



PeopleAdmin

Creating a Posting for HR Users

Applicant Tracking

This guide provides instructions on **Creating a Posting** – utilized to post a vacant position.

The position description serves as the basis for creating a posting. A posting will be created from a Position Description, Position Type or Posting. The system will transfer pertinent information from the position description to the posting, providing a more efficient on-line process for creating postings and displaying important information for applicants to view.

The **Applicant Tracking Module** is used to create postings and view/manage applicants.

About the Site

Your Web Browser

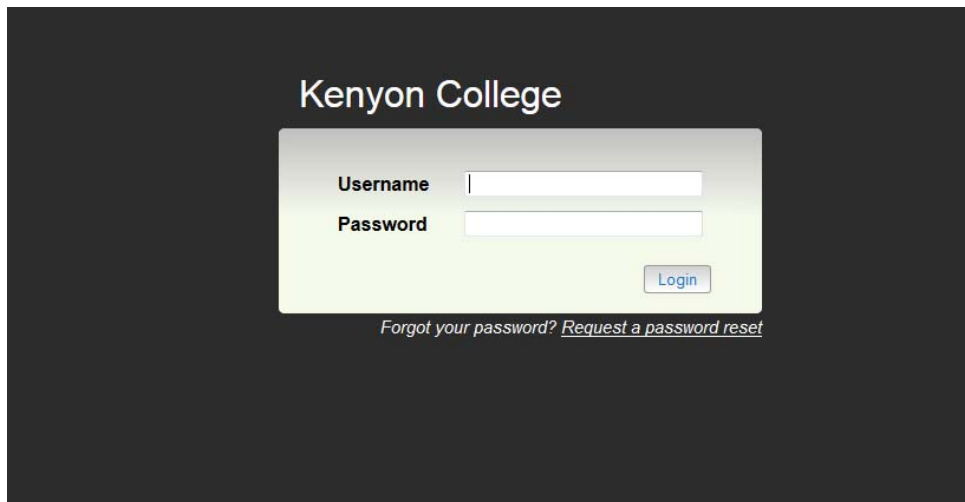
It is recommended that you utilize either Chrome or Firefox as your web browser setting. These are free downloads available:

<http://www.mozilla.org/en-US/firefox/new/>

<https://www.google.com/intl/en/chrome/#cds>

The site URL is <https://employment2.kenyon.edu/hr/>

Be sure that you have your user name and password to log in. Use your Single Sign-on log in



Kenyon College

Username

Password

Login

[Forgot your password? Request a password reset](#)

Features

Below is a highlight of site features that will be helpful. Reference the Navigation and Searches user guide and training video for more detailed information about these features.

Action Summary

Can be prompted at any time during an action and provides a preview of the work that has been completed thus far and what still may need to be completed.

Applicant Documents

Main Postings now have the option of having applicants attach a CV/resume, cover letter or other documents to their on-line application.

Back Button

Internet browser **Back Button** is fully functional and the user can use this to navigate the system.

Comments

When working on a posting, users have the ability to first leave any comments for the next workflow state owner with regards to the creation of posting. Adding Comments is optional and viewable to anyone who has authorized access to the electronic recruitment file and cannot be erased.

Ranking Criteria

Section is used for ranking candidates on established search criteria.

Guest User Account

Guest Users are notified of their account access by an automated email when you add the guest users' email.

Inbox

This is found on the Home page. The **Inbox** presents the tasks within the HR Suite. This includes items that are specifically assigned to a user and reflects the current state and therefore requires the user's action. The Inbox does not include items that are currently assigned to other users.

Save Function

As a tab is completed, the system will save the work up to that point. The user can exit the action at any time and the most recently completed tab will be saved. Selecting the **Save** button at the top or bottom of each page will also save the work before moving on to the next tab.

Search Committee

The benefit of using the Search Committee function is that it will allow a Search Committee member to see all of the positions that he/she is a member with **one** login.

Searches

Each user has access to Saved **Searches**, as well as the ability to create and save personal searches specific to the user's account. Additionally, the data within these searches can be manipulated to reflect the user's needs.

Security of Data

To ensure the security of the data provided by applicants, the system will automatically log the user out **after 180 minutes if it detects no activity**. However, anytime the user leaves their computer, it is strongly recommend that the work in progress is saved and logout of the system by clicking on the log out link located on the upper right side of the screen.

Spell Check

After completing entries on a tab, make use of the **Spell Check** feature. This feature will highlight in red, the word(s) misspelled and you will then be able to change to correct spelling.

Summary

The summary page is provided as a document review of the posting to make sure you have completed all the required information in the posting before submitting for posting by HR. An exclamation point is an indicator that there are required field not completed in a section of the posting. Editor link identifies the field(s) to be completed.

Take Action On Action

When working on a position description or posting **Action**, in order to move the action to the next step in the workflow. The user will always need to go to the **Take Action on Action** button to move the position description or posting to the next workflow state.

Track Changes

This is available with the Position Management when modifying an existing position description. As changes are being made to any field, the system tracks the field entry before the changes and what the changed entry is.

Watch List

This is found on the Home page. The **Watch List** allows the user to determine what actions to maintain in their Watch List. It serves as an easy reference to monitor the workflow of certain processes that the user needs to be aware of, such as position description actions, postings or applicant flow.

CREATE A POSTING

From the web browser, go to site:

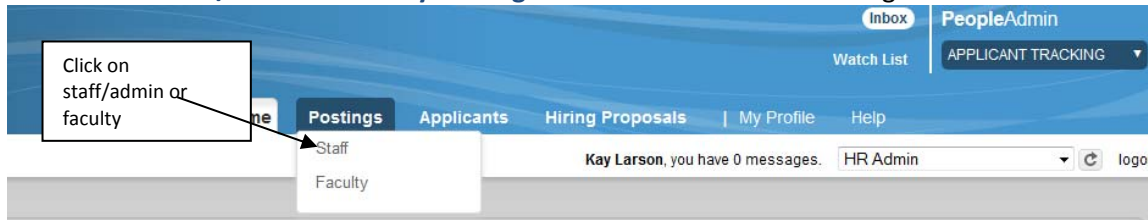
<https://employment2.kenyon.edu/hr/> and log in.

The Home Page defaults to the Applicant Tracking module.

This is also where the **Inbox** and **Watch List** are displayed.

Toggle over the **Postings** tab and select **Main**.

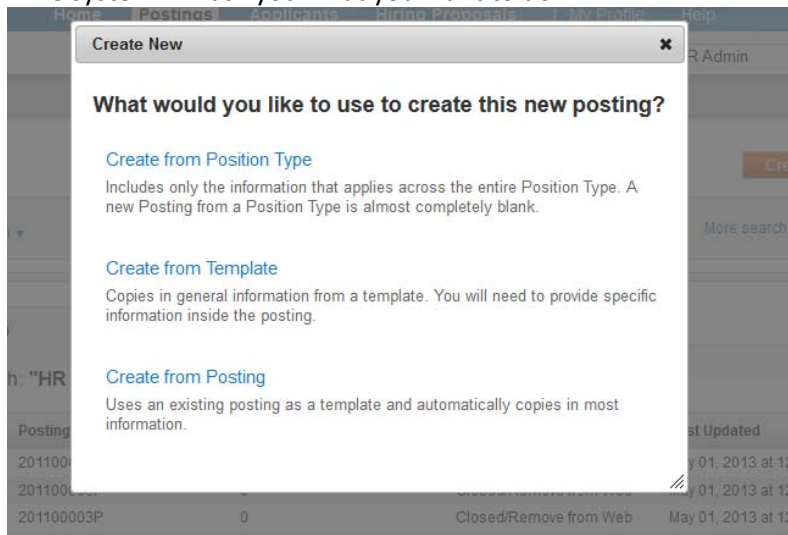
Select **either Staff/Admin or Faculty Posting**. Then click create New Posting



Welcome to your Online Recruitment System

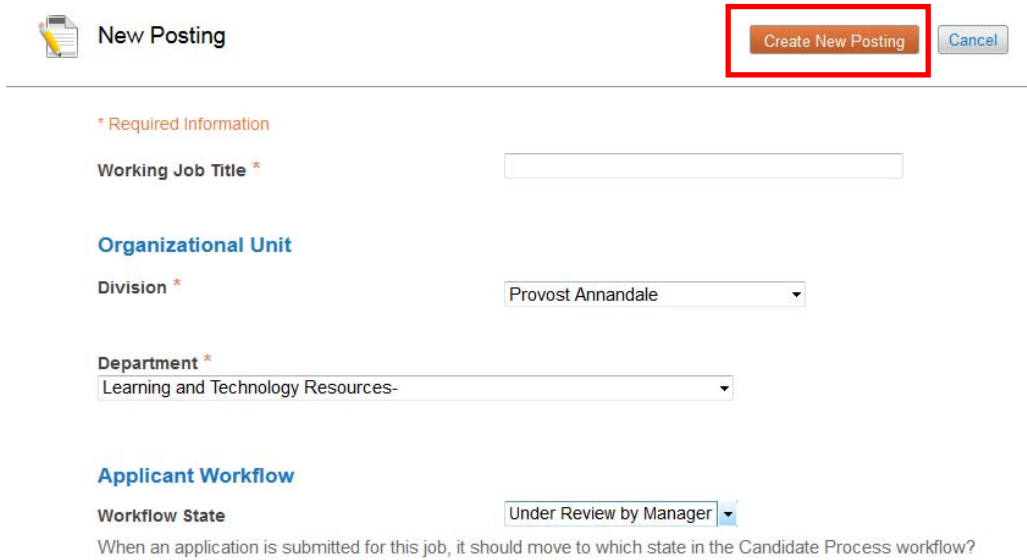
The dashboard area displays an 'Inbox' section with the message '(0 items need your attention)'. Below this, it shows 'Displaying items for group "Hr Admin".' and a list of categories: 'Postings (0)', 'Users (0)', 'Hiring Proposals (0)', 'Actions (0)', and 'Special Handling Lists (0)'. A table header is visible with columns: 'Job Title', 'Type', 'Current State', and 'Owner'. To the right, there are sections for 'Shortcuts' (including 'View Failed Document Conversions Report', 'Create New Staff Posting', and 'Create New Faculty Posting'), 'My Links', and 'Useful Links' (including 'Training Videos').


The system will ask you what you want to do



The system now prompts an informational screen or referred to as the (settings page) displaying the new posting Position Title, Division, Department and Applicant Workflow State. The drop-down **Workflow State** is always be populated by the selection **Under Review**, so this field will not be changed.

Select **Create New Posting**.



 **New Posting** Create New Posting Cancel

*** Required Information**

Working Job Title *

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?

Posting Details

The system now prompts you to the posting form. Scroll through the page to view the information to be completed. There will be some fields that have been pre-populated from the position description.

Complete the information for required fields, as applicable to your posting.

The screenshot shows a web application interface for editing a posting. At the top, there is a navigation bar with links for Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. A 'Watch List' button and an 'APPLICANT TRACKING' dropdown menu are also visible. Below the navigation bar, the user's name 'Kay Larson' and message count 'you have 0 messages.' are displayed, along with a user role dropdown set to 'HR Admin' and a 'logou' link. The main content area is titled 'Personnel Requisition' and includes a 'Save' button and a 'Next >>' button. A left sidebar menu under 'Editing Posting' lists various sections: Personnel Requisition, Posting Specific Quest..., Applicant Documents, Guest User, References, Search Committee, Ranking Criteria, and Summary. The main content area contains a 'Check spelling' dropdown, a paragraph of instructions on how to create a requisition, a note that required information is denoted with an asterisk, and a section titled 'POSITION INFORMATION' with instructions on when to complete this section.

As you complete each of the posting sections, the system will save your work up to that point. Editing

the action can happen at any time and the most recently **completed** tab will be saved.

At any time, selecting the <<Prev prompts going back to what was viewed or being worked on prior to the current page.

Selecting **Next** prompts the completion of each section in order. However, the sections do not have to be completed in order.

Selecting the **section name** (left menu) opens that page for completion and/or further editing and can still keep track of what has or has not been completed, by the check marks. If you select a section from the left menu and the entries have not been saved, the system will prompt a warning that there are unsaved entries on current section. So make sure to select Save before proceeding.

Check Spelling

By selecting the **Check Spelling** button, if the system detects **an error**, the misspelled word is highlighted in red. By selecting the highlighted word, then selecting the appropriately spelled version, word is then highlighted in **green**.

Select the **Resume Editing** button to return to the posting editing.

Applicant Documents

Select **Included** to make the document(s) optional

Select **Included and Required** to make the document(s) mandatory to complete the application process.

Editing Posting		Applicant Documents		Save	<< Prev	Next >>
Posting Details		Applicant documents can be included in the application process by selecting Included to make the documents optional and Required and Included to make the document(s) mandatory to complete the application process.				
Supplemental Questions						
Applicant Documents						
Posting Documents						
Guest User						
Interview Committee						
Search Ranking Criteria						
Summary						
Order	Name	Included?	Required?			
1	Resume	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
2	Cover Letter/Letter Of Application	<input type="checkbox"/>	<input type="checkbox"/>			
3	Unofficial Transcripts	<input type="checkbox"/>	<input type="checkbox"/>			
4	Teaching Philosophy	<input type="checkbox"/>	<input type="checkbox"/>			
5	Writing Sample	<input type="checkbox"/>	<input type="checkbox"/>			
6	Other Document	<input type="checkbox"/>	<input type="checkbox"/>			
7	Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>			
8	Certificate	<input type="checkbox"/>	<input type="checkbox"/>			

Guest User

The Guest User Account provides access to individual(s) to view applicants/for **the specific posting only**. Guest Users are not able to take action on the applicants or use evaluative criteria/ranking section of the posting. You can create one guest user account and have multiple users of that same account.

To create the account, select **Create Guest User Account**.

Editing Posting

- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User**
- Interview Committee
- Search Ranking Criteria
- Summary

Guest User Save << Prev Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. **Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password.** You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username
gu21936

Password
8410b2 Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

Update Guest User Recipient List

Tip-

Guest Users are notified of their account access by adding their email address in the **Email Address of Guest User Recipients**. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the guest user account users.

The system will automatically generate a Guest Username and Password.

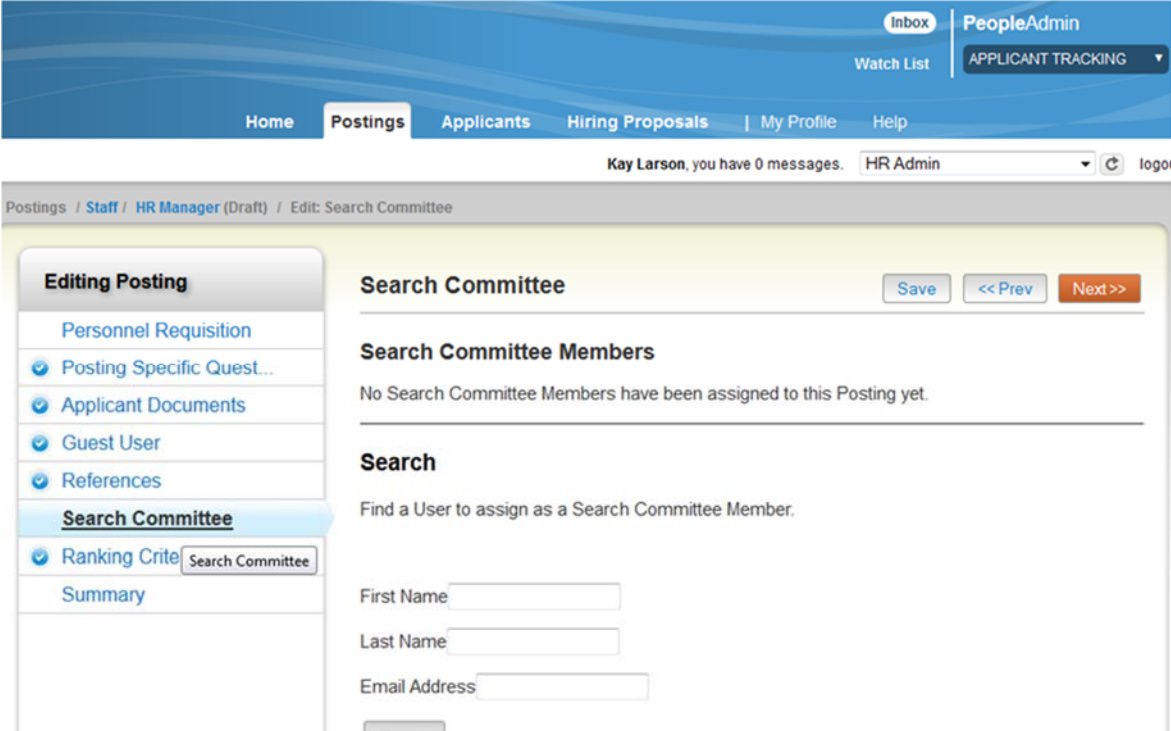
You may update the password if needed. The username cannot be updated.

[Interview Committee](#)

Search for a member using the **Search** fields. If they do have a user account, the account information will appear.

Select the **Add Member** button to add the selected person to the search committee and check the **Make Member the Committee Chair** if applicable.

If no user account is found, enter the **New Search Committee Member** required information and select **Submit**.



Ranking Criteria

This section of the posting is used for ranking candidates on established search criteria. To add ranking criterion, select **Add a Criterion**.

Editing Posting

- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Interview Committee
- Search Ranking Criteria**
- Summary

Search Ranking Criteria Save << Prev Next >>

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status
Uncategorized	Please rank your skills with Microsoft Word		Under Review by HR	active <input type="button" value="x"/>

Save << Prev Next >>

Take Action on Posting

This feature provides options to select from **to initiate the Workflow Actions**.

Keep working on this Action- keeps the current user as the **owner** of the action. Select this action if need to further review, edit etc.

Cancel Action- moves to Canceled status and the action is saved for further if needed.

Select the appropriate **workflow action**.

The screenshot displays a web browser window titled "Kenyon College HR Site :: Posting Show :: PeopleAdmin - Mozilla Firefox". The address bar shows the URL "https://kenyon-training.peopleadmin.com/hr/postings/1657". The main content area shows a posting titled "Posting: Staff/Admin (Staff/Admin)" with an "Edit" link. The current status is "Draft". The position type is "Staff/Admin" and the department is "Development". The posting was created by "Mary Goble" and the owner is "Mary Goble". A dropdown menu titled "Take Action On Posting" is open, showing the following options: "Keep working on this Posting", "Send to EEO (move to EEO)", "Cancel (move to Canceled)", and "Print Preview". Below the posting details, there are tabs for "Summary", "History", "Settings", and "Hiring Proposals". The "Summary" tab is selected, and it contains instructions for reviewing the posting details and taking actions. The "Posting Details" section is visible, with a "Posting Number" field.

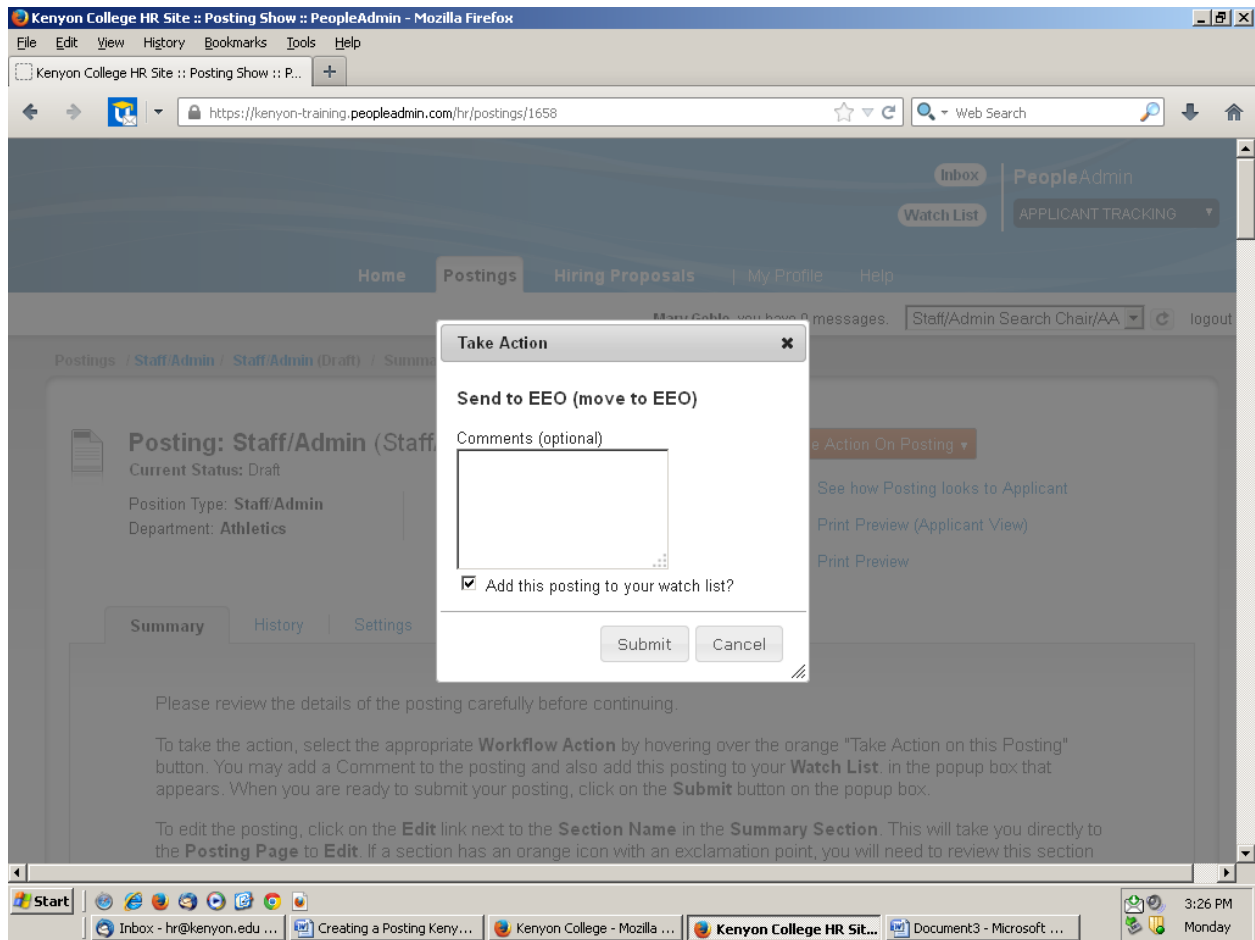
The system will prompt a **Take Action box**.

The **Take Action box** serves as a confirmation as to the action wishing to proceed with.

The user has the option to **Add this action to your watch list?** (system has default checked in box to left). If user wishes to not have a specific action in their watch list, clicking in the box to remove the check, will eliminate the action being added to the user's watch list

In addition, the user can make **Comments** which can then be referenced in the posting's Summary History tab).

Enter comments as needed and select **Submit**.



This concludes the information on **Creating a Posting in PeopleAdmin**.