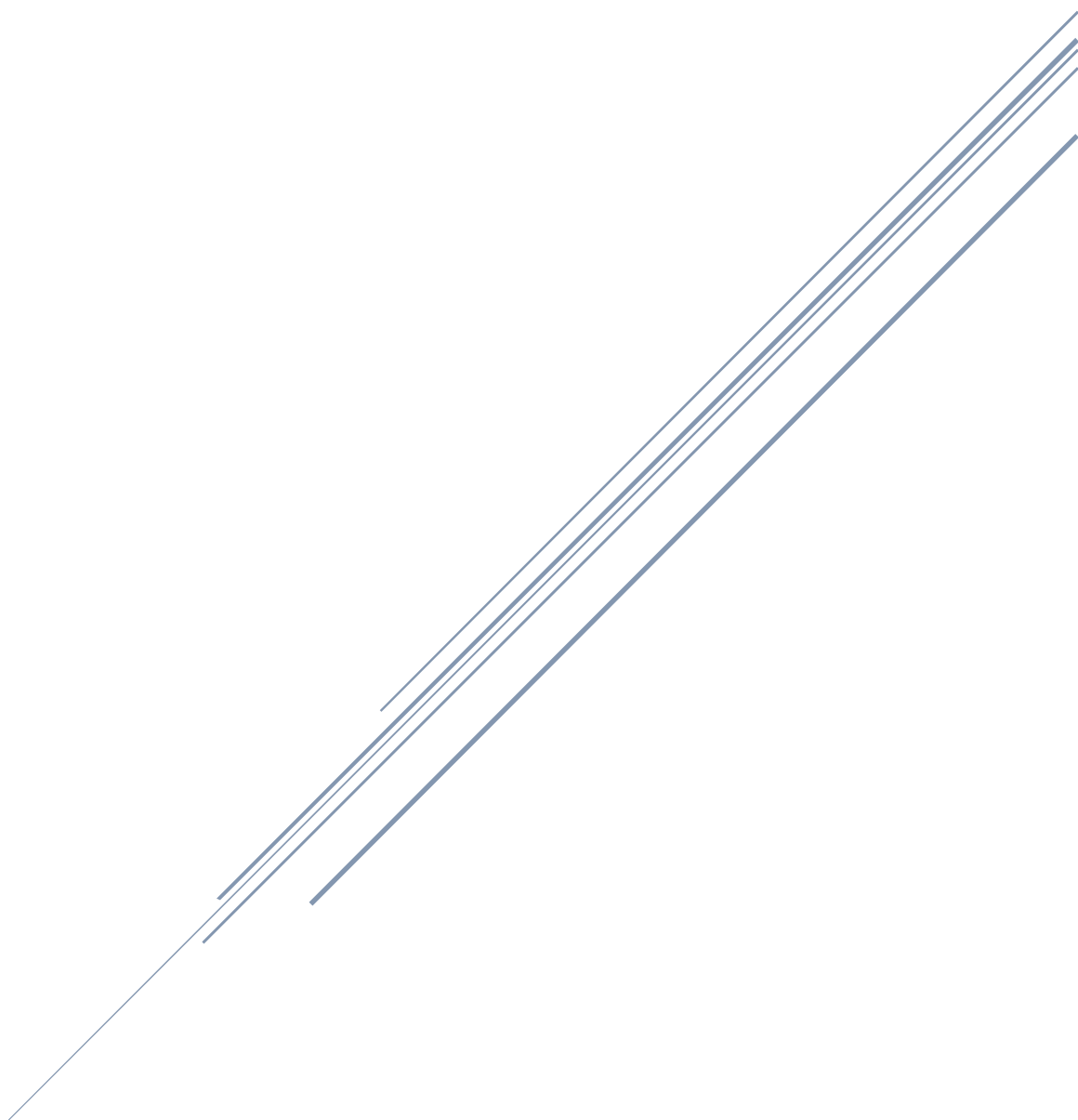


PEOPLE ADMIN USER GUIDE

Office of Human Resources



Worcester Polytechnic Institute





WPI

HUMAN
RESOURCES

People Admin User Guide

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Creating a Staff/Union position for posting:

Before you begin...

Have the following information ready to streamline entry:

- Position Number (call budget office if you do not know the number or need a new one)
- Grade
- Budgeted Salary
- FOAPAL(s)
- Position title
- Job Description & Basic Requirements

To log into People Admin go to the Human Resources website

<http://www.wpi.edu/offices/hr.html> and click on People Admin Login

myWPI | News | Calendars | Employment | Library | **Offices & Services** | Directories

SEARCH keyword

Worcester Polytechnic Institute

STUDENTS ALUMNI PARENTS MEDIA CORPORATIONS

ACADEMICS RESEARCH ADMISSIONS CAMPUS LIFE ATHLETICS ABOUT WPI

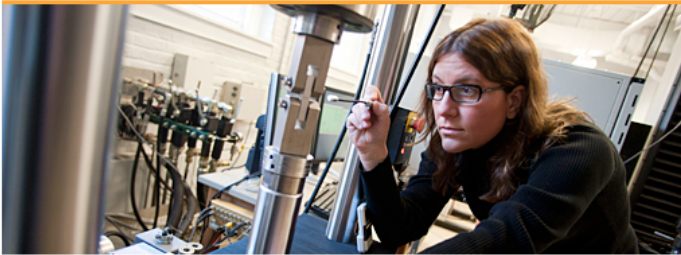
OFFICES & SERVICES

HUMAN RESOURCES

About Human Resources
Benefits & Policies
Compliance
Forms
Jobs
Payroll
Performance Reviews
Resources for Managers
Training & Development

Home > Offices & Services > Human Resources

Human Resources



Become Part of the WPI Community
Considering employment at WPI? You've come to the right place to check out [job opportunities](#), explore the [generous benefits](#), and learn about the [vibrant culture](#) at WPI.

SEE ALSO

- [Employee Resource Center](#)
- [Holidays](#)
- [Campus Directory](#)
- [Banner Web for Employees](#)
- [People Admin login](#)
- [Posting & Applicant Instructions](#)
- [Performance Management Instructions](#)

HR Digest
Keep up with HR news, upcoming events, and benefits.

- [Current Issue](#)
- title="December 12, 2014">Past Issue

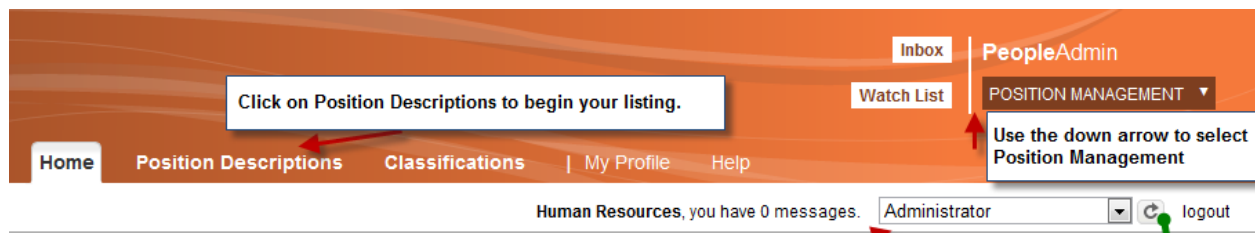
WPI IS SEARCHING FOR A PROVOST
As the chief academic officer, the provost reports to the president and is responsible for the recruitment and retention of faculty, the excellence of our academic and research programs...

- [Learn More about the Provost Search](#)



CONTACT
Human Resources
Boynton Hall, 2nd Floor

You should be under the Position Management Module (orange) and your user type should be administrator, supervisor/manager, or department head depending on your position. If you change your user type, be sure to click on the refresh button next to the box. Click on Position Descriptions – and select Staff to begin.



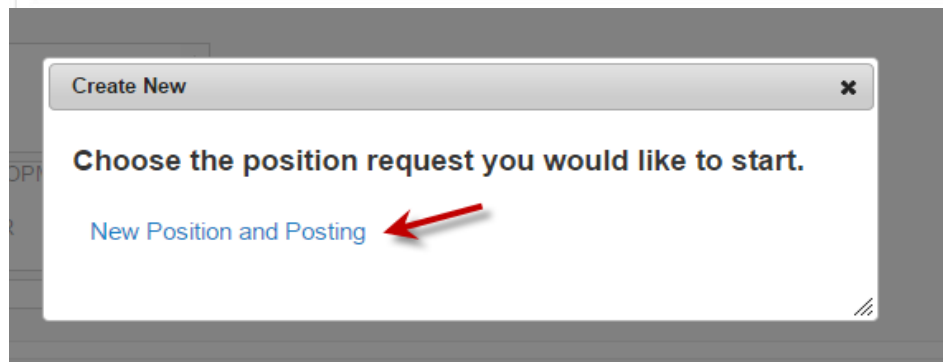
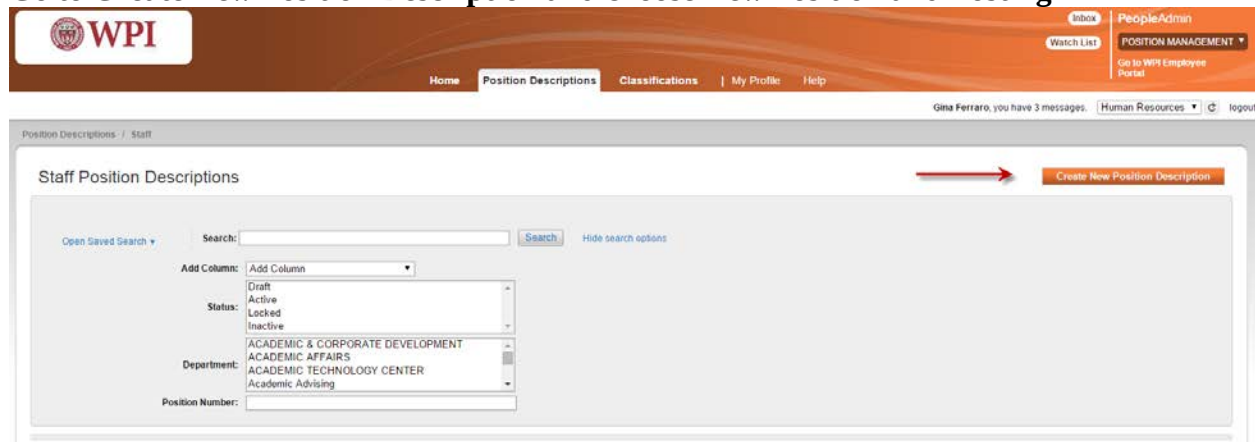
Your setting should be Administrator vs. Employee.

If you change settings, be sure to click on the Refresh button.

tment System



Go to Create New Position Description and choose New Position and Posting



Enter the title of the position, select your division and department then click on Start Position Request.

*****Do not select Clone and existing position description*** if you are creating a new position description.**

Position Descriptions / Staff / New Position and Posting

New Position and Posting

Start Position Request Cancel

Position Title

Organizational Unit

Division *

Department *

Clone an existing Position Description?

Filter these results

Department

Saved Search: "Department" (742 Items Found)

Previous 1 2 3 4 5 6 7 8 9 ... 24 25 Next

The system will let you know about required fields. Complete each section and click “Next”. The action of clicking “Next” and moving to the next page saves your information. You’ll be able to edit before submitting.

Editing Position Request

Proposed Title/Classif...

Position Information

Principal Duties and R...

Position Requirements

Budget

Posting Information

Applicants Documents

Supplemental Questions

Reference Letter

Position Request Summary

As you progress through the description the cursor will move down the list.

Position Information

Save << Prev Next >>

Check spelling

* Required Information

Position Information

* Position Title Office Assistant

* Position Number S07890 This field is required.

GRADE 600 (Hiring Range: \$14.76-\$15.86)

* Supervisor/Manager Hassett, A. This field is required.

Administrator Ferraro, Gina

* BASIC FUNCTION Provide clerical/administrative support for department. Instruct, guide and assist student workers in the performance of their assigned duties. Serve as confidential assistant to the Director of a department. Maintain a working knowledge of rules and procedures associated with the universities policies. This field is required.

Enter Principle Duties and Responsibilities next. You can add multiple duties by clicking on the Add Principal Duties and Responsibilities button. Click on next when finished.

The screenshot shows the 'Editing Position Request' sidebar on the left with the following items: Proposed Title/Classif..., Position Information, **Principal Duties and R...** (highlighted), Position Requirements, Budget, Posting Information, Applicants Documents, Supplemental Questions, Reference Letter, and Position Request Summary. The main content area is titled 'Principal Duties and Responsibilities' and includes a 'Save' button, '<< Prev' button, and 'Next >>' button. Below the title, it says 'Enter the Duties and Responsibilities by clicking on the Add Principal Duties and Responsibilities Entry button.' There is a red asterisk followed by 'Required Information'. A light green box contains the text 'Principal Duties and Responsibilities'. Below this box is a button labeled 'Add Principal Duties and Responsibilities Entry'. At the bottom right of the main area are 'Save', '<< Prev', and 'Next >>' buttons.

Enter Position Requirements next. You can also add multiple requirements by clicking on the Add Position Requirements Entry button. Click on next when finished.

The screenshot shows the 'Editing Position Request' sidebar on the left with the following items: Proposed Title/Classif..., Position Information, Principal Duties and R..., **Position Requirements** (highlighted), Budget, Posting Information, Applicants Documents, Supplemental Questions, Reference Letter, and Position Request Summary. The main content area is titled 'Position Requirements' and includes a 'Save' button, '<< Prev' button, and 'Next >>' button. Below the title, it says 'Enter Position Requirements by clicking on the Add Position Requirements Entry button.' There is a red asterisk followed by 'Required Information'. A light green box contains the text 'Position Requirements'. Below this box is a button labeled 'Add Position Requirements Entry'. At the bottom right of the main area are 'Save', '<< Prev', and 'Next >>' buttons.

Enter budget details for the position. Enter the budgeted salary. Then click on the “Add Budget Information Entry” button to list the FOAPAL, department, percent and position number. If the position is funded from more than one FOAPAL, click “Add Budget Information Entry” until all FOAPALs are listed. Of course, they must add up to 100%. Click on next when finished.

***** The Add Budget Information Entry button is a required field. The position description will not be moved along until this information is complete.**

☒ Proposed Title/Classif...
☒ Position Information
☒ Principal Duties and R...
☒ Position Requirements
Budget
☒ Posting Information
☒ Applicants Documents
☒ Supplemental Questions
☒ Reference Letter
Position Request Summary

ABC ☒ Check spelling

* Required Information

Budget

* Requested Salary Range 45,000.

Budget Information

Enter budget information by clicking on the **Add Budget Information Entry** button.

* FOAPAL 11001.430.6131

Department/Grant Name Human Resources

Percent 100

* Position # S07890

☐ Remove Entry?

Add Budget Information Entry

Save << Prev Next >>

Enter Posting Information: List the desired posting date and a closing date, if applicable. You may also check the box “Open until Filled. There’s a space for special instructions for applicants and a box to list desired external advertising sources. Positions are not automatically posted to the sites listed. You will have to email human-resources@wpi.edu to have positions posted externally.

**** Important! If you enter a closing date the system will automatically remove the posting from the web site on that date.**

This section will carry over to the posting created by HR.

Posting Information

Posting date 06/14/2013

Closing date

Open until Filled ☒

Special Instructions to Applicants

If you would like to advertise externally, indicate your desired advertising sources

Human Resources Weekly

Save << Prev Next >>

Applicant Documents allows the parameters for documents that must be uploaded. Check the “Required” box for mandatory documents. **If an item is marked “required” the applicant will not be able to submit their application without attaching these documents.** Check optional if you would like these documents but they are not required. They can still apply without attaching optional documents. Click on next when finished.

Applicant Documents
Save << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Cover Letter	☐	☐	☒
2	Curriculum Vitae	☐	☐	☒
3	Teaching Statement/Philosophy	☐	☐	☒
4	Research Statement/Philosophy	☐	☒	☐
5	List of References	☐	☐	☒
6	Other	☐	☒	☐
7	Portfolio	☐	☒	☐
8	Resume	☒	☐	☐

Save or Cancel

Supplemental questions can be as simple as finding out where someone heard about the position to as complex as assigning points or disqualifying points. Specially tailored questions can be added. To add a question click on the “Add a question” box.

Supplemental Questions
Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions
Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

Add a Question
✕

Available Supplemental Questions

Category: Any Keyword:

	Add Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?

Displaying 1

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

Submit
Cancel

Reference letters can be handled through the system, which will generate emails to the references listed on the employment application. **Leaving this box marked “No” will keep the current practice of checking references manually.** This function is applicable to faculty searches. Click on next when finished.

Reference Letter

Will this position accept reference letters? No

Cutoff date

Minimum Number of Requests

Maximum Number of Requests

Instructions to Reference Provider

Save
<< Prev
Next >>

When all the information has been entered, a summary will be available. **Any missing information will be highlighted with an exclamation mark.** Sections can also be edited. If you make a change, be sure to save it. If all information is complete you will see the check marks next to each section. You will not be able to submit to your Supervisor/Department Head unless there are all checkmarks.

At the top of the page click the down arrow on the box that says, “Take Action On Position Request”. Send to your supervisor, department head or division head whichever is the next level of approval for you.

The screenshot shows a web browser window with the URL <https://careers.wpi.edu/hr/actions/162>. The page title is "New Position and Posting: Scheduling Coordinator (Staff)". The current status is "Draft". The position type is "Staff" and the department is "ACADEMIC & CORPORATE DEVELOPMENT". The form has tabs for "Summary", "History", and "Settings". The "Summary" tab is active, showing fields for "Proposed Title/Classification", "Position Information", and "Position Number". A dropdown menu is open for "Take Action On Position Request", showing options like "Keep working on this Position Request", "Cancel Action (move to Canceled)", "Submit to Dept Head (move to Dept. Head)", "Submit to Division Head/VP (move to Division Head/VP)", "MOVE DIRECTLY TO...", "Administrator", "Supervisor/Manager", "Dept. Head", "Dean Office", "Division Head/VP", "Human Resources", "Budget Office", "HR Final Approval", "Position Approved", and "Canceled".

A box will appear to take action. You may add a comment that the next approver will see. Check off “Add this position request to your watch list” and you will be able to view it from your inbox to check on the workflow status at all times.

The "Take Action" dialog box has a title bar with a close button (X). The main content area has the text "Submit to Supervisor/Manager (move to Supervisor/Manager)". Below this is a text area labeled "Comments (optional)". At the bottom, there is a checkbox labeled "Add this position request to your watch list?" which is checked. At the very bottom are "Submit" and "Cancel" buttons.

Once this reaches Human Resources they will then sent to Budget Office and approve and post the position.

Please call us at 508-831-5470 or email human-resources@wpi.edu if you need assistance!

Creating a Faculty posting:

Before you begin...

Have the following information ready to streamline entry:

- Position Number (call budget office if you do not know the number or need a new one)
- Grade
- Budgeted Salary and startup expenses, if applicable
- FOAPAL(s)
- Position Title
- Job Description & Basic Requirements
- Will this posting accept reference letters, if yes, how many? When do you want the references? At time of applying or when asked to provide?
- Search Committee Members (if known)
- Evaluative Criteria for search committee
- Any supplemental questions you want asked at the time of applying

Getting Started:

To log into People Admin go to the Human Resources website <http://www.wpi.edu/offices/hr.html> and click on People Admin Login.

The screenshot shows the WPI Human Resources website. The left sidebar contains a menu for 'OFFICES & SERVICES' with a sub-menu for 'HUMAN RESOURCES' including links like 'About Human Resources', 'Benefits & Policies', 'Compliance', 'Forms', 'Jobs', 'Payroll', 'Performance Reviews', 'Resources for Managers', and 'Training & Development'. Below this is a 'RELATED SITES' section with links to 'About WPI', 'Banner Web for Employees', 'Campus Directory', 'Financial Services', 'Ombudsperson', 'Organizational Charts', and 'University Policies'. The main content area has a 'Human Resources' header, a photo of a woman, and a section titled 'Become Part of the WPI Community' with text about job opportunities and benefits. Below that is a section 'WPI IS SEARCHING FOR A PROVOST' with a link to 'Learn More about the Provost Search'. The right sidebar contains a 'Holiday Schedule' section, a 'SEE ALSO' section with links to 'Employee Resource Center', 'Holidays', 'Campus Directory', 'Banner Web for Employees', 'People Admin login', 'Posting & Applicant Instructions', and 'Performance Management Instructions'. At the bottom right is an 'HR Digest' section with links to 'Current Issue' and 'December 12, 2014'.

You should be in the Applicant Tracking Module (blue). Click on Create New Faculty/Research Posting and Create from Position Type

The screenshot shows the WPI PeopleAdmin Applicant Tracking Module interface. The top navigation bar includes links for Home, Postings, Applicants, Hiring Proposals, Onboarding Events, My Profile, and Help. The main content area displays a welcome message and an inbox for the 'Human Resources' group. A table lists job titles and their details. A sidebar on the right contains shortcuts and useful links. Red arrows point to the 'Create New Faculty/Research Posting' link in the shortcuts section.

Welcome to your Online Recruitment System

Inbox (7 items need your attention)

Displaying items for group "Human Resources":

Postings (2) Users (0) Hiring Proposals (0) Position Requests (4) Onboarding Tasks (1) Special Handling Lists (0)

Job Title	Type	Current State	Owner
Post Doctoral Fellow	Faculty/Research	Human Resources	Human Resources
Postdoctoral Fellow Integrating Membrane Protein Biophysics and Unnatural Amino Acids	Faculty/Research	Human Resources	Human Resources

Shortcuts

- View Failed Document Conversions Report
- Create New Staff Posting
- Create New Faculty/Research Posting
- Create New Union Posting
- View Scheduled Report Output
- My Reports

My Links

Useful Links

- Your Applicant Portal
- (How Applicants access your PeopleAdmin system)

The screenshot shows the 'Create New' dialog box in the WPI PeopleAdmin Applicant Tracking Module. The dialog box asks 'What would you like to use to create this new posting?' and provides three options: 'Create from Position Type', 'Create from Classification', and 'Create from Posting'. A red arrow points to the 'Create from Position Type' option.

Create New

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification

Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

Next fill in the position title, division and select your department from the drop down list. Leave Applicant Workflow State as “Under Review by HR”.

New Posting

*** Required Information**

Position Title *

Organizational Unit

Division *

Department *

Applicant Workflow

Workflow State Under Review by HR

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

References

☐ Accept references

Online Applications

☒ Accept online applications?

Special offline application instructions

If you would like to accept references letters for this posting click on “Accept references”. This will open up more options. Change Reference Notification to “Under Review by Department” which means when an applicant is moved to the status of “Under Review by Department” (performed by HR at time of applying for ALL applications) an email will be sent to the references provided in the applicant’s application. If you prefer to solicit the references at a later time you can select “Reference Checking” from the drop down list. The hiring department will need to go to the applicant list and change the applicant’s workflow state to “Reference Checking” which will then generate and email to the references listed on the applicant’s application. Once all the references are provided the department will need to change the workflow state back to “Under Review by Department” or another applicable workflow state from the drop down list.

Next always select “Reference Letter” under Recommendation Document Type.

You can also enter any special offline application instructions. Click on the orange box “Create New Posting”

Workflow State Under Review by HR 

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

References

☒ Accept references

Reference Notification
(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?

Recommendation Workflow
(Optional) When all Recommendations have been provided, move to which workflow state?

Recommendation Document Type
Require document upload when a reference provider submits a Recommendation?

Online Applications

☒ Accept online applications?

Special offline application instructions



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Posting Details:

You should see a green-highlighted message “Posting was successfully created”. Now you will enter all the required information. As you progress, the box to your left, a type of checklist, will also show you where you are in the posting. You can click on next when each section is complete. Make sure you click on the gray “Add Principal Duties and Responsibilities Entry” and “Position Requirement Entry”. You may add additional entries to each.

Posting was successfully created.

Watch List

APPLICANT TRACKING

Go to WPI Employee Portal

Home

Postings

Applicants

Hiring Proposals

Onboarding Events

My Profile

Help

you have 0 messages

Human Resources

logout

Postings / Faculty/Research / Test (Draft) / Edit: Posting Details

Editing Posting

Posting Details

Budget

Faculty Position Information

Applicant Documents

Supplemental Questions

Reference Letter

Guest User

Search Committee

Evaluative Criteria

Summary

Posting Details

Save

Next >>

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

Required Information

Posting Details

Posting Number

Position Information

Position Title

Test

Faculty Class Code

Please select

This field is required.

Faculty Title

Please select

This field is required.

Tenure Track

Supervisor/Manager with Access

Select Some Options

This field is required.

Administrator

Select an Option

Location

Proposed Date of Employment

Reason for Hire

Please select

This field is required.

If replacement, name of person replacing

Justification

Basic Function

This field is required.

EEO Information

To enrich education through diversity, WPI is an affirmative action, equal opportunity employer.

Criminal Background check statement

A pre-employment criminal records check is required.

Biweekly/Monthly

Please select

Principal Duties and Responsibilities

Enter the Duties and Responsibilities by clicking on the **Add Principal Duties and Responsibilities Entry** button.

Add Principal Duties and Responsibilities Entry

Position Requirements

Enter Position Requirements by clicking on the **Add Position Requirements Entry** button.

Add Position Requirements Entry

Save

Next >>

PeopleAdmin Better Talent. Better Future.

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Last refresh: 10/25/2014 12:22 AM

Help

14 | Page

Budget:

Enter the Requested Salary Range then click on the gray “**Add Budget Information Entry**” to add your FOAPAL, Department or Grant Name, Percent and Position Number.

***This is required in order to move this posting forward in workflow.**

If you have multiple funding sources, click “Add Budget Information Entry” again to include additional funding sources.

Editing Posting

Budget

Check spelling

* Required Information

Budget

Requested Salary Range This field is required.

Budget Information

Enter budget information by clicking on the Add Budget Information Entry button.

Add Budget Information Entry

FOAPAL

Department/Grant Name

Percent

Position #

☐ Remove Entry?

Add Budget Information Entry

When budget information is entered click on Next.

Faculty Position Information:

Complete as much information as you can about associations that will be notified of the opening, the screening process, any special expectations, advertising and recruiting costs, start up and support salaries, etc.

The posting date can be today's date.

You should leave the Closing Date blank: **if you enter a date the posting will drop off the website on that date regardless of the status.** Click “yes” for “Open until Filled.

Any “Special Instructions to Applicants” can be entered here. This will show up on the posting.

The advertising sites listed are only a guideline. You should submit your ad and sources to the Provosts Office for approval who will work with HR to place your ads.

Click Next when finished.



Applicant Documents:

Fill in the radial button on each item. Not Used, Optional, Required.

***If an item is “required”, the applicant will not be able to complete the application process if a required item is not uploaded.**

***There is no need to require a List of References if you are using the reference checking section. You could make this optional if you want additional references not listed on the applicant’s application.**

Click Next when finished.

Supplemental Questions:

You may choose questions from a list for prescreening candidates by clicking on the orange “Add a question” box. If you would like to create your own question, click on Add a new one.

Click Next when finished.

Reference Letter:

This section manages the automatic emails that will go out to reference providers that were listed on the applicant's application. The "Will this position accept reference letters?" box should be checked Yes. Follow the prompts for the number of days between reminders and a cutoff date. You may set a minimum and maximum number of references. We recommend 7 days between reminders. Any special instructions to the references can be added here also.

The screenshot shows the 'Reference Letter' configuration page. On the left is a sidebar with a menu: 'Editing Posting' (selected), 'Posting Details', 'Budget', 'Faculty Position Information', 'Applicant Documents', 'Supplemental Questions', 'Reference Letter' (highlighted), 'Guest User', 'Search Committee', 'Evaluative Criteria', and 'Summary'. The main content area is titled 'Reference Letter' and includes a 'Check spelling' link. Below this is the 'References' section with the following fields and callouts:

- 'Will this position accept reference letters?' with a dropdown menu set to 'Yes'. A yellow callout says 'make sure this is selected'.
- 'Email reminder days' with a text input field. A yellow callout says 'we recommend 7 days'.
- 'Cutoff date' with a date input field. A yellow callout says 'you do not need to enter a date'.
- 'Minimum Number of Requests' with a text input field. A yellow callout says '# of references you require'.
- 'Maximum Number of Requests' with a text input field. A yellow callout says 'can be more than required'.
- 'Instructions to Reference Provider' with a large text area. A note below says 'If you wish to provide additional instructions to the reference provider, please enter them here'.

Navigation buttons at the top right are 'Save', '<< Prev', and 'Next >>'. A red arrow points to the 'Next >>' button. At the bottom right, there are 'Save', '<< Prev', and 'Next >>' buttons, with a red arrow pointing to the 'Next >>' button.

Guest User:

Guest Users can be added to view the posting. Click on gray Guest User button. Enter their email addresses. A username and password will be created and emailed to each user listed when the posting is active. Guest users will only be able to view the posting and see and print applicant documents.

The screenshot shows the 'Guest User' configuration page. It has a yellow header bar with the title 'Guest User Credentials'. Below the header, it says 'Guest users may view this posting by using these credentials.' There are two input fields: 'Username' with the value 'gu18961' and 'Password' with the value '8792ef'. To the right of the password field is an 'Update Password' button. Below this is another yellow header bar with the title 'Email Addresses of Guest User Recipients'. Below this header is a text input area for 'Email addresses (one per line)' and a button labeled 'Update Guest User Recipient List'.

Search Committee:

This feature allows the setup of a search committee for the posting. Follow instructions listed in People Admin in this section. You may search from existing users or create new accounts. If you search and do not find the user, enter a request and you'll receive the message "An account for the member has been requested". HR will receive and approve the request. Their name will be added to the list. You can designate a chair also.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Search

Find a User to assign as a Search Committee Member.

First Name

Last Name

Email Address

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

* **First Name**

* **Last Name**

* **Email**

* **Username**

Evaluative Criteria:

Click on the button labeled "Add a Criterion". A pop up section will appear where you can add an existing criterion or create a new one. There are two ways to search for approved criteria to add to the job being posted. You can filter using the key word search or filter by criterion category. Select which one you want or create a new one.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Add a Ranking Criterion

Available Evaluative Criteria

Category:

Any

 Keyword:

Add	Category	Description
☐	Uncategorized	Please rank your computer skills
☐	Uncategorized	Please comment on each applicant
☐	Uncategorized	3=argue for candidate, 2=neither argue for or against, 1=argue against
☐	Uncategorized	Please rank each candidate 1-3
☐	Uncategorized	Rank Candidate 1-3
☐	Uncategorized	Please rank each candidate 1, 2, 3 or 4
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3
☐	Uncategorized	Please rank 1-3

Displaying 1 - 15 of 16 in total
← Previous | Next →

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

Submit

Cancel

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status
Uncategorized	Rank Candidate 1-3		Under Review by HR	active

Name: HUA

Label: Please rank

Workflow State: Under Review by Dept/Committee

Weight:

Possible Rankings	Points
3 = Highly Recommend	70
2 = On the Fence	30
1 = Do Not Recommend	0

Save << Prev Next >>

The search committee will then be able to evaluate the applicants.

Summary:

Review all your entries and edit if needed. **If you see an exclamation mark that means required information is missing.** Click on edit and enter the information and click on save. Once everything is complete and you see all check marks then click on orange “Take Action On Posting”. Depending on your office policy, submit to Supervisor, Department Head or Dean. Add comments if you wish. If you keep the “add this posting to your watch list?” box checked, you will see the position each time you open PeopleAdmin.

will need to review this section and make necessary corrections before moving

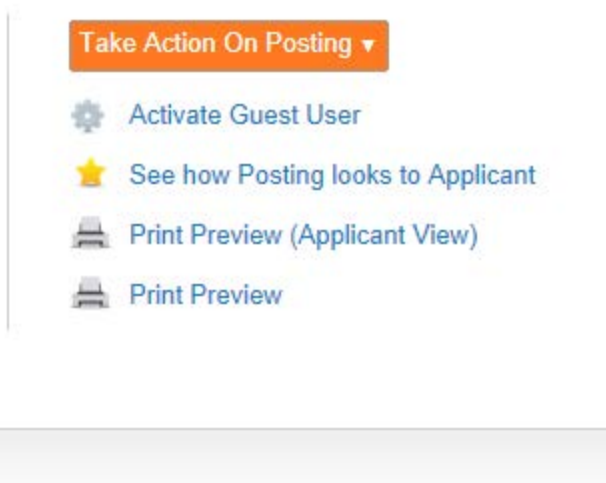
Posting Details [Edit](#)

Posting Details

Posting Number	
-----------------------	--

Position Information

Position Title	Test
Faculty Class Code	
Faculty Title	
Tenure Track	
Department	ACADEMIC AFFAIRS



Check list for posting:

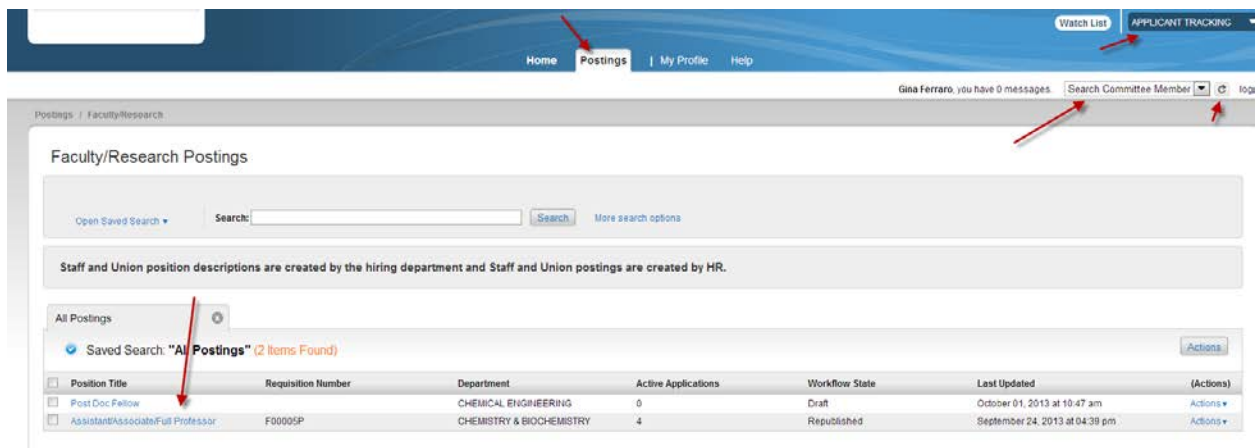
- Review ad summary for how many references are required.
- Go to settings tab and make sure the “accept references box” is checked. Reference notification should be “Under Review by Department”. Recommended document type should be “Reference Letter”.
- Accept on-line applications should be checked off.
- Make sure applicant document types are correct (required vs. optional) on the summary.
- Reference letter section should say “yes” – will accept reference letters
- Email reminders should be 7 days.
- Minimum and maximum number of requests should coincide with what is required in the ad summary.
- Search committee members should all have approved status.

Search Committee Tips

To log into People Admin go to the Human Resources website <http://www.wpi.edu/offices/hr.html> and click on People Admin Login.

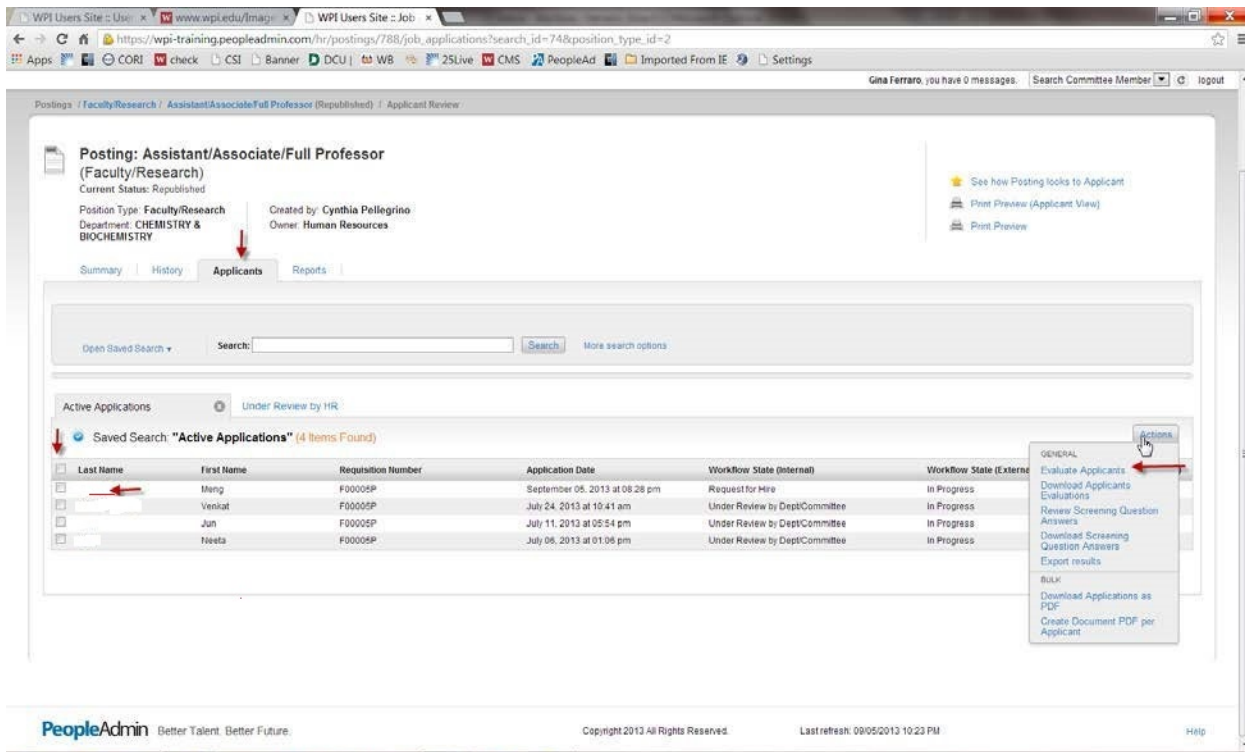
Getting Started!

You want to be in the “Applicant Tracking” module in the upper right hand corner. The background for this module is blue. Next, select the “Postings” tab and click on Faculty/Research. Make sure your user type is set to “Search Committee Member” then **refresh**. You will then be able to see the postings in which you were assigned Search Committee status.



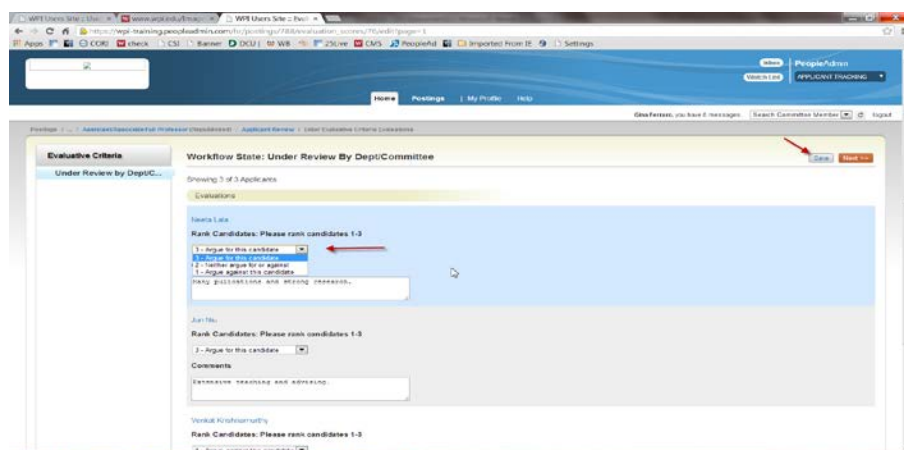
Viewing Applicants:

Next click on the posting you want to view and select the applicants tab. You will be able to see a list of applicants. You can view each applicant by selecting actions or clicking on the last name of the applicant. Their application materials including references will be available for you to view, print or email.



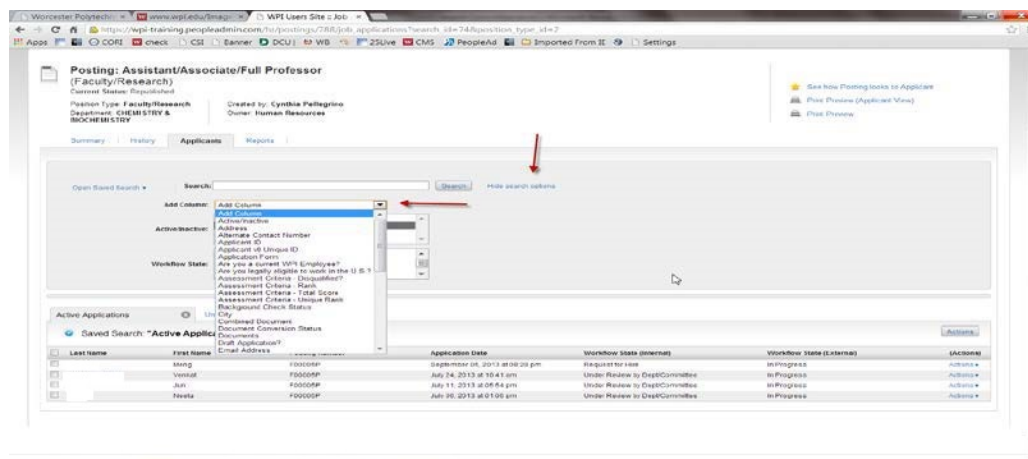
Evaluating Applicants:

Should your search committee be asked to evaluate applicants, you may do so from the actions button at the top of the applicant list and select “evaluate applicants”. A list of applicants will appear with the evaluative criteria you need to score the applicant. Fill in your score and comment. Then save.



If you are the Chair of the subcommittee you will be able to view and download all the search committee’s applicants evaluations by going to the Actions button and selecting “Download Applicants Evaluations”. There is also an expanded search feature which will allow you to customize your search and save and download to an excel spreadsheet. You can go to “more search options” and add an item from the “add column” list. This will show up as a column header below. You can choose “export results” from the actions tab and an excel spreadsheet will be created.

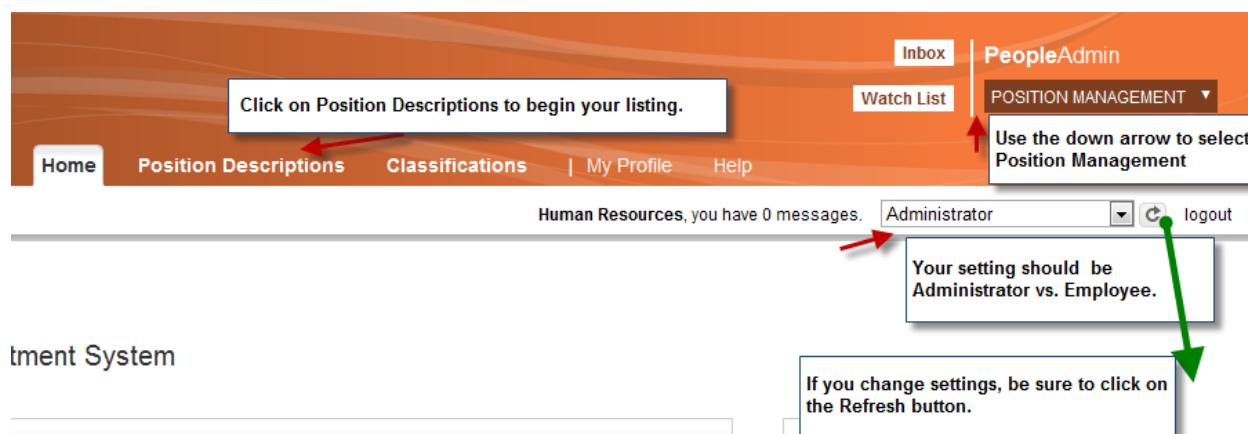
Please call the Office of Human Resources if you have further questions on this section.



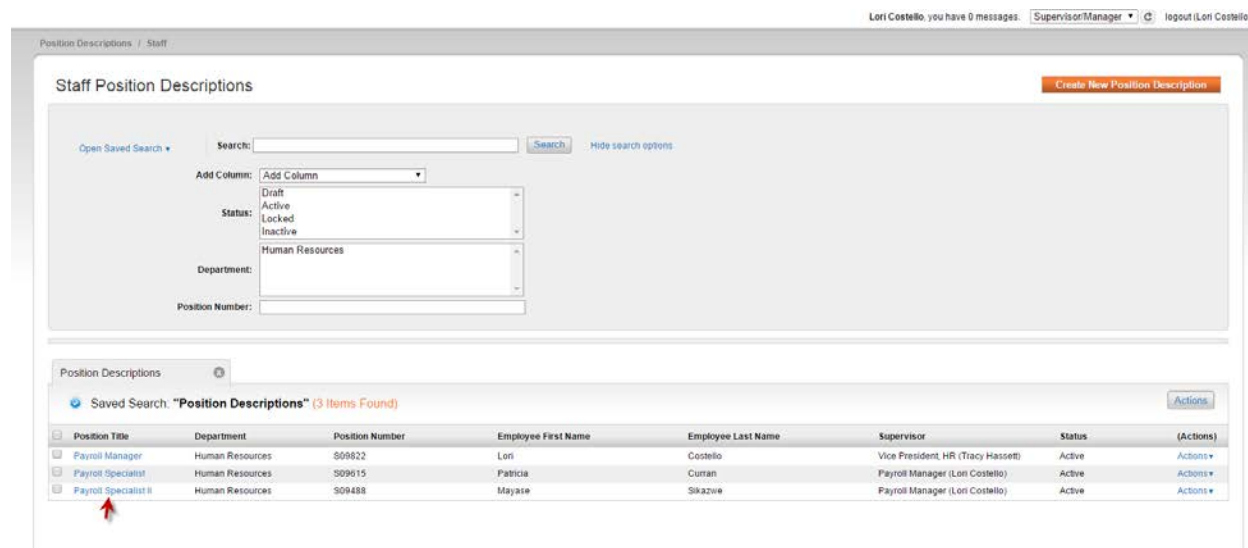
Modifying a Position Description (or filling an existing position for posting):

To log into People Admin go to the Human Resources website <http://www.wpi.edu/offices/hr.html> and click on People Admin Login

You should be under the Position Management Module (orange) and your user type should be supervisor/manager, or department head depending on your position. If you change your user type, be sure to click on the refresh button next to the box. Click on Position Descriptions – and select Staff to begin.



A list of position descriptions will appear that report to you. Click on the Position Title to open up the position description that you want to modify.



Click on Modify Position (Post if Applicable)

Position Description: Payroll Specialist (Staff)
Current Status: Active
Position Type: Staff
Department: Human Resources
Created by: System Account

[Print Preview \(Employee View\)](#)
[Print Preview](#)
[View Supervisor](#)
[Modify Position \(Post if Applicable\)](#)

Summary | [History](#)

Classification

Title/Classification

TITLE	Accounting Clerk
Employee Class	SF Staff Full Time (non-exempt) - 6141
FLSA	Non-Exempt

This message will appear – click on start

Position Descriptions / [Staff](#) / Modify Position (Post if Applicable)

Start Modify Position (Post if Applicable) Position Request on Payroll Specialist?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

[Start](#)

Enter the action you wish to take and the reason for your action. Click on next when finished.

WPI Users Site - Position 1 x Human Resources - WPI x
https://careers.wpi.edu/hr/actions/614/edit

WPI

Home | **Position Descriptions** | Classifications | My Profile | Help

PeopleAdmin
Watch List
POSITION MANAGEMENT
Go to WPI Employee Portal

Lori Costello, you have 0 messages | Supervisor/Manager | Logout (Lori Costello)

Position Requests / ... / Modify Position (Post if Applicable) / Payroll Specialist / Edit

Editing Position Request

Position Justification

[Check spelling](#)

Required Information

Requested Action

Type of action being requested

Please select

- Amend Record
- Position Reclassification
- Update Position Description
- Replacement of Employee
- Replacement of Supervisor
- Budget Update

Justification

[Save](#) [Next >>](#)

This will move you to the next step which is position title/classification. This is **NOT** the position title but it is the classification which the title falls under. Make sure the appropriate one is selected and click on Next.

Position Requests / ... / Modify Position (Post if Applicable) / Payroll Specialist / Edit

Editing Position Request

- Position Justification
- Proposed Title/Classif...**
- Position Information
- Principal Duties and R...
- Position Requirements
- Budget
- Posting Information
- Applicants Documents
- Supplemental Questions
- Reference Letter
- Position Request Summary

Proposed Title/Classification

Save << Prev Next >>

Selected Classification

Title/Classification

Title/Classification

TITLE	Accounting Clerk
Employee Class	SF Staff Full Time (non-exempt) - 6141
FLSA	Non-Exempt

Classifications - Filter these results

Saved Search: "Classifications" (96 Items Found)
-- Previous 1 2 3 Next --

TITLE	Employee Class	FLSA	Classification Status	(Actions)
* Accounting Clerk	SF Staff Full Time (non-exempt) - 6141	Non-Exempt	Approved	Actions
* Administrative Assistant II	SF Staff Full Time (non-exempt) - 6141	Non-Exempt	Approved	Actions
* Administrative Assistant III	SF Staff Full Time (non-exempt) - 6141	Non-Exempt	Approved	Actions
* Administrative Assistant IV	SF Staff Full Time (non-exempt) - 6141	Non-Exempt	Approved	Actions
* Administrative Assistant V	SF Staff Full Time (non-exempt) - 6141	Non-Exempt	Approved	Actions

Update any needed information in this section and click on Next when finished

Position Requests / ... / Modify Position (Post if Applicable) / Payroll Specialist / Edit

Editing Position Request

- Position Justification
- Proposed Title/Classif...
- Position Information**
- Principal Duties and R...
- Position Requirements
- Budget
- Posting Information
- Applicants Documents
- Supplemental Questions
- Reference Letter
- Position Request Summary

Position Information

Save << Prev Next >>

Check spelling

* Required Information

Employee Information

Employee First Name

Employee Last Name

Position Information

* Position Title Payroll Specialist

* Position Number S09615

GRADE Please select

* Supervisor/Manager with Access Costello, Lori J.

Administrator Select an Option

BASIC FUNCTION

Oversee the preparation, processing and distribution of student payrolls. Verify, edit and enter staff non-union time cards.

Biweekly/Monthly Please select

You may add or change information in this section by selecting the Remove Entry box, deleting and typing in the Principal Duty and Responsibility box itself and/or clicking on the Add Principal Duties and Responsibilities button. Your changes will be tracked throughout the process and viewable to the approver.

☐ Remove Entry?

Principal Duty and Responsibility

Liaison between payroll and financial aid as it pertains to student payroll information.

☐ Remove Entry?

Principal Duty and Responsibility

Answer questions and inquiries from the WPI community.

☐ Remove Entry?

Principal Duty and Responsibility

Other duties as assigned.

☐ Remove Entry?

[Add Principal Duties and Responsibilities Entry](#)

You can do the same with the requirements section. Click next when finished.

Editing Position Request

- Position Justification
- Proposed Title/Classif.
- Position Information
- Principal Duties and R.
- Position Requirements**
- Budget
- Posting Information
- Applicants Documents
- Supplemental Questions
- Reference Letter
- Position Request Summary

Position Requirements Save << Prev Next >>

☒ Check spelling

Enter Position Requirements by clicking on the **Add Position Requirements Entry** button.

* Required Information

Position Requirements

High school graduate or equivalent plus additional schooling with 1-2 years related work experience.

* Requirement

☐ Remove Entry?

Proficient in MS Office

Make sure all the budget information is included. Click next when finished.

Editing Position Request

- Position Justification
- Proposed Title/Classif...
- Position Information
- Principal Duties and R...
- Position Requirements
- Budget**
- Posting Information
- Applicants Documents
- Supplemental Questions
- Reference Letter
- Position Request Summary

Save << Prev Next >>

Budget

Check spelling

Required Information

Budget

Requested Salary Range
15.75

Budget Information

Enter budget information by clicking on the **Add Budget Information Entry** button.

FOAPAL
11001-430-6141

Department/Grant Name
HumanResources

Percent
100

Position #
509615

☐ Remove Entry?

Add Budget Information Entry

The next sections (Posting Information, Applicant Documents, Supplemental Questions, Reference Letter) are if you intend to post this position. If you are doing a modification you skip and go directly to Position Request Summary.

If you are going to post this position to fill an existing position you will need to enter the Posting Information.

Enter Posting Information: List the desired posting date and a closing date, if applicable. You may also check the box “Open until Filled. There’s a space for special instructions for applicants and a box to list desired external advertising sources. Positions are not automatically posted to the sites listed. You will have to email human-resources@wpi.edu to have positions posted externally.

**** Important! If you enter a closing date the system will automatically remove the posting from the web site on that date.**

This section will carry over to the posting created by HR.

Posting Information

Posting date
06/14/2013

Closing date

Open until Filled
☒

Special Instructions to Applicants

Human Resources Weekly

If you would like to advertise externally, indicate your desired advertising sources

Save << Prev Next >>

Applicant Documents allows the parameters for documents that must be uploaded. Check the “Required” box for mandatory documents. **If an item is marked “required” the applicant will not be able to submit their application without attaching these documents.** Check optional if you would like these documents but they are not required. They can still apply without attaching optional documents. Click on next when finished.

Applicant Documents
Save << Prev Next >>

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Cover Letter	☐	☐	☒
2	Curriculum Vitae	☐	☐	☒
3	Teaching Statement/Philosophy	☐	☐	☒
4	Research Statement/Philosophy	☐	☒	☐
5	List of References	☐	☐	☒
6	Other	☐	☒	☐
7	Portfolio	☐	☒	☐
8	Resume	☒	☐	☐

Save or Cancel

Supplemental questions can be as simple as finding out where someone heard about the position to as complex as assigning points or disqualifying points. Specially tailored questions can be added. To add a question click on the “Add a question” box.

Supplemental Questions
Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?

Displaying 1

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

Submit
Cancel

Reference letters can be handled through the system, which will generate emails to the recommenders. Leaving this box marked “No” will keep the current practice of checking references manually. This function is applicable to faculty searches. Click on next when finished.

Reference Letter

Will this position accept reference letters?

No

Cutoff date

Minimum Number of Requests

Maximum Number of Requests

Instructions to Reference Provider

Save

<< Prev

Next >>

When all the information has been entered, a summary will be available. **Any missing information will be highlighted with an exclamation mark.** Sections can also be edited. If you make a change, be sure to save it. If all information is complete you will see the check marks next to each section.

At the top of the page click the down arrow on the box that says, “Take Action On Position Request”. Send to your supervisor, department head or division head whichever is the next level of approval for you.

The screenshot shows a web browser window with the URL <https://careers.wpi.edu/hr/actions/162>. The page title is "New Position and Posting: Scheduling Coordinator (Staff)". The form includes sections for "Proposed Title/Classification" and "Position Information". A dropdown menu titled "Take Action On Position Request" is open, showing options like "Keep working on this Position Request", "Cancel Action (move to Canceled)", "Submit to Dept Head (move to Dept Head)", "Submit to Division Head/VP (move to Division Head/VP)", and "MOVE DIRECTLY TO..." with various roles like Administrator, Supervisor/Manager, etc.

A box will appear to take action. You may add a comment that the next approver will see. Check off “Add this position request to your watch list” and you will be able to view it from your inbox to check on the workflow status at all times.

The "Take Action" dialog box has a title bar with a close button. The main content area says "Submit to Supervisor/Manager (move to Supervisor/Manager)". Below this is a text area labeled "Comments (optional)". At the bottom, there is a checkbox labeled "Add this position request to your watch list?" which is checked. At the very bottom are "Submit" and "Cancel" buttons.

Once this reaches Human Resources they will then approve the position and post if applicable.

Approving a Position Description or Position Modification:

To log into People Admin go to the Human Resources website
<http://www.wpi.edu/offices/hr.html> and click on People Admin Login

You should be under the Position Management Module (orange) and your user type should be supervisor/manager, or department head or division head depending on your position. If you change your user type, be sure to click on the refresh button next to the box. Click on Position Descriptions – and select Staff Position Requests to begin.

A list will appear. Find the position that needs approval and click on the position title to open the position description.

Position Title	Department	Position Number	Employee First Name	Employee Last Name	Employee Id	Pending Request Name	Pending Request Workflow State	Last Updated	(Actions)
Contract Administrator	ACADEMIC & CORPORATE DEVELOPMENT	S NEW				New Position and Posting: Contract Administrator	Position Approved	June 10, 2013 at 01:08 PM	Actions
Scheduling Coordinator	ACADEMIC & CORPORATE DEVELOPMENT	SNEW				New Position and Posting: Scheduling Coordinator	Position Approved	June 12, 2013 at 02:07 PM	Actions
Scheduling Coordinator	ACADEMIC & CORPORATE DEVELOPMENT	SNEW				New Position and Posting: Scheduling Coordinator	Draft	November 25, 2013 at 09:39 AM	Actions
Advisor for Academic Support and Transitional Resources	Academic Advising	S08948				New Position and Posting: Advisor for Academic Support and Transitional Resources	Position Approved	March 27, 2014 at 04:14 PM	Actions
Advisor, Academic Support & Tech	Academic Advising	S09034			772097363	Modify Position (Post if Applicable): Advisor Academic Support & Tech	Position Approved	September 02, 2014 at 08:50 AM	Actions
Asst Dir, Academic Advising	Academic Advising	S09088			615267401	Modify Position (Post if Applicable): Asst Dir, Academic Advising	Position Approved	January 09, 2015 at 09:47 AM	Actions

This will bring you to the summary of the position description. Review the information. Sections can also be edited. If you make a change, be sure to save it. At the top of the page click the down arrow on the box that says, “Take Action On Position Request”. Send to your department head, division head or human resources, whichever is the next level of approval for you.

The screenshot shows the WPI HR system interface. The main content area displays the 'New Position and Posting: Scheduling Coordinator (Staff)' summary. The 'Proposed Title/Classification' section shows the title 'Coordinator', employee class 'AF Administrative - Full-time - 6131', and FLSA 'Exempt'. The 'Position Information' section shows the position title 'Scheduling Coordinator' and position number 'SNEW'. On the right side, there is a 'Take Action On Position Request' dropdown menu with the following options: 'Keep working on this Position Request', 'Cancel Action (move to Canceled)', 'Submit to Dept Head (move to Dept. Head)', 'Submit to Division Head/VP (move to Division Head/VP)', 'Move directly to: Administrator, Supervisor/Manager, Dept. Head, Dept. Office, Division Head/VP, Human Resources, Budget Office, HR Final Approval, Position Approved, Canceled'.

A box will appear to take action. You may add a comment that the next approver will see. Check off “Add this position request to your watch list” and you will be able to view it from your inbox to check on the workflow status at all times.

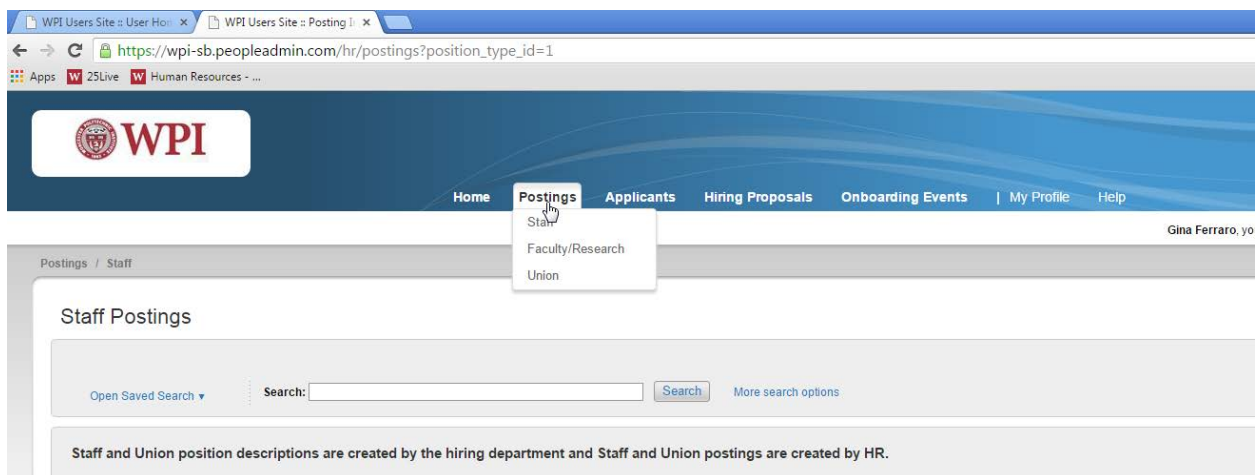
The screenshot shows the 'Take Action' dialog box. It has a title bar with a close button (X). The main content area includes a 'Submit to Supervisor/Manager (move to Supervisor/Manager)' button, a 'Comments (optional)' text area, and a checkbox labeled 'Add this position request to your watch list?'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Once this reaches Human Resources they will then approve the position and all changes will be updated.

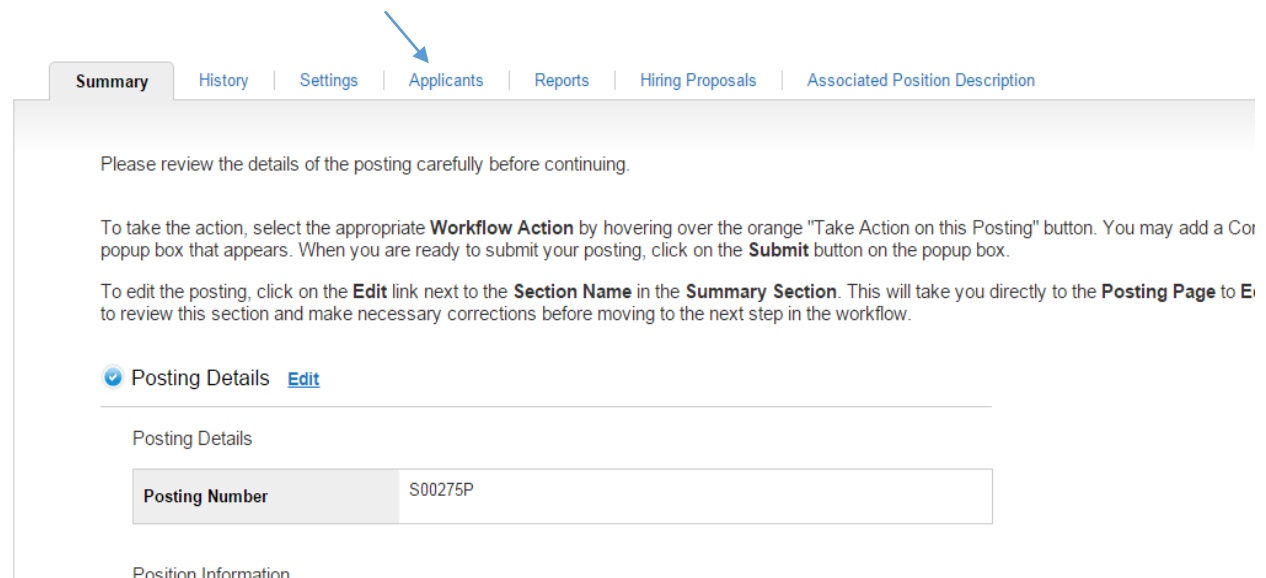
Managing your posting in PeopleAdmin

Now that your open position has been approved and posted on the Human Resources website along with any additional external sites you will be receiving applications to review. To locate your applications you will need to log into PeopleAdmin via the Human Resources website <http://www.wpi.edu/offices/hr.html> and click on People Admin Login.

You should be in the Applicant Tracking Module (blue). Click on Postings and select either Staff, Faculty/Research or Union whichever opening you have.



Your posting will be listed below. Click on the position title and it will open up the posting. Once the posting is open you will see the following tabs:



Click on the Applicants tab and a list of the applicants will open up. Click on the applicant's last name and it will open up their job application where you can view any required documents such as their resume and cover letter if required.

☐	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)
☐	Applicant	Applicant	S00275P	October 22, 2015 at 03:01 PM	Under Review by Dept/Committee
☐	Applicant	Applicant	S00275P	October 19, 2015 at 11:20 PM	Under Review by Dept/Committee
☐	Applicant	Applicant	S00275P	October 08, 2015 at 07:00 PM	Under Review by Dept/Committee
☐	Applicant	Applicant	S00275P	October 07, 2015 at 01:44 PM	Under Review by Dept/Committee
☐	Applicant	Applicant	S00275P	October 05, 2015 at 02:52 PM	Under Review by Dept/Committee

You will also be able to view multiple applicants at a time by clicking on the check box before each applicants name and going to the actions button above the actions column. You can also click on the check box next to "Last Name" in the column header to view all the applications at once. This will open up a PDF.

The screenshot shows a table with a column header 'Workflow State (External)' and a list of 'In Progress' entries. An 'Actions' button is located at the top right of the table. A dropdown menu is open from this button, showing two sections: 'GENERAL' and 'BULK'. The 'BULK' section contains the option 'Download Applications as PDF', which is highlighted by a red arrow. Other options in the 'BULK' section include 'Move to Posting', 'Move in Workflow', 'Email Applicants', 'Create Document PDF per Applicant', and 'Reactivate Applications'.

Select Download Applications as a PDF and you will be able to select which documents you want to see. Hit submit and a pdf will created.

Change the workflow state to “Request to Hire” and click Save Changes.

Editing: Workflow States for 1 Applicant

Change for all applicants Request for Hire 

Applicant	Current State	New State
Steven	Under Review by Dept/Committee	Request for Hire 

 Save changes or Cancel

You will now see the status has been changed in the applicant list. Click on the last name of the applicant.

Active Applications						
Under Review by Human Resou...						
Saved Search: "Active Applications" (15 Items Found)						
Actions						
☐	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)
☐	Steven	Steven	S00148P	October 24, 2014 at 01:44 PM	Request for Hire 	In Progress
☐	Mary Ann	Mary Ann	S00148P	October 03, 2014 at 02:24 PM	Under Review by Dept/Committee	In Progress
☐	Brian	Brian	S00148P	October 02, 2014 at 03:41 PM	Under Review by Dept/Committee	In Progress
☐	William	William	S00148P	October 01, 2014 at 10:00 AM	Under Review by Dept/Committee	In Progress
☐	Matthew	Matthew	S00148P	September 29, 2014 at 03:36 PM	Under Review by Dept/Committee	In Progress
☐	Ferisha	Ferisha	S00148P	September 25, 2014 at 05:06 PM	Under Review by Dept/Committee	In Progress
☐	Russell	Russell	S00148P	September 25, 2014 at 03:22 PM	Under Review by Dept/Committee	In Progress
☐	Ahsan	Ahsan	S00148P	September 22, 2014 at 12:14 PM	Under Review by Dept/Committee	In Progress

The application is now open. Click on the green “Start Hiring Proposal”

Postings / ... / Administrative User Support Specialist (Posted) / Applicant Review / Steven Howard Request for Hire

Gino Ferraro, you have 0 messages: Human Resources  Logout

Search Results: Next



Job application: Steven (Staff)

Current Status: Request for Hire

Application form: Application

Full name: Steven

Address: 55 Sewall Street
Boylston, MA

Username: steven@
Email: emailaddress@zed.zed
Phone (Primary): 860 539 6042
Phone (Secondary):
Position Type: Staff
Department: ACADEMIC AFFAIRS

Created by: Steven

Owner: Department Head

Take Action On Job Application

View Posting Applied To

Preview Application

Edit Application

 Start Hiring Proposal

Reactivate

Summary

Recommendations (0 of 2)

History

Reports

General Information

Edit

General Information

Last Name	Steven
First Name	Steven
Middle Name	Michael

The position you are looking to hire will be listed and the button should already be selected. Click on “Select Position Description”

☐ Director, Academic Advising	Academic Advising	S09988	Paul	191305779	Associate Dean of UG Studies ()	Active	Academic Advising	Actions
☐ Advisor Academic Support & Tech	Academic Advising	S09034	Jessica		Assoc Dir, Academic Advising ()	Active	Academic Advising	Actions
☒ Administrative User Support Specialist	ACADEMIC AFFAIRS	2				Active	ACADEMIC AFFAIRS	Actions
☐ Associate Dean of UG Studies	ACADEMIC AFFAIRS	S09261	Kristin	KDW	Dean of Undergraduate Studies ()	Active	ACADEMIC AFFAIRS	Actions
☐ Director of Academic Ops	ACADEMIC AFFAIRS	S09877	Laurie	200558741	Assistant Vice President, Academic Affairs	Active	ACADEMIC AFFAIRS	Actions
☐ Executive Asst to Provost	ACADEMIC AFFAIRS	S09957	Deborah	590253654	Provost & Sr Vice President	Active	ACADEMIC AFFAIRS	Actions
☐ Academic Coordinator	ACADEMIC AFFAIRS	S09649	Susan	897505900	Executive Asst to Provost ()	Active	ACADEMIC AFFAIRS	Actions
☐ Administrative Assistant VI	ACADEMIC AFFAIRS	S09656			Executive Asst to Provost ()	Active	ACADEMIC AFFAIRS	Actions

← Previous
2
3
4
5
6
7
8
9
24
25
Next →

The hiring proposal will open up and the information for the position will be prefilled. Review the information and fill in empty boxes (required fields) - specifically the **start date**, **actual starting salary** and **title and orientation date**. This will ideally fall on a Monday so that the new hire can begin with New Employee Orientation. Select Next.

Position Number 2

* Requested Salary Range \$45,000 - \$47,000

Budget Summary

* FOAPAL 11001.2000.6131

Department/Grant Name Provost's Office

Percent 100

* Position # S08916

☐ Remove Entry?

Hiring Information

Hiring Proposal Number

Start Date

* Actual Starting Salary This field is required.

Actual Starting Title

* Orientation Date This field is required.

Gender Male

Next you will need to attach reference checks. Click the down arrow next to Actions and select Upload New (they can be uploaded from a saved document) or Create New (you can type them in). They should include all the details of a reference. When all references have been uploaded, click Next.

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Documents

Hiring Proposal Summary

Hiring Proposal Documents

Save

<< Prev

Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Reference Check Document			Actions▼

Save

<< Prev

Next >>

Editing Hiring Proposal

Hiring Proposal

Hiring Proposal Documents

Hiring Proposal Summary

Hiring Proposal Documents

Save

<< Prev

Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Reference Check Document	Reference Check Document 08-27-13 07:42:48	PDF complete	Actions▼

Save

<< Prev

Next >>

The Hiring Proposal Summary will appear. Make sure all information is include and there are no exclamation marks. **If you have all check marks you are good to go.** Then, click the orange box “Take Action on Hiring Proposal” to send to the next level for approval.

WPI

Home

Postings

Applicants

Hiring Proposals

Onboarding Events

My Profile

Help

Inbox

People/Adm

Watch List

APPLICANT TRACKING

Go to WPI Employee Portal

Gina Ferraro, you have 0 messages | Human Resources | logout

Staff / Steven Howard (Request for Hire) / Hiring Proposal / Summary

Hiring Proposal: Steven Howard (Staff)

Current Status: Draft

Position Type: Staff

Department: ACADEMIC AFFAIRS

Applicant: Steven

Posting: Administrative User Support Specialist

Created by: Gina Ferraro

Owner: Gina Ferraro

Summary

History

Settings

Hiring Proposal

Applicant Information

First Name	Steven
Middle Name	Michael
Last Name	
Current Address	55 Sewall Street
City	Boylston
State	MA
Zip Code	01505
Day Time Phone Number	860-539-6042
Evening Phone Number	

Take Action On Hiring Proposal

Keep working on this Hiring Proposal

Cancel Hiring Proposal (move to Hiring Proposal Cancelled)

Hiring Proposal Approved (move to Hiring Proposal Approved)

Submit to Budget (move to Budget)

MOVE DIRECTLY TO:

Administrator

Supervisor/Manager

Dept. Head

Dean Office

Division Head/VP

Human Resources

Budget

Hiring Proposal Approved

Hiring Proposal Cancelled

Once the hiring proposal is received in Human Resources we will call the candidate to make the official offer, verifying salary and start date. An offer letter will be generated and an offer packet mailed to the applicant's home address.

Closing out a search:

Now that you have submitted a hiring proposal and the official offer has been sent from Human Resources you will need to update your applicant list by changing the statuses of the remaining applicants in the queue. By doing this an email will be generated from Human Resources notifying the applicants that they have not been selected.

NOTE*No emails will be released until the official offer has been accepted and returned to Human Resources*****

Staff Postings – Your user type should be “Supervisor”

Faculty Postings – Your user type should be “Administrator”

Start by opening up the posting and selecting the applicants tab. The list of applicants will appear. Go to More Search Options and select “Under Review by Department” from Workflow State (this will allow you to bulk move candidates). Select Last Name and Move in Workflow from the Actions button above the actions column.

The screenshot shows the 'Applicants' tab in the PeopleAdmin application. The top navigation bar includes 'Summary', 'History', 'Settings', 'Applicants', 'Reports', 'Hiring Proposals', and 'Associated Position Description'. The 'Applicants' tab is active, displaying a search interface with a search bar, a 'Search' button, and a 'Hide search options' link. Below the search bar, there are filters for 'Draft Application?' (set to 'Inactive'), 'Active/Inactive' (set to 'Active'), and 'Workflow State' (set to 'Under Review by Dept/Committee'). A table of applicants is displayed below the filters, with columns for 'Last Name', 'First Name', 'Posting Number', 'Application Date', 'Workflow State (Internal)', and 'Workflow State (External)'. The table contains 15 rows of applicant data. To the right of the table, there is an 'Actions' menu with options such as 'Review Screening Question Answers', 'Download Screening Question Answers', 'Import Application Data', 'Export Applicants without Email', 'Export results', 'Move to Posting', 'Move in Workflow', 'Email Applicants', 'Download Applications as PDF', 'Create Document PDF per Applicant', and 'Reactivate Applications'. The 'Move in Workflow' option is highlighted with a red arrow.

Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)
Steven	Steven	S00148P	October 24, 2014 at 01:44 PM	Request for Hire	In Progress
Mary Ann	Mary Ann	S00148P	October 03, 2014 at 02:24 PM	Under Review by Dept/Committee	In Progress
Brian	Brian	S00148P	October 02, 2014 at 03:41 PM	Under Review by Dept/Committee	In Progress
William	William	S00148P	October 01, 2014 at 10:00 AM	Under Review by Dept/Committee	In Progress
Matthew	Matthew	S00148P	September 29, 2014 at 03:36 PM	Under Review by Dept/Committee	In Progress
Fariha	Fariha	S00148P	September 25, 2014 at 05:06 PM	Under Review by Dept/Committee	In Progress
Russell	Russell	S00148P	September 25, 2014 at 03:22 PM	Under Review by Dept/Committee	In Progress
Ahsan	Ahsan	S00148P	September 22, 2014 at 12:14 PM	Under Review by Dept/Committee	In Progress
Sofocles	Sofocles	S00148P	September 17, 2014 at 09:38 AM	Under Review by Dept/Committee	In Progress
Hannah	Hannah	S00148P	September 16, 2014 at 10:36 AM	Under Review by Dept/Committee	In Progress
Soundara	Soundara	S00148P	September 12, 2014 at 02:37 PM	Under Review by Dept/Committee	In Progress
Maureen	Maureen	S00148P	September 12, 2014 at 09:36 AM	Under Review by Dept/Committee	In Progress
Jeffrey	Jeffrey	S00148P	September 09, 2014 at 05:25 PM	Under Review by Dept/Committee	In Progress
Hector	Hector	S00148P	September 06, 2014 at 12:17 PM	Under Review by Dept/Committee	In Progress
Melanie	Melanie	S00148P	September 05, 2014 at 10:44 AM	Under Review by Dept/Committee	In Progress

Select Not Hired from the drop down list and select a reason from the drop list on why this candidate was not selected. This information is used and gathered for Affirmative Action/EEO reporting.

NOTE: If you do not want an applicant to get the rejection email, you can change their status to “Not Hired-Do Not Send Email”. A reason for not hiring will still need to be selected.

****Applicants do not see the selected reasons.**

Select Save Changes.

Editing: Workflow States for 13 Applicants

Change for all applicants: Not Hired

Applicant	Current State	New State
Metanie	Under Review by Dept/Committee	Not Hired
Hector	Under Review by Dept/Committee	Not Hired
Jeffrey	Under Review by Dept/Committee	Not Hired
Maureen	Under Review by Dept/Committee	Not Hired
Soundara	Under Review by Dept/Committee	Not Hired
Hannah I	Under Review by Dept/Committee	Not Hired
Sofocles	Under Review by Dept/Committee	Not Hired
Ahsan	Under Review by Dept/Committee	Not Hired
Russell	Under Review by Dept/Committee	Not Hired
Ferisha	Under Review by Dept/Committee	Not Hired
Matthew	Under Review by Dept/Committee	Not Hired
Brian	Under Review by Dept/Committee	Not Hired
Mary Ann	Under Review by Dept/Committee	Not Hired

Save changes or Cancel

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The applicant list will now show only the person hired. The remaining candidates have been moved to inactive status. You will be able to view them if needed by clicking on More Search Options and selecting Inactive.

Request Interview

Active Applications Under Review by Human Resou...

Saved Search "Active Applications" (1 Item Found)

Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
	Steven	S00148P	October 24, 2014 at 01:44 PM	Request for Hire	In Progress	Actions

You have now successfully completed a search. Human Resources will mark it filled and the candidates will be notified.