

Log on to
PeopleAdmin using
Mozilla Firefox.

Select Hiring Manager
as your role.

*(Although a faculty hiring
proposal was used to create
the screen shots, the process
is similar for staff.)*

Millersville University HR Site :: User Home :: PeopleAdmin - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Millersville University HR Site :: User Home :: ...

https://jobs.millersville.edu/hr/

Most Visited JUSTIFACTS MU Old PeopleAdmin... MU New PeopleAdmin... MU PeopleAdmin San... http--www.jobclass.s... Classification Arbitrati... Log In | Facebook

Millersville University
SEIZE THE OPPORTUNITY

Watch List APPLICANT TRACKING

Home Postings Hiring Proposals | My Profile Help

you have 0 messages. Hiring Manager logout

Welcome to your Online Recruitment System

Inbox (0 items need your attention)

Displaying items for group "Hiring Manager".

Postings (0) Hiring Proposals (0) Actions (0)

Job Title	Type	Current State	Owner
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Shortcuts

- Create New Faculty Posting
- Create New Staff & Administration Posting

My Links

Useful Links

- Your Applicant Portal
(How Applicants access your PeopleAdmin system)

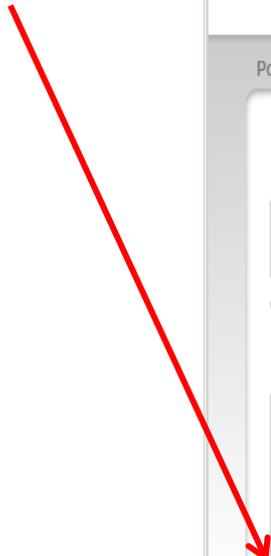
Page: 1 of 1 Words: 0

Start | Inboxes - Micr... | Microsoft E... | PeopleAdmi... | Millersville U... | Millersville... | Screen shot... | 9:18 AM

Select the Posting Tab for Faculty or Staff postings.

The screenshot shows the Millersville University HR Site interface. The browser title is "Millersville University HR Site :: User Home :: PeopleAdmin - Mozilla Firefox". The address bar shows "https://jobs.millersville.edu/hr/". The navigation menu includes "Home", "Postings", "Hiring Proposals", "My Profile", and "Help". The "Postings" tab is selected, and its dropdown menu is open, showing "Faculty" and "Staff & Administration" options. A red arrow points from the text "Select the Posting Tab for Faculty or Staff postings." to the "Postings" tab. The main content area displays "Welcome to your Online Recruitment System" and an "Inbox (0 items need your attention)" section. The inbox shows "Displaying items for group 'Hiring Manager'." and a table with columns "Job Title", "Type", "Current State", and "Owner". The table is currently empty. On the right side, there are sections for "Shortcuts" (Create New Faculty Posting, Create New Staff & Administration Posting) and "My Links" (Useful Links, Your Applicant Portal).

Click on the URL/link of the position into which you are hiring the recommended candidate.



Millersville University HR Site :: Posting Index :: PeopleAdmin - Mozilla Firefox

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Millersville University HR Site :: Posting Inde... +

https://jobs.millersville.edu/hr/postings?position_type_id=1

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Home Postings Hiring Proposals My Profile Help

you have 0 messages. Hiring Manager C logout

Postings / Faculty

Faculty Postings

Create New Posting

Open Saved Search Search: Search More search options

Full Consideration Date

Saved Search: "Full Consideration Date" (12 Items Found) Actions

<input type="checkbox"/>	Working Title	Requisition Number	Department	Active Applications	Workflow State	Last Updated	Full Consideration Date	(Actions)
<input type="checkbox"/>	Assistant Professor of Computer-Aided Drafting & Design	P00098	Applied Engineering, Safety 17 and Technology		Posted	November 26, 2013 at 12:53 PM	01/08/2014	Actions
<input type="checkbox"/>	Assistant Professor, Construction Technology	P00099	Applied Engineering, Safety 7 and Technology		Posted	November 26, 2013 at 02:01 PM	01/08/2014	Actions
<input type="checkbox"/>	Assistant Professor, Occupational Safety & Environmental Health	P00100	Applied Engineering, Safety 7 and Technology		Posted	November 26, 2013 at 12:30 PM	01/08/2014	Actions

https://jobs.millersville.edu/hr/postings/290

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When you are in the posting, click on the Applicants Tab, being sure to have Selected Active Applicants, not any of the other options.

The screenshot shows the 'Posting: Assistant Professor of Computer-Aided Drafting & Design (Faculty)' page in the PeopleAdmin system. The 'Applicants' tab is selected, and a search filter 'Active' is applied, showing 17 items found. A table lists application details including last name, first name, documents, application date, workflow state, and actions.

<input type="checkbox"/>	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>			Cover Letter/Letter of Application, Curriculum Vitae, Unofficial Transcripts 1	November 27, 2013 at 03:48 PM	Approved for Campus Interview	In Progress	Actions
<input type="checkbox"/>			Cover Letter/Letter of Application, Curriculum Vitae, Unofficial Transcripts 1, Unofficial Transcripts 2, Unofficial Transcripts 3	December 01, 2013 at 10:16 PM	Approved for Campus Interview	In Progress	Actions

Find the name of the candidate
Recommended for Hire.
Click on that person's last name to enter her/his application.

The screenshot shows a web browser window displaying a list of job applications on the Millersville University HR Site. The browser title is "Millersville University HR Site :: Job application Index :: PeopleAdmin - Mozilla Firefox". The address bar shows the URL: "https://jobs.millersville.edu/hr/postings/281/job_applications?search_id=17&position_type_id=1".

The main content area displays a table of job applications. The table has columns for checkboxes, application details, dates, times, candidate status, and actions. The application status is consistently "In Progress".

Checkboxes	Application Details	Date	Time	Candidate	Status	Actions
<input type="checkbox"/>	Unofficial Transcripts 1, Curriculum Vitae, Cover Letter/Letter of Application, Reference Letter 2	January 08, 2014	03:39 PM	Candidate	In Progress	Actions
<input type="checkbox"/>	Cover Letter/Letter of Application, Unofficial Transcripts 1, Unofficial Transcripts 2, Curriculum Vitae, Reference Letter 1, Unofficial Transcripts 3, Reference Letter 3, Reference Letter 2, Teaching Philosophy, Student evaluations, Other Document 1, Other Document 3	January 07, 2014	07:09 PM	Approved for Phone Inquiry	In Progress	Actions
<input type="checkbox"/>	Cover Letter/Letter of Application, Unofficial Transcripts 1, Unofficial Transcripts 3, Reference Letter 1, Reference Letter 2, Reference Letter 3, Unofficial Transcripts 2, Curriculum Vitae	January 07, 2014	11:46 AM	Approved for Phone Inquiry	In Progress	Actions
<input type="checkbox"/>	Curriculum Vitae, Unofficial Transcripts 1, Teaching Philosophy, DD 214, Student evaluations, Cover Letter/Letter of Application	January 02, 2014	08:09 AM	Approved for Phone Inquiry	In Progress	Actions
<input type="checkbox"/>	Cover Letter/Letter of Application, Curriculum Vitae, Teaching Philosophy, Student evaluations, Unofficial Transcripts 1, Other Document 1, Other Document 2, Reference Letter 1	December 31, 2013	06:18 AM	Recommend for Hire	In Progress	Actions
<input type="checkbox"/>	Cover Letter/Letter of Application, Curriculum Vitae, Unofficial Transcripts 1, Reference Letter 2, Reference Letter 1, Reference Letter 3	December 22, 2013	01:40 PM	Candidate	In Progress	Actions
<input type="checkbox"/>	Cover Letter/Letter of Application, Unofficial Transcripts 1, Other Document 1, Other Document 2, Teaching Philosophy, Curriculum Vitae	December 19, 2013	09:04 PM	Candidate	In Progress	Actions
<input type="checkbox"/>	Cover Letter/Letter of Application, Teaching Philosophy, Other Document 1, Unofficial Transcripts 2, Unofficial Transcripts 3, Unofficial Transcripts 1, Other Document 2, Other Document 3, Curriculum Vitae, Reference Letter 1, Reference Letter 2, Reference Letter 3, Student evaluations	December 19, 2013	11:01 AM	Candidate	In Progress	Actions

A red arrow points to the checkbox of the candidate whose name is obscured by a blue box. A red circle highlights the "Recommend for Hire" button in the "Actions" column for that candidate.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:35 AM.

“Inside” the recommended candidate’s application, click on “Start Hiring Proposal.”

The screenshot shows a Mozilla Firefox browser window displaying the Millersville University HR Site. The address bar shows the URL https://jobs.millersville.edu/hr/job_applications/2451. The page content includes:

- Page title: **Job application: [redacted] (Faculty)**
- Current Status: Recommend for Hire
- Application form: Faculty Application
- Full name: [redacted]
- Address: [redacted]
- Created by: [redacted]
- Owner: Hiring Manager

On the right side, there is a section titled "Take Action On Job Application" with the following options:

- View Posting Applied To
- Preview Application
- Start Hiring Proposal** (indicated by a red arrow)

At the bottom of the page, there are tabs for "Summary", "Recommendations (0 of 0)", and "History". The "Personal Information" tab is currently selected.

On the next page, click
Start HIRING PROPOSAL
box.

The screenshot displays the 'Starting Hiring Proposal' form in the PeopleAdmin system. The form includes the following fields:

- Applicant:** [Redacted]
- Posting:** [Redacted]

At the bottom of the form, there is a button labeled **Start Hiring Proposal** and a link labeled **or Cancel**. A red arrow points to the **Start Hiring Proposal** button.

The browser address bar shows the URL: https://millersville-sb.peopleadmin.com/hr/actions/new?action_definition_id=2&job_application_id=2535

The breadcrumb trail at the top of the content area reads: Postings / ... / Applicant Review / Darshi De Saram (Recommend for Hire) / New Hiring Proposal

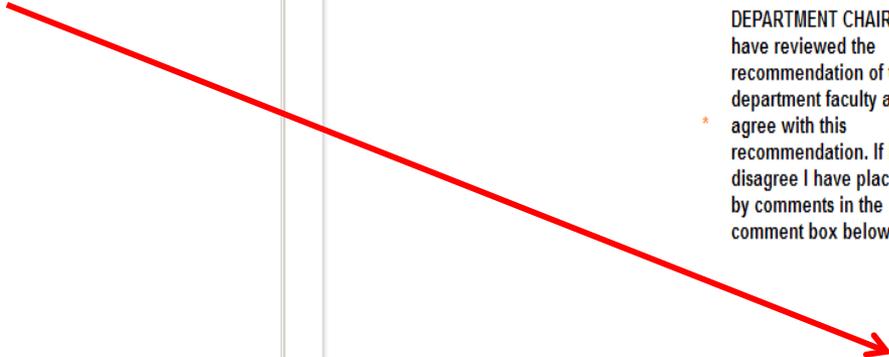
Scroll down through the Hiring Information screens and complete the information using the drop box options and comment boxes. Some fields are required.

The screenshot shows the 'Action Edit' page in PeopleAdmin. The browser title is 'Millersville University HR Site :: Action Edit :: PeopleAdmin - Mozilla Firefox'. The address bar shows 'https://millersville-sb.peopleadmin.com/hr/actions/69/edit'. The page content includes:

- Highest Degree Earned:** Ph.D. - Doctor of Philosophy
- Position Information** (Section Header)
- Working Title:** Assistant Professor, Construction Technology
- Requisition Number:** P00099
- Position Number:** 60011462
- Classification:** Assistant Professor - 24910
- Nature of Position:** Tenure-Track
- Hiring Information** (Section Header)
- DEPARTMENT CHAIR:** The recommended candidate demonstrates an adequate command of English pronunciation (sounds and intonation).
 - Field: This field is required.
 - Help text: *DEPARTMENT CHAIR: The recommended candidate demonstrates an adequate command of English pronunciation*
- DEPARTMENT CHAIR:** The recommended candidate demonstrates an adequate command of English vocabulary items and idioms.
 - Field: This field is required.

A red arrow points from the text on the left to the first 'Please select' dropdown menu.

The last field is a comment box. Add any job-related comment you choose that you want those receiving the Hiring Proposal to know.



Millersville University HR Site :: Action Edit :: PeopleAdmin - Mozilla Firefox

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https://millersville-sb.peopleadmin.com/hr/actions/69/edit

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department
recommend the above named individual for this position.

DEPARTMENT CHAIR: I have reviewed the recommendation of the department faculty and agree with this recommendation. If I disagree I have placed by comments in the comment box below.

* Yes This field is required.

* Comments

I support this appointment.

field is required. This

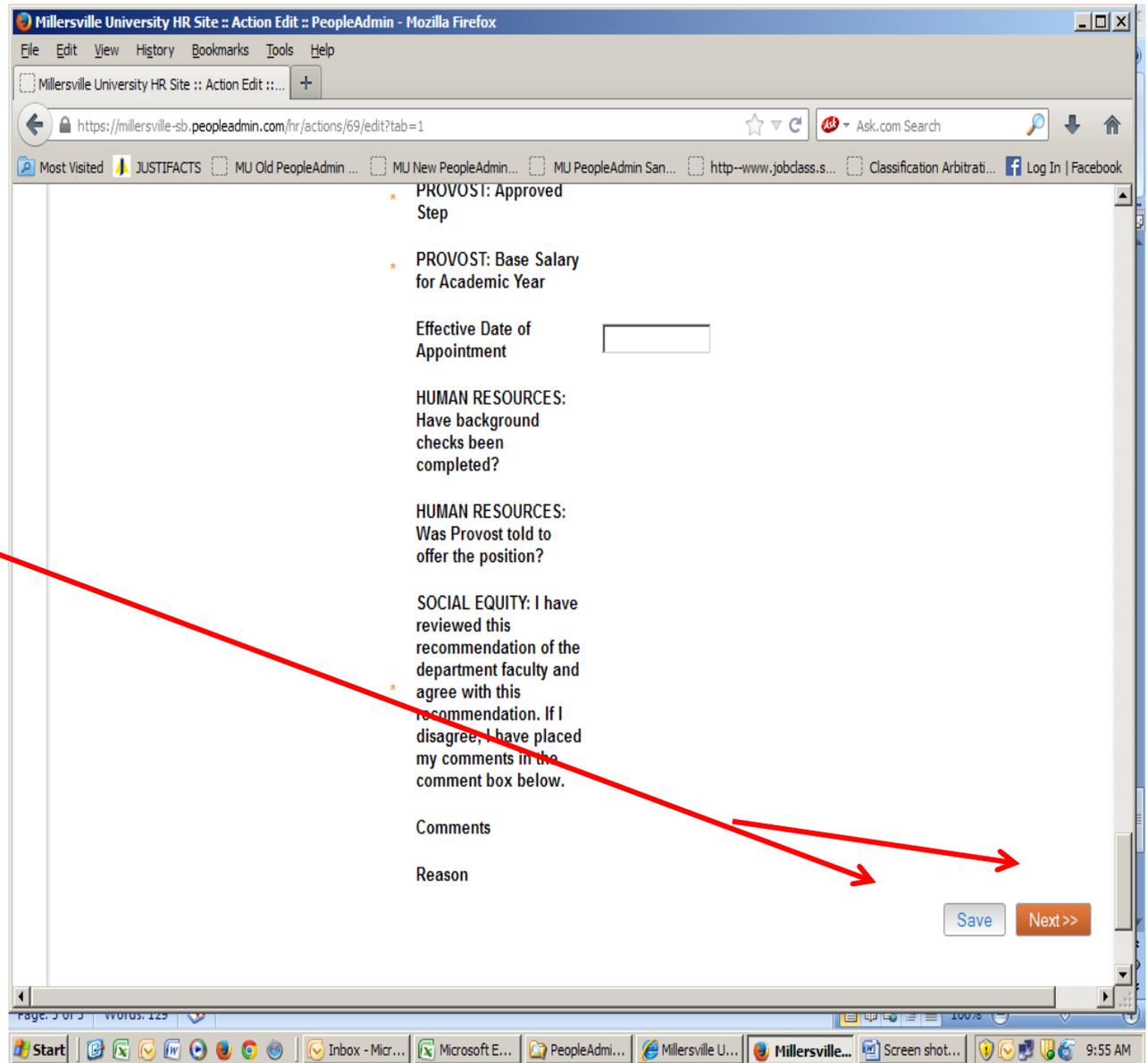
DEAN: The recommended candidate demonstrates an adequate command of English pronunciation.

DEAN: The recommended candidate

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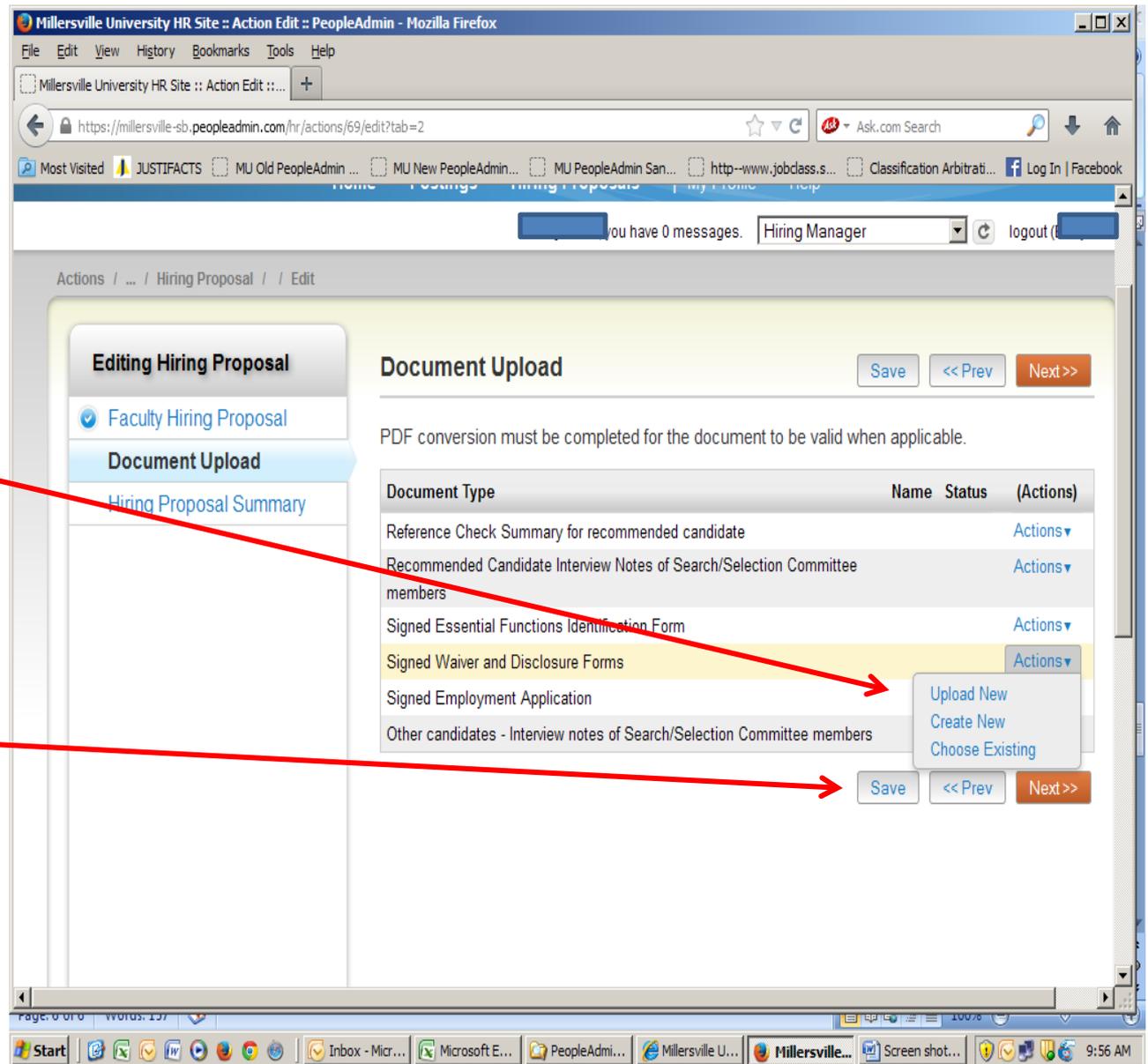
Start | Inbox - Micr... | Microsoft E... | PeopleAdmi... | Millersville U... | Millersville... | Screen shot... | 9:54 AM

Keep scrolling, passing over the information that the Dean, Social Equity, the Provost and HR will complete. Then click the SAVE and then the NEXT buttons at the bottom of that screen.



On the Document Upload screen, you can upload the completed and signed documents. (If the Dean or Director has these documents, s/he can upload them.)

You will use the Actions drop down box to select **UPLOAD NEW**. Human Resources uploads the other items at the end of the search. When the documents are uploaded click **SAVE** and **NEXT**.

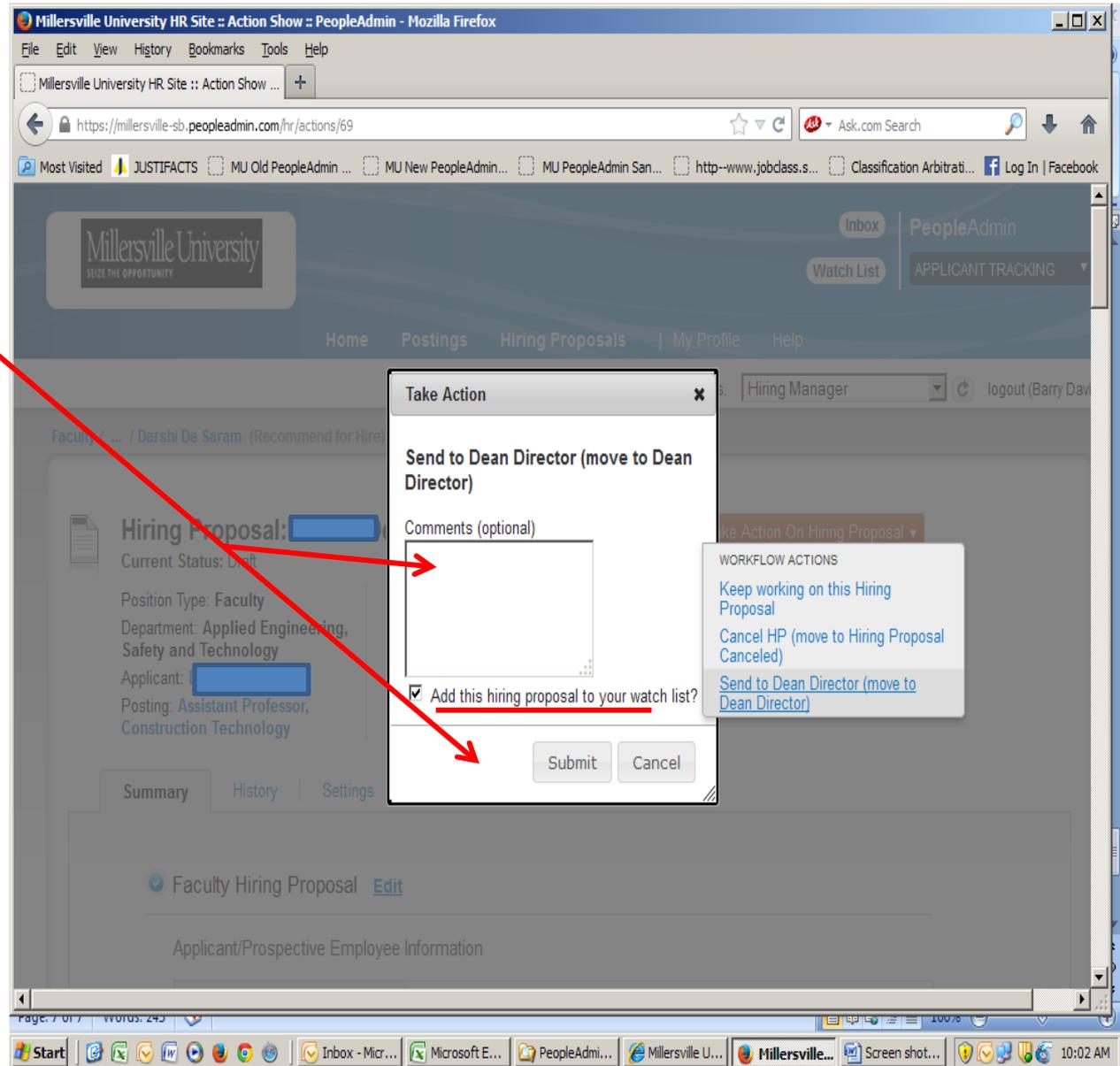


On the next screen, use the Orange Rectangle box to find the option to “SEND TO DEAN”. Select that option.

The screenshot displays the Millersville University HR Site PeopleAdmin interface. The browser title is "Millersville University HR Site :: Action Show :: PeopleAdmin - Mozilla Firefox". The address bar shows the URL "https://millersville-sb.peopleadmin.com/hr/actions/69". The page header includes the Millersville University logo and navigation links for "Home", "Postings", "Hiring Proposals", "My Profile", and "Help". A user profile section shows "Hiring Manager" and a "logout" link. The main content area is titled "Faculty / ... / Darshi De Saram (Recommend for Hire) / Hiring Proposal / Summary". It displays details for a "Hiring Proposal: [redacted] (Faculty)" with a "Current Status: Draft". The proposal is for a "Faculty" position in the "Department: Applied Engineering, Safety and Technology". The applicant is "[redacted]". The posting is for an "Assistant Professor, Construction Technology". A dropdown menu titled "Take Action On Hiring Proposal" is open, showing options: "Keep working on this Hiring Proposal", "Cancel HP (move to Hiring Proposal Canceled)", and "Send to Dean Director (move to Dean Director)". A red arrow points from the text on the left to the "Send to Dean Director" option. The bottom of the page shows the browser's address bar and the Windows taskbar with various open applications.

On the next screen, you can add a job-related comment for the Dean. Be sure to click SUBMIT.

If you want to be able to watch the Hiring Proposal “move” from the Dean, to Social Equity, to the Provost, to HR for background checks, add it to your watch list.



The final screen tells you that the Hiring proposal is now with the Dean (or Director).

The Dean will complete her/his sections of the Hiring Information and forward the Hiring Proposal to the others. S/he may also upload the completed and signed documents, such as the Waiver and Disclosure Form, the signed Application and the signed Essential Functions Form if you have not uploaded them.

As soon as Human Resources “sees” these documents on the Hiring Proposal (or receives these documents from the application), Human Resources will start the background check.

