



Villanova University

People Admin

Student Job Posting Guide

TABLE OF CONTENTS

Home Page	3
Creating a Posting	4-8
Posting Details	9
Posting Specific Questions	11-12
Applicant Documents	13
Final Step	14-15
Reviewing Applicants	16-17
Recommend for Hire	18-20

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 System** mode (click three dots to toggle view.)

Screen should always have the blue ribbon.

Home Postings Hiring Recommendations Shortcuts

Use this drop-down to toggle between different user levels. **New student postings can be created by Student Hiring Manager users only.**

Hover over **Postings** to access different position types and create new postings.

The screenshot shows the top navigation bar with 'Applicant Tracking System' on the left and 'Welcome, Amanda McDonnell', 'My Profile', 'Help', and 'logout' on the right. Below this is the Villanova University logo and a 'User Group' dropdown menu set to 'Student Hiring Manager'. A blue navigation ribbon contains 'Home', 'Postings', 'Hiring Recommendations', and 'Shortcuts'. Callout boxes provide instructions on toggling the view, the ribbon's color, and the 'Postings' dropdown menu.

To create a new posting, select the applicable position type and then click on **Create New Posting**.

Home Postings Applicants Hiring Recommendations Employment Events Shortcuts

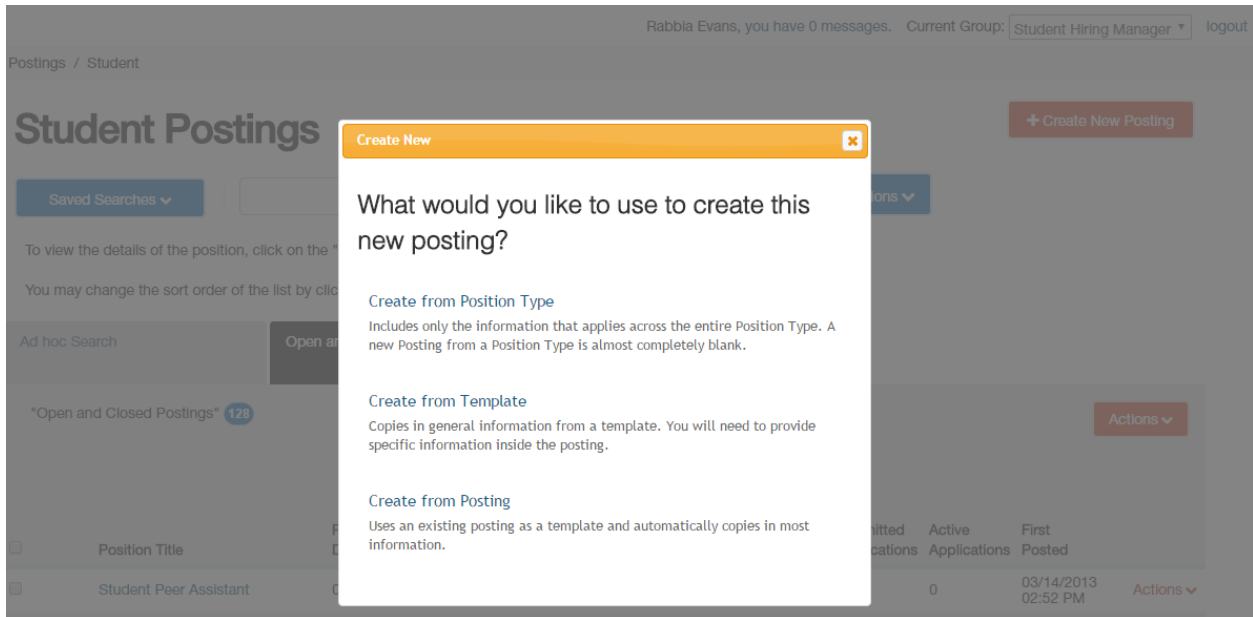
Postings / Student ☆

+ Create New Posting

The screenshot shows the navigation ribbon with 'Home', 'Postings', 'Applicants', 'Hiring Recommendations', 'Employment Events', and 'Shortcuts'. Below the ribbon, the breadcrumb 'Postings / Student' is visible. A red button with a plus sign and the text '+ Create New Posting' is located in the bottom right corner.

If you have more than one status, please make sure you are logged in as **Student Hiring Manager** before creating a posting.

Creating a Posting



Create from Position Type: requires input of all information for the position. See page 5.

Create from Template: populates new position with information from a current system template. Information specific to the department and the position will need to be added to the posting. See page 6.

Create from Posting: creates posting using information from a current or previous posting within your department(s). *Please note: due to system updates, this option may cause some fields to differ from the previous posting.* See page 7-8.

Create from Position Type

Postings / Student / New Posting ☆



New Posting

Create New Posting

Cancel

* Required Information

Position Title: *

Organizational Unit

Location *

Main Campus

Division *

Administration & Finance

Department *

401-Human Resources

Online Applications

Accept online applications?

Special offline application instructions



Do not uncheck *Accept online applications?* Doing so will prevent students from submitting applications into PeopleAdmin.

Posting Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

Create New Posting

Cancel

Please input any required position information into the system, then click **Create New Posting**.

Create from Template

Postings / Student / New Posting From Template ☆

Student Templates

Saved Searches ▾ Search [Hide Search Options ▾](#)

Add Column: ▾

If you searching for a posting that you have access to and it does not show up in the options below, please click on **"More Search Options"** above and update the available workflow states.


templates with job descrip... ✕

"templates with job descriptions" 7

Template job Title	Last Status Update	Job Description Summary	(Actions)
Office Worker	February 12, 2013 at 09:33 AM	Office work of any kind including scheduling appointments, internet research, phone coverage, scanning, reception, mailings, filing, data entry, etc.	Actions ▾
Lab/Research Assistant	February 12, 2013 at 09:35 AM	Basic lab work; clean glassware; process samples; assist with various types of analysis.	Actions ▾
Dining Services Attendant	February 12, 2013 at 09:38 AM	Food and beverage preparation and service, cleaning dining areas and equipment. Could include operating cash registers, stocking of shelves and cleaning tables.	Actions ▾
Athletics Assistant	February 12, 2013 at 09:49 AM	Assists in the operations of the facility including game preparation and set up, facilitate game operations, data entry, filing, mailings, and other duties as assigned.	Actions ▾

1. Click on the title of the template you would like to use to create the posting. The template will then appear on the screen.

Templates / Student / Office Worker / Summary



Template: Office Worker (Student)

Current Status: Approved

Position Type: **Student** | Created by: **Minnie Mouse**

[+ Create Posting from this Template](#)

[Print Preview](#)

2. Click on "Create Posting from Template". The new posting will appear on the screen.
3. Continue by following directions shown on page 5.

Create from Posting

1. Locate the posting that you would like to utilize to create the posting. Click on the posting title of the posting that you are seeking to utilize. The existing job posting will appear on the screen below.

Student Postings

Add Column:

Department:

Job title:

Posting Status:

Department:

Posting Number:

The *Posting Status* may need to be updated in order to locate closed or internal postings.

If you searching for a posting that you have access to and it does not show up in the options below, please click on **"More Search Options"** above and update the available workflow states.

Ad hoc Search


Ad hoc Search

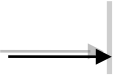
Position Title	Posting Date	Department	Workflow State	Posting Number	All Submitted Applications	Active Applications	Last Status Update	(Actions)
Office Assistant - Human Resources	07/12/2017	401-Human Resources	Closed/Removed from Web	20172431V	42	2	September 07, 2017 at 04:37 PM	Actions
Office Assistant - Human Resources	01/16/2018	401-Human Resources	Closed/Removed from Web	20182585V	12	1	January 26, 2018 at 02:45 PM	Actions
Office Assistant - Human Resources	08/02/2018	401-Human Resources	Closed/Removed from Web	20182814V	4	3	August 23, 2018 at 04:54 PM	Actions
Office Assistant - Human Resources	08/23/2018	401-Human Resources	Closed/Removed from Web	20182858V	10	10	September 20, 2018 at 10:22 AM	Actions

2. After selecting the posting, click on **Create Posting from this Posting** (see below next to green circle with plus sign).

PeopleAdmin Student Job Posting Guide

Rabbia Evans, you have 0 messages. Current Group: Student Hiring Manager [logout](#)
Postings / Student / Computer/Clerical Assistant (Closed/Removed from Web) / Summary Search Results: Previous | Next

 **Posting: Computer/Clerical Assistant (Student)**


Current Status: Closed/Removed from Web  [+ Create Posting from this Posting](#)

Position Type: Student Created by: Renee Boyd-Shaw
Department: 401-Human Resources Owner: Student Admin

Summary

Please review the details of the posting carefully before continuing.


To take the action you have specified, click **Continue**. To edit the posting, click **Edit**. To exit the posting without making any changes, click **Cancel**.

 **Posting Details**

Position Information

3. Change the title to the New Posting title.
4. Accept Online Applications is the default setting for student job postings.
5. Click on the “Create New Posting” button on the top-right side of the screen.

Rabbia Evans, you have 0 messages. Current Group: Student Hiring Manager [logout](#)
Postings / Student / New Posting

 **New Posting** [Create New Posting](#) [Cancel](#)

** Required Information*

Position Title: *

Organizational Unit

Location *

Division *

Department *

Online Applications

Accept online applications?

Special offline application instructions

[Create New Posting](#) [Cancel](#)

Posting Details

*** Required Information**

Position Information

Posting Number:

Template Title:

* Position Title:

* Posting Type:

* Hours/week:

* Eligibility:

* Semester:

Location:

Detailed Work Schedule:

* Number of positions:

* Department:

* Student Hiring Manager:

* Contact Name:

* Contact Phone/Extension:

* Banner:

If you have already identified a student to hire and you are not seeking to recruit for applicants on the public jobs website, please include "Internal Only" at the end of your position title.

This information can be found by contacting your Finance Manager or the Budget Office.

Edit the Position Information details as appropriate for the new posting.

Please note: if the posting was created using *Create from Posting* or from a template, the "Posting Details" section will pre-populate with information pulled from the job template or prior posting. This information may need to be updated in your new posting.

Position Summary Information

• **Job Description Summary:** Office work of any kind including but not limited to scheduling appointments, internet research, phone coverage, scanning, reception, mailings, filing, data entry, etc.

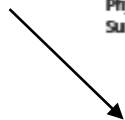
Requirements: ** Good interpersonal skills required. Position requires interaction with students & employees. Ability to deal discreetly with sensitive information.
** Proficient in Microsoft Office products and overall computer usage.

Additional Information: Bilingual abilities in Spanish are preferred.

Physical Demands Summary: Light lifting of file boxes required.

• **Wage Rate:** 7.35/hou

Please contact Human Resources if you are unsure of the Wage Rate.



Posting Detail Information

Posting Date: 05/01/2020

Closing Date (12am ET):

Open Until Filled

Either select a Closing Date or Open Until Filled.



Specific Posting and Closing Dates can be designated for the job posting by entering the preferred dates. Either choose a closing date, or select “Open Until Filled”. The system will automatically close the posting on the specified closing date. The system **will not** automatically close the posting on the specified date if you select the option “Open Until Filled”. If you have selected the option “Open Until Filled”, you must revisit the posting, take action, and update it to *Closed/Remove from Web* to remove the posting from the job applicant website.

Posting Specific Questions

When you create a posting, the four questions listed below will automatically be included in your posting. These questions are required and should not be removed from the posting.

If you would like to add additional questions, you may do so by clicking on “Add a question” to view the available questions in system.

Postings / Student / Office Assistant (Draft) / Edit: Posting Specific Questions

Editing Posting

- Posting Details
- Posting Specific Quest...**
- Optional Applicant Doc...
- Other Documents
- Guest Users
- Summary

Posting Specific Questions [Save] << Prev Save & Continue

To add questions that will be asked of every applicant who applies to this position, click the Add a Question button. Click the Continue to Next Section button to skip this section or when finished.

Included Supplemental Questions [Add a question]

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Student	Are you currently a registered Villanova student?	active
2	<input checked="" type="checkbox"/>	Student	Are you eligible for work study?	active
3	<input checked="" type="checkbox"/>	Student	What is your availability? (days and times)	active
4	<input checked="" type="checkbox"/>	Student	Please explain what interests you about this position.	active

[Save] << Prev Save & Continue

Click “Add a question” to view questions that are in the system.

The screen below will appear and you can filter the questions based on category. Select the checkbox next to the question you would like to add and click “Submit”.

Add a Question

Go to Performance Management Portal

Student Hiring Manager | logout

Category: Student Keyword:

Available Supplemental Questions

Add	Category	Question
<input type="checkbox"/>	Student	Are you currently a Villanova Undergraduate Student?
<input type="checkbox"/>	Student	Have you ever worked on campus before?
<input type="checkbox"/>	Student	If yes, what department and semester/year
<input type="checkbox"/>	Student	What is your availability? (days and times)
<input type="checkbox"/>	Student	Which School/College are you enrolled in at Villanova?
<input type="checkbox"/>	Student	What is your class year?
<input type="checkbox"/>	Student	Are you currently a Villanova School of Business student?
<input type="checkbox"/>	Student	Do you have previous restaurant experience?
<input type="checkbox"/>	Student	What hours can you work? (weekdays, between 9:00 AM and 5:00 PM only)

Displaying all 9

Can't find the one you want? [Add a new one](#)

[Submit] [Cancel]

To create a new question, please click on “Add a new one” at the bottom of the screen above and screen below will appear. Please create the question, assign it to the “Student” category, and click “Submit”.

“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.

The screenshot displays the 'Add a Question' modal window. At the top, it states: 'Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.' The form includes a 'Name *' text input, a 'Category' dropdown menu with the text 'Please select a category', and a 'Question *' text area. Below these fields, under the heading 'Possible Answers', there are two radio button options: 'Open Ended Answers' (which is selected) and 'Predefined Answers'. At the bottom right of the modal are 'Submit' and 'Cancel' buttons. The background interface shows the Villanova University logo, a sidebar with 'Editing Posting' options, and a main content area with navigation buttons and a table of active items.

Applicant Documents

Postings / Student / Office Assistant (Draft) / Edit: Optional Applicant Documents:

Editing Posting

- Posting Details
- Posting Specific Quest...
- Optional Applicant Doc...
- Other Documents
- Guest Users
- Summary

Optional Applicant Documents: Save << Prev Save & Continue

Order	Name	Not Used	Optional	Required
1	Resume / Curriculum Vitae	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Letters of Reference	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	Cover Letter / Letter of Interest	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Statement of Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Summary of Teaching Evaluations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Writing Sample/Publications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Statement of Research Interests	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Other Document (2)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Statement of Contribution to MI...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

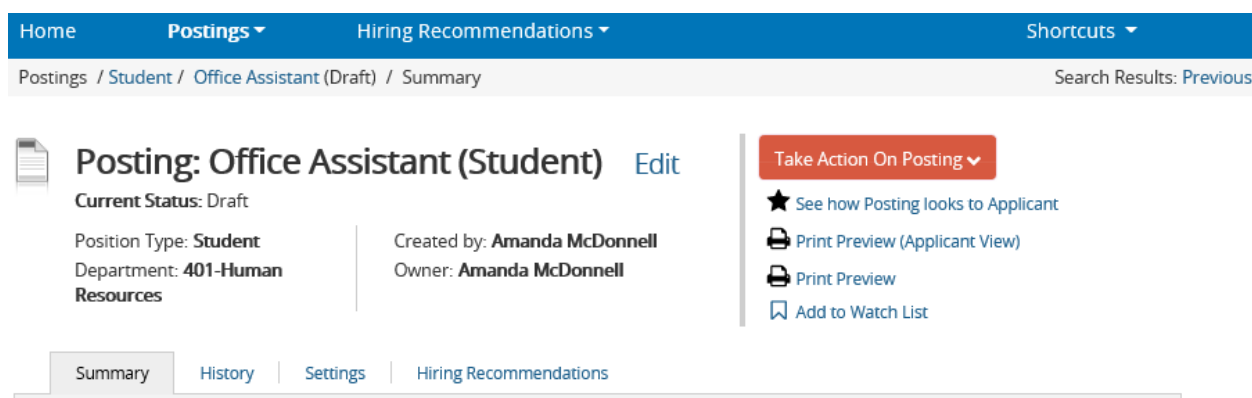
Save or Cancel Save << Prev Save & Continue

1. Applicant Documents can be designated as one of the following:
 - a. Not Used (*default option*)
 - b. Optional
 - c. Required

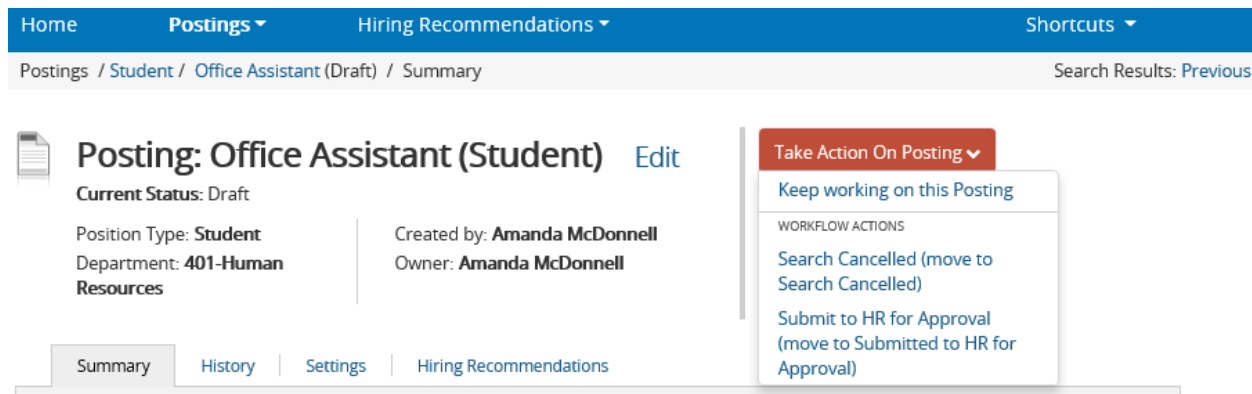
You can change the order the documents appear in the posting. To do so, change the number in the box under “Order” that corresponds to each document to order according to your preference or drag-and-drop a document to its new position. It is important to note that any document designated as “Required” will need to be fulfilled by the applicant for the system to recognize the application as “Complete”. Applications with missing “Required” documents will remain in incomplete status and will not show up in the Hiring Manager’s queue.

2. Click **Save & Continue**

Final Step



1. Click on the word “Edit” next to the posting title to make any changes to the job posting. If you make any changes to the posting please remember to click “Save & Continue” to advance to the next screen.



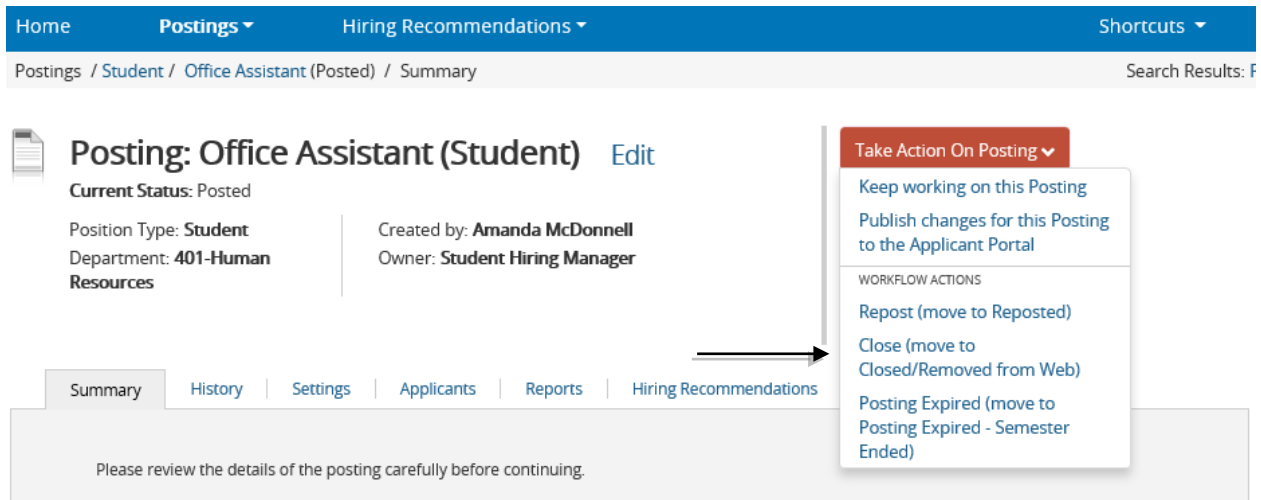
2. To move the posting through the workflow, click on the “Take Action on Posting” and select the next desired step:
 - a. “Keep working on this Posting” to save the posting for later edits
 - b. “Search Cancelled” to cancel the posting
 - c. “Submit to HR for Approval” to proceed with posting approvals

3. The box to the right will appear for “Comments” – these comments are internal between the Student Hiring Manager and Human Resources. They are not viewable by applicants.



4. Click “Submit”.

Helpful Tip: to check the status of your posting, please check the **Current Status** beneath the posting title or click the **History** tab and click on the latest link under **Emails Sent**.



To close a position and remove from online view please perform the following steps:

1. Locate your posting
 - a. Click on “Postings” located on the menu bar at the top of the screen
 - b. Click on “Position Title”
2. Update your applicants to “Not Hired – Send Email” so that students who were not selected for the position receive an email notification (see page 16).
3. Hover over “Take Action on Posting” drop-down menu
4. Choose “Close”

Please note that a closed position may be reposted at any time by following the steps above and clicking **Repost**; however, student hiring managers cannot edit the posting after it has already been approved by Human Resources. Please contact HR to make any edits to the posting before reposting to the website.

Reviewing Applicants

To move applicants through the workflow individually:

Home Postings Hiring Recommendations

Postings / ... / Office Assistant (Approve for Internal) / Applicant Review / Daisy Duck Under Review by Student Hiring Manager

Job application: Daisy Duck (Student)
Current Status: Under Review by Student Hiring Manager
Application form: Student Application

Full name: Daisy Duck
Address:
800 Lancaster Avenue
Villanova, PA 19085
United States of America

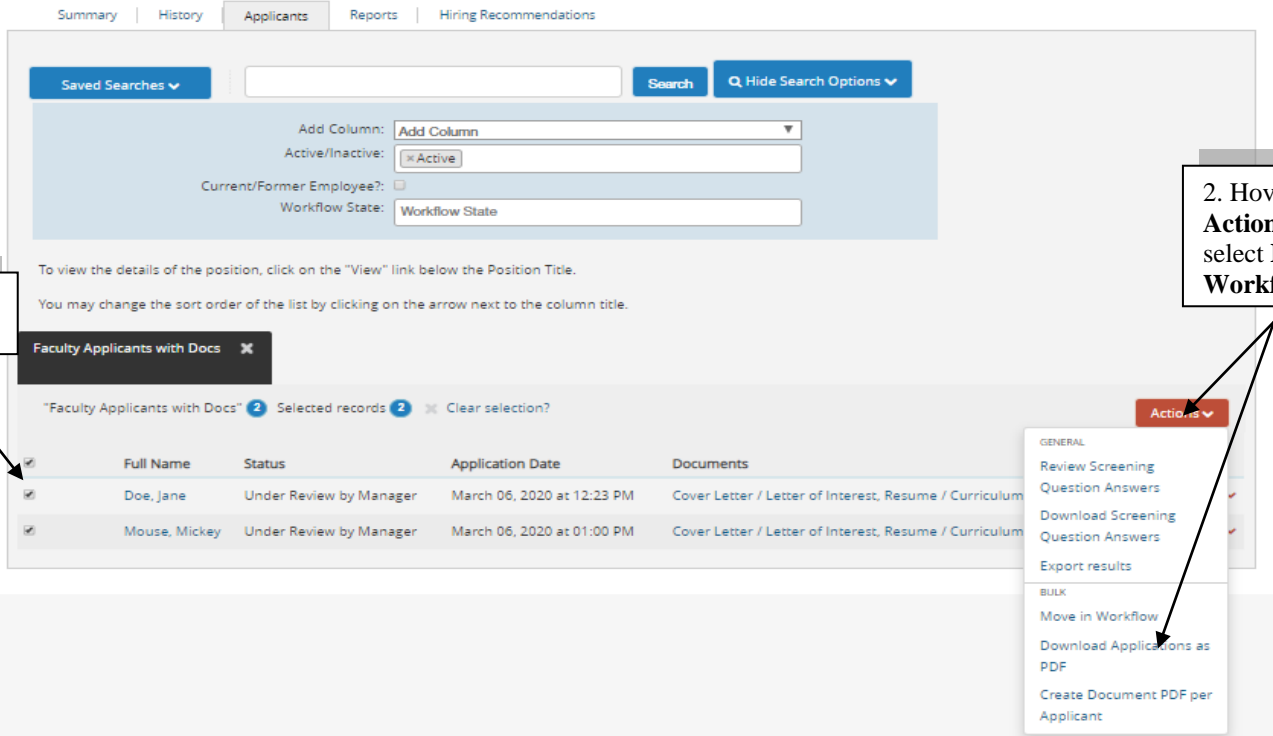
Created by: **Daisy Duck**
Owner: **Student Hiring Manager**

Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select for Interview (move to Interview)
- Recommend for Hire (move to Recommend for Hire)
- Not Hired (move to Not Hired - Send Email Now)

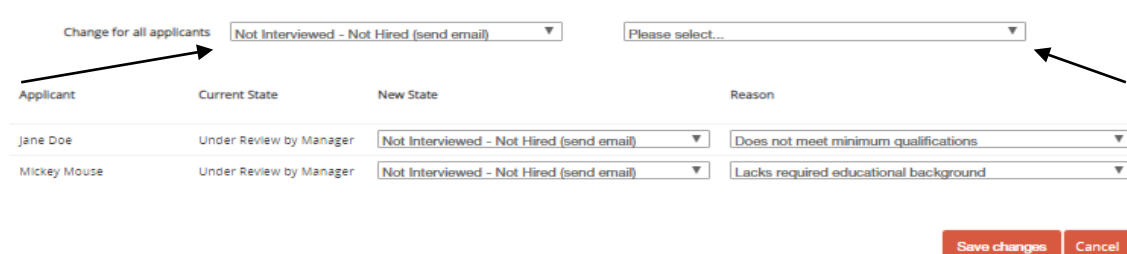
1. Click on the applicant's name to view the application.
2. Click on the "Take Action on Job Application" button on the top right side of the screen.
3. Choose "Not Hired" from the drop-down box. This change will automatically generate an email to the student stating they were not selected/hired for this position.

To move applicants through the workflow in Bulk:



1. Select multiple applicants by clicking on the box next to each name.
2. Click on the “Action” button located on the header of the “Student Job Application”. This is different than the “Action” button that corresponds to the individual applicant.
3. Choose “Move in Workflow” from the drop-down box.

Editing: Workflow States for 2 Applicants



4. A new screen will appear with a list of all selected applicants.
5. Choose a “Workflow Status” from the drop-down box next to “change for all applicants”.
6. Choose “Not Hired” from the drop-down box.
7. Click on the “Save Changes” button on the bottom left side of the screen.

Please Note: Updating students to “Not Hired” will automatically generate an email to the students stating they were not selected/hired for this position.

Recommend for Hire

Once a candidate is selected for the position, you will need to change the applicant's status to "Recommend for Hire" and complete the Hiring Recommendation Form.

Postings / ... / Office Assistant (Closed/Removed from Web) / Applicant Review / Daisy Duck Under Review by Student Hiring Manager

Job application: Daisy Duck (Student)
Current Status: Under Review by Student Hiring Manager
Application form: Student Application

Full name: Daisy Duck
 Address:
 800 Lancaster Avenue
 Villanova, PA 19085
 United States of America

Created by: **Daisy Duck**
 Owner: **Student Hiring Manager**

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select for Interview (move to Interview)
- Recommend for Hire (move to Recommend for Hire)
- Not Hired (move to Not Hired - Send Email Now)

1. Locate your posting.
2. Click on "Applicants" tab. This will bring up a list of all active students who have applied for this position.
3. Click on the applicant's name you wish to hire. This will open up their application.
4. Click on the "Take Action on Job Application" button.
5. Click on "Recommend for Hire". A pop-up box will appear on the screen; please click "Submit" and the screen below will appear.

Job application: Daisy Duck (Student)
Current Status: Recommend for Hire
Application form: Student Application

Full name: Daisy Duck
 Created by: **Daisy Duck**

- ★ View Posting Applied To
- ★ Preview Application
- + Start Hiring Recommendation

6. Click on "Start Hiring Recommendation" link located on the top right side of the screen next to the green circle with the plus sign in the image above.
7. The "Applicant" section of the Recommend for Hire form will pre-populate with information from the student's application.
8. The "Position Information" section will pre-populate with information from the job posting.
9. Hiring managers must complete the "Hiring Information" section of the Recommend for Hire form in the screen below.

PeopleAdmin Student Job Posting Guide

Recommend to Hire

Save

Save & Continue

[Check spelling](#)
*** Required information**

Applicant/Prospective Employee Information

First Name: Daisy
Last Name: Duck
Address: 800 Lancaster Avenue
City: Villanova
State: PA
Zip Code: 19085
Cell Phone: 610-519-7900
Other Phone:
Email: emailaddress@zed.zed
Student ID: 12345678

Position Information

Title: Office Assistant
Posting Number: 20182923V
Department: **This field is required.**
Eligible to work?: Work Study ONLY
Banner Position#/Index#/Account#/Org#: **This field is required.**

This will automatically populate from the job posting.

Hiring Information

Semester: **This field is required.**
Previously Worked on Campus:
Start Date: **This field is required.**
Hourly Rate: **This field is required.**
Class: Freshman
Are you a current or previous Villanova employee?: No

The approved rate can be found in the job posting.

The estimated start date should be listed here.

In which state will the work be performed?: **This field is required.**

Financial Assistance

Eligible for Work Study?:
Amount of Award:
Academic year:
International Student?:

HR will complete the Financial Assistance section.

Save

Save & Continue

11. Click “Save & Continue” and the screen below will appear.

PeopleAdmin Student Job Posting Guide

Student / ... / Daisy Duck (Recommend for Hire) / Hiring Recommendation / Summary Search Results: [Previous](#)

Hiring Recommendation: Daisy Duck (Student) [Edit](#)

Current Status: Draft

Position Type: **Student** Created by: **Amanda McDonnell**
Department: **401-Human Resources** Owner: **Amanda McDonnell**

Applicant: **Daisy Duck**
Posting: **Office Assistant**

Take Action On Hiring Recommendation ▼

- Keep working on this Hiring Recommendation
- WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Send to HR (move to HR Review)
- Submit to HR (move to HR Review)

Summary | History | Settings

✔ Recommend to Hire [Edit](#)

Applicant/Prospective Employee Information

First Name	Daisy
Last Name	Duck

13. Click on the “Take Action on Hiring Recommendation” button.

14. Choose “Send to HR” in the drop-down menu.

Please note: You will not be able to make any changes after this step! The Human Resources department will then complete their portion of the Recommend for Hire form and contact the applicant if [student paperwork](#) is required. You will receive an email when the student may begin working. **Please do not allow student employees to begin working before you receive confirmation of approval from the Human Resources department.**