Lewis & Clark College

Hiring in PeopleAdmin

What is PeopleAdmin?

PeopleAdmin is an applicant tracking system which you can use to post your work-study positions. Students can apply for the position directly through the website and you can review their applications online. Once you have selected the students you want to hire, you can move them through the "workflow" and create a hiring proposal for the student. This will notify Human Resources to set up your student(s) in our payroll system. You will have control over the posting process, designating when you want the position posted and when you want to take it down from the website.

Lifecycle of a Student Position Posting:

- 1. Create a posting for your federal work-study position and post it to the website
- 2. Students will apply for the position through the website
- 3. Review the student applications online
- 4. Select the students you want to hire
- 5. Request permission to hire the students directly through the website
- 6. Close the posting

Workflow:

To take action on a posting or a student application, you will move it through the workflow. When you take action in this way, the system will automatically generate emails to Human Resources and to students notifying us of the changes.

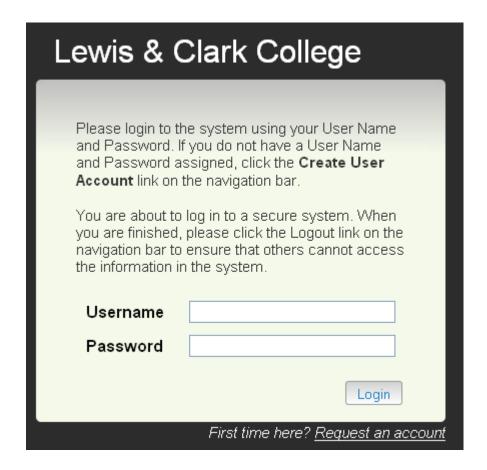
Log Into PeopleAdmin

To access PeopleAdmin, open your internet browser and go to the following URL:

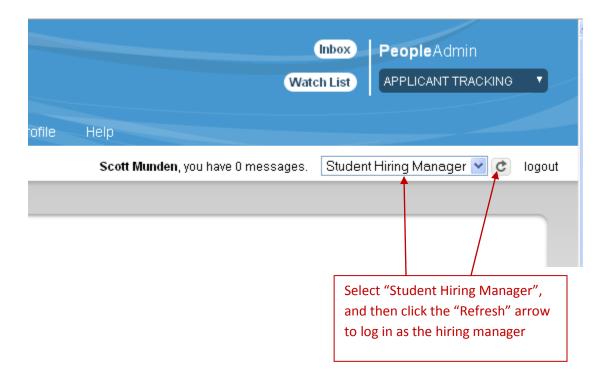
https://jobs.lclark.edu/hr

It's a good idea to bookmark this page for easy access in the future.

Log in using your Lewis & Clark user name and password.



When you log in, you will be brought to the home screen. You will want to make sure you are logged in as the Student Hiring Manager. To do this, select "Student Hiring Manager" from the drop-down menu by your name, and then click the "Refresh" arrow beside the menu:



General Navigation in PeopleAdmin

To help you navigate through the system, a menu will always be available in the upper right hand corner

An **Inbox** will take you to pending actions

Adding postings to your Watch List can make it easier to track them later



A menu of **Shortcuts** is available on the right hand sidebar

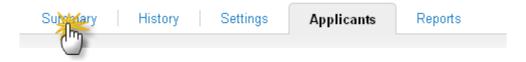


Know where you are at any given point by looking at the breadcrumbs in the upper left hand corner

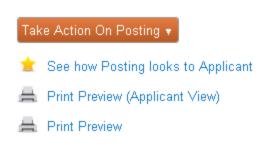
You can click on options in blue to navigate backward in the system



Menu tabs can also be used to navigate from one area to another



The Take Action button allows you to move a posting or an applicant through the workflow





Viewing Applications

Students will apply for your position online. Each application for the position will be tied to the job posting, so you can view it online.

To view applications, go to your **Watch List** to find the posting. Open the posting by clicking on the **Job Title** name.

Alternately, you can find the position by clicking on the **Postings** tab at the top of the screen and selecting **Student Position**. If the position is not in your Watch List, use this alternate method.

Once you have opened the posting, use the Applicants tab at the top of the Posting Summary to view the individual applicants.



This will bring up the list of applicants in a Saved Search. To view a student's application, click on the student's name or use the Actions menu to the right.



If the student has uploaded a document to their application (such as a resume or a cover letter), you can see the document by scrolling down to the bottom of the application and selecting the pdf file you want to view.

Processing Applications

To process an application, you will need to move it in the workflow. You can move student applications into one of two states: **Request Permission to Hire** and **Applicant Not Selected**.

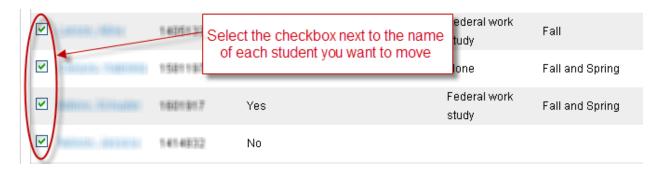
When you **Request Permission to Hire**, we will receive a notification that you would like to hire the student. This state prompts us to check the student's eligibility to work.

When you move an applicant to **Applicant Not Selected**, the student will receive an automated email that they were not selected for hire.

There are two ways you can move the student to one of these states. One way is from inside the application itself. If you have the application open, you can use the **Take Action On Job Application** button at the top of the application.



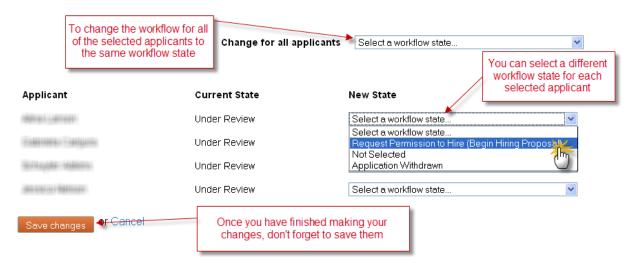
The other option is from within the **Applicants** tab under the posting **Summary**. If you need to move multiple applicants in the workflow at the same time, this is your best option. Begin by checking the boxes next to the applicants you want to move.



Then use the **Actions** button to select **Move in Workflow**.



Select the new status for each applicant, or change the workflow state for all of the students you have selected. When you are finished, save your changes with the **Save changes** button.



Once students have been moved to **Request Permission to Hire**, <u>you will need to create a **Hiring Proposal** for each <u>student</u>. Instructions for creating a hiring proposal are on the next page.</u>

Creating a Hiring Proposal

You will create a Hiring Proposal for each applicant you want to hire. The hiring proposal gives us the information that we need to set up the student in the Lewis & Clark payroll system. The method for creating the hiring proposal will be changing, but these are the current steps for this process.

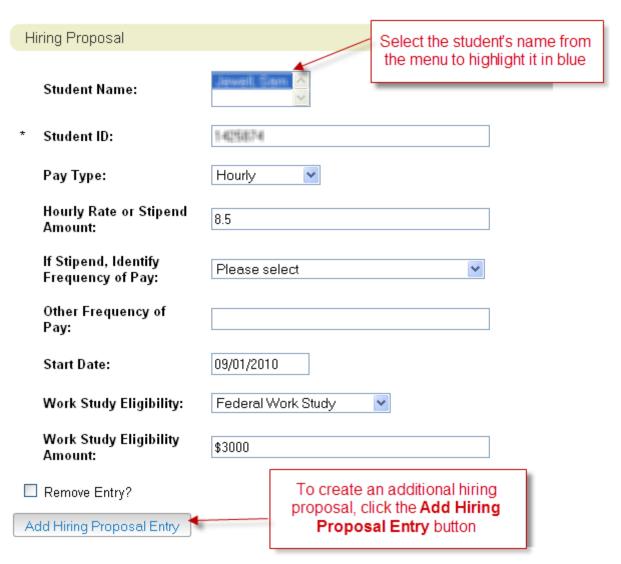
If the student has not been moved to a **Request Permission to Hire** state in their workflow, you will need to do this first. The hiring proposal will only be available for students in this workflow state.

Once the student(s) are transitioned to this workflow state, you will need to go into the posting. View your posting by finding it in your **Watch List** or by using the **Posting** menu tab and selecting **Student Position** to list all of your postings.

Scroll down to the bottom of the posting Summary to find the Hiring Proposal section. Click the Edit link next to it.



Click the **Add Hiring Proposal Entry** button, to create the first hiring proposal.



Select the student's name, so that it is highlighted in blue. This ties the applicant to this hiring proposal.

Complete the rest of the form to the best of your ability. We *cannot* process the hiring proposal without the **Pay Type**, **Hourly Rate**, and **Start Date**.

Note: If you are hiring more than one student, you will complete a Hiring Proposal for each student

Once we look into a student's work eligibility, Student Employment will move the student in the workflow and an email will be sent to the supervisor and the student letting you know:

Approved for Hire – I-9 Incomplete - the student is eligible for hire, but must first complete and I-9 and W-4

Hired - the student is eligible for hire and may begin working now

Not Approved for Hire - The student is not eligible for hire

If the student needs to complete an I-9, they must come to Human Resources before they begin working. Once they have completed their I-9, we will move them in the workflow state again to "Hired" and the supervisor and the student will receive an email that explains the student may begin working.

Close or Fill the Position

There are two Posting states you can use to take the position down from the website.

Remove from Web (move to Closed): This state takes the posting down from the website, but allows you to continue to move applicants through the workflow.

Fill Position (moved to Filled): This is the last step. This will remove the position from the website, but you will *not* be able to update the applicant states any longer. Once you have completed the entire hiring process, move the position to this state.

To close or fill a position, view your posting by finding it in your **Watch List** or by going to using the **Posting** menu tab and selecting **Student Position** to list all of your postings.

Once you have opened the posting, click the **Take Action On Posting** button and select the posting status you want to change it to.



If you want to write a comment that will be tied to the posting history, add a comment in the pop-up box. Otherwise, just click the **Submit** button.

The status may take a moment to change in the workflow state.