Summary of Employment Process

People Admin is Troy University's online employment system. The Human Resources department implemented this system in order to automate our position management, applicant tracking, and employment search processes.

Uses
- 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
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.)
- Department Authority (supervisor, department head, etc.)
- Approving Authority (director, dean, etc.)

Access
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.

Definitions
- A Position Description is simply a description of current information about an individual position. (A Position is an individual "seat" that is either filled by an incumbent or vacant.) As changes are made to a position, the Position Description will be updated.
- A Position Request is a <u>form</u> used to request a change to a position (i.e. create new position, terminate incumbent, replace vacancy, change salary, change GL account number, etc.). This form will only show what specific change is taking place at a specific point in time.
- A Posting is an advertisement of a vacant position.
- A Hiring Proposal is a <u>form</u> used to request to hire a specific candidate into a vacant position.

Employment Process
1. The department submits a ***Position Request*** to request an action on a position (i.e. create new position description; modify existing position description – vacate position, request to refill position, request change to position, etc.).
2. Once the Position Request is approved, then HR will create a ***Posting***. HR will ask the department to review and confirm the Posting. Once confirmed, HR will open the Posting.
3. Applicants will be able to submit ***applications*** to the Posting. The department will be able to review applications and making a hiring decision.

4. The department submits a ***Hiring Proposal*** to request to hire the selected candidate to fill the position. HR will run a background check when the Hiring Proposal is sent to HR. Once the background check is complete and the Hiring Proposal is approved, HR will notify the department that the candidate can begin work.

Modules
- Position Management (orange banner) – for position descriptions and position requests
- Applicant Tracking (blue banner) – for postings and hiring proposals

Please follow these steps in order to create a ***Position Request***:
1. Go to www.troyuniversityjobs.com/hr and log in to user account
2. From top right corner, underneath the PeopleAdmin label, select the Position Management module
3. Go to the Position Descriptions tab from the top orange banner and select the appropriate position type (i.e. Staff)
4. To create a brand new position, select the orange Create New Position Description button near the top right corner
    1. Complete the Position Title and Organizational Unit fields to create a position from scratch, OR select an existing position to copy/clone
    2. Select the orange Start Position Request button near the top right corner
5. To modify an existing position (i.e. vacate and request to refill position, make a change to a position, etc.), search for the appropriate position
    1. Select the position title for the appropriate position
    2. Click the Modify Position Description link near the top right corner
6. Complete all pages of the position request form
7. When the form is complete and you reach the Position Request Summary page, go to the orange Take Action button near the top right corner and select the appropriate status to send the position request to the next level approver

Please follow these steps in order to create a ***Hiring Proposal***:
1. Open the application of the selected candidate
2. Change the applicant status to Recommend for Hire using the orange Take Action on Job Application button near the top right corner
3. Click on the now available link for Start Hiring Proposal near the top right corner of the application
4. On the Selected Position Description page:
    a. 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
    b. Or, in cases where you are filling multiple <u>identical</u> positions from the same posting, you can choose to hire the selected candidate into a different position than 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 at the bottom of the page
5. You should review and complete all fields on all pages of the Hiring Proposal form
6. When the form is complete and you reach the Hiring Proposal Summary page, go to the orange Take Action button near the top right corner and select the appropriate status to send the hiring proposal to the next level approver

Note: When a position request form or hiring proposal form is submitted to the next level approver, you will receive either a green bar at the top of the page to inform you that the form has been successfully transitioned to

the selected status, or a red bar at the top of the page to inform you that the form has not been moved to the selected status because there are required fields that have not yet been completed.

Hiring the selected candidate
Human Resources will request a background check when the hiring proposal is sent to HR for review. Once the background check is successfully completed and the hiring proposal has completed the approval process, the supervisor will be notified that the candidate can begin work. The supervisor can then make an official offer to the candidate and should inform HR of the official start date. An official offer cannot be made and the selected candidate cannot begin work until after the background check is complete and the hiring proposal has been finalized. Human Resources will contact the new employee directly with instructions for completion and submission of the employment paperwork (i.e. taxes, direct deposit, benefits, etc.). Information regarding the new hire on-boarding and orientation process for new employees is available on the Troy Human Resources webpage under Hiring Supervisor's Resources (i.e. offer letter templates, on-boarding checklists, etc.).

Finalizing the posting
Once a hiring proposal has been submitted, HR will automatically close the posting (remove from website), unless the department has specifically requested that the posting remain open in order to fill multiple identical vacant positions. Only HR has the ability to manage postings. The department can submit requests to HR to open, close and/or change a posting. Once the selected candidate has been Hired, the department must change all other application statuses to Not Hired (including Inactive applications). The department should then notify HR that all application statuses have been changed, so that HR can move the posting to Filled status. When the posting is moved to Filled status, the system will automatically send email notifications to all applicants with a Not Hired status to inform them that the position has been filled.

Other Resources
There is a User Manual, a Training Video, and a FAQ document available on the Homepage of the People Admin employment system in the right-hand column under Useful Links and on the Human Resources homepage of the Troy University website.