Careers @ UMW

University of Mary Washington

Office of Human Resources

Summer 2014

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INTRODUCTION / GETTING STARTED

INTRODUCTION

Careers is a convenient online portal where UMW supervisors may access resources to support their management responsibilities. This user guide offers a complete overview of how to use UMW's Careers.

You will use Careers to:

- Create and submit requests for new positions;
- Create and submit requests to modify an existing position;
- View applicants to your posted vacancies; and
- Make decisions regarding the status of each applicant.

The system is designed to benefit you by facilitating:

- Faster processing of employment information;
- Up-to-date access to information regarding all of your positions / requests / requisitions;
- Detailed screening of Applicants' qualifications – before they reach the interview stage.

Your Web Browser

The System is designed to run in a web browser over the Internet. The preferred browser is Firefox. Other browsers will work, but you may experience unexpected results or instability.

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

You may use your browser's Back, Forward or Refresh buttons to navigate the site, or open a new browser window from your existing window.

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 lock your computer.

ENHANCEMENT MATRIX - PEOPLEADMIN 5.8-7

Careers has been upgraded from PeopleAdmin's version 5.8 to PeopleAdmin's version 7. There are significant differences in the products.

For Applicant Tracking:

Function	**New Function**	**New Process**	**What Does this Mean for YOU?**
ADA Compatible User and Applicant Portal	✓		Meets ADA Compliance; is a much easier user interface.
Ad-Hoc Emails	✓		Select applicants to email and select from emails templates to send. You do not have to have a status change or system event to send an email to applicants.
Ad-Hoc Reporting	✓		Export reports to Excel.
Advanced Applicant Review Tools	✓		Narrow answers to supplemental questions and search applicants more effectively with keyword searching.
Application Materials on Hiring Proposals	✓		Materials are available as an attachment to the applicant's hiring proposal.
Bookmarking	✓		Applicants can bookmark a posting to apply to some other time, without requiring a future search.
Create from Previous Posting	✓		When creating from a previous posting, the previous posting's internal documents now copy to the new posting.
Email a Friend	✓		Applicants can share postings with friends that might be interested.
Full Data Change Auditing in History	✓		Can now log what data changed, when, and by whom.
Full Text Searching	✓		Keyword Searches work across all text fields and attached documents on applicants.
Inbox and Watch List	✓		Now have an easy place to see active items assigned to you and items you have decided to follow (watch).
Mass Edit of Postings	✓		HR users can now bulk edit postings to update data across multiple postings.
Multiple Special Handling Lists	✓		Can now have more than one list to handle special candidates, providing flexibility for each list to behave differently.
Position Types/Employment Groups	✓		Position types may have multiple processes and forms in the system.
Posting Settings Page	✓		This prevents you from losing a posting. You will need to fill in identifying information about a posting before it is created.

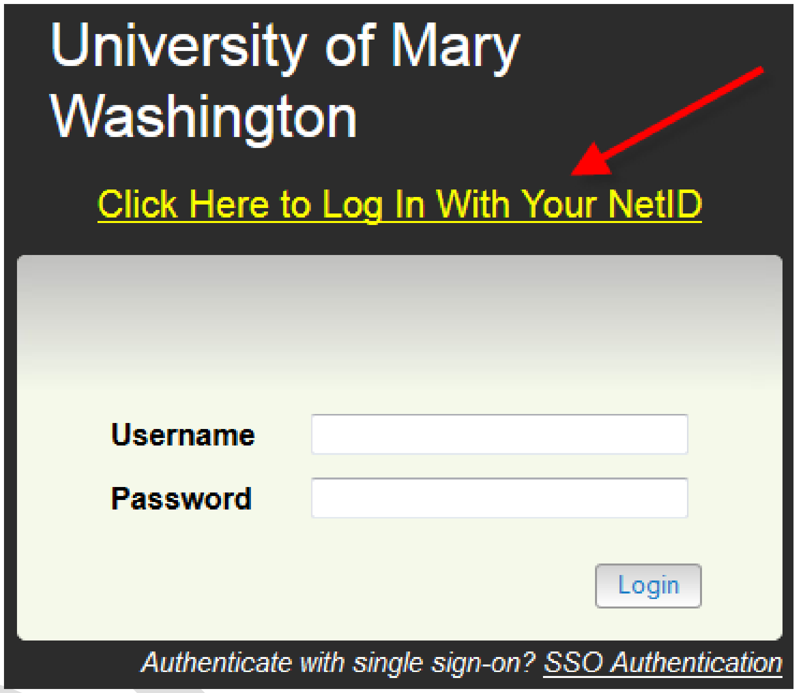
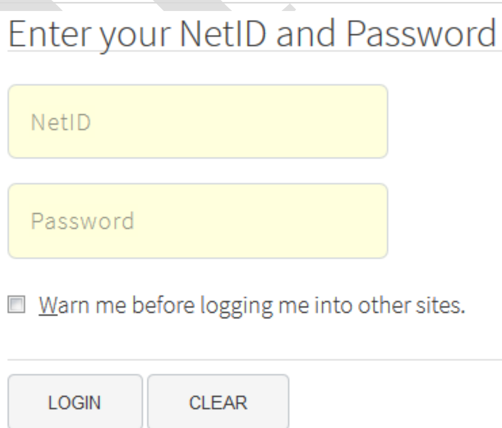
Ranking Criteria – General	✓		Committees can rank applicants based on items that they have defined. Internal users can rank the applicants and a score is given to allow for better review and handling of applicants.
Role Identification	✓		You can now easily see which role you are logged in as, and have the capability to easily toggle between different role-based views. This also makes it easier to keep track of which role is required to take action at each step in the process.
RSS Feeds	✓		All applicant portals come with RSS feeds built in.
Saved Searches	✓		Can modify and save your own searches as a user.
Scoped User Management	✓		Can have user management spread out over the campus instead of just in central HR or a central organization.
Search Committee Members	✓		Customers have the ability to define per posting search committee members to rank applicants or review applications per posting.
Self Service Features	✓		Can now perform some of the configurations yourself.
Site Announcements	✓		Can communicate to other users in the system with messages for both applicants and internal users.
Supplemental Question Bank with Self Service	✓		Managers can now manage their own supplemental questions without having to rely on PA to update and/or change questions for them.
True Application Workflow	✓		Now this is handled by a workflow rather than just statuses in 5.8.
User Account Self Service	✓		Users can now make changes to their own account rather than needing to rely on HR or other users to update this for them.
View All Application Materials in one PDF	✓		Can combine documents with application information the applicant supplied into one PDF across multiple applications.
System-Wide:			
Action Required Recipients		✓	In PA7, action-required messages are handled through group member prompting, allowing you to send a task for a given state to a selected user group. This ensures a state of role ownership for the task being sent, rather than having an open-ended recipient field as in 5.8. This group member prompt is currently functioning for postings and will be added for applicant states in a future release. For the applicant side, there might be a need to send to an individual rather than an entire group. If you identify such a need, please contact us.
Login Portal and General Navigation		✓	The page layout is different in the new system but accomplishes the same business requirements. For instance, action links are listed along the top rather than side of page. This is a change that should be walked through during training of end users.

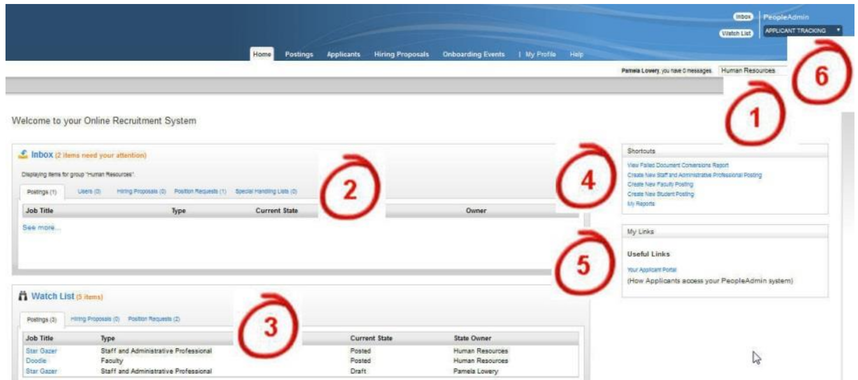
Reporting		✓	Reporting has changed significantly between 5.8 and 7, with an increase in real-time reporting in the new version. Rather than having only an Access database option as in 5.8, we now have 3 levels of reporting capability: saved searches, Tableau, and a MySQL database. Saved searches are the simplest form of reporting, allowing you to select columns within a function, shuffle columns, sort, and then save for future viewing. Tableau presents the next level of capability. This analytics engine has both pre-built reports and the capability to choose fields across functions to create custom reports. If you identify an additional report/field that should exist in Tableau, please let us know. The MySQL approach is the most sophisticated and is similar to the Access database approach in 5.8, allowing you to view a copy of the database (but not write directly to the database), but requires familiarity with SQL
Searches	✓		Can now search by date or date range in PA7

LOGGING IN

Go to https://umw-sb.peopleadmin.com/hr/

After entering the URL, the login screen for the system will appear. All employees who were active on our go-live date will have an account. Employees use the same credentials that they use for email to log in to Careers.

Select **Click Here to Log In With Your NetID**.	
Enter your **UMW credentials**; use the same credentials that you use for UMW email.	

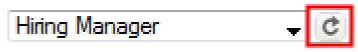
When you log in, you will come to the Applicant Tracking home page. You will see the menu options that correspond to your user permissions.	
1	**User Drop Down** This drop-down menu will only be available if you are assigned multiple User Groups. You will not have a drop-down available if you are a member of only one group; you will be logged in as your default.
2	**Inbox** The Inbox is a notification area where the system will display any items that need you to take action upon.
3	**Watch List** The Watch List displays any item that you have flagged to be put on your watch list. Note: The tabs that display for the Inbox and Watch List will depend on your user permissions. You can always quickly access these notification areas with the button at the top of the screen.
4	**Shortcuts** The Shortcuts section will display shortcuts that depend on your user permissions.
5	**My Links** The My Links section is a good resource for Training videos and quick access to the applicant portal. You can also quickly get to the PeopleAdmin Community portal, where you have access to resources concerning the system.
6	**Module Selection** At the top of the screen, you will see the module drop-down. If you hover your mouse over Applicant Tracking you will see the standard module options (i. e. Position Management and Applicant Tracking).

YOUR PROFILE

Your Profile manages the way in which you interact with the system. You may:

- Select which types of email messages you receive from the system;
- View your permission group assignments. These determine what you can see and do in the system. You may be assigned to several permission groups.

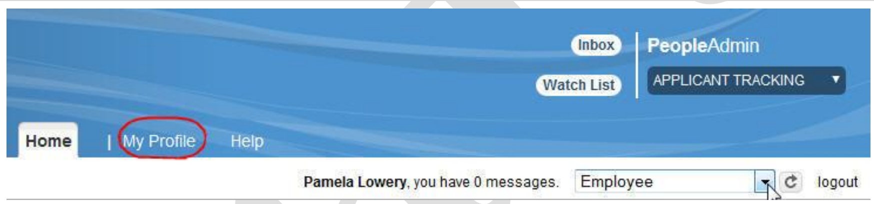
When you change positions, click the refresh button to ensure that you are accessing information properly.



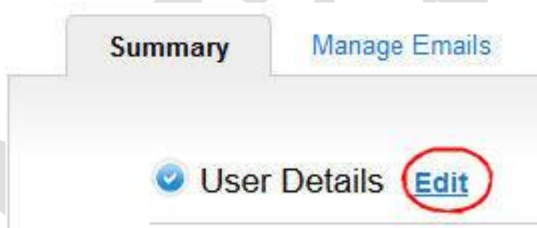
Access Your Profile

To access and edit your profile, follow the My Profile link in the header area of any page.

To view or update your profile, choose **My Profile**:



From your profile page, select **Edit**.



Update your information as needed.

Select **Update User** to update your profile details.

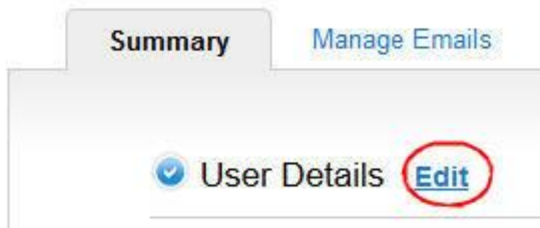
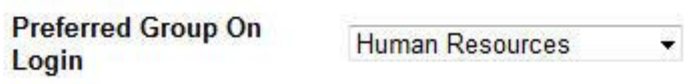
USER ROLES

Dean:	If you have been assigned to this role, you are one of the CAS Deans, and have permission to: • View and print all faculty postings, • View Hiring Notifications for faculty, • Move applicants through process and approval steps, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific posting reports assigned to your department.
Department Chair:	If you have been assigned to this role, you are a Faculty Department Chair, and have permission to: • View and print all faculty postings assigned to you, • View and print all applicants applied to your postings, • Create new Position Description for a Faculty position. • Modify Faculty Position Descriptions. • View Hiring Notifications for all candidates assigned to your posting, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific reports assigned to you.
Employee:	All UMW employees have the employee role within Careers. This will allow them to view their own classification, position, and posting (if applicable). This role will be more active when the Performance Management module is implemented. They are not included in any workflows. This role will be assigned by default to all Careers users.
Hiring Manager:	Hiring Managers have permission to: • View and print all staff postings assigned to you, • Create new Staff or Administrative Professional Position Descriptions, • Modify Staff or Administrative Professional Position Descriptions, • Create Staff and Administrative Professional postings, • Modify Staff and Administrative Professional postings, • View and print all applicants applied to your postings, • View Hiring Notifications for all candidates assigned to your posting, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific reports assigned to you.
Provost:	The Provost role has viewing access to all of CAS classifications, positions, and applicants, and can view and edit postings and hiring proposals. The Provost has an approval step in the creation and modification of all Faculty positions.

Search Committee Chair:	If you have been assigned to this role, you are the Chair of a Search Committee, and have permission to: • View and print all faculty postings assigned to you, • View and print all applicants applied to your postings, • Create Postings for Faculty positions, • View Hiring Notifications for all candidates assigned to your posting, • Create searches for postings or applicants which may be exported to Excel for further analysis, • Add postings to your Watch List, • Run and view specific reports assigned to you. • If you are a Search Committee Chair, your role is expanded to view evaluations from all committee members.
Search Committee Member:	If you have been assigned to a Search Committee, you have permission to: • View postings for which you have been assigned to a search committee, • View applicant information and related documents for those who have applied to the assigned posting, • Evaluate applicants' skills, competencies and experiences. • Provide feedback on applicants through Evaluative Criteria but cannot view the feedback of other search committee members.

TO CHANGE YOUR PREFERRED GROUP ON LOGIN

By default, you log in as a member of the Employee group, which has minimal permissions. If you have been assigned to other groups, you can specify the group in which you are active at login. Some tasks require you to log in using a group with specific permissions, so you may need to change your preferred group to be able to complete your tasks.

From your profile page, go to the **Summary** page. Select **Edit**.	
Your Preferred Group on Login is presented. **Select the group** in which you need to be active at login from the pull-down list.	
Select **Update User** to update your preferred group information.	

TO CHANGE WHICH MODULE IS ACTIVE WHEN YOU LOG IN

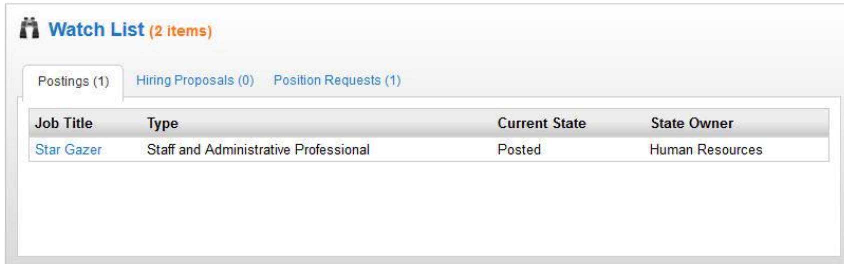
Depending on your permissions and the modules that your site uses, you may have access to more than one module of the HR Suite, and you may be able to choose which one is active when you log in.

From your profile page, select **Edit**.	
From the Default Product Module list in the Preferences section, select the module that you want to open when you log in.	
Select Update User to update your default module.	

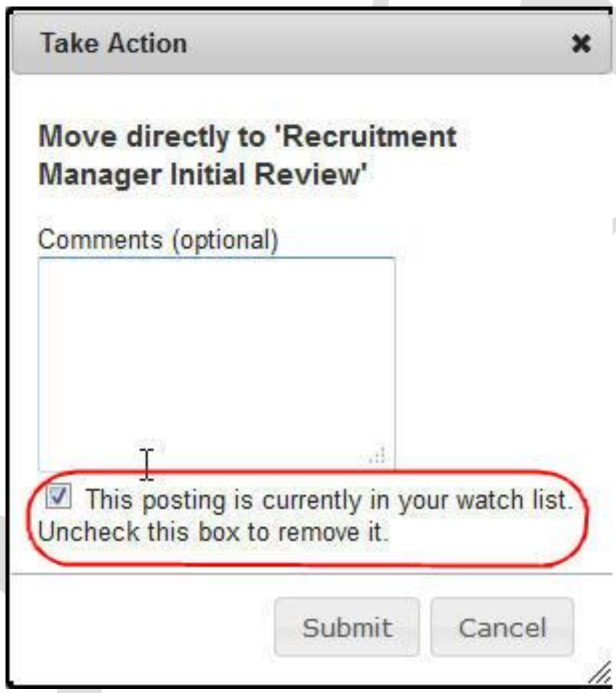
ADDING ITEMS TO YOUR WATCH LIST

Your Watch List allows you to view or stop viewing items that you have been watching.

Your Watch List allows you to follow the progress of position descriptions, postings and Hiring Proposals that matter to you (even if the items are assigned to someone else).



You may add an item to your Watch List when you are creating / editing the item. The option will appear on the Comments screen.



SAVING YOUR POSITION / POSTING

Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete it.

A Position Description is Not Saved until after you have selected:

- Click Save and Stay on this Page (Note: This will save the Position Description/Requisition form in your Pending Actions) or
- Clicking Submit on the final summary page. If you log out or select another position before completing these steps, none of the information you have edited will be saved.

WORKFLOW TRANSITIONS

At each stage of the recruitment process, you will transition the Position Description / Posting to the next stage. The button Take Action on … has a number of options to choose from.

For example, Reviewers will transition a request for a Position Description to the next stage, or will continue to work on the form, or will move it to the previous step. The order of the approvers depends on each hiring department/college/division’s departmental policies and practices.

Once a position is submitted to the next approver, then the position posting becomes Read Only to the submitter.

POSITION DESCRIPTIONS

When you go to the **Position Descriptions** tab (Position Management module), you may see what you feel is duplicate information. For example, you may see Staff and Administrative Professionals and Staff and Administrative Professionals Requests.

- Staff and Administrative Professionals tracks approved positions for use in job postings.
- Staff and Administrative Professionals Requests" tracks positions that you have created or have access to view that require an action. When approved, they will appear in both the requests list and in the library.

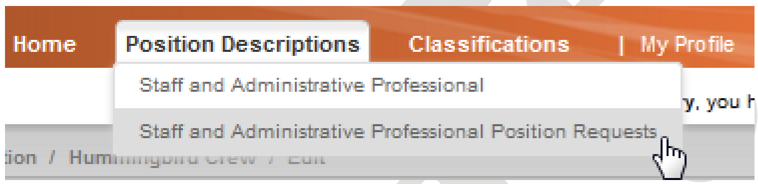
CHECK THE STATUS OF A POSITION

To check on where your position is in the Recruitment process:

Log in to Careers. Go to the **Position Management** module.

Hover your mouse over **Position Descriptions**.

Select **Staff and Administrative Professional Requests** or **Faculty Requests**.



See the positions and Workflow Statuses.

Working Title	Position Number	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Validation Kick Off	SAP00009PD	PA	Test		Active	Actions ▾
Validation Kick Off	SAP00010PD	PA	Test		Active	Actions ▾
Officer manager	SAP00011PD	Hiring	Manager		Active	Actions ▾
Grounds Worker	SAP00012PD	Hiring	Manager	Officer manager (Hiring Manager)	Active	Actions ▾
Spreadsheet Guru	SAP00013PD				Active	Actions ▾
Office Technician	SAP00014PD				Active	Actions ▾

COMMENT BOXES

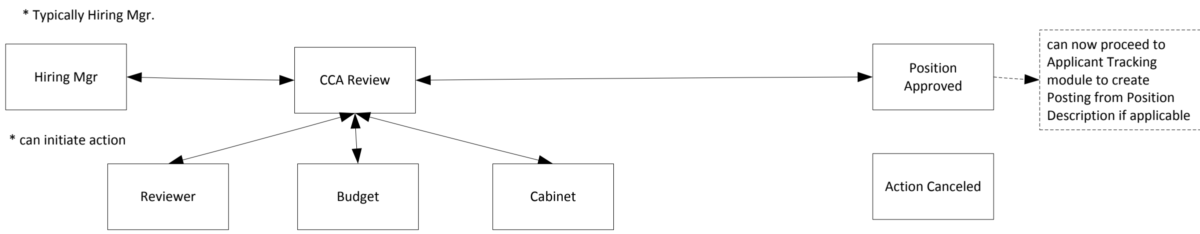
At the end of each request for an Action, a box prompts you to enter a Comment.

You must describe any changes made in this box. This will alert HR on change(s) that have been made.

Hint: You probably want to make note of any changes as you go through the forms so that you may describe them in the Comment box at the end of your action.

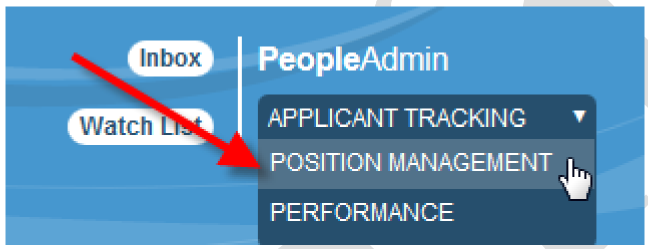
MANAGING STAFF AND ADMINISTRATIVE PROFESSIONALS RECRUITMENT

CREATING A STAFF OR ADMINISTRATIVE PROFESSIONAL POSITION

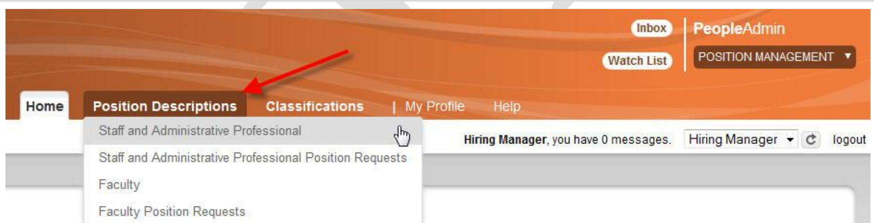


Hiring Managers and Department Chairs will manage the Recruitment / Hiring Process of Staff and / or Administrative Professionals.

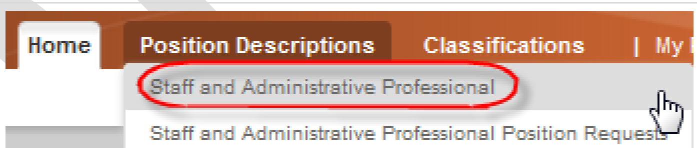
Select **Position Management** (See the right side of top bar.).



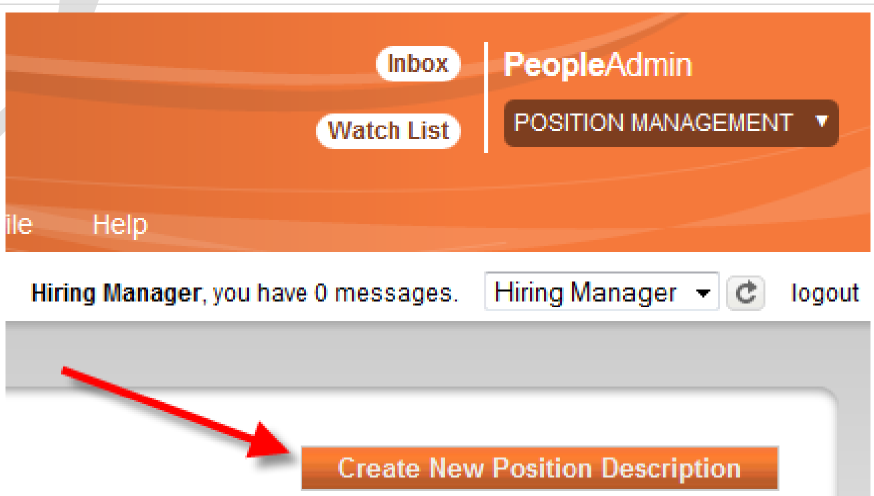
Hover your mouse over **Position Descriptions**.



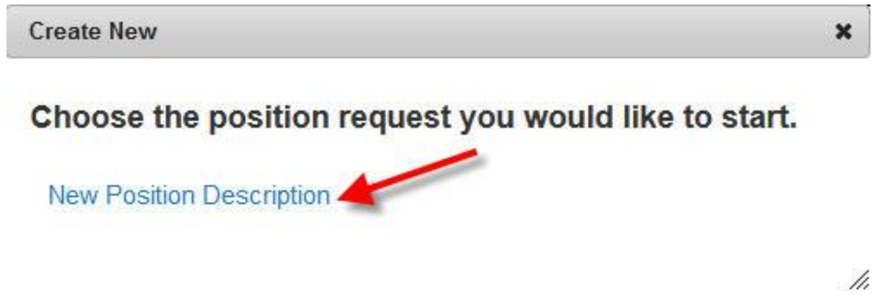
Select **Staff and Administrative Professional**.



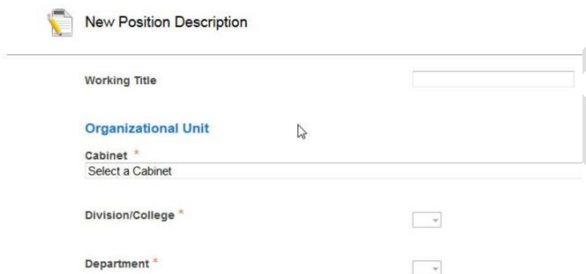
Click on **Create New Position Description**.



Choose **New Position Description**.



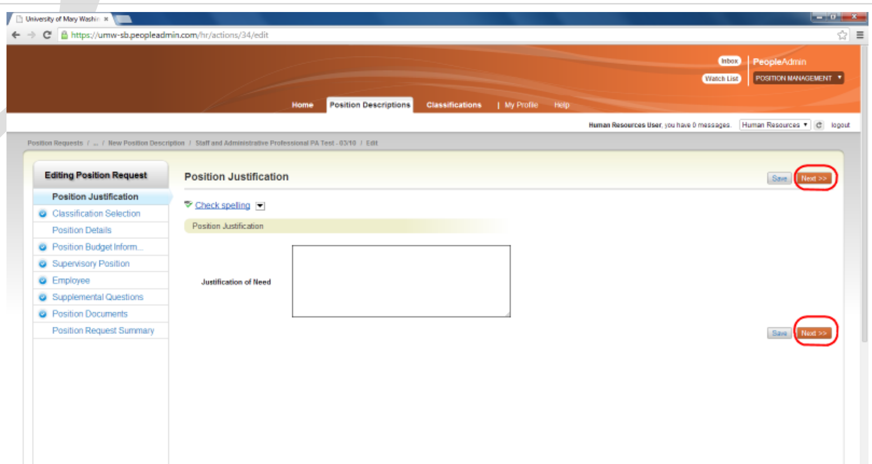
Complete the form with the appropriate information. The information on the Position Details tab will be the information used in creating your Job Posting.



Click **Start Position Request** (at the top of the page).

Enter the **Position Justification**.

Click **Next**.



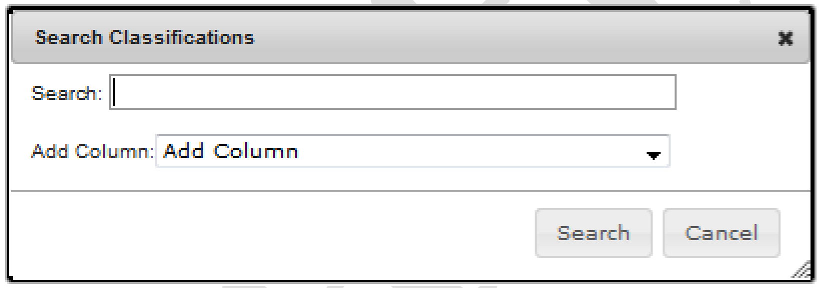
Choose the **Classification** that best fits the position that you are creating.

HR will review and confirm the appropriate selection.

You must choose the radio button next to the classification that you want to use.

Clicking on the name of the position will open the Position Description.

If the list of Classifications is too long to be practical, narrow the choices down by Filter the data. Click on **Filter these results**. Enter the **appropriate criteria**. Click **Search**.

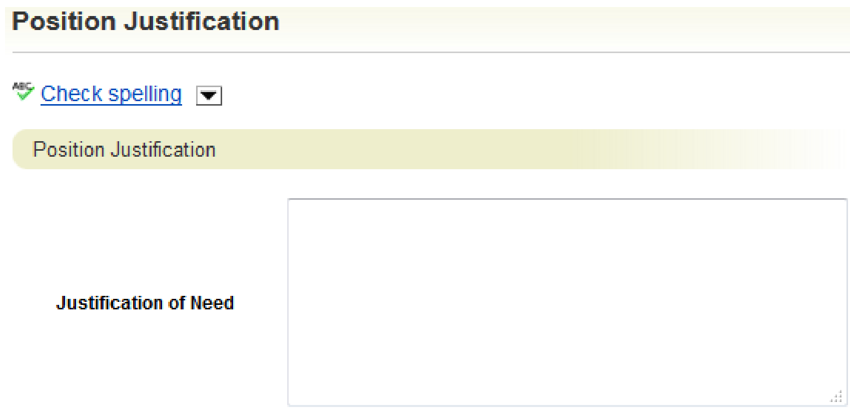


Continue to complete the forms with the appropriate information.

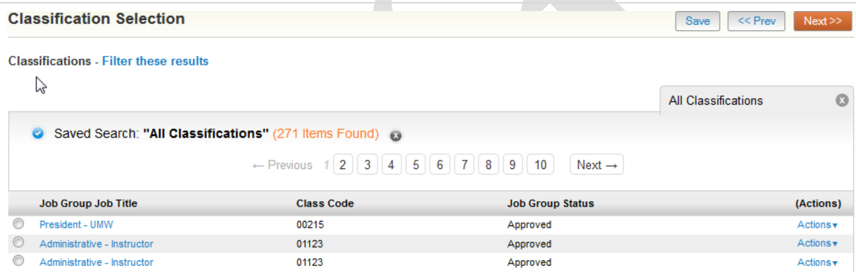
Click **Next** when each form is complete.

Forms that must be completed are:

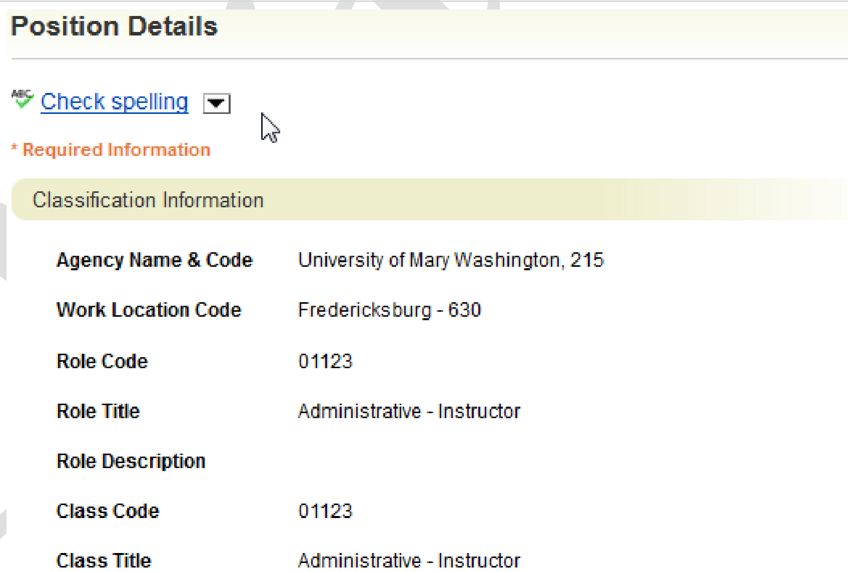
Position Justification



Classification Selection

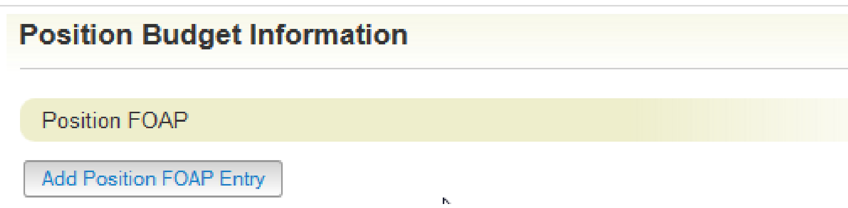


Position Details

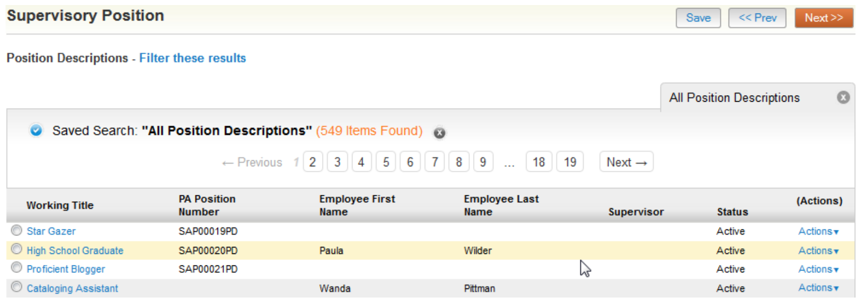


This form has several sections that contain required information.

Position Budget Information

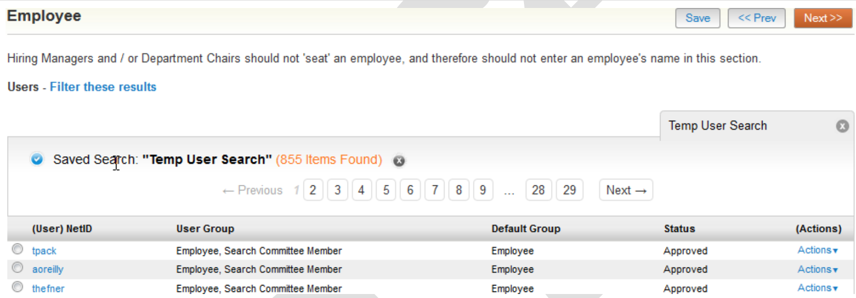


Supervisory Position

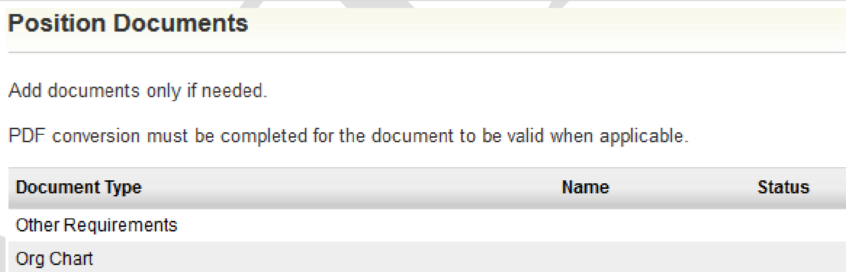


Select the individual who is the Supervisor of the position.

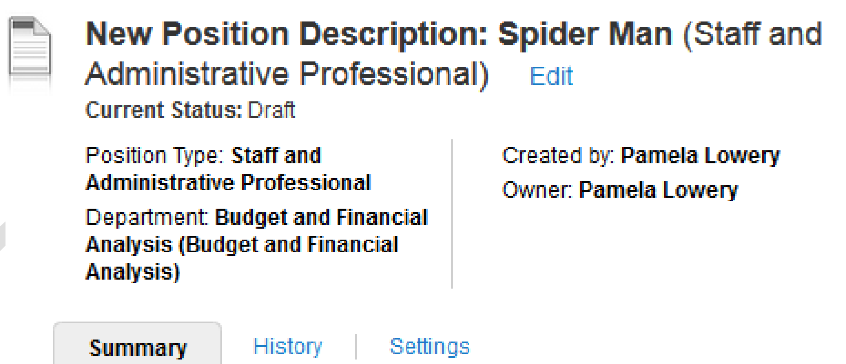
Employee

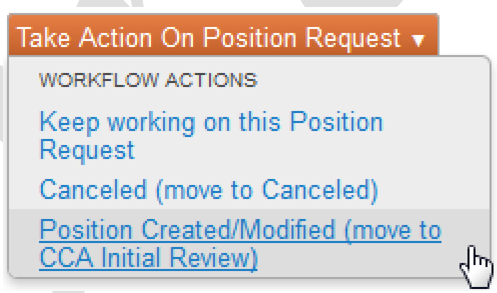


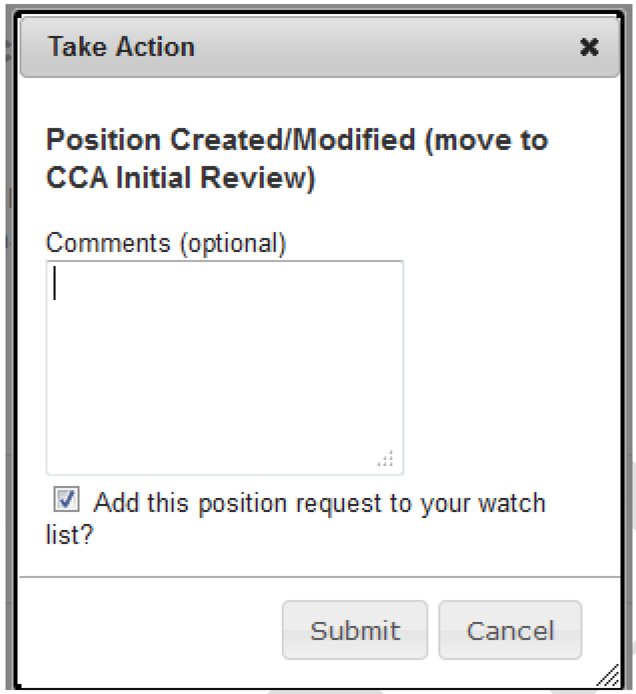
Position Documents



Position Request Summary



When you get to the **Position Request Summary**, verify that all items have a next to the status. Once all items have a, you're ready to transfer the request to the next workflow state. Once you go to a section, items that have a red ! next to them let you know that there are required fields that have not been completed. Click **Edit** located next to the name of the page to complete missing information.	
When you get to the Position Summary page, hover your mouse over **Take Action On Position Request**.	
Select **Position Created/Modified (Move to CCA Initial Review).**	

Add appropriate comments. Click **Submit**.	
Note:	A message will appear at the top of the screen: • Position request was successfully transitioned, or • One or more form errors will be displayed. You must correct the issues before you may move forward.

CLASSIFYING A POSITION

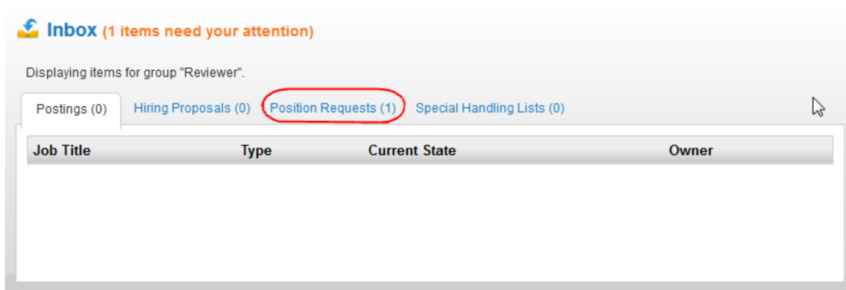
Once a position has been created, it will be transferred to the Classification and Compensation Analyst (CCA). The position will be passed to the Reviewer after the CCA review.

REVIEWER APPROVAL

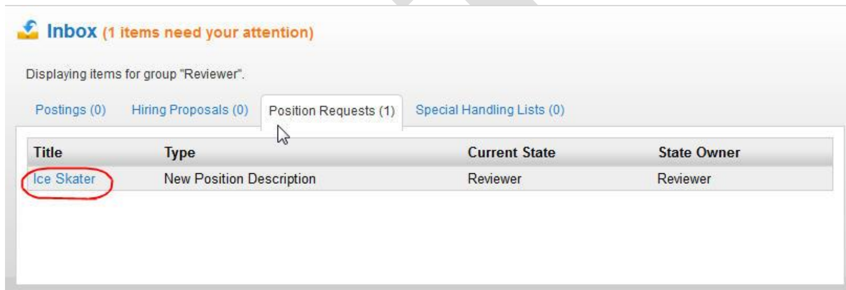
Once the CCA classifies a position, the Position Description will be transferred to the Reviewer. The Reviewer will make changes and sent the PD back to the Hiring Manager, or will pass the PD along to the next step.

Log in to Careers. See directions on p. xx.

Go to the Inbox; click on **Position Requests**.

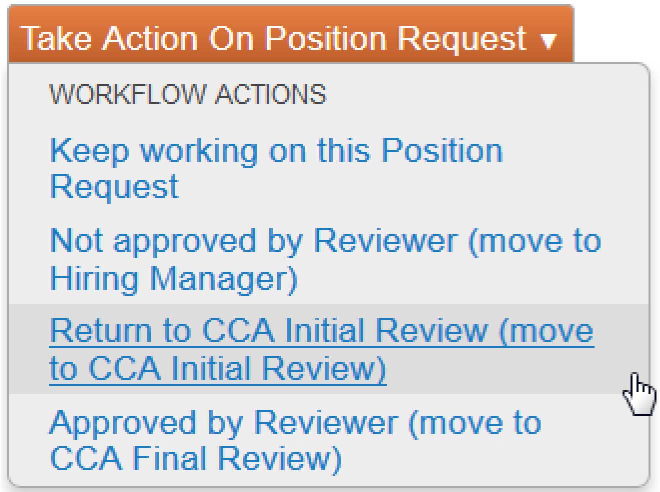
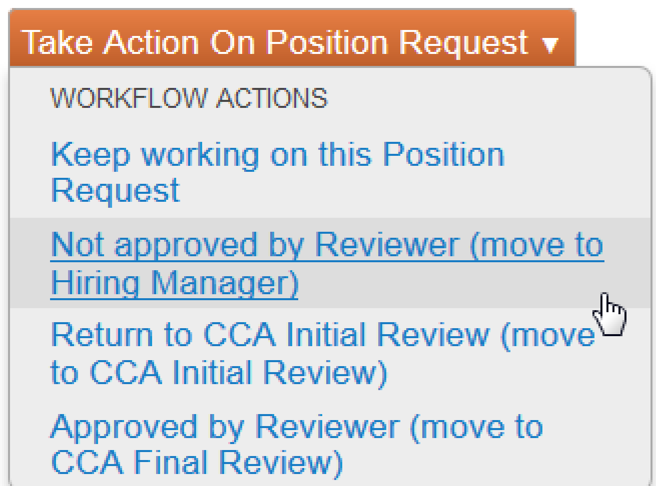
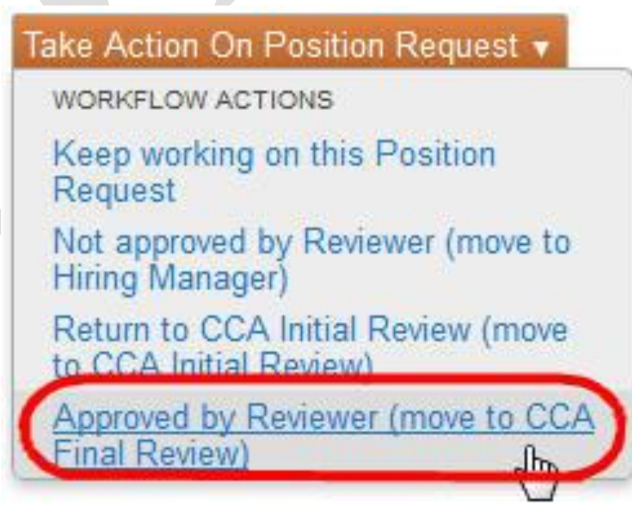


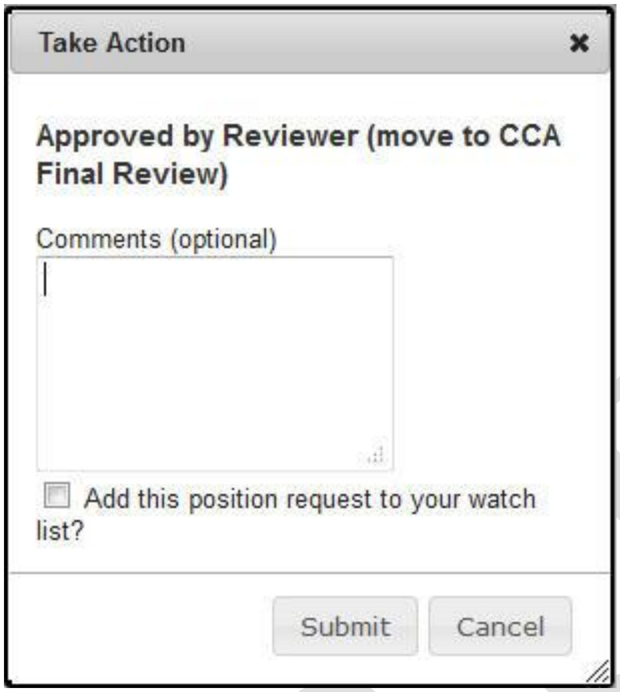
Select the position that you want to review.



Review / edit the details. To do so, click the **Edit** button next to the section needing modification. Modify information as needed / appropriate.

Select **Take Action On Position Request**.

Select **Return to CCA Initial Review** if the Reviewer is not ready to approve the position and wants to discuss it further with the CCA.	
Choose **Return to Hiring Manager** if you need to discuss the position further with the Hiring Manager.	
Choose **Approved by Reviewer (Move to CCA – Final Review)**.	

Add any **comments** that are appropriate. Click **Submit**.	

CCA FINAL REVIEW

The CCA will review the PD as submitted. Actions that the CCA may take are shown.

BUDGET REVIEW

This information is provided for your review; no action is required.

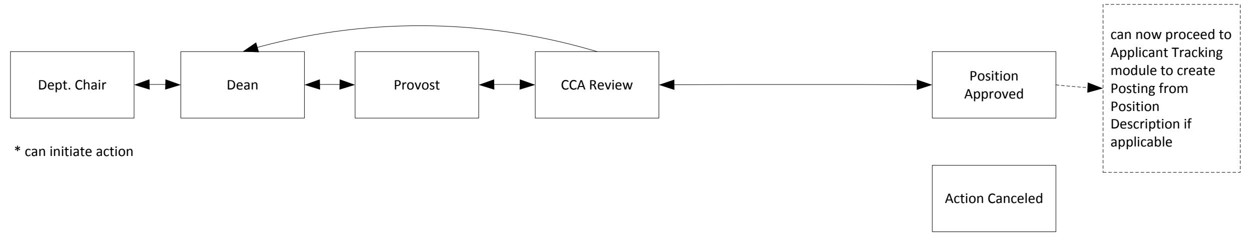
Staff from the Budget Office may be included in the approval process. If so, Budget may take one of the actions shown. This step is optional.

Need other steps.

CCA FINAL REVIEW

Ultimately, after all approvals have been given, the CCA will move the position to Position approved.

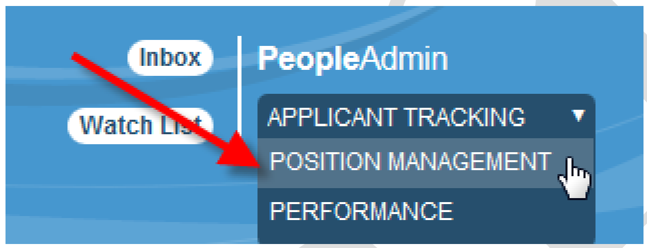
MODIFYING A FACULTY POSITION



Deans and Department Chairs have the permissions required to modify a position.

Log in. Use the instructions found on p. xx.

Select the **Position Management** module.



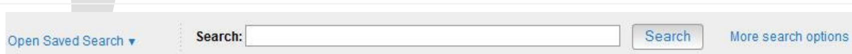
Hover your mouse over **Position Descriptions**.

Select **Faculty**. (See p. xx for an explanation.)

Find the position that you want to modify.

Working Title	Position Number	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Validation Kick Off	SAP00009PD	PA	Test		Active	Actions ▾
Validation Kick Off	SAP00010PD	PA	Test		Active	Actions ▾
Officer manager	SAP00011PD	Hiring	Manager		Active	Actions ▾
Grounds Worker	SAP00012PD	Hiring	Manager	Officer manager (Hiring Manager)	Active	Actions ▾
Spreadsheet Guru	SAP00013PD				Active	Actions ▾
Office Technician	SAP00014PD				Active	Actions ▾

You may **Search** for the position that you wish to modify.



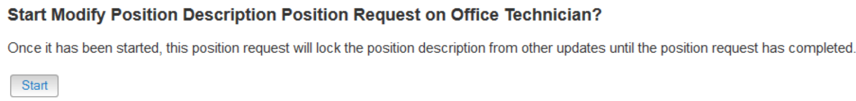
Once you find the position, click on the **Title**. You may also select **View** from the Actions menu.


Ad hoc Search
All Position Descriptions
Saved Search: "All Position Descriptions" (6 Items Found)
Actions

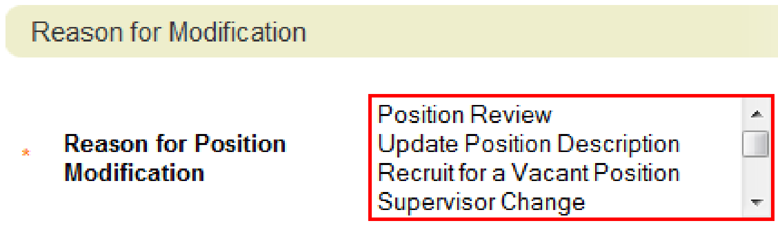
Working Title	Position Number	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Validation Kick Off	SAP00009PD	PA	Test		Active	Actions ▾
Validation Kick Off	SAP00010PD	PA	Test		Active	Actions ▾
Officer manager	SAP00011PD	Hiring	Manager		Active	Actions ▾
Grounds Worker	SAP00012PD	Hiring	Manager	Officer manager (Hiring Manager)	Active	Actions ▾
Spreadsheet Guru	SAP00013PD				Active	Actions ▾
Office Technician	SAP00014PD				Active	Actions ▾

Select **Modify Position Description**.

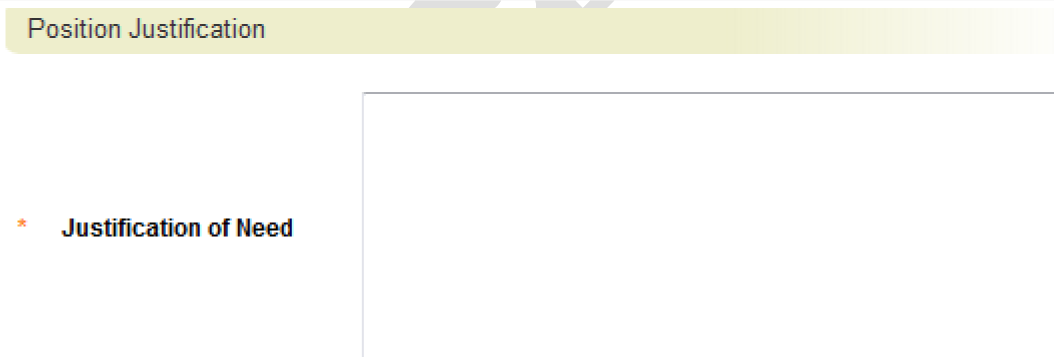
Click **Start**.



Select the **Reason for Position Modification**.



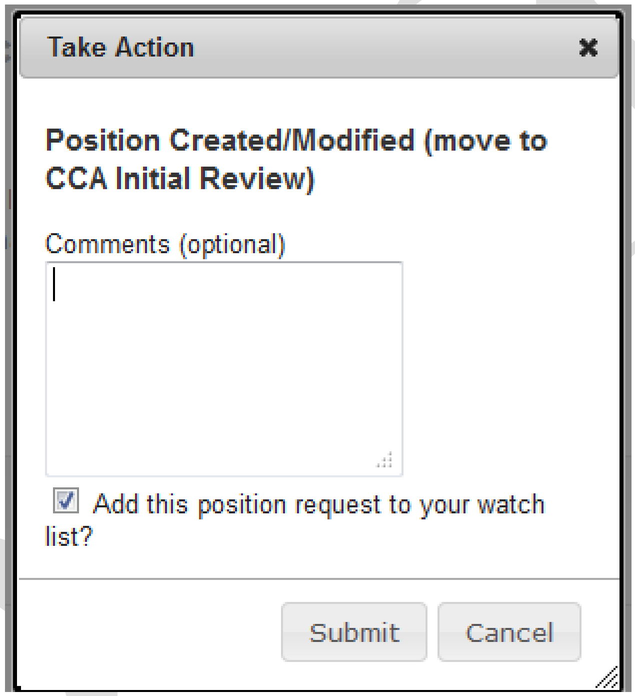
Review the Organizational information. Edit the information if needed.



Move through the Position Request, making the appropriate changes, by clicking the **Next** button, or by navigating through the **list** on the left.

Forms that must be completed are:

- Classification Selection
- Position Details
- Position Budget Information
- Supervisory Position
- Employee
- Supplemental Questions
- Position Documents
- Position Request Summary

When you get to the Position Summary, scroll through the document and confirm that all sections are complete. When you are done, click **Take Action On Position Request**.	
Select the appropriate Workflow state, selecting **Position Created / Modified (move to Dean)**.	Note: Depending on your role, you may see different actions.
Add any comments that are needed; click **Submit**.	

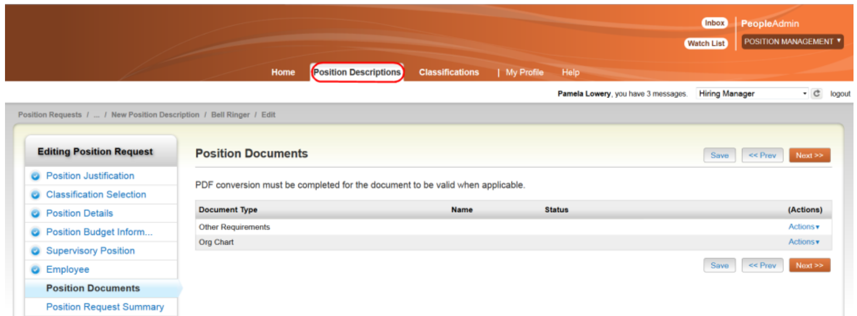
CLONE A POSITION

Hiring Managers, Department Chairs have the ability to Clone a position.

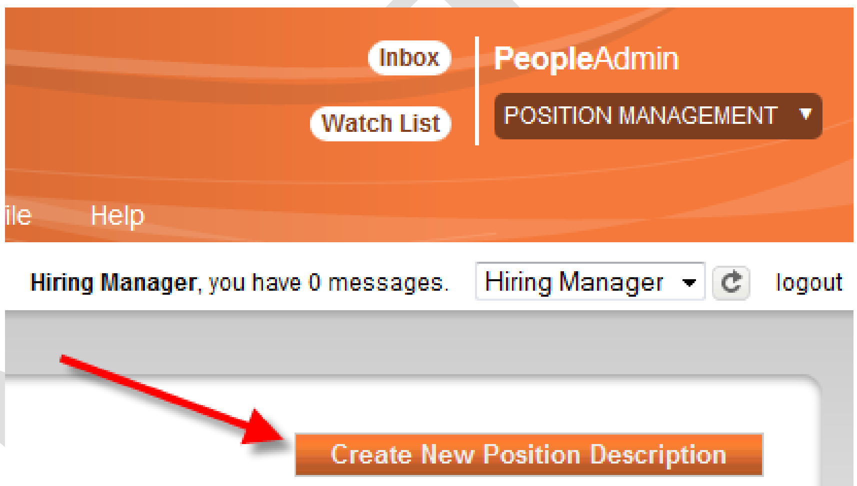
Log in. Use the instructions found on p. xx.

Go to the **Position Management** module. You should be a Hiring Manager or Department Chair.

Hover your mouse over the **Position Description** tab. Select the appropriate position type.



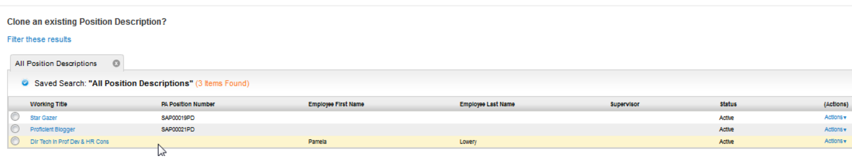
Click **Create New Position Description**.



Select **New Position Description**

Scroll to the bottom of the form.

Select the position that you want to clone. Click the **radio button** to the left of the position's Working Title.



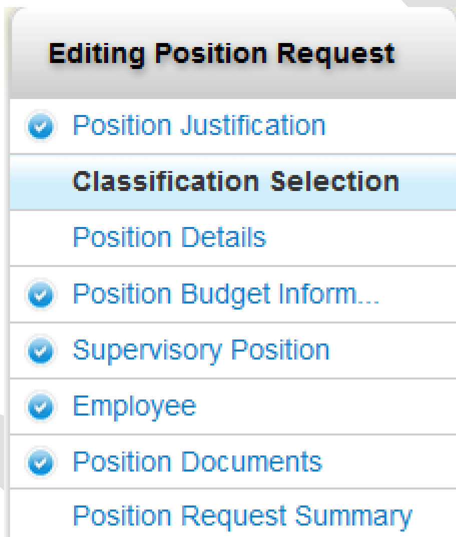
Select **Start Position Request** at the top of the form.

Enter the **Position Justification**.

Click **Next**.

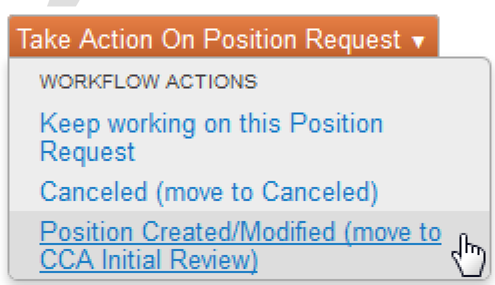
Edit information as appropriate. Forms which must be reviewed / completed are:

- Position Justification
- Classification Selection
- Position Details
- Position Budget Information
- Supervisory Position
- Employee
- Position Documents
- Position Request Summary.



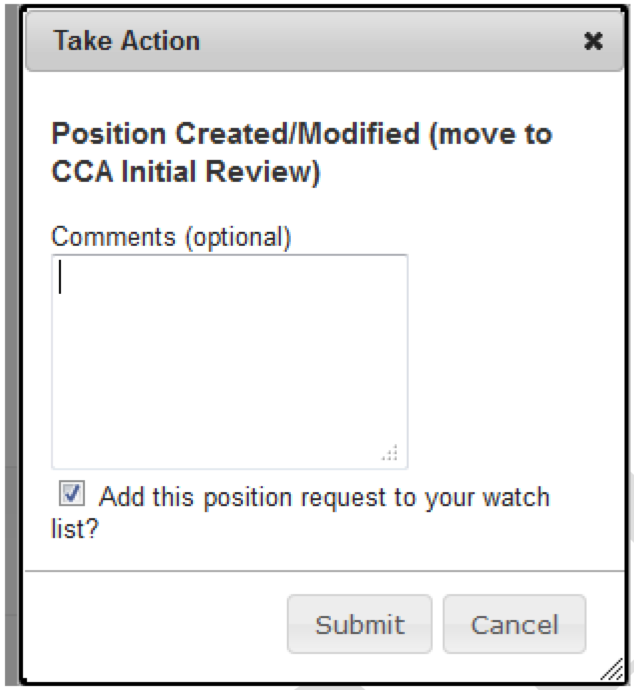
When you have completed all of the information, hover your mouse over the **Take Action** button.

Choose **Position Created / Modified (Move to CCA Initial Review)**.

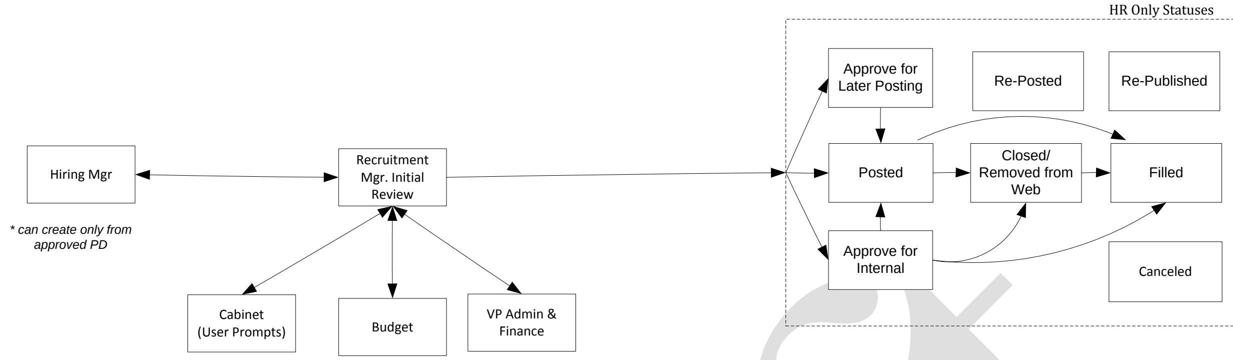


Enter **Comments**. Click **Submit**.

Manager Tip: This box must describe changes made to the Position Description. Make notes as you go along to use to enter in this box.



Posting A Staff and Administrative Faculty Position



Log in to Careers. See directions on p. xx.

Forms that lead to the creation of a posting have multiple sections and fields. Fields with a red asterisk must be completed before moving on to the next page. There are some fields that you may not be able to fill in; they will be grayed out.

These fields are filled in by Compensation, Affirmative Action and Budget during approval process.

Once a position goes through the approval process (see below pages), and is approved by all parties, the Recruitment Manager Employment posts and advertises the position.

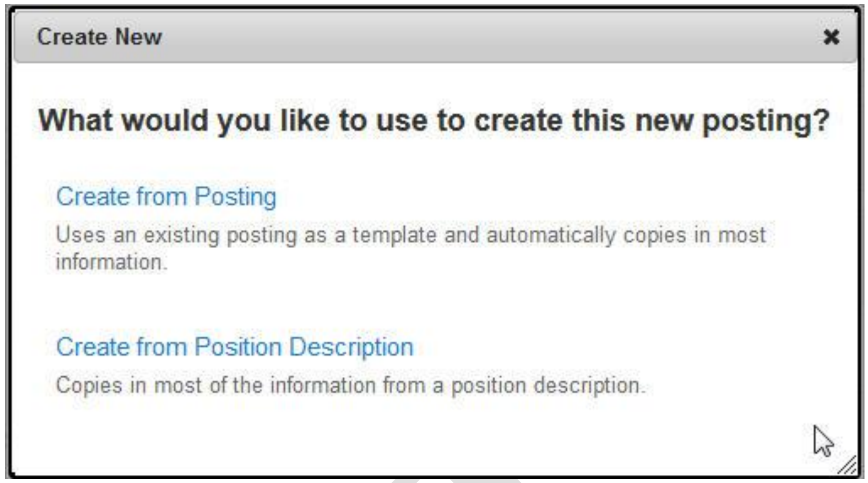
Select the **Applicant Tracking** module. Choose the **Hiring Manager** role.

There are two ways to create a job posting –using the Navigation bar at the top or the Shortcut control on the left side.

Hover over the **Postings** tab.

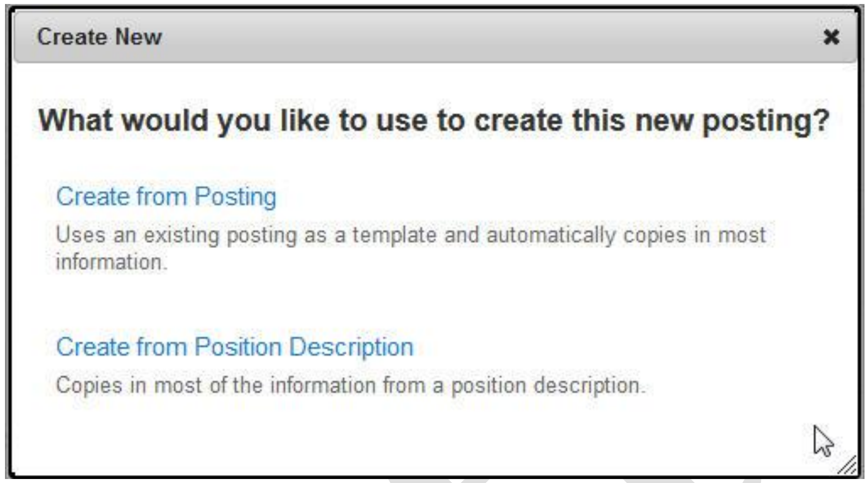
Select **Staff and Administrative Professional**.

You may also go to the Shortcuts box listed on the right of the Home screen.

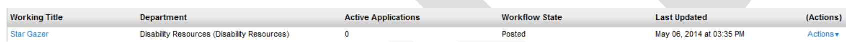
Click on the **Create New Posting** button.	
You may create a Posting from either an existing posting or from a Position Description. Select the item (**Posting, Position Description**) that you would like to use to create this posting. Most often, you will select Create from Position Description.	

CREATE A POSTING FROM ANOTHER POSTING

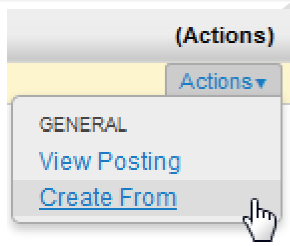
Select **Create from Posting**.



Select (or Search, then Select) the existing **Posting** that you want to use to create this posting.



Hover your mouse over Actions.

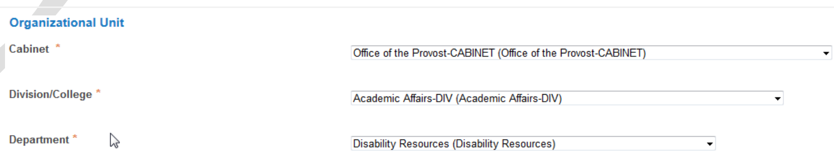


If you choose **View Posting**, you will be given the option to Modify Position Description. The position will then move through the classification review process.

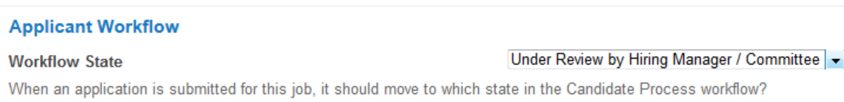
If you select **Create From**, you should review the information.

Review the Posting, then click **Create New Posting**.

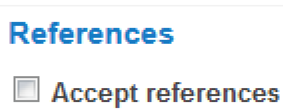
Verify the **Organizational Unit**.



You will not be able to make any changes to the Applicant Workflow.



If you want the system to help you manage references, put a ✓ in the box next to **Accept references**.



Save the form by clicking the **Save** button. Click the **Next** button to move to the next form.

Items that are complete have a  next to them. Please review each section, and complete the information as needed.

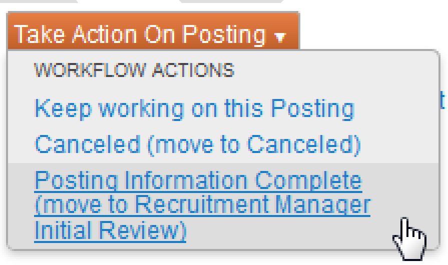
Move through the posting form, making sure that all information is accurate and complete, by clicking the Next button on each form, or by navigating with the Edit Posting items on the left.

Forms that must be completed are:

- Classification Selection
- Position Details
- Position Budget Information
- Supervisory Position
- Employee
- Supplemental Questions
- Position Documents
- Position Request Summary

When you get to the **Summary** form, hover your mouse over the **Take Action On Posting**.

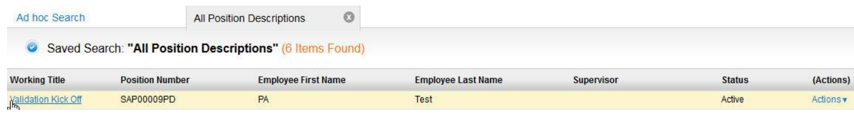
Select **Posting Information Complete (move to Recruitment Manger Initial Review).**



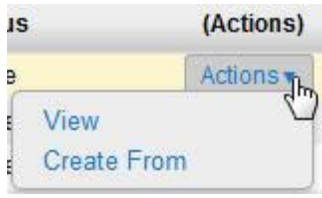
CREATE A POSTING FROM A POSITION DESCRIPTION

Select **Create from Position Description**.

Find the **Position Description** that you would like to use as the basis for the posting.



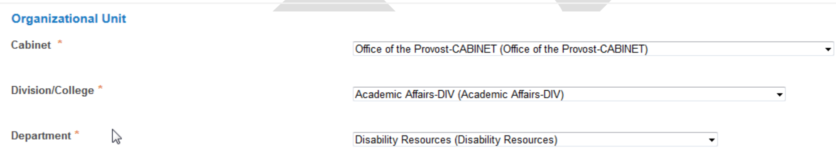
Click the **Actions** drop down menu. Select **View** or **Create From**.



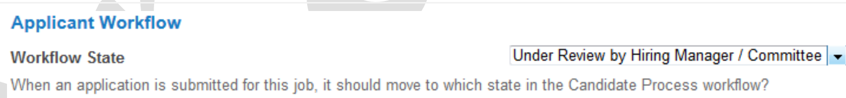
If you View the form, you must click **Create Posting from this Position Description**.

If you select Create From, you should review the information, and then click **Create New Posting**.

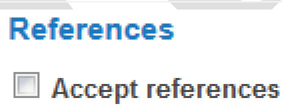
Verify the **Organizational Unit**.



You will not be able to make any changes to the Applicant Workflow.

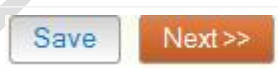


If you want the system to help you manage references, put a ✓ in the box next to **Accept references**.

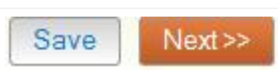


When you make your choices, click **Create New Posting.**

Save the form by clicking the **Save** button. Click the **Next** button to move to the next form.



Move through the posting form, making sure that all information is accurate and complete, by clicking the Next button on each form, or by navigating with the Edit Posting items on the left.



Items that are complete have a ✓.

Forms that must be completed are:

- Position Details
- Posting Details
- Position Budget Information
- Supplemental Questions
- Guest User
- Search Committee
- Evaluative Criteria
- Posting Documents
- Reference Letters.

Notes:

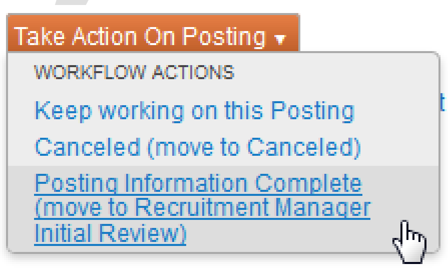
Evaluative Criteria: These are questions for interviewers to answer. They provide subjective assessments of applicants on specific items at specific points in the workflow.

Posting Documents: Posting Documents are documents that will provide additional information about the posting. Examples of documents that you might include, but are not limited to: a copy of the ad, your unit's organizational chart, and a copy of your recruitment plan.

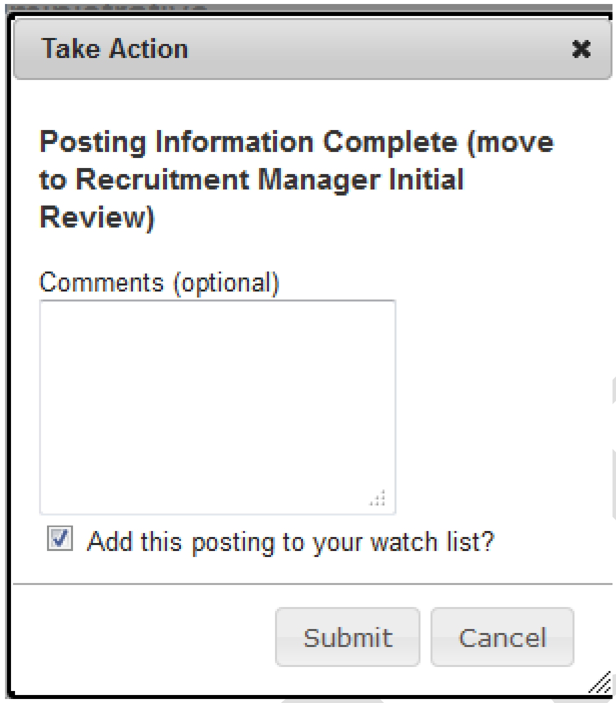
Reference Letters: The system can be configured to allow reference providers to submit recommendations without logging in, or to require that reference providers log in, depending on the organization's requirements.

When you get to the **Summary** form, hover your mouse over the **Take Action On Posting**.

Select **Posting Information Complete (move to Recruitment Manger Initial Review).**



Add any **comments** needed.
Submit the Posting.



SETTING UP AND RECEIVING REFERENCE LETTERS FOR APPLICANTS

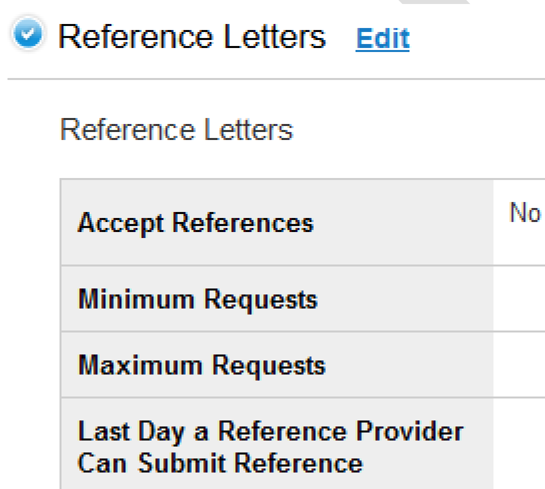
Reference Letters may be requested, communicated and assigned to the applicant directly. The application will trigger Reference Letter request emails to referees at a certain applicant status. The application will systematically collect all recommendations and will mark the applicant with References Completed.

In order for the USC CAPS Talent Management System to recognize the acceptance of Reference Letters for the Posting, and then to activate and execute reference letters from the Applicant Portal, you will need to set up Reference Letter settings in two places.

To activate Reference Letter functionality on the Application in the Applicant Portal and request that applicants provide referee contact information:

Log in. Use the instructions found on p . . . xx. Go to the Applicant Tracking module. Go to the appropriate group in the Postings. Select the position that you wish to work with.

Scroll to the **Reference Letters** section and select **Edit**.



Navigate to the Reference Requests tab on the left navigation menu

In the Reference Requests Details section, choose Yes to accept references

Enter the Minimum Number of Requests and the Maximum Number of Requests. Enter any Provider Special Instructions

Set the Cutoff Date for which references will no longer be accepted.

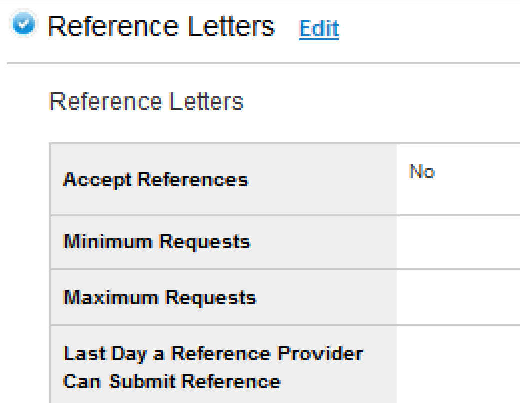
When complete, click on Next or

Save

To activate Reference Letter functionality on Job Postings:

Create or edit a new **Staff or Faculty Posting**

From the Settings page (new or edited posting), go to the References section. Click Edit.



Change the appropriate settings. When complete, save the settings.

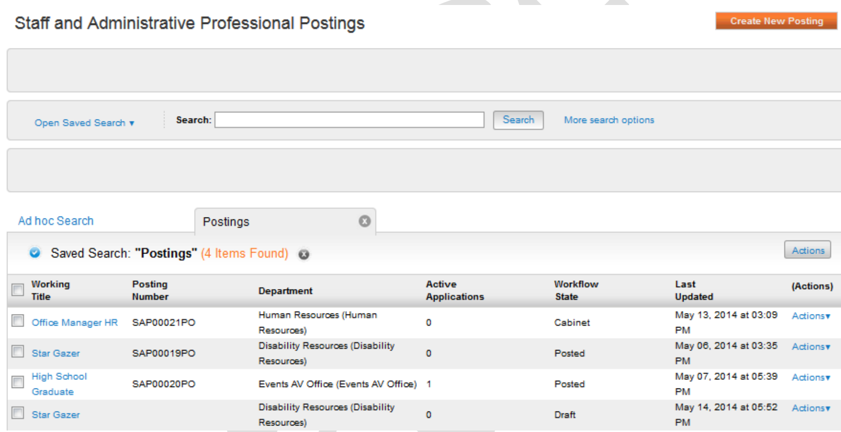
SEARCHING POSTINGS AND APPLICANTS

The Search feature in Careers allows you to hone in on specific Postings and Applicants, create ad-hoc, dynamic queries, which may be saved, sorted, filtered and resulting data exported to Excel for further analysis and reporting. Searches may be performed at both the Job Posting and Applicant levels and aim at delivering information to the user quickly.

Searches may be performed using keywords. More search options are used for advanced filtering.

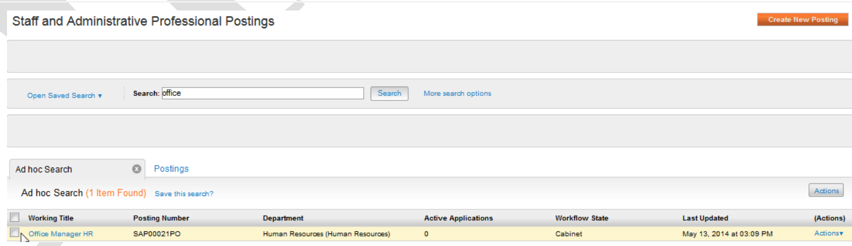
To Search Job Postings:

Navigate to the **Postings** page by selecting Postings from the top navigation menu when you are in the **Applicant Tracking** module.



Search by **keyword** for simple searches. Simply enter in the keyword and click on the **Search** button.

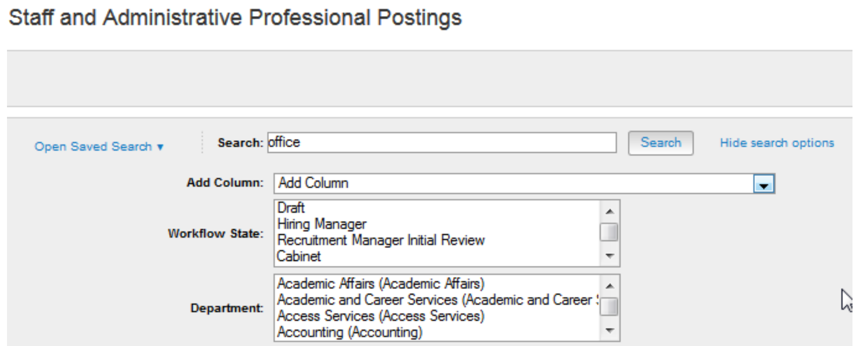
The system will apply your keyword to the Working Title of the Postings and will display only those that contain the specific keyword in the title.



Advanced Searches

To conduct an Advanced Search, select **More search options** to the right of the search box.

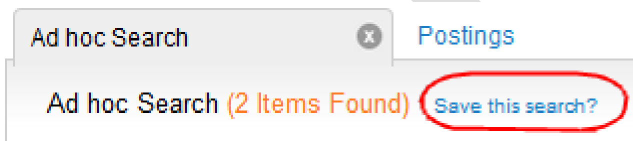
You will be able to broaden your search criteria.



Saving Searches

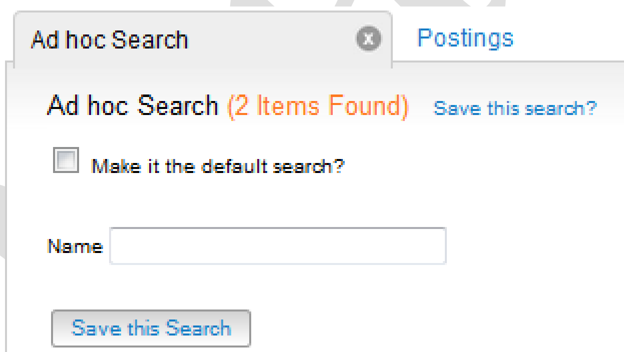
When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**. The Saved Search area expands.



?

Give the search a **name** that will help you remember its purpose.

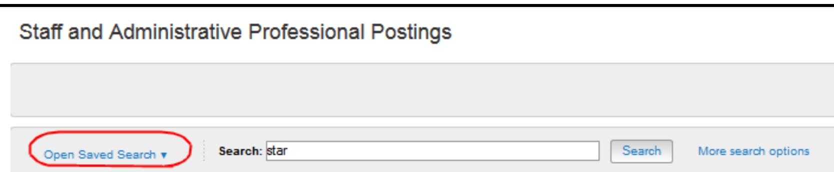


If this search presents the information you will normally want to see when you navigate to this page, you may want to select Make this the default search.

Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

To run a saved search

From the **Open Saved Search** menu, select the search you want to run.

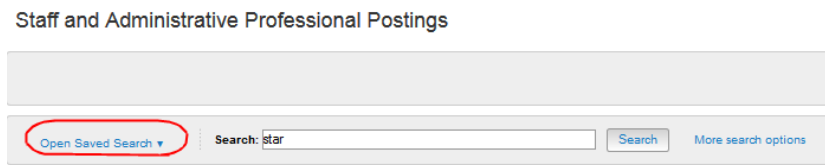


A new tab presents the search results.

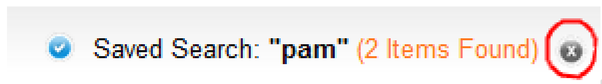
To delete a saved search

Access the list of items you need to search.

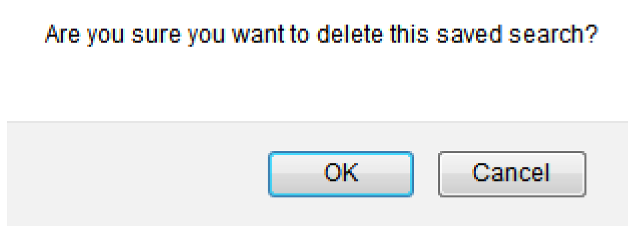
From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.



Select the **Delete** (**X**) control placed just after the name of the search and the number of search results returned.



A message asks you to **confirm** that you wish to delete the saved search.

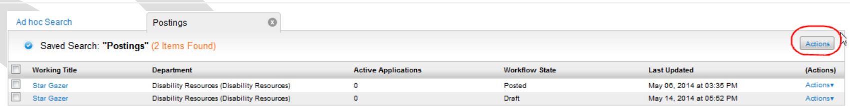


To export search results

Set up the search or open a saved search.

From the **Actions** menu, select **Export Results**.

The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.



SETTING UP A SEARCH COMMITTEE

Search committees are set up during the creation or modification of a Posting.

Log in to Careers.

Search Committees are selected by the Department Chair / Hiring Manager, and are approved by the Recruitment Manager.

Search Committee members are selected from among the list of UMW employees. These employees must also be a member of the Search Committee group. If you do not see the individual who you want on your committee, please contact Human Resources.

Assign Search Committee Group Members to Postings and Select the Search Committee Chair

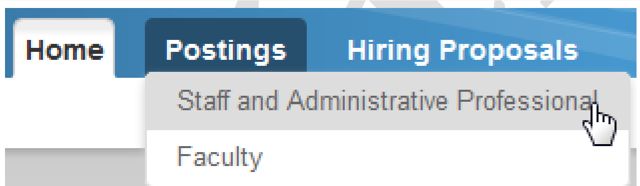
Once the employee is a member of the Search Committee Group, you may add him / her to the Search Committee. HR must add employees to the Search Committee Group.

Choose the **Applicant Tracking** module. Log in as a **Hiring Manager or Department Chair**.

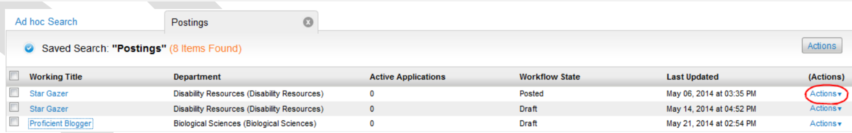
Hover your mouse over the **Postings** tab.

Select the appropriate **Position Type**.

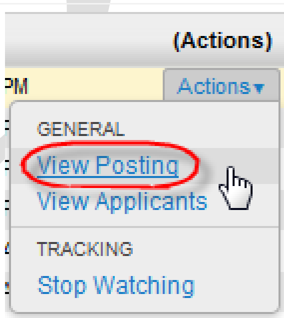
Note: You may have different options than what is displayed here.



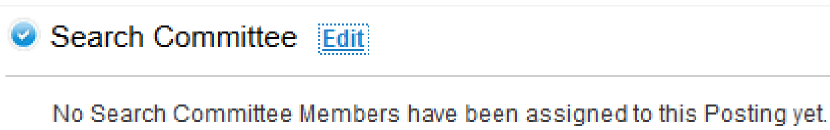
Find the **Posting** that you want to work with. Hang your mouse over the **Actions** button on the row that contains the posting.



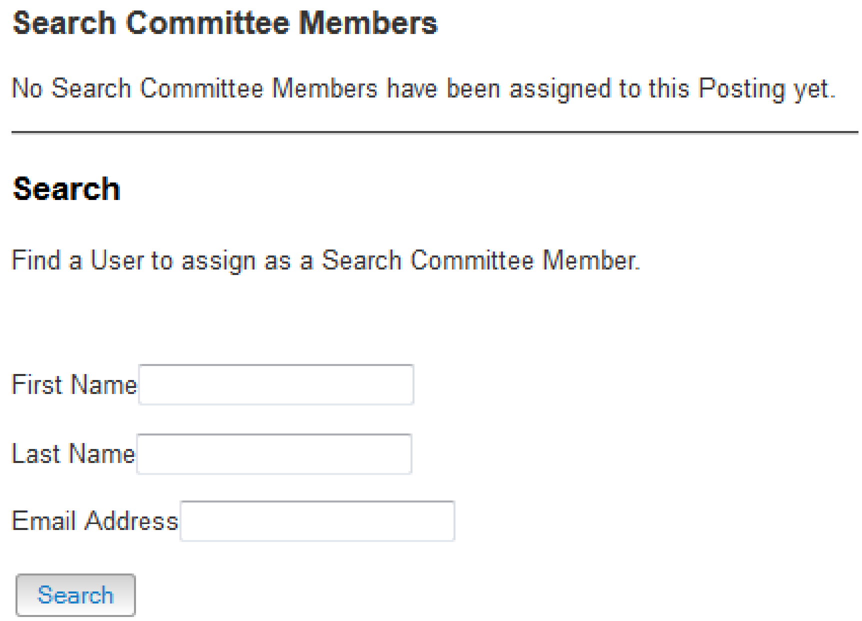
Select **View Posting**.



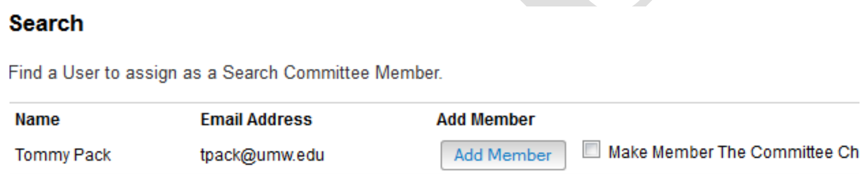
Once you are in the posting, go to the **Search Committee Section**, select **Edit**.



Search for Users who have the Search Committee Member group assigned to them. You may search by first name, last name and / or email address.

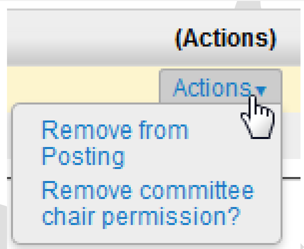
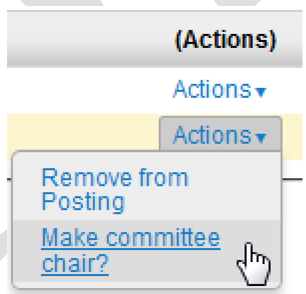
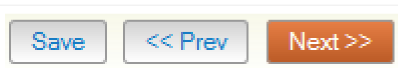


When your search locates the desired search committee member, decide whether this person should serve as the Search Committee Chair. If so, check the box to **Make Member The Committee Chair**. Then select **Add Member**.



To Change a Search Committee Chair

Open the posting for editing.

Select the Search Committee tab to open it.	
Locate the name of the member who is currently shown as the chair. From the **Actions** menu associated with that person, select **Remove Search Committee Chair**.	
Locate the name of the member who <u>should</u> be the search committee chair. From the Actions menu associated with that person, select **Make Committee Chair**.	
Save the change.	

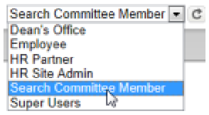
Guest Users

Guest Users are not UMW employees. A Guest user account, in Careers, is designed to assign non-UMW employees to search committees. Please consult with Human Resources before using this feature.

SEARCH COMMITTEE MEMBERS

How to Log In and Select Your Role(s)

Go to https://xxx to access the Careers. Select the **Search Committee role** and click on the refresh arrow.



Viewing Applicant History

To view applicant history, select the **History** link from the menu of tabs on the Job Application screen.

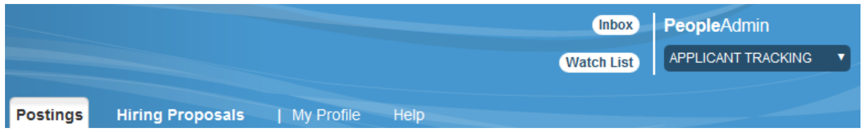
Search Committee Chairs and Hiring Managers may include additional comments in this section.

SELECTING AND HIRING APPLICANTS

Log in to Careers. See directions on p. xx.

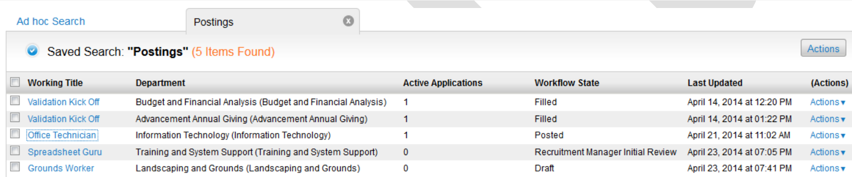
Go to Applicant Tracking. Choose Hiring Manager or Search Committee Chair.

Hover your mouse over the **Postings** tab.

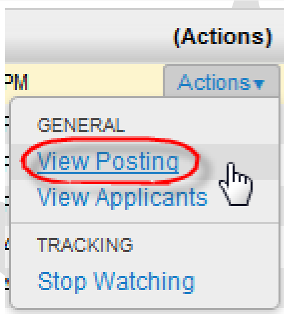


Select the appropriate Position type.

Select the **position** that you want to review.

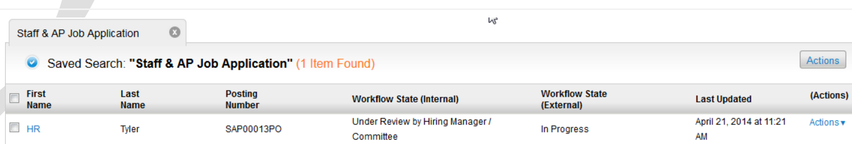


Hover your mouse over **Actions**. Select **View Posting**.



Click on the **Applicants** tab.

At the bottom of the screen, you will see the list of applicants.



Note: You can add the Document Conversion Status column to this search view to see whether any applicants have submitted documents that did not convert properly to PDF.

To View an Application, or a Collection of Applications:

You can review – and process - more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

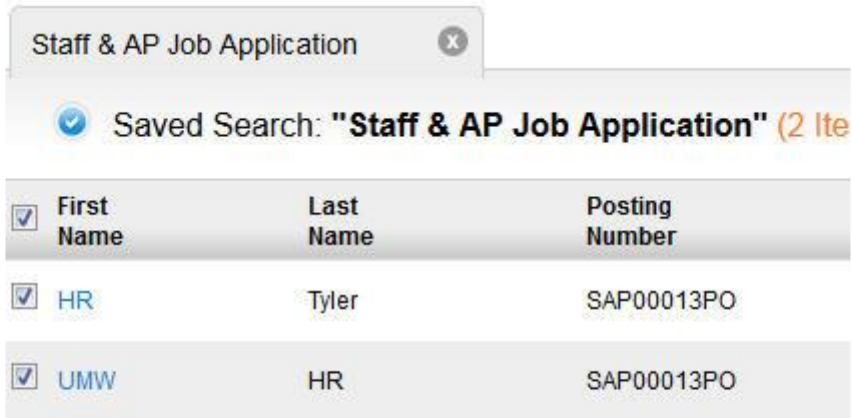
Log in to Careers.

Go to the **Applicant Tracking** module.

Choose the **Hiring Manager** or **Search Committee Chair** role.

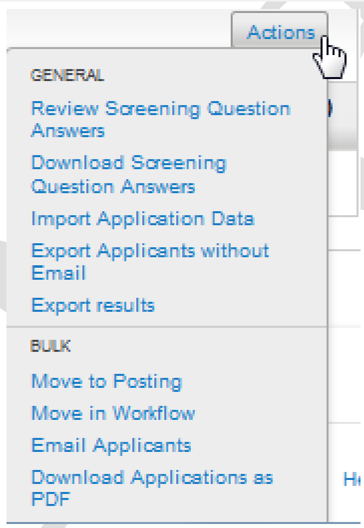
Go to the **Applicants** tab.

Put a **check** in the box next to candidates' names to select the applicant(s) of interest.

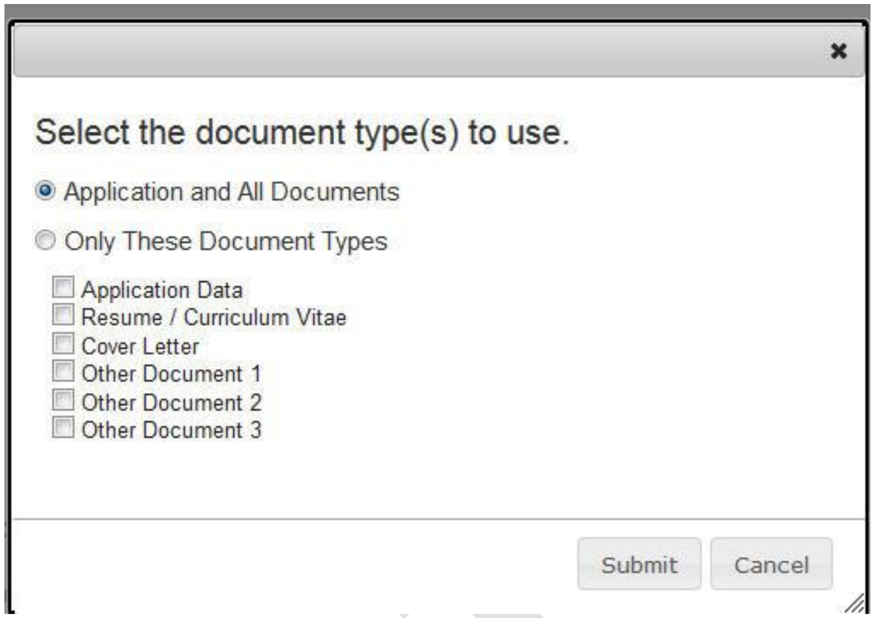


Go to the **Actions** menu, and select the appropriate action. Use the Actions menu at the top of the applicant list.

To view more than one application at one time, choose **Download Applications as PDF**.



Select **Application and All Documents** (or just the **documents** that you want to download.). Click **Submit**.



The system will generate a file. You may save or print the file once it has been created.

Supplemental questions section indicate whether the applicant passed the qualification group questions, if there were any on the posting.

The certification section of the application shows whether the application who submitted the application.

If any of the applicant's uploaded documents failed to convert to PDF, the documents section shows which documents will need to be accessed in a different way. Contact HR for assistance.

To View an Applicant's Recommendation

View the **application**.

Click on the **Recommendations** tab to see a list of recommendations from the applicant's reference providers.

Select the **recommendation of interest** to view it in detail.

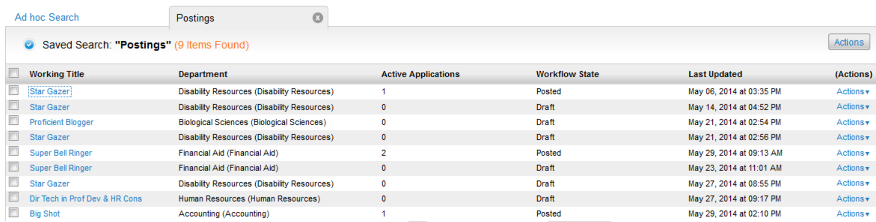
If any of the reference providers' uploaded documents failed to convert to PDF, the documents section shows which documents will need to be replaced.

Selecting Applicants

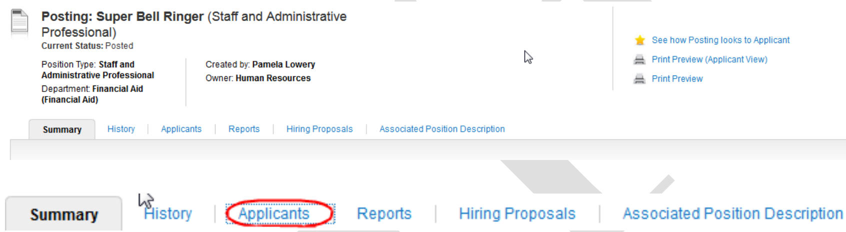
Log in to Careers. See directions on p. xx. Choose the Applicant Tracking module, and log in to the Hiring Manager's or Department Chair's role.

Hover your mouse over the **Postings** tab. Select the appropriate position type.

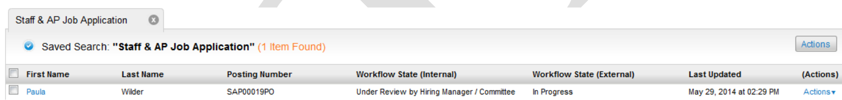
Select the position that you want to review.



Choose the **Applicants** tab.



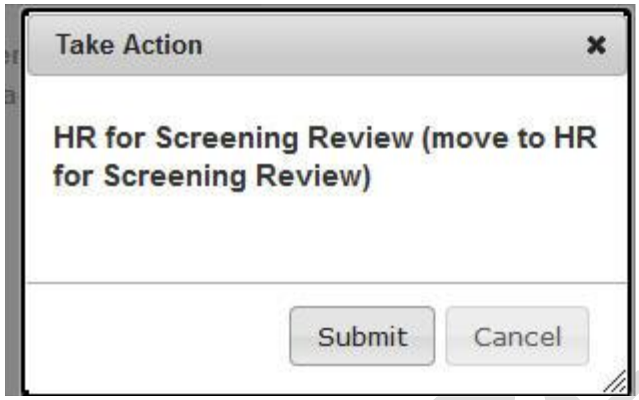
Click on an applicant(s) name.



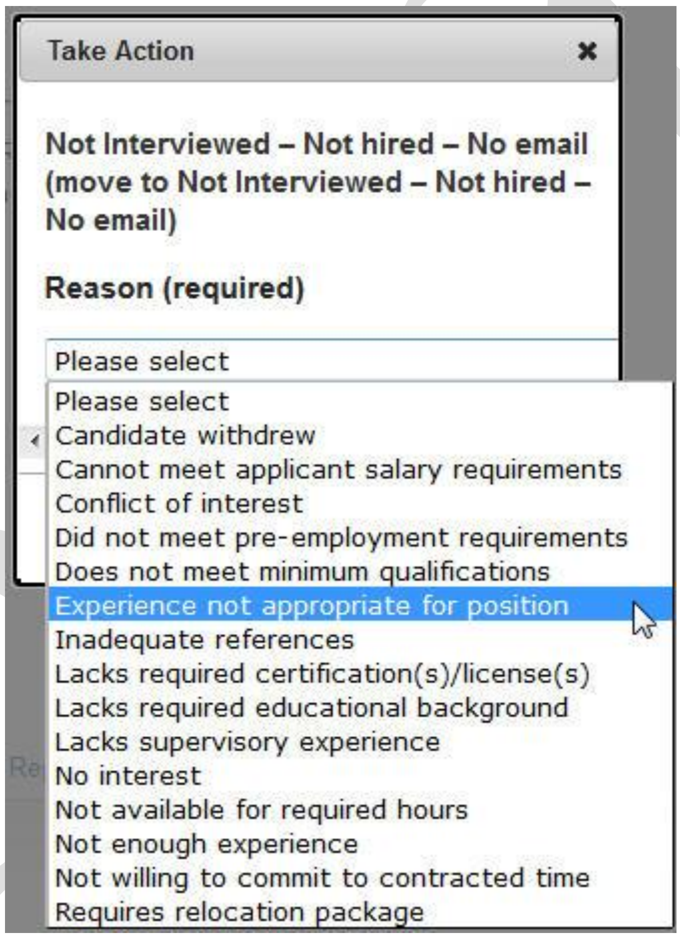
Go to the **Take Action on Job Application** button.

From the **Take Action on Job Application** menu, select the appropriate action.

When you choose **HR for Screening Review**, you'll be asked to confirm your selection.



When you choose **Not Interviewed**…the confirmation box prompts you for a reason. Select the **reason** that best explains why you are moving the applicant to this workflow state.

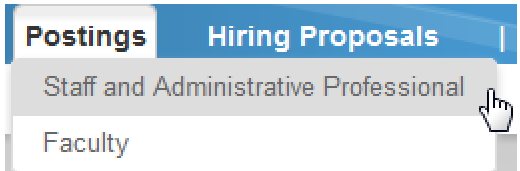


Select **Submit** to move the applicant to the selected workflow state.

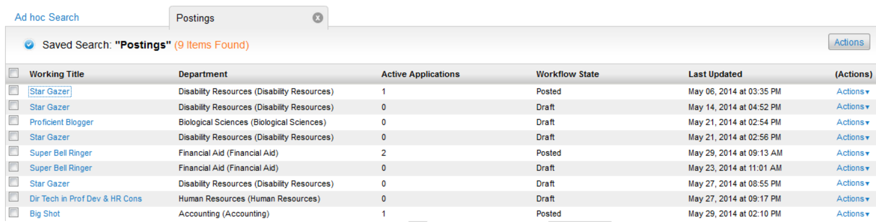
Modifying More Than One Application at a Time

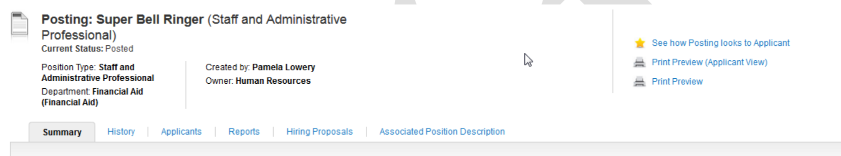
Log in to Careers. See directions on p. xx. Choose the Applicant Tracking module, and log in to the Hiring Manager's or Department Chair's role.

Hover your mouse over the **Postings** tab. Select the appropriate position type.

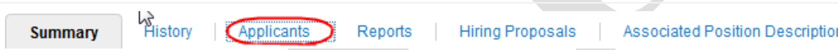


Select the position that you want to review.

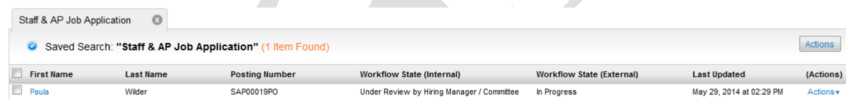




Choose the **Applicants** tab.

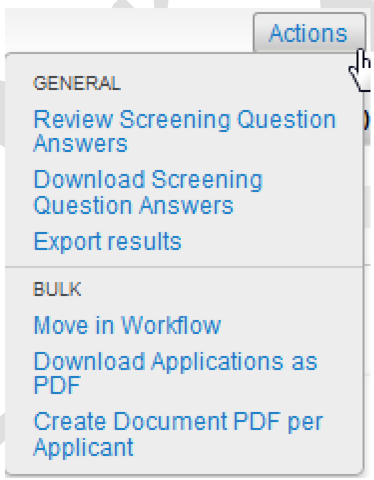


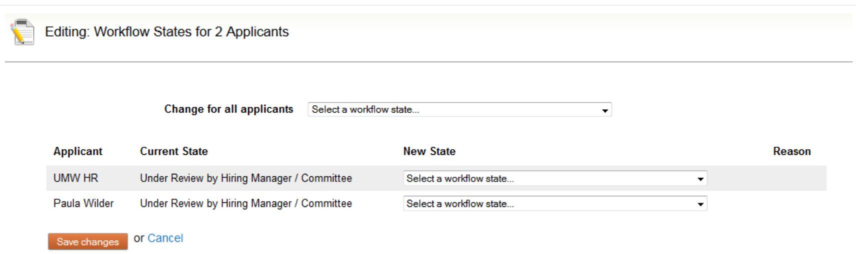
Put a check next to each applicant) name.



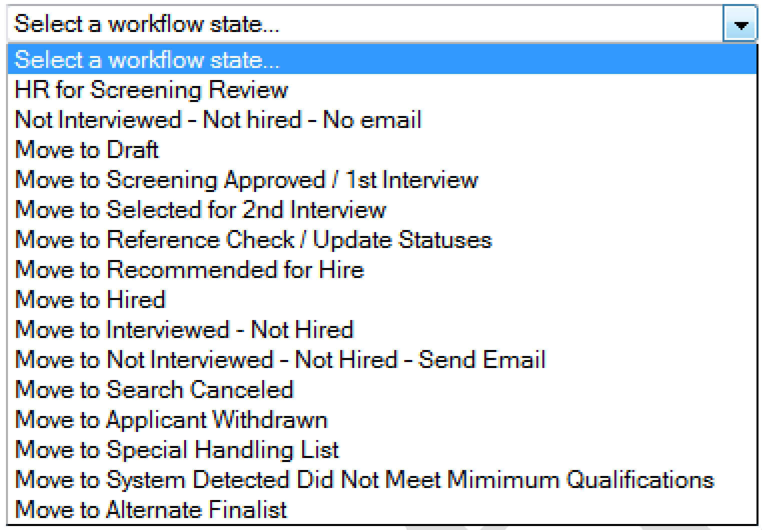
Hover your mouse over the Actions button that is above the list of applicants.

Choose Move in Workflow.

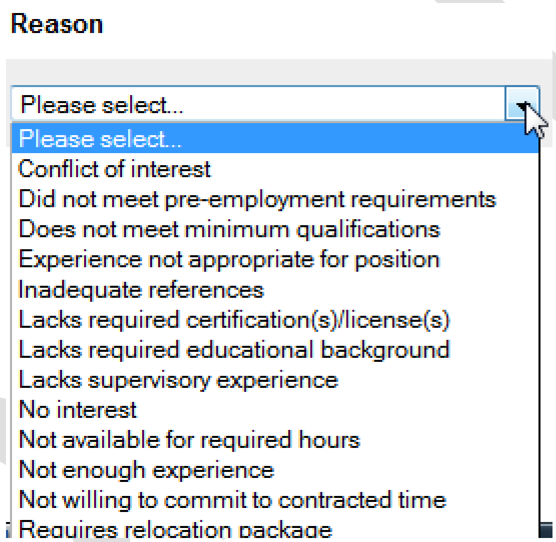




For each applicant, select the new **workflow state**.



Choose a **reason** for your choice is you are not moving an applicant forward.



EVALUATE APPLICATIONS

There are several methods/levels for querying and reporting on data in Careers. They are:

- Print Preview for Postings
- Recreate PDF for Applicants (Applications and Applicant Documents)
- Keyword and Ad-Hoc Searches from the Postings and Applicant pages (More search options)
- Standard Reports
- The reporting capabilities are available based on your permissions in the system. These instructions apply to all position types.

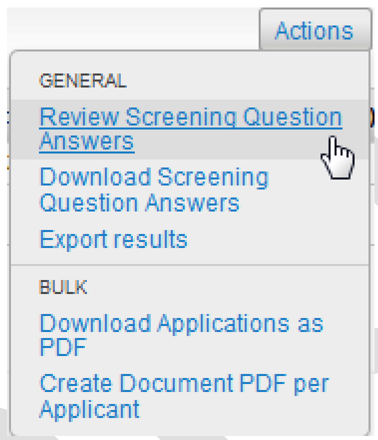
Evaluative Questions

Answer the **evaluative questions** and **Save.** Add any **Comments**

Screening Questions

If Screening Questions were used, you may:

- Review the Screening Question Answers or
- Download Screening Question Answers.



Screening Sheet

To Print Preview a Posting:

Go to the **Applicant** Tracking module, and hover your mouse over **Postings.**

Select **Staff and Administrative Professional**.

Choose a **Posting** and **View the Posting.**

On the **Posting Summary** page, select **Print Preview**.

Use your browser's standard printing features

To Recreate PDFs for Applicants (Applications and Applicant Documents):

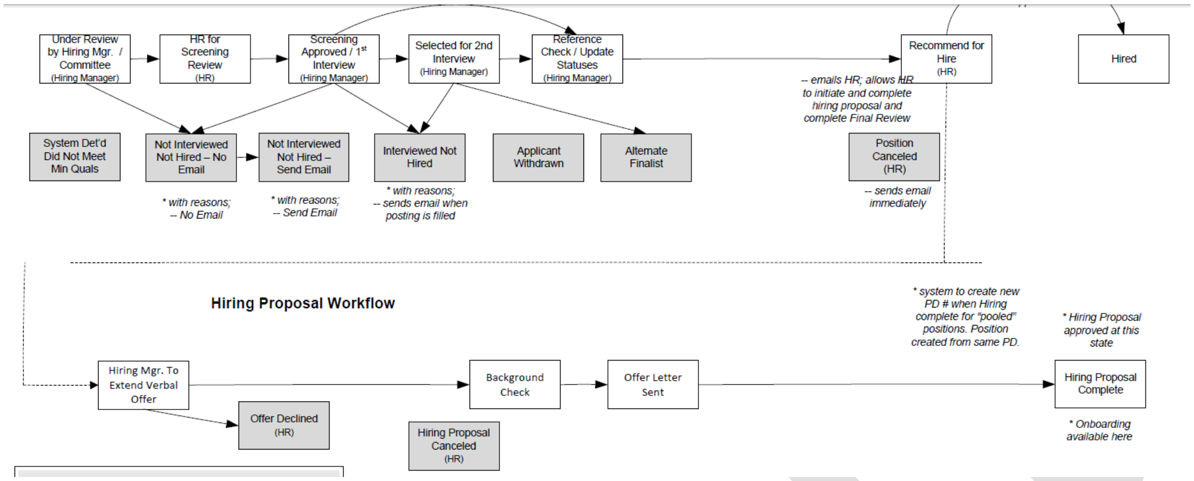
View Applicants by selecting Applicants from the **Posting Summary** page or go to Applicants.	
Select an **Applicant.**	
View the Application.	
Navigate to **Document Type** at the bottom of the Application.	
Use your browser’s standard printing features.	
Please note that by closing the PDF, you will terminate your session in the System. Use the browser’s Back button to navigate back to the Applicant.	

To perform Keyword and Ad-Hoc Searches from the Postings and Applicant pages (More search options):

To View and Print standard Reports (typically found in Postings):

Navigate to **Postings**	
Select a **Posting**	
View the Posting	
From the **Posting Summary** page, click on the **Reports** link from the menu	
Click on the **Report** link	

CREATE A HIRING PROPOSAL



When you have identified the applicant to hire, you will then create a hiring proposal. This connects the job information in the posting with the applicant's information from the application, and may also seat the applicant as an employee in the related position description. All applicants must be at a final status before submitting a hiring proposal (unless doing multiple hires). Before a hiring proposal can be created, the candidate must be at a status of Selected for hire. Hiring Proposals are required for all selected candidates.

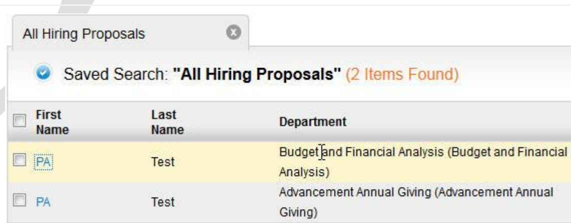
To Access an Existing Hiring Proposal

Log in to Careers. See directions on p. xx. Select the **Applicant Tracking** module. Select Hiring Manager or Department Chair.

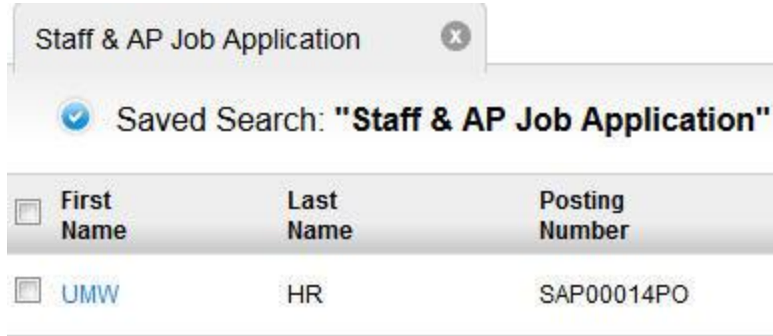
Hover your mouse over the **Hiring Proposals** tab.

Select the appropriate role.

Select the **hiring proposal** that you wish to work with.



Select the **applicant** you have decided to hire.



Choose **Start hiring proposal** link.

Verify the applicant's name and the posting title. Select **Start hiring proposal**.

Provide all information required on the hiring proposal editing page.

Select **Next** to save your changes and view the **summary** of the hiring proposal.

For hiring proposals that do not update position descriptions: If the information in the hiring proposal is correct and complete, you will need to move it to the next workflow state – typically, an approval step.

Locate the hiring proposal and open it for viewing.

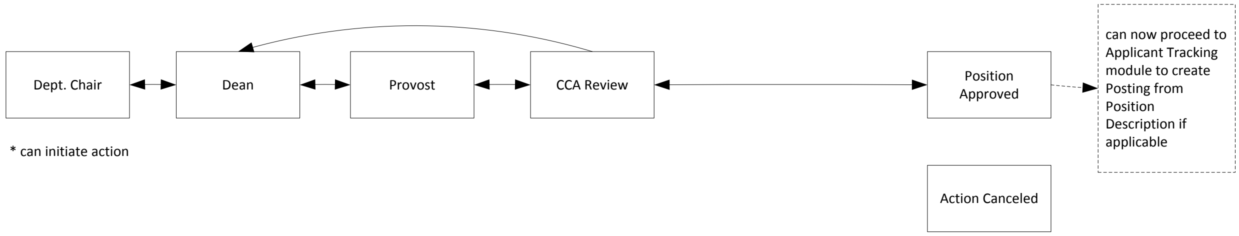
Select **Print Preview**.

Use your browser's **Print** feature to print the document.

Use your browser's **Back** button to return to the main view of the hiring proposal.

MANAGING FACULTY SEARCHES

CREATING A FACULTY POSITION DESCRIPTION



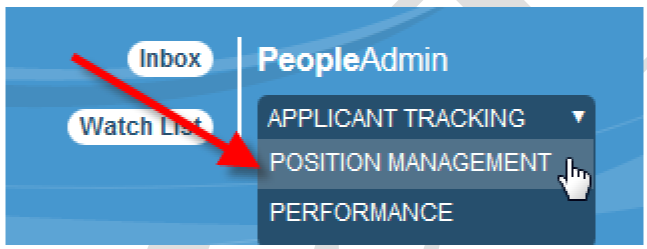
This may change after discussion of the process.

Department Chairs and Deans will manage the Recruitment / Hiring Process of Faculty.

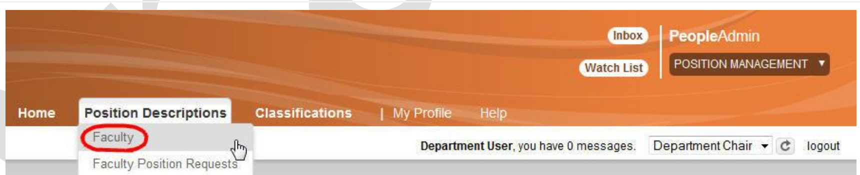
Department Chairs have the permissions required to create a position.

Log in to Careers. See directions on p. xx.

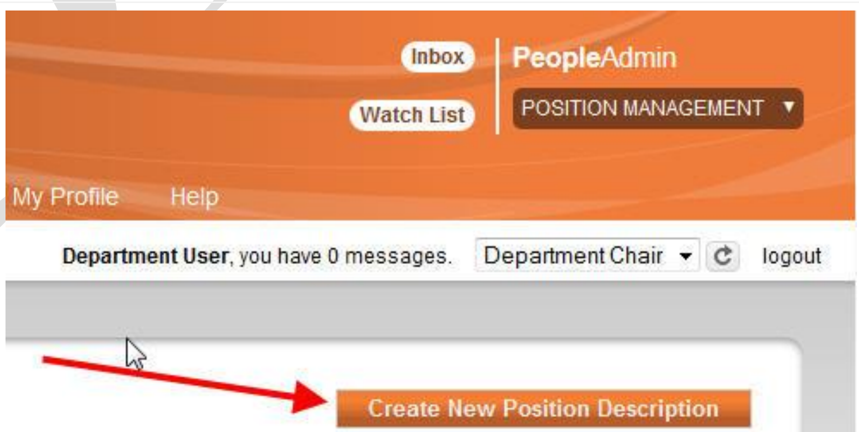
Select **Position Management** (See the right side of top bar.).



Hover your mouse over the **Position Descriptions** tab. Select **Faculty**.



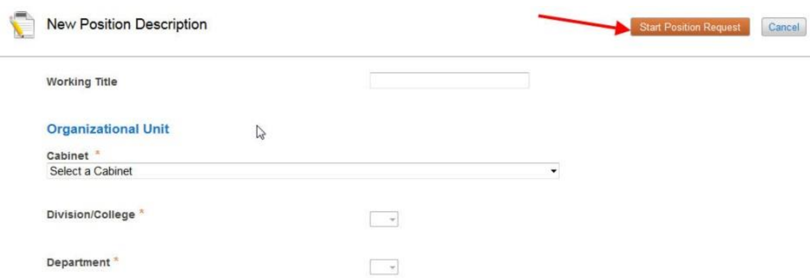
Click on **Create New Position Description**.



Choose **New Position Description**.

Complete the form with the appropriate information.

When all information has been entered, click on **Start Position Request**.



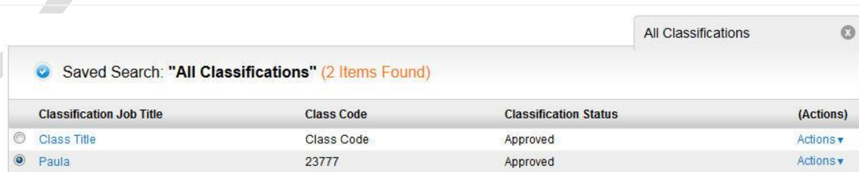
Enter the **Position Justification**.

Click **Next**.

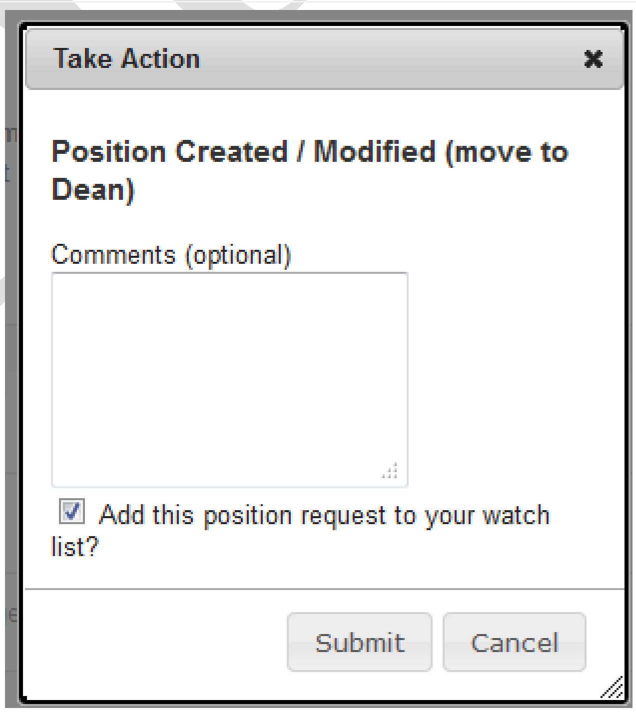
Continue to complete the forms with the appropriate information.

Click **Next** when each form is complete.

Select the classification that best describes your position.



You may also navigate by using the **Editing Position Request** items. Click the Edit button at the top of the page.

When you get to the Position Request **Summary**, scroll through the summary and verify that all items have a next to the status. Once all items have a , you're ready to transfer the request to the next workflow state.	
Hover your mouse over **Take Action On Position Request**.	
Select **Position Created/Modified (Move to Dean).**	
Add comments as needed / appropriate. Click **Submit** when you are ready to send the change(s) to the Dean.	

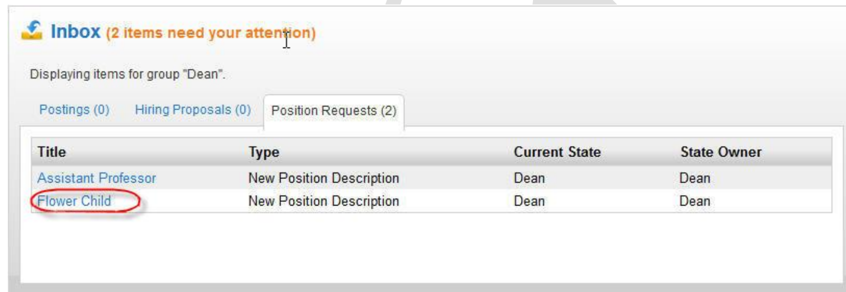
Note:	A message will appear at the top of the screen: • Position request was successfully transitioned, or • One or more form errors will be displayed.

DEAN'S APPROVAL

Log in to Careers. See directions on p. xx.

Go to the **Inbox**; click on **Position Requests**.

Select the **position** that you want to review.



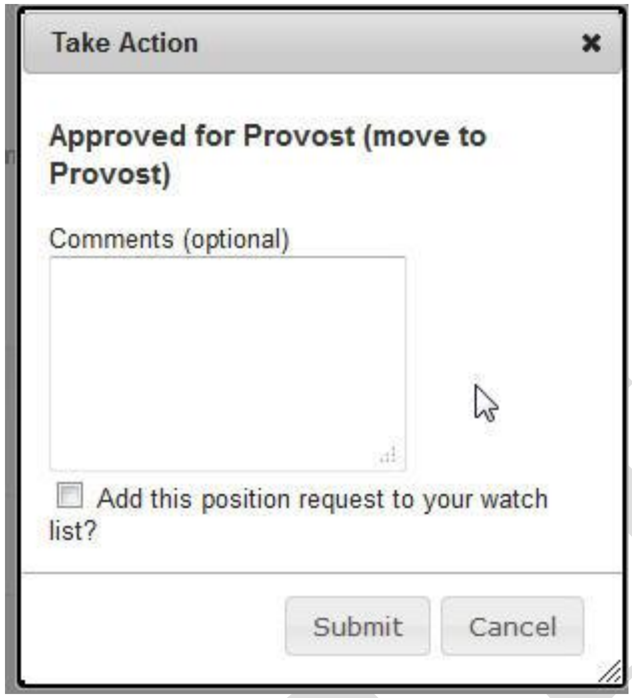
Review / edit the details. Modify information as needed / appropriate.

Note: If you edit information, the Position Description be go through the approval process again.

Select **Take Action On Position Request.**

Choose **Approved for Provost (Move to Provost)**.

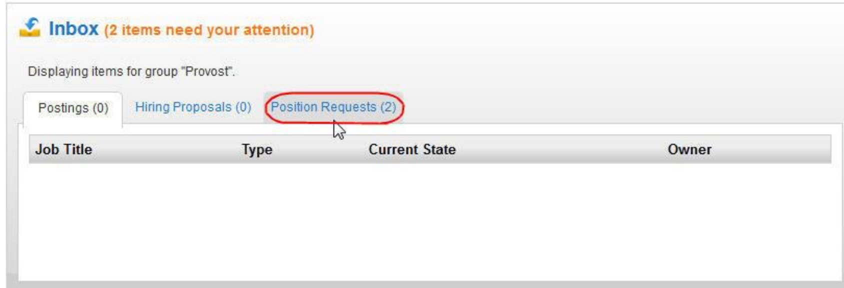
Add any **comments** that are appropriate. Click **Submit**.



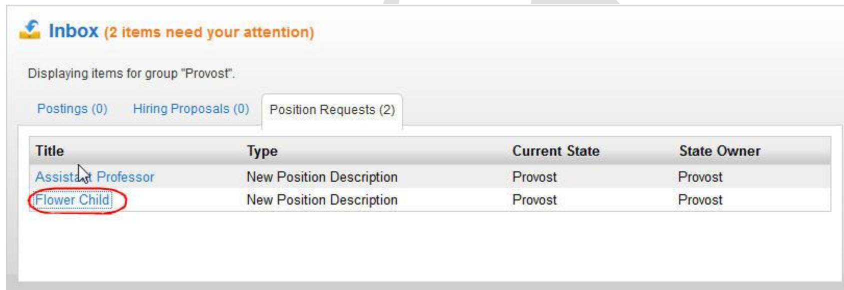
PROVOST'S APPROVAL

Log in to Careers. See directions on p. xx.

Go to the **Inbox**; click on **Position Requests.**



Select the **position** that you want to review.



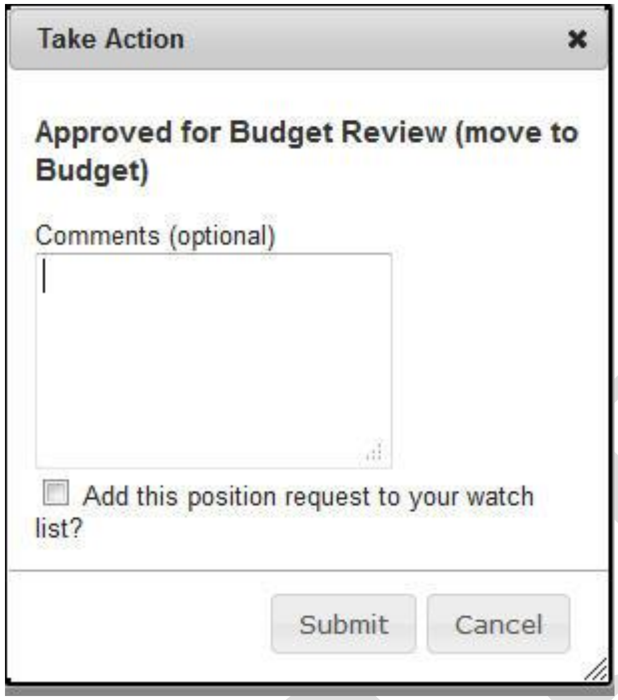
Review / edit the details. Modify information as needed / appropriate.

Note: If you edit information, the Position Description be go through the approval process again.

Select **Take Action On Position Request.**

Choose **Approved for Budget Review (Move to Budget).**

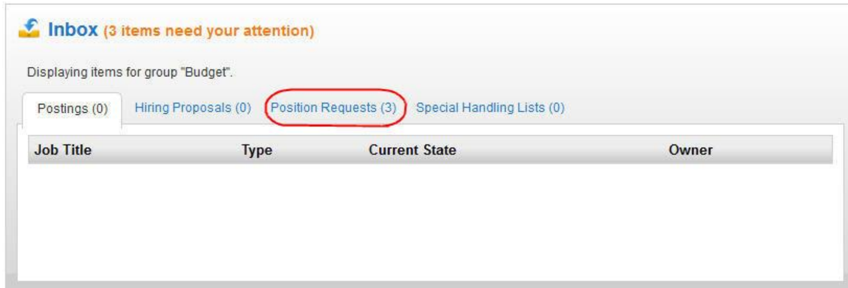
Add any **comments** that are appropriate. Click **Submit**.



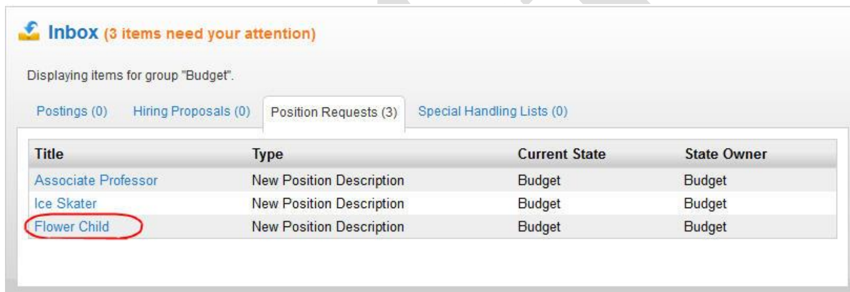
BUDGET APPROVAL

Log in to Careers. See directions on p. xx.

Go to the **Inbox**; click on **Position Requests**.



Select the **position** that you want to review.



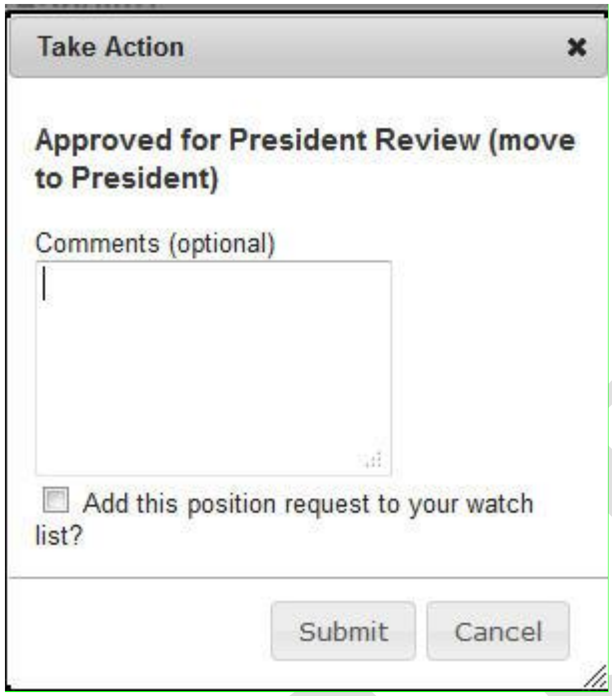
Review / edit the budget information. Modify budget information as needed / appropriate.

Note: If you edit information, the Position Description be go through the approval process again.

Select **Take Action On Position Request**.

Choose **Approved for President Review (Move to President).**

Add any **comments** that are appropriate. Click **Submit**.

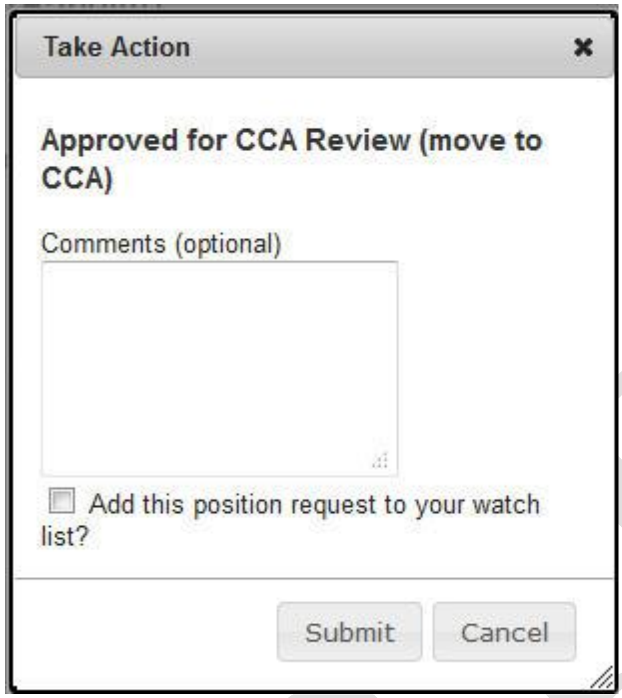


PRESIDENT'S APPROVAL

Log in to Careers. See directions on p. xx.

Go to the **Inbox**; click on **Position Requests**.	
Select the **position** that you want to review.	
Review / edit the details. Modify information as needed / appropriate. Select **Take Action On Position Request**.	
Choose **Approved for CCA Review (Move to CCA).**	

Add any **comments** that are appropriate. Click **Submit**.

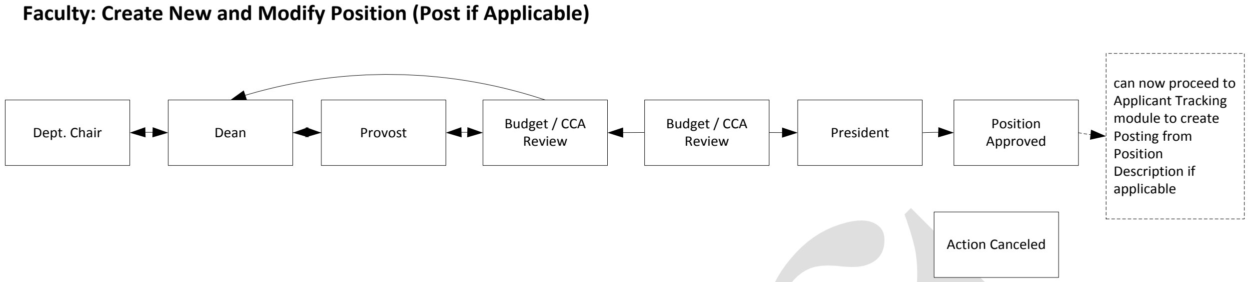


CCA FINAL REVIEW

The CCA will review the PD as submitted. Actions that the CCA may take are shown.

MODIFY A FACULTY POSITION

- Note: this may change.



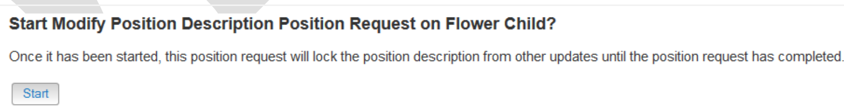
Department Chairs and Deans have the permissions required to modify a position.

Log in to Careers. See directions on p. xx.

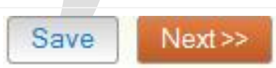
Select the **Position Management** module.

Select **Modify Position Description**.

Click **Start**.



Make any changes that are needed / appropriate.



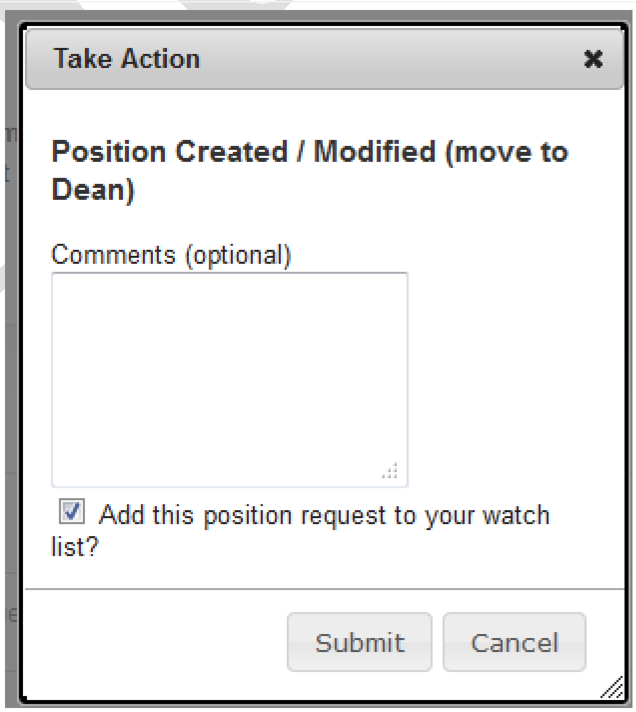
Click **Next** when each form is complete.

You may also navigate by using the **Editing Position Request** items.

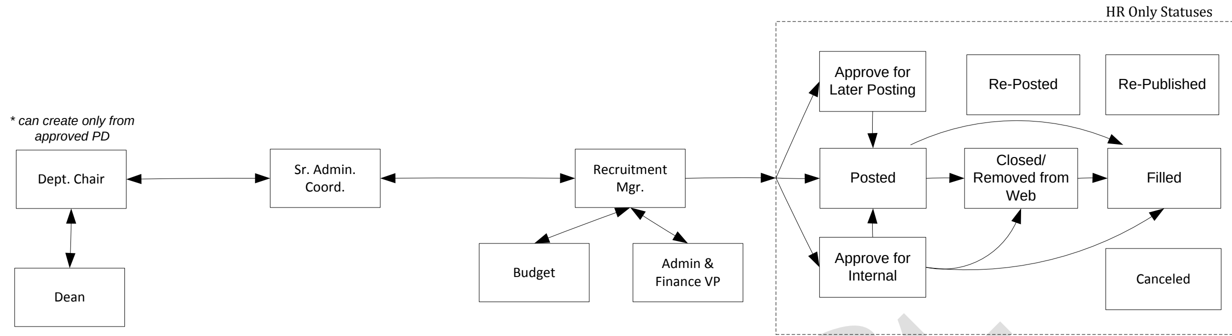
When you get to the Position Request **Summary**, verify that all items have a ✔ next to the status. Once all items have a ✔, you're ready to transfer the request to the next workflow state.

When all changes have been made, **Take Action on Position Request**. Choose **Position Created / Modified (move to Dean).**

Add any **comments** needed. Click **Submit**.



CREATING A POSTING FOR A FACULTY POSITION

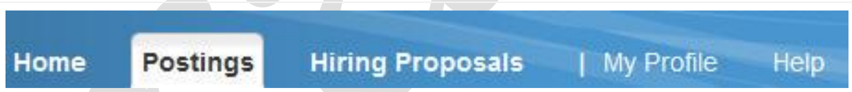


This may change after discussion of the process.

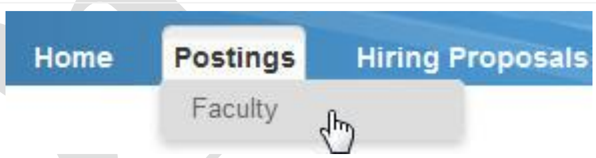
Log in to Careers. See directions on p. xx. Log in as the Department Chair.

Select the **Applicant Tracking** module.

Hover over the **Postings** tab.



Select **Faculty**.



Click on the **Create New Posting** button.

Select **Create from Position Description** to create this posting.

Select the **Position** that you want to Post.

You may Search for the Position; type the title in the box and click Search.

Click on **Create Posting from this Position Description**.

Review / Edit the information. Fill in any missing information.

Click on the **Create New Posting** button.

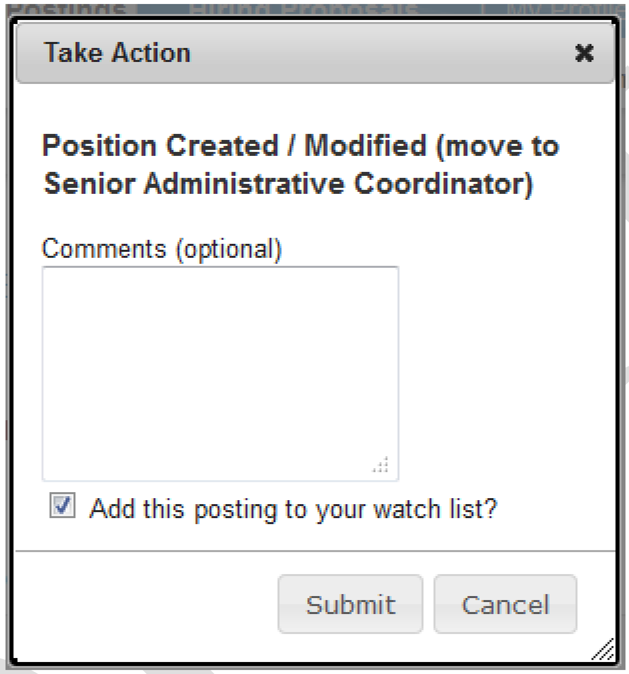
Review the information to ensure that it is correct.

Move through the content by clicking the **Next** button or by using the **Editing Posting menu** on the left.

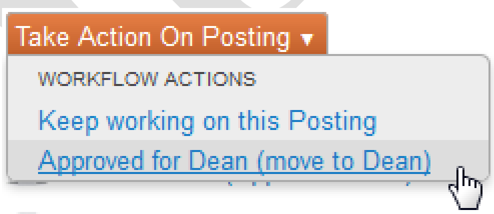
Hover your mouse over **Take Action on** Posting.

Select **Position Created / Modified (move to Senior Administrative Coordinator)**.

Add **comments** as needed, then click **Submit**.



Transition the **Posting to the Dean by** selecting **Approved for Dean (move to Dean).**



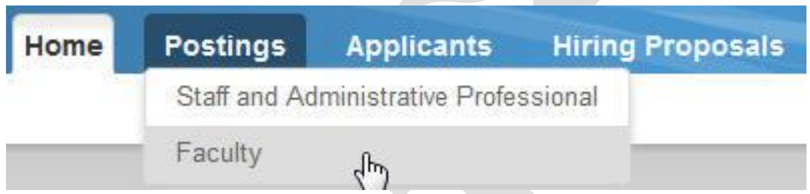
DEAN TAKES ACTION ON POSTING

Log in to Careers. See directions on p. xx.

Select the **Applicant Tracking** module.

Hover over the **Postings** tab.

Select the appropriate group.



Select the **position** that you want to review from the **Inbox** (**Posting** tab).

After the information has been reviewed, the posting should be transitioned to the Recruitment Manager.

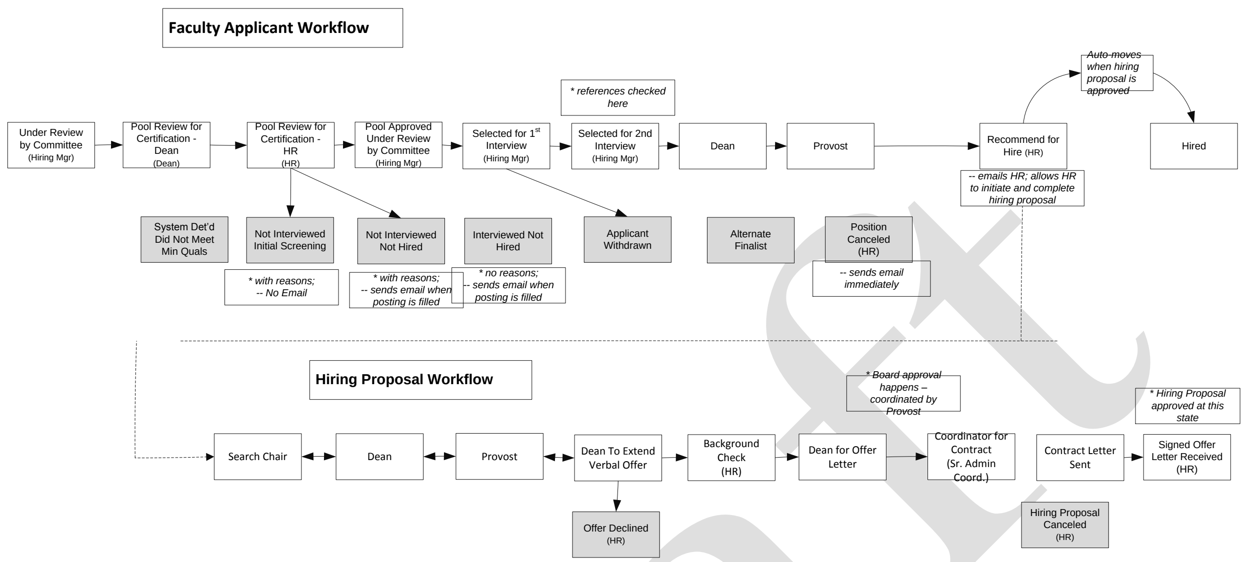
Hover your mouse over **Take Action on Posting**.

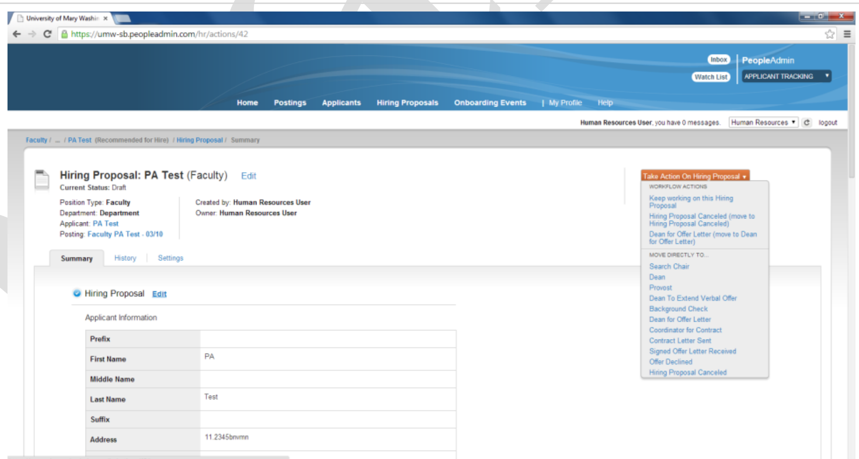
Choose **Approved for Recruitment Manager (move to Recruitment Mgr.)**.

Enter any **Comments** then **Submit** your approval.

RECRUITMENT MANAGER REVIEWS / APPROVES POSTING

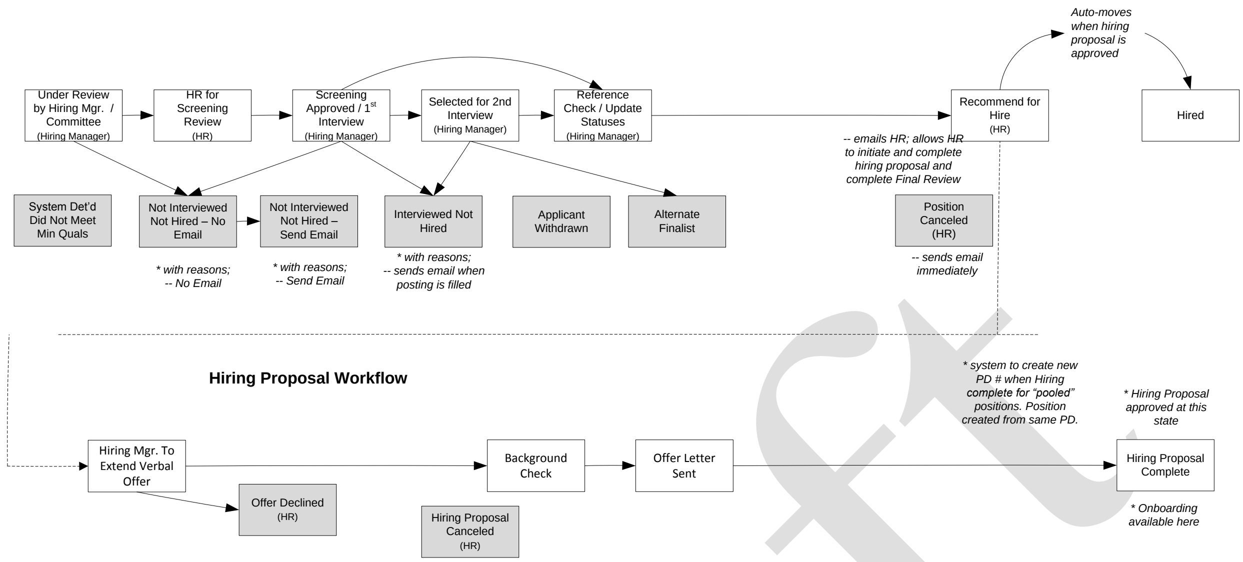
Once the Dean has approved the position, it moves to the Recruitment Manager. Once it has been approved by the Recruitment Manager, it is posted, and ready to accept applications.





THE APPLICANT VIEW

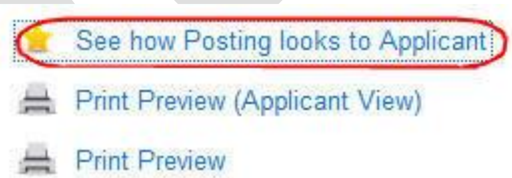
THE STAFF AND ADMINISTRATIVE PROFESSIONAL APPLICANT SYSTEM



The Applicant flow is as follows:

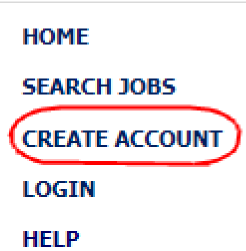
- Applicant submits an application via the Applicant Portal
- Application is submitted to the Search Committee for review
- If the Applicant is continued to be considered, he or she is contacted for an interview.
- If the Applicant is interviewed or not further considered, his or her status will be moved to Interviewed, Not Hired – Send email. An email communication will be sent to the Applicant.
- If the candidate is considered for hire, he or she is then moved to Hiring Notification

Note: You may also see what a Posting looks like to the applicant by clicking on the link: See how Posting looks to Applicant.

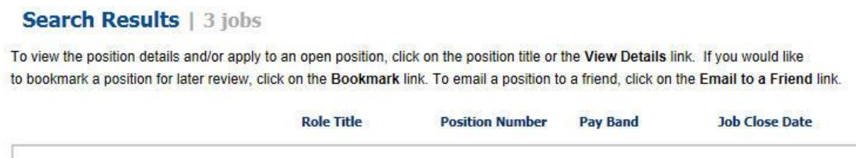
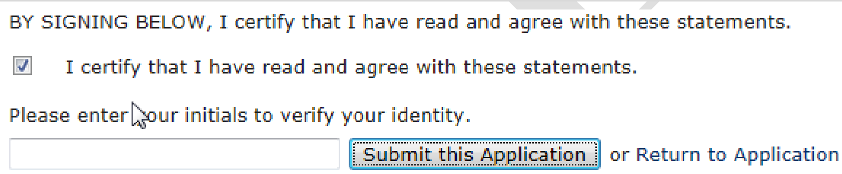


Go to https://umw-sb.peopleadmin.com

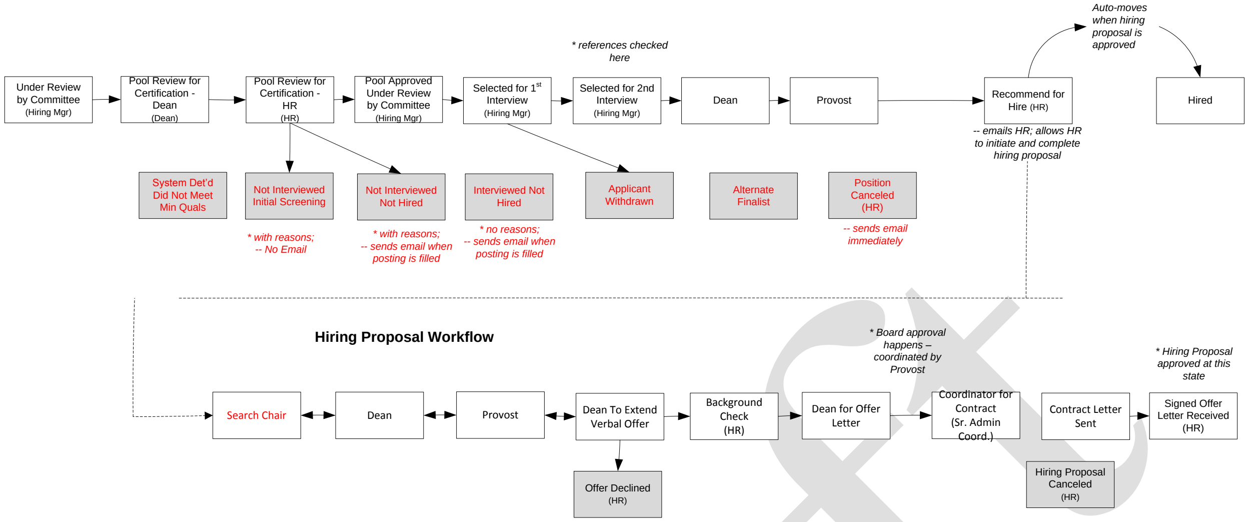
Create an account; you may log in using your UMW Careers credentials if you already created an account.



Note: This is an account only in the Applicant module; your credentials in the Position Management and Applicant Tracking modules are not impacted.

<table>
<tr><td>Search for jobs that you're interested in.</td><td>
</td></tr>
<tr><td></td><td>
</td></tr>
<tr><td>Apply to posting(s).</td><td>
</td></tr>
<tr><td>Complete all information.
Certify your application.</td><td>
</td></tr>
<tr><td>Complete the certification process and Submit your application.</td><td>
</td></tr>
<tr><td>Note:</td><td>The first time that an applicant applies to a job, they will be prompted to fill out the Voluntary Demographic information. This will only happen once. If the applicant wants to adjust their demographic data, this can be done at any time from the menu on the left. Check preferences to see if they are prompting for demographic at end of app otherwise remove bullet point.</td></tr>
</table>

FACULTY APPLICANT VIEW



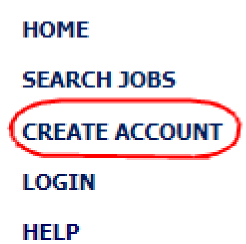
The Applicant flow is as follows:

- Applicant submits an application via the Applicant Portal
- Application is submitted to the Search Committee for review
- If the Applicant is continued to be considered, he or she is contacted for an initial (first) interview by Faculty.
- If the Applicant is interviewed or not further considered, his or her status will be moved to Interviewed, Not Hired – Send email. An email communication will be sent to the Applicant.
- If the candidate is considered for hire, he or she is then moved to Hiring Notification.

Note: You may also see what a Posting looks like to the applicant by clicking on the link: See how Posting looks to Applicant.

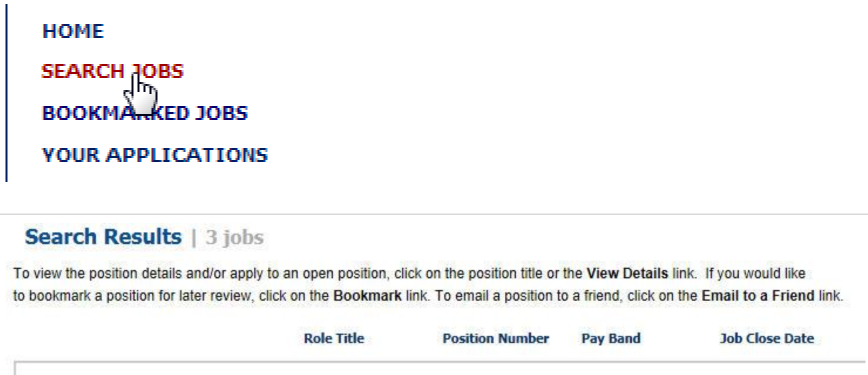
Go to https://umw-sb.peopleadmin.com

Create an account; you may log in using your UMW Careers credentials if you already created an account.



Note: This is an account only in the Applicant module; your credentials in the Position Management and Applicant Tracking modules are not impacted.

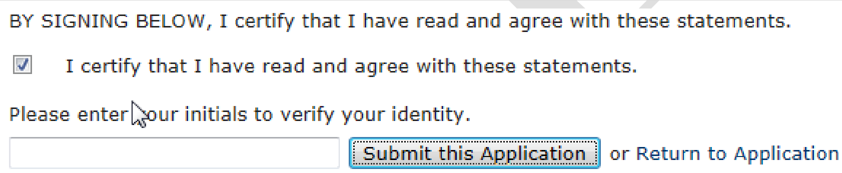
Search for jobs that you're interested in.



Apply to posting(s).

Complete all information. **Certify** your application.

Complete the certification process and **Submit** your application.



Note: The first time that an applicant applies to a job, they will be prompted to fill out the Voluntary Demographic information. This will only happen once. If the applicant wants to adjust their demographic data, this can be done at any time from the menu on the left. Check preferences to see if they are prompting for demographic at end of app otherwise remove bullet point.

APPENDICES

APPENDIX A: FREQUENTLY ASKED QUESTIONS

Wait! I had a position posted in the old system! Can I get access to it?

Data in the PeopleAdmin5.8 will remain intact and accessible for a period of time. If you had ongoing recruitments in the system prior to the Go Live of PA7, the records and applicants who had applied remain in the old system. Candidate material review, Interim Reports, and Hiring Proposals can still be performed in the old system. If recruitment concluded in the old Careers and you would like to begin the selection process, you may do so in the old system which can be accessed after Go Live at http://xxxx/.

If a posting needs to be continued, it must be re-posted in the new Careers.

How do I request access to PA7?

All employees have access to Careers to view their own Position Description.

Access to Careers as a hiring manager, reviewer, dean, etc. is determined by roles and responsibilities within the University.

If you have been designated by your college/division to request access for other users in your college/division, you may do so by completing the PeopleAdmin Request Form.

Are my old position descriptions already in the system?

Yes, they are.

How can I get training on this upgraded system?

Training is available to users in several forms:

Classroom Training has been designed to provide a comprehensive overview of the new features of the system and hands-on training/walkthrough of the workflows, processes, and forms included in the position creation, update, recruitment, and selection processes. Training is scheduled periodically and can be accessed for registration through the UMW Global.

Manuals/Documentation have been created to provide an anytime, anywhere reference for Careers. These manuals will continue to be updated as modifications and enhancements are made to the system.

How do I request a position action (e.g. new position, reclassification/title change/salary adjustment)?

For staff, non-faculty, faculty and post docs, position actions are now entered and routed electronically for review in the PeopleAdmin system. Please go to the following link to access the system and begin entering the action: link

When I attempt to access the new system, I receive an error message "This page has moved." What am I doing wrong?

You are doing nothing wrong. If you are accessing the site from a saved bookmark, the bookmark may be incorrect. If you have checked your bookmarks, consider the following: Browsers such as Internet Explorer, Mozilla Firefox, and Google Chrome all cache web pages to allow for faster access. Unfortunately, the browser you are using appears to be pulling an old version of the page which no longer exists. We recommend checking the following items: 1) ensure you are visiting the correct page https://careers.ume.edu/hr and if still receiving the error 2) clear your browser cache (each browser is different, but this is usually done through the Tools/Options panel). You can usually find step-by-step instructions online or in the browser Help menu. After clearing your cache, close the browser completely and then pull up a new window and enter the URL again.

Are temporary position recruitments handled through the new PeopleAdmin 7? How are they different?

No, they're not. See http://adminfinance.umw.edu/hr/employment-opportunities/temporary-staff/ for information about hiring temporary personnel.

APPENDIX B: DEFINITIONS

Applicant pool	The collection of candidates from a posted position whom the applicant selection or selections for available positions may be made.
Classification	A system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a position
Group Permissions	Sets of privileges that define user roles (i.e. user types)
Guest User	Allows a user to login to review applications for a specific position without having an individual user account to access Careers.
Hiring Proposal	The form required to get the appropriate approvals in order to offer a position to a candidate. This form will be completed online within Careers.
History Tab	Shows a time - stamped list of events and changes made to the posting since it was created
Inbox	Displays items that need your attention (i.e. position description that needs your approval)
Job title	The official classification title listed for a position.
Position Description	Identifies, describes, and defines a job in terms of its duties, responsibilities, working conditions, and specifications
Position Types	There are two listings for each position type (for example, Staff and Administrative Professionals and Staff and Administrative Professionals Requests). Staff and Administrative Professionals tracks approved positions for use in job postings. Note that you may also create new positions from this page. The second, e.g., Staff and Administrative Professionals Requests tracks positions that you have created or have access to view that require an action. When approved, they will appear here and in the Staff and Administrative Professionals library.
Posting	A posting is the form completed in order to list your job openings for individuals to apply. The workflow for posting a position is different based on the type of position posted. A posting was previously referenced as a requisition.
Print Preview	Allows you to preview a printable view of the complete posting. This includes information that would not be available to applicants
Scope	How far group permissions extend across the organization, in terms of the organizational tier at which they apply (i.e. personal scope means you can only see what is yours. For example, if you are a supervisor, you can only see the position description of positions that you supervise)

Supplemental Questions	Questions that allow you to pre - screen applicants for minimum qualifications (i.e. specific licenses, registrations, or certifications) and other relevant information. These questions can be scored and can also be used to disqualify applicants. They may also be referenced as Posting Specific Questions.
User Privileges	Define what you can do in the HR system. You only have access to the things relevant to your work. What is or is not relevant to your work depends on your role in the organization
User Types	Budget -
	CCA -
	Cabinet
	Dean - Can view/edit/approve position descriptions, view applicants, and view/approve hiring proposals.
	Department Chair
	Employee - Can only view own position Description.
	Hiring Manager
	Human Resources
	Provost -Can view/ edit/approve position descriptions, view postings, view applicants, and view/edit hiring proposals.
	Reviewer
	Search Committee Chair
Watch List	Allows you to follow the progress of position descriptions, postings and Hiring Proposals that matter to you (even if the items are assigned to someone else)
Workflow	To move the Position Request along in the workflow, hover over the orange Take Action on Position Request button and choose the action that you would like to take. When you transition the position request, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the position request. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.
Working title	A customized, descriptive title that provides greater understanding of the individual employee’s responsibilities