

Logging in to People Admin Job Applicant Site

To log in as a user, use this address and save to your favorites <https://jobs.millersville.edu/hr/login>

CLICK ON: 'For Millersville Employees – Please click here to login'

Millersville University

[For Millersville Employees - Please click here to login](#)

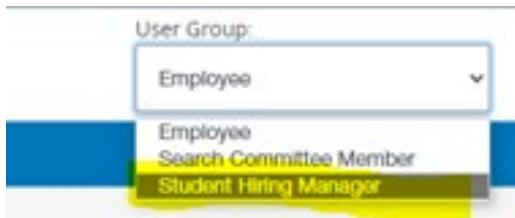
Guest Users - Please login below:

Username

Password

Log In

- Change your user group to **Student Hiring Manager** (top right corner).



- From the home screen, click on the postings drop-down in the blue ribbon and select **Student Employment**.



- You will be taken to another screen that will list all the student postings that have been assigned to you. To select a job posting, click on the Posting Name,

Student Employment Postings

+ Create New Posting

Saved Searches ▾ [Search Box] Search Q More Search Options ▾

Student Postings [X]

"Student Postings" 165 X Delete this search? Selected records 0 X Clear selection? Actions ▾

← Previous 1 2 3 4 5 6 Next →

	Posting Name	Requisition Number	Department	Active Applications	Workflow State	Posting Open Date	Posting Close Date	(Actions)
<input type="checkbox"/>	Student Worker - Faculty Assistant	Stu102P	Department of Student Workers	9	Student Hiring Manager	12/15/2022	01/14/2023 12:01 AM	Actions ▾
<input type="checkbox"/>	Student Worker - Student Driver - Chemistry	Stu163P	Department of Student Workers	0	Student Hiring Manager	08/25/2023		Actions ▾

To Create a Job Posting for People Admin (PA)

- Supervisor/Hiring manager must complete the following form [People Admin Job Posting Form](#) and send back to student payroll at Student.Employment@millersville.edu for entry into People Admin.
- Once posting has been created, it will be sent to hiring manager through People Admin for review and to make any revisions needed. **Please review thoroughly before sending it forward.**
- If any corrections need to be made in the posting, click on the pencil beside [Staff Posting Details](#) to open the posting and make the changes.

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Student Employment / Student Worker - Human Resources & Payroll Services (Closed/Removed from Web) / Summary Search Result

Posting: Student Worker - Human Resources & Payroll Services (Student Employment)

Current Status:

Position Type: Student Employment Created by: Jeremy Houck
Department: Department of Student Workers Owner: Human Resources

Take Action On Posting

- ★ See how Posting looks to Applicant
- 🖨 Print Preview (Applicant View)
- 🖨 Print Preview
- 🔄 Create Posting Template from this Posting
- 🔔 Add to Watch List

Summary History Settings Applicants Reports Hiring Proposals Employment Verification

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your Watch List. In the popup box that appears. When you are ready to submit your posting, click on the Submit button on the popup box.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Staff Posting Details

- Be sure to SAVE & CONTINUE until you are back at the original job post summary screen.

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Student Employment / Student Worker - Human Resources & Payroll Services (Closed/Removed from Web) / Edit: Staff Posting Details

Editing Posting

- Staff Posting Details
- Posting Documents
- Documents Needed to Apply
- Supplemental Questions
- Summary

Staff Posting Details

Save Save & Continue

Check spelling

To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to the next Reviewer for his/her approval, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

* Required Information

Position Information

Requisition Number Stu083P

Position Type Student Worker

- If job posting is good and ready to be posted, hiring manager must TAKE ACTION ON POSTING and move to Human Resources, by selecting Human Resources from the drop down.
- Once received back from the hiring manager, Human Resources will make the posting **live**.

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Student Employment / Student Worker - Human Resources & Payroll Services (Closed/Removed from Web) / Summary Search Result

Posting: Student Worker - Human Resources & Payroll Services (Student Employment)

Current Status:

Position Type: Student Employment Created by: Jeremy Houck
Department: Department of Student Workers Owner: Human Resources

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- Fill (move to Filled)
- MOVE DIRECTLY TO...
- Draft
- Student Hiring Manager
- Human Resources
- Internal Posting Access
- Approved-Pending
- Posted
- Filled
- Posting Canceled
- Reposting
- Republished

Summary History Settings Applicants Reports Hiring Proposals Employment Verification

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To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Staff Posting Details

- Once the posting is **live**, students can start applying.
https://jobs.millersville.edu/postings/search?query=&query_v0_posted_at_date=&query_organizational_tier_3_id=any&577=8&commit=Search

Reviewing Applicants by Hiring manager

- Log in to People Admin as Student Hiring Manager and go to POSTINGS/Student Employment.
- Click on the Posting Name for the job posting that you wish to see the applicants received.
- To review applications, click on the APPLICANTS tab from within the job posting.

Home Postings ▾ Applicants ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / [Student Employment](#) / [Student Worker - Human Resources & Payroll Services \(Closed/Removed from Web\)](#) / Applicant Review Search Resu

Posting: Student Worker - Human Resources & Payroll Services (Student Employment)

Current Status: ~~██████████~~

Position Type: Student Employment
Department: Department of Student Workers

Created by: ~~██████████~~
Owner: Human Resources

Take Action On Posting ▾

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- ➕ Create Posting Template from this Posting
- 🔖 Add to Watch List

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Employment Verification

Saved Searches ▾ Search [More Search Options ▾](#)

- Applicants need to be reviewed by hiring manager to determine if they want to interview the student. This needs to be marked in the system by clicking on the applicant's name. From this screen, you will need to click the "TAKE ACTION on job applicant" (top right corner).

There are three options:

1. Select (move to Short List). Use this option if you want to interview the applicants.
2. Select (move to Interviewed). Use this option once you interviewed the applicant and want to move them forward in the process.
3. Select (move to Not Interviewed Not Selected-Email Now). Use this option if the applicant does not meet your requirements. This selection removes the applicant from the list and sends them an automatic email.

Home Postings ▾ Applicants ▾ Hiring Proposals ▾ Sho

Postings / ... / [Applicant Review](#) / [David Quirion \(Review by Department/Committee\)](#) / Summary Search Resu

Job application: David Quirion (Student Employment)

Current Status: Review by Department/Committee
Application form: Student Application

Full name: David Quirion
Address: 1303 Hillview Ave
Millersville, PA 17551

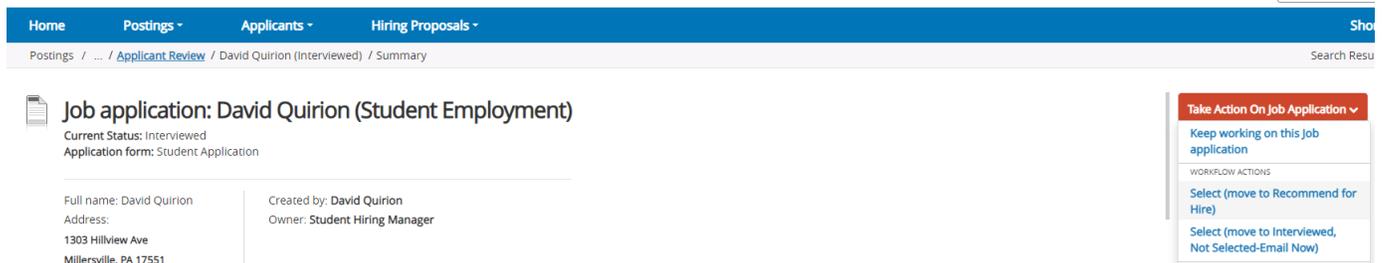
Created by: David Quirion
Owner: Student Hiring Manager

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Short List)
- Select (move to Interviewed)
- Select (move to Not Interviewed Not Selected-Email Now)

After your interview is complete and a decision has been made to hire someone, please follow the steps below:

- Click on the Take Action button on the Job Applicant, and make your selection from the three options below:
 1. Keep working on this job application.
 2. Select (move to Recommend for Hire).
 3. Select (move to interviewed, Not Selected -Email Now). This selection removes the applicant from the list and sends them an automated email.



The screenshot shows a web interface for reviewing a job application. At the top is a blue navigation bar with links for Home, Postings, Applicants, and Hiring Proposals. Below the navigation bar is a breadcrumb trail: Postings / ... / Applicant Review / David Quirion (Interviewed) / Summary. The main content area displays the job application details for David Quirion, including his current status (Interviewed) and application form (Student Application). On the right side, there is a 'Take Action On Job Application' dropdown menu with three options: 'Keep working on this Job application', 'Select (move to Recommend for Hire)', and 'Select (move to Interviewed, Not Selected-Email Now)'. The application details include the applicant's full name, address, and the user who created the application.

Home Postings Applicants Hiring Proposals Show

Postings / ... / Applicant Review / David Quirion (Interviewed) / Summary Search Resu

 Job application: David Quirion (Student Employment)

Current Status: Interviewed
Application form: Student Application

Full name: David Quirion
Address:
1303 Hillview Ave
Millersville, PA 17551

Created by: David Quirion
Owner: Student Hiring Manager

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Select (move to Recommend for Hire)
- Select (move to Interviewed, Not Selected-Email Now)

*Please note that it is important to move the applicants out of the job posting when you have finished interviewing for this position and have made your selection. If they are **not** selected, this will let them know and they can pursue other jobs on campus.

Recommended to Hire – Creating a Hiring Proposal

Step 1: Log in as Student Hiring Manager and click on the candidate’s application that you would like to recommend for hire. Click the Orange take action on job application button on the top right corner and select recommend for hire.

Home Postings Applicants Hiring Proposals Shortcut

Postings / ... / Applicant Review (Review by Department/Committee) / Summary

Job application: (Student Employment)

Current Status: Review by Department/Committee
Application form: Student Application

Full name: Address: 390 Alexandria Court, Marietta, PA 17547, United States of America
Username: Email: Phone (Primary): (717) 719-8788
Phone (Secondary): Position Type: Student Employment
Department: Department of Student Workers

Created by: Owner: Student Hiring Manager

Summary Documents Recommendations (0 of 0) History Reports Employment Verification

Personal Information

Take Action On Job Application

- Keep working on this job application
- WORKFLOW ACTIONS
- Select (move to Short List)
- Select (move to Interviewed)
- Select (move to Not Interviewed Not Selected-Email Now)
- MOVE DIRECTLY TO:
- Draft
- Short List
- Interviewed
- Not Interviewed Not Selected-Email Now
- Recommend for Hire
- Interviewed, Not Selected-Email Now
- Hired
- System Det'd Did Not Meet Min Quals
- Withdrawn

Step 2: Click on the candidate application that has been recommended for hire.

Postings / Student Employment / Student Worker - University Communications & Marketing (Posted) / Applicant Review Search Results: Previous

Posting: Student Worker - University Communications & Marketing (Student Employment)

Current Status: Posted

Position Type: Student Employment
Department: Department of Student Workers

Created by: Jeremy Houck
Owner: Human Resources

Summary History Settings Applicants Reports Hiring Proposals Employment Verification

Ad hoc Search

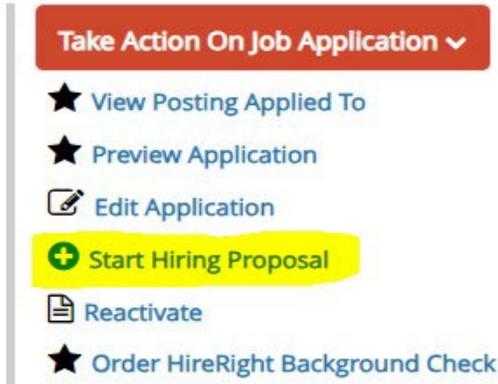
Ad hoc Search 4 Save this search? Selected records 0 X Clear selection?

	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>			Class Schedule	June 29, 2023 at 01:20 PM	Recommend for Hire	In Progress	Actions

Take Action On Posting

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Create Posting Template from this Posting
- Add to Watch List
- f t in

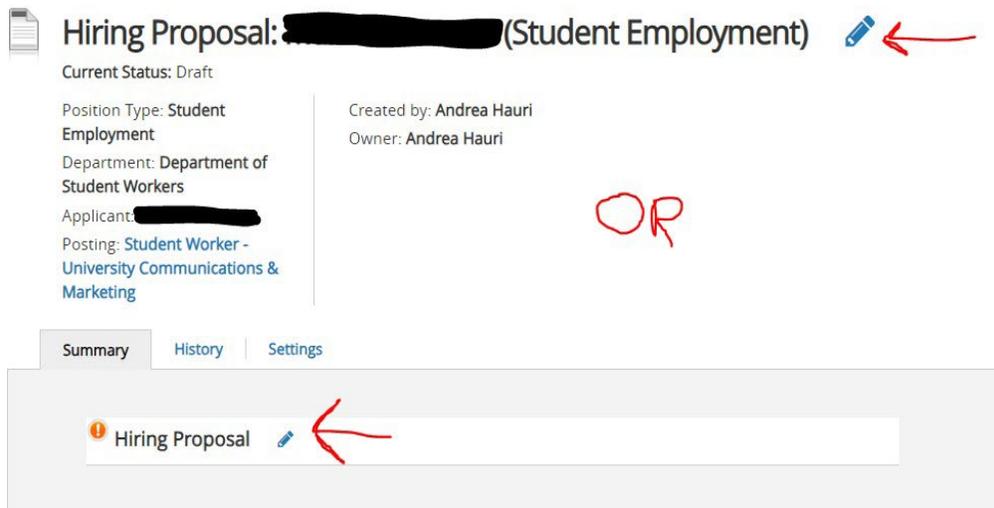
Step 3: Under the orange take actions on job application button, click on start hiring proposal.



Step 4: This step will take you to another screen where you will need to click the blue "start hiring proposal" button. Once clicked, the applicant's information will be automatically entered.



Step 5: Click on the pencil and enter the required information in the hiring manager boxes.



FILL IN REQUIRED SECTIONS WITH RED ASTERICKS. IF THE STUDENT ALREADY HAS A PERNER NUMBER IN E-TIME, PLEASE BE CERTAIN TO ENTER THAT NUMBER AS WELL.

****PLEASE NOTE THAT RECOMMENDED START DATE DOES NOT MEAN THAT IS THE DATE THEY CAN START WORKING. THEY MAY ONLY START ONCE YOU RECEIVE AN APPROVAL EMAIL FROM HUMAN RESOURCES.**

Hiring Information

HIRING MANAGER:
Recommended Start Date

***** Working title

***** Department name

***** Cost Center

***** Hourly rate

PERNER (If applicable)

Approved Date of Hire

.Step 6: Once information is entered, click save and continue until you get to the summary page. Then click on the orange “Take Action on Hiring Proposal” button in the upper right-hand corner and click “Begin Background Checks”

***NOTE: If the position qualifies for FEDERAL WORK STUDY, move to Financial Aid. (Applies to LIBRARY Applicants only)**

HR will begin background checks and complete payroll paperwork with the student. You will receive an email when the student is cleared and approved to begin working.

***** THE STUDENT MAY NOT BEGIN WORKING UNTIL YOU RECEIVE THIS EMAIL. *****

***NOTE: YOU NO LONGER NEED TO COMPLETE THE REQUEST TO HIRE FORM OR THE ADDITIONAL POSITION FORM IF YOU HAVE COMPLETED THE HIRING PROPOSAL IN PEOPLE ADMIN.**

***Additional Notes:**

*Make sure to move all applicants out of the job posting, whether moving to “Recommend for Hire” or “Interviewed, Not Selected”.

*The job posting has a “closing” date and should not remain open. However, it can be used again should you wish to hire for that position again in the future. To reopen a previously posted job posting, please email Debbie.Lutz@millersville.edu directly, and she can reopen the posting for new applicants to apply.