



PEOPLEADMIN USER'S GUIDE

Sam Houston State University

Revised 10/2019



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INTRODUCTION

Welcome to the Sam Houston State University Online Position Management and Applicant Tracking System. The Human Resources (HR) department has implemented this system to provide users with an efficient online process for managing position descriptions and recruitment.

You will use this system to:

- Create a replacement request to fill a currently vacant position
- Create a request to modify a current or vacant staff position
- Create a request for a new staff position
- Create a request for a Career Path Advancement
- Create a request for a new faculty position

The HR department has provided these training materials to assist with your understanding and use of this system.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after a period of time if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and logout of the system by clicking on the '**Logout**' link located at the top right corner of your screen.

GETTING STARTED

Important Note:

To increase efficiency, SHSU uses a single sign-on method to access PeopleAdmin.

To access PeopleAdmin:

- Click on 'Campus Tools' from the SHSU main page
- Then select 'My Sam' from the pull down menu
- Select the 'Employees' tab from the left-side menu
- The Human Resources channel is located in the middle of the page. Please click on the 'PeopleAdmin' bullet and this will take you directly into PeopleAdmin.

The screenshot displays the 'My Sam' portal interface. At the top, the Sam Houston State University logo is on the left, and navigation links for SHSUOnline, Blackboard, E-mail, SamWeb, and Logout are in the center. The 'My Sam' logo is on the right. A left-hand navigation menu includes: All Users, Campus Resources, My Account, Registration, Employees (highlighted in yellow), Faculty, and Students. The main content area is divided into several panels: 'Travel' (listing Chrome River, Concur Booking Tool, CTP Travel Resources, Forms, Policies, Procedures, GSA - Meal & Lodging Rates, Currency Converter, and Travel Card Login); 'Human Resources' (listing Annual Performance Appraisal, PeopleAdmin (highlighted in yellow), Human Resources Policies, Human Resources Forms, Holiday Schedule, Summary of Benefits, ERS- Texas Employees Group Benefits Program (GBP), New Employee Benefits Orientation Schedule, Graduate Student Insurance Information, Employee Wellness Program, KatSafe Emergency Management, Talent Management (with a dropdown arrow), Training, Leadership Academy, Staff Hiring Manager's Resources, and Human Resources Website); 'Banner - Administrative Applications' (containing links for Banner Administrative Applications, Document Management (BDM), Banner Employee Profile, and Banner Workflow, with explanatory text for each); 'Employee Extras'; and 'COGNOS Reports'. At the bottom, there is an 'IT@Sam Newsletter' section with a graphic that says 'IT@Sam Newsletter Communicate + Collaborate'.

SYSTEM AND NAVIGATION

SYSTEM HELP

At any time, if you have a question, reference the help documentation available in the upper right hand corner of your screen.

POSITION TYPES

Position Types are the core configuration in PeopleAdmin position management. Position types represent the most basic distinctions among broad categories of positions. We use the position categories of 'Staff' and 'Executive Staff' in position management. We do not track faculty positions in position management.

WORKFLOWS

Approval workflows have already been established in position management and assigned at the department level. This means one user group, at a time, is able to make edits to or change the status of items in the system (the System Administrator will be able to modify any object in the system at any state).

USER'S ROLE ASSIGNMENT

PeopleAdmin allows you to assign specific organizational units for each user role assigned to a user in the system. For example, through a single user account a user could be assigned to the Department of Biology as a Department Head with Department scope and as a Special Reviewer with personal scope in the Philosophy Department. In this example, when the user is logged in to their Special Reviewer role they will only see postings on which they are assigned as Special Reviewer in the Philosophy Department. In addition, when they are in their Department Head role they will have access to all postings in the Biology Department. At no time will they be able to see all postings in the Philosophy Department - only those with their name on it and only when they are in their Special Reviewer role.

SHSU Users

Below are the most common SHSU user types, including their level of scope and actions they can take in the system. This information is also contained in the top right corner of the page under the section: User Group.

Manager/Designee: these users can create actions in the system and move them to the next level of authority. They have no approval authority.

Department Authority: these users have Department level authority and can see and approve all of the actions/postings within their department.

College Authority: these users have College level authority and can see and approve all of the actions/postings for departments within their college.

Division Scope Users: these users have Division level authority and can see and approve all of the actions/postings within their division.

Budget: Approval from the Budget Office is required for all new positions and increases in FTE's.

The Home Page

Depending on what you have set your default to, you will see one of the two pages below. If you have a 'blue' banner across the top of your screen, you are in the Applicant Tracking section of PeopleAdmin. If you have an orange banner across the top of your screen, you are in the position management section of PeopleAdmin.

- Faculty – postings are created in Applicant Tracking
- Staff and Executive Staff – requests for new positions, reclassifications of current positions, career path advancements, and replacement of vacant positions are created in Position Management
- Items that need your attention - summary views of your inbox and Watch List are available on the home page.

Welcome to the Online Recruitment System

Shortcuts ▾

Inbox

Postings 1 Users Hiring Proposals Actions 3 Special Handling Lists

SEARCH [Filters](#)

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Assistant/Associate Professor of Health (Public / Population Health) - 2 positions Dept of Population Health	HR Manager	4

31 Filled Postings Last 30 days

■ Staff ■ Faculty ■ Executive Staff

Watch List

Postings Hiring Proposals Actions

SEARCH [Unwatch Postings](#)

there are no results to be displayed.

Applicants Per Day Last Week

Day	Applicants
Sun	20
Mon	60
Tue	60
Wed	40
Thu	50
Fri	40
Sat	30

Welcome to the Online Recruitment System

Shortcuts ▾

Inbox

Postings 1 Users Hiring Proposals Actions 3 Special Handling Lists

SEARCH [Filters](#)

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
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31 Filled Postings Last 30 days

■ Staff ■ Faculty ■ Executive Staff

Watch List

Postings Hiring Proposals Actions

SEARCH [Unwatch Postings](#)

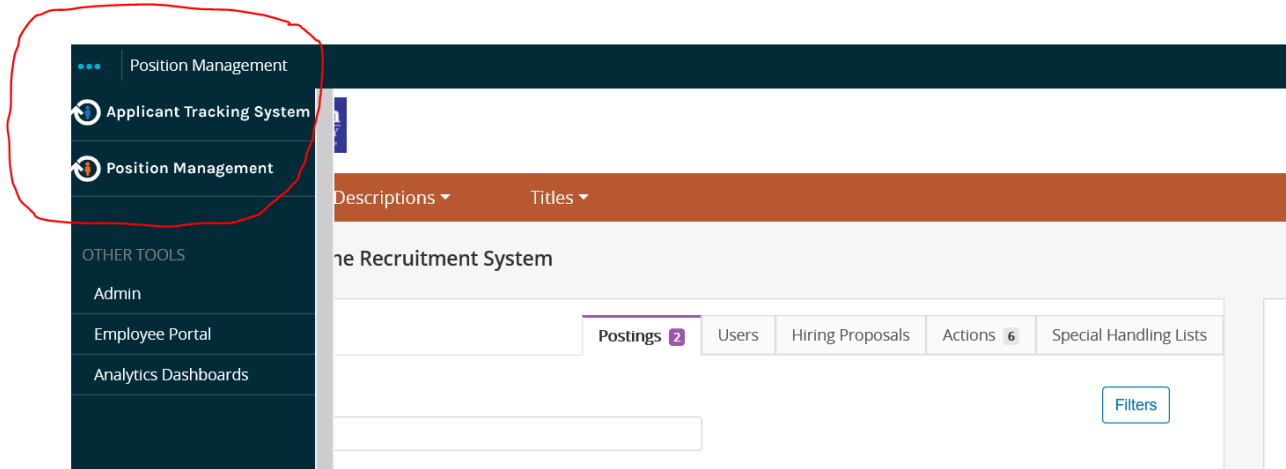
there are no results to be displayed.

Applicants Per Day Last Week

Day	Applicants
Sun	20
Mon	60
Tue	60
Wed	40
Thu	50
Fri	40
Sat	30

What to Do When You Do Not See the Tab You Need

PeopleAdmin has two modules that users will access. A highlighted area in the top left corner of the header presents the name of the module in which you are working. The name of the module is preceded by three blue dots. To change the module you are in, click on the three blue dots and then choose the module you need to access.



The main features in each module are:

- APPLICANT TRACKING SYSTEM - Postings, pools, applicants, and hiring proposals (blue)
- POSITION MANAGEMENT - Position descriptions and a title library (orange)

Your system privileges determine the modules you can access and the tabs available to you in each module. If you think you need additional access to view something in PeopleAdmin, just call Human Resources at 936-294-1070 and someone will assist you.

What Do You Want To Do?

- ❖ Request a replacement for a currently vacant position
- ❖ Modify a Staff position or Change an existing FTE
- ❖ Request a New Staff position and then post it
- ❖ Request a Career Path Advancement
- ❖ Post a Faculty position

The following pages of this tutorial will take you through each step of the process.

REQUEST A REPLACEMENT FOR A CURRENTLY VACANT STAFF OR EXECUTIVE STAFF POSITION

The Request Posting (Replacement) action is used when you plan to replace an existing vacant FTE with a new employee. Typically, no changes are made to the Job Description, simply replacing a terminated/separated/retired employee.

CREATING A POSTING FROM POSITION DESCRIPTION

- Ensure you are in the Position Management module (Home screen)

Home Position Descriptions Titles Shortcuts

Welcome to the Online Recruitment System

Inbox Postings Users Hiring Proposals Actions 2 Special Handling Lists

SEARCH Filters

There are no results to be displayed.

Watch List Postings Hiring Proposals Actions

SEARCH Unwatch Postings

there are no results to be displayed.

31 Filled Postings Last 30 days

Staff Faculty Executive Staff

Applicants Per Day Last Week

- Select Position Descriptions tab → Staff

Home Position Descriptions Titles Shortcuts

Position Descriptions

Staff F...riptions + Create New Position Description

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search More Search Options

Alpha Default Search2

"Alpha Default Search2" 1876 Delete this search? Selected records 0 Clear selection? Actions

← Previous 1 2 3 4 5 6 7 8 9 ... 62 63 Next →

(Actions)

- Find the title/employee you want to replace and click on the position title located under the 'Classification' column.
- Click "Request Posting for Staff Position (Replacement)" in upper right corner of the screen.

- Click 'Start'.

Position Details

- Confirm all information in populated fields.
- Complete all information in required fields noted with *

NOTE: Throughout the posting process, you can move between screens or "pages" using the page links located on the left side of the screen. Page links include Position Details, Position Documents, Posting Information, Supplemental Questions, Applicant Documents, and Action Summary.

When you are finished checking and/or editing the information on the Position Details screen, click 'Next' to advance to the next screen. By clicking on 'Next', you are also saving the data on the page.

Position Documents

- An Organizational Chart must be included with all actions. To upload your document, select the pull down menu under 'Actions' on the right side of the screen and click on the appropriate action. Click 'Next' when done to advance to the next page and save your data.

The screenshot shows the 'Position Documents' section of a web application. At the top, there is a navigation bar with 'Home', 'Position Descriptions', 'Titles', and 'Shortcuts'. Below this is a breadcrumb trail: 'Actions / ... / Request Posting for Staff Position (Replacement) / Administrative Associate I / Edit'. On the left, there is a sidebar titled 'Editing Action' with a list of options: Position Details, Position Documents (highlighted), Posting Information, Supplemental Questions, Applicant Documents, HR Comments, and Action Summary. The main content area is titled 'Position Documents' and contains a table with columns for 'Document Type', 'Name', 'Status', and '(Actions)'. The table lists 'Organizational Chart', 'Justification Memo', and 'Miscellaneous Document', each with an 'Actions' dropdown menu. There are 'Save', '<< Prev', and 'Next >>' buttons at the top and bottom of the table area.

Supplemental Questions

- The 'Supplemental Questions' screen allows you to select standard and/or custom screening questions.
- Click the question name to expand the view to include the complete question and possible answers.

NOTE: The Human Resources department includes two screening questions to each posting. The questions are regarding how the applicant became aware of the posting.

- Click the "Add a Question" button to add a question to the posting. Choose from the "Available Supplemental Questions" or click "Add a new one" to create a question for approval.

The screenshot shows the 'Supplemental Questions' section of a web application. At the top, there is a navigation bar with 'Home', 'Position Descriptions', 'Titles', and 'Shortcuts'. Below this is a breadcrumb trail: 'Actions / ... / Request Posting for Staff Position (Replacement) / Administrative Associate I / Edit'. On the left, there is a sidebar titled 'Editing Action' with a list of options: Position Details, Position Documents, Posting Information, Supplemental Questions (highlighted), Applicant Documents, HR Comments, and Action Summary. The main content area is titled 'Supplemental Questions' and contains a table with columns for 'Position', 'Required', 'Category', 'Question', and 'Status'. There is an 'Add a question' button highlighted with a red circle. There are 'Save', '<< Prev', and 'Next >>' buttons at the top and bottom of the table area.

Select from the 'Available Supplemental Questions:

- Browse through the list of available questions and select your question.
- Scroll to the bottom of the screen and select **'Submit'** to add this question to your posting.

Positions Welcome

Sam Houston STATE UNIVERSITY

Home Position Descriptions ▾

Actions / ... / Request Posting for Staff Position

Editing Action

- ✔ Position Details
- ✔ Position Documents
- ✔ Posting Information
- ✔ Supplemental Questions**
- ✔ Applicant Documents
- ✔ HR Comments

Action Summary

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Work Experience	How many years of clerical experience do you have?
<input type="checkbox"/>	Work Experience	How many years of customer service experience do you have?
<input type="checkbox"/>	Educational Background	What is your highest level of education?
<input type="checkbox"/>	Work Experience	How many years of supervisory experience do you have?
<input type="checkbox"/>	Other	Are you willing to work a flexible schedule, which may include evenings and weekends?
<input type="checkbox"/>	Other	Please list the types of standard office equipment you are familiar with (Example: computers, fax machines, calculators, cash registers (POS), credit card machines, etc).
<input type="checkbox"/>	Work Experience	Do you have any previous experience working in a library?
<input type="checkbox"/>	Work Experience	How many of each; books/chapters/articles/translations/reviews have you published?
<input type="checkbox"/>	Work Experience	Please describe your responsibilities as a supervisor.
<input type="checkbox"/>	Other	Please list all student services related professional organizations that you are or have been a member of in the last 2 years and the last involvement you had with that organization.
<input type="checkbox"/>	Work Experience	Please give an example of a position you have held where you were required to train subordinates and how you went about that training.
<input type="checkbox"/>	Work Experience	How many years of experience do you have teaching English to adult speakers of other languages?
<input type="checkbox"/>	Work Experience	Have you had any Financial Aid experience? Please explain.
<input type="checkbox"/>	Other	You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

To Add a New Question:

- If you do not see your question on the list of available questions, scroll down to the bottom of the screen and select **'Add a new one'**

Work Experience How many years of experience do you have teaching English to adult speakers of other languages?

Work Experience Have you had any Financial Aid experience? Please explain.

Other You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

Other You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

Displaying 1 - 15 of 717 in total

← Previous | **Next** →

Can't find the one you want? **Add a new one**

- **'Name'** the question indicating the nature of the question and select 'category' of question.
- Type the question in the space provided and select **Open Ended Answers** or **Predefined Answers**. Open-ended questions allow a free-form field for the applicant. Predefined answers are answers identified by the department, provided to the applicant.
- Click **'Submit'** when finished.

Positions

Sam Houston STATE UNIVERSITY

Home Position Descriptions

Actions / ... / Request Posting for Staff Position

Editing Action

- Position Details
- Position Documents
- Posting Information
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Status *

Category

Question *

Possible Answers

Open Ended Answers

Predefined Answers

Note the 'pending' status of the new question below. As the HR Manager reviews the posting, the new question will be approved (with modifications if necessary). Click **'Next'** to advance to the next screen.

Included Supplemental Questions

Position	Required	Category	Question	Status
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Other	How did you learn about this Position?	active <input type="button" value="x"/>
<input type="text" value="2"/>	<input type="checkbox"/>	HR Required	If your response to the question above was "Other" please indicate from what source.	active <input type="button" value="x"/>
<input type="text" value="3"/>	<input checked="" type="checkbox"/>	HR Required	Are you legally authorized to work in the United States?	active <input type="button" value="x"/>
<input type="text" value="4"/>	<input checked="" type="checkbox"/>	Other	Are you willing to work Monday through Friday 2:00pm to 11:00pm?	active <input type="button" value="x"/>
<input type="text" value="5"/>	<input type="checkbox"/>	Other	What day is it?	pending <input type="button" value="x"/>

Applicant Documents

- The Applicant Documents screen below allows you to select optional and required documents the applicant can include in their application.
- Click the selected documents.
- By selecting 'Optional', a link is provided to upload a document.
- By selecting 'Required', the document is required to be submitted with the application.
- Click '**Next**' to save your data and proceed to the next screen.

Order	Name	Not Used	Optional	Required
1	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	Curriculum Vitae (Faculty)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Statement of Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Statement of Research & Goals	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Media Presentation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Action Summary

The Summary screen displays all of the information entered into the action. Use this screen to review the information for accuracy before proceeding. Review each section of the document – looking for a green check mark.

- If all sections are marked with a **Green** check, then the posting has passed the validation step.
- If an **Orange** indicator appears at any section, click '**Edit**' next to the section title and correct the item(s) indicated. Your posting will not pass the validation step until all sections are marked **Green**.
- Select Take Action on Action from the workflow action drop down list on the right.
- Click on your next approval authority to move the action forward.

Request Posting for Staff Position (Replacement): Custodian (Staff) Edit

Current Status: Draft

Position Type: Staff
Department: Dept of Building & Landscape Services

Created by: Cindy Bradfield
Owner: Cindy Bradfield

Take Action On Action ▼

Print Preview

Add to Watch List

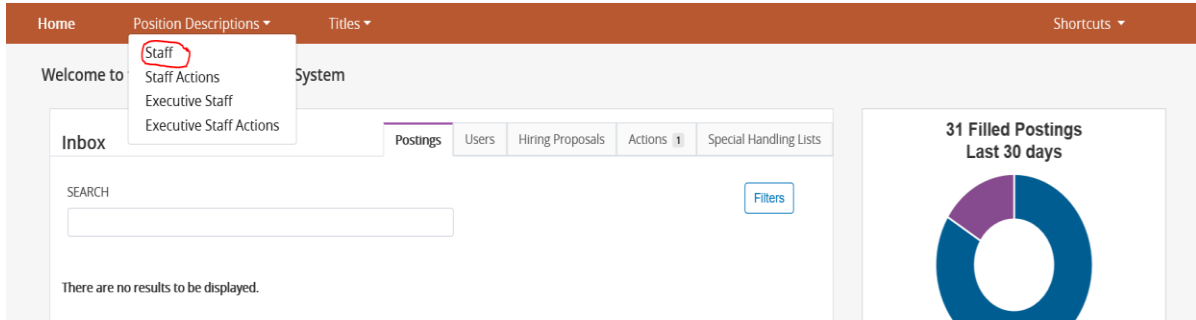
Summary | History | Settings

✔ Position Details Edit

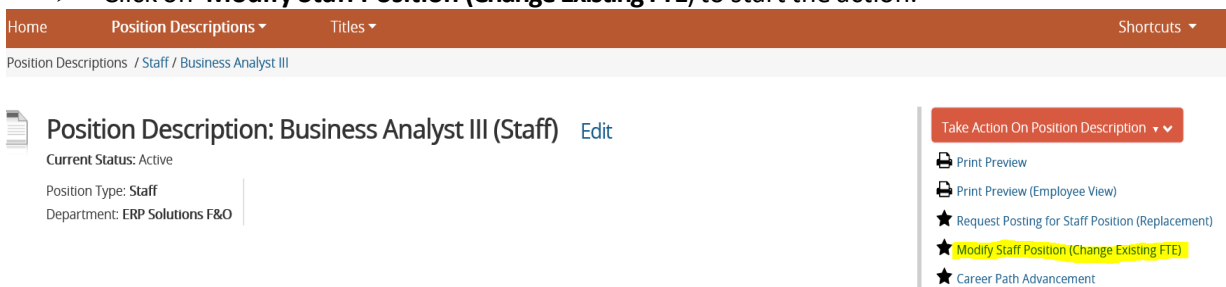
You have completed creating the action to replace a position. Once the action is approved by all authorities and arrives in the HR work queue, a member of our staffing team will be contacting you to discuss your posting.

REQUEST TO MODIFY A CURRENT STAFF OR EXECUTIVE STAFF POSITION

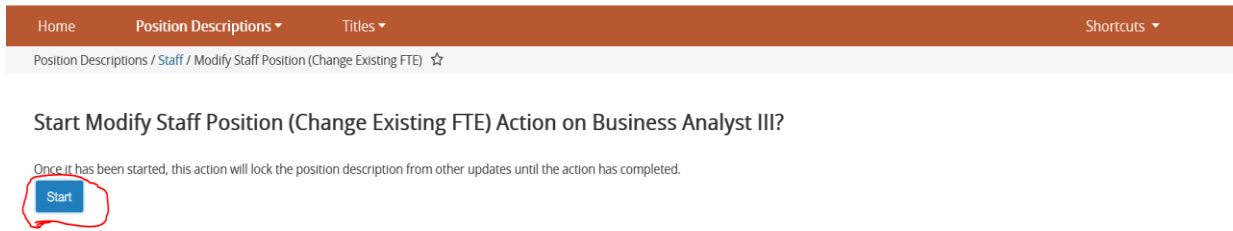
- From My Sam, access PeopleAdmin.
- You need to be in the position management module (orange banner at top of screen)
- Click the Position Descriptions tab, then click **'Staff'** (not Staff Actions).
 - A Manager/Designee user will see all positions within the department(s) assigned to their user account.



- Select a position from the list that you want to modify. Click the 'Title' of this position to start the action.
- You should now see the details of the position and in the top right corner of your screen you should see the options below.
- If you do not see these options but instead see Print Preview and View Outstanding Action, the position you want to modify already has an outstanding action against it. In order to proceed, you will need to Search Staff Actions, find the action against this position and either approve or cancel it. For data integrity reasons, the system only allows one action to take place against a position at a time.
- Click on **'Modify Staff Position (Change Existing FTE)'** to start the action.



- You will now see a message telling you that the action will lock this position once started. Click the **'Start'** button.



TYPE OF MODIFICATION

On this page, you will need to specify whether you are making a 'Change to Position other than Reclassification' or making a 'Request for Reclassification'.

Change to Position other than Reclassification – this type of modification is seldom used and results in an insignificant change meaning slight changes to the Duties and Responsibilities. This option is selected if you do not anticipate a reclassification of the position. Any changes to the required Education and/or Experience requires a reclassification review.

Request for Reclassification – this type of modification results in a change to the position's classification and possibly their pay grade. It includes changes to the Education and/or Experience and significant changes to the job Duties and Responsibilities.

Request Posting - is a secondary request to the requests above if you would also like to "bundle" the request for a posting with your modification. More than one choice can be selected.

Career Path Advancement – this modification is designed specifically for positions on a Career Path, to move the position from one level to the next. It is an abbreviated process, which differs from a regular request for reclassification and can only be used for career path positions.

- Select type of modification and click **'Next'**

A screenshot of a web application interface showing the 'Type of Modification' section. The navigation bar at the top includes 'Home', 'Position Descriptions', 'Titles', and 'Shortcuts'. The breadcrumb trail is 'Actions / ... / Modify Staff Position (Change Existing FTE) / Business Analyst III / Edit'. On the left, there is a sidebar with 'Editing Action' options: 'Type of Modification' (highlighted), 'Classification Title', 'Position Details', 'Staff Additions Changes', 'Job Analysis Questionn...', 'Position Documents', 'Posting Information', 'Supplemental Questions', 'Applicant Documents', and 'HR Comments'. The main content area is titled 'Type of Modification' and contains a form with the question 'What type of modification are you requesting?'. The options are: 'Change to Position other than Reclassification', 'Request for Reclassification', 'Request Posting', and 'Career Path Advancement'. There are 'Save' and 'Next >>' buttons at the top right and bottom right of the form. A note at the bottom reads: 'Note: if you are requesting a reclassification, please fill out the Staff Additions Changes section prior to submitting for approval.'

CLASSIFICATION TITLE

- You only need to make changes on this page if you want to reclassify the position. If you do not need to reclassify, move on to the next page.
- If you do want to request a reclassification, search and select the classification title you would like to associate with your position.
- If you are unsure which title to pick, call Human Resources Classifications at 4-1166.
- After you have made your selection, scroll to the bottom of the screen and select **'Next'** to save your data and move forward.

POSITION DETAILS

- On the position details tab, fill in information to update this position.
- This page contains most of the pertinent details for the position.
- Pay careful attention to the details of each field, as some of this information will flow over to the posting for applicant view (if you request a posting).
- Be sure to include any duties unique to this position under either the Primary Responsibilities or Other Specifications area.
- Note that Funding information is set up in 'builder' format, so that multiple entries can be made.
- When done, click **'Next'** to save your data and move to the next screen.

STAFF ADDITIONS CHANGES

- All fields on this screen must be completed. If the information is missing, the action could be sent back to your department for correction/completion. This could result in a substantial delay in processing your request.
- Fill out the information on this page to match the requirements for the position you are modifying.
- When done, click **'Next'** to save your data and move to the next screen.

JOB ANALYSIS QUESTIONNAIRE

- If this is not a reclassification (you selected "changes to position other than reclassification"), it is not necessary to complete the Job Analysis Questionnaire. You may proceed to the next page.
- Fill out the information on this page to match the requirements of the classification you want to modify the position to.
- Note that Supervision Exercised, Contacts with Others and Position Specific Duties and Responsibilities are set up in 'builder' format, so that multiple entries can be made.
- You must include a minimum of three (3) 'Position Specific Duties and Responsibilities' or PeopleAdmin will give you a system error and your action will not be able to be processed.

POSITION DOCUMENTS

- On the Position Documents screen, you will see the available documents that system users have available to attach to the action.
- An updated Organizational Chart **MUST** be submitted with the action.
- To add a document click on the **Action** link to the right of the Document Type name.
- You can upload a document, create one from scratch, or use a document already in the system.
- If you upload a document, default information will pre-populate in the **Name** field or you have the option to change the name of the document that is being attached.
- Identify the document **Description**
- **Browse** for the file that needs to be uploaded and then select **Submit**.
- **Additional Notes:** Once you hit Submit, you should be back at the main Position Documents page. The name of your document will appear under the main document name. You will have a link to the document that was attached. Click on the link to view the document. A message may appear that reads '**conversion in process**' which means that the document is converting to a .pdf file format and it may take a few minutes to complete depending on the size and/or format of the document you have uploaded. You can continue to either upload additional documents if needed or move on to the next page.
- When done, click '**Next**' to save your data and move to the next screen.

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / Modify Staff Position (Change Existing FTE) / Academic Mentor 1 / Edit

Editing Action

- Type of Modification
- Classification Title
- Position Details
- Staff Additions Changes
- Job Analysis Questionn...
- Position Documents**
- Posting Information
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Position Documents

Save << Prev Next >>

To process your request, an updated Organizational Chart **MUST** be submitted.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart	Organizational Chart 09-27-19 13:01:28	PDF conversion in process	
Justification Memo			Actions ▾
Miscellaneous Document			Actions ▾

Save << Prev Next >>

POSTING INFORMATION

- Question: Why are we seeing this page? I thought I was requesting to modify a position.
Answer: in order to improve efficiency in the system, we allow Manager/Designee and Departments in general to 'bundle' the request to modify a position and request posting together in one action. By doing so, a Department only has to complete one action (with one form and workflow) to request both a modification and/or a posting.
- If you do not want to request a posting for this position, you may bypass this page.
- Open & Closing Dates for Posting: all non-exempt positions must be posted for a minimum of 5 days and all exempt positions must be posted for a minimum of 10 days.
- Be sure to include the position number of the position you are reclassifying/replacing in the '**Replacement for**' field.
- Click '**Next**' when finished to save your data and move forward.

Home Position Descriptions Titles Shortcuts

Actions / ... / Modify Staff Position (Change Existing FTE) / Academic Mentor 1 / Edit

Editing Action

- Type of Modification
- Classification Title
- Position Details
- Staff Additions Changes
- Job Analysis Questionn...
- Position Documents
- Posting Information**
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Posting Information

Save << Prev Next >>

[Check spelling](#)

Note you may bypass this page if you are not requesting a posting for this new position.

Posting Details

Open Date

Initial Closing Date
This date must be a minimum of 10 working days after the Open Date

Removed from Web Date

Open Until Filled

Send to HigherEdJobs.com?

HigherEdJobs Full/Part Time

Supplemental Questions

- The 'Supplemental Questions' screen allows you to select standard and/or custom screening questions.
- Click the question name to expand the view to include the complete question and possible answers.

NOTE: The Human Resources department includes two screening questions to each posting. The questions are regarding how the applicant became aware of the posting.

- Click the “**Add a Question**” button to add a question to the posting. Choose from the “Available Supplemental Questions” or click “Add a new one” to create a question for approval.

Select from the 'Available Supplemental Questions':

- Browse through the list of available questions and select your question.
- Scroll to the bottom of the screen and select '**Submit**' to add this question to your posting.

To Add a New Question:

- If you do not see your question on the list of available questions, scroll down to the bottom of the screen and select **'Add a new one'**

A screenshot of a web interface showing a list of questions. Each question is preceded by a checkbox. The questions are:

- Work Experience: How many years of experience do you have teaching English to adult speakers of other languages?
- Work Experience: Have you had any Financial Aid experience? Please explain.
- Other: You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?
- Other: You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

Below the list, it says "Displaying 1 - 15 of 717 in total" and "← Previous | Next →". At the bottom right, there is a link "Can't find the one you want? **Add a new one**" where "Add a new one" is highlighted in yellow. At the very bottom, there are "Submit" and "Cancel" buttons.

- **'Name'** the question indicating the nature of the question and select 'category' of question.
- Type the question in the space provided and select **Open Ended Answers** or **Predefined Answers**. Open-ended questions allow a free-form field for the applicant. Predefined answers are answers identified by the department, provided to the applicant.
- Click **'Submit'** when finished.

A screenshot of the "Add a new question" form in the Sam Houston State University system. The form is titled "Positions" and includes a navigation menu on the left with options like "Home", "Position Descriptions", and "Supplemental Questions". The main form area contains the following fields:

- Name ***: A text input field.
- Status ***: A dropdown menu with "pending" selected.
- Category**: A dropdown menu with "Please select a category" selected.
- Question ***: A large text area for entering the question.
- Possible Answers**: Two radio button options: "Open Ended Answers" (selected) and "Predefined Answers".

At the bottom right, there are "Submit" and "Cancel" buttons. A note at the top of the form states: "Questions defined here will be 'pending' approval and will not be available for use in other areas of the system until they have been approved."

Note the 'pending' status of the new question below. As the HR Manager reviews the posting, the new question will be approved (with modifications if necessary).

- Click **'Next'** to save your data and move forward to the next screen.
- This page is also included due to the 'bundling' concept defined above. If you are not requesting a posting, you can bypass this page.

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Other	How did you learn about this Position?	active ✕
2	<input type="checkbox"/>	HR Required	If your response to the question above was "Other" please indicate from what source.	active ✕
3	<input checked="" type="checkbox"/>	HR Required	Are you legally authorized to work in the United States?	active ✕
4	<input checked="" type="checkbox"/>	Other	Are you willing to work Monday through Friday 2:00pm to 11:00pm?	active ✕
5	<input type="checkbox"/>	Other	What day is it?	pending ✕

Save
<< Prev
Next >>

APPLICANT DOCUMENTS

- On the Applicant Documents page, you will be able to specify which document you would like applicants to attach when they apply to this posting.

Home
Shortcuts ▾

Actions / ... / Modify Staff Position (Change Existing FTE) / Academic Mentor I / Edit

Editing Action

- Type of Modification
- Classification Title
- Position Details
- Staff Additions Changes
- Job Analysis Questionn...
- Position Documents
- Posting Information
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Applicant Documents Save << Prev Next >>

Note you may bypass this page if you are not requesting a posting for this new position.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Curriculum Vitae (Faculty)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Statement of Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

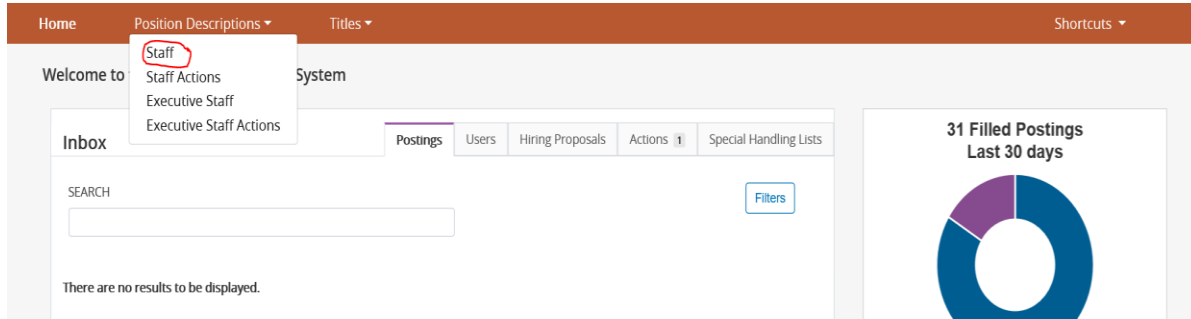
- This page is also included due to the 'bundling' concept defined above. If you are not requesting a posting, you can bypass this page.
- Here are some details on working with Applicant Documents:
 - You do have the ability to reorder the documents.
 - You have the ability to select if you want the applicant documents to be 'required', 'optional' or 'not used'.

ACTION SUMMARY

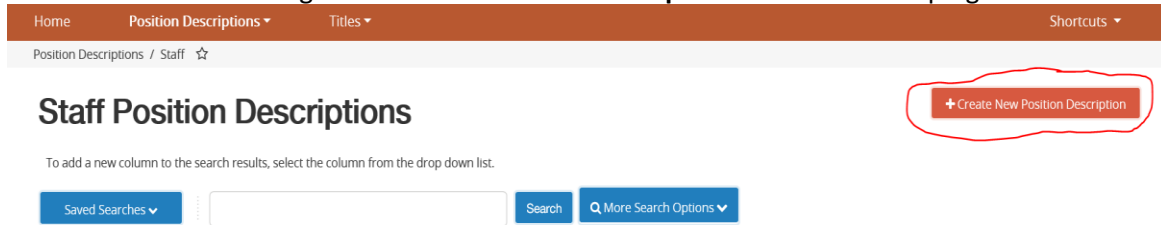
- After entering all necessary information on the action form, select the 'Action Summary' page from the left hand navigation bar.
- If all sections are marked with a **Green** indicator, then the action has passed the validation test. If an **Orange** indicator appears at any section, click on '**Edit**' next to the page name to return to the Edit view of the action to correct any issues on this screen before submitting the action again.

REQUEST A NEW STAFF OR EXECUTIVE STAFF POSITION

- From My Sam, access PeopleAdmin.
- You need to be in the position management module (orange banner at top of screen)
- Click the Position Descriptions tab, then click **'Staff'** (not Staff Actions).
 - A Manager/Designee user will see all positions within the department(s) assigned to their user account.



- Click on the orange **'Create New Position Description'** button in the top right of the screen.



NEW POSITION SETTINGS

- On this screen, you can title the new position, locate its place within the organizational structure, and clone an existing position if you choose.
- Note that you should only clone an existing position to create a new one if the new position is very similar (close to identical) to the position you are cloning.
- Enter the **Classification Title**.
- Identify the **Division** and **Department**.
- Select **Start Action**.

Home Position Descriptions Titles Shortcuts

Position Descriptions / Staff / New Staff Position (New FTE) ☆

New Staff Position (New FTE) Start Action Cancel

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Classification *

Organizational Unit

Division *

Department *

Saved Searches Search More Search Options

CLASSIFICATION TITLE

- Select a Classification Title to associate with this position (new FTE with similar or same title/job description).
- Search for a title by clicking on the blue **'Filter these results'** wording and select the classification title you'd like to associate with your new position.
- Each new position must be associated with a Classification Title.
- If you are unsure which title to pick, choose the **–'Template to Create New Title'** option.
- View the classification title details, and click **'Next'** to continue to Position Details.

POSITION DETAILS

- On the position details tab, fill in information to complete your new position.
- This page contains most of the pertinent details for the new position. Fill out the information on this page to match the requirements for the position you are requesting.
- Pay careful attention to the details of each field, as some of this information will eventually flow over to the posting for applicant view.
- Note that Funding information is set up in 'builder' format, so that multiple entries can be made.
- Click 'Next' to save your data and move forward to the next screen.

Home Position Descriptions Titles Shortcuts

Actions / ... / New Staff Position (New FTE) / Administrative Assistant I / Edit

Editing Action

- Classification Title
- Position Details**
- Staff Additions Changes
- Job Analysis Questionn...
- Position Documents
- Posting Details
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Position Details

Save << Prev Next >>

[Check spelling](#)
* Required Information

Title Information

Classification: Administrative Assistant I

Grade: 3

Status: Non-Exempt

Occupational Category: Clerical

Position Class Code: 5N400, 5N401, 5N402, 5N403, 5N404

* Full Time Part Time: Full Time

STAFF ADDITIONS CHANGES

- All fields outlined in red are required fields and must be completed in order to proceed.

Staff Additions Changes

Save << Prev Next >>

[Check spelling](#)
* Required Information

Staff Additions Changes

Are funds currently available within your department budget to support this change? This field is required.

If the answer is no, please explain the source of funds to support this change

* Source of Funding This field is required.

JOB ANALYSIS QUESTIONNAIRE

- Fill out the information on this page to match the requirements of the classification you want to create.
- Note that Supervision Exercised, Contacts with Others and Position Specific Duties and Responsibilities are set up in 'builder' format, so that multiple entries can be made.
- You must include a minimum of three (3) 'Position Specific Duties and Responsibilities' or PeopleAdmin will give you a system error and your action will not be able to be processed.
- All fields outlined in red are required fields and must be completed in order to proceed.

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / New Staff Position (New FTE) / Administrative Assistant I / Edit

Editing Action

- Classification Title
- Position Details
- Staff Additions Changes
- Job Analysis Questionn...**
- Position Documents
- Posting Details
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Job Analysis Questionnaire

Save << Prev Next >>

[Check spelling](#)

This form should be completed when requesting a new position, or for reclassifying an existing position because of significant or substantial changes in duties and/or responsibilities. (1) Answer all of the questions completely. (2) If a question does not apply, specify N/A. (3) Submit a job classification description when changing an existing title description or proposing a new title. (4) Submit an organization chart with all proposals.

*** Required Information**

I. Required Experience

Indicate the amount of practical or applicable experience or "know-how" needed to perform duties satisfactorily exclusive of break-in orientation time: (check one)

* Required Experience This field is required.

II. Required Education

Indicate lowest grade of education required of a person starting in this position (not preferred or desirable education)

* Required Education This field is required.

*If special courses are needed to perform duties satisfactorily, please list here

POSITION DOCUMENTS

- On the Position Documents screen, you will see the documents that system users have available to attach to the action.
- An updated Organizational Chart **MUST** be submitted with the action.
- To add a document click on the **Action** link to the right of the Document Type name.
- You can upload a document, create one from scratch, or use a document already in the system.
- If you upload a document, default information will pre-populate in the **Name** field or you have the option to change the name of the document that is being attached.
- Identify the document **Description**
- **Browse** for the file that needs to be uploaded and then select **Submit**.
- **Additional Notes:** Once you hit Submit, you should be back at the main Position Documents page. The name of your document will appear under the main document name. You will have a link to the document that was attached. Click on the link to view the document. A message may appear that reads **'conversion in process'** which means that the document is converting to a .pdf file format and it may take a few minutes to complete depending on the size and/or format of the document you have uploaded. You can continue to either upload additional documents if needed or move on to the next page.
- When done, click **'Next'** to save your data and move to the next screen.

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Actions / ... / New Staff Position (New FTE) / Administrative Assistant I / Edit

Editing Action

- ✔ Classification Title
- Position Details
- Staff Additions Changes
- Job Analysis Questionn...
- ✔ **Position Documents**
- ✔ Posting Details
- ✔ Supplemental Questions
- ✔ Applicant Documents
- ✔ HR Comments
- Action Summary

Position Documents

Save << Prev Next >>

To process your request, an updated Organizational Chart **MUST** be submitted. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Justification Memo			Actions ▾
Miscellaneous Document			Actions ▾

POSTING DETAILS

- Question: Why are we seeing this page? I thought I was requesting to create a new position.
Answer: in order to improve efficiency in the system, we allow Manager/Designee and Departments in general to 'bundle' the request for a new position and request for posting together in one action. That way, a Department only has to complete one action (with one workflow) to request both a new position and a posting.
- If you do not want to request a posting for your new position, you may bypass this page.
- Open & Closing Dates for Posting: all non-exempt positions must be posted for a minimum of 5 days and all exempt positions must be posted for a minimum of 10 days.
- Click '**Next**' when finished to save your data and move forward.

Home Position Descriptions Titles Shortcuts

Actions / ... / New Staff Position (New FTE) / Administrative Assistant I / Edit

Editing Action

- Classification Title
- Position Details
- Staff Additions Changes
- Job Analysis Questionn...
- Position Documents
- Posting Details**
- Supplemental Questions
- Applicant Documents
- HR Comments
- Action Summary

Posting Details

Save << Prev Next >>

[Check spelling](#)
Note you may bypass this page if you are not requesting a posting for this new position.

Posting Details

Open Date

Initial Closing Date
This date must be a minimum of 10 working days after the Open Date

Removed from Web Date

Open Until Filled

Send to HigherEdJobs.com?

HigherEdJobs Full/Part Time

SUPPLEMENTAL QUESTIONS

- The 'Supplemental Questions' screen allows you to select standard and/or custom screening questions.
- Click the question name to expand the view to include the complete question and possible answers.

NOTE: The Human Resources department includes two screening questions to each posting. The questions are regarding how the applicant became aware of the posting.

- Click the "Add a Question" button to add a question to the posting. Choose from the "Available Supplemental Questions" or click "Add a new one" to create a question for approval.

Home Position Descriptions Titles Shortcuts

Actions / ... / Request Posting for Staff Position (Replacement) / Administrative Associate I / Edit

Editing Action

- Position Details
- Position Documents
- Posting Information
- Supplemental Questions**
- Applicant Documents
- HR Comments
- Action Summary

Supplemental Questions

Save << Prev Next >>

Included Supplemental Questions

[Add a question](#)

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

Select from the 'Available Supplemental Questions:

- Browse through the list of available questions and select your question.
- Scroll to the bottom of the screen and select '**Submit**' to add this question to your posting.

Positions Welcome

Sam Houston STATE UNIVERSITY
A Division of The State System of Texas

Home Position Descriptions ▾

Actions / ... / Request Posting for Staff Position

Editing Action

- ✔ Position Details
- ✔ Position Documents
- ✔ Posting Information
- ✔ Supplemental Questions**
- ✔ Applicant Documents
- ✔ HR Comments

Action Summary

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Work Experience	How many years of clerical experience do you have?
<input type="checkbox"/>	Work Experience	How many years of customer service experience do you have?
<input type="checkbox"/>	Educational Background	What is your highest level of education?
<input type="checkbox"/>	Work Experience	How many years of supervisory experience do you have?
<input type="checkbox"/>	Other	Are you willing to work a flexible schedule, which may include evenings and weekends?
<input type="checkbox"/>	Other	Please list the types of standard office equipment you are familiar with (Example: computers, fax machines, calculators, cash registers (POS), credit card machines, etc).
<input type="checkbox"/>	Work Experience	Do you have any previous experience working in a library?
<input type="checkbox"/>	Work Experience	How many of each; books/chapters/articles/translations/reviews have you published?
<input type="checkbox"/>	Work Experience	Please describe your responsibilities as a supervisor.
<input type="checkbox"/>	Other	Please list all student services related professional organizations that you are or have been a member of in the last 2 years and the last involvement you had with that organization.
<input type="checkbox"/>	Work Experience	Please give an example of a position you have held where you were required to train subordinates and how you went about that training.
<input type="checkbox"/>	Work Experience	How many years of experience do you have teaching English to adult speakers of other languages?
<input type="checkbox"/>	Work Experience	Have you had any Financial Aid experience? Please explain.
<input type="checkbox"/>	Other	You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

To Add a New Question:

- If you do not see your question on the list of available questions, scroll down to the bottom of the screen and select '**Add a new one**'

Work Experience How many years of experience do you have teaching English to adult speakers of other languages?

Work Experience Have you had any Financial Aid experience? Please explain.

Other You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

Other You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

Displaying 1 - 15 of 717 in total

← Previous | **Next** →

Can't find the one you want? **Add a new one**

- **'Name'** the question indicating the nature of the question and select 'category' of question.
- Type the question in the space provided and select **Open Ended Answers** or **Predefined Answers**. Open-ended questions allow a free-form field for the applicant. Predefined answers are answers identified by the department, provided to the applicant.
- Click **'Submit'** when finished.

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Status *

Category

Question *

Possible Answers

Open Ended Answers

Predefined Answers

Note the 'pending' status of the new question below. As the HR Manager reviews the posting, the new question will be approved (with modifications if necessary).

- Click **'Next'** to save your data and move forward to the next screen.

Included Supplemental Questions

Position	Required	Category	Question	Status
<input type="text" value="1"/>	<input checked="" type="checkbox"/>	Other	How did you learn about this Position?	active <input type="button" value="x"/>
<input type="text" value="2"/>	<input type="checkbox"/>	HR Required	If your response to the question above was "Other" please indicate from what source.	active <input type="button" value="x"/>
<input type="text" value="3"/>	<input checked="" type="checkbox"/>	HR Required	Are you legally authorized to work in the United States?	active <input type="button" value="x"/>
<input type="text" value="4"/>	<input checked="" type="checkbox"/>	Other	Are you willing to work Monday through Friday 2:00pm to 11:00pm?	active <input type="button" value="x"/>
<input type="text" value="5"/>	<input type="checkbox"/>	Other	What day is it?	pending <input type="button" value="x"/>

APPLICANT DOCUMENTS

- On the Applicant Documents page, you will be able to specify which document you would like applicants to attach when they apply to this posting.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Curriculum Vitae (Faculty)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Statement of Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

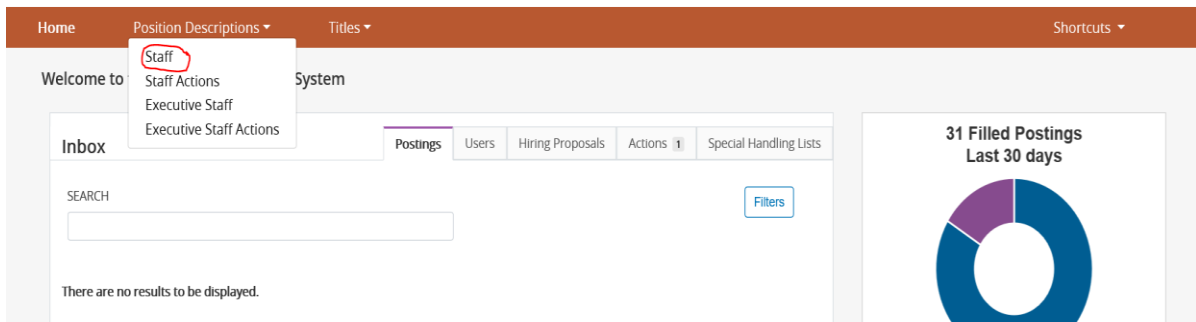
- This page is also included due to the ‘bundling’ concept defined above. If you are not requesting a posting, you can bypass this page.
- Here are some details on working with Applicant Documents:
 - You do have the ability to reorder the documents.
 - You have the ability to select if you want the applicant documents to be ‘required’, ‘optional’ or ‘not used’.

ACTION SUMMARY

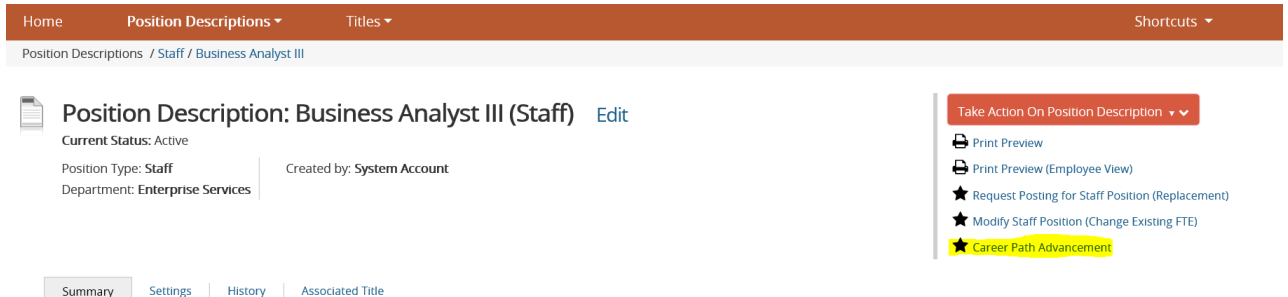
- After entering all necessary information on the action form, select the ‘Action Summary’ page from the left hand navigation bar.
- If all sections are marked with a **Green** indicator, then the action has passed the validation test. If an **Orange** indicator appears at any section, click on **‘Edit’** next to the page name to return to the Edit view of the action to correct any issues on this screen before submitting the action again.

Career Path Advancement

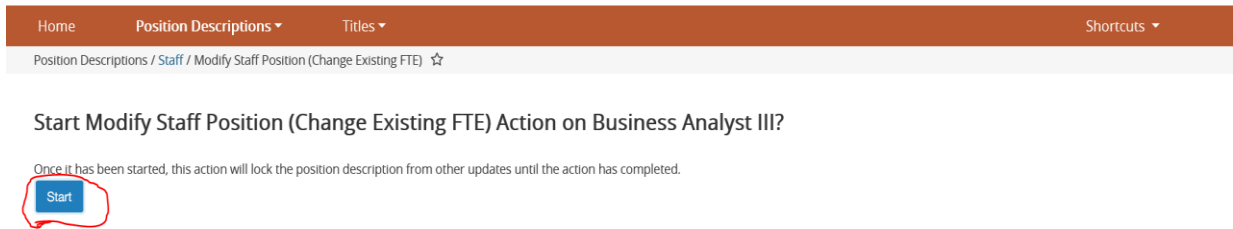
- From My Sam, access PeopleAdmin.
- You need to be in the position management module (orange banner at top of screen)
- The Career Path Advancement is a much-abbreviated action.
- Click the Position Descriptions tab, then click **'Staff'** (not Staff Actions).
 - A Manager/Designee user will see all positions within the department(s) assigned to their user account.



- Select a position from the list that you want to modify. Click the 'Title' of this position to start the action.
- You should now see the details of the position and in the top right corner of your screen you should see the options below.
- If you do not see these options but instead see Print Preview and View Outstanding Action, the position you want to modify already has an outstanding action against it. In order to proceed, you will need to Search Staff Actions, find the action against this position and either approve or cancel it. For data integrity reasons, the system only allows one action to take place against a position at a time.
- Click on **'Career Path Advancement'** to start the action.



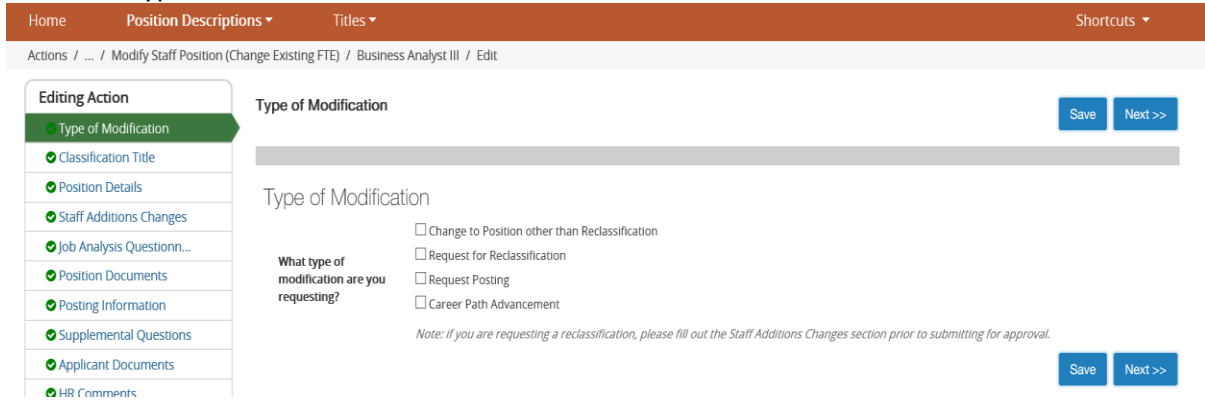
- You will now see a message telling you that the action will lock this position once started. Click the **'Start'** button.



TYPE OF MODIFICATION

Career Path Advancement – this modification is designed specifically for positions on a Career Path, to move the position from one level to the next. It is an abbreviated process, which differs from a regular request for reclassification and can only be used for career path positions.

- Select type of modification and click **'Next'**



CLASSIFICATION TITLE

- If you want to move a position up to the next level in the career path, search and select the classification title you would like to associate with this next level of the position.
- After you have made your selection, scroll to the bottom of the screen and select **'Next'** to save your data and move forward.

POSITION DETAILS

- On the position details tab, fill in information to update this position.
- This page contains most of the pertinent details for the position.
- Pay careful attention to the details of each field, as some of this information will flow over to the posting for applicant view (if you request a posting).
- Be sure to include any duties unique to this position under either the Primary Responsibilities or Other Specifications area.
- Note that Funding information is set up in 'builder' format, so that multiple entries can be made.
- When done, click **'Next'** to save your data and move to the next screen.

STAFF ADDITIONS CHANGES

- All fields on this screen must be completed. If the information is missing, the action could be send back to your department for correction/completion. This could result in a substantial delay in processing your request.
- This screen has been abbreviated for efficiency, asking only questions necessary.
- Fill out the information on this page to match the requirements for the position you are moving to the next level in the career path.
- When done, click **'Next'** to save your data and move to the next screen.

POSITION DOCUMENTS

- On the Position Documents screen, you will see the documents that system users have available to attach to the action.
- An updated Organizational Chart **MUST** be submitted with the action.
- To add a document click on the **Action** link to the right of the Document Type name.
- You can upload a document, create one from scratch, or use a document already in the system.
- If you upload a document, default information will pre-populate in the **Name** field or you have the option to change the name of the document that is being attached.
- Identify the document **Description**.
- **Browse** for the file that needs to be uploaded and then select **Submit**.
- **Additional Notes:** Once you hit Submit, you should be back at the main Position Documents page. The name of your document will appear under the main document name. You will have a link to the document that was attached. Click on the link to view the document. A message may appear that reads **'conversion in process'** which means that the document is converting to a .pdf file format and it may take a few minutes to complete depending on the size and/or format of the document you have uploaded. You can continue to either upload additional documents if needed or move on to the next page.
- When done, click **'Next'** to save your data and move to the next screen.

Home Position Descriptions Titles Shortcuts

Actions / ... / Career Path Advancement / Business Analyst III / Edit

Editing Action

- Type of Modification
- Classification Title
- Position Details
- Staff Additions Changes
- Position Documents**
- HR Comments
- Action Summary

Position Documents

Save << Prev Next >>

To process your request, an updated Organizational Chart MUST be submitted. PDF conversion must be completed for the document to be valid when applicable.

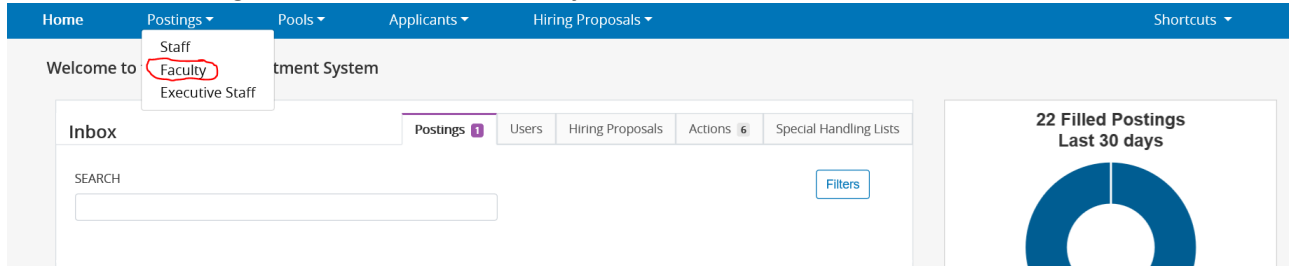
Document Type	Name	Status	(Actions)
Organizational Chart			Actions
Justification Memo			Actions
Miscellaneous Document			Actions

ACTION SUMMARY

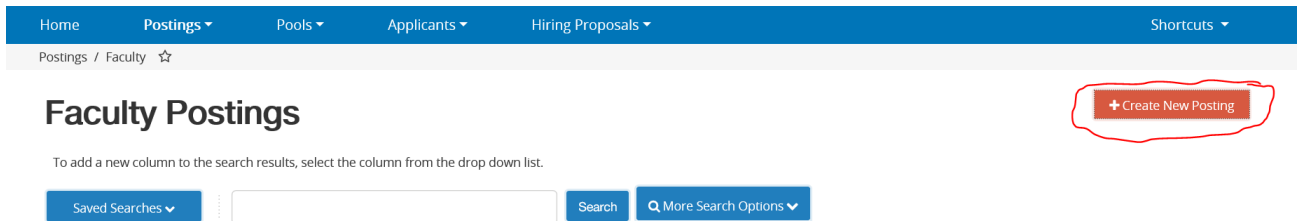
- After entering all necessary information on the action form, select the 'Action Summary' page from the left hand navigation bar.
- If all sections are marked with a **Green** indicator, then the action has passed the validation test. If an **Orange** indicator appears at any section, click on **'Edit'** next to the page name to return to the Edit view of the action to correct any issues on this screen before submitting the action again.

CREATE A FACULTY POSTING

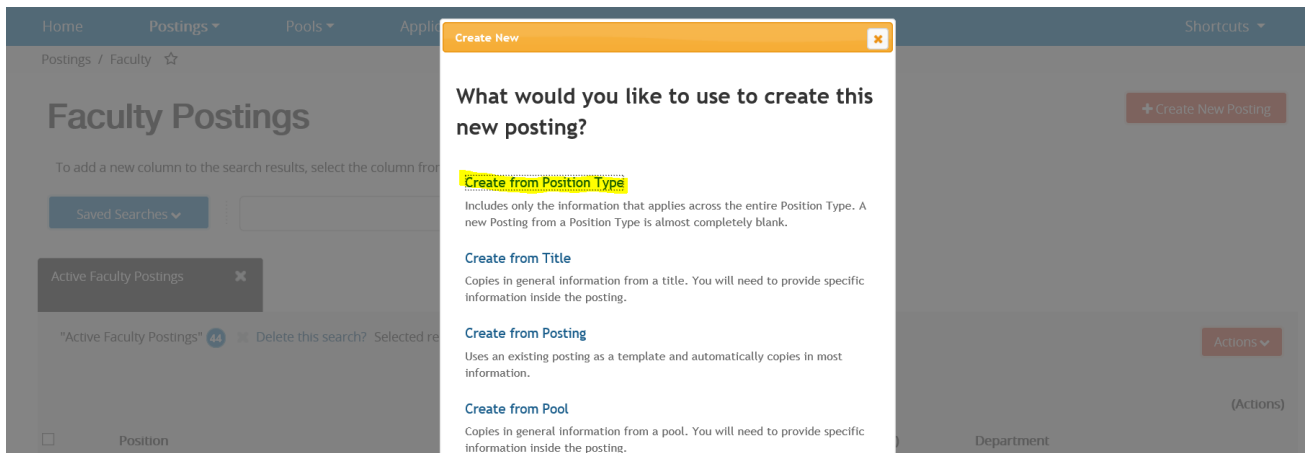
- From My Sam, access PeopleAdmin.
- You need to be in the Applicant Tracking module (blue banner at top of screen)
- Click the Postings tab, and then click 'Faculty'.



- To create a new posting, select 'Create New Posting' located in the upper right of screen.



- Then click on 'Create from Position Type'



- Populate the New Posting fields, giving special attention to those fields marked with an **'**'**. Fields marked with an **'**'** are required and must be completed before moving forward with the action.
- Click on **'Create New Posting'** to save your data and move to the next screen.

Postings / Faculty / New Posting ☆

New Posting Create New Posting Cancel

*** Required Information**

Position *

Organizational Unit

Division *

Department *

Applicant Workflow

Workflow State When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow When all Recommendations have been provided, move to selected workflow state?

Posting Details

- Confirm all information in populated fields.
- Complete all information in required fields noted with *

Click on **'Next'** to save your data and move to the next

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Edit: Posting Details

Editing Posting Save Next >>

Posting Details

Check spelling

*** Required Information**

Position Information

* Position

Requisition

Rank

FLSA status

Salary Type

NOTE: Throughout the posting process, you can move between screens or “pages” using the page links located on the left side of the screen. Page links include Posting Details, Search Committee, Ranking Criteria, Reference Request Info, Supplemental Questions, Candidate Documents, Guest Users, and Summary.

Search Committee

The Search Committee screen allows the “posting creator” to set-up search committee members to view-only access to the posting.

- To get started, click on **‘Add Existing User’**
- This brings up a screen where you can search for members by name
- When you find the name of the individual you want, click on **‘Add Member’**
- You can also designate committee chairs by selecting the check box next to their name
- Repeat these steps for multiple committee members, as necessary.
- When done, select **‘Close’** to take you back to the main Search Committee screen.
- Click **‘Next’** to save your data and move forward to the next screen.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Edit: Search Committee

Editing Posting

- Posting Details
- Search Committee
- Ranking Criteria
- Reference Request Info...
- Supplemental Questions
- Candidate Documents
- Guest Users
- Summary

Search Committee

Save << Prev Next >>

Search Committee Members

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

Add Existing User

Save << Prev Next >>

NOTE: Search Committee Members are assigned per posting. Meaning, if an employee is selected as a Search Committee Member to three separate postings, the employee will be required to be linked or assigned to each of the three postings individually.

Ranking Criteria

- Ranking Criteria is used to rank or weight supplemental questions.
- Click on **‘Add a Criterion’** to get started.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Edit: Ranking Criteria

Editing Posting

- Posting Details
- Search Committee
- Ranking Criteria
- Reference Request Info...
- Supplemental Questions
- Candidate Documents
- Guest Users
- Summary

Ranking Criteria

Save << Prev Next >>

Included Ranking Criteria

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Add a Criterion

Save << Prev Next >>

- Click question title (in blue) to expand the window and assign weight and points (see below).
- Scroll to the bottom of the screen when done and select **“Submit”** to add the question.
- If you do not find the question you want, scroll to the bottom of the screen and select **‘Add a new one’** to create a custom question.
- When done, click **‘Next’** to save your data and move forward to the next screen.

Available Ranking Criteria

Category: Any Keyword:

Add	Category	Description	Weight
<input type="checkbox"/>	Uncategorized	Review the candidate's research methods and library of published material and rate their contribution to advancing their speciality.	
<input type="checkbox"/>	Uncategorized	What is the highest level of education?	
<input type="checkbox"/>	Uncategorized	Describe level of financial aid or financial services experience.	
<input type="checkbox"/>	Uncategorized	Rate the candidate's coaching experience.	
<input type="checkbox"/>	Uncategorized	Rate the candidate's educational background as it fits this position.	
<input type="checkbox"/>	Uncategorized	Assess the candidate's scientific writing experience, based on resume, cover letter, and/or interview.	
<input type="checkbox"/>	Uncategorized	Assess the candidate's experience with forensic toxicology research.	
<input type="checkbox"/>	Uncategorized	Based on interviews or documents received from the candidate or candidate's reference providers, evaluate the candidate's college/university teaching experience.	
<input type="checkbox"/>	Uncategorized	Evaluate the candidate's research efforts and achievements.	
<input type="checkbox"/>	Uncategorized	Please evaluate the candidate's relevant work experience.	
<input type="checkbox"/>	Uncategorized	Assess the candidate's relevant education/training.	
<input type="checkbox"/>	Uncategorized	How many years of career counseling experience do you have?	
<input type="checkbox"/>	Uncategorized	Evaluate the candidate's evidence of teaching ability.	
<input type="checkbox"/>	Uncategorized	Do you accept or reject this candidate? Please provide a justification for your decision.	
<input type="checkbox"/>	Uncategorized	Please rate this candidates fit for the position.	

Displaying 1 - 15 of 33 in total
 ← Previous | Next →

Reference Request Information

- Here you can designate specific information you want to receive about the applicant’s references.
- Complete all required fields.
- When done, click **‘Next’** to save your data and move forward to the next screen.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Edit: Reference Request Information

Editing Posting

- Posting Details
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- Reference Request Info...**
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Reference Request Information Save << Prev Next >>

Reference Request Details

Check spelling
 * Required Information

Require applicants to submit references? This field is required.

Minimum number of references to require This field is required.
The minimum number of references an applicant must submit in order to complete their application. If you are not accepting references for this position, please enter zero (0).

Maximum number of references to require This field is required.
The maximum number of references an applicant can submit for this job posting.

Last day a reference provider can submit a recommendation for an applicant up to the date listed in this field. This field is required.
Reference providers can submit a recommendation for an applicant up to the date listed in this field. PeopleAdmin 7 will not allow recommendations after this date. If no references are being requested, you can simply put today's date.

Save << Prev Next >>

Supplemental Questions

- The 'Supplemental Questions' screen allows you to select standard and/or custom screening questions.
- Click the question name to expand the view to include the complete question and possible answers.

NOTE: The Human Resources department includes two screening questions to each posting. The questions are regarding how the applicant became aware of the posting.

- Click the **"Add a Question"** button to add a question to the posting. Choose from the "Available Supplemental Questions" or click "Add a new one" to create a question for approval.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Edit: Supplemental Questions

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Supplemental Questions

Save << Prev Next >>

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

Select from the 'Available Supplemental Questions':

- Browse through the list of available questions and select your question.
- Scroll to the bottom of the screen and select **'Submit'** to add this question to your posting.

Positions Welco

Sam Houston STATE UNIVERSITY

Home Position Descriptions

Actions / ... / Request Posting for Staff Position

Editing Action

- Position Details
- Position Documents
- Posting Information
- Supplemental Questions**
- Applicant Documents
- HR Comments
- Action Summary

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Work Experience	How many years of clerical experience do you have?
<input type="checkbox"/>	Work Experience	How many years of customer service experience do you have?
<input type="checkbox"/>	Educational Background	What is your highest level of education?
<input type="checkbox"/>	Work Experience	How many years of supervisory experience do you have?
<input type="checkbox"/>	Other	Are you willing to work a flexible schedule, which may include evenings and weekends?
<input type="checkbox"/>	Other	Please list the types of standard office equipment you are familiar with (Example: computers, fax machines, calculators, cash registers (POS), credit card machines, etc).
<input type="checkbox"/>	Work Experience	Do you have any previous experience working in a library?
<input type="checkbox"/>	Work Experience	How many of each; books/chapters/articles/translations/reviews have you published?
<input type="checkbox"/>	Work Experience	Please describe your responsibilities as a supervisor.
<input type="checkbox"/>	Other	Please list all student services related professional organizations that you are or have been a member of in the last 2 years and the last involvement you had with that organization.
<input type="checkbox"/>	Work Experience	Please give an example of a position you have held where you were required to train subordinates and how you went about that training.
<input type="checkbox"/>	Work Experience	How many years of experience do you have teaching English to adult speakers of other languages?
<input type="checkbox"/>	Work Experience	Have you had any Financial Aid experience? Please explain.
<input type="checkbox"/>	Other	You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

To Add a New Question:

- If you do not see your question on the list of available questions, scroll down to the bottom of the screen and select **'Add a new one'**

A screenshot of a web interface showing a list of questions. Each question is preceded by a checkbox. The questions are:

- Work Experience: How many years of experience do you have teaching English to adult speakers of other languages?
- Work Experience: Have you had any Financial Aid experience? Please explain.
- Other: You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?
- Other: You will be required to give a 3-5 minute presentation on financial aid. Are you prepared to give this presentation?

Below the list, it says "Displaying 1 - 15 of 717 in total" and "← Previous | Next →". At the bottom right, there is a link "Can't find the one you want? **Add a new one**" where "Add a new one" is highlighted in yellow. At the very bottom, there are "Submit" and "Cancel" buttons.

- **'Name'** the question indicating the nature of the question and select 'category' of question.
- Type the question in the space provided and select **Open Ended Answers** or **Predefined Answers**. Open-ended questions allow a free-form field for the applicant. Predefined answers are answers identified by the department, provided to the applicant.
- Click **'Submit'** when finished.

A screenshot of a web application interface for adding a new question. The top navigation bar shows "Positions". The left sidebar has a "Supplemental Questions" menu item highlighted. The main content area has a heading "Questions defined here will be 'pending' approval and will not be available for use in other areas of the system until they have been approved." Below this are form fields for:

- Name * (text input)
- Status * (dropdown menu, currently set to "pending")
- Category (dropdown menu, currently set to "Please select a category")
- Question * (large text area)

Below the question field, there is a section titled "Possible Answers" with two radio button options:

- Open Ended Answers
- Predefined Answers

At the bottom right, there are "Submit" and "Cancel" buttons.

Note the **'pending'** status of the new question below. As the HR Manager reviews the posting, the new question will be approved (with modifications if necessary).

➤ Click **'Next'** to save your data and move forward to the next screen.

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Other	How did you learn about this Position?	active ✕
2	<input type="checkbox"/>	HR Required	If your response to the question above was "Other" please indicate from what source.	active ✕
3	<input checked="" type="checkbox"/>	HR Required	Are you legally authorized to work in the United States?	active ✕
4	<input checked="" type="checkbox"/>	Other	Are you willing to work Monday through Friday 2:00pm to 11:00pm?	active ✕
5	<input type="checkbox"/>	Other	What day is it?	pending ✕

Save << Prev Next >>

Candidate Documents

➤ On the Candidate Documents page, you will be able to specify which document(s) you would like applicants to attach when they apply to this posting.

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Postings / Faculty / Tutorial test (Draft) / Edit: Candidate Documents

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- Reference Request Info...
- Supplemental Questions
- Candidate Documents**
- Guest Users
- Summary

Candidate Documents Save << Prev Next >>

Order	Name	Not Used	Optional	Required
1	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	Curriculum Vitae (Faculty)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Statement of Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

➤ Here are some details on working with Candidate Documents:

- You do have the ability to reorder the documents.
- You have the ability to select if you want the applicant documents to be 'required', 'optional' or 'not used'.

Guest Users

- Guest Users are created to be able to view the posting and applicants.
- Select **'Create Guest User Account'** to begin creating these accounts.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Edit: Guest Users

Editing Posting

- Posting Details
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Guest Users

Save << Prev Next >>

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Next >>

- The system will assign a Username and Password for the guest user.
- You can change the password to something else if you choose.
- Enter the email address of your guest user.
- Click on **'Update Guest User Recipient List'** to add this guest to the posting.
- Click **'Next'** to save your data and move forward to the next screen.

Editing Posting

- Posting Details
- Search Committee
- Ranking Criteria
- Reference Request Info...
- Supplemental Questions
- Candidate Documents
- Guest Users**
- Summary

Guest Users

Save << Prev Next >>

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu244382

Password

Testing Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

csb017@shsu.edu

Update Guest User Recipient List

Save << Prev Next >>

SUPPORT NEW FEATURES 0 prev Next >>

Summary

- After entering all necessary information on the action form, select the **'Summary'** page from the left hand navigation bar.
- If all sections are marked with a **Green** indicator, then the action has passed the validation test. If an **Orange** indicator appears at any section, click on **'Edit'** next to the page name to return to the Edit view of the action to correct any issues on this screen before submitting the action again.
- Select the **'Take Action on Posting'** dropdown menu and move the action to the next approval authority.

Home Postings Pools Applicants Hiring Proposals Shortcuts

Postings / Faculty / Tutorial test (Draft) / Summary Search Resu

Posting: Tutorial test (Faculty) Edit Delete

Current Status: Draft

Position Type: Faculty Created by: Cindy Bradfield
Department: Human Resources Owner: Cindy Bradfield

Take Action On Posting

- Activate Guest User
- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary History Settings Hiring Proposals

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

X Posting Details Edit

Position Information

Position	Tutorial test
Requisition	
Rank	