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’

- 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,
To Create a Job Posting for People Admin (PA)

- Supervisor/Hiring manager must complete the following form [People Admin Job Posting Form](mailto:Student.Employment@millersville.edu) 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.

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

- 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**.

- Once the posting is **live**, students can start applying.

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[https://jobs.millersville.edu/postings/search?query=&query_v0_posted_at_date=&query_organizational_tier_3_id=any&577=8&commit=Search](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.

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.
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.

*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.

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

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.