East Carolina University®

POSTDOC Applicant Tracking (HIRE) User's Guide

Revised by the Office of Postdoctoral Affairs

June 2025

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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. These steps are completed by a departmental or other appropriate admin. Search committee members can also access applicant materials for review.

Create a New Job Posting (Admin)

Step	Action
1	Log in to <i>People Admin</i> (https://ecu.peopleadmin.com/hr/login) click SSO Authentication to log in.
	Change the module to Applicant Tracking System (click on three dots in the upper lefthand corner), if needed.
	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.
	Security Request' under My Links on this page.
	TITLE CURRENT STATE Foundation Intern Student Employment Review
	APH Financial Services Admin Foundation Accounting Intern Student Employment Review
	APH Financial Services Agrinn Special Events Associate Approved - Internal
	Special Centro PassOnice Page 201 Page 201
	APH Anny and Traffic
	You may continue to manually change your default user group using the instructions provided below.
June 202	Page 3

Step	Action
	Change the <i>Default User Group</i> (top right corner) on your home page to <i>Temp/Student/PostDoc/Non PD EHRA Initiator.</i>
	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 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.
	Home Postings - Hiring Proposals -
	Temporary Alerts (2
	TYPE MES Student Posting Templates
	Non PD EHRA/Post Docs
	to a assistance, please contact Human Resources at (252)
5	Click Create New Posting. A Create New dialog box opens with multiple options.
	ages. Temp/Student/PostDoc/Non PD EHRA Initiator ▼ logout
	L Create Man Dealing
	+ Create New Posting
6	<u>Choose Create from Position Type</u> . 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.

Step

× What would you like to use to create this new posting? Create from Position Type Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank. Create from Posting Uses an existing posting as a template and automatically copies in most information. Create from Posting Template Copies in information from a Posting Template The New Posting page displays. 7 New Posting * Required Information Job Title * **Organizational Unit** Org Level 2 * Select a Org Level 2 v Home Org * Select a Home Org v lob Alert Job Alert Categories Academic Administration Administrative Support Complete the requested information on the page to include the job title, division, and departmental information. Position title will be Postdoctoral Scholar. Job Alert will be Postdoctoral Scholar and any other category that may apply. 8 **Applicant Workflow OPA does not recommend this feature.** If you choose to use the Reference Feature, 8 select Interviewed - Pending References from the drop-down box on both the Reference Notification and Reference Workflow. You will also select Reference Letter from the Recommendation Document Type. Note: Select this feature only if you want reference letters to be submitted directly through PeopleAdmin. The search committee can request letters directly from references even if this option is not selected.

Action

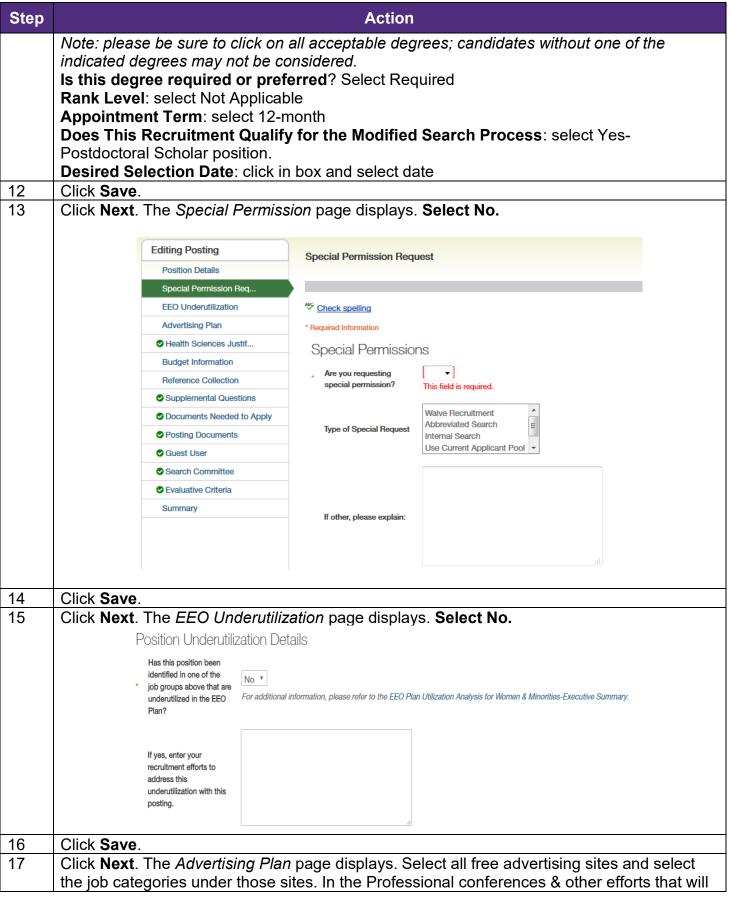
BECU

References Reference Notification Request References to submit Recommendations when candidate reaches selected workflow state? Recommendation Workflow Interviewed - Pending References • 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 Image: Accept online applications? 10 Click Create New Posting (bottom right of the screen). Image: Cancel The Editing Posting menu displays.	
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Editing Posting	
Editing Posting	
Special Permission Req	
EEO Underutilization	
Advertising Plan	
C Health Sciences Justif	
Budget Information	
Reference Collection	
Supplemental Questions	
Documents Needed to Apply	
Posting Documents	
Suest User	
Search Committee	
♥ Evaluative Criteria	
Summary	
11 Complete all fields on the <i>Position Details</i> tab following the information below. You will noti	ice
that there is instructional text beneath all of the fields. * Indicates required info, but for	
Postdocs, OPA requires all information be entered as indicated below.	

р		Action
	Postings / Non PD EHRA/Post Docs / Postdoctoral Sch	plar (Draft) / Edit: Position Details
	Editing Posting Position Details	
	Special Permission Req Advertising Plan Check spel Health Sciences Justif To create a Pos Budget Information To submit the left Reference Collection Next button un navigation mean	ing ing first complete the Information on this screen, then click the Next button or select the hand navigation menu. Proceed through all sections completing all necessary information. Sofing to Human Resources, your must go to the Posting Summary Page by clicking on the ill you reach the Posting Summary Page or select. Posting Summary Page from the left u. Once a summary page appears, hover your mouse over the orange Action button for a
	Supplemental Questions list of possible a Cocuments Needed to Apply *Required Inform	ipproval step options.
	Posting Documents POSIUOT Original Guest User Job Title	Postdoctoral Scholar
	Search Committee Position Ni Evaluative Criteria	Imber PDS-3000C-00-00 This field is required.
	Summary • Vacancy Oy	
	Are you wi	displayed on job posting This field is required.
	✓ sponsor no	e position? This field is required.
	Note: For PeopleAdmin posting purposes only, a dash. then the 4-letter acronym of your depar	tment, a dash, then the two numbers of the posting month a
	a dash, then the 4-letter acronym of your depart dash, then the two numbers of the current year. position in February 2020, the position number are two positions posted for a single depart *Vacancy Open to: select All Candidat *Are you willing to sponsor nonimmi Note: Select 'yes' if you want to consider interna	es grant visas for the position?: select No or Yes ational candidates that require a visa to work in the US. If "no"
	a dash, then the 4-letter acronym of your depart dash, then the two numbers of the current year. position in February 2020, the position number are two positions posted for a single depart *Vacancy Open to: select All Candidat *Are you willing to sponsor nonimmi Note: Select 'yes' if you want to consider interna is selected to this question, all non-US citizens/ applicant pool. *Department Homepage: enter your de	For example, if Biology is positing a postdoctoral scholar in PeopleAdmin posting would be: PDS-BIOL-02-20, if there ment, please use a –01 or –02. es grant visas for the position?: select No or Yes ational candidates that require a visa to work in the US. If "no" permanent residents will be automatically removed from the epartment's website address
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	Note: ECU requires that postdoctoral scholar according to the NIH NRSA pay scale. The current minimum calary for postdocs with no prior experience is \$62,232. 2025 NIH NRSA pay levels can be found at:
	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-25-105.html.
	Position Location (City): Greenville or Manteo (CSI Faculty ONLY) Position Type: select Postdoctoral Scholars
	lob 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 or equivalent terminal degree required (may copy/paste
	rom Position Description Form but it must include the previous items listed)
	License or Certification Required by Statute or Regulation: enter only if applicable to
	he job
F	Preferred Experience, Skills, Training/Education: 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,
	over letter and names and contact information of 3 references. Appointments are typical
	or a one-year period. Five years is typically the maximum total period that any individual
n	nay serve as a Scholar at ECU. The University, in its sole discretion, has the option to
r	enew or extend any appointment, subject to the availability of funds, past performance
e	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/
	lob Open Date : click in box and select date
	Open Until Filled : at the department's discretion
	lob Close Date: click in box and select date (minimum of 7 days)
	nitial 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
	 make discriminations relating to grades and rever 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
	 perform research or other creative activity that contributes significantly to the academic field 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 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 sch
. !	
	This field is required.
	his field is required. Select those that apply to this position





Step	Action
	be made to attract a diverse applicant pool box please list any professional conferences, listservs, etc. that will be used.
	Advertising Plan
	Free Online Recruitment: Image: HERC (no charge; please specify category below) Costs currently covered by Image: HERC (no charge; please specify category below) the Office of Equity & Image: HigherEdJobs.com (no charge; please specify category below) Diversity and the Image: I
	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
<u>18</u> 19	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: <u>https://ecu.peopleadmin.com/</u> Click Save .
	Editing Posting Health Sciences Justification Position Details ** Special Permission Req ** EEO Underutilization ** Advertising Plan Health Sciences Justification • Health Sciences Justification Health Sciences Justification Budget Information Reference Collection
	Supplemental Questions Position Justification Documents Needed to Apply
	Complete the Health Sciences Justification page if the unit if required by the division.
20	Click Save.
21	Click Next . The <i>Budget Information</i> page displays. Click Add Budget Summary Entry . Enter all budget information from Position Description Form.
	Editing Posting Budget Information Save << Prev Next>>
	Special Permission Req Position Underutilization Advertising Plan Required Information
	Health Sciences Justif Budget Information Reference Collection Supplemental Questions
22	Click Save.
23	Click Next . The Reference Collection page displays. <u>OPA does not recommend this</u> <u>feature (see step 8 above).</u>



Step		Action
	Referen Will refere * obtained PeopleAd If yes, ple minimum number o requests Please ind maximum reference	lection through PeopleAdmin, please complete all fields on this page.
	the applic	ant can provide
24	Click Save.	
25	Editing Posting Position Details Special Permission Req EEO Underutilization Advertising Plan Image: Provide the state of the	Supplemental Questions page displays. This is at the discretion of the dured. Supplemental Questions 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. 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. 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. Included Supplemental Questions Question Status add supplemental Questions, please select from approved questions Status
26	or submit a question for	r approval.
26	Click Save.	
27		<i>ents Needed to Apply</i> page displays. Select Curriculum .etter, List of References as Required .

Step		Act	ion				
	Editing Posting	Documents Needed to Apply			_		
	Position Details	Documents Needed to Apply			Save	<< Prev Next >:	>
	Special Permission Re		this item, and those t	hat may optiona	ally be attached. Docur	ment types marked "No	ot
	EEO Underutilization	Used" cannot be attached to this item.					
	Advertising Plan	Order Name	Not Used	Optional	Required		
	Health Sciences Justi	f 1 Curriculum Vitae/Resume	۲	0	0		
	Budget Information						
	Reference Collection	2 Cover Letter	۲	\bigcirc	0		
	 Supplemental Question Documents Needed to 			-			
	 Posting Documents 	3 Transcripts	۲	۲	O		
	Suppose States	4 Letter of Recommendation	۲	0	0		
	Search Committee			0	0		
	Evaluative Criteria	5 List of References	۲	0	©		
	Summary						
		6 Media File	۲	\odot	0		
	Note: The default sett	ing for documents is <i>Not</i>	Used Yo	ou mus	t select al	loptional	or required
	documents.				e o o i o o e o ai	optional	orroquirou
20	Click Save.						
28							1
29		<i>ng Documents</i> page disp					
		ons and upload the Positi		•			ewable by
	POSO, Budget and th	e Office of Postdoctoral /	Affairs for	approv	val purpos	ses.	
				••	• •		
	Editing Posting	Destine Deservation			_	_	
		Posting Documents			s	ave << Prev	Next >>
	Position Details						
	Special Permission Req	To add an internally viewable document, ho	over over the blue /	Action text lir	nk to the right of the	e document name.	
	EEO Underutilization	Documents can be uploaded by browsing	or the document o	or a documen	it can be written or	previously selected	1.
	Advertising Plan	Document types that are supported as atta	chment include, d	oc doex p	df etf etx txt tiff ti	if iped ipe ipd pp	n xis and xisx
	Health Sciences Justif	All documents uploaded will be converted			an,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	g, лю ана .люл.
	Budget Information	PDF conversion must be completed for the	document to be v	alid when ap	plicable.		
	Reference Collection	Document Type			Name	Status	(Actions)
	Supplemental Questions				- Marino	otatio	(locoloj
	Documents Needed to Apply	Temporary Rehire Justification					Actions 🗸
	Posting Documents	Print Ad Text					Actions 🗸
	✓ Guest User						
	Search Committee	Salary Analysis					Actions 🗸
		Employer Participation Agreement					Actions 🗸
	Evaluative Criteria						
	Summary	Criticality Approval					Actions 🗸
					S	ave << Prev	Next >>
30	Click Save.						
31	Click Next. The Gues	t User page displays					
51			re if coord	h com	mittoo mo	mbore ov	tornal to
		Accounts ONLY there a	ie ii sealt		millee me		
	ECU.						
	 If you DO NOT wis 	sh to create a <i>Guest Use</i>	r Account	, click t	he Searc	h Commi	ttee tab.
	See Create a Gue	st User instructions below	v to create	e a <i>Gu</i>	est User A	Account.	
June 202	25						Page 12

Step		Action
	Editing Posting	Guest User
	Position Details	Guest User 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
	Budget Information	Recipients. Each email address must be on a separate line. Once you have added all of the email addresses, click on the 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	
	Documents Needed to Apply	Want to give guests access to view this posting?
	Posting Documents	Create Guest User Account
	Guest User	
	Search Committee	Save << Prev Next >>
	Evaluative Criteria	
	Summary	
32 33	Click Save. Click Next. The Search Co.	
	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 © Evaluative Criteria Summary Summary Soarch Committee Summary	<section-header>each Committee</section-header>
	the posting, applicants, and	as a Search Committee Member where they may log in and view day and a second second second second second second
34	Click Save.	
35		Criteria page displays. This is at the discretion of the department
55	(not required).	onteria page displays. This is at the discretion of the department

Step		Action
	Editing Posting	Evaluative Criteria
	Position Details	Save << Prev Next >>
	Special Permission Req	Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing
	EEO Underutilization	criterion or create a new one.
	Advertising Plan	Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter
	Health Sciences Justif	using the key word search or filter by criterion category.
	Budget Information	Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.
	Reference Collection	
	Supplemental Questions	Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.
	Documents Needed to Apply	Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total
	Posting Documents	weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight
	Suest User	equal 100).
	Search Committee	Included Evaluative Criteria Add a Criterion
	Evaluative Criteria	Category Description Weight Workflow State Status
	Summary	Category Description Weight Workflow State Status
	•	Criteria page as necessary.
36	Click Save .	
37	Click Next. Review the inf	ormation for accuracy.
38		Posting . The Workflow Actions menu displays.
		Take Action On Posting ~ 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 Approvals (move to Level 1 Approvals 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
	appropriate approver by set College and/or Division doe for Level 1 or Level 2, subm For budget select the appro BUDGET GROUPS ROLES 16065 State: 111XXX (Hea 16066 State: 112XXX Tim Non-State (ITF/ECUP): 122 31XXXX (Yolanda Hill/ Laura Fann Foundation: EXXXX, AXX Medical Foundations: MX	ather Taylor & Tim Morris & Dawn Quist) Morris & Heather Taylor & Dawn Quist XXXX, 14XXXX, 2EXXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX,

ECU

Step	Action
	* Non-State Funds Salaries \$150,000 - \$250,000 will require approval (AF Vice Chancellor Stephanie Coleman)
39	Click Submit.

Complete the Guest User Account

Create a guest account for any search committee members external to ECU.

Step	Action					
1	Select the Guest User tab. 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 the password if needed.				
	Advertising Plan					
	Health Sciences Justif Rudget Information	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 Reference Collection	Update Guest User Recipient List to notify the review committee users.				
	Supplemental Questions	When finished or to skip this section, click the Next button.				
	Documents Needed to Apply	Want to give guests access to view this posting?				
	Posting Documents	Create Guest User Account				
	© Guest User					
	Search Committee	Save << Prev Next >>				
	Summary					
	Summary					
2	Verify the username and	password. Update or change the password, if needed.				
3	Enter the guest user's er Any search committee m as a Guest User.	nail address. nembers who are NOT ECU Faculty and Staff will need access				
4	Click Update Guest Use	er Recipient List.				
		Email Addresses of Guest User Recipients Email addresses (one per line) Update Guest User Recipient List				
	Olial Navitta march (
5	Click Next to move to the	e Summary tab.				
June 2025		Page 15				

Review the Applicant Pool (Admin or Search Committee)

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 <i>People Admin</i> (https://ecu.peopleadmin.com/hr/login) click SSO Authentication to log in
	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.
	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 13 Users 17 Hiring Proposals 3 SEARCH
	TITLE CURRENT STATE
	Foundation Intern Student Employment Review AFH Financial Services Admin
	Foundation Accounting Intern Student Employment Review AFH Financial Services Admin
	Special Events Associate Approved - Internal FDH ECU Educational Foundation Adm FDH ECU Educational Foundation Adm
	15828 Property Security Office HR Employment Review AFH 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>Applicant Reviewer</i> (admin) or <i>Search Committee Member</i> (Faculty/Search Committee).
	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 Job
	Title which will open up the posting.
	Inbox 4
	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 Applicants tab.
	Summary History Settings Applicants Reports Hiring Proposals Associate
	The <i>Posting</i> displays all applicants for that posting.

tep							Action		
			Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
			Simerson	Tiffanie		PS017P	Withdrawn	August 31, 2017 at 12:16 PM	Actions 🗸
			Nixon	Tamika		PS017P	Under Review by Department/Committe	e August 31, 2017 at 12:25 PM	Actions 🗸
						<u> </u>			
							The job applicati		me to open t
	application	or clic	k the c	heck	oox to	the le	on, click on the A eft of the Applica application.		
						Applicati	ion Date		
					at Filed	PM	21, 2017 at 03:41 Actions ▼		
					nail at	РМ	View 21, 2017 at 04:07 View		
					nail at	PM	21 2017 at 04-12		
						PM	Actions V		
	To view sup Combined	•		ocume	ents, s	croll t	to the bottom of t	he page and s	select View u
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olicatio	ons a	to the bottom of t t once, click the o Action button at th	checkboxes	to the left of th
	Combined Difference	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olicatio	ons a	t once, click the	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olicatio r over	ons a the A ceneral Review	t once, click the Action button at th Actions ~	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olication rover	ons a the A general Review Questio	t once, click the Action button at the Actions ~	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	plication rover	ONS a the A ceneral Review Questic Downlo	t once, click the of Action button at the Actions ~ Screening on Answers bad Screening on Answers	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olication rover	ONS a the A general Review Questic Downlo Questic Export	t once, click the of Action button at the Actions ~ Screening on Answers bad Screening on Answers	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olication rover	ONS a the A general Review Questic Downic Questic Export	t once, click the of Action button at the Actions ~ Screening on Answers bad Screening on Answers	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olication rover	ONS A the A GENERAL Review Questic Downic Questic Export BUL Downic PDF	Actions v Actions button at the Actions v Screening on Answers results Document PDF per	checkboxes	to the left of th
	Combined I Option 2. T Applicant's	Docurr ⁻o viev Name	n <i>ent</i> . v multij s, ther	ole ap	olication rover	ONS A the A GENERAL Review Questic Downic Questic Export BUL Downic PDF Create	Actions v Actions button at the Actions v Screening on Answers results Document PDF per	checkboxes	to the left of th

Step Action Take Action On Job Application 🗸 Keep working on this Job application WORKFLOW ACTIONS Not Selected for Interview - Email at Filled (move to Not Selected for Interview) Selected for Interview (move to Selected for Interview) 9 Click **Next** at the top of the page to move to the next applicant. loaout Applicant Reviewer Search Results: Previous | Next Take Action On Job Application 🗸 10 Follow these steps to review all additional applicants. 11 Once candidates have been selected for interview, code these candidates as "selected for interview". The OPA recommends leaving other candidates as "under review" until a candidate of choice has been identified. If the search committee decides to interview additional candidates from the pool, change the coding for these candidates to "selected for interview. After a candidate of choice has been identified, code all candidates appropriately and indicate the "Reason for Non-selection". NOTE: Note: Reference letters can be requested at any point in the process, but must be consistent throughout the process. For example, you can request letters for all candidates selected for an interview. Reference letters should be retained in the search committee file and retained by the appropriate admin for the mandatory designated period. For applicants not selected: **Option 1.** To move them in the workflow individually, click the **checkbox** to the left of the applicant's 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.

FCU

<image/>	tep		<u>A</u>	ction	
Software for the position have been completed, you will update the applicants					
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names, hover over the Actions button, then click Move in Workflow. You can change status for all applicants or change them individually.		O. Oth	er-please indicate:		
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G. Does not meet minimum job requirements as advertised H. Ircomplete application package I. Did not respond to interview initiations J. Withdrew from consideration K. Declined Videconference Interview N. Declined Compute Interview N. Decline		Status for all applicants or c Change for all applicants	ons button, then on hange them indiversession of the second secon	Please select Please select Please select Please select Please select 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 D. Experience less dosely aligned to position compared to candidate(s) selected	
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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.

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 Applicants tab, choose the can	didate.	
2	displays showing all positions within your	esal. The Selected Position Description screen r department. ting Applied To privation PD EHRA Hiring Proposal Doc Hiring Proposal	
3	The <i>Hiring Proposal</i> form displays. Enter Editing Hiring Proposal	all information outlined below.	
	S Budget		
	Compliance Report	Check spelling	
	Hiring Proposal Documents	* Required Information	
	Hiring Proposal Summary	Applicant Information	
		olar epartment begin work (This date should be on a Monday. versity is closed, the hiring date should be a er same date as Current Hire Date octoral Scholar tment Banner ID	



Step	Action
	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 Click Next 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
	Click Next Compliance Report Tab Answer both questions appropriately Click Next
	Hiring Proposal Documents Upload any relevant documents Click Next
	Review the Hiring Proposal Summary to ensure all information is entered accurately.
4	From the Summary tab, click Take Action on Hiring Proposal .
	WORKFLOW ACTIONS Cancel (move to Canceled) Return to Initiator (move to Temp/Student/PostDoc Initiator) Return to HR Approval (move to HR Approval) Return to OED Approval (move to OED Approval) Return to Level 1 (move to Level

Step	Action
	Click the appropriate approver by selecting the <i>Workflow Action</i> . Postdoc Hiring Proposals should be routed in the following order: POSO Employment (<u>initiator will click this option</u>) EEO (formerly OED) Budget BUDGET GROUPS ROLES 16065 State: 111XXX (Heather Taylor & Tim Morris & Dawn Quist) 16066 State: 112XXX Tim Morris & Heather Taylor & Dawn Quist Non-State (ITF/ECUP): 12XXXX, 14XXXX, 2EXXXX, 23XXXX, 24XXXX, 25XXXX, 27XXXX, 31XXXX (Yolanda Hill/ Laura Fanning/ Dawn Quist) Foundation: EXXXX, AXXXX (Mark Sarfo/ Heather Wiggins/ Brittany Stockstill) Medical Foundations: MXXXX (Joel Stocks/ Mandy King) Sponsored Awards: 21XXX,28XXX (Karen Mizzelle/ Steve Ayers/ Janice McGowan) * Non-State Funds Salaries \$150,000 - \$250,000 will require approval (AF Vice Chancellor Stephanie Coleman) • PostDoc Approver – Hiring Proposal will not be approved/finalized until all required documents on the departmental checklist are received by the OPA.
5	Add comments and click Submit . 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.