

CHICAGO STATE UNIVERSITY

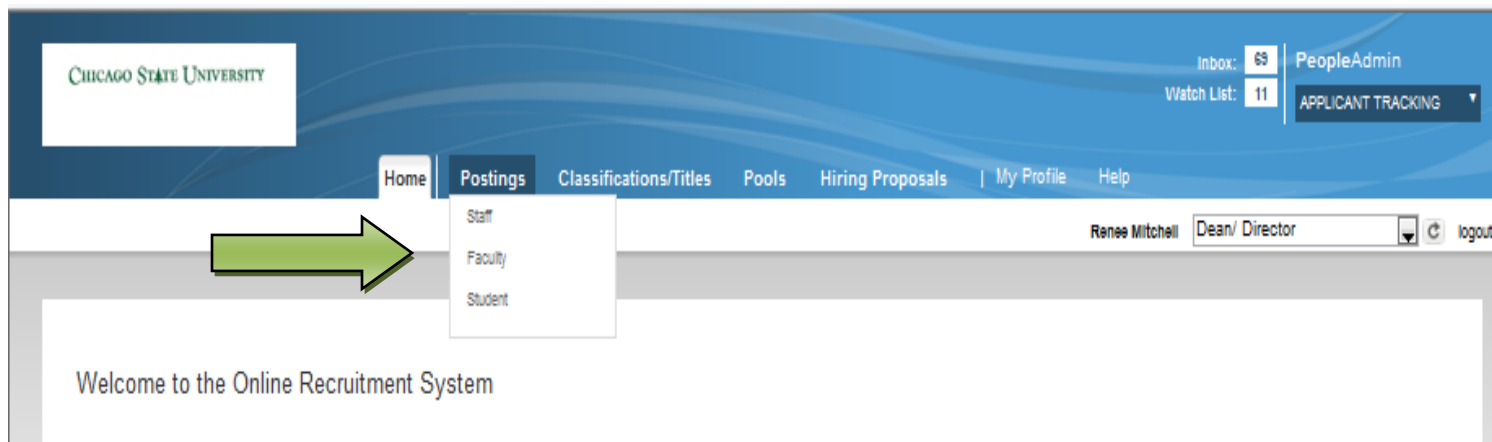
HIRING AUTHORIZATION

PEOPLEADMIN HR SYSTEM
USER'S GUIDE

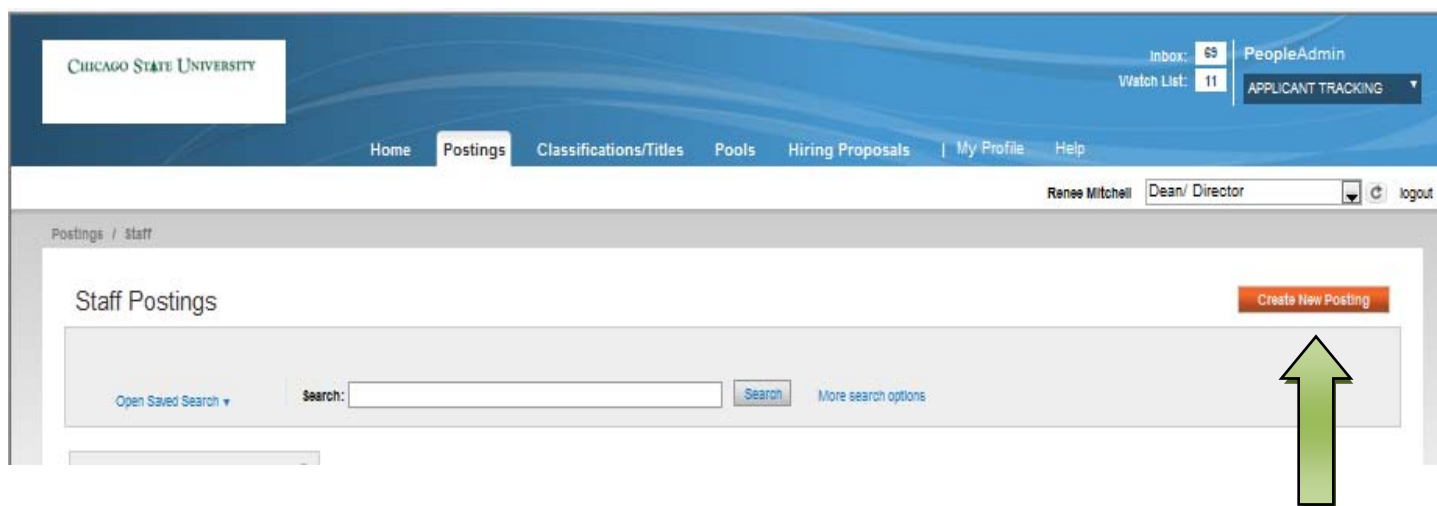
HIRING AUTHORIZATION FORM:

MAKING A REQUEST TO HIRE - ADMINISTRATOR, CIVIL SERVICE, SPECIAL HIRE

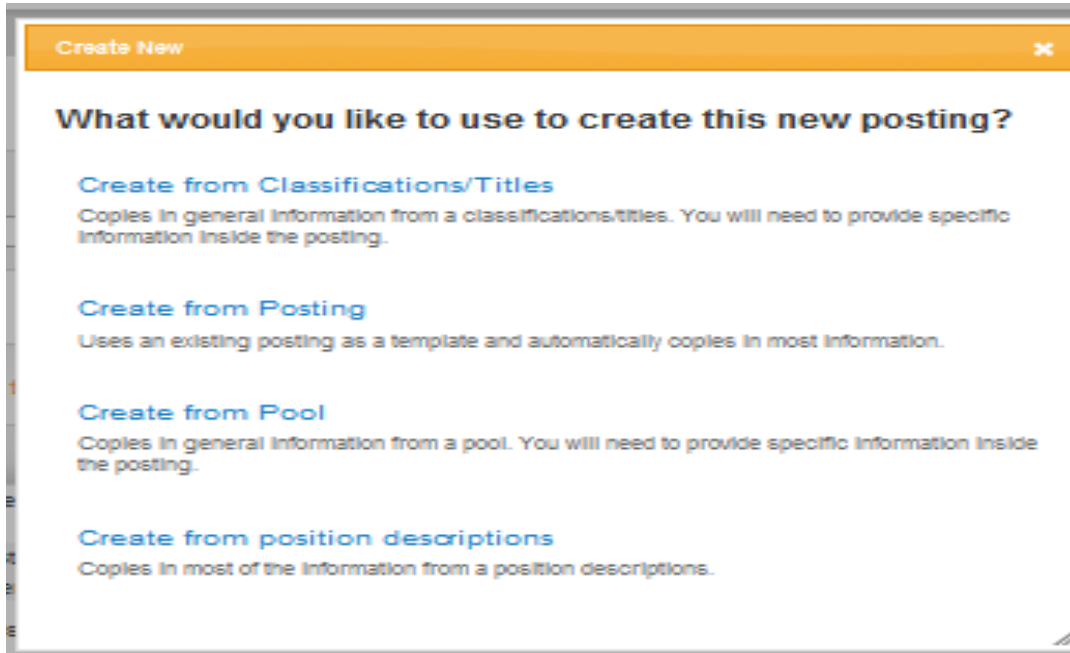
1. Select the “Hiring Authorization Form” (Posting)
2. Determine whether you are hiring a Staff, Faculty or Student
3. Click the appropriate ‘employee type’



4. Click “Create New Posting” to access the Hiring Authorization form



Note: The system will ask you “What would you like to use to create this new posting?”



The screenshot shows a window titled "Create New" with a close button (X) in the top right corner. The main heading is "What would you like to use to create this new posting?". Below this heading are four options, each with a blue title and a grey description:

- Create from Classifications/Titles**
Copies in general information from a classifications/titles. You will need to provide specific information inside the posting.
- Create from Posting**
Uses an existing posting as a template and automatically copies in most information.
- Create from Pool**
Copies in general information from a pool. You will need to provide specific information inside the posting.
- Create from position descriptions**
Copies in most of the information from a position descriptions.



Consult HR prior to posting Administrator and Special Hire positions to determine the appropriate job title and description

5. Select the method that you want to create the hiring authorization form

Create from Classification/Titles

- Information from the Job Description library will be used to create the advertised job opportunity posting

Create from Posting

- Information from a previous job opportunity posting can be used as a template to create this request

Create from Pool

- This initiates a request to hire from the currently advertised pool postings

Create from position descriptions

- Information from current positions can be used to create the advertised job opportunity posting

6. Determine which item is most appropriate to use for the creation of your hiring authorization form (posting)

- a) There is a search feature to narrow your options
- b) There is also a feature “more search options” that allows you to view specific details of the items

The screenshot shows the Chicago State University PeopleAdmin interface. At the top, there is a navigation bar with links for Home, Postings, Classifications/Titles, Pools, Hiring Proposals, My Profile, and Help. The user is logged in as Rense Mitchell, Dean/Director. The main content area is titled 'Staff Classifications/Titles' and features a search bar with the text 'office administrator'. A green box labeled 'Search Feature' points to the search bar. Below the search bar, there is a table with columns: Job Title, (Title Detail) Title Code, status, Employee Class, Knowledge, Skills and Abilities, and (Actions). The table contains one row for 'Office Administrator' with title code '3253' and status 'Approved'. The 'Actions' column for this row has a dropdown menu with options: GENERAL, View Classifications/Titles, and Create From. A green arrow points to the 'Create From' option. A red arrow points to the search bar.

7. Upon making your selection, click “Actions” to enable you to ‘View’ the details of your selection or ‘Create From’ to solidify your selection

8. Click “Create From” to initiate the hiring authorization form (posting)



New Posting

Create New Posting Cancel

* Required Information

Posting/Working Title Office Administrator

Division * Office of the President

College/ Area * Human Resources

Department * Human Resources

Applicant Workflow
When an application is submitted for this job, it should move to workflow?
Under Review by HR
Under Review by Department/Committee

Create New Posting Cancel

9. Identify what division, college/area, and department the position will report



For Civil Service Positions – You MUST select “Under Review by HR” as the Applicant Workflow

10. Click “Create New Posting”

11. Continue to complete the form by selecting a page from the left or “next”

Posting was successfully created.

Editing Posting

Posting Details

- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
- Search Committee Rankings
- Funding Source Details
- Summary

Posting Details

Save Next ==>

Check spelling

* Required Information

Position Information

Title Office Administrator
 Title Code 3253
 Posting/Working Title Office Administrator
 Salary Range
 FLSA Please select
 Employee Class Please select
 Position Control Number
 Full-time/ Part-time Please select

Form pages
Posting details

Posting Specific Questions

CHICAGO STATE UNIVERSITY

Inbox: 70 | PeopleAdmin
Watch List: 11 | APPLICATION TRACKING

Home Postings Classifications/Titles Pools Hiring Proposals | My Profile Help

Posting was successfully updated.

Postings / Staff / Office Administrator (Draft) / Edit: Posting Specific Questions

Editing Posting

- Posting Details
- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
- Search Committee Rankings
- Funding Source Details
- Summary

Posting Specific Questions

Save << Prev Next >>

Included Supplemental Questions

Add a question

Required	Category	Question	Status
<input checked="" type="checkbox"/>	Uncategorized	How many years of experience do you have in this type of position?	active
<input checked="" type="checkbox"/>	Uncategorized	What is your highest level of completed education?	active

Save << Prev Next >>

- Add a question that you would like the applicants to answer
- If you would like to “require” that the applicant answer the question in order to submit their application, click the “required” box

Applicant Documents

Posting was successfully updated.

Postings / Staff / Office Administrator (Draft) / Edit: Applicant Documents

Editing Posting

- Posting Details
- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
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- Summary

Applicant Documents

Save << Prev Next >>

Order	Name	Included?	Required?
1	Resume	<input type="checkbox"/>	<input type="checkbox"/>
2	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
3	Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
4	Reference	<input type="checkbox"/>	<input type="checkbox"/>
5	Transcripts	<input type="checkbox"/>	<input type="checkbox"/>
6	Course Proposal	<input type="checkbox"/>	<input type="checkbox"/>
7	Certification	<input type="checkbox"/>	<input type="checkbox"/>

Save or Cancel

Save << Prev Next >>

- Click “Include” to indicate the documents you would like the applicant to provide with the application
- Click “Require” in addition to “Include” if the applicant MUST provide in order to submit their application.

NOTE: HR will require official transcripts at the time of hire, BE CAUTIOUS not to “require” at the time of application, applicants may not have a scanned document to load into the system.

Posting Details

CHICAGO STATE UNIVERSITY

Inbox: 72
Watch List: 13
PeopleAdmin
APPLICANT TRACKING

Home Postings Classifications/Titles Pools Applicants Hiring Proposals Users | My Profile Help

Renee Mitchell Human Resources logout

Postings / Staff / Director for Student Activities and Student Leadership (Closed) / Edit: Posting Details

Editing Posting

- Posting Details
- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
- Search Committee Rankings
- Funding Source Details
- Summary

Posting Details

Save Next >>

ABC [Check spelling](#) ▼

* Required Information

Position Information

Title	Director for Student Activities and Student Leadership
Title Code	C6394
* Posting/Working Title	Director for Student Activities and Student Leade
Salary Range	73,000
FLSA	Exempt ▼
Employee Class	Administrator ▼
Position Control Number	
Full-time/ Part-time	Full-time ▼

a) Complete the information under the posting details, REQUIRED fields are:

- Posting/Working Title
- Job Description
- Hiring Manager/Search Chair
- Number of Anticipated

Posting Documents

The screenshot shows the Chicago State University PeopleAdmin interface. At the top, the university logo is on the left, and the user 'PeopleAdmin' is logged in with an inbox of 70 and a watch list of 11. The main navigation bar includes 'Home', 'Postings', 'Classifications/Titles', 'Pools', 'Hiring Proposals', 'My Profile', and 'Help'. The user 'Renee Mitchell' is logged in as 'Dean/ Director'. The breadcrumb trail is 'Postings / Staff / Office Administrator (Draft) / Edit: Posting Documents'. The main content area is titled 'Posting Documents' and includes a 'Save' button, '<< Prev', and 'Next >>' buttons. A message states: 'PDF conversion must be completed for the document to be valid when applicable.' Below this is a table with columns 'Document Type', 'Name', 'Status', and '(Actions)'. The table lists 'Org Chart' and 'Budget Transfer Document'. The 'Budget Transfer Document' row is highlighted, and its 'Actions' dropdown menu is open, showing options: 'Upload New', 'Create New', 'Choose Existing', and 'Add by URL'. A second set of 'Save', '<< Prev', and 'Next >>' buttons is located at the bottom right of the table area. On the left side, there is a sidebar menu under 'Editing Posting' with options: 'Posting Details', 'Posting Specific Quest...', 'Applicant Documents', 'Posting Documents' (selected), 'Guest User', 'Search Committee Members', 'Search Committee Rankings', 'Funding Source Details', and 'Summary'.

a) You have the option to attach documents that you would like to associate to this hiring authorization form

Guest User

** At this time, the Office of Human Resources is not approving guest users

Search Committee Member

Editing Posting

- Posting Details
- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
- Search Committee Rankings
- Funding Source Details
- Summary

Search Committee Members Save << Prey Next >>

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Search

Find a User to assign as a Search Committee Member.

First Name

Last Name

Email Address

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Account Information

Please enter the following information to create an account for a new Search Committee Member.

First Name

Last Name

Email

Username

Save << Prey Next >>

NOTE:

As part of the posting form, you may identify search committee members. Utilizing the HR system will enable the search committee members to view applicant information and submit comments/recommendations electronically. Depending on the position, a search committee may not be necessary. However, if a search committee is required or desired, members should be identified during the creation of the initial posting. If a search committee is not identified at that time, HR will have to assist you in entering the search committee members into the system.

- a) Enter the employee’s first and last name, employee’s email address OR click “search” to view employee’s that may serve as committee members

Search Committee Members

Search Committee Members

Name	Email	Chair?	Status	(Actions)
Renee Mitchell	emaladdress@zed.zed	No	approved	Actions▼
Derrick Collins	emaladdress@zed.zed	No	approved	Actions▼

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member
Tangee Jenkins	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Terri Gibbs	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Lori Mays	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Vanessa Cook	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Serita Robinson	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Cheri Sidney	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Miriam Moblely Smith	emaladdress@zed.zed	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair

- b) If you would like to have an individual (employee) participate on the search committee but they are not approved users, you may request access for this individual for the purpose of serving as committee member.

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Account Information

Please enter the following information to create an account for a new Search Committee Member.

First Name
Last Name
Email
Username

Search Committee Ranking

The screenshot displays the Chicago State University web interface. At the top, the university logo is on the left, and user information (Inbox: 70, Watch List: 11, PeopleAdmin) and a dropdown menu (APPLICANT TRACKING) are on the right. A navigation bar includes Home, Postings, Classifications/Titles, Pools, Hiring Proposals, My Profile, and Help. A green notification bar states "Posting was successfully updated." Below this, the breadcrumb trail reads "Postings / Staff / Office Administrator (Draft) / Edit: Search Committee Rankings".

The main content area is titled "Search Committee Rankings" and includes "Save", "<< Prev", and "Next >>" buttons. Under "Included Evaluative Criteria", there is an "Add a Criterion" button and a table with the following data:

Category	Description	Weight	Workflow State	Status
Uncategorized	Verify skills and proficiencies with computer programs.		Under Review by Department/Committee	active

At the bottom of the table, there are "Save", "<< Prev", and "Next >>" buttons. On the left side of the page, a sidebar menu titled "Editing Posting" lists various options, with "Search Committee Rankings" currently selected.

- a) Search Committee members can identify and document evaluative criteria for the search

Funding Source Details

CHICAGO STATE UNIVERSITY

Inbox: 70 | PeopleAdmin
Watch List: 11 | APPLICANT TRACKING

Home | **Postings** | Classifications/Titles | Pools | Hiring Proposals | My Profile | Help

Posting was successfully updated.

Postings / Staff / Office Administrator (Draft) / Edit: Funding Source Details

Editing Posting

- Posting Details
- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
- Search Committee Rankings
- Funding Source Details**
- Summary

Funding Source Details

Save << Prev Next >>

Check spelling

Funding Source Information

Funding Source Type:

- Please select
- Appropriated
- Grant Funded
- Non-appropriated

Funding Org:

Account Number:

Fund Code:

Percentage Funded:

Remove Entry?

Add a Funding Source Information Entry

Save << Prev Next >>

Funding Source Type:

- Appropriated
- Grant Funded
- Non-Appropriated

Funding Org:

- xxxx
- xxxxGR (Grant Funded)

Fund Code:

- LG (Appropriated)
- LI (Non-Appropriate)
- 5xxxxx (Grant Funded)

Account Number:

- 11xxxxx (Appropriated)
- 3xxxxx (Non-Appropriated)

Percentage Funded:

- Should denote a dollar amount

Summary

CHICAGO STATE UNIVERSITY

Inbox: 70 PeopleAdmin
Watch List: 11 APPLICANT TRACKING

Home Postings Classifications/Titles Pools Hiring Proposals My Profile Help

Renee Mitchell Dean/ Director logout

Postings / Staff / Office Administrator (Draft) / Summary

Posting: Office Administrator (Staff) Edit
Current Status: Draft

Position Type: Staff Created by: Renee Mitchell
Department: Human Resources Owner: Renee Mitchell

Summary History Settings Hiring Proposals

Posting Details Edit

Position Information

Title	Office Administrator
Title Code	3253
Posting/Working Title	Office Administrator

Take Action On Posting

WORKFLOW ACTIONS

- Keep working on this Posting
- Dept Chair/ Dept Head Review (move to Dept Chair/ Dept Head Review)
- HR for CMI Service Review Position Review (move to HR for CMI Service Review Position Review)
- VP/ (SVP)Provost Review (move to VP/ (SVP)Provost Review)

b

- a) Review the posting detail for accuracy and completion
- b) Submit for approval