Staff Job Posting Guide

PeopleAdmin User Guide

This guide is intended to assist hiring managers in requesting and preparing a job posting.
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Logging into PeopleAdmin
To log into the system:

- Go to: jobs.hr.txstate.edu/hr
- (Firefox is recommended but Chrome, Explorer, and Safari can be used)
- Click on “Login with your Texas State ID here.” or “SSO Authentication”
- Do not input username and password.
- User will be re-directed to the Texas State Login to PeopleAdmin 7
- Login with NetID and Password
Use Applicant Tracking System Module
Use the Applicant Tracking System Module by clicking on the three blue dots in the top left-hand corner of the PeopleAdmin home page and switching over to the module if needed.
Change the User Group
Use the drop-down menu and select the Hiring Manager user group
Initiate Job Requisition Form and Prepare Job Posting
Navigate to Posting and Select Staff

Select the Create New Posting button
Select Create from Position Description

Select the correct Position Description Number by clicking on the number. The selected position description number must be the correct vacant or to be vacant position.
Select Create Posting from this Position Description

Create a New Posting by clicking on the orange action button.
Complete the request for the position requisition and job posting.

• The left menu tab. Edit Posting is the quick navigation to sections of the form. There are 11 sections.
• The green check next to the section indicates that all required fields are completed for the section.
• Click the Next button to advance to the next section of the form, or
• Click Save to save the changes and exit or navigate to another section
• All fields highlighted with the red box are required and must be filled in with data to complete the form.
Position Information:

Complete and update the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position number</td>
<td>Prefilled by SAP</td>
</tr>
<tr>
<td>University Pay Plan Title</td>
<td>Prefilled by SAP</td>
</tr>
<tr>
<td>Posting/Functional Job Title</td>
<td>Field is the applicant view of the title</td>
</tr>
<tr>
<td>Monthly Salary</td>
<td>Field is the applicant view</td>
</tr>
<tr>
<td>Help text</td>
<td>Information about the field is below the field. This information provides instructions or directions for completing the field.</td>
</tr>
<tr>
<td>Approved Maximum Monthly Salary</td>
<td>This field is required and will be reviewed and approved or not approved by division VP and Budget Office reviewers.</td>
</tr>
</tbody>
</table>

The min, mid, max salary is from the University Pay Plan. Departments may not pay over the max salary.
Position Information:

**General Description**: this field is an applicant view field. This is a broad and general statement of the job that summarized the essential responsibilities, and activities. In this section, it is helpful for recruitment purposes to include details about the department mission, culture, and perks. It may also specify to whom the position reports and with whom the position works with. A strong attention-grabbing summary can attract candidates and help diversify the applicant pool. Engage the job seeker with details about the department culture and identify why a job seeker would be a unique team member of the department.

**Duties**: this field is an applicant view. This is a section outline the core responsibilities, the day-to-day activities, and may specify how the position fits into the department and the university.

**Required Qualification**: this field is an applicant view. This section will be used in the screening process of the hiring matrix. Hiring managers will be reviewing applications to the criteria listed in this section and scoring applicants based on what is indicated in this section.

**Preferred Qualification**: this field is an applicant view. This section will also be used in the screening process of the hiring matrix and noted per applicant if they meet the qualification.

**Helpful Tips for Required and Preferred Qualifications**:

In the required and preferred qualification, list hard and soft skills, previous job experiences, certifications, technical skills required for the position. Hiring managers may also list soft skills or competencies like communications, customer service, decision making, and problem-solving. The university competencies and explanation may be found at this link. The university behaviors and explanations may be found at this link.

Keep the requirements concise. Listing too many qualifications and skills will dissuade potential applicants and create additional requirements for screening and scoring that may delay hiring an applicant.
Position Information:
Complete and update the fields.
Additional Posting Requirements and Verifications

Complete and update all fields. Any selected statement will be in the applicant’s view.

**Helpful Tips:** education verification, credit reports, license verification will be at an additional cost and billed to the department by human resources.

The hiring manager may indicate in the Additional Information for Applicant field for applicants to be prepared to bring a certified transcript, credit report, or license. The information may be verified during the screening process.

**Posting Notices:** these statements will be viewable to the applicant.
Recruitment Advertising Information

Complete and update fields.

**Helpful Tips:** Information on recruitment advertising may be found at this link for the Staff Recruitment Toolkit.

The form will allow the Recruiting Coordinator to assist the department in preparing advertising to attract applicants and prepare a quote for the cost of the recruitment advertising.
Budget Information

Complete and update fields.

**Helpful Tips:** Budget Information, if a position is funded by more than one fund or cost center, click on the button "Add Budget Information Entry" to add another entry. Department Charge Information, please enter information for human resources to bill for criminal history and recruitment advertising.
Posting Documents

Attach documents or memos required for VP review (if applicable) or requests and approvals for exceptions from Equity and Inclusion.
Applicant Documents

Select the document required or optional for the application

**Helpful tip:** DD214/DD1300 is helpful for determining Veteran’s Employment Preference. The best practice is to select Optional for this document.
Supplemental Questions

The department may skip this section if they have no questions to add. **Helpful tip:** this section is reserved for human resources use only in the majority of requests.
Search Committee Members

Click on Add Existing Users and search for the users to be added to the search committee. Search Committee Members will be able to log in and review applicants.
Evaluative Criteria

The department may skip this section.

Helpful tip: this section is reserved for human resource use only.
Guest User

Department may skip this section if there are not outside of the university users on the search committee

**Helpful tip:** typically the guest user is used when a member of the search committee is not a university employee but is a stakeholder in the recruitment process.
Summary & Take Action

Move the form into the Workflow to request for approvals and to be posted to the University Job Board
Verify all section of the requisition form is complete with a green check.

Section with fields that are required to be completed will have an orange exclamation mark. Click Edit to review and complete the form.
Move the form by clicking the orange Take Action on Posting button and select the appropriate management level to move the form to their queue for review and approval. A screen will open to allow a note or comment to be added to the action.
Done

Congratulations on requesting and publishing a new job posting! You did great!
When the job posting is published on the University Job Board, the hiring manager will receive an email notification from noreply@jobinfo.txstate.edu. Please add this email domain or check the “Other” tab in your Microsoft Outlook Mail.

Questions about requesting and publishing a job posting may be sent into hr@txstate.edu. A Talent Acquisition staff will respond.

Helpful tips: The top right-hand corner of the job menu has helpful tools:

- **See how Posting looks to Applicant**
- **Print Preview (Applicant View)**
- **Add to Watch List**

  - This link opens another tab that provides the applicant view of the online job posting.
  - This link adds the job posting to the hiring manager’s watch list for easy access in the system home page. We recommend adding it.
The Posting menu has helpful information for the hiring manager:

**Current Status:** provides the status of the request as it moves through the approval levels

**Owner:** provides the name of the individual or department that approval is pending

**History:** provides the history of the request’s workflow, notes from approvers, and copies of email notifications.
The Posting menu has helpful information for the hiring manager:

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- **Owner:** provides the name of the individual or department that approval is pending
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Next Steps
• Log back into PeopleAdmin to see the job posting, monitor and review applications, and start the hiring proposal for the new hire.
• Use the PeopleAdmin Guide to update applicant statuses, recommend the candidate for hire, and create the Hiring Proposal.
For assistance please contact the Office of Human Resources at 5.2557 or email hr@txstate.edu.