committee, which is required for faculty and director-level staff positions, you will need to enter information about each member on the Search Committee Information tab.

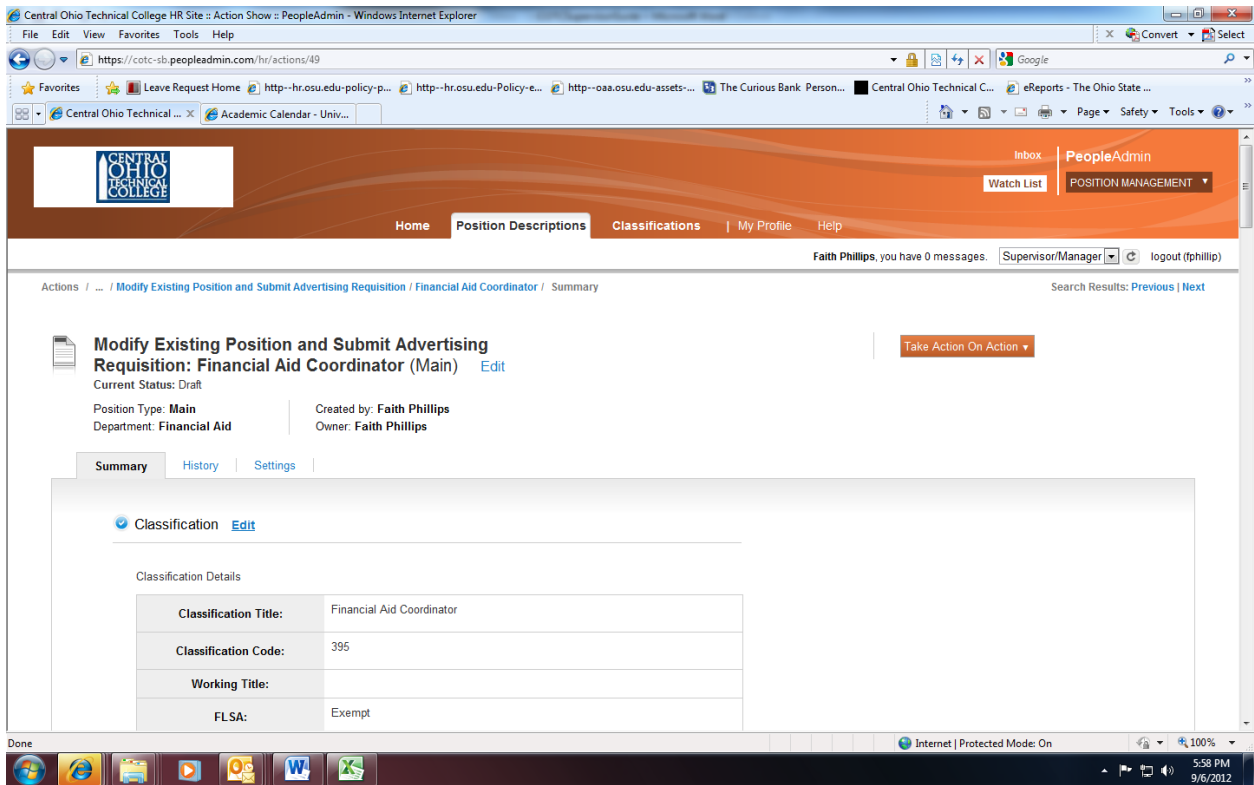


Click on **Add Search Committee Information Entry** and enter the requested information. Click **Add Entry** to save the information. Repeat these steps for each member of the search committee.

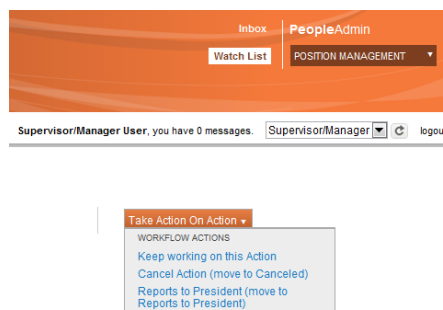
Save and Click the **Next** page button.

Saving/Approving the Position Description & Advertising Requisition

After clicking **to Next** page button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.



The last step is to select one of the choices by clicking the **Take Action on Action** button at the top right of the page. You may choose **Keep working on this Action**, **Cancel Action**, or **Reports to President (Move to Reports to President)**, which forwards this position to the next level for approval.



The position description and advertising requisition will be routed for approval. If any changes are

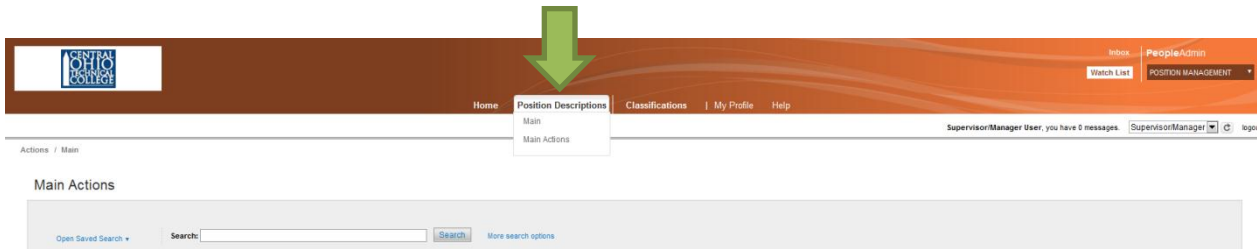
required, you will be notified by the approver via PeopleAdmin or email/direct conversation.

Once all approvals have been obtained, Human Resources will prepare the job posting in PeopleAdmin and route to Supervisor/Manager for approval.

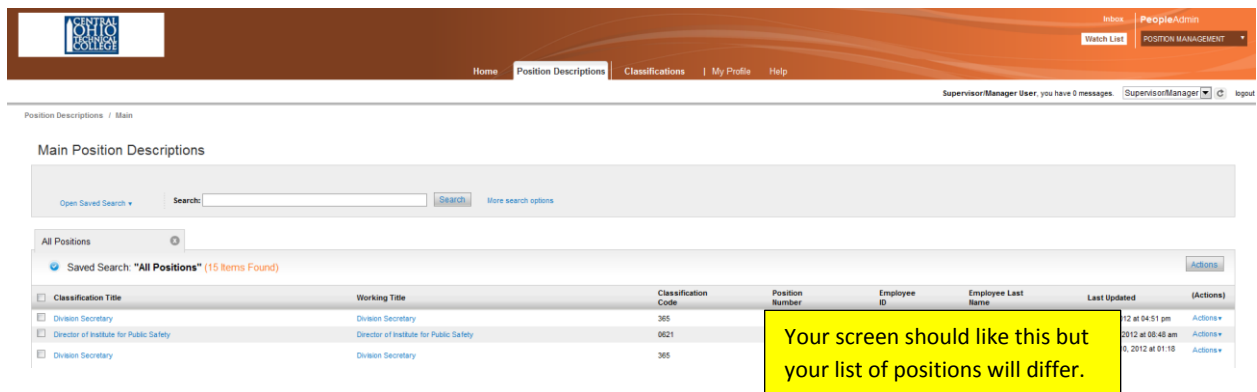
Modify Existing Position Description (No Advertising Requisition)

This is the process to use to update a position description without advertising a job opening.

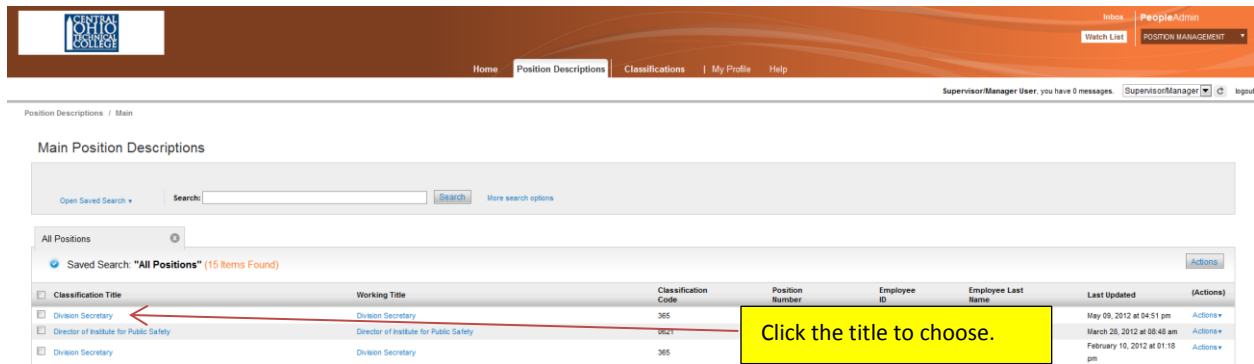
Under Position Descriptions in the orange header, click on **Position Descriptions**. Then click on **Main**.



You will then see a list of the positions with which you may work.



From this screen you may choose the position to modify or search for it using the search box. There are **more search options** just to the left of the search box. However, in this training example the "Division Secretary" position is chosen simply by clicking the classification title.



The resulting screen should look like this but with the position description you selected. Scroll down through your screen to review the entire description for the position you selected.

Position Description: Division Secretary (Main)
 Current Status: Active
 Position Type: Main
 Department: Academic Affairs
 Created by: System Generated

Classification

Classification Title:	Division Secretary
Classification Code:	365
Working Title:	
FLSA:	Non-Exempt
Position Type:	Staff
Senior A&P?	No

Next, choose **Modify Existing Position (no Advertising Requisition)** and the following screen will result:

Start Modify Existing Position (no Advertising Requisition) Action on Division Secretary?
 Once it has been started, this action will lock the position description from other updates until the action has completed.

[Start](#)

Click **Start** and the following screen, the **Classification** section, will result:

Classification

Selected Classification

Classification Title:	Division Secretary
Classification Code:	365
Working Title:	
FLSA:	Non-Exempt
Position Type:	Staff
Senior A&P?	No
Hiring Range:	
Job Family:	

HR edits the classification when needed. So click either **Next>>** button to move to **Position Details**.

Only HR can edit the classification so just click one of the **Next>>** buttons and you'll land on the following screen where you see the **POSITION DETAILS**.

On the next page of this guide, review the callouts on the **Position Details** screenshot below which notes the fields that HR edits; you can edit all the fields except those noted. When you're done click the **Next>>** button at the top right or bottom right of the screen.

TIP

You can go through each tab of the position description and update anything that has changed on the position. Or, for example, if you only need to add or change job duties, you can go to that tab directly and just modify the job duties that you are changing.

You will be able to either click directly to the tab you wish to modify or you can go through each page and update anything that has changed on the position. For example, if you only want to add or change job duties, you can go to that tab directly and just modify the job duties that you are changing.

Actions / ... / Modify Existing Position (Advertising Requisition) / Division Secretary / Edit

Editing Action

- Classification
- Position Details**
- Proposed Job Duties
- Supplemental Documenta...
- Action Summary

Position Details

Save << Prev Next >>

Check spelling

* Required Information

Employee Information

Employee First Name: **HR edits employee name and ID data.**
Employee Last Name:
Employee ID:

Position Information

* Classification Title: Division Secretary
* Classification Code: 385
FLSA: Non-Exempt
* Position Type: Staff
* Senior A&P?: No
* Working Title (from title):
Working Title: Division Secretary
* Position Number: ACADDSEC42020
* Position Status: Regular

HR edits the fields between the arrows.

* Position Number: **HR edits the position number.**

* Position Status: Regular

Hiring Range (from title):

Hiring Range: **HR edits the hiring range.**

* Full-Time/Part-Time: Full-Time

Closure Codes: Stand By

* FTE: 1

* Cost Share Position? No

* Contract Length: Not Applicable
(Full-Time Faculty Only)

Department Information

Free text field
Contact(s):

Contact Phone/Extension: 740-555-5555

Contact Email: emailaddress@zed.zed

Supervisor Name: Dr. Doctor

Job Duties

After continuing to the next page, you will be on the “**Proposed Job Duties**” tab.

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.

Note: Percentage of total time for all job duties should equal 100%. However, PeopleAdmin does not calculate the total of all percentages.

Edit each percent of time and duty, and/or click the **Add Proposed Job Duties Entry** button if you need to add a new entry. You may copy and paste from another document.

You may **Check spelling** on the page by clicking the link at the top of the screen.

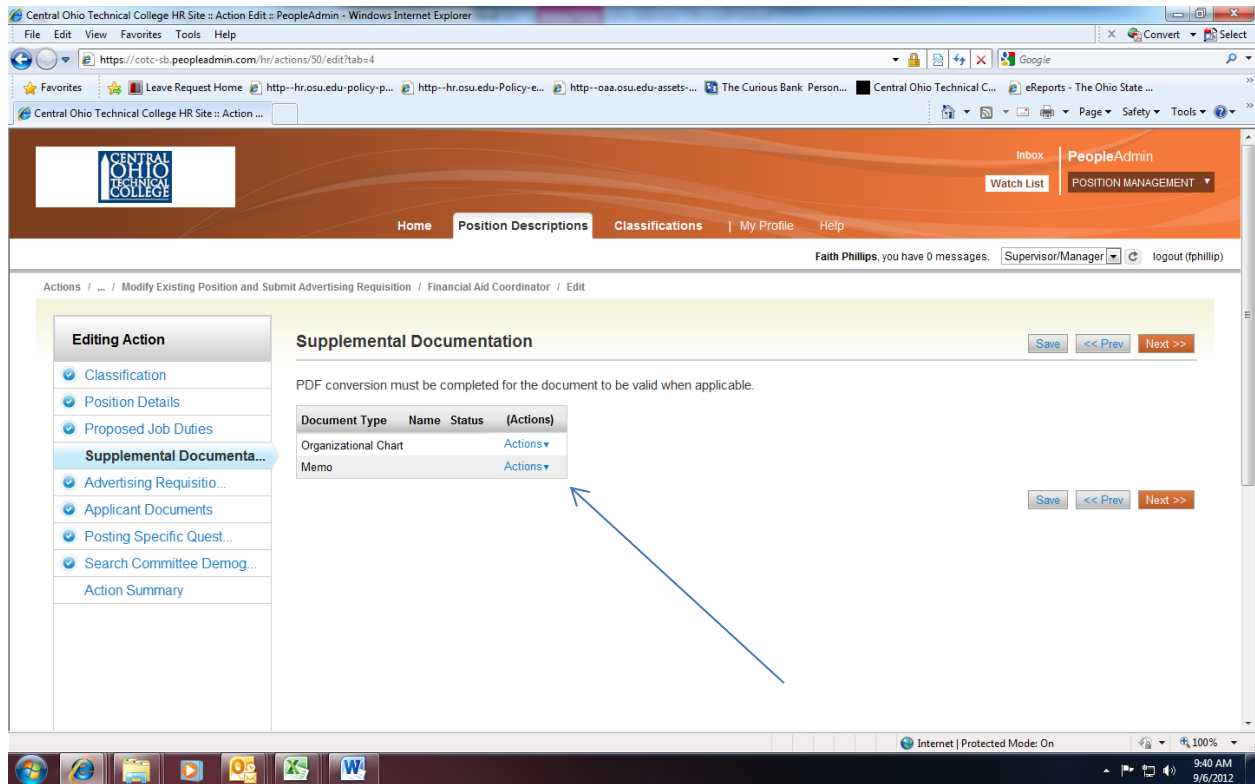
To delete an entry, click the **Remove Entry?** check box just below the entry you need to delete, then click save or just click the **Next>>** button when you’re ready to move to the next tab. The entry will be marked for deletion then be deleted at final approval in Human Resources.

The screenshot displays the 'Proposed Job Duties' section of a web application. On the left, a navigation menu includes 'Editing Action', 'Classification', 'Position Details', 'Proposed Job Duties' (highlighted), and 'Supplemental Documents'. Below this is an 'Action Summary' section. The main content area is titled 'Proposed Job Duties' and contains a list of entries. Each entry has a 'Percent of total time' field and a 'Responsibility / Duty' text area. A 'Remove Entry?' checkbox is located below each entry. At the top right of the main area are 'Save', '<< Prev', and 'Next >>' buttons. A 'Check spelling' link is located at the top left of the main area. A yellow box with the text 'Check spelling' has a red arrow pointing to the 'Check spelling' link. A blue box with the text 'To delete an entry, click the **Remove Entry?** check box just below the entry you need to delete, then click save or just click the **Next>>** button when you’re ready to move to the next tab.' has a red arrow pointing to the 'Remove Entry?' checkbox of the last entry and another red arrow pointing to the 'Next >>' button. At the bottom left of the main area is an 'Add Proposed Job Duties Entry' button.

You may click the “**Continue to Next Page**” button to go to additional tabs.

Supplemental Documentation

On the supplemental documentation tab you may attach additional documentation to send to Human Resources with your position request. Supplemental documentation may include any supporting correspondence between department heads or cabinet members approving the changes.

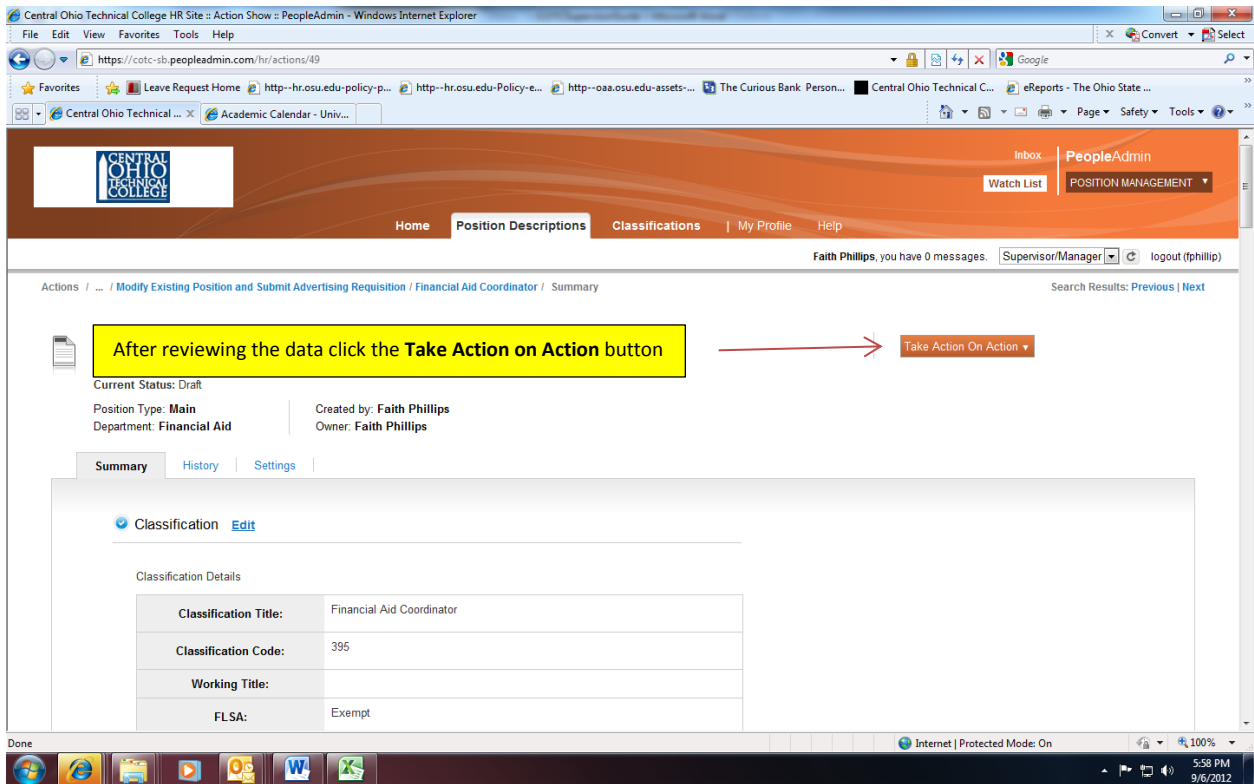


To attach a document, hover your cursor over the **Actions** link next to the document type to select the appropriate option to upload an electronic document, or, you may cut and paste a document in the "Create a New Memo" section. Be sure you click the "Save" link button to confirm your document attachment(s), then click "Next".

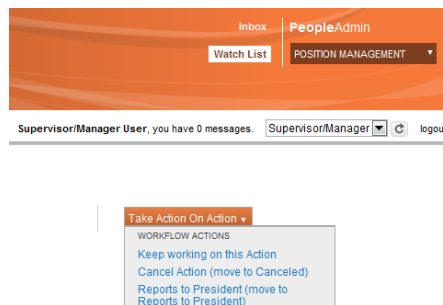
Once a document is attached, you can view or remove it by selecting the appropriate option on the **Supplemental Documentation tab**.

Saving the Position

After clicking **Next>>** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered.



The last step is to select one of the choices by clicking the **Take Action on Action** button at the top right of the page. You may choose **Keep working on this Action**, **Cancel Action**, or **Reports to President (Move to Reports to President)**, which forwards this position to the next level for approval.



The position description will be routed for approval. If any changes are required, you will be notified by the approver via PeopleAdmin or email/direct conversation.

Establish a New Position Description

For newly created positions at the college, Human Resources first will set up the fundamentals such as classification, position number and hiring range and inform you when its ready. As a supervisor/manager you will then simply follow the procedures for modifying an existing position outlined in the previous sections.

REVIEWING APPLICANTS

After logging in to the system, you can move your cursor over the “Postings” link on the navigation bar then click “Main” to view postings at the different work-flow stages.

Posted or Active Postings: Postings that are Active are either currently posted on the applicant site, or no longer posted but contain applicants still under review.

Draft Postings: These are postings that are not currently approved by HR or are waiting to appear externally based on the Position Open Date.

Closed Postings (removed from web): Postings that are filled or cancelled will be here.

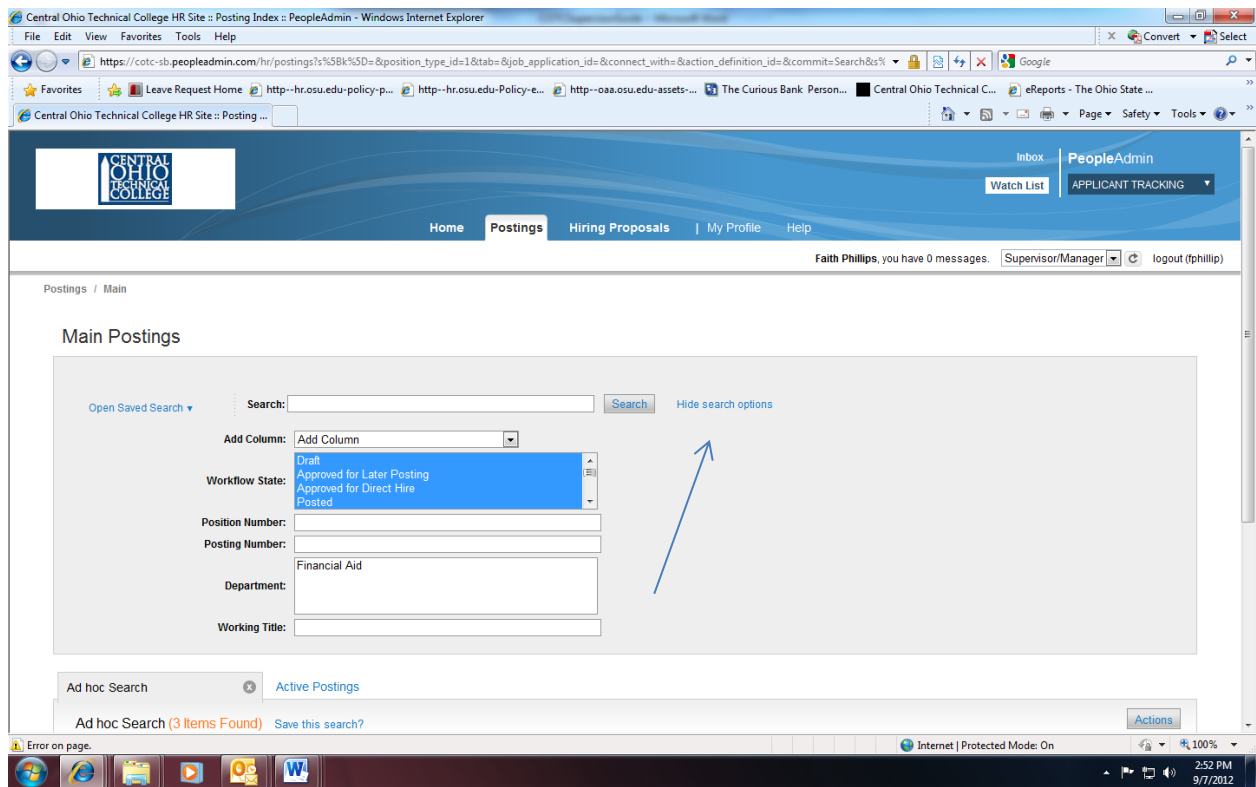
Direct Hire Postings: These are postings normally for temporary appointments that are not posted on the applicant portal. Selected applicants submit application materials to the direct hire posting link for review.

Viewing Applicants to your Active Postings

The screenshot shows the PeopleAdmin interface for viewing active postings. The top navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'My Profile'. A dropdown menu in the top right corner is set to 'APPLICANT TRACKING'. Below the navigation bar, there is a search bar and a table of active postings. The table has columns for Working Title, Position Number, Posting Number, Active Applications, Posted Date, Department, Workflow State, and Actions.

Working Title	Position Number	Posting Number	Active Applications	Posted Date	Department	Workflow State	(Actions)
Sr Financial Aid Advisor	FAIDSADV151050	PA700001P	1	08/13/2012 03:41 PM	Financial Aid	Posted	Actions
Financial Aid Coordinator	FAIDCOORD51050	PA700005P	1	08/24/2012 01:31 PM	Financial Aid	Posted	Actions
Sr Financial Aid Advisor	TEMFAIDSADV251050	PA700010P	1	08/27/2012 02:00 PM	Financial Aid	Approved for Direct Hire	Actions

Viewing Applicants to your Active Postings - continued



Click on the "More Search Options" link to review the postings at the appropriate status. To view the details of a specific posting and/or applicant materials, click on the box beside the posting link, then hover your cursor over the "Actions" link and select from available search options.

Click on the posting title to view the details of a specific posting then "Applicants" at the top of the posting bar to view application materials of active applicants. See available sort options (first/last name) and other options listed beside each link above the applicant listing.

Viewing Applicants to your Active Postings - continued

The screenshot shows the 'Applicants' tab for a posting titled '*Test posting (Main)'. The page includes a search bar, a table of active applications, and various navigation options. The table below shows the data for the active applications.

Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
Applicant	Sample		0.0	August 07, 2012 at 01:55 pm	Recommend for Hire	In Progress	Actions

The posting data is divided into tabs, listed across the top, starting with "Summary". The Applicants tab is a listing of who has applied to this posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting, including history and saved reports.

See additional screening and download options available at the drop-down link below.

Viewing Applicants to your Active Postings - continued

The screenshot shows the 'Applicants' tab for a 'Head Coach, Women's Softball' posting. The page includes a search bar and a table of active applications. The table has columns for Last Name, First Name, Documents, Supplemental question Score, Application Date, Workflow State (Internal), and Workfile (External). Two applicants are listed: Starcher, Don and West, Jennifer. An 'Actions' menu is open over the table, showing options like 'Review Supplemental Question Answers', 'Download Supplemental Question Answers', 'Export results', 'Download Applications as PDF', and 'Create Document PDF per Applicant'.

Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)	Workfile (External)
Starcher	Don		0.0	December 18, 2011 at 04:33 pm	Referred to Department	In Prog
West	Jennifer		0.0	November 16, 2011 at 05:40 pm	Referred to Department	In Prog

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

Sorting & Filtering Applicants by Different Criteria

The screenshot shows the PeopleAdmin interface for a job application search. The page title is "Central Ohio Technical College HR Site :: Job application Search :: PeopleAdmin - Windows Internet Explorer". The browser address bar shows "https://cotc-sb.peopleadmin.com/hr/postings/699/job_applications/search". The page content includes a search bar with "Open Saved Search" and "Search" buttons. Below the search bar, there is a section for "Ad hoc Search (17 Items Found)" with a "Save this search?" link and an "Actions" button. The main content is a table of applicants with the following columns: Last Name, First Name, Documents, Supplemental question Score, Application Date, Workflow State (Internal), Workflow State (External), and (Actions). A blue arrow points to the sorting arrow in the "Last Name" column header.

Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
Abend	Michelle		0.0	August 17, 2011 at 04:53 pm	Under Review In Pool	In Progress	Actions
Ackerman	George		0.0	May 26, 2012 at 10:29 am	Under Review In Pool	In Progress	Actions
Adkins	Jeffrey		0.0	November 09, 2011 at 08:45 am	Under Review In Pool	In Progress	Actions
Akhtar	Ahmad		0.0	July 26, 2011 at 12:18 am	Under Review In Pool	In Progress	Actions
Bullock	Elicia		0.0	July 25, 2011 at 09:39 pm	Under Review In Pool	In Progress	Actions
Campagna	Anthony		0.0	August 10, 2011 at 09:22 am	Under Review In Pool	In Progress	Actions
Cleveland	Barbara		0.0	October 06, 2011 at 02:54 pm	Under Review In Pool	In Progress	Actions
Culver	Mark		0.0	August 18, 2011 at 08:14 pm	Under Review In Pool	In Progress	Actions
Dadisman	Michelle		0.0	September 18, 2011 at 03:21 pm	Under Review In Pool	In Progress	Actions
Davis	Lucy		0.0	August 04, 2011 at 04:52 pm	Under Review In Pool	In Progress	Actions
Henthorn	Jason		0.0	July 17, 2011 at 09:53 pm	Under Review In Pool	In Progress	Actions
Malone	Amy		0.0	August 19, 2011 at 05:58 pm	Under Review In Pool	In Progress	Actions

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

Sorting & Filtering Applicants by Different Criteria - continued

Department: FORENSIC SCIENCE TECHNOLOGY Owner: Human Resources

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search Search: Search Hide search options

Add Column: Add Column

Draft Application?:

Active/Inactive: **Active**

Workflow State: Draft, Under Review by HR, Referred to Department, Under Review In Pool

Active Applications

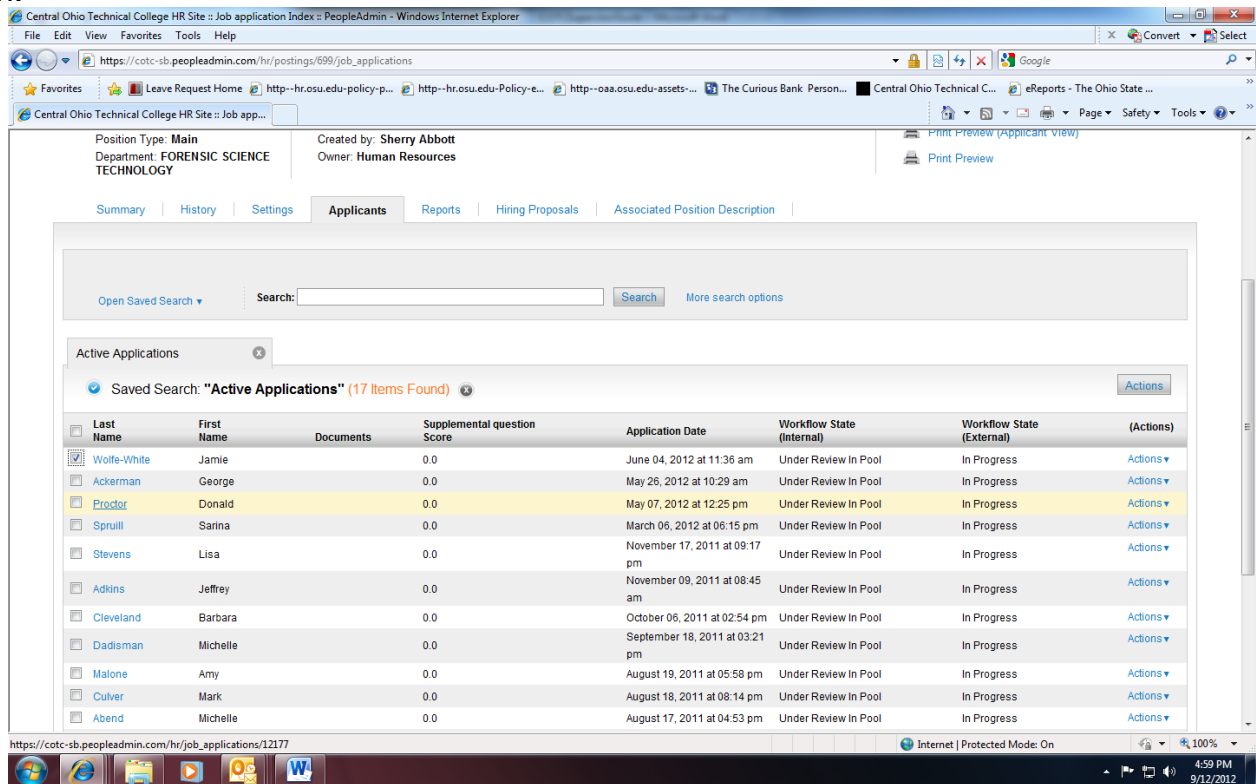
Saved Search: "Active Applications" (17 Items Found) Actions

Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
Wolfe-White	Jamie		0.0	June 04, 2012 at 11:36 am	Under Review In Pool	In Progress	Actions
Ackerman	George		0.0	May 26, 2012 at 10:29 am	Under Review In Pool	In Progress	Actions
Proctor	Donald		0.0	May 07, 2012 at 12:25 pm	Under Review In Pool	In Progress	Actions
Sprull	Sarina		0.0	March 06, 2012 at 06:15 pm	Under Review In Pool	In Progress	Actions
Stevens	Lisa		0.0	November 17, 2011 at 09:17	Under Review In Pool	In Progress	Actions

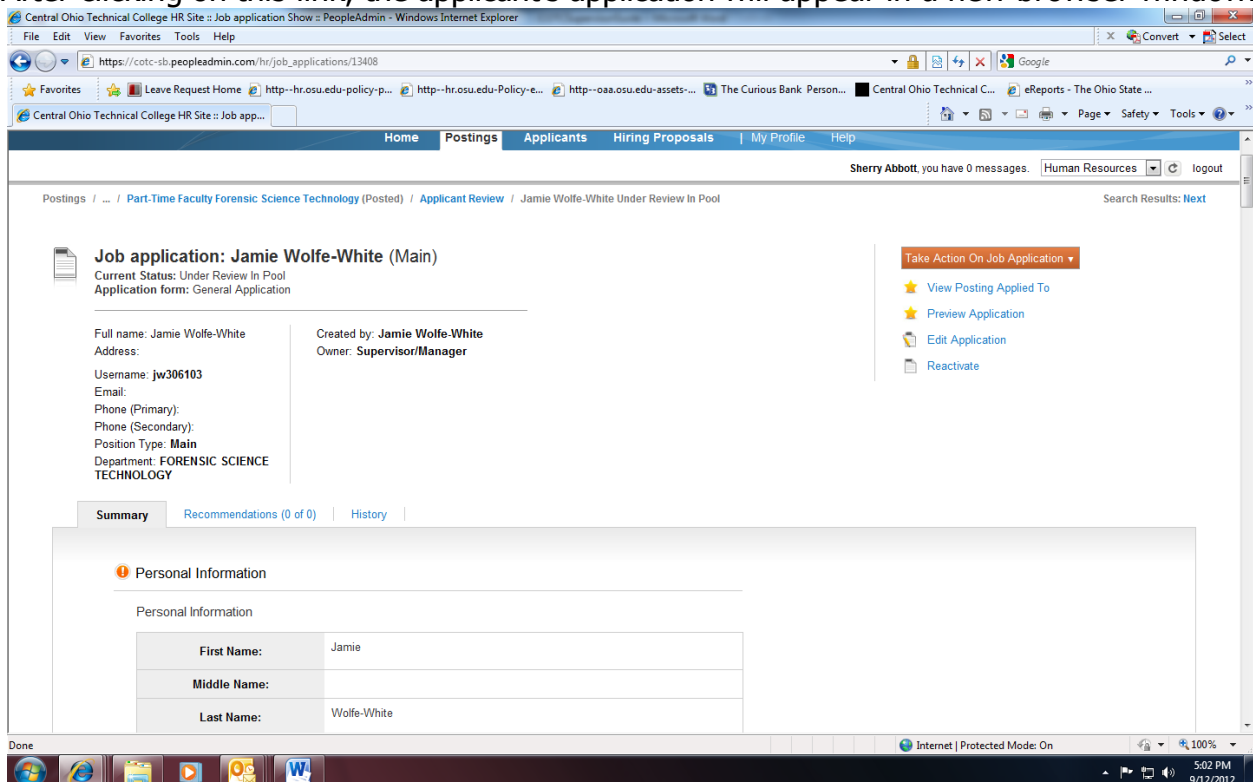
You may choose to show Active Applicants, Inactive Applicants, or both. This is performed by clicking on both "Active/Inactive" (active Applicants are those still under review) and "Inactive Applicants" (inactive Applicants are no longer under review) and the applicable Workflow Status. Click "Search" to refresh the screen.

Viewing and Printing Applications

To view a single application, click on the applicant's last name from the "Active Applications" screen.

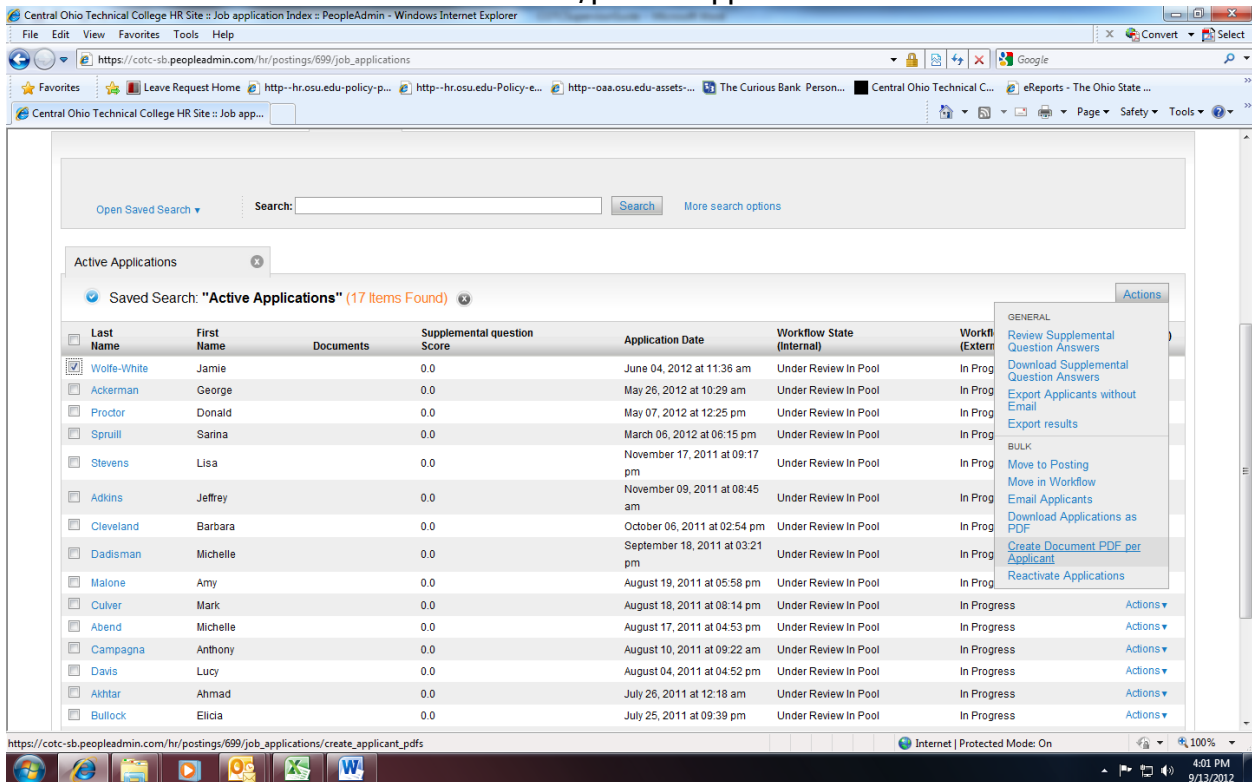


After clicking on this link, the applicant's application will appear in a new browser window.



Viewing and Printing Applications - continued

To print a PDF copy, hover your cursor over the "Actions" link then select "Create Document PDF per Applicant" or click the "Last Name" link to download/print all applications as listed below.



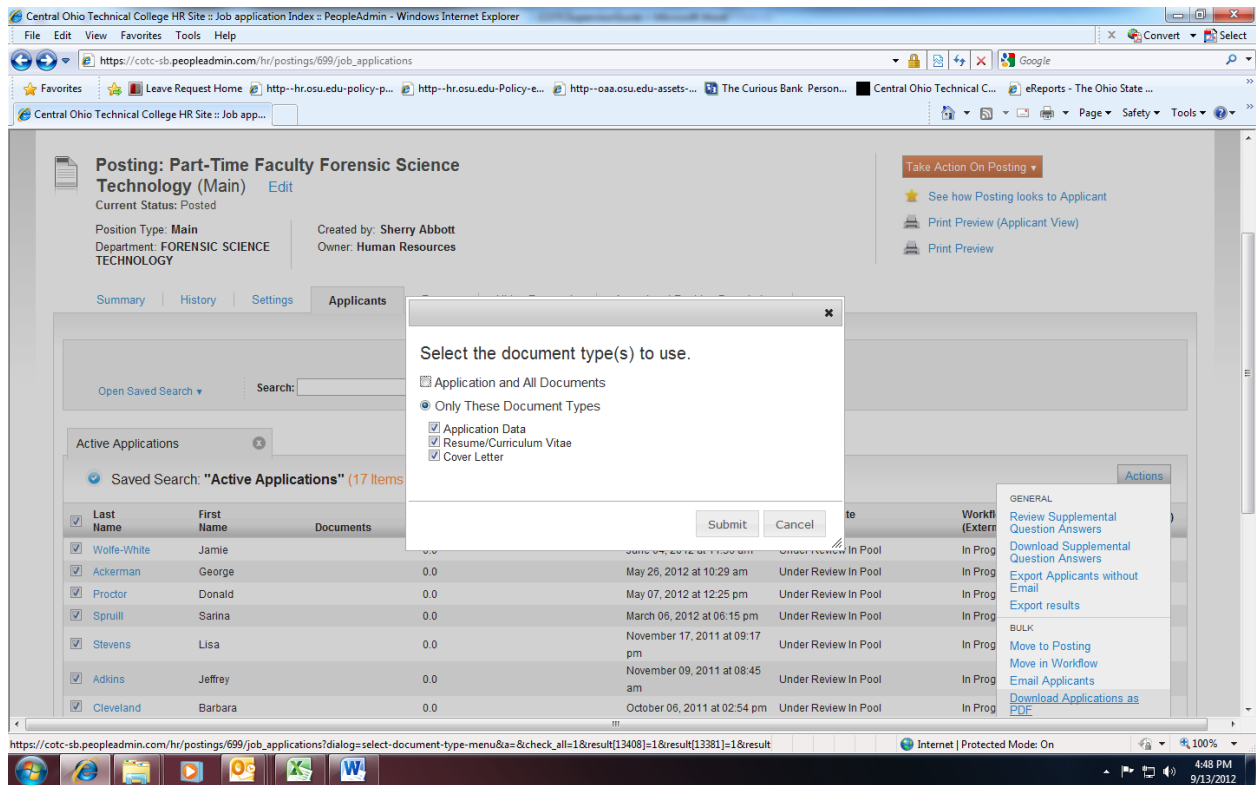
The screenshot displays the PeopleAdmin HR system interface. At the top, there is a search bar with the text "Open Saved Search" and "Search: [input field] Search More search options". Below this, a section titled "Active Applications" shows a search result for "Active Applications" (17 items found). The main content is a table with the following columns: Last Name, First Name, Documents, Supplemental question Score, Application Date, Workflow State (Internal), and Workfl (Extern). The table lists 17 applicants, with the first one, Wolfe-White, selected. An "Actions" menu is open for the selected applicant, showing options such as "Review Supplemental Question Answers", "Download Supplemental Question Answers", "Export Applicants without Email", "Export results", "Move to Posting", "Move in Workflow", "Email Applicants", "Download Applications as PDF", "Create Document PDF per Applicant", and "Reactivate Applications". The "Create Document PDF per Applicant" option is highlighted. The bottom of the screenshot shows the Windows taskbar with the system clock at 4:01 PM on 9/13/2012.

Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)	Workfl (Extern)
Wolfe-White	Jamie		0.0	June 04, 2012 at 11:36 am	Under Review In Pool	In Prog
Ackerman	George		0.0	May 26, 2012 at 10:29 am	Under Review In Pool	In Prog
Proctor	Donald		0.0	May 07, 2012 at 12:25 pm	Under Review In Pool	In Prog
Sprull	Sarina		0.0	March 06, 2012 at 06:15 pm	Under Review In Pool	In Prog
Stevens	Lisa		0.0	November 17, 2011 at 09:17 pm	Under Review In Pool	In Prog
Adkins	Jeffrey		0.0	November 09, 2011 at 08:45 am	Under Review In Pool	In Prog
Cleveland	Barbara		0.0	October 06, 2011 at 02:54 pm	Under Review In Pool	In Prog
Dadisman	Michelle		0.0	September 18, 2011 at 03:21 pm	Under Review In Pool	In Prog
Malone	Amy		0.0	August 19, 2011 at 05:58 pm	Under Review In Pool	In Prog
Culver	Mark		0.0	August 18, 2011 at 08:14 pm	Under Review In Pool	In Progress
Abend	Michelle		0.0	August 17, 2011 at 04:53 pm	Under Review In Pool	In Progress
Campagna	Anthony		0.0	August 10, 2011 at 09:22 am	Under Review In Pool	In Progress
Davis	Lucy		0.0	August 04, 2011 at 04:52 pm	Under Review In Pool	In Progress
Akhtar	Ahmad		0.0	July 26, 2011 at 12:18 am	Under Review In Pool	In Progress
Bullock	Elicia		0.0	July 25, 2011 at 09:39 pm	Under Review In Pool	In Progress

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print or click the "Last Name" link to view/print all. These boxes are located on the left side of the page.

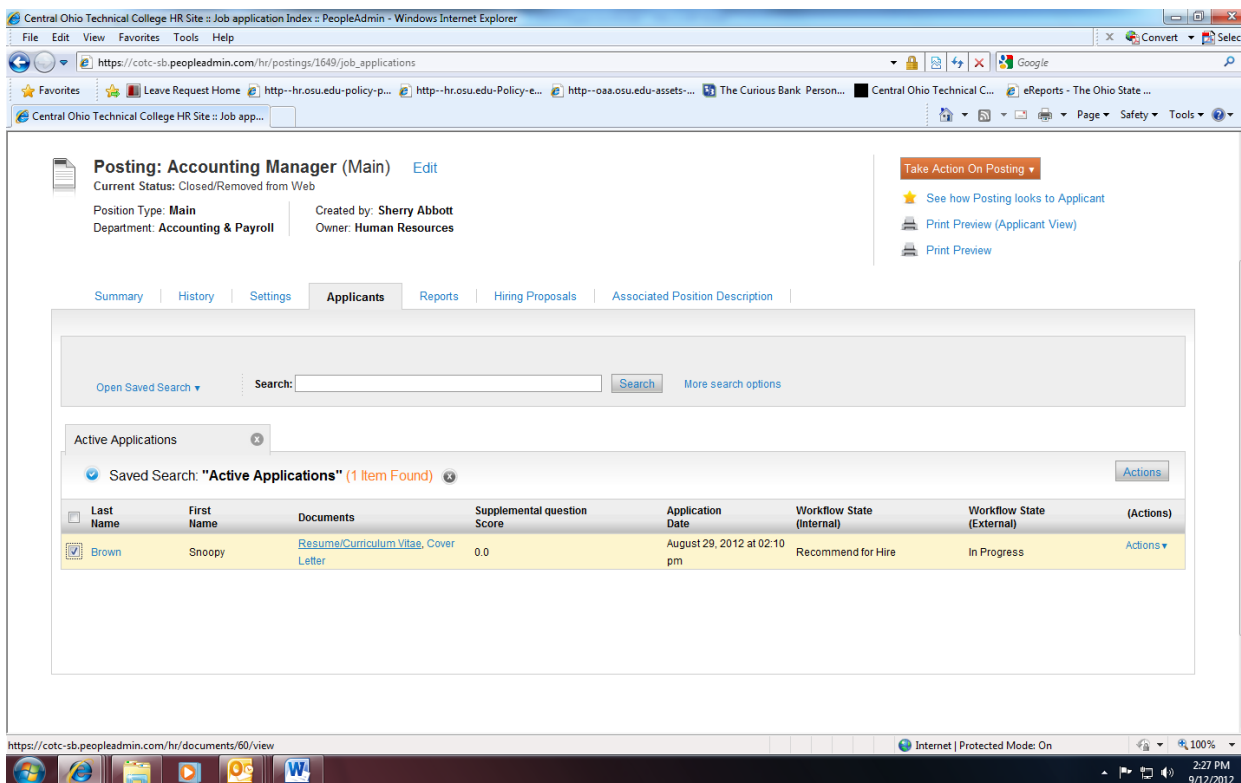


2. Hover cursor over the "Actions" link. Select "Download Applications as PDF" option from drop-down list. Select document type(s), submit.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Print from your browser's menu to print the application(s).

Viewing and Printing Attached Documents (Cover Letters, Resumes, etc.)

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.



The screenshot shows the PeopleAdmin HR system interface. The main heading is "Posting: Accounting Manager (Main)". Below this, it indicates the current status is "Closed/Removed from Web". The position type is "Main" and the department is "Accounting & Payroll". The creator is "Sherry Abbott" and the owner is "Human Resources".

The "Applicants" tab is selected, showing a search bar and a table of active applications. The table has the following columns: Last Name, First Name, Documents, Supplemental question Score, Application Date, Workflow State (Internal), Workflow State (External), and (Actions). One application is listed for "Brown, Snoopy" with a document titled "Resume/Curriculum Vitae, Cover Letter".

Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
Brown	Snoopy	Resume/Curriculum Vitae, Cover Letter	0.0	August 29, 2012 at 02:10 pm	Recommend for Hire	In Progress	Actions

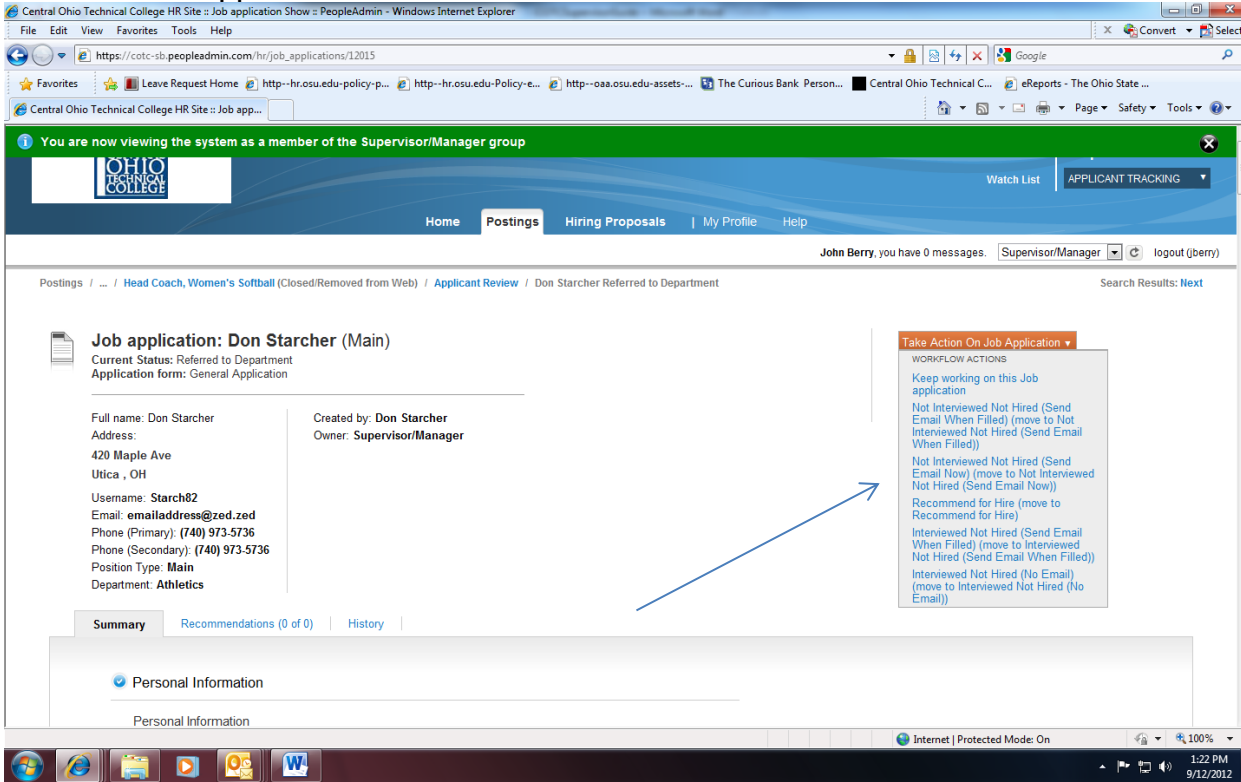
After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

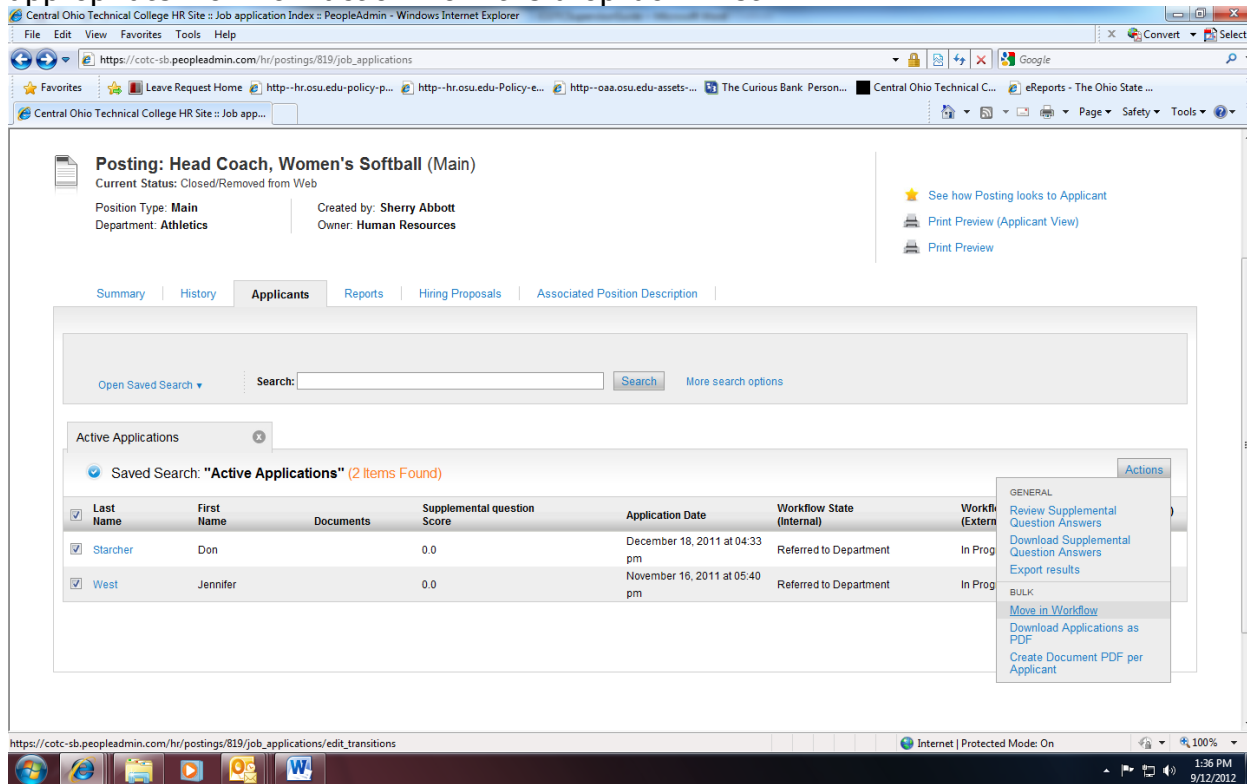
1. Check the boxes next to the corresponding applicants you wish to print (or click the "Last Name" link). These boxes are located on the right side of the page.
2. Select "Create **Document PDF Per Applicant**" option from the **Actions** drop-down link.
3. Select File>Print from the Adobe Acrobat menu.

Changing the Status of Applicants

While in the "Active Applicants" display screen, you can change the status of Applicants as you review their applications.



To change the status of one applicant, click the "Take Action on Job Application" link and select the appropriate workflow action from the drop-down list.



To change the status of multiple applicants at the same time, select the "Move in Workflow" option from the "Actions" drop-down link for each applicant that you wish to change by clicking on the "Last Name" field to change all applicants or select individual applicants.

Changing the Status of Applicants - continued

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

Editing: Workflow States for 4 Applicants

Change for all applicants: Not Interviewed Not Hired (Send Email When Filled) | Please select...

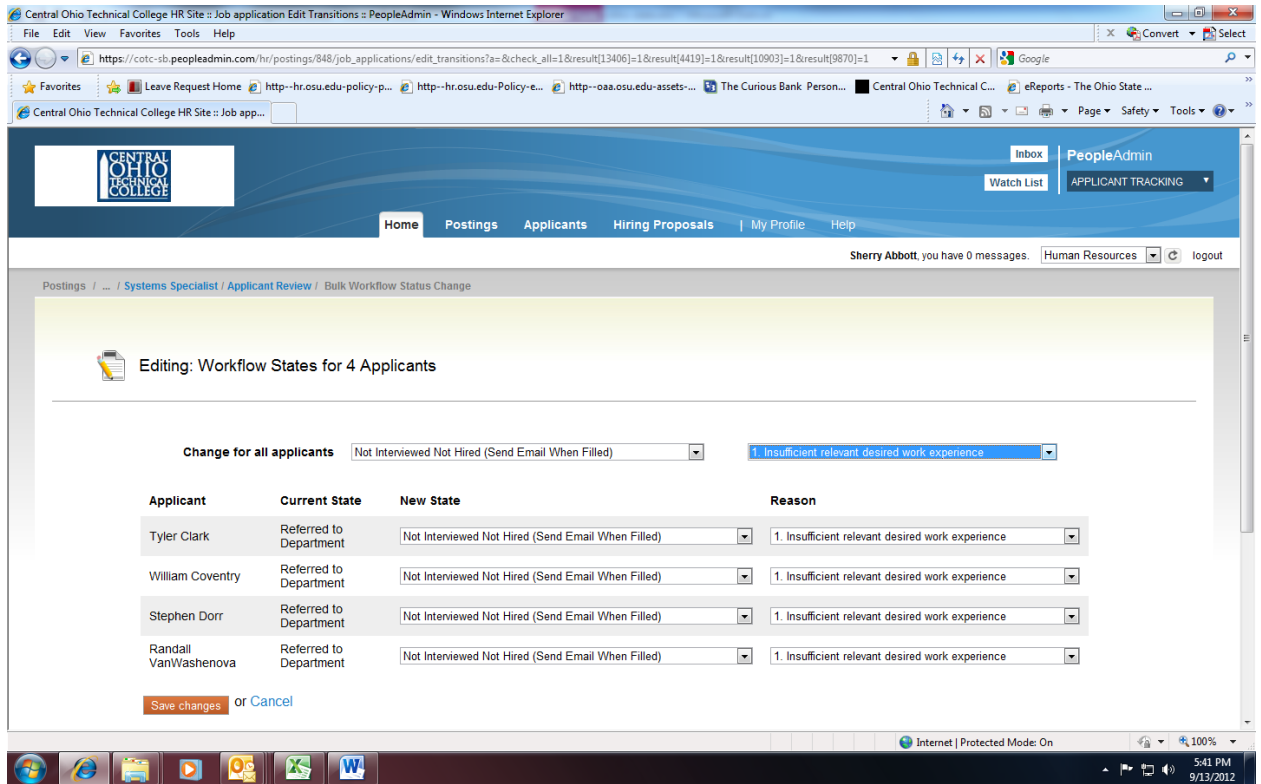
Applicant	Current State	New State	Reason
Tyler Clark	Referred to Department	Not Interviewed Not Hired (Send Email When Filled)	Please select...
William Coventry	Referred to Department	Not Interviewed Not Hired (Send Email When Filled)	Please select...
Stephen Dorr	Referred to Department	Not Interviewed Not Hired (Send Email When Filled)	Please select...
Randall VanWashenova	Referred to Department	Not Interviewed Not Hired (Send Email When Filled)	Please select...

Save changes or Cancel

To change the status of all applicants at once, click in the section titles "Change for All Applicants".

Changing the Status of Applicants - continued

Under the "Status" column there is a drop down menu of the different statuses an applicant can be changed to. Select the new status, and then you should see them change for all applicants in the table.



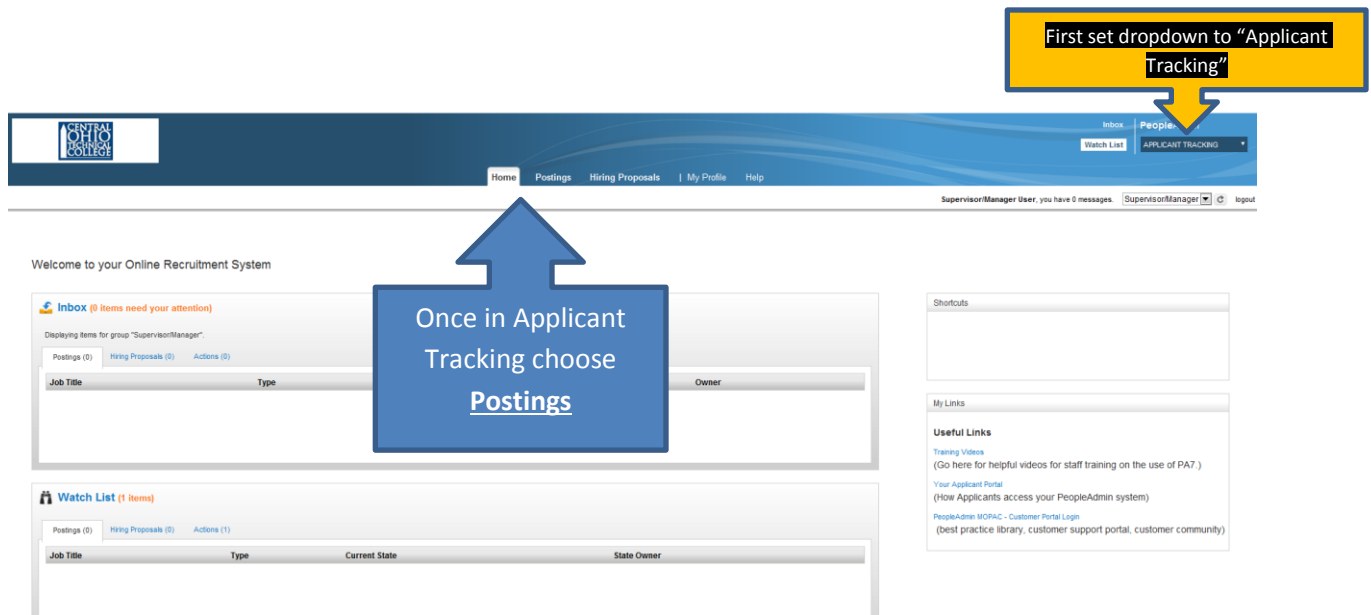
Click the **"Save Changes"** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

After clicking the **"Save Changes"** button, you will come to a confirmation page. Select the **Cancel** button to return to the previous screen to edit your changes.

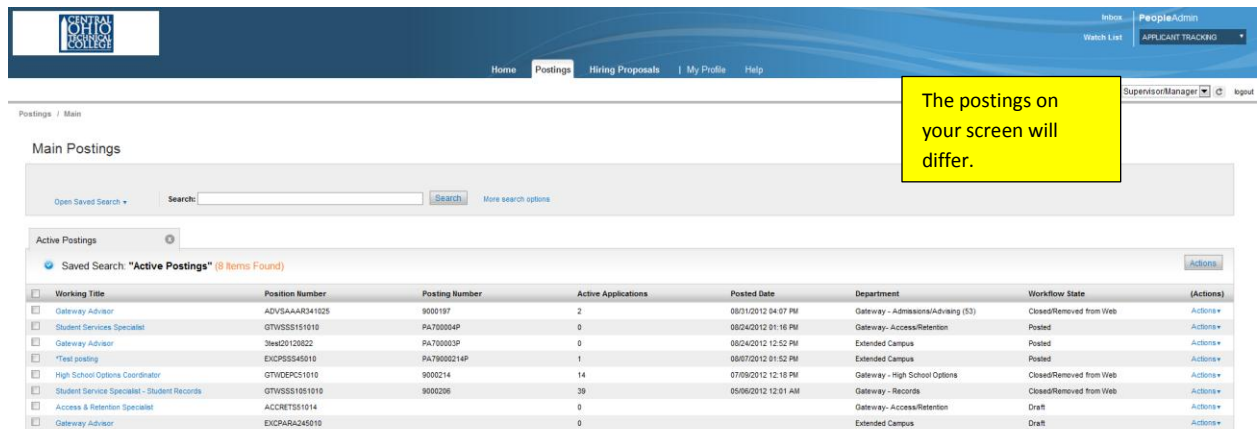
HIRING PROPOSAL

Starting a Hiring Proposal

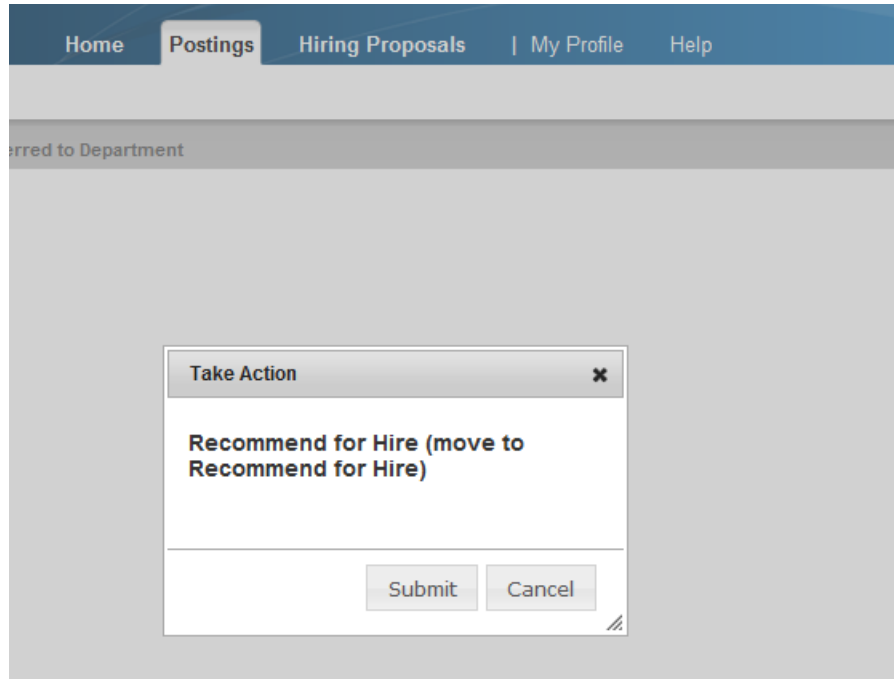
When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this candidate and send through the electronic approval process. To start a Hiring Proposal, first make sure you are on the **Applicant Tracking** section of PeopleAdmin, then click on the **Postings** link



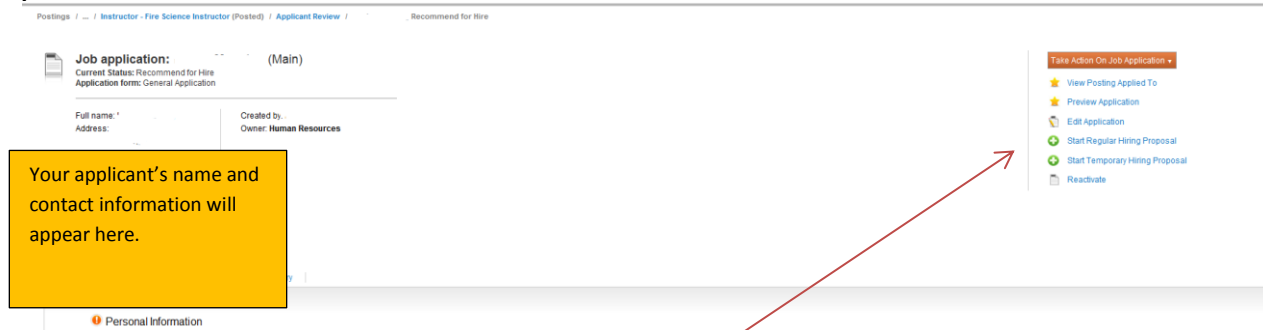
The Postings page lists all of your active job postings.



Choose **Submit** on the dialogue box that opens...



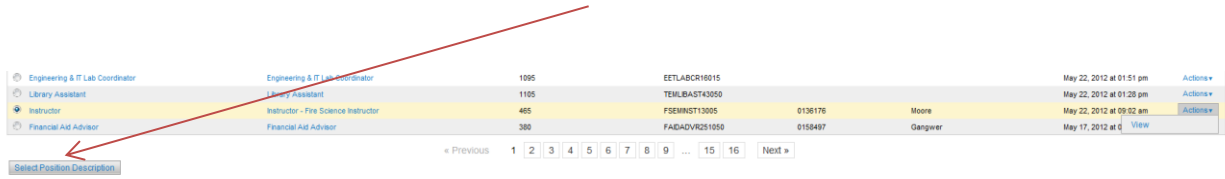
Then you will land on the next screen...



You should see a screen with two types of Hiring Proposal choices. The two options **Start Regular Hiring Proposal** and, for temp hires, **Start Temporary Hiring Proposal**. Be sure you select the correct choice. A regular hiring proposal actually “seats” the applicant in the job when given final approval in the system. The temp hiring proposal allows tracking the applicant but does not update the position itself. In this training example we walk through the Regular Hiring Proposal.

The next screen allows you to choose the position for which you want to recommend hiring the

applicant. The position to which the applicant applied will be pre-selected but you can change it to another position. This allows, for example, hiring multiple applicants from a single applicant pool. However, for this example we'll stay with the job to which the applicant applied. Choose the **Select Position Description** button at the lower left.



Engineering & IT Lab Coordinator	Engineering & IT Lab Coordinator	1095	EETLABCR1015						May 22, 2012 at 01:51 pm	Actions
Library Assistant	Library Assistant	1105	TEMLBAST43050						May 22, 2012 at 01:28 pm	Actions
Instructor	Instructor - Fire Science Instructor	405	FSEMNST13005	0136176	Moore				May 22, 2012 at 09:52 am	Actions
Financial Aid Advisor	Financial Aid Advisor	300	FADADV251050	0156497	Gangwer				May 17, 2012 at 4:00 pm	View

« Previous 1 2 3 4 5 6 7 8 9 ... 15 16 Next »

Select Position Description

You'll now see the **Hiring Proposal** screen, the top of which looks like this...



Actions / ... / Regular Hiring Proposal / Instructor - Fire Science Instructor / Edit

Editing Hiring Proposal

Hiring Proposal

Check spelling

Position Information

Working Title: Instructor - Fire Science Instructor

Position Number: FSEMNST13005

Save Next >>

Scroll down and you'll see the information on the selected candidate then come to the **Hiring Information**. Complete the information then click **Next>>**.



Hiring Information

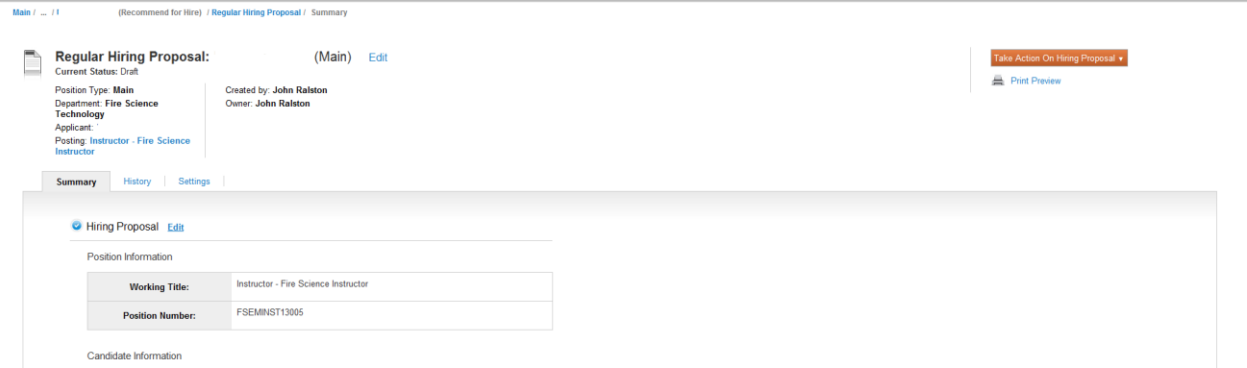
Proposed Salary:

Reason for Hiring:

Proposed Start Date:

Save Next >>

You'll then be able to review the hiring proposal on the next screen...



Click on the **Take Action on Hiring Proposal** button and choose the option that moves the proposal to the “Reports to President” option. Enter any comments you may have on and then click **Submit**.

You’ll see the following “success” message across the header of the next screen...



Checking the Status of a Hiring Proposal

To check the status of a Hiring Proposal, you may search for it at any time. From the **Applicant Tracking** module, click on **Hiring Proposals**. You'll see a list of your active hiring proposals and their statuses or you can search using the search box. For more information click the applicant's last name.

The screenshot shows the PeopleAdmin Applicant Tracking interface. At the top, there is a navigation bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A 'Watch List' button and an 'APPLICANT TRACKING' dropdown menu are also visible. A yellow callout box labeled 'Set to Applicant Tracking' points to the 'APPLICANT TRACKING' dropdown. Below the navigation bar, the 'Main Hiring Proposals' section is displayed. It includes a search box and a table of hiring proposals. A yellow callout box labeled 'Current status (this one has been sent to the president for approval)' points to the 'Status' column of the table. The table has columns for 'Last Name', 'First Name', 'Department', 'Status', and 'Last Updated'. One row is highlighted in blue, with a yellow callout box labeled 'Click applicant's blue highlighted last name for more info.' pointing to the 'Last Name' cell. The table data is as follows:

Last Name	First Name	Department	Status	Last Updated
Daniel		Fire Science Technology	COTC President	September 11, 2012 at 01:31 pm

ADMINISTRATIVE FUNCTIONS

Changing Your Password

To change your password, click the **Request a password reset** link on the login page.

The screenshot shows the Central Ohio Technical College login page. It features a dark background with the college name at the top. Below the name is a light-colored login form with fields for 'Username' and 'Password', and a 'Login' button. At the bottom of the form, there are two links: 'First time here? Request an account' and 'Forgot your password? Request a password reset'. A yellow callout box labeled 'Reset your own password.' points to the 'Request a password reset' link.

Logging Out

To ensure the security of the data provided by 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 on the bottom left side of your screen.

