

East Carolina University®

**Postdoc
Applicant Tracking (HIRE)
User's Guide**

Revised by the Office of Postdoctoral Affairs

December 2023

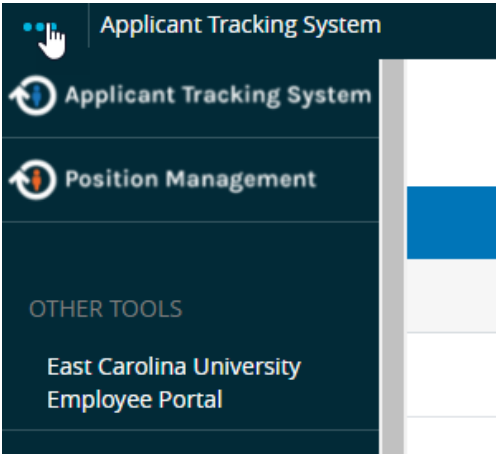
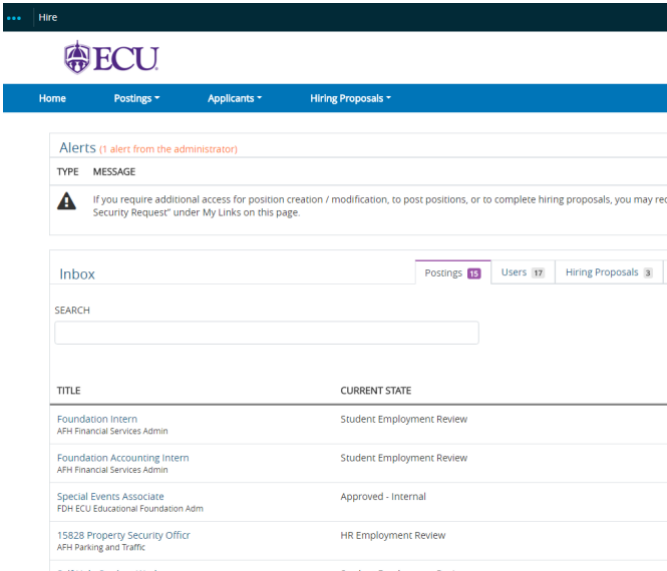
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Overview

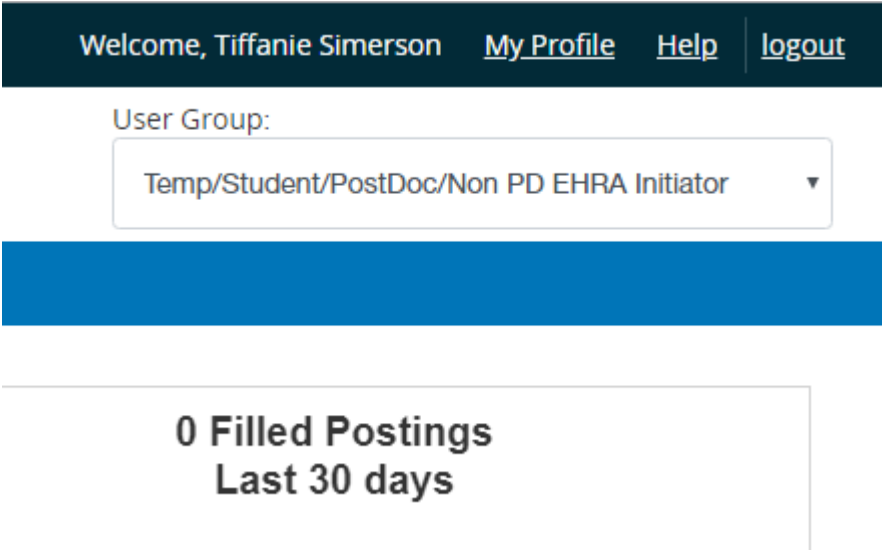

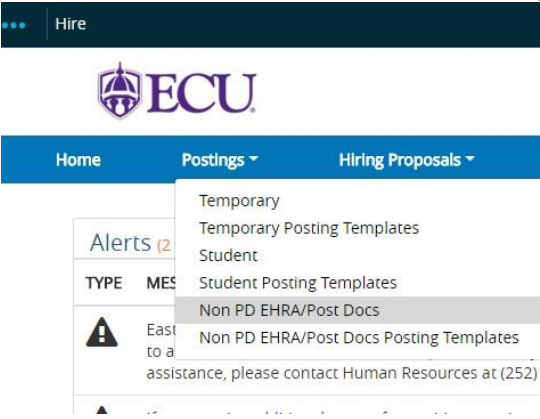
The Applicant Tracking module is used to 1) post job vacancies, 2) review the applicant pools and 3) create a hiring proposal for Postdoc positions.

Create a New Job Posting

Step	Action										
1	<p>Log in to <i>People Admin</i> using your PirateID.</p> <p>Change the module to Applicant Tracking System, if needed.</p>  <p>The screenshot shows a dark blue navigation menu with the following items: 'Applicant Tracking System' (selected with a hand icon), 'Applicant Tracking System' (with a refresh icon), 'Position Management' (with a refresh icon), and 'OTHER TOOLS'. Below the menu, it says 'East Carolina University Employee Portal'.</p>										
2	<p>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.</p>  <p>The screenshot shows the 'Hire' page in PeopleAdmin. It features the ECU logo, navigation tabs for 'Home', 'Postings', 'Applicants', and 'Hiring Proposals', and an 'Alerts' section with one alert from the administrator. Below the alerts is an 'Inbox' section with a search bar and a table of job postings.</p> <table border="1"><thead><tr><th>TITLE</th><th>CURRENT STATE</th></tr></thead><tbody><tr><td>Foundation Intern AFH Financial Services Admin</td><td>Student Employment Review</td></tr><tr><td>Foundation Accounting Intern AFH Financial Services Admin</td><td>Student Employment Review</td></tr><tr><td>Special Events Associate FDH ECU Educational Foundation Adm</td><td>Approved - Internal</td></tr><tr><td>15828 Property Security Officer AFH Parking and Traffic</td><td>HR Employment Review</td></tr></tbody></table>	TITLE	CURRENT STATE	Foundation Intern AFH Financial Services Admin	Student Employment Review	Foundation Accounting Intern AFH Financial Services Admin	Student Employment Review	Special Events Associate FDH ECU Educational Foundation Adm	Approved - Internal	15828 Property Security Officer AFH Parking and Traffic	HR Employment Review
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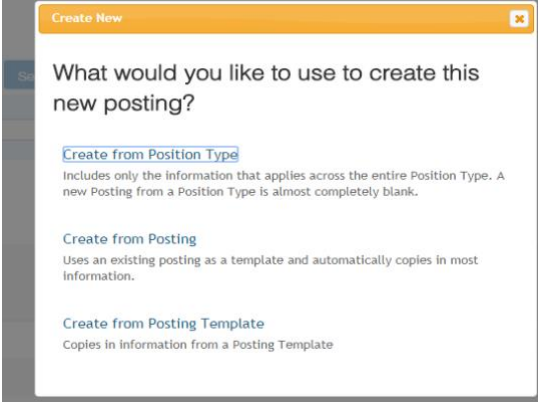

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PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action
	<p>You may continue to manually change your default user group using the instructions provided below.</p> <p>Change the <i>Default User Group</i> (top right corner) on your home page to <i>Temp/Student/PostDoc/Non PD EHRA Initiator</i>.</p>  <p>The screenshot shows a dark blue header with the text "Welcome, Tiffanie Simerson" and links for "My Profile", "Help", and "logout". Below this is a "User Group:" label and a dropdown menu currently displaying "Temp/Student/PostDoc/Non PD EHRA Initiator". A blue bar is visible below the dropdown, and a white box below that displays "0 Filled Postings Last 30 days".</p>
3	<p>The page should automatically refresh. A blue confirmation message will at the top of the screen.</p>  <p>Note: The menu may change based on your default settings.</p>
4	<p>Click the Postings tab and choose Non PD EHRA/Post Docs, from the drop-down.</p>  <p>The screenshot shows a navigation bar with "Home", "Postings", and "Hiring Proposals". The "Postings" dropdown menu is open, showing options: "Temporary", "Temporary Posting Templates", "Student", "Student Posting Templates", "Non PD EHRA/Post Docs" (highlighted), and "Non PD EHRA/Post Docs Posting Templates". An "Alerts (2)" notification is also visible.</p>
5	<p>Click Create New Posting. A <i>Create New</i> dialog box opens with multiple options.</p>

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PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action
	<p>ages. <input type="text" value="Temp/Student/PostDoc/Non PD EHRA Initiator"/> logout</p> <p>+ Create New Posting</p>
6	<p>Choose <i>Create from Position Type</i>. 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.</p> 
7	<p>The <i>New Posting</i> page displays.</p>  <p>Complete the requested information on the page to include the position title, division, and departmental information. <i>Position title will be Postdoctoral Scholar.</i></p>
8	<p><i>OPA does not recommend this feature.</i> If you choose to use the <i>Reference Feature</i>, select Interviewed – Pending References from the drop down box on both the <i>Reference Notification</i> and <i>Reference Workflow</i>. You will also select Reference Letter from the <i>Recommendation Document Type</i>.</p>

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PeopleAdmin POSTDOC Applicant Tracking (HIRE)

Step	Action
	<p>References</p> <p>Reference Notification Interviewed - Pending References ▾ Request References to submit Recommendations when candidate reaches selected workflow state?</p> <p>Recommendation Workflow Interviewed - Pending References ▾ When all Recommendations have been provided, move to selected workflow state?</p> <p>Recommendation Document Type Reference Letter ▾ Allow a document upload when a reference provider submits a Recommendation?</p>
9	<p>Verify that the Accept Online Applications box is checked.</p> <p style="text-align: center;">Online Applications</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Accept online applications?</p>
10	<p>Click Create New Posting (bottom right of the screen).</p> <div style="text-align: center; margin: 10px 0;"> Create New Posting Cancel </div> <p>The <i>Editing Posting</i> menu displays.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Editing Posting</p> <ul style="list-style-type: none"> <li style="background-color: #2e8b57; color: white; padding: 2px 5px;">Position Details <li style="padding: 2px 5px;">Special Permission Req... <li style="padding: 2px 5px;">EEO Underutilization <li style="padding: 2px 5px;">Advertising Plan <li style="padding: 2px 5px;">✔ Health Sciences Justif... <li style="padding: 2px 5px;">Budget Information <li style="padding: 2px 5px;">Reference Collection <li style="padding: 2px 5px;">✔ Supplemental Questions <li style="padding: 2px 5px;">✔ Documents Needed to Apply <li style="padding: 2px 5px;">✔ Posting Documents <li style="padding: 2px 5px;">✔ Guest User <li style="padding: 2px 5px;">✔ Search Committee <li style="padding: 2px 5px;">✔ Evaluative Criteria <li style="padding: 2px 5px;">Summary </div>
11	<p>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. <i>* Indicates required info, but for Postdocs, OPA requires all information be entered as indicated below.</i></p>

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Step	Action
	<div data-bbox="298 268 1419 823"><p>Postings / EHRA Non-Faculty / Coach (Draft) / Edit: Position Details</p><div><p>Editing Posting</p><ul style="list-style-type: none">Position DetailsSpecial Permission Req...EEO UnderutilizationAdvertising PlanHealth Sciences Justif...Budget InformationReference CollectionSupplemental QuestionsDocuments Needed to ApplyPosting DocumentsGuest UserSearch CommitteeEvaluative CriteriaSummary</div><div><h3>Position Details</h3><p>Save Next >></p><p>Check spelling</p><p>To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.</p><p>* Required Information</p><h4>Position Information</h4><p>Job Title: <input type="text" value="Coach"/></p><p>Position Number: 500007</p><p>Vacancy Open to: <input type="text" value="Please select"/> <small>This field is required.</small></p><p>Department: <input type="text" value="ATH Football"/></p><p>Department Homepage: <input type="text"/> <small>This field is required.</small> <small>Please enter or copy and paste the entire url, for example http://ecu.edu/hr</small></p></div></div> <p>Posting Details</p> <p>Job Title: Postdoctoral Scholar (<i>pulls in automatically</i>)</p> <p>*Position Number: PDS-XXXX-00-00</p> <p><i>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</i></p> <p>*Vacancy Open to: select All Candidates</p> <p>*Department Homepage: enter your department's website address</p> <p>*Advertising Department: select your department</p> <p>*Division: select your division</p> <p>*Applicant Reviewer Access: select each name of those who may screen applicants in this field</p> <p>*Search Committee Chairperson: enter supervisor (mentor) name</p> <p>Chairperson Phone Number: enter phone number</p> <p>*Search Committee Members: enter supervisor (mentor) name</p> <p>*Have all search committee members participated in mandatory search committee training conducted by OED? Select correct answer</p> <p>Classification Title: Postdoctoral Scholar</p> <p>*Working Title: Postdoctoral Scholar</p> <p>*Reason for Vacancy: select New Position or Separation</p> <p>Date of Separation/Transfer/Promotion: click in box and select date if applicable</p> <p>Name of employee replaced: enter name if applicable</p> <p>*Number of Vacancies: enter number of vacancies</p> <p>*Full Time Equivalent (FTE): 1.0</p> <p>*Full Time or Part Time: select Full Time</p> <p>Recruitment Range: \$56,484</p> <p><i>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: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html.</i></p> <p>*Position Location (City): Greenville</p> <p>Position Type: select Postdoctoral Scholars</p>

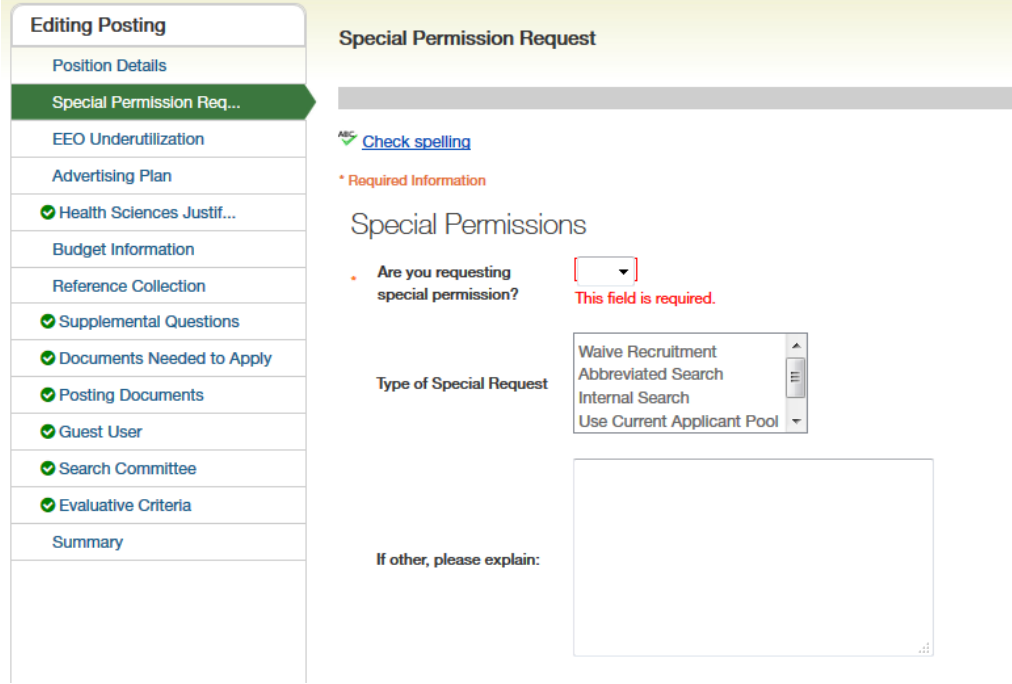
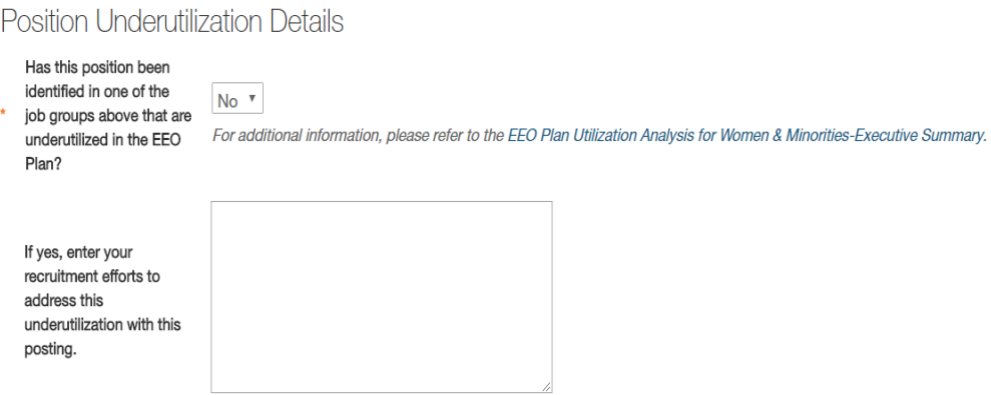
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Step	Action
	<p>Job Category: select Postdoctoral Scholars</p> <p>*Organizational Unit Overview: enter summary of your department</p> <p>*Job Duties: copy/paste from the SUMMARY OF DUTIES section on the Position Description Form</p> <p>*Minimum Education/Experience: 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)</p> <p>*License or Certification Required by Statute or Regulation: enter only if applicable to the job</p> <p>Preferred Experience, Skills, Training/Education: copy/paste from the PREFERRED EXPERIENCE section on the Position Description Form</p> <p>Special Instructions to Applicant: <u>copy/paste the following</u> - 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/</p> <p>Job Open Date: click in box and select date</p> <p>Open Until Filled: at the department's discretion</p> <p>Job Close Date: click in box and select date (<i>minimum of 7 days</i>)</p> <p>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)</p> <p>*Essential Job Requirements:</p> <div data-bbox="212 1163 1482 1394" style="border: 1px solid red; padding: 5px;"><ul style="list-style-type: none"><input type="checkbox"/> assimilate information, reason, and communicate effectively with students and colleagues<input type="checkbox"/> make discriminations relating to grades and level of achievement<input type="checkbox"/> meet classes regularly and perform all tasks necessary for carrying out normal instructional activities<input type="checkbox"/> participate in University and community activities, especially as they may relate to the responsibility to render service in the academic community<input type="checkbox"/> meet with students and advise on the academic programs and individual studies<input type="checkbox"/> perform research or other creative activity that contributes significantly to the academic field<input type="checkbox"/> plan, organize, conduct meetings, and perform all tasks necessary for carrying out normal administrative duties</div> <p><i>This field is required.</i></p> <p><i>Select those that apply to this position</i></p> <p>*Physical Requirements:</p> <div data-bbox="212 1507 1507 1640" style="border: 1px solid red; padding: 5px;"><ul style="list-style-type: none"><input type="checkbox"/> Sitting and/or Standing<input type="checkbox"/> Sensory perception necessary for effective communication<input type="checkbox"/> Ability to perform the activity being taught (may apply in some faculty areas, such as physical education)<input type="checkbox"/> 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)</div> <p><i>This field is required.</i></p> <p><i>Select those that apply to this position</i></p> <p>Additional Requirements: enter if applicable</p> <p>Terminal Degree: enter PhD, MD, DMD or DDS or a combination of these degrees</p> <p>Is this degree required or preferred? Select Required</p> <p>Rank Level: select Not Applicable</p> <p>Appointment Term: select 12-month</p> <p>Does This Recruitment Qualify for the Modified Search Process: select Yes-Postdoctoral Scholar position</p>

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Step	Action
	<p>Desired Selection Date: click in box and select date</p>
12	<p>Click Save.</p>
13	<p>Click Next. The <i>Special Permission</i> page displays. Select No.</p> 
14	<p>Click Save.</p>
15	<p>Click Next. The <i>EEO Underutilization</i> page displays. Select No.</p> 
16	<p>Click Save.</p>
17	<p>Click Next. The <i>Advertising Plan</i> page displays. Select all free advertising sites and select the job categories under those sites. In the Professional conferences & other efforts that will be made to attract a diverse applicant pool box please list any professional conferences, listservs, etc. that will be used.</p>

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Step	Action
	<p>Advertising Plan</p> <p>Free Online Recruitment: Costs currently covered by the Office of Equity & Diversity and the Department of Human Resources</p> <ul style="list-style-type: none"><input type="checkbox"/> HERC (no charge; please specify category below)<input type="checkbox"/> HigherEdJobs.com (no charge)<input type="checkbox"/> InsideHigherEd.com (no charge; please specify category below)<input type="checkbox"/> INSIGHTIntoDiversity.com (no charge; please specify category below) <p>In order for the position to be advertised on HERC, please select a category from the list</p> <p>Please select <input type="text"/></p> <p>If this posting should be advertised on InsideHigherEd.com, select a category from the list at the right</p> <p>Please select <input type="text"/></p> <p>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. listservs, journals or professional organizations) and must refer the applicant to the ECU Job Postings site: https://ecu.peopleadmin.com/</p>
18	Click Save .
19	Click Next . The <i>Health Sciences Justification</i> page displays
20	Complete the Health Sciences Justification page if the unit if required by the division.
21	Click Next . The <i>Budget Information</i> page displays. Click Add Budget Summary Entry . Enter all budget information from Position Description Form.
22	Click Save .

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Step	Action										
23	<p>Click Next. The Reference Collection page displays. <i>OPA does not recommend this feature.</i></p> <p>If you wish to set up reference collection through PeopleAdmin, please complete all of the fields on this page.</p> <div data-bbox="380 426 1247 814" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">References</p> <p>* Will references be obtained through the PeopleAdmin? ▼ This field is required.</p> <p>If yes, please indicate the minimum required number of reference requests <input style="width: 100%;" type="text"/></p> <p>Please indicate the maximum amount of reference requests that the applicant can provide <input style="width: 100%;" type="text"/></p> </div>										
24	Click Save .										
25	<p>Click Next. The <i>Supplemental Questions</i> page displays. <i>This is at the discretion of the department.</i></p> <div data-bbox="233 1003 1479 1465" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; width: 20%;"> <p style="margin: 0;">Editing Posting</p> <ul style="list-style-type: none"> Position Details Special Permission Req... EEO Underutilization Advertising Plan Health Sciences Justif... Budget Information Reference Collection <li style="background-color: #006699; color: white; padding: 2px;">Supplemental Questions Documents Needed to Apply Posting Documents Guest User Search Committee </div> <div style="flex-grow: 1;"> <p style="margin: 0;">Supplemental Questions Save << Prev Next >></p> <p style="font-size: small; margin: 5px 0;">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.</p> <p style="font-size: small; margin: 5px 0;">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.</p> <p style="font-size: small; margin: 5px 0;">Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.</p> <p style="font-size: small; margin: 5px 0;">Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.</p> <p style="margin: 5px 0;">Included Supplemental Questions Add a question</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Position</th> <th>Required</th> <th>Category</th> <th>Question</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div> </div> <p>➔ If you wish to create or add supplemental questions, please select from approved questions or submit a question for approval.</p>	Position	Required	Category	Question	Status					
Position	Required	Category	Question	Status							
26	Click Save .										
27	Click Next . The <i>Documents Needed to Apply</i> page displays. Select Curriculum Vitae/Resume, Cover Letter, List of References as Required .										

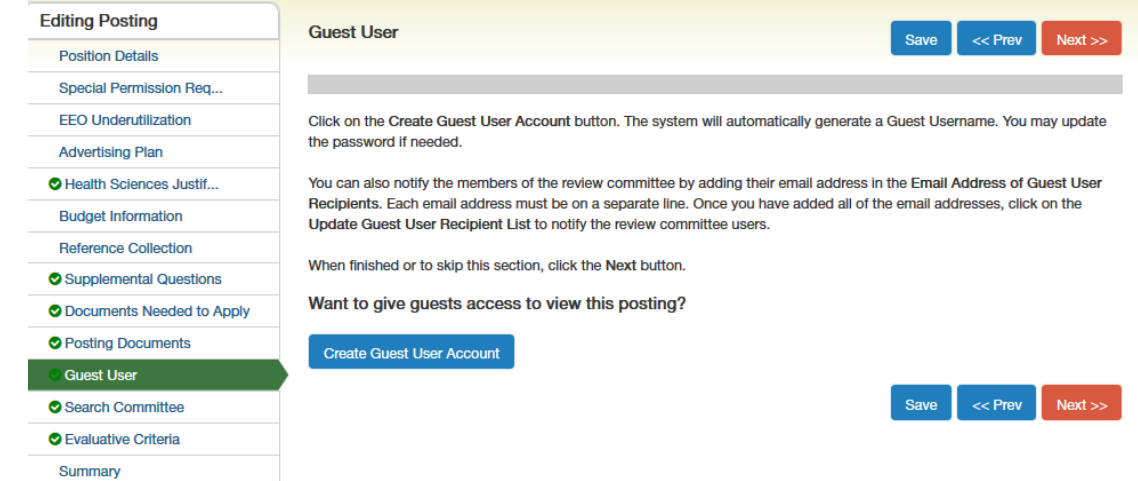
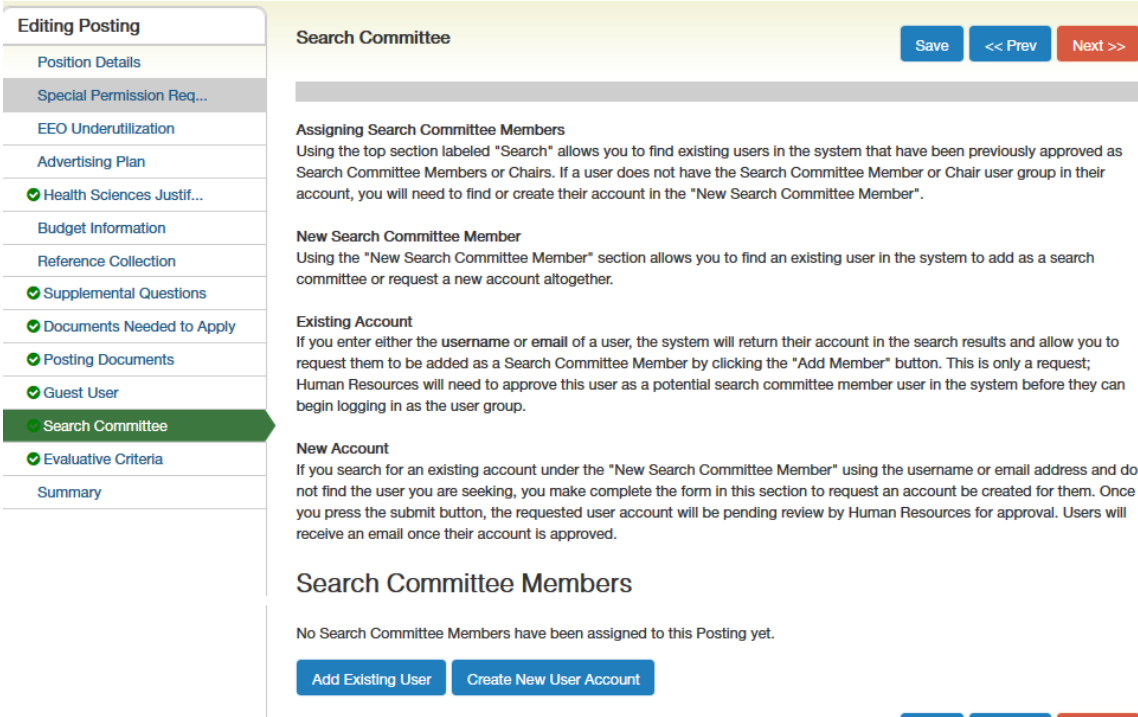
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	<div data-bbox="337 268 581 751"> <p>Editing Posting</p> <ul style="list-style-type: none"> Position Details Special Permission Req... EEO Underutilization Advertising Plan Health Sciences Justif... Budget Information Reference Collection Supplemental Questions Documents Needed to Apply Posting Documents Guest User Search Committee Evaluative Criteria Summary </div> <div data-bbox="609 277 1372 751"> <p>Documents Needed to Apply Save << Prev Next >></p> <p>Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Not Used</th> <th>Optional</th> <th>Required</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Curriculum Vitae/Resume</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>2</td> <td>Cover Letter</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>3</td> <td>Transcripts</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>4</td> <td>Letter of Recommendation</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>5</td> <td>List of References</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>6</td> <td>Media File</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> </div> <p>Note: The default is <i>Not Used</i>. You must indicate if the document is required or optional.</p>	Order	Name	Not Used	Optional	Required	1	Curriculum Vitae/Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	3	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	List of References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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28	Click Save .																																			
29	<p>Click Next. The <i>Posting Documents</i> page displays. For document type Additional Document, click actions and upload the Position Description Form. This will be viewable by HR, Budget and the Office of Postdoctoral Affairs for approval purposes.</p> <div data-bbox="235 1033 511 1690"> <p>Editing Posting</p> <ul style="list-style-type: none"> 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 </div> <div data-bbox="544 1045 1469 1648"> <p>Posting Documents Save << Prev Next >></p> <p>To add an internally viewable document, hover over the blue Action text link to the right of the document name.</p> <p>Documents can be uploaded by browsing for the document or a document can be written or previously selected.</p> <p>Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.</p> <p>PDF conversion must be completed for the document to be valid when applicable.</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Name</th> <th>Status</th> <th>(Actions)</th> </tr> </thead> <tbody> <tr> <td>Temporary Rehire Justification</td> <td></td> <td></td> <td>Actions ▾</td> </tr> <tr> <td>Print Ad Text</td> <td></td> <td></td> <td>Actions ▾</td> </tr> <tr> <td>Salary Analysis</td> <td></td> <td></td> <td>Actions ▾</td> </tr> <tr> <td>Employer Participation Agreement</td> <td></td> <td></td> <td>Actions ▾</td> </tr> <tr> <td>Criticality Approval</td> <td></td> <td></td> <td>Actions ▾</td> </tr> </tbody> </table> <p>Save << Prev Next >></p> </div>	Document Type	Name	Status	(Actions)	Temporary Rehire Justification			Actions ▾	Print Ad Text			Actions ▾	Salary Analysis			Actions ▾	Employer Participation Agreement			Actions ▾	Criticality Approval			Actions ▾											
Document Type	Name	Status	(Actions)																																	
Temporary Rehire Justification			Actions ▾																																	
Print Ad Text			Actions ▾																																	
Salary Analysis			Actions ▾																																	
Employer Participation Agreement			Actions ▾																																	
Criticality Approval			Actions ▾																																	
30	Click Save .																																			
31	Click Next . The <i>Guest User</i> page displays.																																			

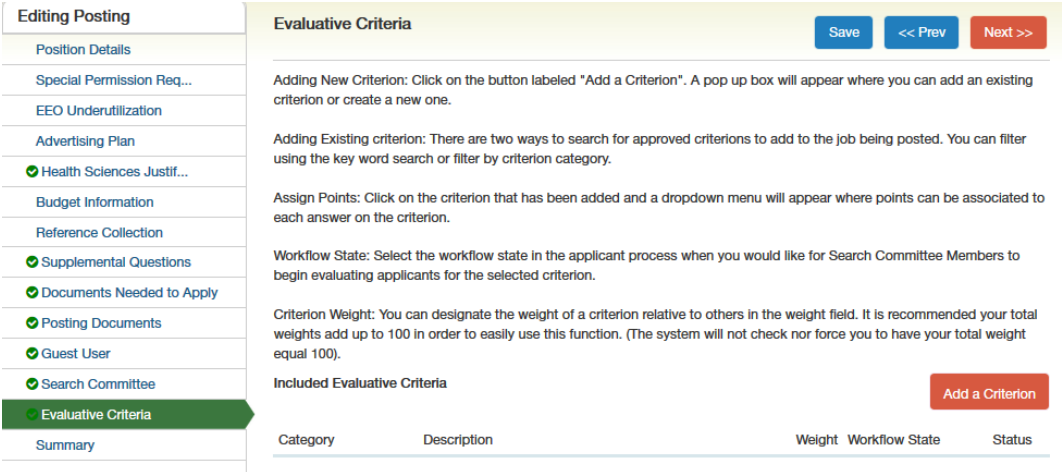
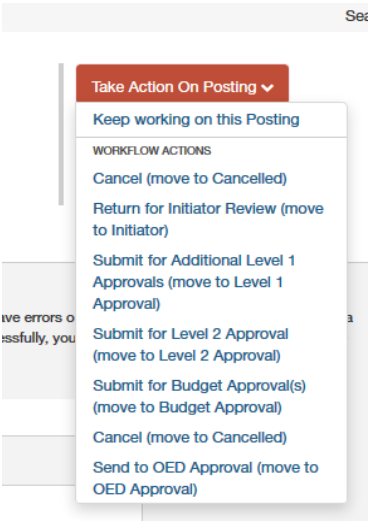
East Carolina University

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Step	Action
	 <p>→ If you DO NOT wish to create a <i>Guest User</i>, click the Search Committee tab. → If you wish to create a <i>Guest User</i>, see the Create a Guest User instructions below. Note: This feature is only used for search committee members external to ECU.</p>
32	Click Save .
33	<p>Click Next. The <i>Search Committee</i> page displays.</p>  <p>Complete the Search Committee page clicking Add Existing User. Adding Search Committee Members in this page provides access as a Search Committee Member where they may log in and view the posting, applicants, and all application materials.</p>
34	Click Save .

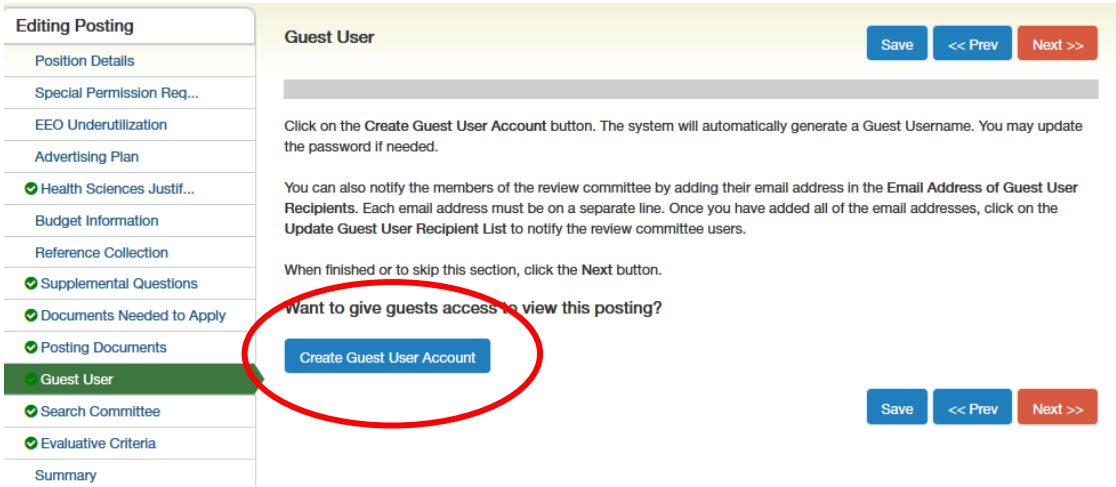
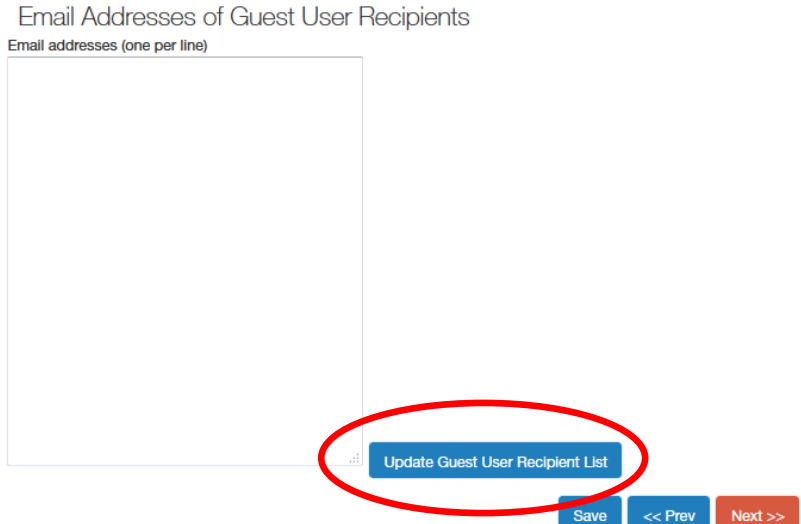
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Step	Action
35	<p>Click Next. The <i>Evaluative Criteria</i> page displays. <i>This is at the discretion of the department.</i></p>  <p>Complete the Evaluative Criteria page as necessary.</p>
36	Click Save .
37	Click Next . Review the information for accuracy.
38	<p>Click Take Action on this Posting. The <i>Workflow Actions</i> menu displays.</p>  <p>This will give you the option to route through the appropriate areas for approval. Click the appropriate approver by selecting the <i>Workflow Action</i> based on your Division protocol. If your College and/or Division does not choose to approve Postdoctoral Scholar PeopleAdmin postings for Level 1 or Level 2, submit to the next approval type following Level 2 which will be budget. For budget select the appropriate approver name based on funding type.</p> <p>Janice McGowan (East Campus) Steve Ayers (West Campus) (Grants 21XXXX) Mary Hunter (Foundation EXXXXX) Joel Stocks (Alumni AXXXXX, MHSF MXXXXX)</p>
39	Click Submit .

Complete the Guest User Account

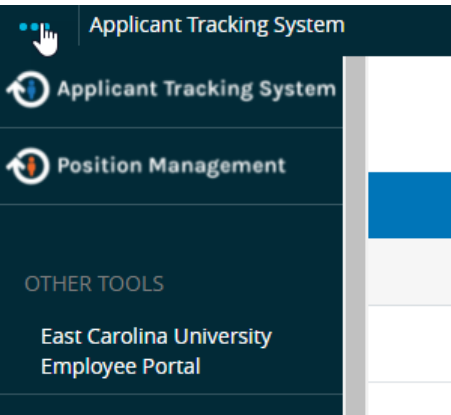
Create a guest account for search committee members.

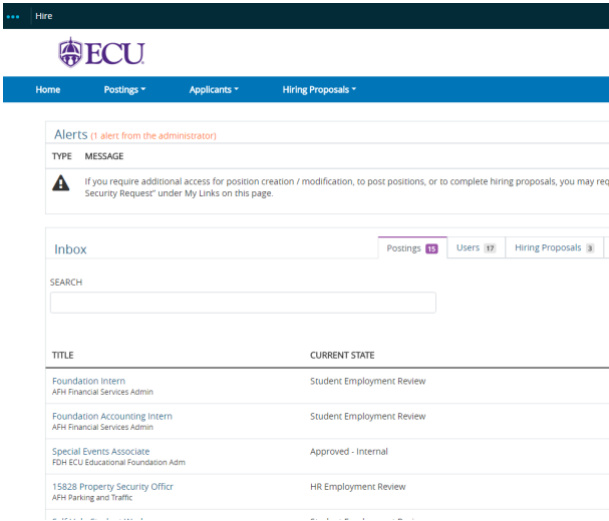
Step	Action
1	<p>Select the Guest User tab. The <i>Guest User</i> page displays. Click Create Guest User Account.</p> 
2	Verify the user name and password. Update or change the password, if needed.
3	Enter the guest user's email address. <i>Any search committee members who are NOT ECU Faculty and Staff will need access as a Guest User.</i>
4	Click Update Guest User Recipient List . 

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

Review the Applicant Pool

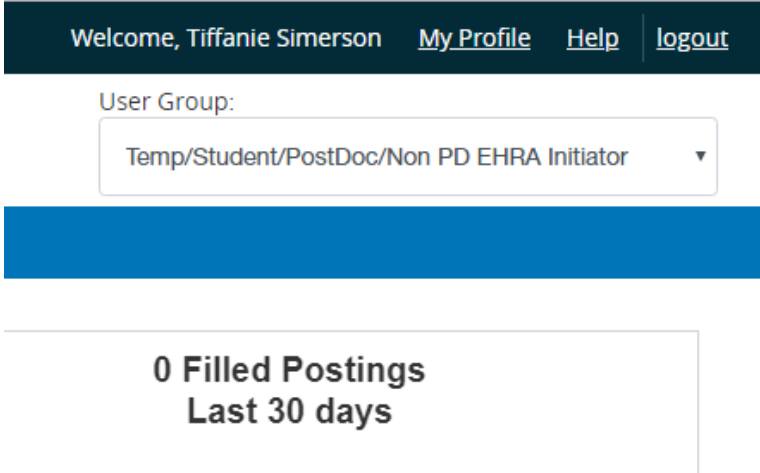
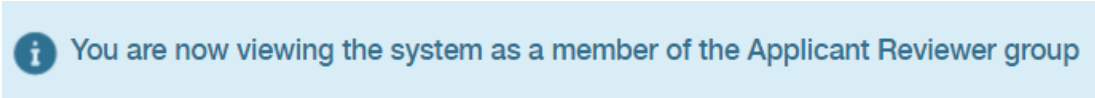

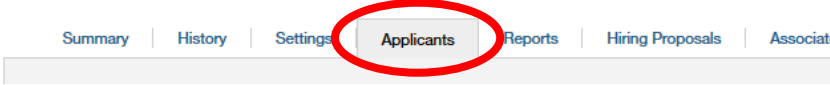
The applicants may be reviewed beginning on the initial screening date, regardless of whether the position is open until filed or has a close date. The Applicant Reviewer will update the statuses based on recommendations from the Search Committee.

Step	Action
1	<p>Log in to People Admin with your PirateID.</p> <p>Change the module to Applicant Tracking System, if needed.</p> 

2	<p>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.</p> 
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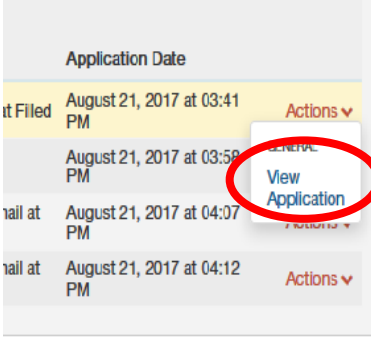
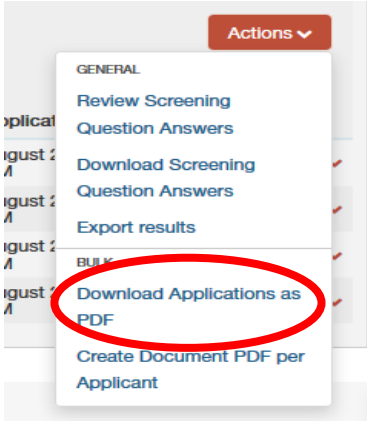
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Step	Action
	<p>You may continue to manually change your default user group using the instructions provided below.</p> <p>Change the <i>Default User Group</i> (top right corner) on your home page to <i>Applicant Reviewer</i>.</p>  <p>0 Filled Postings Last 30 days</p>
3	<p>The page should automatically refresh. A blue confirmation message will appear at the top of the screen.</p>  <p>Note: The menu may change based on your default settings.</p>
4	<p>Postings that have applicants ready for review will display in your inbox. Click on the Job Title which will open up the posting.</p> 
5	<p>Click the Applicants tab.</p>  <p>The <i>Posting</i> displays all applicants for that posting.</p>

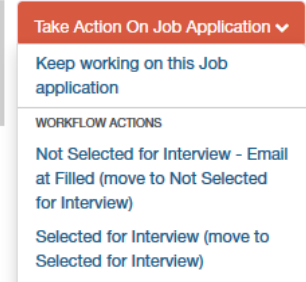
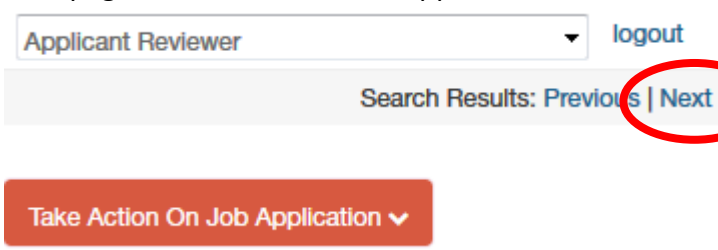
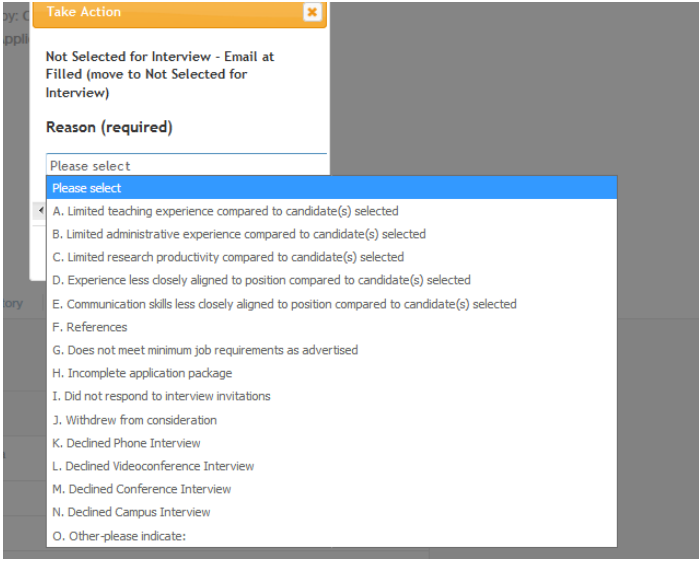
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Step	Action
	
6	Click the name of an applicant to review. The job application displays.
7	<p>Option 1. To view an individual application, click on the Applicant's Name to open the application or click the checkbox to the left of the Applicant's Name and hover over the <i>Action button</i> to the right and select view application.</p>  <p>To view supplemental documents, scroll to the bottom of the page and select View under <i>Combined Document</i>.</p> <p>Option 2. To view multiple applications at once, click the checkboxes to the left of the Applicant's Names, then hover over the <i>Action button</i> at the top and select Download Applications as PDF.</p> 
8	Click Take Action on Job Application .

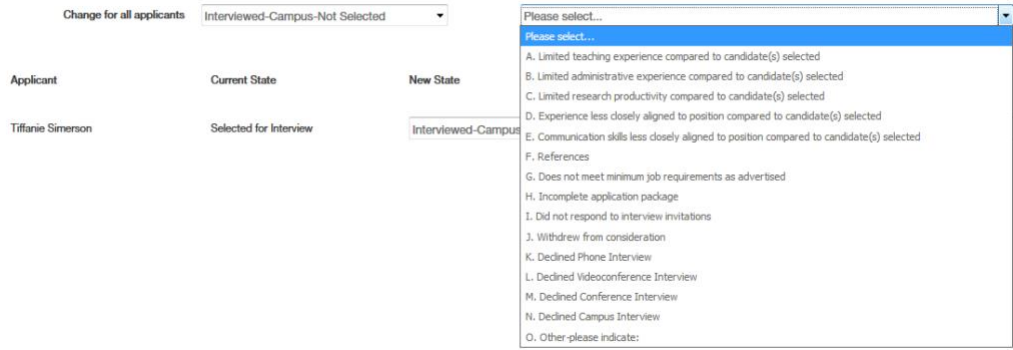
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Step	Action
	
9	<p>Click Next at the top of the page to move to the next applicant.</p> 
10	<p>Follow these steps to review all additional applicants.</p>
11	<p>For applicants not selected:</p> <p>Option 1. To move them in the workflow individually, click the checkbox to the left of the applicant name, hover over the <i>Actions button</i>, 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.</p>  <p>Option 2. To move multiple applicants, select the checkboxes to the left of the applicant's names, hover over the <i>Actions button</i>, then click Move in Workflow. You can change the status for all applicants, or change them individually.</p>

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Step	Action
	 <p>The screenshot shows a table with columns: Applicant, Current State, and New State. The applicant listed is Tiffanie Simerson, with a current state of 'Selected for Interview' and a new state of 'Interviewed-Campus'. A dropdown menu is open, showing various actions such as 'A. Limited teaching experience compared to candidate(s) selected', 'B. Limited administrative experience compared to candidate(s) selected', etc.</p>
12	Once interviews for the position have been completed, you will update the applicants' statuses as appropriate. Using the instructions above.

Take Action on Job Applicant Status

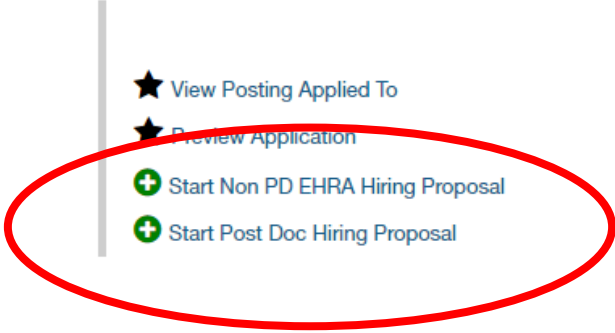
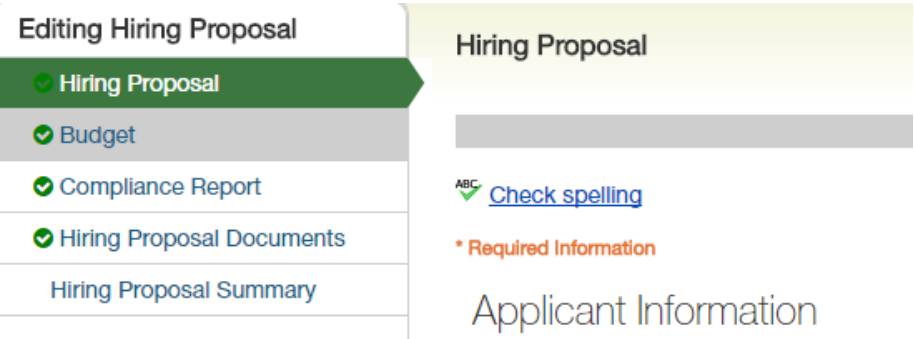
Choose 1 of 5 actions.

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	<p>Click the appropriate Start Hiring Proposal. The <i>Selected Position Description</i> screen displays showing all positions within your department.</p> 
3	<p>The <i>Hiring Proposal</i> form displays. Enter all information outlined below.</p>  <p>Hiring Proposal Tab Employee Class: Y2 – Post Doctoral Scholar Leave Category: LY – Post Doctoral Scholar Home Department: select appropriate department Current Hire Date: enter date Postdoc to begin work (This date should be on a Monday or Tuesday only if Monday is a holiday where University is closed.) Position Number: PDS-XXXX-00-00 Banner Position Number: Y00001 Job Begin/Effective/Personnel Date: enter same date as Current Hire Date Job Employee Class Code: Y2 – Post Doctoral Scholar</p>

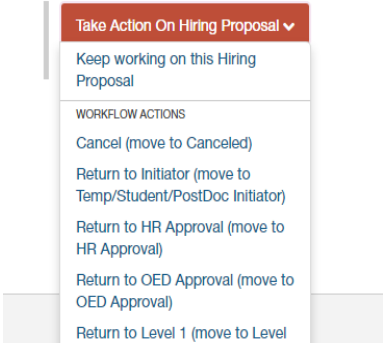
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Step	Action
	<p>Timesheet Org: select appropriate department Supervisor Banner ID: enter supervisor Banner ID Job Location: select appropriate department Job Change Reason: PA045 – New Hire Temporary Annual Salary: enter salary amount listed on approved Position Description Form FTE: 1.000 Contract Type: P-Primary Mailstop: 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</p> <p>Click Next</p> <p>Budget Tab Add any relevant budget comments. Labor Dist Effective Date: enter begin date Click Add Budget Details Entry Enter FOAP from approved Position Description Form Project Code: 1.0 Percent: 100.00 Click Add Salary Entry Enter Annual Salary</p> <p>Click Next</p> <p>Compliance Report Tab Answer both questions appropriately</p> <p>Click Next</p> <p>Hiring Proposal Documents Upload any relevant documents</p> <p>Click Next</p> <p>Review the Hiring Proposal Summary to ensure all information is entered accurately.</p>
4	From the Summary tab, click Take Action on Hiring Proposal .

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Step	Action
	 <p>Click the appropriate approver by selecting the <i>Workflow Action</i>. Postdoc Hiring Proposals should be routed in the following order:</p> <ul style="list-style-type: none"> • HR Employment (<u>initiator will click this option</u>) • OED • Budget <p>Tim Morris (16066 State 112XXX) Heather Taylor (16065 State 111XXX) Yolanda Hill (ITF 12XXXX, 14XXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX) Janice McGowan (East Campus) Steve Ayers (West Campus) (Grants 21XXXX) Mary Hunter (Foundation EXXXXX) Joel Stocks (Alumni AXXXXX, MHSF MXXXXX)</p> <ul style="list-style-type: none"> • PostDoc Approver – Hiring Proposal will not be approved/finalized until all required documents on the departmental checklist are received by the OPA.
5	<p>Add comments and click Submit.</p> <p>After OED approval, you will receive an email notification that verbal negotiations can begin. Forward this email to OPA.</p>

Extend an Offer of Employment

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