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.

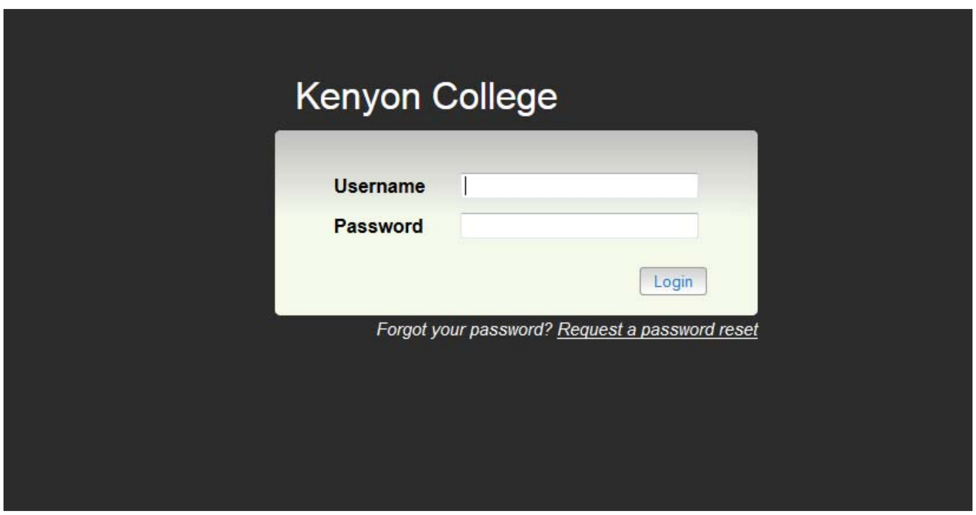
About the Site

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



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**:**

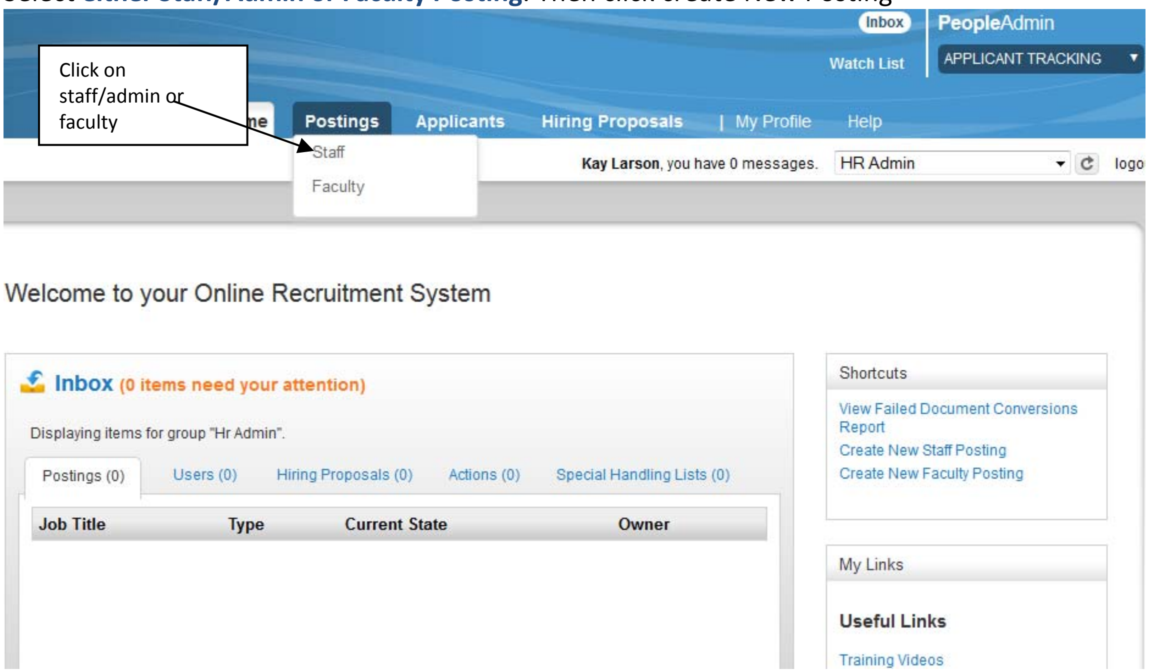
https://employment2.kenyon.edu/hr/ and log in.

The Home Page defaults to the Applicant Tracking module.

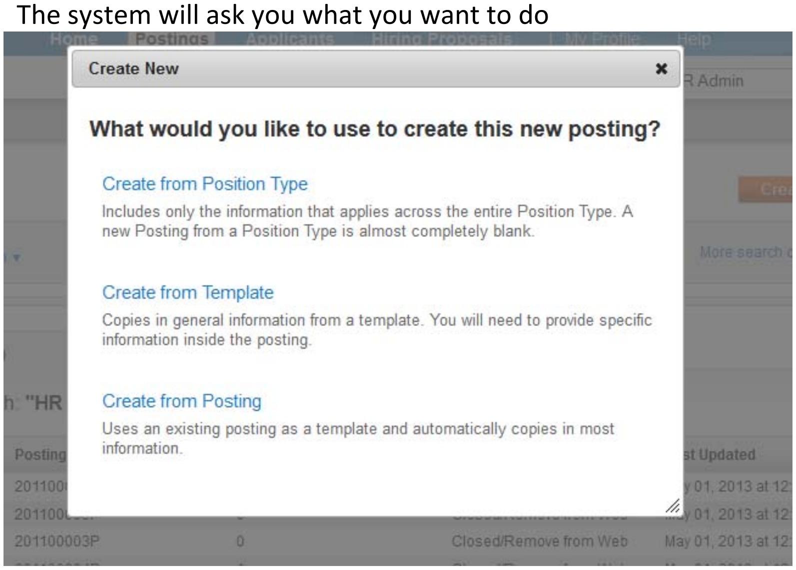
This is also where the **Inbox** and **Watch List** are displayed.

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

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

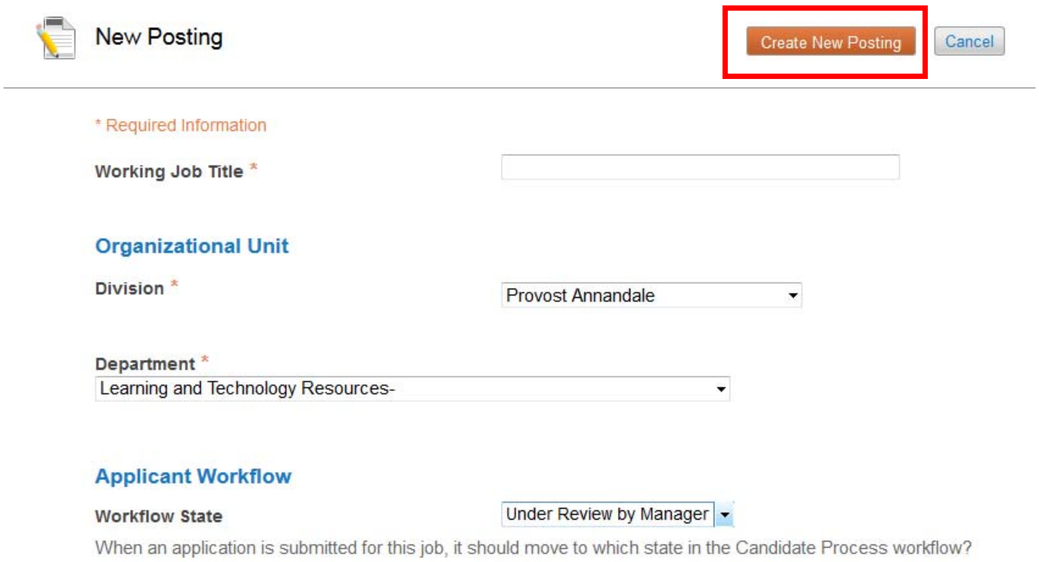


The system will ask you what you want to do



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.

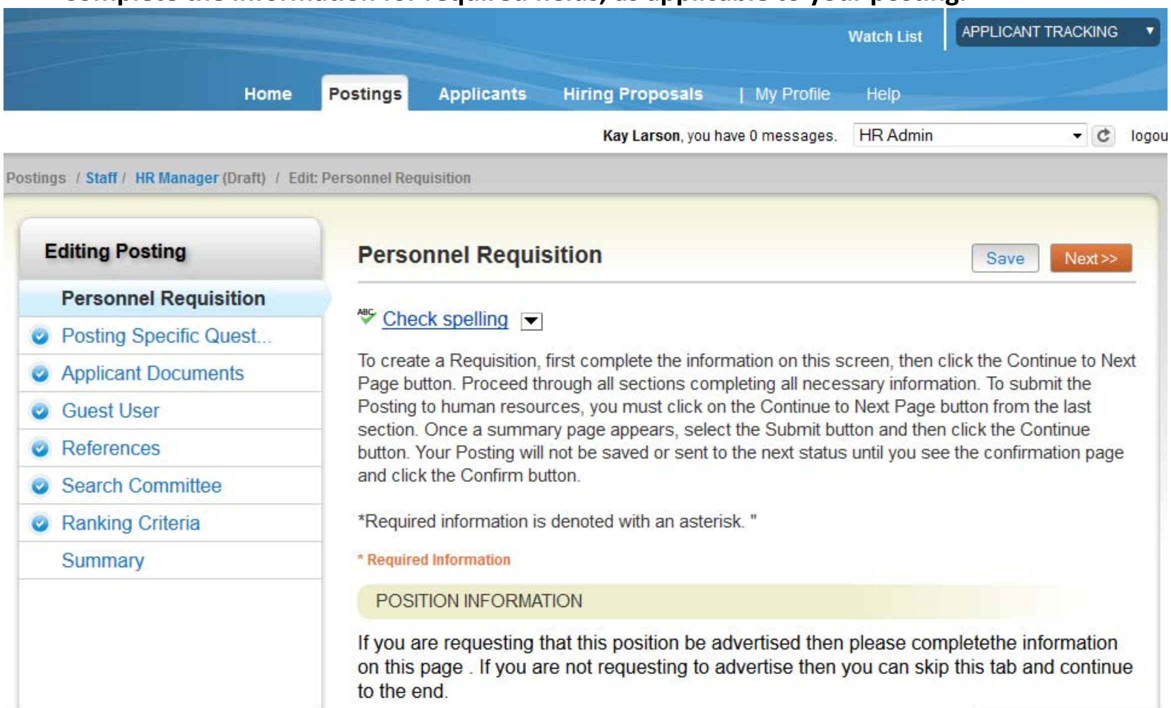
Select **Create New Posting**.



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.



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

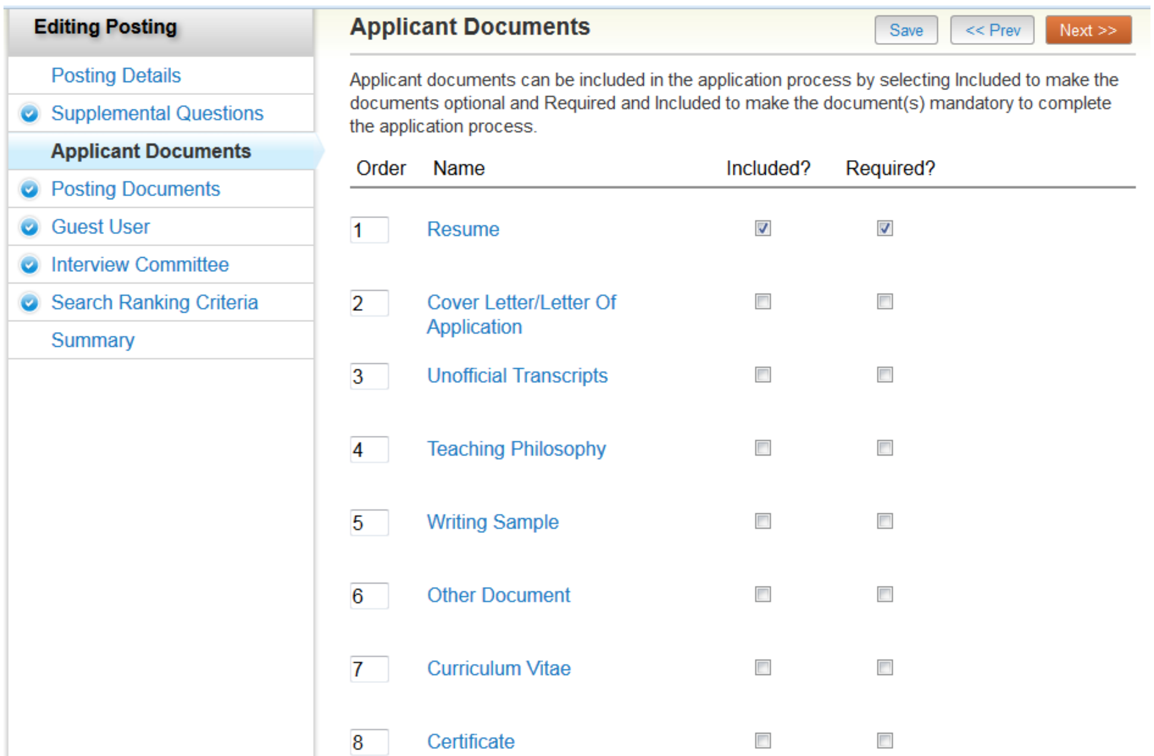
By selecting the **Check Spelling** button, if the system detects **an error,** the misspelled word is highlighted in red. By selecting the highlighted word, then selecting the appropriately spelled version, word is then highlighted in **green.**

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

Applicant Documents

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

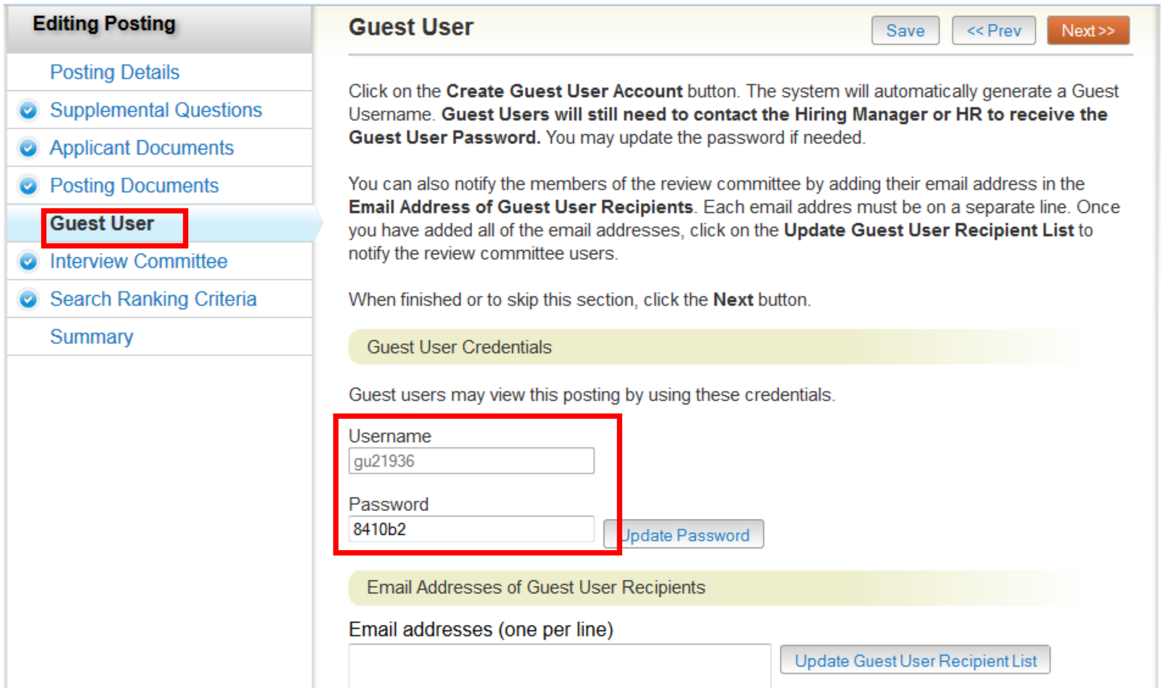
Select **Included and Required** to make the document(s) mandatory to complete the application process.



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.**



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

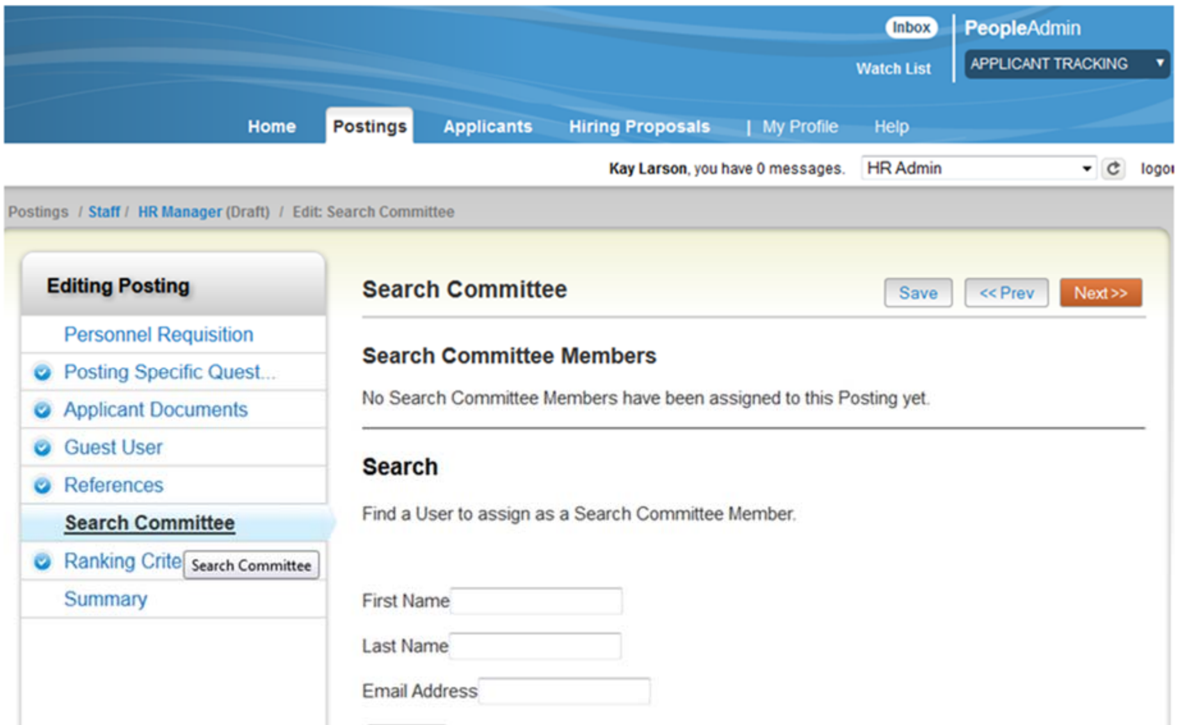
updated.

Interview Committee

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

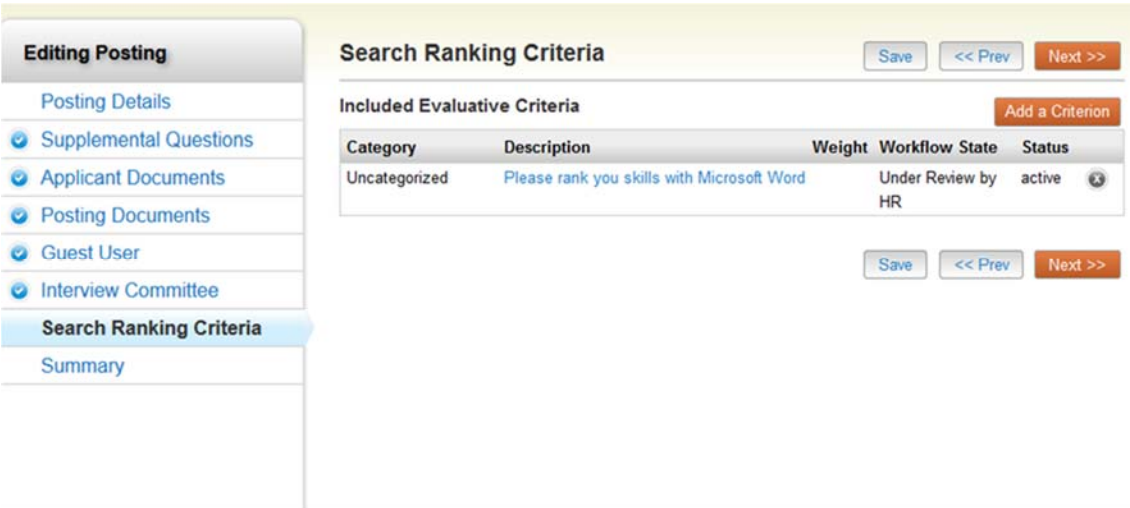
Select the **Add Member** button to add the selected person to the search committee and check the **Make Member the Committee Chair** if applicable.

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.**



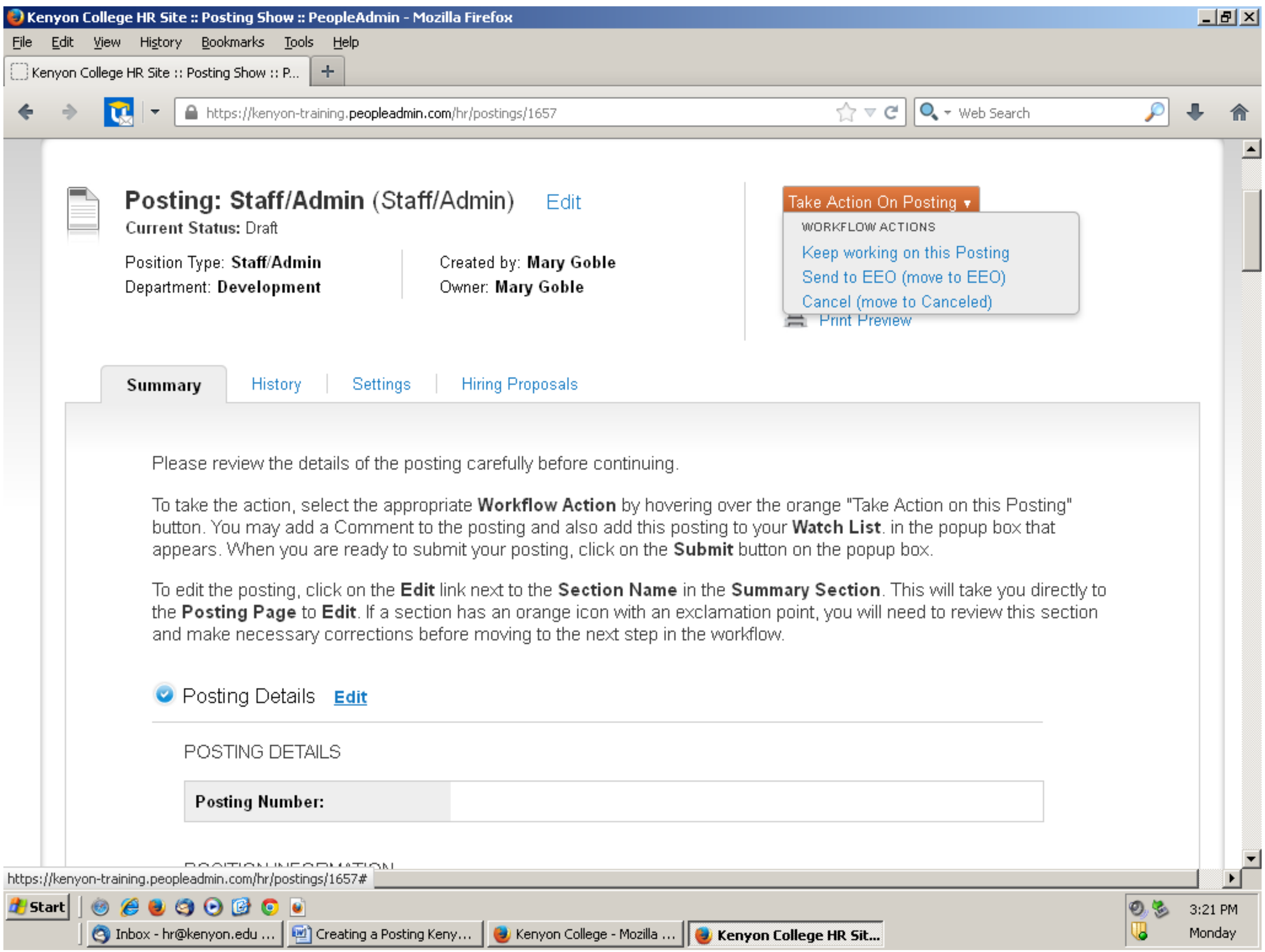
Take Action on Posting

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.**



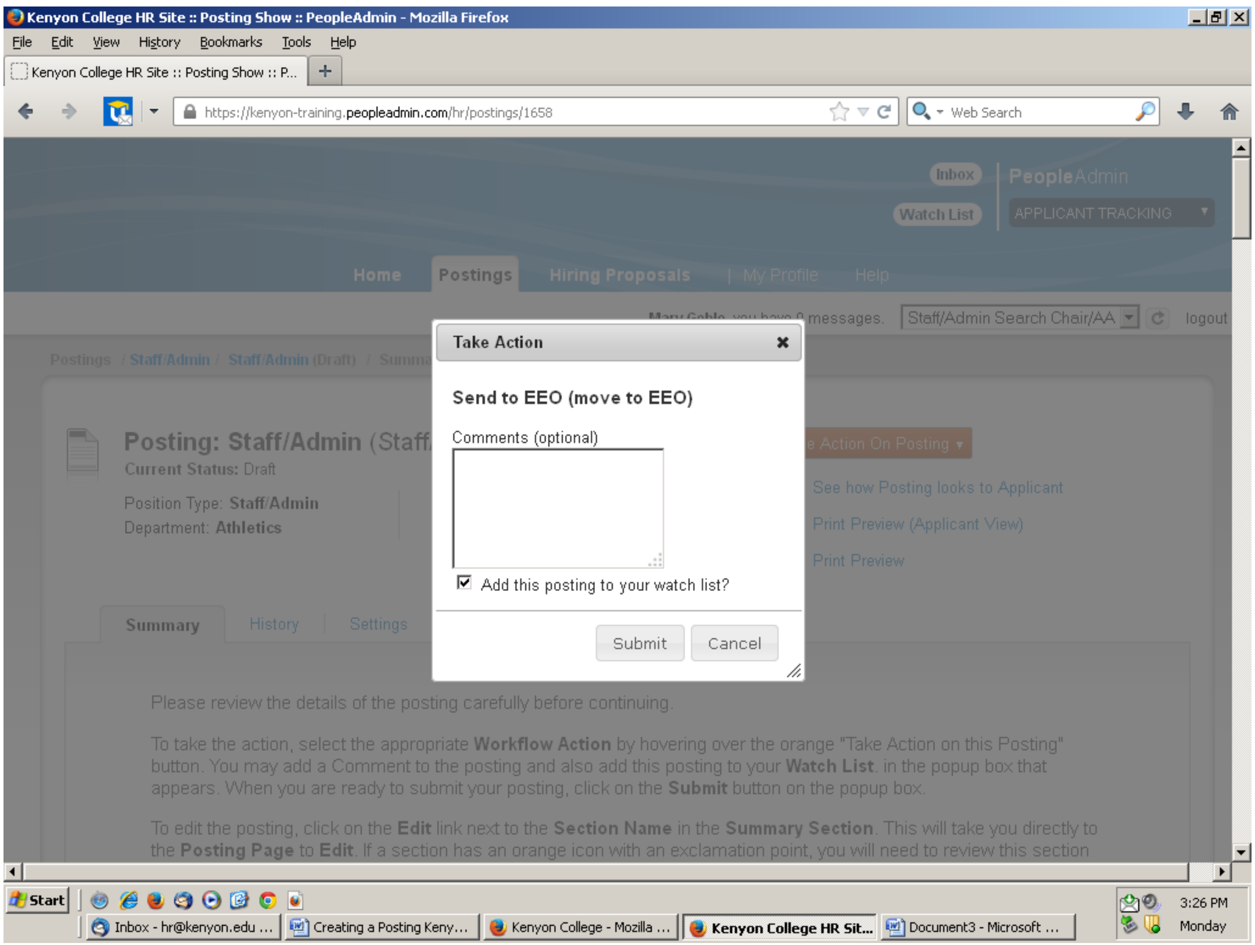
The system will prompt a **Take Action box**.

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.**