STUDENT MODULE USER GUIDE

PEOPLEADMIN APPLICANT TRACKING SYSTEM

This User Guide is subject to change, and will be updated as changes are made to the system or processes. The most current version can be found at aub.ie/pa7.
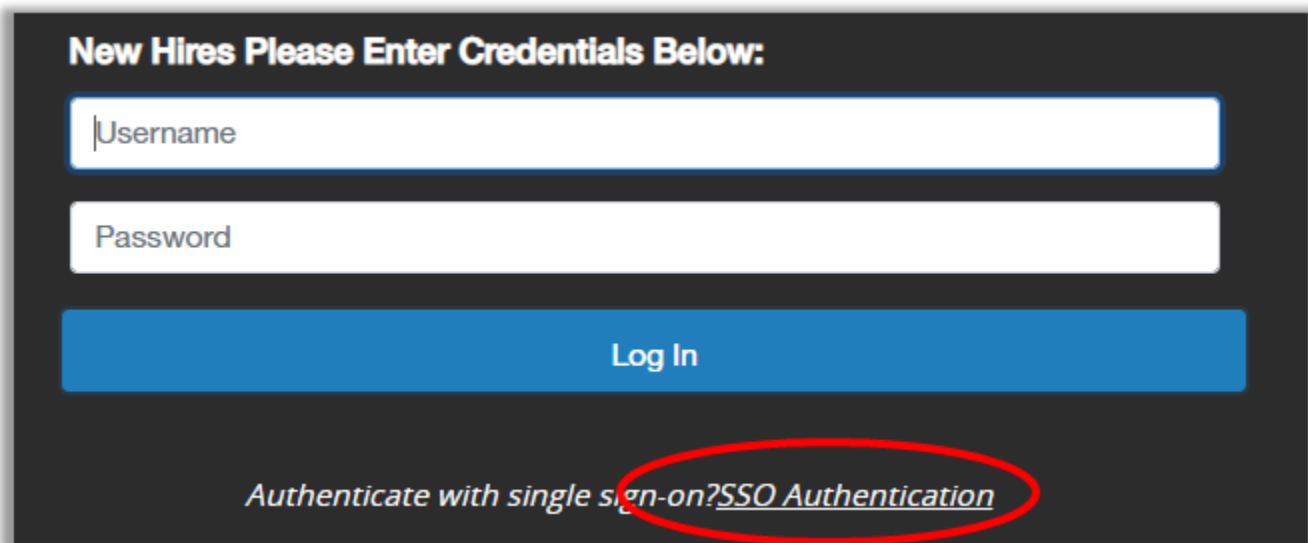
INTRODUCTION TO APPLICANT TRACKING

The Applicant Tracking module will serve to:

- Post positions

- Accept applications

- Facilitate the pre-employment process

- Hire applicants into positions

- Initiate the Onboarding process (New Hire processing)

LOGGING IN

To log in to the PA7 Applicant Tracking Module for Undergraduate and Graduate positions, navigate to www.auemployment.com/hr using your web browser and click on the SSO Authentication link and login using your AU credentials.

OR go to the Employees tab in AU Access and click on the PeopleAdmin icon located under the Employee Tools section.

USERS GROUPS

User Groups are determined by each division's Human Resources Liaison and the Central Human Resources Department.

**Access to functions in the system is determined by the user group's scope:**

- **Department Scope – access to individual department(s)**
- **Division Scope – access to all departments in a division**
- **Organization Scope – access to all divisions and departments**

User Groups and their scope for Student Module:

- **Initiator – Department Scope**
- **HRL–Student – Division Scope**
- **Graduate Admin – Organization Scope**
- **Graduate School – Organization Scope**
- **Student Employment – Organization Scope**
- **Records – Organization Scope**

WELCOME PAGE

After logging in, users will be directed to their Home Page.
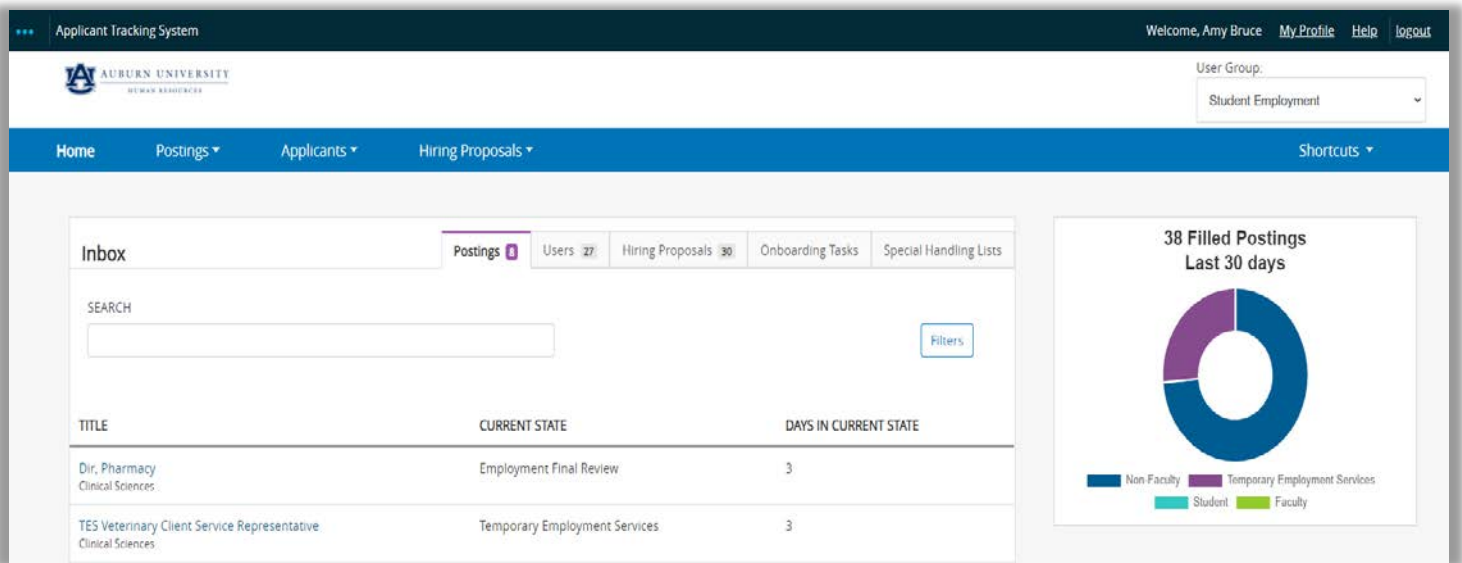

Home Page Features:

- **Inbox:** Pending postings and hiring proposals for review
- **Watchlist:** Postings and hiring proposals reviewed by users can be added to the user's Watchlist.
- **Shortcuts:** Shortcuts to custom searches for postings and hiring proposals can be created.

CREATING AN UNDERGRADUATE STUDENT

1. Hover over the Postings link at the top of the Home Page, located on the blue banner and select **Student**.
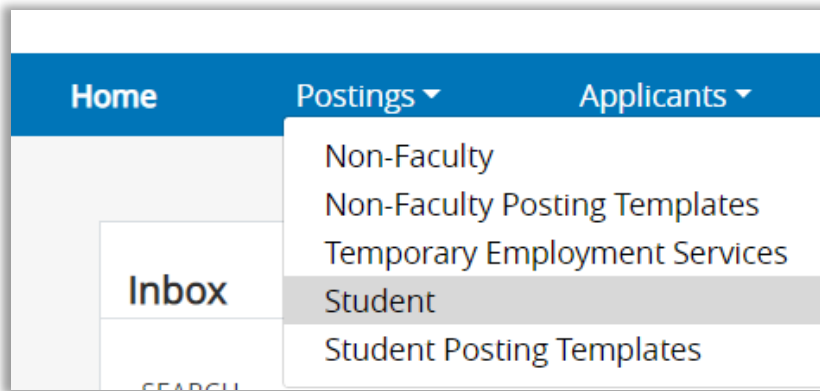
2. Click on the **Create New Posting** button, located on the right side of the page. There are a few options for creating postings.
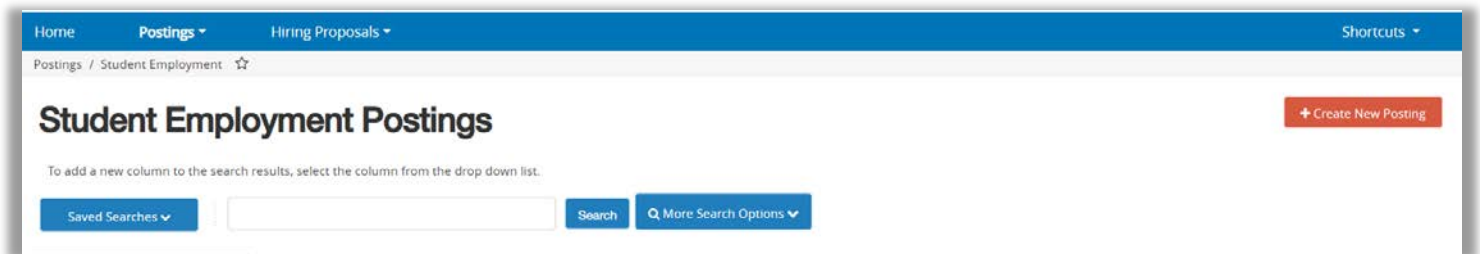
Options for creating a posting:

Create from Position Type: This option will provide a completely blank form to create a posting. – use this option when creating a position for the first time.

Create from Job Description: This option is not available for Student positions.

Create from Posting: This option will allow users to duplicate an existing posting. Keep in mind there will be no existing entries if no position has been posted previously.

Create New

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Job Descriptions
Copies in general information from a job descriptions. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

3. Select **Create from Position Type**.

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4. Complete Position Title then select the appropriate Division and Department and select **Create New Posting.**

NOTE: Do not uncheck the 'Accept online applications?' box. When this box is unchecked no one will be able to complete an application, including direct hires.

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5. Complete all required fields on the Posting Details, Advertising & Budget Details and Posting Contacts pages. To progress to each page, use the Next button, or navigate using the sidebar menu.

There will be a number of required fields to complete. These fields will be notated by an asterisk and red outline. The form may not be submitted until these fields are completed.

Posting Types – Select Recruitment Type:

- **Direct Hire –** This process is used when a department has already identified the candidate they are wanting to hire. Direct Hire postings will be privately posted so only the selected candidate can apply.

  - **Direct Hire postings can remain open to hire multiple individuals.**

- **Recruitment –** used when a department needs applications to review. Recruitment postings will either be advertised on the website for applicants to apply or HR will add applications from a pooled posting.

  - **Recruitment postings will be closed to ensure departments are receiving an up to date applicant pool.**

You can navigate through the pages of the posting form using the sidebar menu or the Next button. You can save your changes by selecting the Save or the Next button on each page of the form.

Recruitment Postings Only: On the page labeled Documents Needed to Apply, users will identify the documents they will require applicants to attach to their applications.
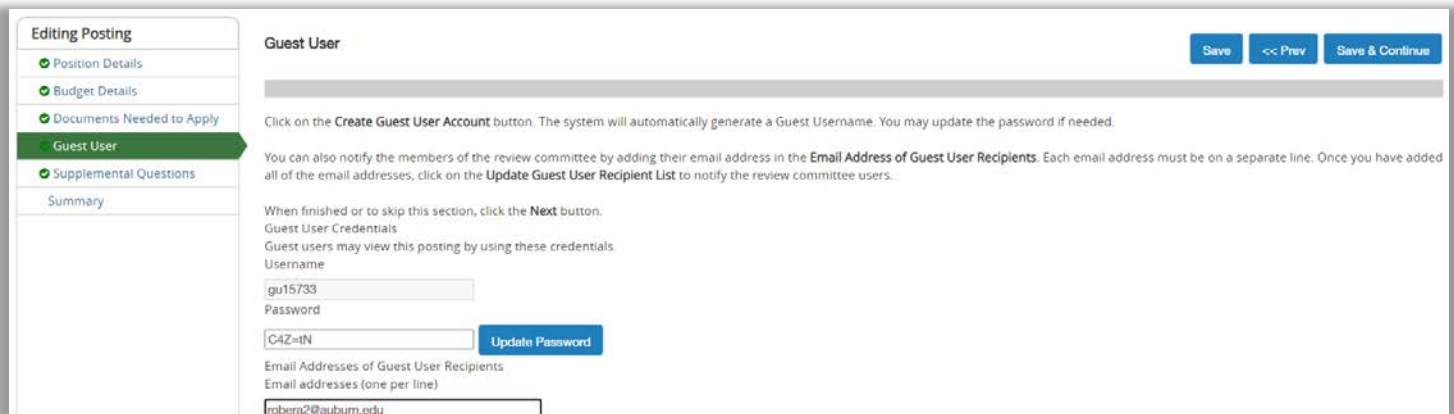
- **Not Used** – no document will be able to be uploaded

- **Optional** – document type is optional but not required to submit application

- **Required** – document type to submit application

Recruitment Postings Only: Guest Users are only for non-users whom will need to be able to review applications (i.e. Supervisors who are not an initiator or HRL).

To create a Guest User, simply click on **Create Guest User Account**. A username and password will be automatically generated for you. Add email address(es) of recipients needing to review applications to posting and click **Update Guest User Recipient List**.

Recruitment Postings Only: Supplemental Questions should be used to initially screen applications. You may set these up or HR can set them up based on what is provided in the posting.

Summary Page and Submitting for Review:

The last page of the posting form is the Summary page. This will provide users with a one page view of all pages of the posting form. Ensure each section has a green check mark – this means the section is complete. Orange exclamation marks signifies that the page has required fields that must be completed.

6. When users are ready to submit the posting for review, hover over the orange button that says **Take Action on Posting**.

INITIATOR VIEW:

HRL-STUDENT

Users who have created postings as an Initiator must send the posting to an HRL–Student user role in order to send the posting to other user roles for review.

7. To transition the posting form to the next reviewer, the HRL–Student user will select the appropriate workflow action from the dropdown list by hovering over the **Take Action on Posting** button. When the confirmation box appears, select **Submit**.

Take Action ✖

Approve (move to Student Employment)
Comments (optional)

Submit   Cancel

If the posting was successfully transitioned, the following banner will appear at the top of the screen.

ⓘ Posting was successfully transitioned

••• │ Applicant Tracking System

Direct Hire Postings: Once Student Employment transitions the Posting to 'Open, Not Posted', the department will receive an email with a direct link to the posting. The department will provide link to the direct hire so they are able to complete an application.

Recruitment Postings: Once Student Employment transitions the Posting to 'Posted', the position will be posted on the website for students to apply. Once a student completes an application, the application will automatically be 'Forwarded to Department'.

CREATING A GRADUATE STUDENT POSTING

All Graduate Assistant, Graduate Research Assistant and Graduate Teaching Assistant postings are required to utilize the templates created by the Graduate School.

1. Hover over the Postings link at the top of the Home Page, located on the blue banner and select **Student Posting Template.**
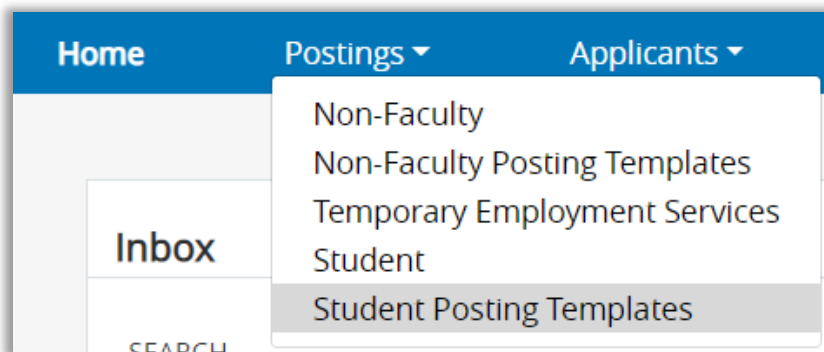
2. Select the appropriate template for the position by clicking on the Position Title.
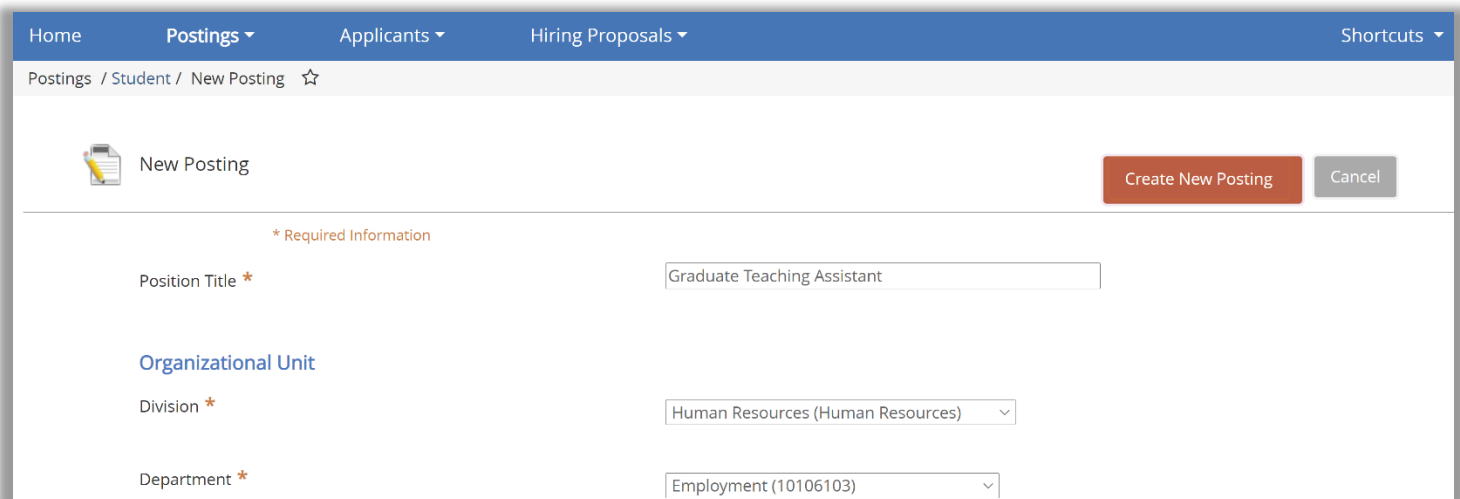
3. Click on the **Create Posting from this Posting Template** link on the right side of the page.

4. Edit the Position Title for your department then select the appropriate Division and Department and select **Create New Posting.**

NOTE: Do not uncheck the 'Accept online applications?' box. When this box is unchecked no one will be able to complete an application, including direct hires.

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  - **Recruitment postings will be closed to ensure departments are receiving an up to date applicant pool.**

5. Complete all required fields on the Posting Details, Advertising & Budget Details and Posting Contacts pages. To progress to each page, use the Next button, or navigate using the sidebar menu.

NOTE: Review posting carefully and ensure all fields are edited that contain 'Please Complete'.

You can navigate through the pages of the posting form using the sidebar menu or the Next button. You can save your changes by selecting the Save or the Next button on each page of the form.

Recruitment Postings Only: On the page labeled Documents Needed to Apply, users will identify the documents they will require applicants to attach to their applications.

- **Not Used** – no document will be able to be uploaded

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Approve (move to Student Employment)
Comments (optional)

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Recruitment Postings: Once Student Employment transitions the Posting to 'Posted', the position will be posted on the website for students to apply. Once a student completes an application, the application will automatically be 'Forwarded to Department'.

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REVIEWING APPLICATIONS

1. Applications may be accessed by viewing the posting. From the Welcome Page, hover over the Postings heading and select **Student**.

Home	Postings ▾	Applicants ▾
	Non-Faculty	
	Non-Faculty Posting Templates	
	Temporary Employment Services	
Inbox	Student	
	Student Posting Templates	
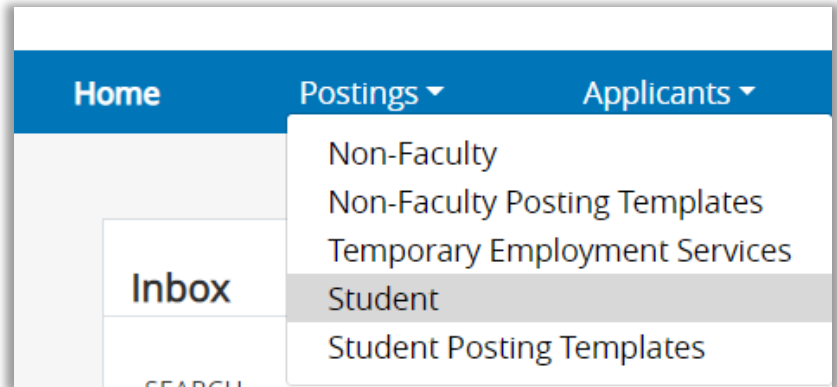
2. From your list of postings, click on the title of the posting you want to view

Student Employment Postings

+ Create New Posting

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

[Saved Searches ▾] | [_____] [Search] [🔍 More Search Options ▾]

Student Postings ✖

"Student Postings" 16 ✖ Delete this search? Selected records 0 ✖ Clear selection?   [Actions ▾]

(Actions)

	Position Title	Posting Number	Department	Active Applications	Workflow State	Closing Date	
☐	Test Worker		Liberal Arts Administration (134500)	0	Draft		Actions ▾
☐	Student Worker	Stu00001P	Communication (134001)	1	Open, Not Posted		Actions ▾
☐	Lifeguard	ST00002P	Campus Recreation (181651)	1	Open, Not Posted		Actions ▾
☐	GA Test	ST00003P	Business Administration (123000)	4	Open, Not Posted		Actions ▾

3. Select the **Applicants** tab.

Posting: Student Assistant, Human Resources (Student Employment)

Current Status: Open, Not Posted

This posting is not available to applicants via search results but may be accessed directly at http://auburnu-sb.peopleadmin.com

Position Type: **Student Employment**
Department: **Human Resources (101061)**

Created by: **Amy Bruce**
Owner: **Student Employment**

Summary	History	Settings	**Applicants**	Reports	Hiring Proposals

4. Select the last name of the applicant you want to view.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
☐	Robertson	Kannon		ST00010P	Forwarded to Department	June 22, 2020 at 12:49 PM	Actions ⌄
☐	Hudson	Kari		ST00010P	Forwarded to Department	June 22, 2020 at 01:08 PM	Actions ⌄
☐	Bruce	Walker		ST00010P	Forwarded to Department	June 23, 2020 at 08:20 AM	Actions ⌄

Applicants ✕

"Applicants" ④ ✕ Delete this search? Selected records ⓪ ✕ Clear selection?   Actions ⌄ (Actions)

5. The application will contain the applicant's student information, any employment history, and any attachments such as resume, cover letter, etc..

📄 **Job application: Kannon Robertson (Student Employment)**

Current Status: Forwarded to Department
Application form: Student Application

Full name: Kannon Robertson
Address:
test
test, AL test
Username: kdawgtest
Email: kdawgtest@zed.zed
Phone (Primary): 555-555-5555
Phone (Secondary):
Position Type: Student Employment
Department: Human Resources (101061)

Created by: Kannon Robertson
Owner: Initiator

Take Action On Job Application ⌄

★ View Posting Applied To
★ Preview Application
📝 Edit Application
📄 View Hiring Proposal
📄 Reactivate

Summary | Documents | Recommendations (0 of 0) | History | Reports

6. At the bottom of the application, there is a feature that will combine the application and attached documents into one PDF document. To view, select Combined Document.
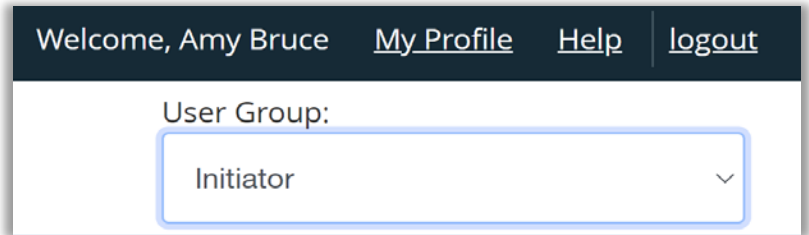
PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

CHANGING APPLICANT STATUS
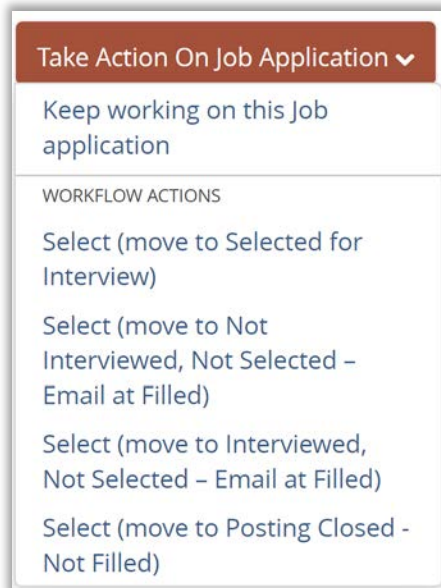
It is important to know that the system is only able to give one user group the ability to change application statuses. This user group is Initiator. If an HR Liaison user needs to change application statuses, they must change their user group to Initiator.

To change user roles, navigate the top of the screen and use the dropdown menu to change the user group to Initiator.
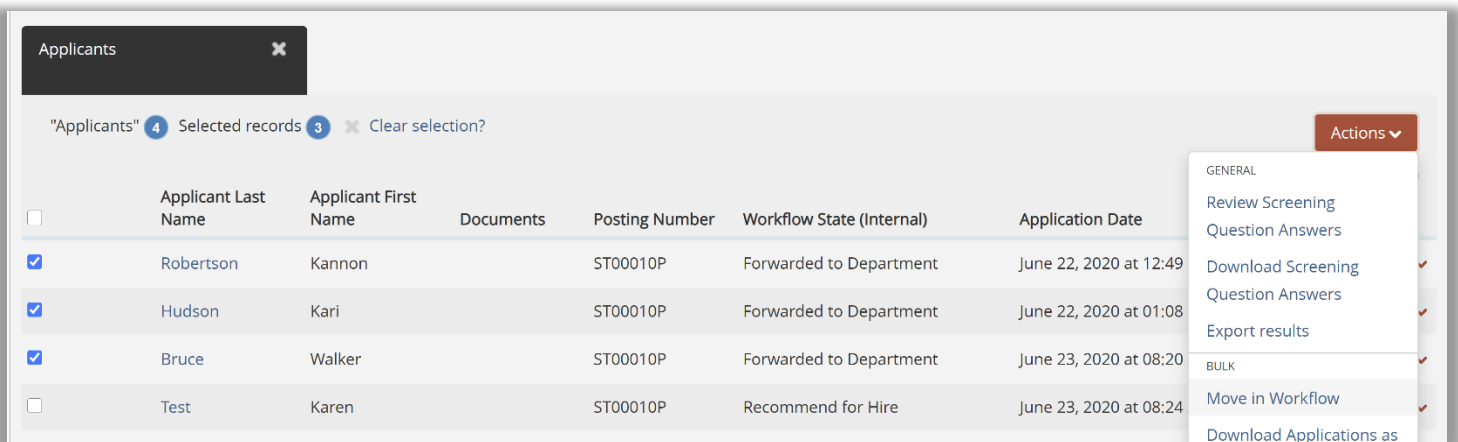
Users whose primary user group is Initiator will not need to take any action in order to have the ability to change application statuses.

On the selected application, hover over the Take Action On Job Application button and choose the appropriate application status.

To change multiple application statuses at once, select the check boxes next to each applicant's name and hover over the Actions button and select Move in Workflow.

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Select the appropriate application status and select Save Changes. It can take a few minutes for this change to update the applicant list.

Editing: Workflow States for 3 Applicants

Change for all applicants   Selected for Interview

Applicant	Current State	New State	Reason	Group Prompt User
Kannon Robertson	Forwarded to Department	Selected for Interview		
Kari Hudson	Forwarded to Department	Selected for Interview		
Walker Bruce	Forwarded to Department	Selected for Interview		

Save changes   Cancel

CREATING AN UNDERGRADUATE STUDENT HIRING PROPOSAL

A hiring proposal form serves as the mechanism that hires a candidate into a position. It's a form that will be updated as pre-employment steps are completed. A hiring proposal may be created by an Initiator or HRL-Student user and will follow a predetermined workflow.

- Undergraduate Hiring Proposal Workflow

```
┌──────────────┐      ┌──────────────┐      ┌──────────────────┐
│              │      │              │      │    Initiator     │
│  Initiator   │ ───> │ HRL-Student  │ ───> │ (Sends Offer     │
│              │      │              │      │    Letter)       │
└──────────────┘      └──────────────┘      └──────────────────┘
                                                     │
                                                     ▼
                                            ┌──────────────────┐
                                            │     Records      │
                                            │    Finalized     │
                                            └──────────────────┘
```
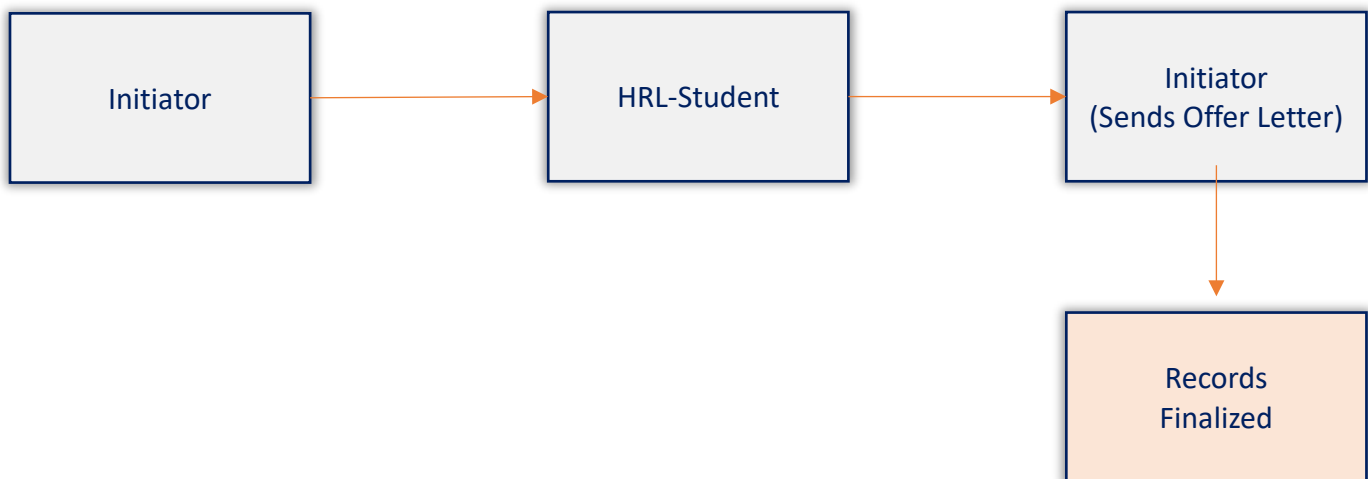
1. Initiator creates Hiring Proposal and transitions to 'HRL-Student' for review.

2. HRL-Student user reviews and submits back to Initiator.

3. Initiator sends offer letter in PeopleAdmin

4. Candidate signs offer letter in PeopleAdmin

5. Initiator sends hiring proposal to Records for final review
    - Onboarding Center creates Onboarding Event and assigns Student New Hire Checklist

6. Records finalizes hiring proposal.

1. From the Welcome Page, hover over the Postings heading and select **Student**.
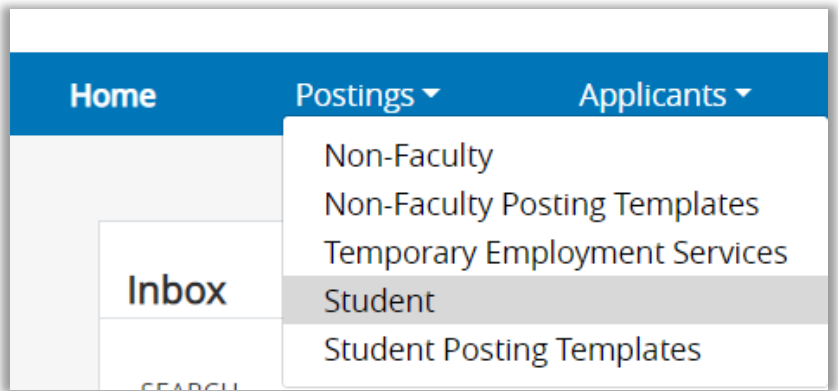
2. From your list of postings, click on the title of the posting you want to create a hiring proposal from.

Student Employment Postings

+ Create New Posting

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

Saved Searches ▾ | [   ] | Search | 🔍 More Search Options ▾

Student Postings ✖

"Student Postings" 16 ✖ Delete this search? Selected records 0 ✖ Clear selection?   Actions ▾

(Actions)

	Position Title	Posting Number	Department	Active Applications	Workflow State	Closing Date	
☐	Test Worker		Liberal Arts Administration (134500)	0	Draft		Actions ▾
☐	Student Worker	Stu00001P	Communication (134001)	1	Open, Not Posted		Actions ▾
☐	Lifeguard	ST00002P	Campus Recreation (181651)	1	Open, Not Posted		Actions ▾
☐	GA Test	ST00003P	Business Administration (123000)	4	Open, Not Posted		Actions ▾

3. Select the **Applicants** tab.

Posting: Student Assistant, Human Resources (Student Employment)

Current Status: Open, Not Posted

This posting is not available to applicants via search results but may be accessed directly at http://auburnu-sb.peopleadmin.com

Position Type: **Student Employment**
Department: **Human Resources (101061)**

Created by: **Amy Bruce**
Owner: **Student Employment**

Summary | History | Settings | Applicants | Reports | Hiring Proposals

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To create a hiring proposal, the applicant status must be at the workflow state of Recommend for Hire from the posting.

4. Select the last name of the applicant you are wanting to create the hiring proposal for.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
☐	Test	Douglas		ST00011P	Recommend for Hire	June 24, 2020 at 02:30 PM	Actions ⌄
☐	Test	Larry		ST00011P	Recommend for Hire	June 24, 2020 at 02:37 PM	Actions ⌄
☐	Smith	Maria		ST00011P	Recommend for Hire	June 27, 2020 at 04:50 PM	Actions ⌄
☐	Testing	Chris		ST00011P	Recommend for Hire	June 27, 2020 at 04:55 PM	Actions ⌄

Applicants ✖

"Applicants" 4 Selected records 0 ✖ Clear selection?   Actions ⌄
(Actions)

5. Click on **Start Undergraduate Hiring Proposal, located on the right hand side of the page**

Job application: Maria Smith (Student Employment)
Current Status: Recommend for Hire
Application form: Student Application

Full name: Maria Smith
Address:
Test
Test, AL 36830
Username: Mariatest
Email: mariatest@zed.zed
Phone (Primary): (555) 555-5555
Phone (Secondary):
Position Type: Student Employment
Department: Human Resources (101061)

Created by: Maria Smith
Owner: Initiator

Take Action On Job Application ⌄
★ View Posting Applied To
★ Preview Application
⊕ Start Graduate Hiring Proposal
⊕ Start Undergraduate Hiring Proposal

6. The next screen will verify you are creating for an Undergraduate Hiring Proposal, as well as what candidate and position you are starting a hiring proposal for. Click the **Start Undergraduate Hiring Proposal** button to proceed or **Cancel** to go back to the previous page.

Starting Undergraduate Hiring Proposal

Applicant: Maria Smith

Posting: Student Admin Worker, Human Resources

[Start Undergraduate Hiring Proposal]   or Cancel

7. Most information will copy over from the application and posting, scroll to the bottom to view and complete required fields under Hiring Proposal Information.

Hiring Proposal Information

*	Position Number	ST0000
	Requisition Number	ST00011P
	Division	
	Hiring Proposal Number	
*	Finalized Pay Rate	This field is required.
*	Hire Date	This field is required.
*	Enrolled Student	This field is required.
*	Type of Hire	Please select
		This field is required.

To progress to each page, use the **Save & Continue** button, or navigate using the sidebar menu

Budget Details will copy over from the posting, you do not need to visit this tab unless you need to edit the FOAP provided on the posting.

There are no required Documents on the Documents tab for Undergraduate Hiring Proposal, visiting this tab is not necessary.
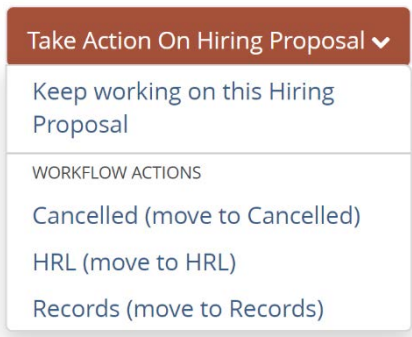
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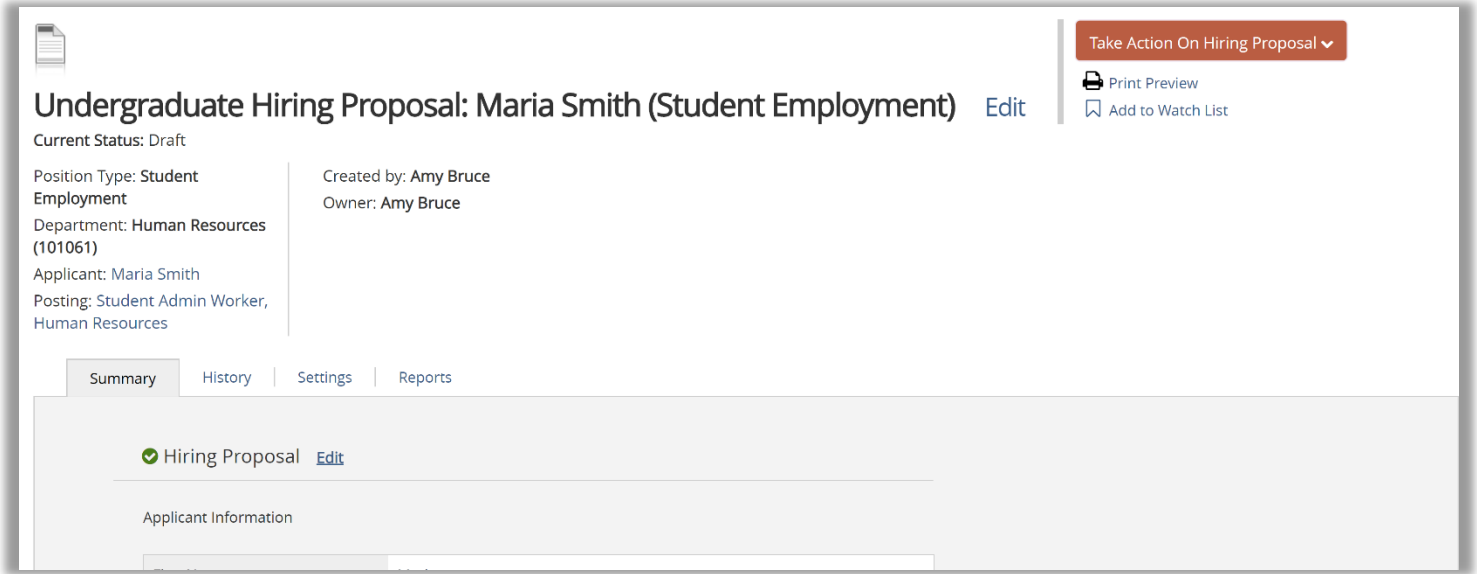
8. When users are ready to submit the posting for review, hover over the orange button that says **Take Action on Hiring Proposal**.

INITIATOR VIEW:

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal
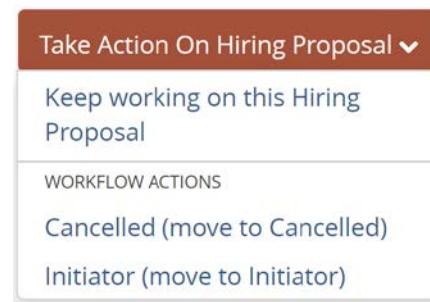
WORKFLOW ACTIONS

Cancelled (move to Cancelled)

HRL (move to HRL)

Records (move to Records)

HRL–STUDENT

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Cancelled (move to Cancelled)

Initiator (move to Initiator)

9. To transition the posting form to the next reviewer, the Initiator or HRL–Student user will select the appropriate workflow action from the dropdown list. When the confirmation box appears, select **Submit**.

Take Action ✕

Initiator (move to Initiator)
Comments (optional)

Submit   Cancel

Onboarding and New Hire Processing

Onboarding Events are initiated by the Onboarding Center once the hiring proposal is in the workflow state of 'Records'. All new hire processing will be handled in the Onboarding module of PeopleAdmin and by the Onboarding Center. Departments do not need to have new hires complete paperwork – this process is now electronic. To learn more about the Onboarding module, visit aub.ie/pa7.

CREATING A GRADUATE STUDENT HIRING PROPOSAL

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▪ Graduate Hiring Proposal Workflow

```
┌──────────────┐      ┌──────────────────┐      ┌──────────────────┐
│              │      │ Background Check │      │                  │
│  Initiator   │ ───▶ │ Owner: Initiator │ ───▶ │  HRL/Dean Review │
│              │      │                  │      │                  │
└──────────────┘      └──────────────────┘      └──────────────────┘
                                                           │
                                                           ▼
┌──────────────┐      ┌──────────────────┐      ┌──────────────────┐
│   Records    │      │                  │      │  Graduate School │
│  Finalized   │ ◀─── │  Graduate School │ ◀─── │      Admin       │
│              │      │                  │      │                  │
└──────────────┘      └──────────────────┘      └──────────────────┘
```
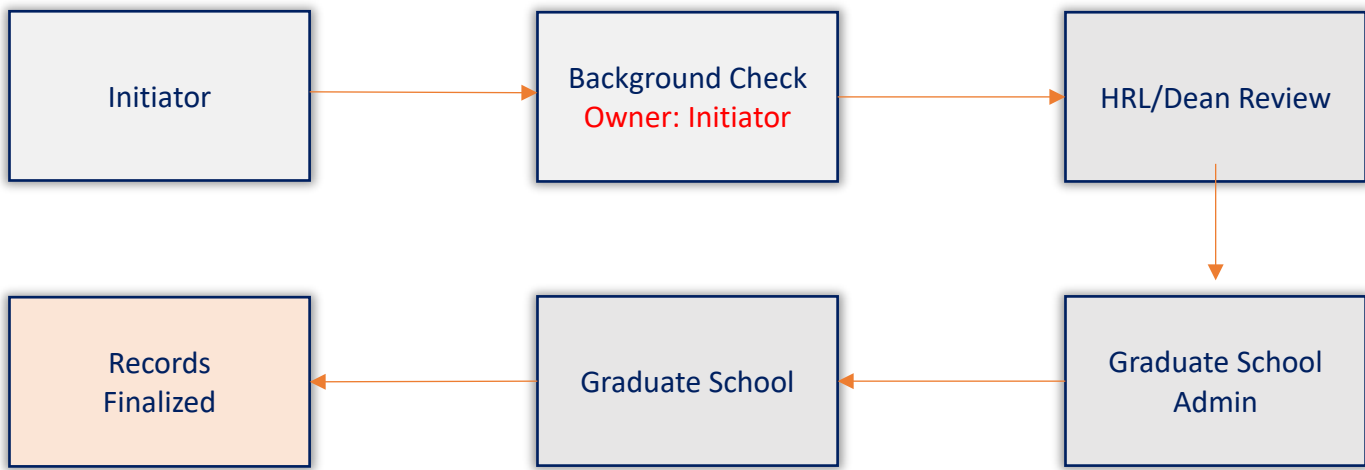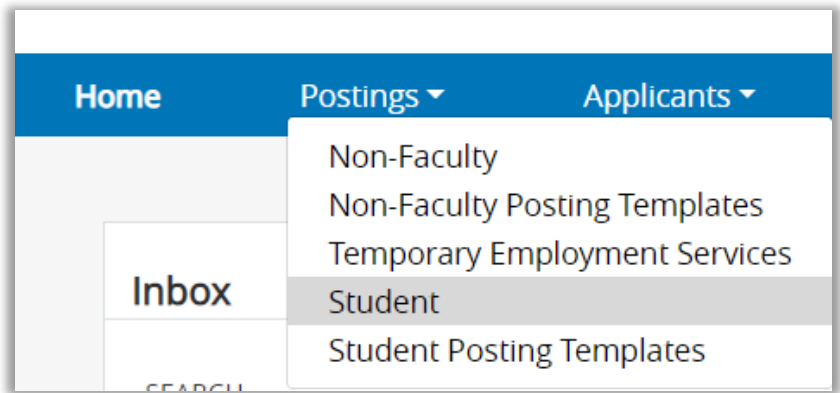
1. Initiator creates hiring proposal and submits to Background Check
   - The Background Check workflow state sends an email trigger to the candidate with instructions to complete a background check.

2. Once the Initiator has verified a completed background, the Initiator sends the hiring proposal to HRL/Dean for review.
   - Department uploads signed Position Description required for all GA positions.
   - Department uploads Teaching Assistant Certification of Eligibility for Employment – required for all International GTA positions.

3. HRL-Student user will review and submit to Graduate School Admin for review.

4. Graduate School Admin reviews hiring proposal for accuracy then submits to Graduate School for approval.

5. Graduate School approves and sends to Records for final review.
   - Onboarding Center creates Onboarding Event and assigns Graduate Checklist.

6. Records reviews and finalizes hiring proposal.

1. From the Welcome Page, hover over the Postings heading and select **Student**.

2. From your list of postings, click on the title of the posting you want to create a hiring proposal from.

3. Select the **Applicants** tab.

To create a hiring proposal, the applicant status must be at the workflow state of Recommend for Hire from the posting.

4. Select the last name of the applicant you are wanting to create the hiring proposal for.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
☐	Test	Douglas		ST00011P	Recommend for Hire	June 24, 2020 at 02:30 PM	Actions ⌄
☐	Test	Larry		ST00011P	Recommend for Hire	June 24, 2020 at 02:37 PM	Actions ⌄
☐	Smith	Maria		ST00011P	Recommend for Hire	June 27, 2020 at 04:50 PM	Actions ⌄
☐	Testing	Chris		ST00011P	Recommend for Hire	June 27, 2020 at 04:55 PM	Actions ⌄

Applicants ✕
"Applicants" 4 Selected records 0 ✕ Clear selection?   Actions ⌄
(Actions)

5. Click on **Start Graduate Hiring Proposal,** located on the right hand side of the page

Job application: Chris Testing (Student Employment)

Current Status: Recommend for Hire
Application form: Student Application

Full name: Chris Testing
Address:
Test
Test, AL 36830
Username: Christest
Email: christest@zed.zed
Phone (Primary): (555) 555-5555
Phone (Secondary):
Position Type: Student Employment
Department: Human Resources (101061)

Created by: Chris Testing
Owner: Initiator

★ View Posting Applied To
★ Preview Application
⊕ Start Graduate Hiring Proposal
⊕ Start Undergraduate Hiring Proposal

6. The next screen will verify you are creating for an Undergraduate Hiring Proposal, as well as what candidate and position you are starting a hiring proposal for. Click the **Start Graduate Hiring Proposal** button to proceed or **Cancel** to go back to the previous page.

Starting Graduate Hiring Proposal

Applicant: Chris Testing

Posting: Student Admin Worker, Human Resources

[Start Graduate Hiring Proposal]   or Cancel

7. Most information will copy over from the application and posting, scroll to the bottom to view and complete required fields under Hiring Proposal Information.

Hiring Proposal Information

*	**Position Number**	GA0000
		Banner Position Number - Example: ST0000, GB0000, GA0000
	Requisition Number	ST00011P
	Hiring Proposal Number	
*	**Finalized Pay Rate**	
		This field is required.
		Enter appropriate hourly, monthly or annual rate based on type of position. Example: ST positions are hourly, GA positions vary
*	**Hire Date**	
		This field is required.
*	**Enrolled Student**	
		This field is required.
*	**Type of Hire**	Please select
		This field is required.

To progress to each page, use the **Save & Continue** button, or navigate using the sidebar menu

Budget Details will copy over from the posting, you do not need to visit this tab unless you need to edit the FOAP provided on the posting.

Required Documents

GA and GTA Graduate positions require certain documents to be uploaded.

- GA positions require a signed Position Description.
- International GTA positions require a Teaching Assistant Certification of Eligibility for Employment.

Uploading Required Documents

On the Documents tab, hover over **Actions** by the appropriate document name and click on Upload New.
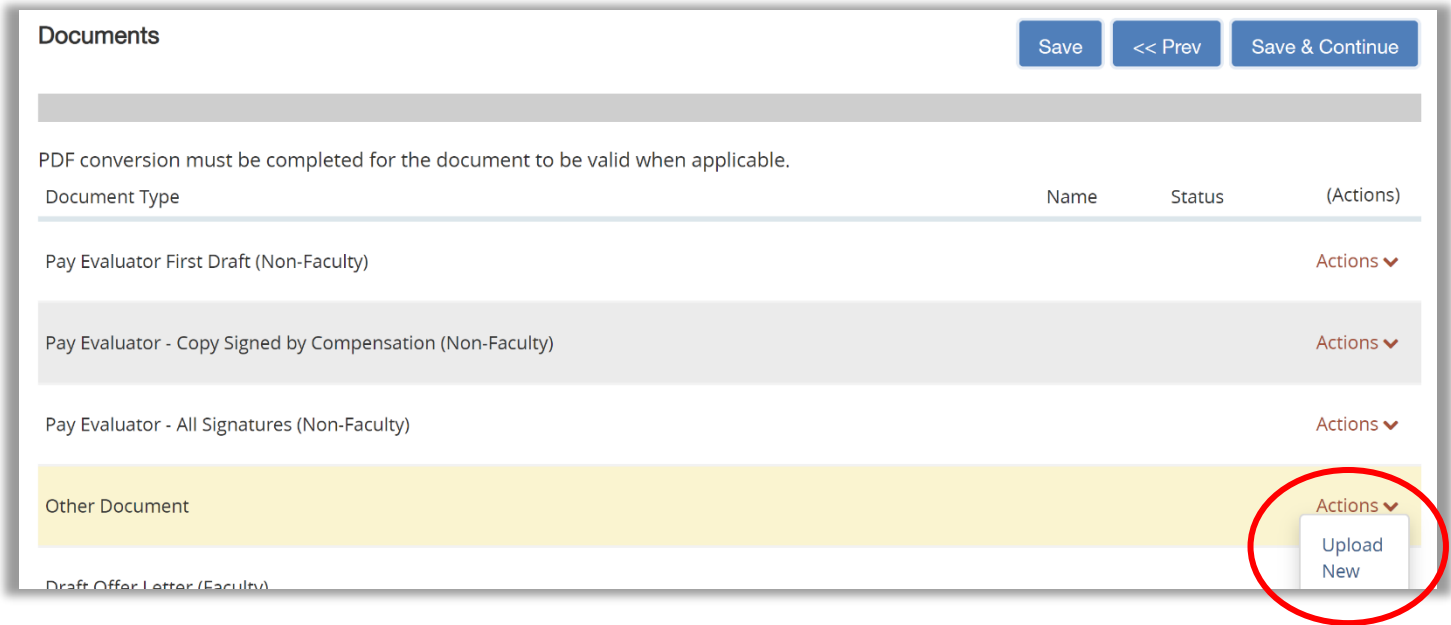
Name your documents, complete a description (optional), choose your file and click on Submit.

Upload a Other Document

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

Name Other Document 06-28-2

Description [   ]

File to upload Choose File No file chosen

Link to Online Other Document

Submit

Once you successfully upload a document, the document name will appear under the name column for that appropriate document type.

Documents

Save   << Prev   Save & Continue

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Pay Evaluator First Draft (Non-Faculty)			Actions ⌄
Pay Evaluator - Copy Signed by Compensation (Non-Faculty)			Actions ⌄
Pay Evaluator - All Signatures (Non-Faculty)			Actions ⌄
Other Document	Other Document 06-28-20 11:26:47 (CDT)		Actions ⌄

Summary Page and Submitting for Review:

The last page of the posting form is the Summary page. This will provide users with a one page view of all pages of the posting form. Ensure each section has a green check mark – this means the section is complete. Orange exclamation marks signifies that the page has required fields that must be completed.

8. When users are ready to submit the posting for review, hover over the orange button that says **Take Action on Hiring Proposal**.

INITIATOR VIEW:

HRL-STUDENT

9. To transition the posting form to the next reviewer, the Initiator or HRL–Student user will select the appropriate workflow action from the dropdown list. When the confirmation box appears, select **Submit.**

Take Action ✖

Select (move to Background Check)
Comments (optional)

Submit   Cancel

Onboarding and New Hire Processing

Onboarding Events are initiated by the Onboarding Center once the hiring proposal is in the workflow state of 'Records'. All new hire processing will be handled in the Onboarding module of PeopleAdmin and by the Onboarding Center. Departments do not need to have new hires complete paperwork – this process is now electronic. To learn more about the Onboarding module, visit aub.ie/pa7.

APPLICANT TRACKING SYSTEM AND PROCESS ASSISTANCE

For questions or help using the system, please contact Student Employment or the Graduate School using the contact information below.

Please visit our Project PeopleAdmin website at aub.ie/pa7 for additional resources and to access the PeopleAdmin Helpdesk to report system issues to our team.

Student Employment

Amy Bruce
robera2@auburn.edu
(334) 844-1671

Graduate School

Julie Reece
reeceju@auburn.edu
(334) 844-2125