

Troy University

Online Employment System User Manual

People Admin Version 7

Human Resources
April 2014

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Introduction

Welcome to the Troy University Online Employment System. The Human Resources department has implemented this system in order to automate our position management, applicant tracking and employment search processes.

The online employment system is used to:

- Review Position Descriptions for positions in user's area of responsibility
- Create and submit Position Requests to request an action/change on a position and route for appropriate approvals
- Post vacant positions to accept online applications
- Review applications and manage applicant statuses
- Create and submit Hiring Proposals to request to hire a selected candidate and route for appropriate approvals

User Types and Access

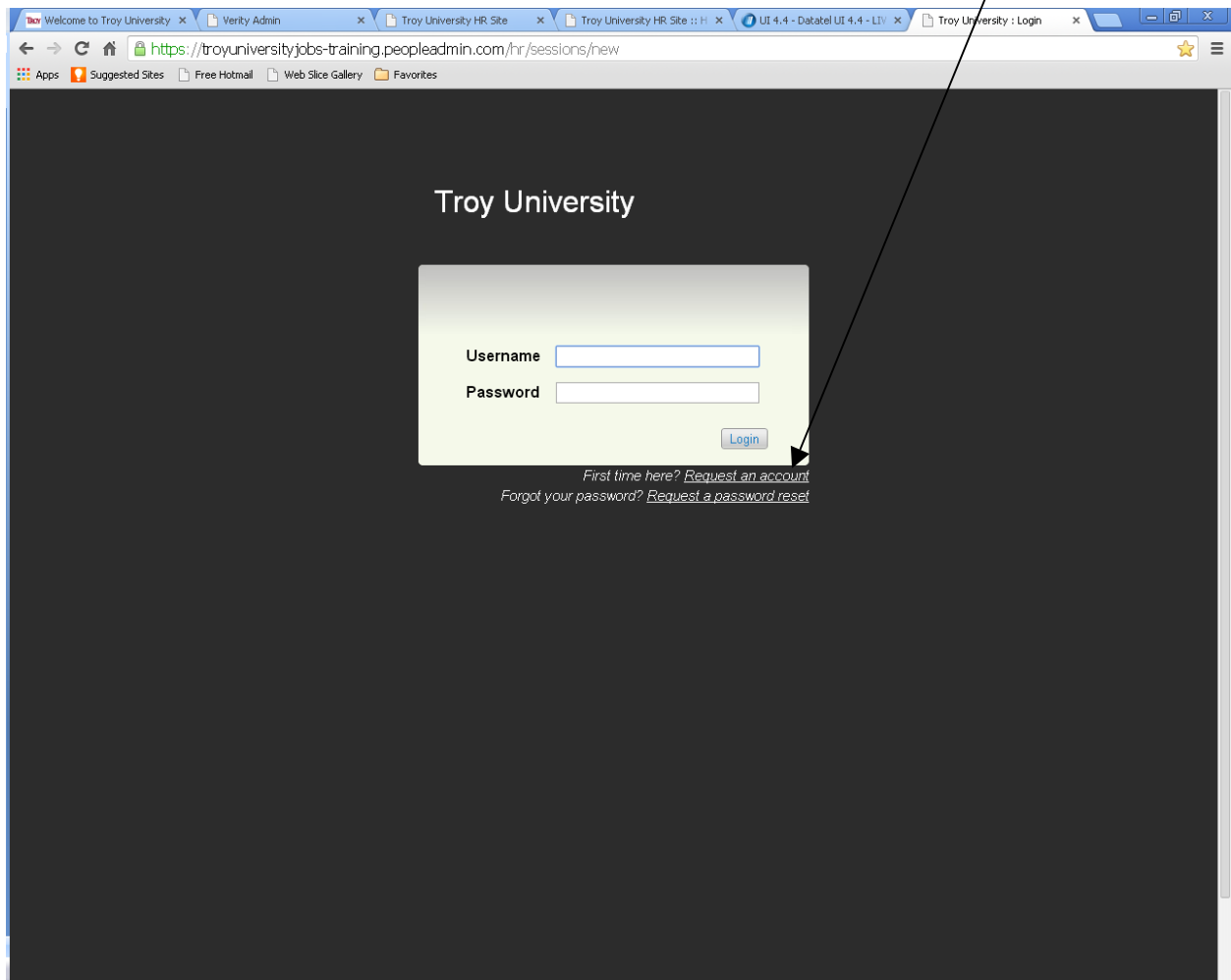
Each user account is set up with one or more user types, based on the functions the user will perform. If an account is set up with more than one user type, the account will have only one login, but the user can change their user type as needed.

- Data Entry (secretary, assistant, etc.) – creates position requests and hiring proposals
- Department Authority (supervisor, department head, etc.) – creates and/or approves position requests and hiring proposals
- Approving Authority (director, dean, etc.) – creates and/or approves position requests and hiring proposals
- VC/AP (campus vice chancellor, associate provost) – approves position requests and hiring proposals
- Executive Authority (senior vice chancellor) – approves position requests and hiring proposals
- Chancellor – approves position requests and hiring proposals
- Human Resources – administrators
- Search Chair – reviews applications and manages applicant statuses
- Search Committee Member – reviews applications

Each user account is set up with access to specific organizational units. Each organizational unit is based on the Campus, Division, and Department. If a user account is set up with access to the organizational unit of Troy Campus/College of Arts & Sciences/History, then that user will be able to access all positions within the department of History in the College of Arts and Sciences at the Troy Campus. Each user will only have access to positions within the organizational units established by their user account.

Creating a User Account

1. Go to the web address for the **internal user** site of the online employment system: www.troyuniversityjobs.com/hr. (FYI - The web address for the **applicant site** of the online employment system is www.troyuniversityjobs.com.)
2. If you already have an existing user account, you can enter your username and password here, and click the Login button
3. If you do not have a user account, then you should click the Request an account link



4. Complete the form and submit it by clicking the Save button
5. You will receive an automatic email notification from the system when your user account has been approved – then you will be able to login to your account

The screenshot shows a web browser window with the URL <https://troyuniversityjobs-training.peopleadmin.com/hr/users/new>. The page title is "Troy University". The form is titled "Please enter the following information to request an account." and includes the following fields:

- Required fields are indicated with an asterisk (*).
- First Name (text input)
- Last Name (text input)
- Username (text input)
- Password (text input)
- Password Confirmation (text input)
- Email (text input)
- Org Unit (dropdown menu, currently showing "Troy University")
- Account Notes (text area)
- Position Type (dropdown menu)
- Title (text input)
- Employee Id (text input)
- Phone (text input)
- Requested Group (dropdown menu, currently showing "Please select")

At the bottom of the form are "Save" and "Cancel" buttons. A note below the Account Notes field reads: "Please state which department and user group you would like to be associated with."

Homepage

1. **Modules** – The system is set up with two modules:
 - a. Position Management (orange banner) – for accessing Position Descriptions and Position Requests
 - b. Applicant Tracking (blue banner) – for accessing Postings and Hiring ProposalsYou can change your module by going to the drop-down box near the top right corner and clicking the appropriate selection.
2. **Changing User Type** - If your user account has multiple user types, you can change your user type as needed by going to the drop-down box near the top right corner, selecting the appropriate user type, and clicking the refresh button.
3. **Inbox** - The Inbox will list Position Requests, Postings, and Hiring Proposals (each on separate tabs) that are currently pending at your status and awaiting action from you.
4. **Watch List** – The Watch List will list Position Requests, Postings, and Hiring Proposals (each on separate tabs) that you have selected to monitor, regardless of the current status.
5. **Tip** – This system will allow the use of your internet browser's back and forward buttons.

Welcome to your Online Recruitment System

Welcome to the new version of Troy University's online employment system, implemented on February 26, 2014. All new position requests, postings and hiring proposals must be submitted HERE from this point forward. In order to access position actions, postings and hiring proposals already in progress through the old system, please go to the following link: pa683.peopleadmin.com/hr/.

Inbox (50 items need your attention)

Displaying items for group "Human Resources".

Postings (0) Users (7) Hiring Proposals (3) Position Requests (10+) Special Handling Lists (0)

Job Title	Type	Current State	Owner
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Watch List (54 items)

Postings (42) Hiring Proposals (0) Position Requests (12)

Job Title	Type	Current State	State Owner
Associate/Full Professor, Dean	Faculty	Posted	Human Resources
ALFA Eminent Scholar Graduate Fellow	Student	Posted	Human Resources
Assistant Professor	Faculty	Posted	Human Resources
Assistant/Associate Professor	Faculty	Posted	Human Resources

Shortcuts

- [View Failed Document Conversions Report](#)
- [Create New Staff Posting](#)
- [Create New Faculty Posting](#)
- [Create New Student Posting](#)
- [My Reports](#)

My Links

Useful Links

- [Training Videos](#)
(Go here for helpful videos for staff training on the use of PA7.)
- [Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)
- [PeopleAdmin MOPAC - Customer Portal Login](#)
(best practice library, customer support portal, customer community)

Position Management Module

The Position Management module is used to review Positions Descriptions, and create and approve Position Requests. All Position Descriptions and Position Requests are separated based on position type: Staff, Faculty, or Student.

- A Position Description is a document listing all current information about a particular position.
- A Position Request is a form used to make changes to or take actions on a particular position.

POSITION DESCRIPTIONS

- **To review information on an existing position**
 1. Change module to Position Management
 2. Go to Position Descriptions tab
 3. Select appropriate position type (i.e. Staff, Faculty, Student)

The screenshot shows the PeopleAdmin interface. The top navigation bar includes 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. The 'Position Descriptions' tab is active, and a dropdown menu is open, showing options for 'Staff', 'Staff Position Requests', 'Faculty', 'Faculty Position Requests', 'Student', and 'Student Position Requests'. The main content area displays a welcome message and an 'Inbox' section with 73 items. Below the inbox is a table with columns: Job Title, Type, Current State, and Owner. The table contains one row: Workshop, Student, Posted/Not Visible, Human Resources. Below the table is a 'Watch List' section with 63 items. Below the watch list is another table with columns: Job Title, Type, Current State, and State Owner. The table contains five rows of job postings.

Job Title	Type	Current State	Owner
Workshop	Student	Posted/Not Visible	Human Resources

Job Title	Type	Current State	State Owner
Associate/Full Professor, Dean	Faculty	Posted	Human Resources
ALFA Eminent Scholar Graduate Fellow	Student	Posted	Human Resources
Assistant Professor	Faculty	Posted	Human Resources
Assistant/Associate Professor	Faculty	Posted	Human Resources
Assistant/Associate/Full Professor	Faculty	Posted	Human Resources

4. Use the search fields to search for the appropriate position
 - The Search field is a key word search and can be used to search by any method, including employee name, position ID, position title, etc.
 - The Add Column field can be used to add additional columns to the search results table below.
5. Click the position title of the appropriate position to open the position description

Staff Position Descriptions Create New Position Description

Open Saved Search ▾ Search: Search [Hide search options](#)

Add Column: Add Column

Department: ACCESS - Phenix City, ACCESS - Troy, ADA/PSE - Global, ADA/PSE - Montgomery

Status: Draft, Active, Locked, Inactive

Position Number:

Campus:

Division:

Ad hoc Search Staff Position Descriptions

✓ Saved Search: "Staff Position Descriptions" (1620 Items Found) Actions

← Previous 1 2 3 4 5 6 7 8 9 ... 53 54 Next →

<input type="checkbox"/> Position Title	Employee Last Name	Employee First Name	Department	Division	Campus	Position ID	Status	(Actions)
<input type="checkbox"/> Director of Impact and Special Programs	Ash	Cody	Admissions - Troy	Advancement and External Relations	Troy	1	Active	Actions ▾
<input type="checkbox"/> Departmental Secretary II	Abernathy	Melissa	College of Arts and Sciences - Montgomery	College of Arts and Sciences	Montgomery	5	Active	Actions ▾
<input type="checkbox"/> Testing Clerk			Gene Elrod Success Center - Montgomery	Academics	Montgomery	6	Active	Actions ▾
<input type="checkbox"/> Departmental Secretary II			Ft. Carson - Global	Academics	Global	9	Active	Actions ▾
<input type="checkbox"/> Regional Director of Development	Adams	Samuel	Advancement/External Relations - Montgomery	Advancement and External Relations	Montgomery	15	Active	Actions ▾

6. The position description provides a summary of all current position information

Position Descriptions / Staff / Clerk II

Position Description: Clerk II (Staff)
Current Status: Active
Position Type: **Staff** | Created by: **System Account**
Department: **Human Resources - Montgomery**

[Print Preview \(Employee View\)](#)
[Print Preview](#)
[★ Modify Position Description](#)

Summary | [History](#)

Classification Selection

Classification Information

Classification Title	Administrative Support - Clerical
Classification Code	CA
Job Summary	Administrative positions responsible for the support of others in a school/college/program/department through a variety of routine office support duties such as preparation of documents, reports, databases, and correspondence, maintaining files, scheduling appointments, updating websites, and/or preparing standard financial documents.

Employee

Employee Information

Employee First Name	Vivian Lee
Employee Last Name	Smith
Employee ID	6629
Work Email	

Position Details

POSITION DESCRIPTIONS

- To start a position request to create a new position
 1. Change module to Position Management
 2. Go to Position Descriptions tab
 3. Select appropriate position type (i.e. Staff, Faculty, Student)
 4. Click the orange Create New Position Description button

The screenshot shows the 'Staff Position Descriptions' page in the PeopleAdmin system. The page includes a search bar, a list of filters (Status, Department, Campus, Division), and a table of results. The 'Create New Position Description' button is highlighted with an orange background and an arrow pointing to it from the instructions above.

Staff Position Descriptions

Open Saved Search Search: Search Hide search options

Add Column: Add Column

Status: Draft, Active, Locked, Inactive

Department: ACCESS - Phenix City, ACCESS - Troy, ADA/PSE - Global, ADA/PSE - Montgomery

Campus: Division:

Ad hoc Search Staff Position Descriptions

Saved Search: "Staff Position Descriptions" (1523 Items Found) Actions

← Previous 1 2 3 4 5 6 7 8 9 ... 50 51 Next →

Position Title	Employee Last Name	Employee First Name	Department	Division	Campus	Position ID	Status	(Actions)
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- To create a new position from scratch, complete the Position Title, Campus, Division, and Department fields and then click the orange Start Position Request button
- To clone (or copy) an existing position, click the circle next to the appropriate position title and then click the orange Start Position Request button (use the Filter these results link to search for the appropriate position)

The screenshot shows a web browser window with the URL https://troyuniversityjobs-training.peopleadmin.com/hr/actions/new?action_definition_id=1. The page title is "Position Descriptions / Staff / New Position Description".

The "New Position Description" form includes the following fields:

- Position Title:** A text input field.
- Organizational Unit:** A section header.
- Campus *:** A dropdown menu with the text "Select a Campus".
- Division *:** A dropdown menu.
- Department *:** A dropdown menu.

At the top right of the form are two buttons: "Start Position Request" (orange) and "Cancel" (blue).

Below the form is a section titled "Clone an existing Position Description?". It includes a link "Filter these results" and a search bar containing "Staff Position Descriptions". Below the search bar, it shows "Saved Search: 'Staff Position Descriptions' (1523 Items Found)".

A table of search results is displayed with the following columns: Position Title, Employee Last Name, Employee First Name, Department, Division, Campus, Position ID, Status, and (Actions). The table contains several rows of data, including positions like "Director of Impact and Special Programs", "Departmental Secretary II", "Testing Clerk", "Regional Director of Development", and "Ticket Sales Assistant".

POSITION DESCRIPTIONS

- **To start a position request to modify an existing position**
 1. Change module to Position Management
 2. Go to Position Descriptions tab
 3. Select appropriate position type (i.e. Staff, Faculty, Student)
 4. Use the search fields to search for the appropriate position
 5. Click the position title of the appropriate position to open the position description
 6. Click the Modify Position Description link near the top right corner

The screenshot shows the 'Position Description: Clerk II (Staff)' page in the PeopleAdmin system. The page is titled 'Position Description: Clerk II (Staff)' and includes an 'Edit' link. The current status is 'Active'. The position type is 'Staff' and the department is 'Human Resources - Montgomery'. The page is created by the 'System Account'. The page has tabs for 'Summary', 'Settings', 'History', and 'Reports'. The 'Classification Selection' section is active, showing 'Classification Information' with a table:

Classification Title	Administrative Support - Clerical
Classification Code	CA
Job Summary	Administrative positions responsible for the support of others in a school/college/program/department through a variety of routine office support duties such as preparation of documents, reports, databases, and correspondence, maintaining files, scheduling appointments, updating websites, and/or preparing standard financial documents.

On the right side of the page, there is a 'Take Action On Position Description' dropdown menu with the following options: 'Print Preview (Employee View)', 'Print Preview', and 'Modify Position Description'. A black arrow points to the 'Modify Position Description' link.

POSITION DESCRIPTIONS

- **To complete the position request form**

1. You should review and complete all fields on all pages of the Position Request form.

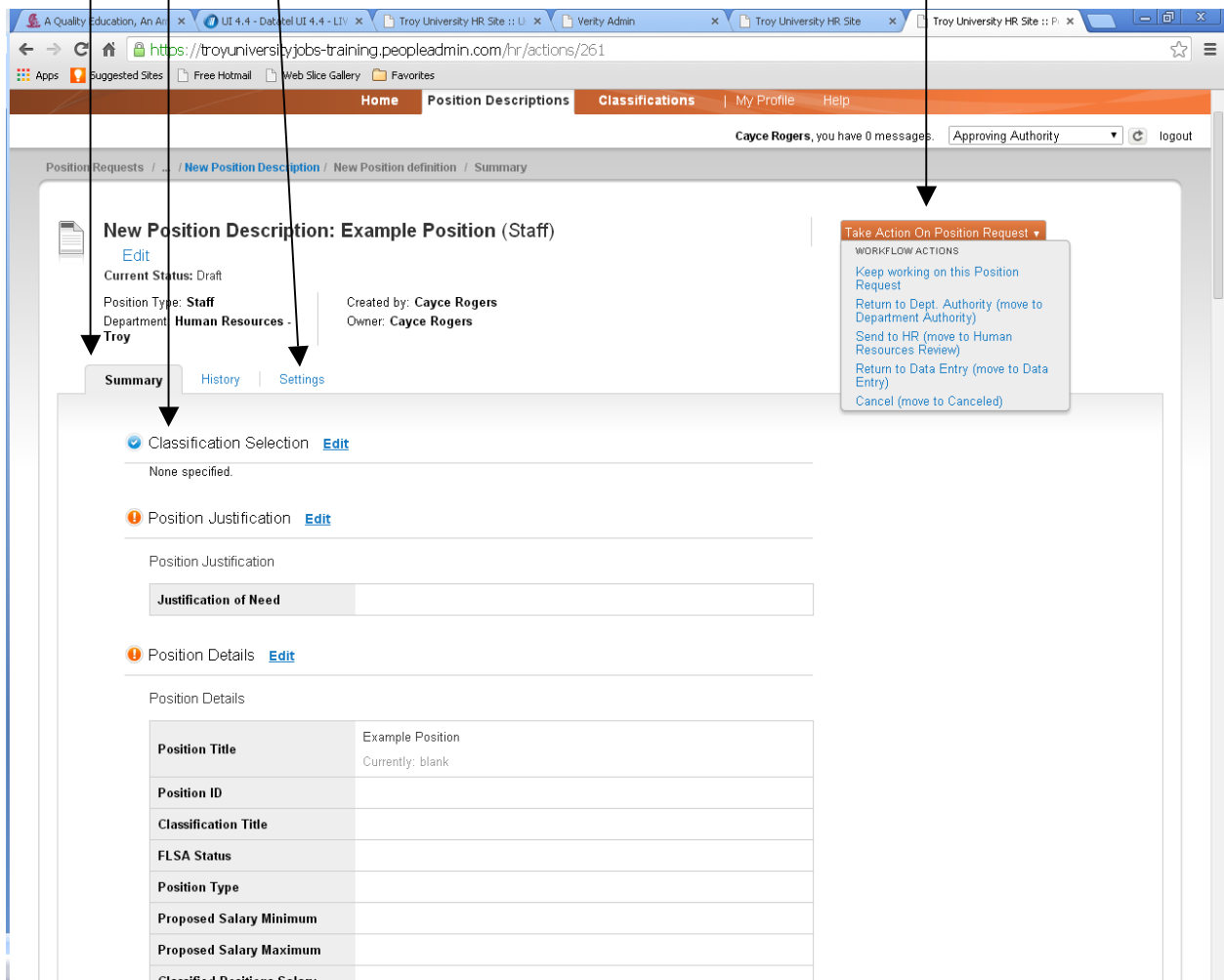
- The menu on the left indicates each page of the form. As each page is completed, a blue check mark will appear next to it.
- Required fields will be outlined in red and must be completed before the form can be submitted. However, you can move from page to page and/or save and exit the form without completing all required fields.
- The end of the position request form is the Position Request Summary.

The screenshot displays the 'Position Details' page of the Troy University HR Site. The left-hand navigation menu is titled 'Editing Position Request' and lists various sections: Classification Selection, Position Justification, Position Details (highlighted with a blue bar and a checkmark), Budget Information, Proposed Job Duties, Posting Details, Applicant Documents, Supplemental Documents, Supervisor, and Position Request Summary. The main content area is titled 'Position Details' and contains the following fields:

- Position Title:** Example Position
- Position ID:**
- Classification Title:**
- FLSA Status:** Radio buttons for Exempt and Non-Exempt. This field is required.
- Position Type:** Radio buttons for Classified Staff/Hourly, Professional/Salaried, Faculty, Adjunct Faculty, and Student. This field is required.
- Proposed Salary Minimum:** Input field with format (format xxxxx.xx)
- Proposed Salary Maximum:** Input field with format (format xxxxx.xx)
- Classified Positions Salary Range Level:**
- Classified Positions Salary Step:**
- Location:** Dropdown menu with 'Please select' selected. This field is required.
- Campus:**
- Division:**
- Work Status:** Radio buttons for Adjunct, Full-Time, Part-Time, and Workshop.

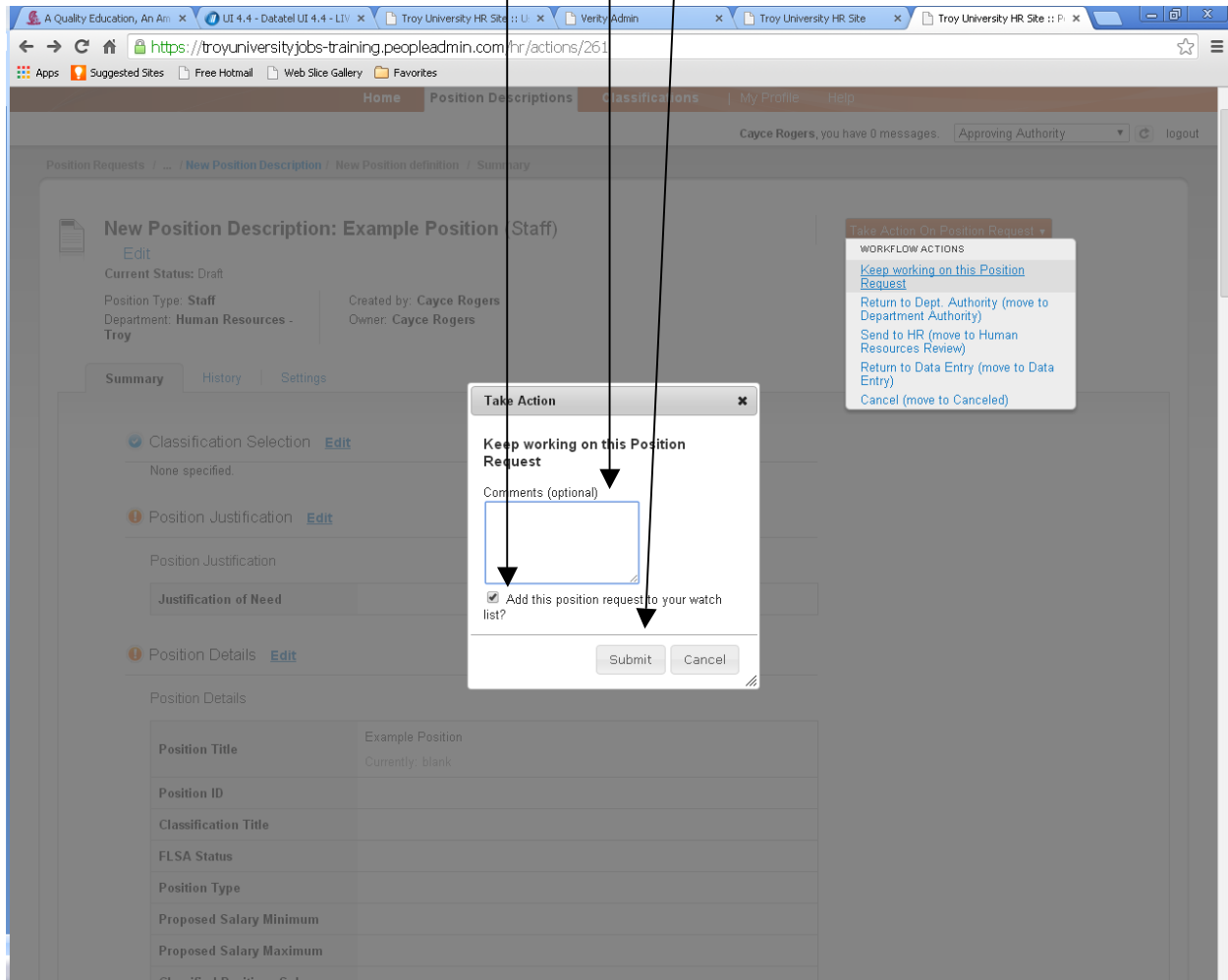
At the top right of the form, there are buttons for 'Save', '<< Prev', and 'Next >>'. The top navigation bar includes 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. The user is logged in as 'Cayce Rogers' and has 0 messages. The URL in the browser is 'https://troyuniversityjobs-training.peopleadmin.com/hr/actions/261/edit?tab=3'.

2. The Position Request Summary combines all pages of the position request form into one view, and lists all information and requested changes.
 - Completed pages will show a blue check mark next to the page heading. Pages that are still incomplete will show an orange exclamation mark next to the page heading. You cannot take action on the position request until all pages are complete.
 - The Settings tab will provide information on the Organizational Unit, which includes the Campus, Division and Department. The Settings tab is the only place this information can be changed.
 - When the form is complete, go to the orange Take Action on Position Request button and select the appropriate status to which the position request should be moved.



3. When you take action on a position request:

- You will be given an opportunity to add Comments to the position request
- You will be given an opportunity to add the position request to your Watch List (as shown on the Homepage)
- You must click the Submit button to move the position request to the selected status



- If all required fields are not complete, then the position request cannot be moved to another status. A red bar will appear at the top of the screen to inform you of the required fields that have not yet been completed.

The screenshot shows a web browser window with the URL <https://troyuniversity.jobs-training.peopleadmin.com/hr/actions/261>. A prominent red error banner at the top states: "FLSA Status" is required, "Position Type" is required, "Location" is required, "Work Status" is required, "Temporary" is required, "Job Summary" is required, "Minimum Qualifications" is required, "Will this position require driving (personal vehicle, university vehicle, utility vehicle, or golf cart) in order to perform the job duties?" is required, "Work Hours" is required, "List any hazardous conditions or physical demands required by this position" is required, "Primary Timecard Approver" is required, "This position reports to" is required, "Does this position have supervisory responsibility?" is required, "Contact Name/Title" is required, "Contact Phone/Extension" is required, "Contact Email" is required, and All required fields must be set before transitioning.

The main content area is titled "New Position Description: Example Position (Staff)". It includes a "Take Action On Position Request" button and a "Current Status: Draft" indicator. The form is divided into sections: "Classification Selection" (None specified), "Position Justification" (Justification of Need: NA, Currently: blank), and "Position Details" (Position Title: Example Position, Currently: blank; Position ID; Classification Title; FLSA Status).

5. If the position request is complete and moved to another status, then a green bar will appear at the top of the screen to inform you that the position request has been successfully transitioned. Additionally, the Current Status field will change to show the status to which the position request has been moved.

The screenshot shows a web browser window with a green notification bar at the top that reads "Position Request was successfully transitioned". Below the notification bar is a navigation menu with options like "Home", "Position Descriptions", "Classifications", "My Profile", and "Help". The main content area displays a "New Position Description" form for "Example Position (Staff)". The form includes a "Current Status" field set to "Human Resources Review", a "Position Type" of "Staff", and a "Department" of "Human Resources - Troy". The form is divided into sections: "Classification Selection", "Position Justification", and "Position Details". The "Position Justification" section has a "Justification of Need" field with the value "NA" and "Currently: blank". The "Position Details" section has a "Position Title" field with the value "Example Position" and "Currently: blank", a "Position ID" field, a "Classification Title" field, and an "FLSA Status" field with the value "Non-Exempt" and "Currently: blank".

Position Request was successfully transitioned

Home Position Descriptions Classifications My Profile Help

Cayce Rogers, you have 0 messages. Approving Authority logout

Position Requests / ... / New Position Description / New Position definition / Summary

New Position Description: Example Position (Staff)
Current Status: Human Resources Review

Position Type: **Staff** Created by: **Cayce Rogers**
Department: **Human Resources - Troy** Owner: **Human Resources**

Summary History Settings

Classification Selection
None specified.

Position Justification
Position Justification

Justification of Need	NA Currently: blank
------------------------------	------------------------

Position Details
Position Details

Position Title	Example Position Currently: blank
Position ID	
Classification Title	
FLSA Status	Non-Exempt Currently: blank

6. The History tab will provide information for the position request regarding each action that has been taken, including what action was taken, who took the action, and the date and time of the action. Additionally, the History tab will also list any Comments submitted by any user that has taken action on the position request.

The screenshot displays the PeopleAdmin web application interface. At the top, there is a navigation bar with tabs for Home, Position Descriptions, Classifications, My Profile, and Help. Below this, a user profile for Cayce Rogers is shown with a message count of 0 and a dropdown menu for Approving Authority. The main content area is titled "New Position Description: Example Position (Staff)" and shows the current status as "Human Resources Review". It also lists the position type as Staff, department as Human Resources - Troy, and the creator/owner as Cayce Rogers. Below this information, there are three tabs: Summary, History, and Settings. The History tab is active, showing a list of actions. The first action is "Performed 'Override'" by Cayce Rogers (Approving Authority) on April 03, 2014 at 11:44 AM. The description of this action states: "Position Request status changed to 'Human Resources Review'. It has been in this state for 0 full days." Below the description, there is a comment icon and the text "These are my comments about this position." The second action is "Position Request Created" by Cayce Rogers (Approving Authority) on April 03, 2014 at 10:43 AM, with the description "It was in this state for 0 full days." At the top right of the history list, there are buttons for Workflow, Notes, and Emails. Two black arrows from the text above point to the "History" tab and the comment text in the first history entry.

POSITION REQUESTS

- To find an existing position request to check the status
 1. Change module to Position Management
 2. Go to Position Descriptions tab
 3. Select appropriate type of Position Request (i.e. Staff Position Request, Faculty Position Request, Student Position Request)
 4. Use the search fields to search for the appropriate position request
 5. The Action Workflow State column will list the current status of the position request

Staff Position Requests

Open Saved Search ▾ Search: Search More search options

Staff Position Requests

Saved Search: "Staff Position Requests" (157 Items Found) Actions

← Previous 1 2 3 4 5 6 Next →

Position Title	Employee Last Name	Employee First Name	Department	Division	Campus	Position ID	Action Workflow State	Action Name	(Actions)
Assistant Professor			Computer Science - Troy				Canceled	New Position Description: Assistant Professor	Actions ▾
Assistant Professor			Computer Science - Troy				Canceled	New Position Description: Assistant Professor	Actions ▾
Assistant Professor			Computer Science - Troy				Canceled	New Position Description: Assistant Professor	Actions ▾
Senior Director and Associate Dean for Global Campus Student Success	Vacant	Vacant	eTroy - Global	Academics	Global	804	Chancellor	Modify Position Description: Senior Director and Associate Dean for Global Campus Student Success	Actions ▾
Human Resources Specialist I	Gandy	Tiffany	Human Resources - Troy	Finance and Business Affairs	Troy	1358	Approved (Final)	Modify Position Description: Human Resources Specialist I	Actions ▾
Evaluator/Analyst	Vacant	Vacant	Academic Evaluation Center - Global	Global Campus	Global	3679	Approved (Final)	Modify Position Description: Evaluator/Analyst	Actions ▾
Human Resources Administrator (Training)	Vacant	Vacant	Human Resources - Troy	Finance and Business Affairs	Troy	651	Approved (Final)	Modify Position Description: Human Resources Administrator (Training)	Actions ▾
Q & A Specialist	Donaldson	Kimberly Mare1	eTroy - Global	Global Campus	Global	1012	Approving Authority	Modify Position Description: Q & A Specialist	Actions ▾

POSITION REQUESTS

- **To find an existing position request to review and/or approve**
 1. Change module to Position Management
 2. Go to Position Descriptions tab
 3. Select appropriate type of Position Request (i.e. Staff Position Request, Faculty Position Request, Student Position Request)
 4. Use the search fields to search for the appropriate position request
 5. Click the position title of the appropriate position to open the position request
 6. Review the position request form, including the Summary tab, History tab, and Settings tab to ensure accuracy of information
 - If you need to make any changes to the position request form, you can click the Edit link to move into edit mode. You will only have the ability to edit the form if the position request is at the status for your user type.
 7. To approve, go to the orange Take Action on Position Request button and select the appropriate status to move the position request to the next level of the approval chain. To disapprove, go to the orange Take Action on Position Request button and select the appropriate status to send the position request back to the previous level of the approval chain.
 - You will be able to make Comments regarding the reason for approval or disapproval.
 - You will only have the ability to Take Action on Position Request if the position request is at the status of your user type.

The screenshot displays the 'Modify Position Description' page for an 'Adjunct Instructor - Biology (Faculty)' position. The current status is 'Department Authority'. The form includes sections for 'Classification Selection' and 'Position Justification'. A 'Take Action On Position Request' dropdown menu is open, showing workflow actions: 'Keep working on this Position Request', 'Return to Data Entry (move to Data Entry)', 'Approving Authority (move to Approving Authority)', and 'Send to HR (move to Human Resources Review)'. A table shows classification information: Rank Title (Faculty - Adjunct), Classification Code (JC), and Job Summary (Adjunct Faculty). The 'Position Justification' section shows 'What action are you requesting?' as 'Vacate and will refill at a later date'.

Classification Information	
Rank Title	Faculty - Adjunct
Classification Code	JC
Job Summary	Adjunct Faculty

Position Justification	
What action are you requesting?	Vacate and will refill at a later date

Applicant Tracking Module

The Applicant Tracking module is used to review Postings, and create and approve Hiring Proposals. All Postings and Hiring Proposals are separated based on position type: Staff, Faculty, or Student.

- A Posting is a document listing information about a vacant position to notify applicants.
- A Hiring Proposal is a form used to submit a selected candidate for hire into a vacant position.

POSTINGS

Only Human Resources users can create and edit postings, as well as change the status (i.e. Posted, Closed, Filled, etc.) of postings. Other users can only view the posting, as well as view submitted applications and change the status of applicants.

- **To view a posting and associated applications**
 1. Change module to Applicant Tracking
 2. Go to Postings tab
 3. Select appropriate type of posting (i.e. Staff, Faculty, Student)

The screenshot shows the Troy University PeopleAdmin interface. The browser address bar displays <https://troyuniversityjobs-training.peopleadmin.com/hr/>. The navigation menu includes Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. The 'Postings' tab is active, and a dropdown menu shows options for Staff, Faculty, and Student. The main content area features a welcome message and two primary sections: 'Inbox (75 items need your attention)' and 'Watch List (64 items)'. The 'Inbox' section displays a table with columns for Job Title, Type, Current State, and Owner. The 'Watch List' section also displays a table with columns for Type, Current State, and State Owner. The right sidebar contains 'Shortcuts', 'My Links', and 'Useful Links'.

4. Use the search fields to search for the appropriate posting
5. Click the position title of the appropriate position to open the posting

Faculty Postings

Open Saved Search ▾ Search: Search More search options

Faculty Postings

Saved Search: "Faculty Postings" (36 Items Found) Actions

← Previous 1 2 Next →

<input type="checkbox"/>	Position Title	Department	Division	Campus	Position ID	Workflow State	Active Applications	Last Updated	(Actions)
<input type="checkbox"/>	Associate/Full Professor, Dean	College of Health & Human Services - Troy	College of Health and Human Services	Troy	101	Posted	13	February 28, 2014 at 12:28 PM	Actions ▾
<input type="checkbox"/>	Assistant Professor	Criminal Justice and Social Science - Phenix City	College of Arts and Sciences	Phenix City	2347	Posted	11	March 11, 2014 at 04:07 PM	Actions ▾
<input type="checkbox"/>	Assistant/Associate Professor	Biology - Troy	College of Arts and Sciences	Troy	2691	Posted	32	March 03, 2014 at 12:36 PM	Actions ▾
<input type="checkbox"/>	Assistant/Associate/Full Professor	Counseling & Psychology - Troy	College of Education	Troy	3861	Posted	0	March 05, 2014 at 01:47 PM	Actions ▾
<input type="checkbox"/>	Adjunct Instructor	Counseling & Psychology - Troy	College of Education	Troy	5665	Draft	0	March 03, 2014 at 04:37 PM	Actions ▾
<input type="checkbox"/>	Assistant/Associate Professor	Social Work - Phenix City	College of Health and Human Services	Phenix City	641	Posted	4	March 06, 2014 at 04:31 PM	Actions ▾
<input type="checkbox"/>	Associate/Full Professor, Director	Hall School of Journalism - Troy	College of Communication and Fine Art	Troy	2893	Posted	6	March 06, 2014 at 04:27 PM	Actions ▾
<input type="checkbox"/>	Adjunct Instructor - Biology	Biology - Global	College of Arts and Sciences	Global		Canceled	0	March 05, 2014 at 04:21 PM	Actions ▾

- When you open the posting, the Summary tab will provide all information about the posting.

Posting: Adjunct Instructor - ESL (Faculty)
Current Status: Posted
Position Type: Faculty
Department: International Programs - Troy
Created by: Cayce Rogers
Owner: Human Resources

Summary | History | Applicants | Reports | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Posting Details

Position Information

Posting Number	F0008P
Position ID	
Position Title	Adjunct Instructor - ESL
Rank Title	Faculty - Adjunct
Position Type	Adjunct Faculty

7. The Applicants tab will provide a list of current applicants.
 - a. You can click on the applicant's name to open the application.
 - b. You can change the applicant status on multiple applicants at one time by clicking the check box next to each applicant's name, going to the Action button, and selecting Move in Workflow.

Posting: Adjunct Instructor - ESL (Faculty)
 Current Status: Posted
 Position Type: Faculty
 Department: International Programs - Troy
 Created by: Cayce Rogers
 Owner: Human Resources

Summary | History | **Applicants** | Reports | Hiring Proposals

Open Saved Search | Search: | Search | More search options

Active Faculty Applications

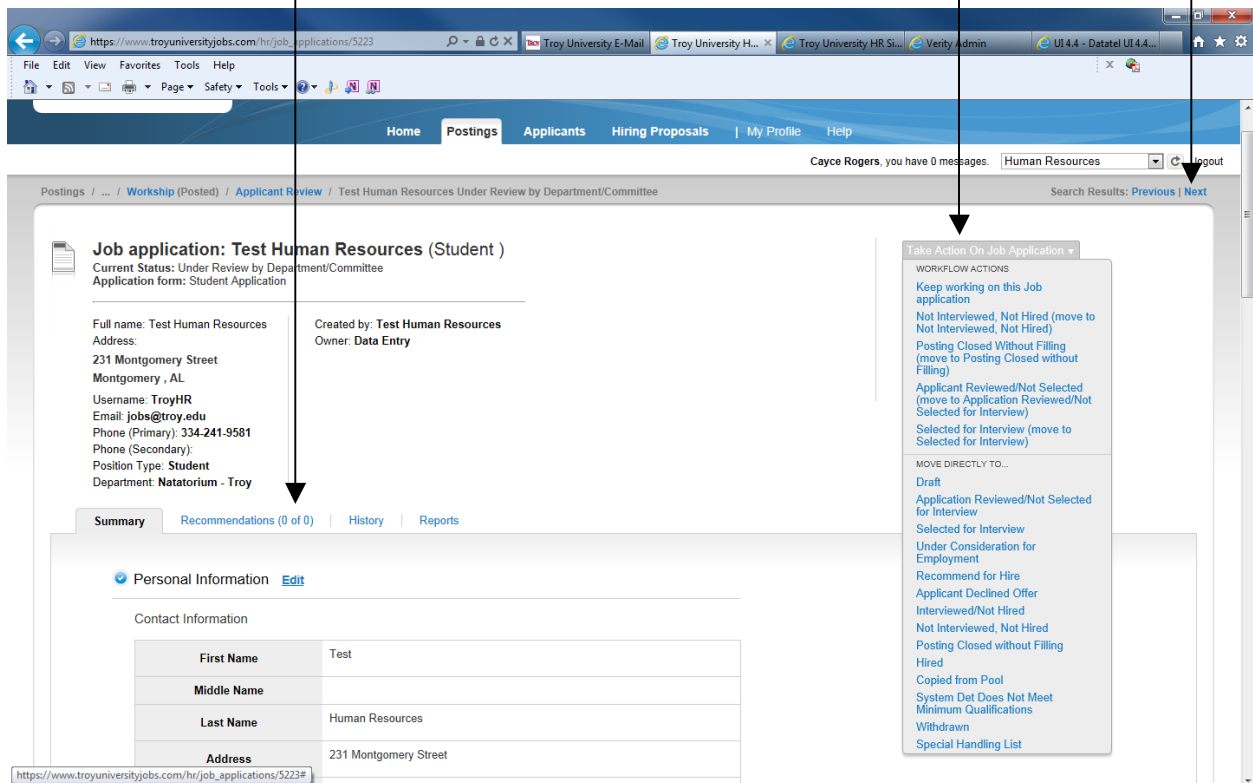
Saved Search: "Active Faculty Applications " (6 Items Found)

<input type="checkbox"/>	First Name	Last Name	Workflow State (Internal)	Application Date
<input checked="" type="checkbox"/>	Stephanie	Tucker	Selected for Interview	March 10, 2014 at 02:24 PM
<input checked="" type="checkbox"/>	Michelle	Morris	Selected for Interview	March 10, 2014 at 09:17 PM
<input checked="" type="checkbox"/>	Samantha	Edmonds	Under Review by Department/Committee	March 18, 2014 at 09:57 AM
<input type="checkbox"/>	MI	CHANG	Under Review by Department/Committee	March 21, 2014 at 10:57 AM
<input type="checkbox"/>	Oya	Uraz	Under Review by Department/Committee	March 21, 2014 at 03:29 PM
<input type="checkbox"/>	Raven	Shepherd	Under Review by Department/Committee	March 24, 2014 at 05:33 PM

Actions

- GENERAL
- Review Screening Question Answers
- Download Screening Question Answers
- Export Applicants without Email
- Export results
- BULK
- Move in Workflow
- Download Applications as PDF
- Create Document PDF per Applicant

8. When you open a specific application, all of the candidate's application information will be provided.
 - a. Supplemental Questions are listed near the bottom.
 - b. Links to the attached supplemental documents (i.e. resume/CV, cover letter, transcripts, etc.) are provided at the bottom.
 - c. You can click the Next link in the top right corner of the screen to move on to the next application, or you can use the back button on your internet browser to return to the list of applicants.
 - d. The Recommendations tab on the application will list confidential reference letters uploaded directly by the reference providers. However, reference letters are not requested until the applicant's status is changed to "Selected for Interview" by the department/committee.
 - e. You can change the applicant status for the individual applicant by going to the orange Take Action On Job Application button in the top right corner, and then selecting the appropriate application status.



POSTINGS

- **To start a hiring proposal**
 1. Open the application of the selected candidate
 2. Change the applicant status to Recommend for Hire
 3. Click on the now available link for Start Hiring Proposal near the top right corner

The screenshot shows a web browser window displaying the Troy University HR system. The browser address bar shows the URL: https://www.troyuniversityjobs.com/hr/job_applications/5223. The page header includes the Troy University logo and navigation tabs: Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. A green notification banner at the top states "Application was successfully transitioned". The main content area displays the job application details for "Test Human Resources (Student)". The current status is "Recommend for Hire" and the application form is "Student Application". The applicant's full name is "Test Human Resources", address is "231 Montgomery Street, Montgomery, AL", and email is "jobs@troy.edu". The position type is "Student" and the department is "Natatorium - Troy". On the right side, there is a "Take Action On Job Application" dropdown menu with the following options: View Posting Applied To, Preview Application, Edit Application, Start Hiring Proposal (highlighted with a green plus icon), and Reactivate. A black arrow points from the text in the instructions to the "Start Hiring Proposal" button.

Application was successfully transitioned

TROY UNIVERSITY

Home Postings Applicants Hiring Proposals My Profile Help

Cayce Rogers, you have 0 messages. Department Authority logout

Postings / ... / Workshop (Posted) / Applicant Review / Test Human Resources Recommend for Hire

Job application: Test Human Resources (Student)
Current Status: Recommend for Hire
Application form: Student Application

Full name: Test Human Resources
Address: 231 Montgomery Street
Montgomery, AL
Username: TroyHR
Email: jobs@troy.edu
Phone (Primary): 334-241-9581
Phone (Secondary):
Position Type: Student
Department: Natatorium - Troy

Created by: Test Human Resources
Owner: Data Entry

Take Action On Job Application

- View Posting Applied To
- Preview Application
- Edit Application
- Start Hiring Proposal
- Reactivate

Summary Recommendations (0 of 0) History Reports

Personal Information Edit

Contact Information

First Name	Test
Middle Name	
Last Name	Human Resources

4. You can choose to hire the selected candidate into the position that was posted – this position will be listed at the top of the page under Selected Position Description – by scrolling to the bottom of the page and clicking the Select Position Description button.
5. Or, in cases where you are filling multiple identical positions from the same posting, you can choose to hire the selected candidate into a different position than the posted position - the other position must be identical to the posted position – by using the search fields to identify the appropriate position, checking the circle for the appropriate position, and clicking the Select Position Description button.

The screenshot displays the PeopleAdmin web application interface. At the top, there is a navigation bar with links for Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. Below this, a breadcrumb trail shows the current path: Postings / ... / Applicant Review / Chelsea Smith (Recommend for Hire) / New Hiring Proposal. The main content area is titled 'Selected Position Description' and includes a sub-section for 'Workshop'. Underneath, there are search fields for 'Position Descriptions' and 'Ad hoc Search'. A table lists available positions with columns for Position Title, Employee Last Name, Employee First Name, Department, Division, Campus, Position ID, Status, and Actions. The table contains three rows of data. A 'Select Position Description' button is located at the bottom of the table.

Position Title	Employee Last Name	Employee First Name	Department	Division	Campus	Position ID	Status	(Actions)
<input type="radio"/> Workshop	Sneed	Arlen	First Year Studies - Troy	Academics	Troy	297	Active	Actions ▾
<input type="radio"/> Workshop	Sprayberry	Kayla	First Year Studies - Troy	Academics	Troy	1709	Active	Actions ▾
<input type="radio"/> Graduate Administrative Assistant	Sims	Erin	First Year Studies - Troy	Academics	Troy	4132	Active	Actions ▾

6. You should review and complete all fields on all pages of the Hiring Proposal form.
7. When the form is complete and you reach the Hiring Proposal Summary page, go to the orange Take Action on Hiring Proposal button and select the appropriate status to which the position request should be moved.

The screenshot shows a web browser window displaying the Troy University HR system. The page title is "Hiring Proposal: Test Human Resources (Student)". The current status is "Draft". The position type is "Student", the department is "Natorium - Troy", and the applicant is "Test Human Resources". The posting is "Workshop". The employee information table is as follows:

Employee First Name	Test
Employee Last Name	Human Resources
Employee ID Number	
Address	231 Montgomery Street
City	Montgomery
State	AL

The "Take Action On Hiring Proposal" dropdown menu is open, showing the following workflow actions:

- Keep working on this Hiring Proposal
- Canceled (move to Canceled)
- Return to Data Entry (move to Data Entry)
- Approving Authority (move to Approving Authority)
- Canceled (move to Canceled)
- Send to HR (move to Human Resources Review)

HIRING PROPOSALS

- To find an existing hiring proposal to check the status
 1. Change module to Applicant Tracking
 2. Go to Hiring Proposals tab
 3. Select appropriate position type (i.e. Staff, Faculty, Student)
 4. Use the search fields to search for the appropriate hiring proposal
 5. The Proposal Workflow State column will list the current status of the hiring proposal

The screenshot displays the 'Student Hiring Proposals' page in a web browser. The page includes a search bar and a table of results. A red arrow points from the fifth step of the instructions to the 'PAR Proposal Workflow State' column in the table.

Position Title	Employee Last Name	Employee First Name	Department	Division	Campus	Position ID	PAR Proposal Workflow State	(Actions)
Workshop - Career Peer	martin	hannah	Career Services - Troy	Academics	Troy	539	Canceled	Actions
Workshop - Career Peer	martin	hannah	Career Services - Troy	Academics	Troy	ST7000PD	Approved (Final)	Actions
Workshop - Writing Center Tutor	Diaz	Hasret	Instructional Support Services - Troy	Academics	Troy	2923	Approved (Final)	Actions
Workshop - Writing Center Tutor	Gardner	Katherine	Instructional Support Services - Troy	Academics	Troy	2923	Canceled	Actions
Workshop	Campbell	Joanna	Chemistry and Physics - Troy	College of Arts and Sciences	Troy	1480	Approved (Final)	Actions
Workshop	Quinn	Caitlin	Natorium - Troy	Student Services and Administration	Troy	999	Approved (Final)	Actions
ALFA Eminent Scholar Graduate Fellow	Gibson	Kesley	Biology - Troy	College of Arts and Sciences	Troy	4661	Approving Authority	Actions
Graduate Administrative Assistant	Brooks	Jonathan	Residence Halls - Troy	Student Services and Administration	Troy	3128	Department Authority	Actions
Workshop	Smith	Chelsea	Residence Halls - Troy	Student Services and	Troy	2857	Draft	Actions

HIRING PROPOSALS

- **To find an existing hiring proposal to review and/or approve**
 1. Change module to Applicant Tracking
 2. Go to Hiring Proposals tab
 3. Select appropriate position type (i.e. Staff, Faculty, Student)
 4. Use the search fields to search for the appropriate hiring proposal
 5. Click the position title of the appropriate position to open the hiring proposal
 6. Review the hiring proposal form, including the Summary tab, History tab, and Settings tab to ensure accuracy of information
 - a. If you need to make any changes to the hiring proposal form, you can click the Edit link to move into edit mode. You will only have the ability to edit the form if the hiring proposal is at the status for your user type.
 7. To approve, go to the orange Take Action on Hiring Proposal button and select the appropriate status to move the hiring proposal to the next level of the approval chain. To disapprove, go to the orange Take Action on Hiring Proposal button and select the appropriate status to send the Hiring Proposal back to the previous level of the approval chain.
 - a. You will be able to make Comments regarding the reason for approval or disapproval.
 - b. You will only have the ability to Take Action on Hiring Proposal if the Hiring Proposal is at the status of your user type.

The screenshot shows the Troy University Applicant Tracking System interface. The browser address bar displays <https://www.troyuniversityjobs.com/hr/actions/653>. The navigation menu includes Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. The user is logged in as Cayce Rogers, with a message count of 0 and an 'Approving Authority' dropdown menu. The main content area shows a hiring proposal for 'Test Human Resources (Student)' with a 'Draft' status. The proposal details include: Position Type: Student, Department: Natatorium - Troy, Applicant: Test Human Resources, and Posting: Workshop. The 'Take Action On Hiring Proposal' button is highlighted with an orange arrow. Below the proposal details is a table of Employee Information.

Employee Information	
Employee First Name	Test
Employee Last Name	Human Resources
Employee ID Number	
Address	231 Montgomery Street
City	Montgomery
State	AL