# East Carolina University® Postdoc Applicant Tracking (HIRE) User's Guide

Revised by the Office of Postdoctoral Affairs

December 2023

Table of Contents

POSTDOC Applicant Tracking (HIRE) User's Guide	1
Table of Contents	2
Overview	
Create a New Job Posting	
Complete the Guest User Account	
Review the Applicant Pool	
Create the Hiring Proposal	
Extend an Offer of Employment	

PeopleAdmin POSTDOC Applicant Tracking (HIRE)

#### Overview

The Applicant Tracking module is used to 1) post job vacancies, 2) review the applicant pools and 3) create a hiring proposal for Postdoc positions.

#### Create a New Job Posting

Step	Action		
1	Log in to <i>People Admin</i> using your PirateID.		
	Change the module to Applicant Tracking System, if needed.		
	Applicant Tracking System  Applicant Tracking System  Position Management  OTHER TOOLS  East Carolina University Employee Portal		
2	Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.		
	Home Postings - Applicants - Hiring Proposals -		
	Alerts (1 alert from the administrator)         TYPe       MESSAGE         If you require additional access for position creation / modification, to post positions, or to complete hiring proposals, you may req         Security Request' under My Links on this page.		
	Inbox Postings 🖬 Users 😥 Hiring Proposals 🕱 SEARCH		
	TITLE CURRENT STATE		
	Foundation Intern Student Employment Review		
	Foundation Accounting Intern Student Employment Review APH Financial Services Admin		
	Special Events Associate Approved - Internal FDP ECU Stuatonal Foundation Adm 15828 Property Security Office HR Employment Review		
	APH Parking and Traffic		

Step	Action		
	You may continue to manually change your default user group using the instructions provided below. Change the <i>Default User Group</i> (top right corner) on your home page to <i>Temp/Student/PostDoc/Non</i> PD EHRA Initiator.		
	Welcome, Tiffanie Simerson       My Profile       Help       logout         User Group:       Temp/Student/PostDoc/Non PD EHRA Initiator       •		
	0 Filled Postings Last 30 days		
3	The page should automatically refresh. A blue confirmation message will at the top of the screen.		
	() You are now viewing the system as a member of the Temp/Student/PostDoc/Non PD EHRA Initiator group		
	Note: The menu may change based on your default settings.		
4	Click the Postings tab and choose Non PD EHRA/Post Docs, from the drop-down.		
5	Click Create New Posting. A Create New dialog box opens with multiple options.		
Decemb	er 2023 Page   4		

ages.       Temp/Student/PostDoc/Non PD EHRA Initiator I logout         • Create New Posting         • Create New Posting         6       Choose Create from Position Type. You may also select Create from Posting if the position has been posted before or Create from Posting Template if a template has been created.         What would you like to use to create this new posting?         Create New Posting         Create New Posting Template is a template and automaticity copies in nost before a recting from Posting Template         7       The New Posting page displays.         Putter The !	Step	Action		
<ul> <li>6 Choose Create from Position Type. You may also select Create from Posting if the position has been posted before or Create from Posting Template if a template has been created.</li> <li>What would you like to use to create this new posting?</li> <li>Create from Posting Type</li> <li>Understand the information that applies across the entire Potition Type. A meret posting rate advantatically copies in most information.</li> <li>7 The New Posting page displays.</li> </ul>		ages. Temp/Student/PostDoc/Non PD EHRA Initiator  Iogout  Create New Posting		
6 Choose Create from Position Type. You may also select Create from Posting if the position has been posted before or Create from Posting Template if a template has been created.          Image: Create from Posting Template if a template has been created.         Image: Create from Posting Template if a template has been created.         Image: Create from Posting Template if a template has been created.         Image: Create from Posting Type         Image: Create from Posting Template         Copies in Information from a Posting Template         Copies in Information from a Posting Template         Copies in Information from a Posting Template         Posting Time         Image: New Posting         Posting Time				
7 The New Posting page displays.	6	Choose Create from Position Type. You may also select Create from Posting if the position has been posted before or Create from Posting Template if a template has been created.		
Position Title	7	The New Posting page displays.		
		* Required Information Position Title *		
Organizational Unit Division * Scient a Division		Organizational Unit		
Org Level 2 .		Org Level 2 📩		
Home Org 📩 💌		Home Org *		
Applicant Workflow Workflow State When an application is submitted for this job, it should move to which state in the Candidate Process workflow? Complete the requested information on the page to include the position title, division, and departmental information. <i>Bostition title will be Bostdoctoral Scholar</i> .		Applicant Workflow Workflow State When an application is submitted for this job, it should move to which state in the Candidate Process workflow? Complete the requested information on the page to include the position title, division, and departmental information. <i>Position title will be Postdostoral Scholar</i> .		
8 <b>OPA does not recommend this feature.</b> If you choose to use the <i>Reference Feature</i> , select	8	<u>OPA does not recommend this feature.</u> If you choose to use the <i>Reference Feature</i> , select		
<b>Interviewed – Pending References</b> from the drop down box on both the <i>Reference Notification</i> an <i>Reference Workflow</i> . You will also select <b>Reference Letter</b> from the <i>Recommendation Document Type</i> .		<b>Interviewed – Pending References</b> from the drop down box on both the <i>Reference Notification</i> and <i>Reference Workflow</i> . You will also select <b>Reference Letter</b> from the <i>Recommendation Document Type</i> .		

Step	Action		
	References		
	Reference Notification		
	Request References to submit Recommendations when candidate reaches selected workflow state?		
	Recommendation Workflow		
	When all Recommendations have been provided, move to selected workflow state?		
	Recommendation Document Type Reference Letter *		
	Allow a document upload when a reference provider submits a Recommendation?		
9	Verify that the Accept Online Applications box is checked.		
	Online Applications		
	Accept online applications?		
10	Click Create New Posting (bottom right of the screen).		
	Create New Posting		
	Create New Posting		
	The <i>Editing Posting</i> menu displays.		
	Editing Posting		
	Position Details		
	Special Permission Req		
	Advertising Plan		
	C Health Sciences Justif		
	Budget Information		
	Reference Collection		
	Supplemental Questions		
	Documents Needed to Apply		
	Posting Documents		
	© Guest User		
	© Search Committee		
	Summary		
11	Complete all fields on the <i>Position Details</i> tab following the information below. You will notice that		
	there is instructional text beneath all of the fields. <b>* Indicates required info, but for Postdocs,</b>		
	OPA requires all information be entered as indicated below.		

#### PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action		
	Postings / EHRA Non-Faculty / Coach (Draft) / Edit: Position Details		
	Editing Posting	Position Datails	
	Position Details	r ostion betails	Save Next>>
	Special Permission Req		
	EEO Underutilization	Check spelling	
	Advertising Pian	To create a Posting, first corr through all sections completi	nplete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed ing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by
	CHeatin Sciences Justin     Cicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation men     Budget Information     Budget Information		
	Reference Collection	Program and the second se	
	Supplemental Questions		
	Documents Needed to Apply		
	Posting Documents     Guest User	Dosition Number	500007
	Search Committee	Position Number	00007
	Evaluative Criteria	<ul> <li>Vacancy Open to</li> </ul>	Please select  This field is required.
	Summary	Department	ATH Football
		Department Homepage	This field is required.
			Please enter or copy and paste the entire url, for example http://ecu.edu/hr
	Posting Details		1
	<ul> <li>Note: For PeopleAdmin posting purposes only, you will use a Position Number configured with the letters PDS, a dash, then the 4-letter acronym of your department, a dash, then the two numbers of the posting month, a dash, then the two numbers of the current year. For example, if Biology is positing a postdoctoral scholar position in February 2020, the position number in PeopleAdmin posting would be: PDS-BIOL-02-20</li> <li>*Vacancy Open to: select All Candidates</li> <li>*Department Homepage: enter your department's website address</li> <li>*Advertising Department: select your department</li> <li>*Division: select your division</li> <li>*Applicant Reviewer Access: select each name of those who may screen applicants in this field</li> <li>*Search Committee Chairperson: enter supervisor (mentor) name</li> <li>*Chairperson Phone Number: enter phone number</li> <li>*Search Committee Members: enter supervisor (mentor) name</li> </ul>		
	conducted by OED? Sala	ct correct answ	participated in mandatory scarch committee training
	Classification Title: Dost	doctoral Schola	
	Classification Title: Postdoctoral Scholar *Working Title: Postdoctoral Scholar *Reason for Vacancy: select New Position or Separation Date of Separation/Transfer/Promotion: click in box and select date if applicable Name of employee replaced: enter name if applicable *Number of Vacancies: enter number of vacancies		
			ion or Separation
			on: click in box and select date if applicable
			me if applicable
			of vacancies
*Full Time Equivalent (FTE): 1.0			
	*Full Time or Part Time: select Full Time		
	Recruitment Range: \$56,484		
	Note: This must be a minimum of \$56,484 and the top of the range would depend on the posting department's resources. The NIH Postdoctoral Scholar salary scale can be found at: <u>https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-</u> 076 html		
	*Position Location (City)	Greenville	
	Desition Type: solast Des	tdoctoral Cobe	alarc
L	Position Type: select Pos	subctoral Scho	JIdi S
Decemb	er 2023		Page   7

#### PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action
	Job Category: select Postdoctoral Scholars
	*Organizational Unit Overview: enter summary of your department
	*Job Duties: copy/paste from the SUMMARY OF DUTIES section on the Position Description Form
	*Minimum Education/Experience: English Proficiency, Excellent written and oral communication
	skills, PhD or MD required (may copy/paste from Position Description Form but it must include the
	previous items listed)
	*License or Certification Required by Statute or Regulation: enter only if applicable to the job
	<b>Preferred Experience, Skills, Training/Education</b> : copy/paste from the PREFERRED EXPERIENCE
	section on the Position Description Form
	Special Instructions to Applicant: copy/paste the following - To be considered for this position, all
	applicants must apply through PeopleAdmin and attach their CV or resume, cover letter and names
	and contact information of 3 references. Appointments are typically for a one-year period. Five years
	(typically five appointments of one year) is typically the maximum total period that any individual
	may serve as a Scholar. The University, in its sole discretion has the option to renew or extend any
	appointment, subject to the availability of funds, past performance evaluations and/or any other
	lawful reasons. For other information on the ECU Office of Postdoctoral Affairs, please visit our
	website at: https://rede.ecu.edu/postdoctoral/
	Job Open Date: click in box and select date
	<b>Open Until Filled</b> : at the department's discretion
	Job Close Date: click in box and select date (minimum of 7 days)
	Initial Screening Begins: click in box and select date (will be the closing date or 7 days after posting if
	posting as open until filled)
	*Essential Job Requirements:
	assimilate information, reason, and communicate effectively with students and colleagues
	make discriminations relating to grades and level of achievement
	meet classes regularly and perform all tasks necessary for carrying out normal instructional activities
	participate in University and community activities, especially as they may relate to the responsibility to render service in the academic community meet with students and advise on the academic programs and individual studies.
	<ul> <li>perform research or other creative activity that contributes significantly to the academic field</li> </ul>
	plan, organize, conduct meetings, and perform all tasks necessary for carrying out normal administrative duties
	This field is required.
	Select those that apply to this position
	*Physical Requirements:
	Sitting and/or Standing
	Sensory perception necessary for effective communication Ability to perform the activity being taught (may apply in some faculty areas, such as physical education)
	Ability to demonstrate or perform the clinical skills required in the course and/or treatment setting (may apply in clinical areas, such as the medical school)
	This field is required.
	Select those that apply to this position
	Additional Requirements: enter if applicable
	Terminal Degree: enter PhD, MD, DMD or DDS or a combination of these degrees
	Is this degree required or preferred? Select Required
	Rank Level: select Not Applicable
	Appointment Term: select 12-month
	Does This Recruitment Qualify for the Modified Search Process: select Yes-Postdoctoral Scholar
	position

Step	Action		
	Desired Selection Date: click in box and select date		
12	Click Save.		
13	Click <b>Next</b> . The Special Permission	page displays. Select No.	
	Editing Posting	Special Permission Request	
	Position Details		
	Special Permission Req		
	Advertising Plan	Crieck spelling	
	Health Sciences Justif		
	Budget Information	Special Permissions	
	Reference Collection	special permission? This field is required	
	Supplemental Questions		
	Documents Needed to Apply	Waive Recruitment	
	Posting Documents	Internal Search	
	S Guest User		
	Search Committee		
	Gunnay	If other, please explain:	
14	Click Save		
15	Click <b>Next</b> . The <i>EEO Underutilizatio</i>	on page displays. Select No.	
-	Position Under utilization De	tails	
	identified in one of the		
	<ul> <li>job groups above that are underutilized in the EEO For additional</li> </ul>	Information, please refer to the EEO Plan Utilization Analysis for Women & Minorities-Executive Summary.	
	Plan?		
	If yes, enter your		
	recruitment efforts to address this		
	underutilization with this posting.		
16	Click Save.		
17	Click Next. The Advertising Plan pa	ge displays. Select all free advertising sites and select the job	
	categories under those sites. In the	e Professional conferences & other efforts that will be made to	
	attract a diverse applicant pool box	c please list any professional conferences, listservs, etc. that will	
	be used.		
Decembe	er 2023	Page   9	

Step	Action		
Step	Advertising Plan  Free Online Recruitment: Costs currently covered by the Office of Equity & Diversity and the Department of Human Resources In order for the position to be advertised In order for the position to be advertised on HERC, please select a category from the list If this posting should be advertised on insideHigherEd.com, select a category from the list at the right  Note: Any external postings of this position must contain a job description and qualifications that are		
	taken directly from the Position Description Form and the corresponding PeopleAdmin posting (i.e.		
	site: <u>https://ecu.peopleadmin.com/</u>		
18	Click Save.		
19	Click Next. The Health Sciences Justification page displays		
20	Click <b>Save</b> .		
21	Click <b>Next</b> . The <i>Budget Information</i> page displays. Click <b>Add Budget Summary Entry</b> . Enter all budget information from Position Description Form.		
	Editing Posting       Budget Information       Save       << Prov       Next >>         © Position Details       • Required Information       • Required Information       • Required Information         © Position Underutilization       • Required Information       • Required Information       • Required Information         © Advertising Plan       • Undiget Our Innexty       • Add Budget Summary Entry       • Add Budget Summary Entry         • Reference Collection       • Supplemental Questions       • Next >>		
22	Click Save.		

Step	Action		
23	Click Next. The Reference Collection page displays. OPA does not recommend this feature.		
	If you wish to set up reference collection through PeopleAdmin, please complete all of the fields on this page.  References Will references be obtained through the PeopleAdmin?  If yes, please indicate the minimum required number of reference		
	requests Please indicate the maximum amount of reference requests that the applicant can provide		
24	Click Save.		
	Editing Posting       Supplemental Questions       Sure       CPRV       Net>         Position Details       Special Permission Req       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 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 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.       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.         Supplemental Questions       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, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.         Budget Information       Posting Occuments       Add a question         Occuments       Occuments       Add a questions         Guest User       Posting Required Category Question states       Status         Search Committee       Status       Status		
26	Click Save.		
27	Click <b>Next</b> . The <i>Documents Needed to Apply</i> page displays. Select Curriculum Vitae/Resume, Cover Letter, List of References as <b>Required</b> .		

Step	Action			
	Editing Posting Position Details	Documents Needed to Apply         Save         <		
	Special Permission Req	Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not		
	EEO Underutilization			
	Advertising Plan	Order Name Not Used Optional Required		
	Health Sciences Justif.	. 1 Curriculum Vitae/Resume		
	Budget Information			
	Reference Collection	2 Cover Letter		
	Documents Needed to			
	Posting Documents	3 Iranscripts		
	Guest User	4 Letter of Becommendation		
	Search Committee			
	Evaluative Criteria	5 List of References		
	Summary			
		6 Media File		
	Note: The default is Not	Used. You must indicate if the document is required or optional.		
28	Click <b>Save</b> .			
	actions and upload the P of Postdoctoral Affairs for Editing Posting Position Details Special Permission Req EEO Underutilization Advertising Plan © Health Sciences Justif Budget Information Reference Collection © Supplemental Questions © Documents Needed to Apply © Posting Documents © Guest User © Search Committee © Evaluative Criteria Summary	add an internally viewable document, hover over the blue Action text link to the right of the document name.   coument scan be uploaded by browsing for the document or a document can be written or previously selected.   coument types that are supported as attachment include. doc, docx, pdf,rtf,rtx,txt,tiff,tif,jpeg,jpe,jpg,png,xls and xlsx.   document Type Name   tocument Type Actions   wint Ad Text Actions <   ialary Analysis Actions <   imployer Participation Agreement Actions <   intrality Approval Cerver   Sare Cerver   Next Next		
30	Click Save.			
21	Click Novt The Cuest 1/2	ar nago displays		
31	CIICK Next. The Guest Us	er page displays.		

Step	Action		
	Editing Posting	Guest User	
	Position Details	Save << Prev Next >>	
	Special Permission Req		
	EEO Underutilization	Click on the Create Guest User Account button. The system will automatically generate a Guest Username. You may update	
	Advertising Plan	the password if needed.	
	Health Sciences Justif	You can also notify the members of the review committee by adding their email address in the Email Address of Guest User Recipients. Each email address must be on a separate line. Once you have added all of the email addresses, click on the	
	Budget Information	Update Guest User Recipient List to notify the review committee users.	
	Reference Collection	When finished or to skip this section, click the Next button.	
	Supplemental Questions	Want to give guests access to view this posting?	
	Documents Needed to Apply		
	© Guest User	Create Guest User Account	
	Search Committee	Save << Prev Next >>	
	Evaluative Criteria		
	Summary		
	→ If you DO NOT wish to c	reate a Guest User, click the Search Committee tab.	
	$\rightarrow$ If you wish to create a G	uest User, see the Create a Guest User instructions below.	
	Note: This feature is only i	used for search committee members external to FCI1	
22	Click Savo		
32			
33	Click Next. The Search Committee page displays.		
	Editing Posting	Search Committee	
	Position Details	Save << Prev Next >>	
	Special Permission Req		
	EEO Underutilization	Assigning Search Committee Members	
	Advertising Plan	Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs, if a user does not have the Search Committee Member or Chair user group in their	
	Health Sciences Justif	account, you will need to find or create their account in the "New Search Committee Member".	
	Budget Information	New Search Committee Member	
	Reference Collection	Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search	
	Supplemental Questions	committee or request a new account altogether.	
	Documents Needed to Apply	Existing Account If you enter either the username or email of a user, the system will return their account in the search results and allow you to	
	Posting Documents	request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request;	
	Suest User	Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.	
	Search Committee		
	Evaluative Criteria	New Account If you search for an existing account under the "New Search Committee Member" using the username or email address and do	
	Summary	not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.	
		Search Committee Members	
	No Search Committee Members have been assigned to this Posting yet.		
		Add Existing User Create New User Account	
	Complete the Search Comr	nittee page clicking Add Existing User. Adding Search Committee	
	Members in this page prov	ides access as a Search Committee Member where they may log in and	
	view the nosting applicant	s and all application materials	
34	Click <b>Save</b> .		
Decemb	ı er 2023	Page   13	

Step				Action	
35	Click Next. T	he Evaluative C	<i>riteria</i> page dis	splays. This is at the	discretion of the department.
	Edi	ting Posting	Evaluative Criteria		
	P	osition Details			Save << Prev Next >>
	S	pecial Permission Req	Adding New Criterion: Cli	ck on the button labeled "Add a Criterion"	A pop up box will appear where you can add an existing
	E	EO Underutilization	criterion or create a new o	one.	
	A	dvertising Plan	Adding Existing criterion:	There are two ways to search for approve	I criterions to add to the job being posted. You can filter
	•	Health Sciences Justif	using the key word search	h or filter by criterion category.	
	E	Budget Information	Assign Points: Click on the	e criterion that has been added and a dro	odown menu will appear where points can be associated to
	F	Reference Collection	each answer on the chter	IOH.	
	0	Supplemental Questions	Workflow State: Select th begin evaluating applican	e workflow state in the applicant process ts for the selected criterion.	when you would like for Search Committee Members to
		Documents Needed to Apply			
	•	Posting Documents	Criterion Weight: You can weights add up to 100 in	order to easily use this function. (The system	to others in the weight field. It is recommended your total am will not check nor force you to have your total weight
	•	Guest User	equal 100).		
	0	Search Committee	Included Evaluative Crite	eria	Add a Criterion
	<b>O</b> I	Evaluative Criteria			
	S	Summary	Category [	Description	Weight Workflow State Status
	Complete the	e Evaluative Crit	eria page as n	ecessary.	
36	Click <b>Save</b> .				
37	Click <b>Next</b> . Re	eview the inforr	nation for accu	uracv.	
	This will give appropriate a College and/ Level 1 or Lev budget select Janice McGo Mary Hunter	you the option approver by sele or Division does vel 2, submit to t the appropriat wan (East Camp	to route throu ecting the <i>Wor</i> not choose to the next appro- the approver na <b>ous) Steve Aye</b>	Take Action On Posting V Keep working on this Posting WORKFLOW ACTIONS Cancel (move to Cancelled) Return for Initiator Review (move to Initiator) Submit for Additional Level 1 Approvals (move to Level 1 Approval) Submit for Level 2 Approval (move to Level 2 Approval) Submit for Budget Approval(s) (move to Budget Approval) Cancel (move to Cancelled) Send to OED Approval (move to OED Approval) egh the appropriate of <i>Kflow Action</i> based approve Postdoctor oval type following L me based on fundin ers (West Campus) (	areas for approval. Click the on your Division protocol. If your ral Scholar PeopleAdmin postings for evel 2 which will be budget. For g type. Grants 21XXXX)
20	JOEI STOCKS (/		, WINSE WIXXX	~~)	
39	CIICK Submit.				

PeopleAdmin POSTDOC Applicant Tracking (HIRE)

#### Complete the Guest User Account

Create a guest account for search committee members.

Step		Action
1	Select the Guest User ta	ab. The Guest User page displays. Click Create Guest User Account.
	Editing Posting	Guest User
	Position Details	Save << Prev Next>>
	Special Permission Req	
	EEO Underutilization	Click on the Create Guest User Account button. The system will automatically generate a Guest Username. You may update
	Advertising Plan	ure passworu ii needed.
	Health Sciences Justif	You can also notify the members of the review committee by adding their email address in the Email Address of Guest User Recipients. Each email address must be on a separate line. Once you have added all of the email addresses, click on the
	Budget Information	Update Guest User Recipient List to notify the review committee users.
	Reference Collection	When finished or to skip this section, click the Next button.
	Opcuments Needed to Apply	Want to give guests access to view this posting?
	Posting Documents	
	Guest User	Create Guest User Account
	Search Committee	Save << Prev Next >>
	Evaluative Criteria	
	Summary	
2	Verify the user name an	d password. Update or change the password, if needed.
5	Any search committee n User.	nembers who are <b>NOT</b> ECU Faculty and Staff will need access as a Guest
4	Click Update Guest User	r Recipient List.
	Email A Email addres	Addresses of Guest User Recipients sses (one per line)
		.dl     Update Guest User Recipient List       Save     << Prev       Next >>

PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action
5	Click <b>Next</b> to move to the <i>Summary</i> tab.

#### **Review the Applicant Pool**

The applicants may be reviewed beginning on the initial screening date, regardless of whether the position is open until filed or has a close date. The Applicant Reviewer will update the statuses based on recommendations from the Search Committee.

Step	Action					
1	Log in to People Admin with your PirateID.					
	Change the module to Applicant Tracking System, if needed.					
	Applicant Tracking System					
	Applicant Tracking System					
	Position Management					
	OTHER TOOLS					
	East Carolina University Employee Portal					
2	Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.					
	₿ ECU					
	Home Postings * Applicants * Hiring Proposals *					
	Alerts (Lalert from the administrator) TYPE MESSAGE					
	If you require additional access for position creation / modification, to post positions, or to complete hiring proposals, you may req Security Request: under My Links on this page.					
	Inbox Postings 🚺 Users 🕅 Hiring Proposals a					
	SEARCH					
	TITLE CURRENT STATE					
	Foundation Intern Student Employment Review ARF Frances Amin					
	Foundation Accounting Intern Student Employment Review APH Financia Services Admin Copula Discrete Accounting Internet					
	appear events vasiouries Approved - Internal RH RU El Buscaron de Annotation Adm 15828 Property Security Office HB Finalizatione Review					
	APP Participand Traffic					
Decembe	r 2023 Page   16					

Step	Action						
	You may continue to manually change your default user group using the instructions provided below.						
	Change the Default User Group (top right corner) on your home page to Applicant Reviewer.						
	Welcome, Tiffanie Simerson <u>My Profile</u> <u>Help</u> <u>logout</u>						
	User Group:						
	Temp/Student/PostDoc/Non PD EHRA Initiator						
	0 Filled Postings Last 30 days						
3	The page should automatically refresh. A blue confirmation message will appear at the top of the screen.						
	You are now viewing the system as a member of the Applicant Reviewer group Note: The menu may change based on your default settings.						
4	Postings that have applicants ready for review will display in your inbox. Click on the <b>Job Title</b>						
	which will open up the posting.						
	Inbox 🕢						
	Displaying items for group "Applicant Reviewer".						
	Postings (4) Hiring Proposals (0) Position Requests (0) Special Handling Lists (0)						
	Job Title Type Current State Owner						
5	Click the <b>Applicants</b> tab.						
	Summary History Settings Applicants Reports Hirring Proposals Associate						
	The <i>Posting</i> displays all applicants for that posting.						

Step							Action				
			Applicant Last Name Simerson	Applicant First Name D	)ocuments	Posting Number PS017P	Workflow State (Inte Withdrawn	ernal)	Application Date August 31, 2017 at 12:16 PM	Actions 🗸	
			Nixon	Tamika		PS017P	Under Review by De	partment/Committee	August 31, 2017 at 12:25 PM	Actions 🗸	
6	Click the name	e of ai	n applio	cant to r	eviev	v. The	job appli	cation dis	plays.		
6 7	Click the name Option 1. To v or click the choright and select To view supple Combined Doc Option 2. To v Names, then h	emen cumer	n applia n indiv x to th <b>w appli</b> tal doct nt. nultiple over th	ant to r idual ap e left of cation.	eviev plicat the A ut Filed nall at nall at scrol tions but splicat	v. The ion, cl Application Application August 21 PM August 21 PM August 21 PM August 21 PM August 21 PM August 21 PM August 21 PM August 21 PM August 21 PM Create I Downloa Downloa Downloa Downloa Downloa Downloa Downloa Downloa Downloa	job applid ick on the ant's Nam on Date , 2017 at 03:41 , 2017 at 03:59 , 2017 at 04:12 e bottom ce, click the the top a Acti Screening n Answers esuits ad Application	Actions v Actions v Actions v Actions v of the part of the part actions v actions v	plays. nt's Name to over over the A ver over the A age and select <b>Download Ap</b>	View P eft of the plicati	ne application button to the under ne Applicant's <b>ons as PDF.</b>
									^		
8	Click Take Act	ion o	n Job A	pplicati	on.						

Step	Action
	Take Action On Job Application ↓         Keep working on this Job application         application         WORKFLOW ACTIONS         Not Selected for Interview - Email at Filled (move to Not Selected for Interview)         Selected for Interview (move to Selected for Interview)         Selected for Interview)
9	Click <b>Next</b> at the top of the page to move to the next applicant.
	Applicant Reviewer
10	Follow these steps to review all additional applicants.
11	Option 1. To move them in the workflow individually, click the checkbox to the left of the applicant name, hover over the Actions button, then click Move in Workflow. On the next screen, from the dropdown box, select the appropriate Workflow State and the Reason for Non-Selection from the dropdown box that appears on the right.         Image: the select definition of the select of the transformation of the right is the select of the transformation of the select of the sele

PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action						
	Change for all applicants	Interviewed-Campus-Not Selected	•	Please select	-		
	Applicant	Current State	New State	A. Limited teaching experience compared to candidate(s) selected B. Limited administrative experience compared to candidate(s) selected C. Limited research productivity compared to candidate(s) selected			
	Tiffanie Simerson	Selected for Interview	Interviewed-Campus	D. Experience less closely aligned to position compared to candidate(s) selected E. Communication skills less closely aligned to position compared to candidate(s) selected F. References			
				G. Does not meet minimum job requirements as advertised H. Incomplete application package I. Did not respond to interview invitations	1		
				3. Withdrew from consideration K. Declined Phone Interview L. Declined Videoconference Interview			
				M. Declined Conference Interview N. Declined Campus Interview O. Other-please indicate:			
12	Once interviews for the posi appropriate. Using the instr	ition have been uctions above.	complete	ed, you will update the applicants' s	statuse		

#### Take Action on Job Applicant Status

Choose 1 of 5 actions.

Workflow Action	Description
Selected for Interview	This option will be used for applicants who are selected for interview.
Not Interviewed, Not Selected – Email at Filled	Document non-selected applicants' skills compared to selected candidate.
Interviewed Phone, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed Videoconference, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed Conference, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed Campus, Not Selected	Document non-selected applicants' skills compared to selected candidate.
Interviewed – Pending References	This option will be used if you selected the reference feature on the posting. Changing the candidate to this workflow state generates as email to the references provided by the candidate to submit a reference letter.
Interviewed – Candidate of Choice	Candidate selected for the position.

### Create the Hiring Proposal

The Create Hiring Proposal action moves the successful candidate into a vacant position.

Note: This procedure is the same regardless of employee type or user role.

Step	Action			
1	From the <i>Applicants</i> tab, choose the candidate.			
2	Click the appropriate <b>Start Hiring Proposal</b> . The <i>Selected Position Description</i> screen displays showing all positions within your department.			
	<ul> <li>View Posting Applied To</li> <li>Review Application</li> <li>Start Non PD EHRA Hiring Proposal</li> <li>Start Post Doc Hiring Proposal</li> </ul>			
2	The Hiring Drenesal form displays. Enter all information outlined below			
5	The mining Proposal form displays. Enter an information outlined below.			
	Editing Hiring Proposal Hiring Proposal			
	Hiring Proposal			
	Sudget			
	Compliance Report			
	Hiring Proposal Documents * Required Information			
	Hiring Proposal Summary Applicant Information			
	<ul> <li>Hiring Proposal Tab</li> <li>Employee Class: Y2 – Post Doctoral Scholar</li> <li>Leave Category: LY – Post Doctoral Scholar</li> <li>Home Department: select appropriate department</li> <li>Current Hire Date: enter date Postdoc to begin work (This date should be on a Monday or</li> <li>Tuesday only if Monday is a holiday where University is closed.)</li> <li>Position Number: PDS-XXXX-00-00</li> <li>Banner Position Number: Y00001</li> <li>Job Begin/Effective/Personnel Date: enter same date as Current Hire Date</li> <li>Job Employee Class Code: Y2 – Post Doctoral Scholar</li> </ul>			
December 202	Page   21			

PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action
Step	Action         Timesheet Org: select appropriate department         Supervisor Banner ID: enter supervisor Banner ID         Job Location: select appropriate department         Job Change Reason: PA045 – New Hire Temporary         Annual Salary: enter salary amount listed on approved Position Description Form         FTE: 1.000         Contract Type: P-Primary         Malistop: select appropriate mailstop         Pays: 24         Factor: 24         **Job Effective End Date: this field must be entered as contracts are only for 1 year         **Job Personnel End Date: this field must be entered as contracts are only for 1 year         Click Next         Budget Tab         Add any relevant budget comments.         Labor Dist Effective Date: enter begin date         Click Add Budget Details Entry         Futer FOAP from approved Position Description Form         Project Code: 1.0         Percent: 100.00         Click Add Salary Entry         Enter FOAP from approved Position appropriately         Click Next         Compliance Report Tab         Answer both questions appropriately         Click Next         Upload any relevant documents
	Click <b>Next</b> Review the <b>Hiring Proposal Summary</b> to ensure all information is entered accurately.
4	From the Summary tab, click <b>Take Action on Hiring Proposal</b> .

#### PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Action
<ul> <li>The Action On Hiring Proposal V Keep working on this Hiring Proposal WeekCowxCross Cancel (move to Canceled) Return to Instator (move to TempStuden/Postfoc. Instator Proposal Return to CEO Approval (move to OED Approval (move to OED Approval) Return to Level 1 (move to Level</li> <li>Click the appropriate approver by selecting the Workflow Action. Postdoc Hiring Proposals should be routed in the following order:         <ul> <li>HR Employment (<u>initiator will click this option</u>)</li> <li>OED</li> <li>Budget</li> <li>Tim Morris (16066 State 112XXX) Heather Taylor (16065 State 111XXX)</li> <li>Yolanda Hill (ITF 12XXXX, 14XXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX) Janice McGowan (East Campus) Steve Ayers (West Campus) (Grants 21XXXX) Mary Hunter (Foundation EXXXXX)</li> <li>PostDoc Approver – Hiring Proposal will not be approved/finalized until all required documents on the departmental checklist are received by the OPA.</li> </ul> </li> </ul>
Add comments and click <b>Submit</b> . After OED approval, you will receive an email notification that verbal negotiations can begin. Forward this email to OPA.

### Extend an Offer of Employment

Refer to your departmental checklist provided by the OPA for the next steps to extend an offer of employment.