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## HIRING APPLICANTS

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**Home Page**

Username and Password are the same as your Villanova University login credentials. If you need to request access to the system, please contact the Human Resources department.

- View system in “Applicant Tracking” mode. Screen should always be blue.
- Toggle between different user levels and click system refresh button to switch views.
- Create a new posting.
Creating a Posting

Create from Position Type: allows user to input all information for the position (recommended).

Create from Template: populates new position with information from a current system template. This option is reserved for departments that use the system often and post common, consistent postings i.e. dining services, custodial, etc.

Create from Posting: allows user to create posting using information from a current or previous posting within their respective department(s). Please note: due to system updates, this option may cause some fields to differ from the previous posting.
**Reference Notification:** indicates the application status when the system will email requests to referees. There are numerous options; however, please be advised that any option besides the one that is selected for “Applicant Workflow” will require you to manually change it in the system. Example (using illustration above): You are not interested in receiving reference letters for all candidates, only those that have been reviewed and are considered qualified. Initially, applications would have the status of “Under Review by Manager”. In order for you to prompt the system to request references for the qualified candidates only, you would need to change each applicant’s status to “Awaiting Additional Information”. If you want to accept reference letters for all applicants, make the reference notification status “Under Review by Manager” and the system will automatically send emails as soon as an application is submitted.

**Recommendation Workflow**: the status of the application after all reference letters are received.

**Recommendation Document Type**: reference letter should always be selected.
The “Posting details” section of the system should consist of information pulled from the job description.

<table>
<thead>
<tr>
<th>PeopleAdmin</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Summary</td>
<td>Part II: Position Summary</td>
</tr>
<tr>
<td>Duties and Responsibilities</td>
<td>Part III: Essential Job Function (Basic/Critical Responsibilities/Duties)</td>
</tr>
<tr>
<td></td>
<td>Part IV: Nonessential Job Functions (Less Critical Duties etc.)</td>
</tr>
<tr>
<td>PeopleAdmin</td>
<td>Job Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Physical Requirements</td>
<td>Part V: (6) Working Conditions/Environment</td>
</tr>
</tbody>
</table>
**Position Control Number:** this number will remain the same if this is a replacement position. If this is a new position, please contact the budget office.

**Index/Account Number:** this information is needed to show which index and account number will be used for the funding of this position and can be obtained from the budget office.

**Source of Salary Funds:** please choose from University, Grant/Contract, or Other. If you select “Other”, please include the position number in the “Explanation of Other Salary Funds” section.

**Salary Band:** this is included on the job description.

**Approved Hiring Range:** for internal use only. This field is not seen by the applicant.

**Salary Posting Information:** this information is seen by the applicant and should state “Commensurate with Experience” or the rate as set by union contract.
Documents

**Advertising Copy**: Upload or create any special instructions for advertising in this section.

**Job Description**: Attach the approved job description here.

**Other**: Additional information pertaining to the position can be included here i.e. organizational charts.
Posting Specific Questions

This question is required for **ALL** postings.

Click “Add a question” to use an existing pre-approved question. The box below will appear.

Click “Add a new one” to create a question specifically for your posting.
“Open-ended answers” allows the applicant to type the answer to the pre-defined question.

“Pre-defined answers” allows the applicant to select from a listed of answers provided on the application. *This option will allow you to summarize answers to help with the review of candidates.*
Reference Letters

This screen allows you to set the number of reference letters that you want to receive and the cutoff date to submit references.
Guest User Access

The system allows you to set up guest user access for other individuals involved in the process without giving them access to make changes or view confidential information i.e. salary. Once you have entered all guest user information, the Human Resources department needs to approve the guest user account. An email containing the guest user login information will be sent to the hiring manager.

Helpful Tip: The username is system generated, but the password can be customized by selecting “Update Password”.

Include the email addresses for the guest users and click on “Update Guest User Recipient List”.
Resumes and Cover Letters are required for **ALL** Staff positions with the exception of Dining Services, Facilities, and Public Safety. Additionally, we recommend including at least one “Other Document” just in case applicants want to submit additional materials for your review i.e. writing samples, transcripts. The list can be reordered by updating the numbers or “dragging” the documents.
Search Committee

Search Committee members have access to view applicant information and documents. This is similar to guest user access with the additional features of “ranking” applicants. Search committee members need to be set up for system access by the Human Resources department. The committee chair has access to the responses of all members while the search committee members can only view their own ranking questions and responses. The Level I user of the posting has the ability to designate search committee chair(s) and remove a member from the search committee by selecting the “actions” drop down link.
Ranking Criteria: selecting system questions

Setting up ranking criteria allows the system to compile open-ended and predefined mass responses to questions established by the committee chair(s). All ranking criteria must be included while the posting is in “Create” status.

Select check boxes to add to posting and click “submit”.

Indicates the status when the question will be available for review by committee members.

Click to add new posting specific questions. (See next page).

The Human Resources department can assist with the set-up and training of this feature.
Ranking Criteria: adding new questions (Open Ended)

Open ended questions allow search committee members to respond to questions established by the committee chair.

After the ranking criteria is created, select the workflow state that you want the question to be available for review by the search committee.
The final step is to “Send to Human Resources for First Review”. You don’t need to do anything else with the position prior to it being posted unless you have more than one role in the system i.e. Level 1 and Level 3 access. You will receive an automated email when the position is posted by the Human Resources department.
Reviewing Applicants

* Applicant information can be viewed by clicking on their name or “Actions”

Search: Search by name

Add Column: Allows you to add additional fields from the application as a column below i.e. Email Address.

Active/Inactive: All new applications will appear in the active list as “Under Review by Manager” unless you create a disqualifier in the supplemental questions section. Inactive applications are those that were considered not qualified for the position.

- Active status changes if system reference letters are set up under “Settings”.

Draft Applications: Access to this information is only available to the Human Resources department

Workflow State: allows you to filter applicants under different workflow states i.e. perhaps you only want to see the applicants that you have interviewed.
Updating Workflow State for One Applicant

There is an option (in parentheses) to not send an email to certain candidates when the position is filled. When selected, it is your responsibility to notify applicants that were not selected for the position. If you would like for a bulk email to be sent to the candidates, please contact the Human Resources department. Email notifications will not be sent to applicants until after you have made a hiring decision and the position is “filled” in the system. Updating applicant statuses does not trigger the system to send emails. This action can only be performed by the Human Resources department.
Updating Workflow State for Multiple Applicants

1. Click here to select all.

2. Hover over “Actions” and select “Move in Workflow”.

3. Select a status under “Change for all applicants”.

4. Select a reason.

Don’t forget to save your changes!
Exporting Applicant Information

If you select all applicants and click on “Export Results”, the system will export the information on the screen to an excel spreadsheet. The information can be personalized by adding columns (see page 18). The notification below will appear at the bottom of the screen.
Downloading Applicant Documents in Bulk

1. Check this box to select all applicants.

2. Use this option to download application materials as a single PDF document.
Completing “Recommend for Hire” Form

To complete the “Recommend for Hire” form, an applicant’s status first has to be changed from either “Interviewed” or “Finalist” to “Recommend for Hire”.

After the status is updated, an option will appear to start the staff hiring recommendation (see below next to green circle with plus sign)
Banner Position Number: This information is included on the job posting.

Starting Salary/Hourly Rate: Please enter an amount that is within the range that has been approved by the Human Resources department. A salary that is higher that the approved range requires prior approval from the Human Resources department before the hiring recommendation is submitted to Human Resources. **If the position is a 9, 10, or 11 month staff position, please provide a biweekly amount. Dining services should provide an hourly rate.**

Estimated Start Date: Please enter the date that you expect the new hire to start. If this information changes, please try to let us know before the recommend for hire form reaches the status of “Hire Finalized”.

Comments/Recruitment Efforts: Please enter all websites, listservs, and professional organizations you may have used in this box.
Final Step

When the hiring recommendation reaches the status of “Approved for Hire/Extend Offer”, a verbal offer can then be made to the candidate. If the candidate accepts, please contact the Human Resources department and we will send the background check form. Once the background is complete with satisfactory results, we will notify you and draft the offer letter. The applicant’s status will then be changed to “Finalize” hire and the position status will be changed to “Position Filled”. This will trigger the system to notify all of the applicants that weren’t selected.