

East Carolina University

Student Hiring Manager
Applicant Tracking (HIRE)
User's Guide

Version III, August 2019

East Carolina University

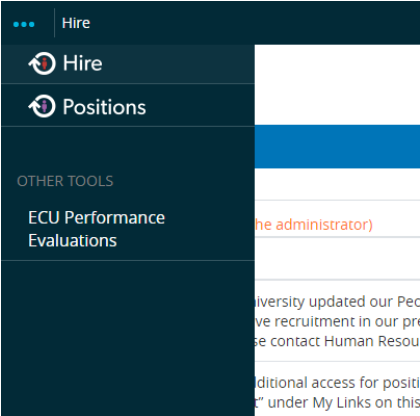
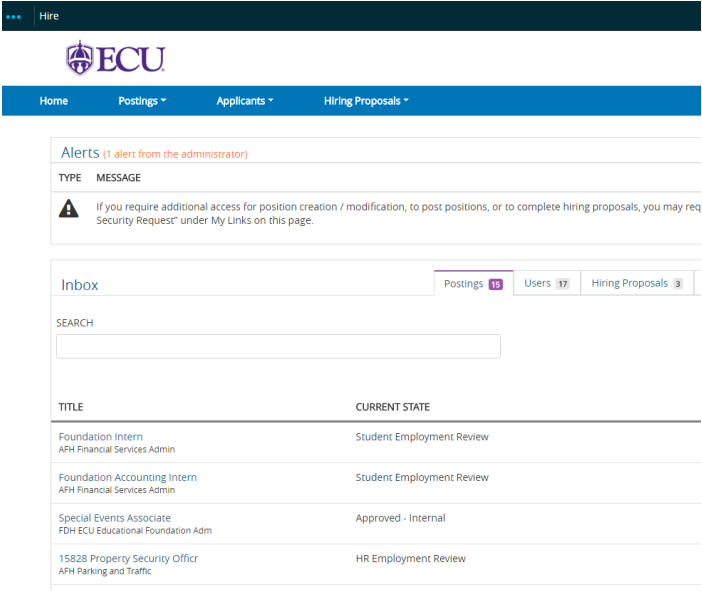
Table of Contents

Student Hiring Manager Applicant Tracking (HIRE) User's Guide.....	1
Table of Contents	2
Overview.....	3
Create a New Job Posting.....	3
Create a Guest User Account	13
Review the Applicant Pool	14
Create the Hiring Proposal	17

Overview

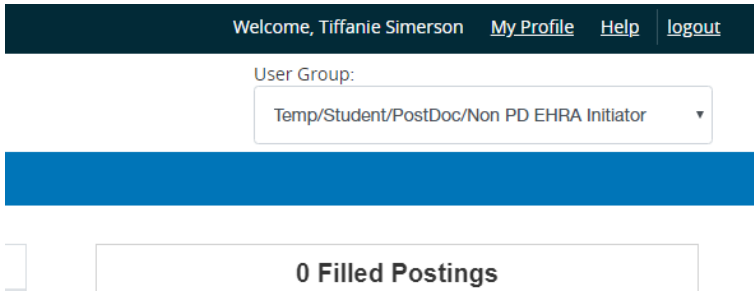

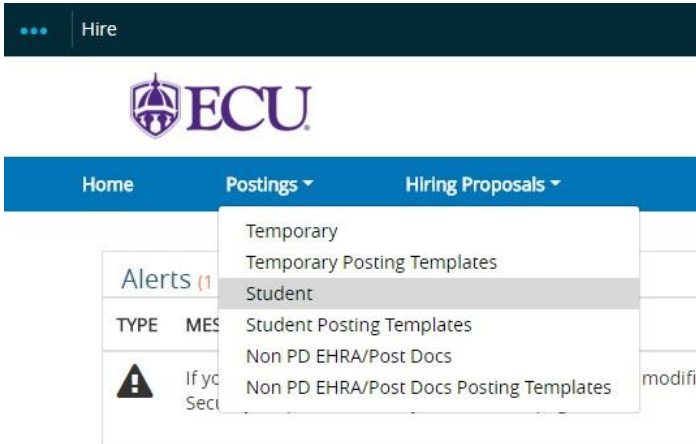
The Applicant Tracking module is used to create, post, and review job vacancies for student positions such as Federal Work Study, Graduate Assistantships, Undergraduate Assistantships, and Hourly Self-Help Positions.

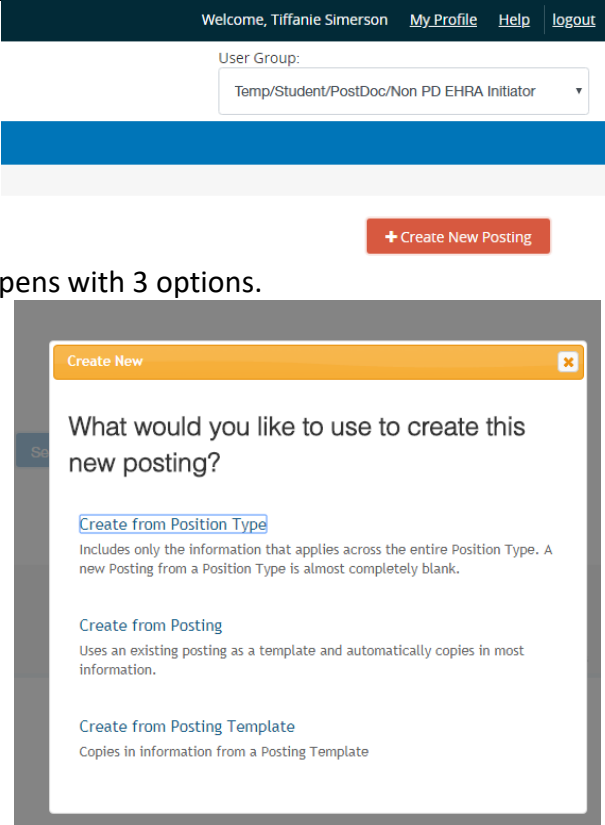
Create a New Job Posting

Step	Action
1	<p>Log in to <i>People Admin</i> using your PirateID.</p> <p>Change the module to HIRE, if needed.</p> 
2	<p>Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.</p> 

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PeopleAdmin | Student Hiring Manager Applicant Tracking (HIRE)

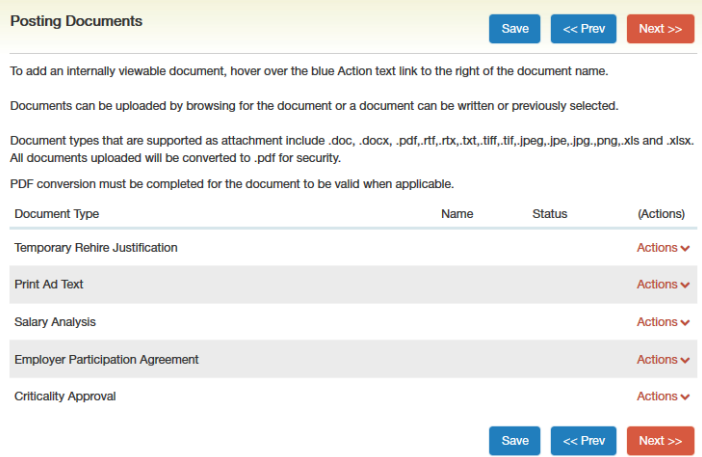
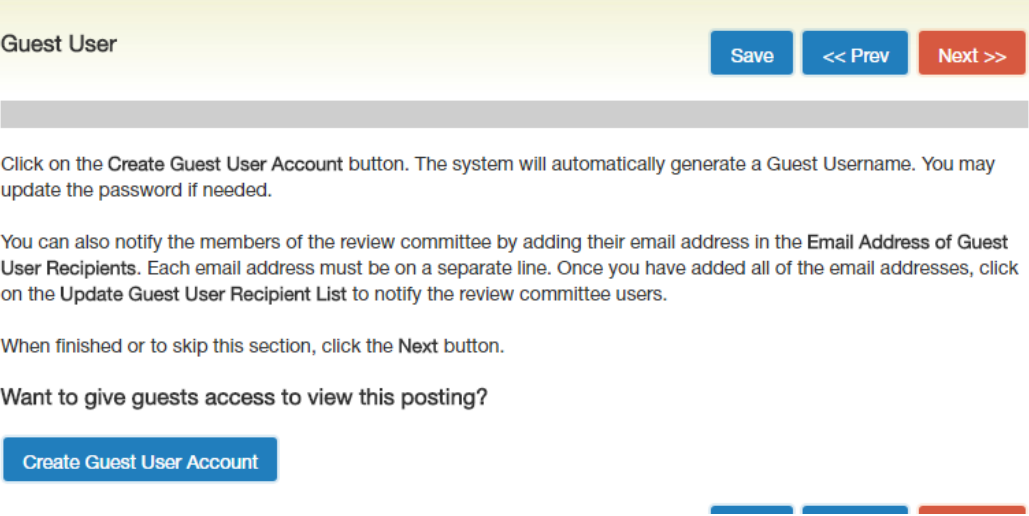
Step	Action
	<p>You may continue to manually change your default user group using the instructions provided below.</p> <p>Change the <i>Default User Group</i> (top right corner) on your home page to <i>Temp/Student/Post Doc/Non PD EHRA Initiator</i>.</p>  <p>*** If you do not have Temp/Student/Post Doc/Non PD EHRA Initiator as a choice in your user group, you must submit a support ticket with Team Dynamix to request access before you can post a position at https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16029</p>
3	<p>The page should automatically refresh. A blue confirmation message will appear at the top of the screen (pictured below).</p>  <p>Note: The menu may change based on your default settings.</p>
4	<p>Click the Posting tab and choose Student from the drop-down.</p> 
5	<p>Click Create New Posting.</p>

Step	Action
	 <p>A <i>Create New</i> dialog box opens with 3 options.</p>
6	<p>Choose Create from Position Type. You may also select Create from Posting if the position has been posted before or Create from Posting Template if a template has been created.</p>
7	<p>The <i>New Posting</i> page displays. Complete the requested information on the page to include:</p> <ul style="list-style-type: none"> • Position title • Division/Departmental information • Interest Card (you MUST select at least one Interest Card category, or the position will not post.)

Step	Action
	<p>If you would like to receive reference information through the PeopleAdmin system, please select Interviewed Pending References in the Reference Notification field. Also, please select reference letter in the Recommendation Document Type field.</p>
8	<p>Verify that the Accept Online Application box is checked.</p>
9	<p>Click Create New Posting (bottom right of the screen).</p> <p>The <i>Editing Posting</i> menu displays.</p>
10	<p>Complete all fields on the <i>Position Details</i> page as needed.</p>

Step	Action
	<p>Position Details Save Next >></p> <p>Check spelling</p> <p>To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.</p> <p>* Required Information</p> <p>Position Information</p> <p>Advertising Department <input type="text" value="Please select"/></p> <p>* Academic Term/Year <input type="text" value="Fall 2017"/></p> <p>* Position Title <input type="text" value="Receptionist"/></p> <p>Posting Number</p> <p>* Number of Vacancies <input type="text" value="1"/></p>
11	Click Save .
12	<p>Click Next. The <i>Candidate Information</i> page displays.</p> <p>Candidate Information Save << Prev Next >></p> <p>Check spelling</p> <p>* Required Information</p> <p>Do you have an applicant already identified? <input type="text" value=""/> This field is required. <small>If yes, please add an entry for each student.</small></p> <p>Candidate Details</p> <p>Add Candidate Details Entry</p> <p>If a student has not been identified, how many calendar days would you like the position advertised on the ECU jobs site? The maximum posting period is 45 days. <input type="text"/></p> <p>Save << Prev Next >></p> <p>Complete all of the fields on the <i>Candidate Information</i> page as needed. <i>If you have already identified a student for the position, the Student Employment Office will contact the student to complete the application process.</i></p>
13	Click Save .
14	Click Next . The <i>Reference Collection</i> page displays. Indicate if your references are to be obtained through PeopleAdmin. Click Yes or No . If yes, indicate the minimum and maximum number of references.

Step	Action																														
	<p>References</p> <p>Will references be obtained through the PeopleAdmin? <input type="text"/> This field is required.</p> <p>If yes, please indicate the minimum required number of reference requests <input type="text"/></p> <p>Please indicate the maximum amount of reference requests that the applicant can provide <input type="text"/></p>																														
15	Click Save .																														
16	<p>Click Next. The <i>Supplemental Questions</i> page displays.</p> <div data-bbox="428 789 1295 1201" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Supplemental Questions <input type="button" value="Save"/> <input type="button" value="« Prev"/> <input type="button" value="Next »"/></p> <p>Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.</p> <p>Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.</p> <p>Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.</p> <p>Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.</p> <p>Included Supplemental Questions <input type="button" value="Add a question"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Position</th> <th>Required</th> <th>Category</th> <th>Question</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <p>➔ If you wish to create add supplemental questions, please select from approved questions or submit a question for approval.</p>	Position	Required	Category	Question	Status																									
Position	Required	Category	Question	Status																											
17	Click Save .																														
18	<p>Click Next. The <i>Documents Needed to Apply</i> page displays. Select any documents you would like the candidates to attach.</p> <div data-bbox="428 1457 1295 1852" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Documents Needed to Apply</p> <p>Select the documents to be required with this item, and those that may optionally be attached.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Not Used</th> <th>Optional</th> <th>Required</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="1"/></td> <td>Curriculum Vitae/Resume</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="text" value="2"/></td> <td>Cover Letter</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="text" value="3"/></td> <td>Transcripts</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="text" value="4"/></td> <td>Letter of Recommendation</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="text" value="5"/></td> <td>List of References</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> </div> <p>Select the documents to include in the application.</p> <p>Note: The default is <i>Not Used</i>. You must indicate if the document is required or optional.</p>	Order	Name	Not Used	Optional	Required	<input type="text" value="1"/>	Curriculum Vitae/Resume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="2"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="3"/>	Transcripts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="4"/>	Letter of Recommendation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="5"/>	List of References	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="text" value="5"/>	List of References	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																											

Step	Action
19	Click Save .
20	<p>Click Next. The <i>Posting Documents</i> page displays.</p>  <p>Complete the <i>Posting Documents</i> page as needed.</p>
21	<p>Click Save.</p> <p>Click Next. The <i>Guest User</i> page displays.</p>  <p>→ If you DO NOT wish to create a <i>Guest User</i>, click the Summary tab.</p> <p>→ If you wish to create a <i>Guest User</i>, see the Create a Guest User instructions below.</p> <p>***Please note that a Guest User cannot have an ecu.edu address. Those individuals should be added as either an applicant reviewer, under the summary tab – or a Search Committee Member on the next tab.</p>
22	Click Save .
23	Click on the Search Committee tab.

Step	Action
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You can assign new search committee members for your position using this tab.

To do so, click on Add Existing User, and type in the member's Pirate ID, and click Add Member.

Last Name	First Name	Email	Department	Committee Chair	(Actions)
McLeod	Katherine	mcLeod@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Saidel	Benjamin	saidel@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Duffy	Michael	duffy@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Luczkovich	Joseph	luczkovich@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
McCubrey	James	mcubrey@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Ballard	Sharon	ballard@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Goodwin	Stephanie	goodwin@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Yakubowski	Richard	yakubowski@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Ries	Heather	ries@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member
Rider	Patrick	rider@ecu.edu	East Carolina University	<input type="checkbox"/>	Add Member

24 Click **Save**.

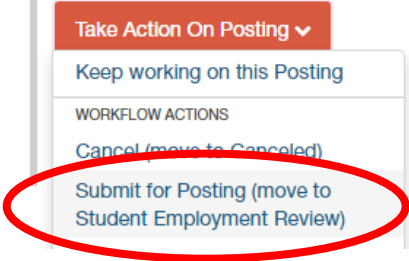
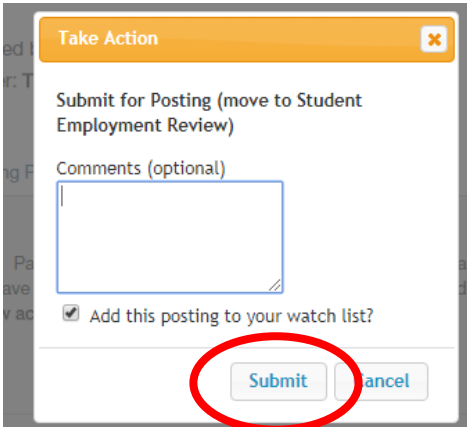
25 Click on the **Evaluative Criteria**

Add any necessary Criteria for this position

26 Click **Save**.

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Step	Action
27	Click on the Summary tab. Review the information for accuracy.
28	Click Take Action on this Posting . The <i>Workflow Actions</i> menu displays.  Click Submit for Posting .
29	Click Submit . 

Position Details Fields

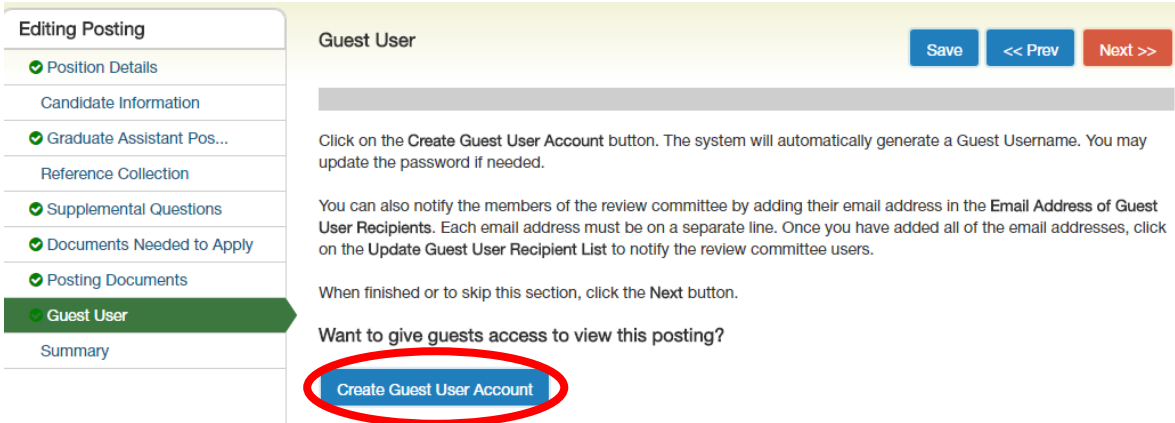
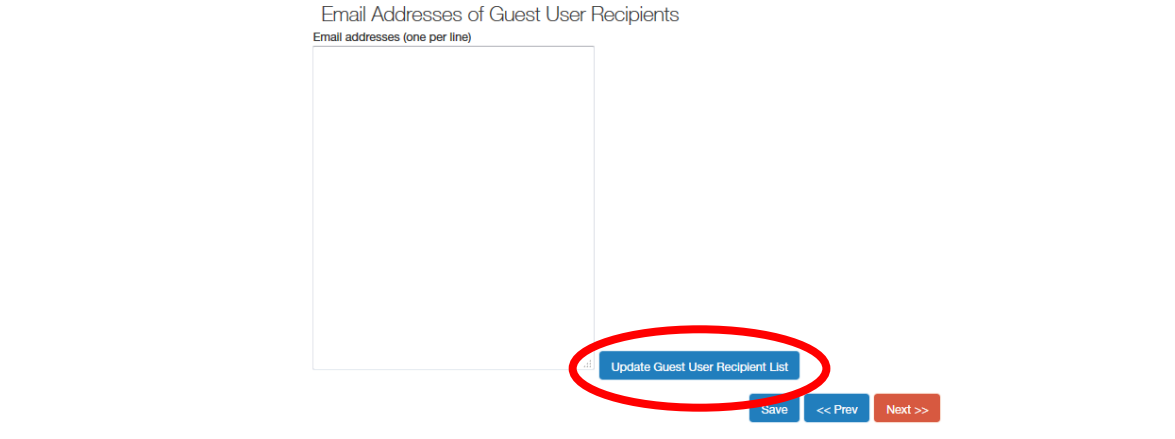
Choose all appropriate fields that apply to this position.

Field Name	Description
Advertising Department	This indicates the department where the position is located.
Academic Term/Year	Required. This indicates the appointment term for this position.
Position Title	Required. Provides information concerning the type of position.
Number of Vacancies	Required. Indicates the number of positions that are available.
Job Description	Required. Description of the duties to be performed.
Preferred (Majors, Experience, GPA, etc.)	Description of any preferences of the ideal candidate.
Special Instructions to Applicants	Conveys vital information to the applicant.
Open and Close Dates	Used by departments to indicate future open dates and longer close dates. Otherwise, posting will post when received and be posted for 45 calendar days unless a candidate has been identified as indicated on the candidate information tab.
Applicant Reviewer	Will allow multiple users to have access to candidates and make appropriate changes to the applicant statuses.

Create a Guest User Account

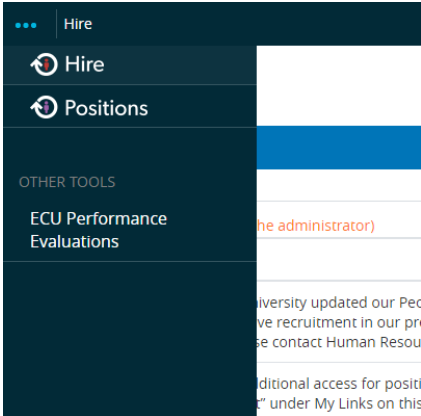
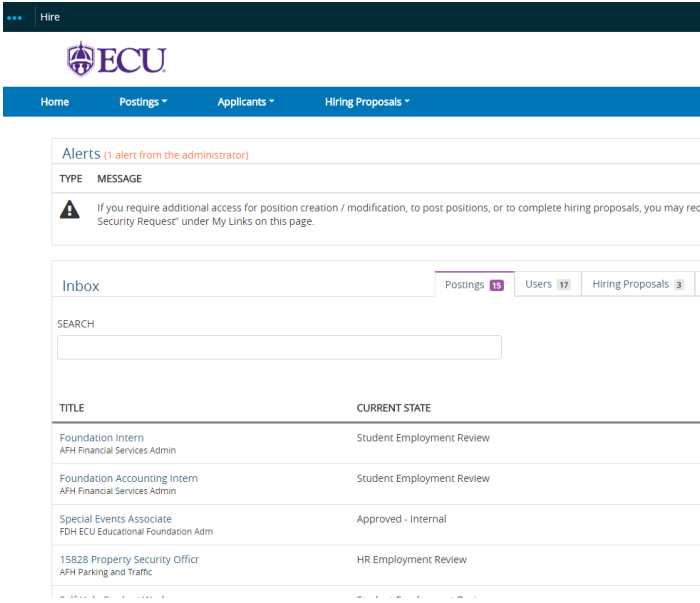
Create a guest account for non ecu.edu visitors that need to access the posting

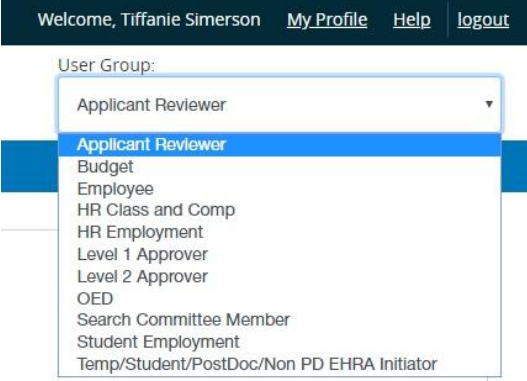
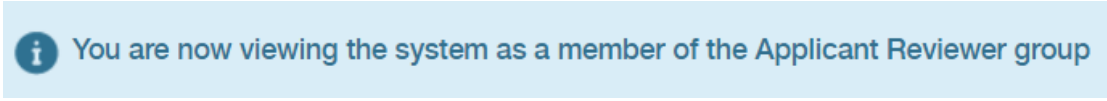

*****Please note that a Guest User cannot have an ecu.edu address. Those individuals should be added as either an applicant reviewer, under the summary tab – or a Search Committee Member on the next tab.**

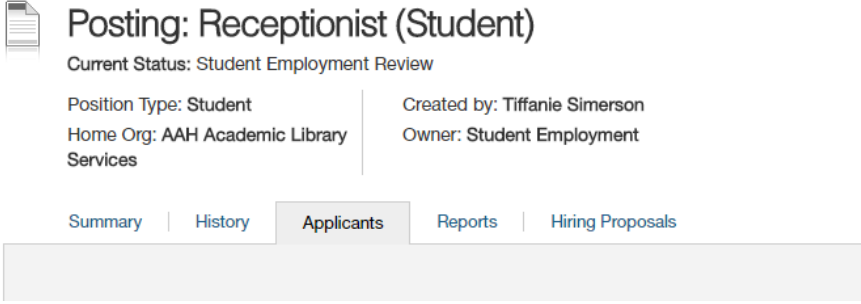
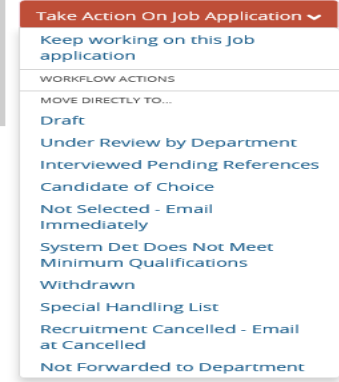
Step	Action
1	<p>Select the Guest User tab. The <i>Guest User</i> page displays. Click Create Guest User Account.</p> 
2	<p>Verify the user name and password. Update or change the password, if needed.</p>
3	<p>Enter the guest user's email address.</p>
4	<p>Click Update Guest User Recipient List.</p> 

Review the Applicant Pool

Once the posting is approved, applicants appear in your queue as they submit an application. Review applicants, update the status of unsuccessful candidates, and move the successful candidates to a *Candidate of Choice* status by following these steps:

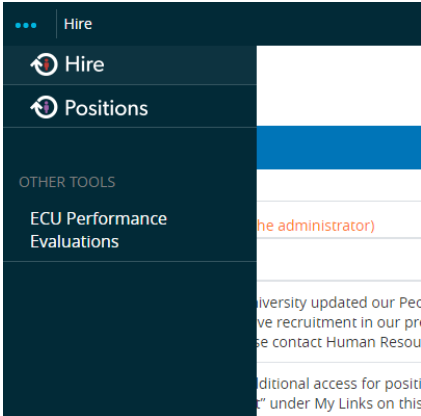
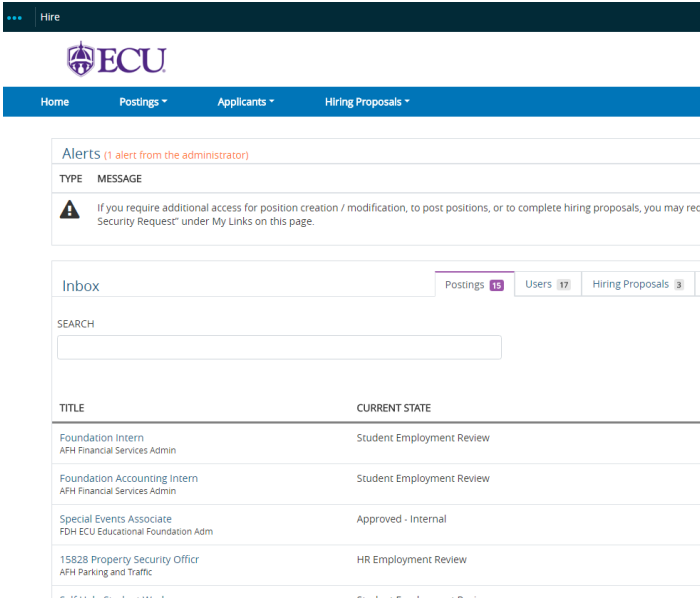
Step	Action
1	<p>Log in to PeopleAdmin with your PirateID.</p> <p>Change the module to Applicant Tracking, if needed.</p> 
2	<p>Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.</p> 

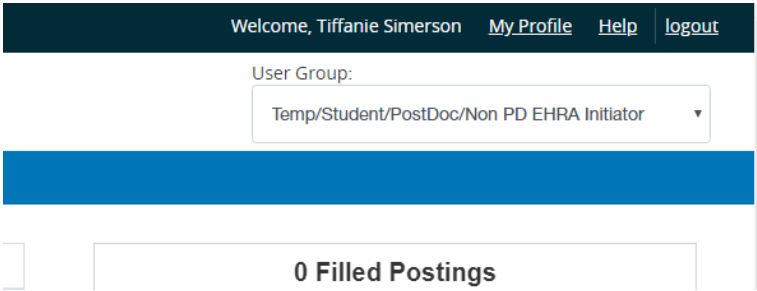
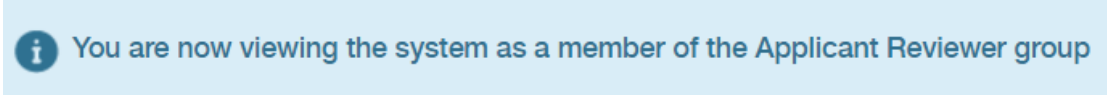
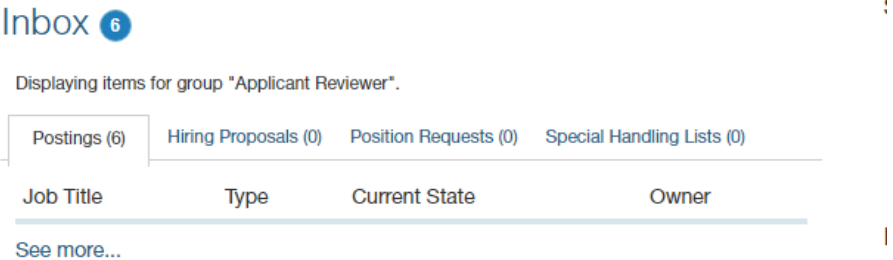
Step	Action
	<p>You may continue to manually change your default user group using the instructions provided below.</p> <p>Change the <i>Default User Group</i> (top right corner) on your home page to <i>Applicant Reviewer</i>.</p>  <p>*** If you do not have Applicant Reviewer as a choice in your user group, you must submit a support ticket with Team Dynamix to request access before you can review a position at https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16029</p>
3	<p>The page should automatically refresh. A blue confirmation message will appear at the top of the screen.</p>  <p>Note: The menu may change based on your default settings.</p>
4	<p>Postings that have applicants ready for review will display in your inbox. Click on the Job Title which will open up the posting.</p> 
5	<p>Click the Applicants tab. All applicants for that posting are listed.</p>

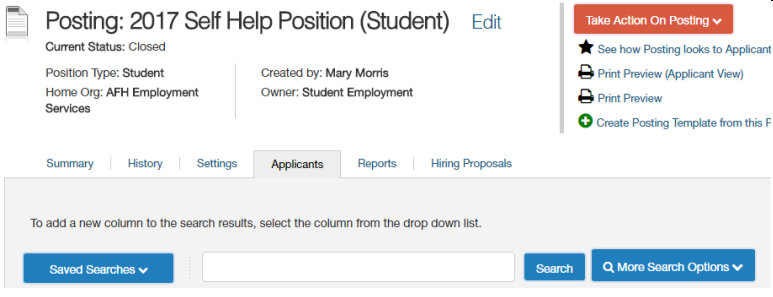
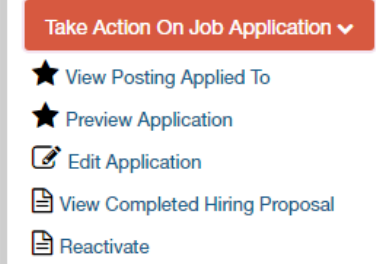
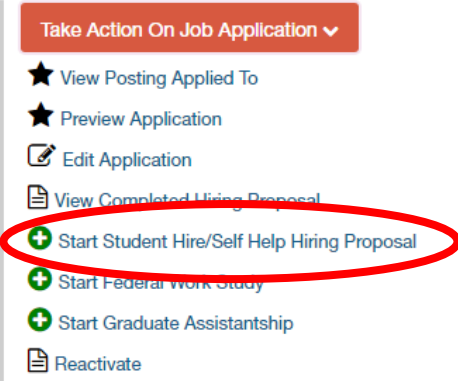
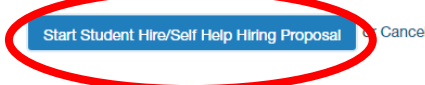
Step	Action
	 <p>Posting: Receptionist (Student) Current Status: Student Employment Review Position Type: Student Created by: Tiffanie Simerson Home Org: AAH Academic Library Services Owner: Student Employment Summary History Applicants Reports Hiring Proposals</p>
6	Click the name of an applicant to review. The job application displays.
7	To view supplemental documents, scroll to the bottom of the page and select View under <i>Combined Documents</i> . Otherwise, proceed to Step 8.
8	Click Take Action on Job Application .
9	<p>Option 1. To recommend the candidate for hire, change the status to Candidate of Choice. The Start Hiring Proposal option appears in the Take Action on Job Application section.</p> <p>Option 2. If you are not recommending the candidate for hire, choose the appropriate workflow action.</p> 
10	Click Next at the top of the page to move to the next applicant.
11	Follow these steps to review all additional applicants.

Create the Hiring Proposal

The *Create Hiring Proposal* action identifies the candidate/s selected for the posted position. A Hiring Proposal is only used for **Self Help** and **Undergraduate Assistantships**. Graduate Assistants and Federal Work Study hiring processes will follow a separate process.

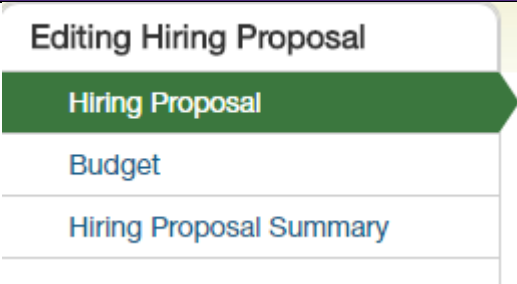
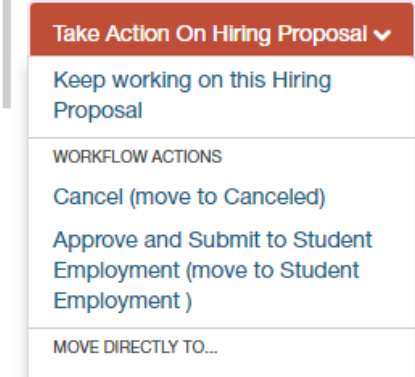
Step	Action
1	<p>Log in to PeopleAdmin with your PirateID.</p> <p>Change the module to Applicant Tracking, if needed.</p> 
2	<p>Please note that you do not have to manually change your default user group as you will automatically be redirected when selecting the position from your Inbox.</p>  <p>You may continue to manually change your default user group using the instructions provided below.</p>

Step	Action
	<p>Change the <i>Default User Group</i> (top right corner) on your home page to <i>Temp/Student/Post Doc/Non-PD EHRA Initiator</i> or <i>Level 1 Approver</i>.</p>  <p>*** If you do not have <i>Temp/Student/Post Doc/Non PD EHRA Initiator</i> as a choice in your user group, you must submit a support ticket with Team Dynamix to request access before you can initiate, process, or submit a hiring proposal at https://ecu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16029</p>
3	<p>The page should automatically refresh. A blue confirmation message will appear at the top of the screen.</p>  <p>Note: The menu may change based on your default settings.</p>
4	<p>Click on the Job Title which will open up the posting.</p> 
5	<p>From the <i>Applicants</i> tab, choose the candidate.</p>

Step	Action
	
6	<p>Click Take Action On Job Application to change the applicant's status to Candidate of Choice.</p>  <p>Click Start Student Hire/Self Help Hiring Proposal.</p> 
7	<p>Click Start Hiring Proposal.</p> <p>Starting Student Hire/Self Help Hiring Proposal</p> <p>Applicant: Michelle Morris</p> <p>Posting: 2017 Self Help Position</p>  <p>The <i>Editing Hiring Proposal</i> menu displays.</p>

East Carolina University

PeopleAdmin | Student Hiring Manager Applicant Tracking (HIRE)

Step	Action
	 <p>Editing Hiring Proposal</p> <p>Hiring Proposal</p> <p>Budget</p> <p>Hiring Proposal Summary</p> <p>Complete all required fields.</p>
8	Click Next to work through the remaining tabs.
9	From the Summary tab, click Take Action on Hiring Proposal .  <p>Take Action On Hiring Proposal ▾</p> <p>Keep working on this Hiring Proposal</p> <p>WORKFLOW ACTIONS</p> <p>Cancel (move to Canceled)</p> <p>Approve and Submit to Student Employment (move to Student Employment)</p> <p>MOVE DIRECTLY TO...</p>
10	Click Submit .