



NON-FACULTY EMPLOYMENT PROCESS

TIP SHEET FOR USING THE PEOPLEADMIN APPLICANT TRACKING SYSTEM

INITIATOR/HRL CREATES POSTING

- Submits posting to OIT if the position is technical.
- Submits directly to Employment if non-technical.

EMPLOYMENT REVIEWS AND POSTS

- Makes any necessary corrections.
- Adds supplemental (screening) questions based on minimum qualifications of the position.



APPLICANTS APPLY

- Supplemental questions provide first level of screening.
- HR Liaison notifies Employment when posting should be closed, if no closing date was provided when it was posted.
- Applicants are available to review immediately.

SEARCH COMMITTEE PERFORMS SEARCH

- Makes selections for first round of interviews and submits candidate names to PeopleAdmin Initiator or HR Liaison.



INTERVIEW CANDIDATES REVIEWED BY EMPLOYMENT

- HR Liaison/Initiator changes application status to Selected for Interview.
- Employment will review and change status to Approved for Interview (will trigger email notification to HR Liaison/Initiator).
- Applicants may then be invited for interview.
- Employment will reach out to HR Liaison/Initiator if applicants are not eligible.

SEARCH COMMITTEE PERFORMS INTERVIEWS AND SELECTS FINALIST

SELECTION REASONS ARE ENTERED INTO PEOPLEADMIN

- The Supervisor, Search Chair, or HRL will export an applicant list from the posting and add names to the Applicant Evaluator form. Then adds selection/non-selection reasons and submits the form to the Employment Specialist.
- The Employment Specialist enters this information into PeopleAdmin.



REFERENCE FORMS ARE COMPLETED



- Supervisor or search committee member uses the standard reference form to perform reference checks.
- Reference form is located on the PeopleAdmin home page under My Links (left side, middle of page).
- Url to form may be sent to reference provider, or supervisor/search committee member may call the reference provider and read the questions/record responses (recommended).

PAY EVALUATOR IS CREATED

- HR Liaison completes Pay Evaluator using the candidate's application materials.

HIRING PROPOSAL IS CREATED

- The link to create hiring proposal appears on the application.
- HR Liaison or Initiator creates the hiring proposal.



HIRING PROPOSAL SENT TO COMPENSATION

- HR Liaison or Initiator attaches pay evaluator draft and completed reference forms to hiring proposal and changes the hiring proposal workflow state to Compensation.

COMPENSATION REVIEWS HIRING PROPOSAL

- Compensation will review the pay evaluator and attach an approved copy to the hiring proposal.
- The hiring proposal will be sent back to the HR Liaison.
- If there are issues, Compensation will return the hiring proposal to the HRL with notes on changes to make (notes appear on the hiring proposal History tab).



HRL ATTACHES SIGNED PAY EVALUATOR

- HR Liaison attaches fully signed pay evaluator to hiring proposal and changes the hiring proposal workflow state to Pay Evaluator Signed/Selection Reasons Completed. This sends the hiring proposal to the Employment team.

EMPLOYMENT REVIEWS HIRING PROPOSAL



- Employment will ensure that sufficient references are attached, the signed pay evaluator is attached, and that candidate selection reasons were completed.
- Employment will send hiring proposal to AA/EEO if applicable.

EMPLOYMENT AUTHORIZES VERBAL OFFER



HRL INDICATES OFFER ACCEPTANCE

- HR Liaison will change hiring proposal workflow state to Verbal Offer Accepted after candidate accepts.
- If candidate declines, Employment will terminate the hiring proposal.
- If candidate counters, Employment will send hiring proposal to HR Liaison to send an updated pay evaluator through Compensation.

EMPLOYMENT PERFORMS BACKGROUND CHECK

- Once candidate accepts, Employment will change hiring proposal workflow state to Background Check in Progress.

EMPLOYMENT SENDS OFFER LETTER

- Employment will use the Offer Letter tab on the hiring proposal to draft and send letter to candidate.
- Initiator and HR Liaison will receive an email notification once the letter has been signed.



EMPLOYMENT FINALIZES HIRING PROPOSAL

- Employment will create Banner ID/User ID and finalize hiring proposal.
- Onboarding will begin to send new hire tasks.
- Employee will be entered into Banner.
- Automated decline emails are sent to candidates who were not selected.

EMPLOYMENT PROCESS COMPLETE!