Lewis & Clark College

Posting 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:

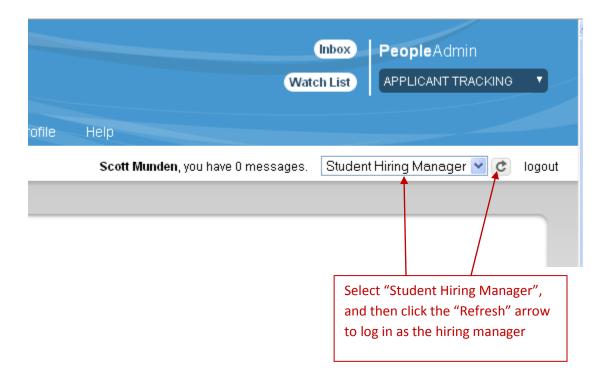
https://jobs.lclark.edu/hr

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

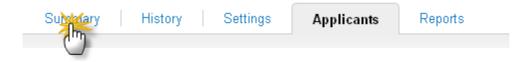


Know where you are at any given point by looking at the breadcrumbs in the upper left hand corner

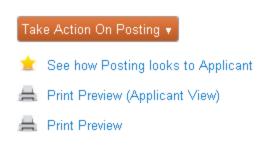
You can click on options in blue to navigate backward in the system



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



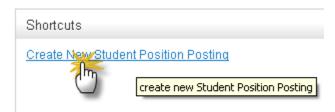
The Take Action button allows you to move a posting or an applicant through the workflow





Create a Posting

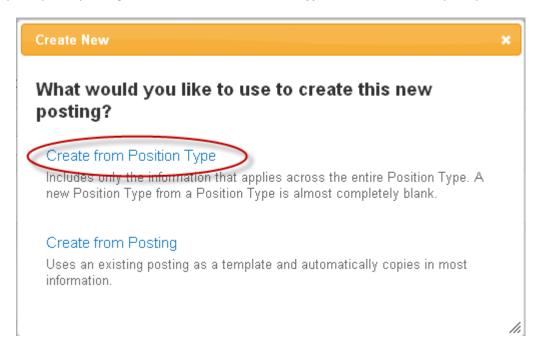
If you are on the PeopleAdmin Home page, Create New Student Position Posting from the Shortcuts menu



Or use the drop-down **Postings** menu at the top to select **Student Postion** from anywhere inside PeopleAdmin. Click the **Create New Posting** button to begin.



To create a completely new posting, select **Create from Position Type** from the selection prompt.



To reuse a posting, or to edit a new posting from an old one, select **Create from Posting**. To demonstrate how to create a posting from scratch, we are creating our posting from "Position Type."

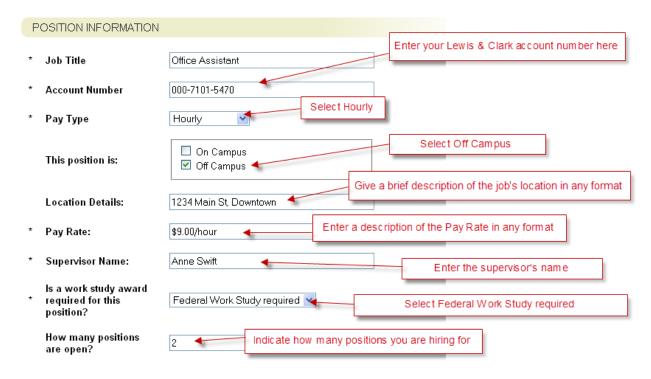
You will be asked to provide a **Job Title**, **Division**, and **Department** for the position. Designate the job title for your posting. As an employer off-campus, select **Non-LC Agencies** for the **Division**. The **Department** will be your agency name. Next to **Applicant Workflow**, select "**Under Review**." This will show each applicant status as "Under Review" until you move the applicant in the workflow.



Depending on your user account, much of this information may default automatically. When you are done, click the **Create New Posting** button.

Begin by adding the **Position Information**. The table below describes each field and indicates whether the information you are providing is for the Applicant or for Human Resources.

Field Name	Instructions/Description	Viewed by
Account Number	Enter your Lewis & Clark account number. If you are unsure of your account number, enter zeros and we will look it up. Because this is a required field, entering zeros will allow you to submit the posting without the account information.	HR only
Pay Type	The pay type should be <i>hourly</i> .	Applicant
This position is:	Select <i>On Campus</i> .	Applicant
Location Details:	Give a brief description of the job location.	Applicant
Pay Rate:	Enter the position pay rate or a pay rate range.	Applicant
Supervisor Name:	Enter the supervisor's name.	HR only
Is a work-study award required for this position?	Select Federal Work Study Required, unless the position is exempt from work study requirements.	Applicant
How many positions are open?	Indicate the number of positions you hope to fill with this posting. (The actual number of students you hire will not be limited by the number you put here.)	Applicant



Fields marked with an asterisks (*) are required fields.

(In the next section, you will provide the **Posting Text**. Please see the instructions on the next page.)

Add the **Posting Text** information. This is the general information that the applicants will see in the job posting.

POSTING TEXT

Add a position description to the Job Summary posting text. This is information for the applicant and will show up on the website posting.

Job Summary:

Give a description of the qualifications you are seeking in applicants. What are the specific skills and qualities you are looking for?

Qualifications:

Experience/Skills careers skills

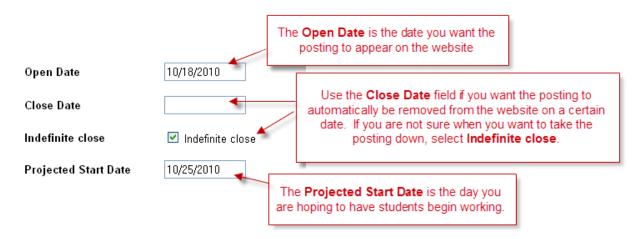
Federal work-study positions should be an opportunity for students to gain experience and skills they can relate to their education or careers down the road. Describe some of the skills and experience students will gain if hired into this position.

Work Schedule Summary

Give a summary of the work schedule. Be as specific or as general as you like. Examples might include:

- * Mon, Wed, Fri; afternoons
- * Weekdays, flexible
- * Tuesday and Thursday, 8:00am 10:00am

You will now need to fill out some date information about the posting. This information will show up in the posting. It is important to remember that if you select a **Close Date**, the posting will be removed from the website on that date. If you are unsure when you want the posting removed, select "**Indefinite close**" and when you are ready to close it, you can move the posting in the workflow to a closed status.



The **Pass Message** is emailed to applicants when their application is submitted.

If an applicant does not meet the minimum qualifications based on answers to your **Specific Posting Questions**, they will receive the **Fail Message**.

Pass Message:

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to move you forward in the hiring process, you will be contacted.

Fail Message:

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions for which you are qualified

A **Quick Link** is provided to give you a direct link to your posting. If you would like to notify specific students that the application is available, you can copy and paste this quick link into an email and the students can link directly to your posting.

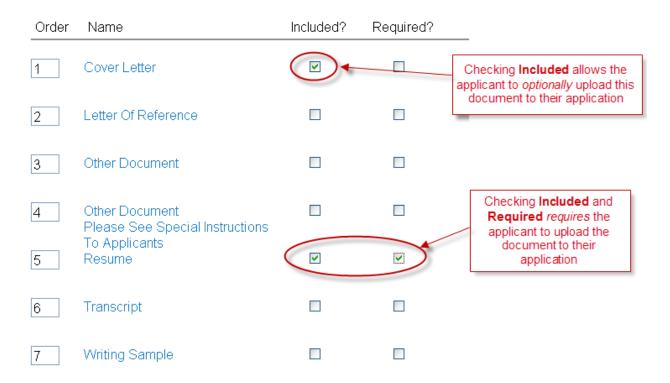
Quick Link http://425-migration-sb.peopleadmin.com/postings/1773

Click **Next** to move to the **Additional Applicant Documents** section. Clicking Next on any page will automatically save the information on the current page. If you do *not* want to give applicants the opportunity to upload additional documents (such as a resume or cover letter) you may skip this section and click **Next** again to move on in your posting.

Additional Applicant Documents

You may give applicants the *option* to upload documents to their resume by selecting the **Included** box. If you would like to *require* a document attachment, select **Included** AND **Required**.

You can also change the order in which the documents appear on the application by changing the **Order** numbers next to the documents.



Click **Next** to move the **Posting Specific Questions** section.

Posting Specific Questions

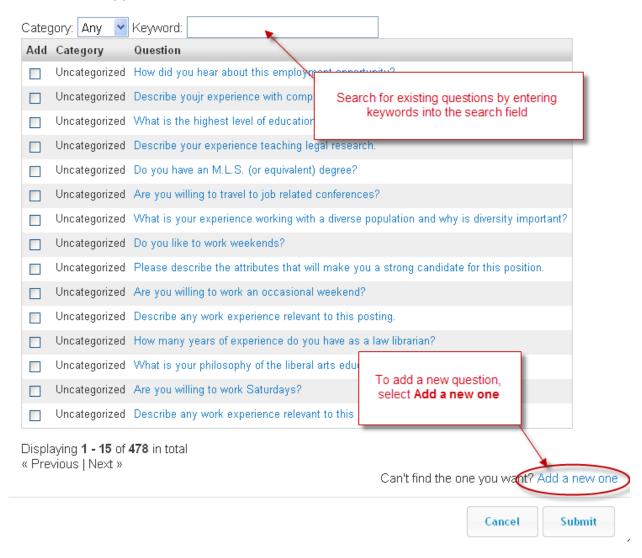
In addition to the questions on the general student application, you may add questions that are specific to your position. If you do not want to add specific questions, click **Next**. If you would like to add specific questions, click the **Add a question** button.



Any question you create is saved into a question "bank" and you can reuse it with any posting you create. To search for an existing question, enter a keyword from your existing question and check the **Add** checkbox next to it.

You can also create a new question if you can't find the one you want to use in the search feature.

Available Supplemental Questions

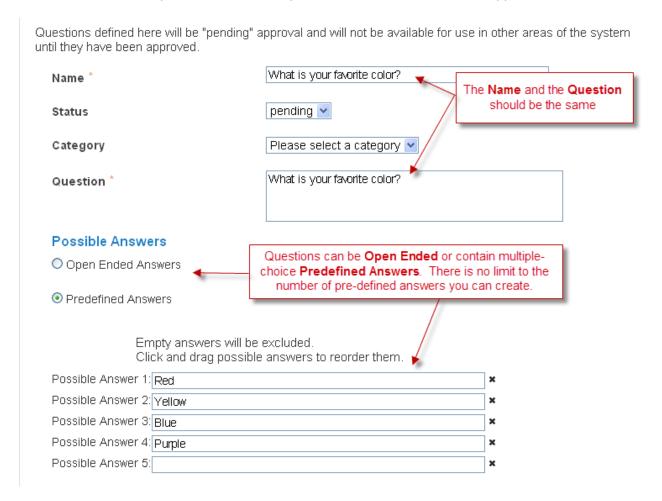


The Name and Question field should be the same (the question itself)

A category can be assigned to a question. Human Resources defines the categories.

An Open Ended Answer will provide the applicant with a text box to write a short answer or essay answer

Predefined Answers will allow you to determine the possible answers available to the applicant.



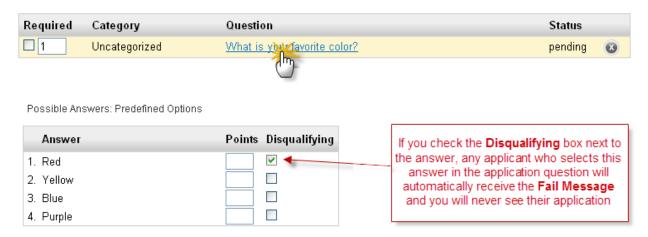
Submit the question to save it.

With **Predefined Answers**, it is possible to assign points to add weight to certain answers in reviewing applications or you can simply disqualify a student based on their answer to a question. Once the student has been disqualified, they will receive the "Fail Message" and they will not show up on your application searches for the position.

Save the question and decide whether you want the question optional or *required* . To make the question required, select the **Required** box.



To add points or disqualifiers, click on the question itself once you have saved it. This feature is optional.



If you want some answers to have more weight than others, include **Points** next to the **Answer**. This is an optional feature that is designed to help you narrow your applicant searches by assigning points to the answers to your specific questions. The point system you use to compare applicants is up to you.

If you want to disqualify an applicant based on their answer, select the **Disqualifying** box. My question will disqualify any applicant who chooses Red as their favorite color. If they select "Red" I will never see their application and they will receive a **Fail Message**.

* Newly created specific questions will remain at a pending status until they have been approved by Human Resources.

When you are done adding your Specific Posting Questions, click the **Next** button to move to the **Add a Guest User Account** section.

Adding a Guest User Account

If you would like another person to have "view only" access to the applications for a posting, you can add them as a Guest User. Guest users will be able to view the posting details and the applications associated with the posting. Click on the **Create Guest User Account** button.



On this screen, you may create an account that can be used by other members of your applicant search team.

Guest Users who log in using this account may view application and resumes for this requisition only, and are not able to take action on the applicants.

Click on the **Create Guest User Account** button. The Online Employment system will automatically generate a Guest Username and Password. You may update the password if needed.

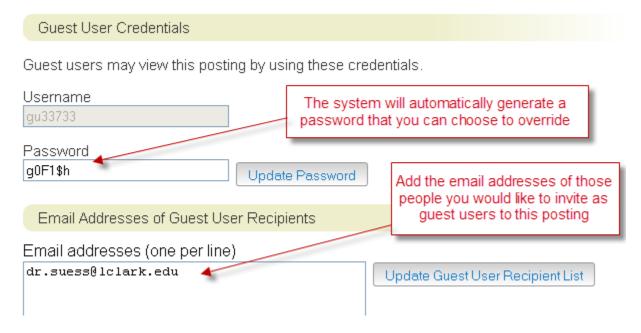
You can also notify the members of the review committee by adding their email address in the **Email Address** of **Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on **Update Guest User Recipient List** to notify the members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

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

Want to give guests access to view this posting?



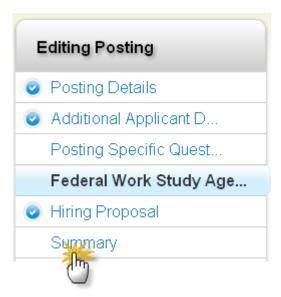
The system will automatically generate a user name and password for the guest user account. You can overwrite the password if you like. Add the email address for each person you would like to receive guest account access. The system will automatically email the the user name to the guest users so they can access the posting. You will need to provide any guest users with their passwords so they can log in. For security reasons, the system will not email passwords.



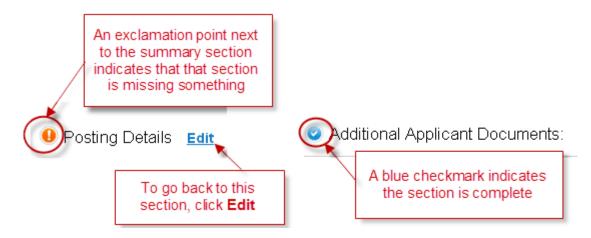
Click **Next** to move to the next section.

Posting Summary

To navigate to a new section of the posting at anytime, you can use the menu to the left. Since you will not be able to complete a hiring proposal at this time, select **Summary** to skip to the posting summary. When you move to a different section, the system will save any changes you have made.



In the **Summary** section, verify that all of the sections are complete. If a section is missing information, go directly to that section to make changes by clicking the **Edit** link.



Submit the Posting

Once your posting information looks complete, you can submit the posting to HR to post on the website. To do this, go to the posting **Summary** and use the **Take Action on Posting** button in the upper right hand corner of the screen.



Once we have had a chance to review the posting (and approve any specific questions you have created) we will post the position to our website.

Your new posting will automatically be added to your **Watch List**. When you log into the system, and connect to your Watch List, you will be able to find the position again very quickly.

Once the posting is up on the website, students can apply for the position directly through the website. They will complete a general application and answer any specific questions you have created. For a list of questions on the **Student General Application**, see the next page.

General Student Application

When students apply for any job on campus, they complete a general student application. Students will automatically be asked to fill in the following information when they complete your application. In addition to these questions, you can add questions to the application by adding **Specific Posting Questions** when you set up the job posting.

Student ID: Student's Full Name Student's Contact Information: (email and phone number) **Current Major** Do you have a work study award as part of your financial aid? (choices are Yes or No) Work Study Type: (choices are Federal, Lewis & Clark, None) If you have work study, what is total amount of your award? Are you available: (choices are Fall, Spring, Summer) How many hours per week would you like to work? Briefly describe any work experience relevant to this position: What specific skills or attributes do you possess which would be helpful in this work environment? What days and hours are you available to work each week? Please list your volunteer or work experience. Begin with the current or most recent employment and work backwards. Organization or Employer Name Job Title: From:

Please list the names, addresses, and telephone numbers of two professional references who we can contact regarding your previous job performance. Please list the context or relationship in which you worked with these persons.

Name of Reference:
Phone Number:
Email Address:
What is the job context or your relationship to this reference?

I worked for this organization as: (choices are Volunteer or Employee)

To:

Job Duties