

# Winston-Salem State University – UAT Manual

## Login Page

- [See Chalkboard](#)
- This will take you to the login page

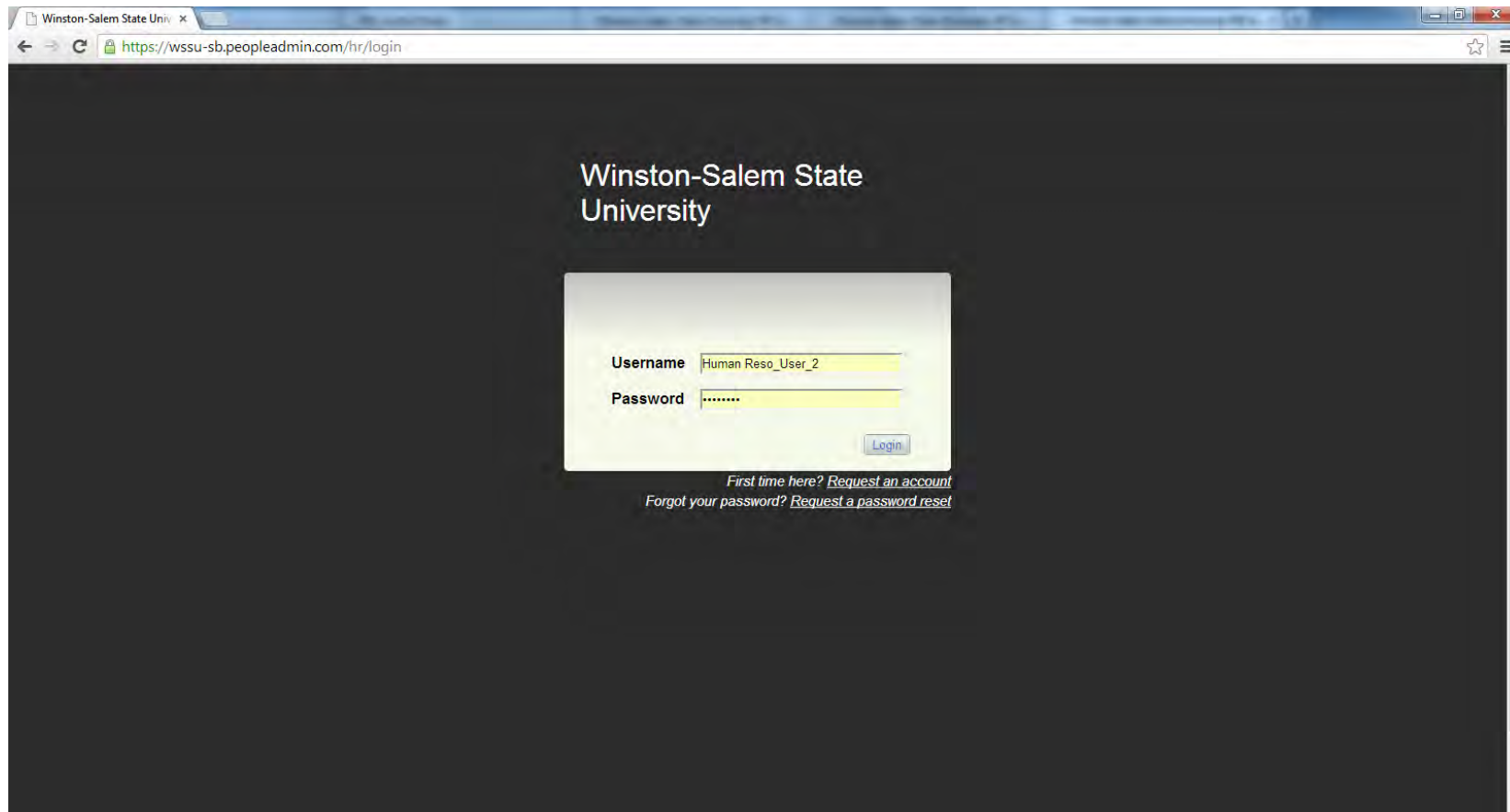


Fig 1: Login page for Winston-Salem State University

### ***Login page***

- Login with your University Windows account username and password.
- New users can request a new user account by pressing the *Request an account* link. This will put the user into pending status. The system will send an email to Administrator and Administrator will have to approve the user before they can login.
- If you forget your password, click the *Request a Password Reset* link and the system will email the user a link to reset their password. (This will not apply if you are using external authentication)

## Home Page

When you log in, you will come to the Applicant Tracking home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/

Winston Salem State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Home | Postings | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | Logout

Welcome to your Online Recruitment System

**Inbox (8 items need your attention)**

Displaying items for group "Human Resources".

Postings (2) | Users (3) | Hiring Proposals (1) | Position Requests (2) | Special Handling Lists (0)

Job Title	Type	Current State	Owner
Administrative Support Associate	SPA	Human Resource	Human Resources
SPA cfw Posting - Internal	SPA	Approve for Internal	Human Resources

**Shortcuts**

- [View Failed Document Conversions Report](#)
- [Create New SPA Posting](#)
- [Create New EPA - Faculty Posting](#)
- [Create New EPA Non Faculty Posting](#)
- [My Reports](#)

**My Links**

**Useful Links**

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

**Watch List (35 items)**

Postings (16) | Hiring Proposals (0) | Position Requests (19)

Job Title	Type	Current State	State Owner
EPA_posting0404	EPA - Faculty	Posted	Faculty Affairs
test 1	EPA - Faculty	Posted	Faculty Affairs
test final posting	SPA	Posted	Human Resources
---	---	---	---

Fig 2: Applicant Tracking Home page

### **[User Drop Down]**

This drop-down menu will only be available if you are assigned multiple User Groups, otherwise you will not have a drop-down available and you will simply be logged in as your default.

### **[Inbox]**

The inbox is a notification area where the system will display any items that need you to take action upon.

### **[Watch List]**

The watch list displays any item that you have flagged to be put on your watch list. We will see this later on in the demo.

(Note: The tabs that display for the Inbox and Watch List will depend on your user permissions. You can always quickly access these notification areas with the button at the top of the screen)

### **[Shortcuts]**

The Shortcuts section will display shortcuts that depend on your user permissions. This is not a configurable area.

### **[My links]**

The My Links section is a good resource for Training videos and quick access to the applicant portal. You can also quickly get to the MOPAC portal, where you have access to resources concerning the system.

### **[Module Selection]**

At the top of the screen, you will see the module drop-down. If you hover your mouse over Applicant Tracking you will see the standard module options.

## Position Management

Hover over the module selection drop-down menu and select *Position Management*.

### [Position Descriptions]

Hover over the *Position Descriptions* tab and click the *appropriate position type* option.

*This takes you into the Position Description list screen where you can create new position descriptions or manage existing position descriptions.*

- **View/Edit existing Position Descriptions:** Hover over the *Actions* link and click *View*. From the summary screen you can click any of the *Edit* links to edit the position description (HR Only). The status of the Position Description can be changed by hovering over the orange *Take Action on Position Description* button and choosing a status.
- **Create a New Position Description:** From the Position Descriptions search click orange *Create New Position Description* button. A box will pop up that asks you to “Choose the position request you would like to start.” Select *New Position Description*  
**[Initial Page]**  
Enter the Proposed Position Title and select the Organizational Units for this position, click orange *Start Position Request* button. If you wish to clone an existing position description, select that position description in the position description search at the bottom of the screen. You can filter the results of the search using the *Filter these results* link that appears above the search results.  
**[Classification Selection]**  
Select the Classification that is associated with this position description. You can Filter the search results using the *Filter these results* link.  
**[Additional Tabs]**  
Position Justification, Budget, Supplemental Questions, Supervisory Position  
**[Position Request Summary page]**  
Move the Position Request forward by hovering over the orange *Take Action on Position Request* button and selecting *the next step in the workflow process*. Once you approve the Position Request, the Position Description will be created and available for use.

## Create SPA Position Description

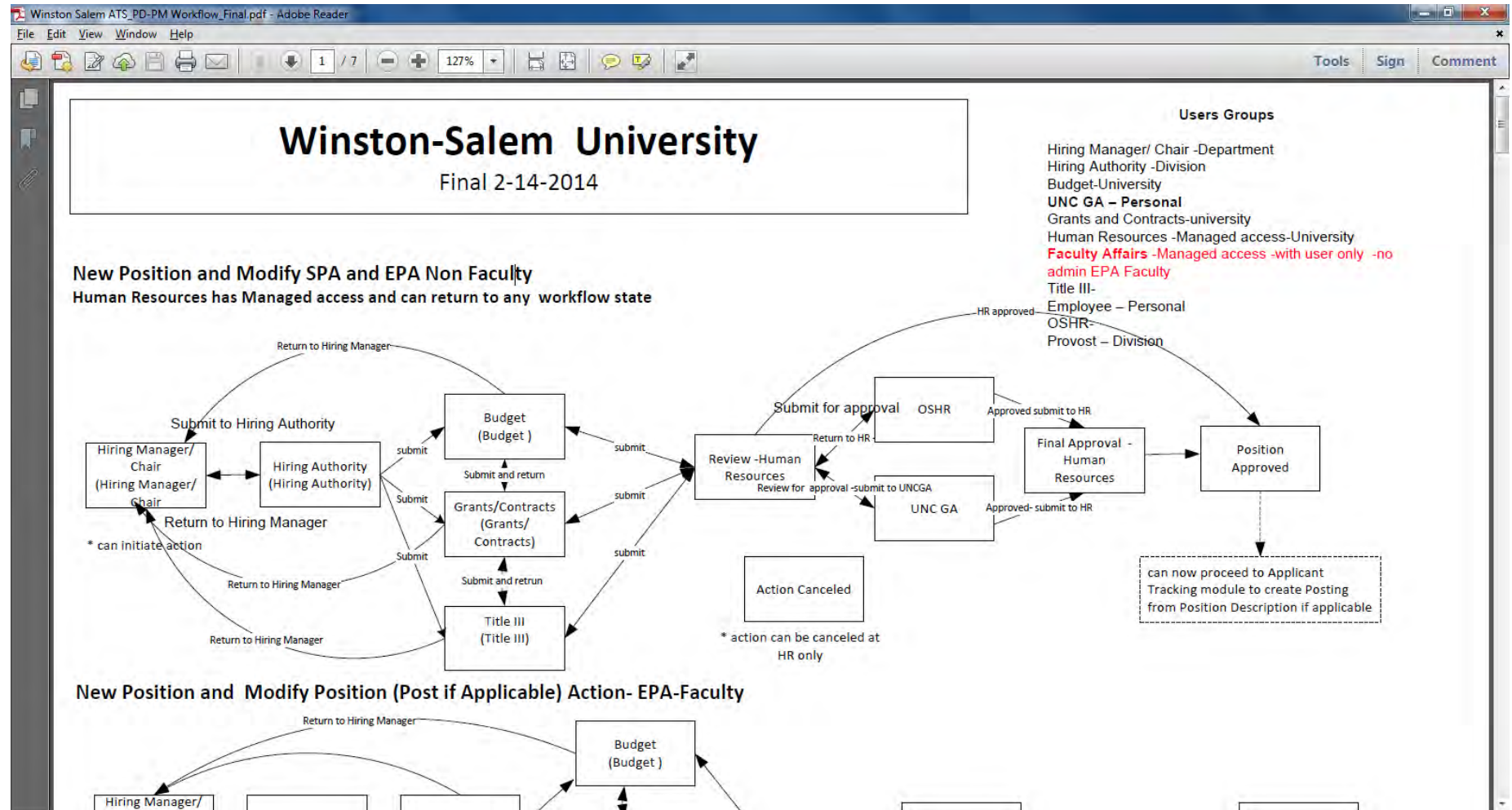


Fig 12: New SPA Position Description Workflow

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/new?action\_definition\_id=1

Winston-Salem State University

Inbox | PeopleAdmin

Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | Logout

Position Descriptions / SPA / New Position Description

New Position Description

Start Position Request Cancel

Working Position Title SPA PA Test - 04/04

Organizational Unit

Division \*

Department \*

Clone an existing Position Description?

Filter these results

All Position Descriptions

Saved Search: "All Position Descriptions" (27 Items Found)

Working Position Title	Position Action Number	Supervisor	Status	(Actions)
HR Assistant-kl	2012001PD	Custodian - 3rd shift-kl (Keith Urban)	Active	Actions
Custodian - 3rd shift-kl	2012002PD	Academic Advisor (Dana McEntire)	Active	Actions

Fig 13: Initiate new SPA Position Description



Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/92/edit

Winston-Salem State University

Inbox | PeopleAdmin

Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Requests / ... / New Position Description / SPA PA Test - 04/04 / Edit

### Editing Position Request

- Position Justification**
- Classification Selection
- Position Details
- Key Responsibilities a...
- Position Funding Infor...
- ADA Checklist
- Supervisory Position
- Employee
- Supplemental Questions
- Applicant Document
- Position Documents
- Position Request Summary

### Position Justification

Save Next >>

ABC [Check spelling](#)

Reason for Modification

Reason for Position Modification

Position Justification

Justification of Need for new position

Proposed Effective Date

Requested Salary

Position Request Number

Save Next >>

Fig 14: New SPA Position Description Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/92>

**WINSTON SALEM STATE UNIVERSITY**

Inbox | PeopleAdmin  
 Watch List | POSITION MANAGEMENT

Home | **Position Descriptions** | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Requests / ... / [New Position Description](#) / New Position definition / Summary

### New Position Description: SPA PA Test - 04/04 (SPA)

[Edit](#)  
 Current Status: Draft  
 Position Type: SPA  
 Department: Department  
 Created by: Human Resources User  
 Owner: Human Resources User

**Summary** | History | Settings

☒ **Position Justification** [Edit](#)

Reason for Modification

<b>Reason for Position Modification</b>	Position Reclassification Currently: blank
-----------------------------------------	-----------------------------------------------

Position Justification

<b>Justification of Need for new position</b>	test Currently: blank
<b>Proposed Effective Date</b>	04/04/2014 Currently: blank

<https://wssu-sb.peopleadmin.com/hr/actions/92#>

**Take Action On Position Request**

WORKFLOW ACTIONS

- [Keep working on this Position Request](#)
- [Action Canceled \(move to Action Canceled\)](#)
- [Return to Budget \(move to Budget\)](#)
- [Return to Grants/Contracts \(move to Grants/Contracts\)](#)
- [Return to Title III \(move to Title III\)](#)
- [Submit for approval OSHR \(move to OSHR\)](#)
- [Review for approval - submit to UNCGA \(move to UNC GA\)](#)
- [HR approved \(move to Position Approved\)](#)
- [Action Canceled \(move to Action Canceled\)](#)

MOVE DIRECTLY TO...

- [Hiring Manager/Chair](#)
- [Hiring Authority](#)
- [Budget](#)
- [Grants/Contracts](#)
- [Title III](#)
- [Review-Human Resources](#)
- [OSHR](#)
- [UNC GA](#)
- [Final Approval - Human Resources](#)
- [Position Approved](#)
- [Action Canceled](#)

Fig 15: New SPA Position Description Summary page

## [Workflow]

- To move the Position Description along in the workflow, hover over the orange *Take Action on Position Description* button and choose the action that you would like to take.
- ***When you transition the position description, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.***

## Create EPA - Faculty Position Description

### New Position and Modify Position (Post if Applicable) Action- EPA-Faculty

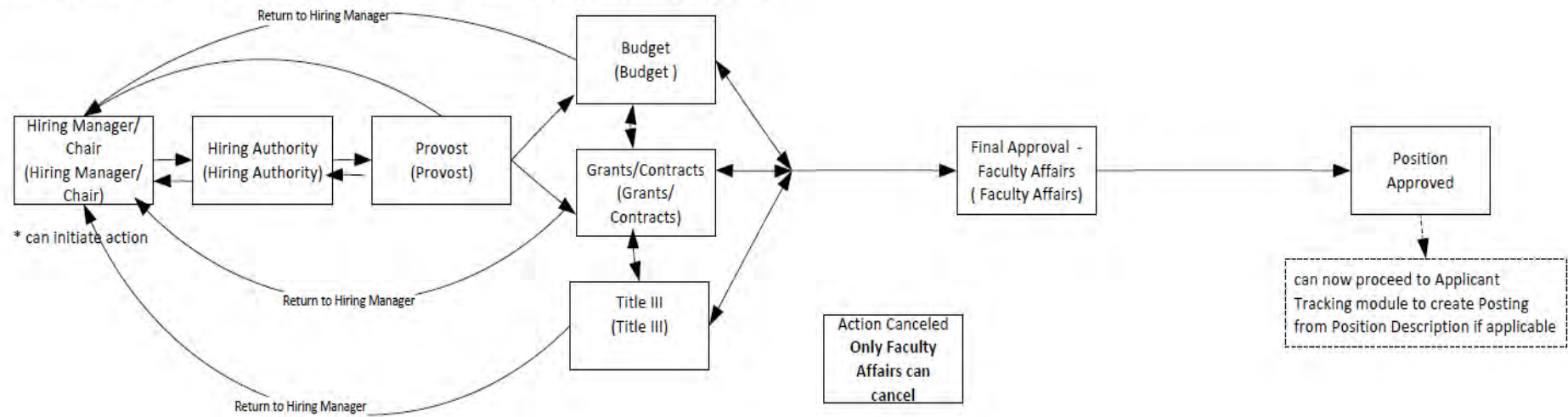


Fig 16: New EPA - Faculty Position Description Workflow

Winston-Salem State Univ x  
[https://wssu-sb.peopleadmin.com/hr/actions/new?action\\_definition\\_id=4](https://wssu-sb.peopleadmin.com/hr/actions/new?action_definition_id=4)

Winston-Salem State University

Inbox | PeopleAdmin  
 Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Descriptions / EPA - Faculty / New Position Description

New Position Description Start Position Request Cancel

Working Position Title

Organizational Unit

Division \*

Department \*

Clone an existing Position Description?

[Filter these results](#)

All Position Descriptions

Saved Search: "All Position Descriptions" (9 Items Found)

Working Position Title	Position Action Number	Supervisor	Status	(Actions)
EPA_Fac pdwf			Active	Actions
EPA Faculty pdwf form 04/04			Active	Actions

Fig 17: Initiate new EPA - Faculty Position Description



Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/93/edit

Winston-Salem State University

Inbox PeopleAdmin

Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Position Requests / ... / New Position Description / EPA - Faculty PA Test - 04/04 / Edit

### Editing Position Request

- Position Justification
- Classification Selection
- Position Details
- Primary Responsibility...
- Position Funding Infor...
- ADA Checklist
- Supervisory Position
- Employee
- Supplemental Questions
- Applicant Document
- Position Documents
- Position Request Summary

### Position Justification

[Check spelling](#) ▼

Reason for Modification

Reason for Position Modification

Position Justification

Justification of Need for new position

Proposed Effective Date

Requested Salary

Position Request Number

Waiting for wssu-sb.peopleadmin.com...

Fig 18: New EPA - Faculty Position Description Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/93>

Winston-Salem State University

Inbox | PeopleAdmin  
 Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Requests / ... / [New Position Description](#) / New Position definition / Summary

### New Position Description: EPA - Faculty PA Test - 04/04 (EPA - Faculty) [Edit](#)

Current Status: Draft

Position Type: EPA - Faculty | Created by: Human Resources User  
 Department: Department | Owner: Human Resources User

Summary | History | Settings

☒ Position Justification [Edit](#)

Reason for Modification

Reason for Position Modification	Position Reclassification Currently: blank
----------------------------------	-----------------------------------------------

Position Justification

Justification of Need for new position	test Currently: blank
Proposed Effective Date	04/04/2014 Currently: blank

<https://wssu-sb.peopleadmin.com/hr/actions/93#>

Take Action On Position Request

WORKFLOW ACTIONS

- [Keep working on this Position Request](#)
- [Action Canceled \(move to Action Canceled\)](#)

MOVE DIRECTLY TO...

- [Hiring Manager/Chair](#)
- [Hiring Authority](#)
- [Provost](#)
- [Budget](#)
- [Grants/Contracts](#)
- [Title III](#)
- [Final Approval - Faculty Affairs](#)
- [Position Approved](#)
- [Action Canceled](#)

Fig 19: New EPA - Faculty Position Description Summary page

### [Workflow]

- To move the Position Description along in the workflow, hover over the orange *Take Action on Position Description* button and choose the action that you would like to take.
- *When you transition the position description, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*



## Create EPA Non Faculty Position Description

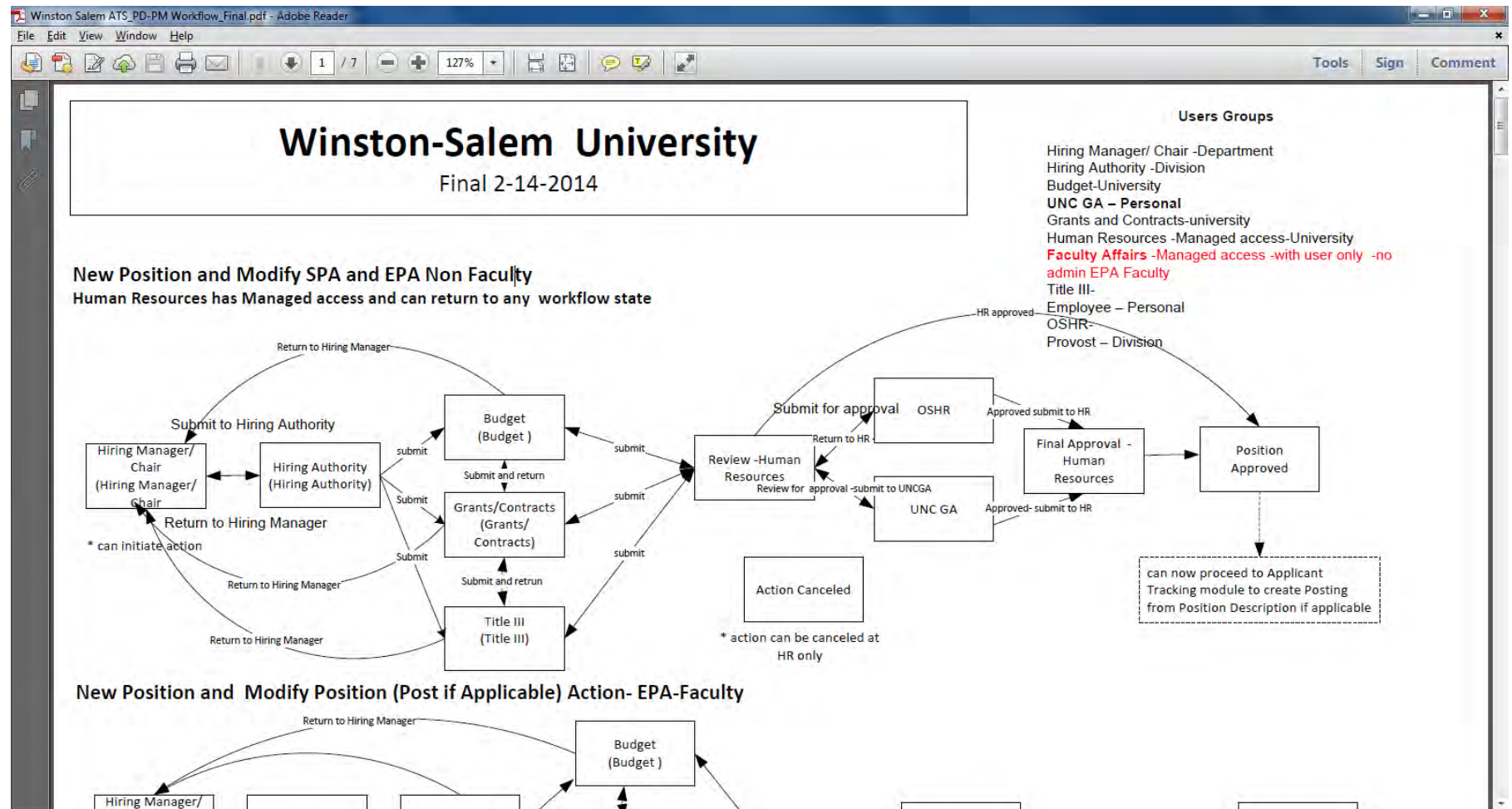


Fig 20: Initiate new EPA Non Faculty Position Description Workflow

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/new?action\_definition\_id=7

Winston Salem State University

Inbox | PeopleAdmin

Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Descriptions / EPA Non Faculty / New Position Description

New Position Description

Start Position Request Cancel

Working Position Title EPA Non Faculty PA Test - 04/04

Organizational Unit

Division \*

Department \*

Clone an existing Position Description?

Filter these results

All Position Descriptions

Saved Search: "All Position Descriptions" (2 Items Found)

Working Position Title	Position Action Number	Supervisor	Status	(Actions)
check workflow PD			Active	Actions
EPA NE00001PD			Active	Actions

Fig 21: New Initiate EPA Non Faculty Position Description

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/94/edit

Winston-Salem State University

Inbox PeopleAdmin

Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Position Requests / ... / New Position Description / EPA Non Faculty PA Test - 04/04 / Edit

### Editing Position Request

- Position Justification
- Classification Selection
- Position Details
- Primary Responsibility...
- Position Funding Infor...
- ADA Checklist
- Supervisory Position
- Employee
- Supplemental Questions
- Applicant Document
- Position Documents
- Position Request Summary

### Position Justification

[Check spelling](#) ▼

Reason for Modification

Reason for Position Modification

Position Justification

Justification of Need for new position

Proposed Effective Date

Requested Salary

Position Request Number

Waiting for wssu-sb.peopleadmin.com...

Fig 22: New EPA Non Faculty Position Description Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/94>

Winston-Salem State University

Inbox | PeopleAdmin  
 Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | Logout

Position Requests / ... / New Position Description / New Position definition / Summary

### New Position Description: EPA Non Faculty PA Test - 04/04 (EPA Non Faculty) [Edit](#)

Current Status: Draft

Position Type: EPA Non Faculty | Created by: Human Resources User  
 Department: Department | Owner: Human Resources User

Summary | History | Settings

☒ Position Justification [Edit](#)

Reason for Modification

Reason for Position Modification	Position Reclassification Currently: blank
----------------------------------	-----------------------------------------------

Position Justification

Justification of Need for new position	test Currently: blank
Proposed Effective Date	04/04/2014 Currently: blank

<https://wssu-sb.peopleadmin.com/hr/actions/94#>

**Take Action On Position Request**

WORKFLOW ACTIONS

- Keep working on this Position Request
- Action Canceled (move to Action Canceled)
- Return to Budget (move to Budget)
- Return to Grants/Contracts (move to Grants/Contracts)
- Return to Title III (move to Title III)
- Submit for approval OSHR (move to OSHR)
- Review for approval - submit to UNCGA (move to UNC GA )
- HR approved (move to Position Approved)
- Action Canceled (move to Action Canceled)

MOVE DIRECTLY TO...

- Hiring Manager/Chair
- Hiring Authority
- Budget
- Grants/Contracts
- Title III
- Review Human Resources
- OSHR
- UNC GA
- Final Approval - Human Resources
- Position Approved
- Action Canceled

Fig 23: New EPA Non Faculty Position Description Summary page

## [Workflow]

- To move the Position Description along in the workflow, hover over the orange *Take Action on Position Description* button and choose the action that you would like to take.
- *When you transition the position description, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*

## Modify Position

Locate and view the positions you just created and click on *Modify Position or TOPS Replacement*. Then click *Start* on the next page. Go through the modify action following the workflow until you reach *Approved*.



## Modify SPA Position Description

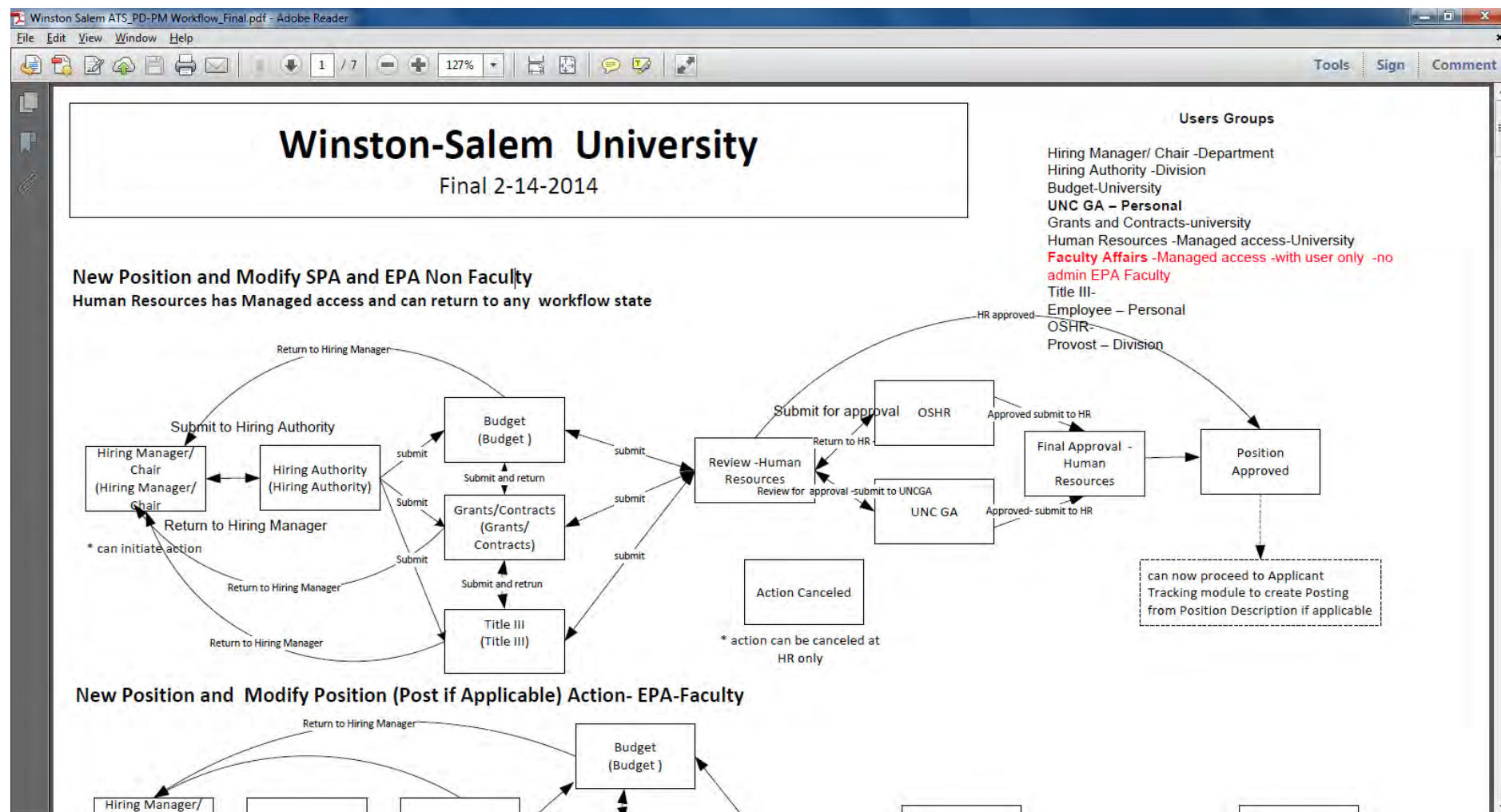


Fig 24: Modify SPA Position Description Workflow

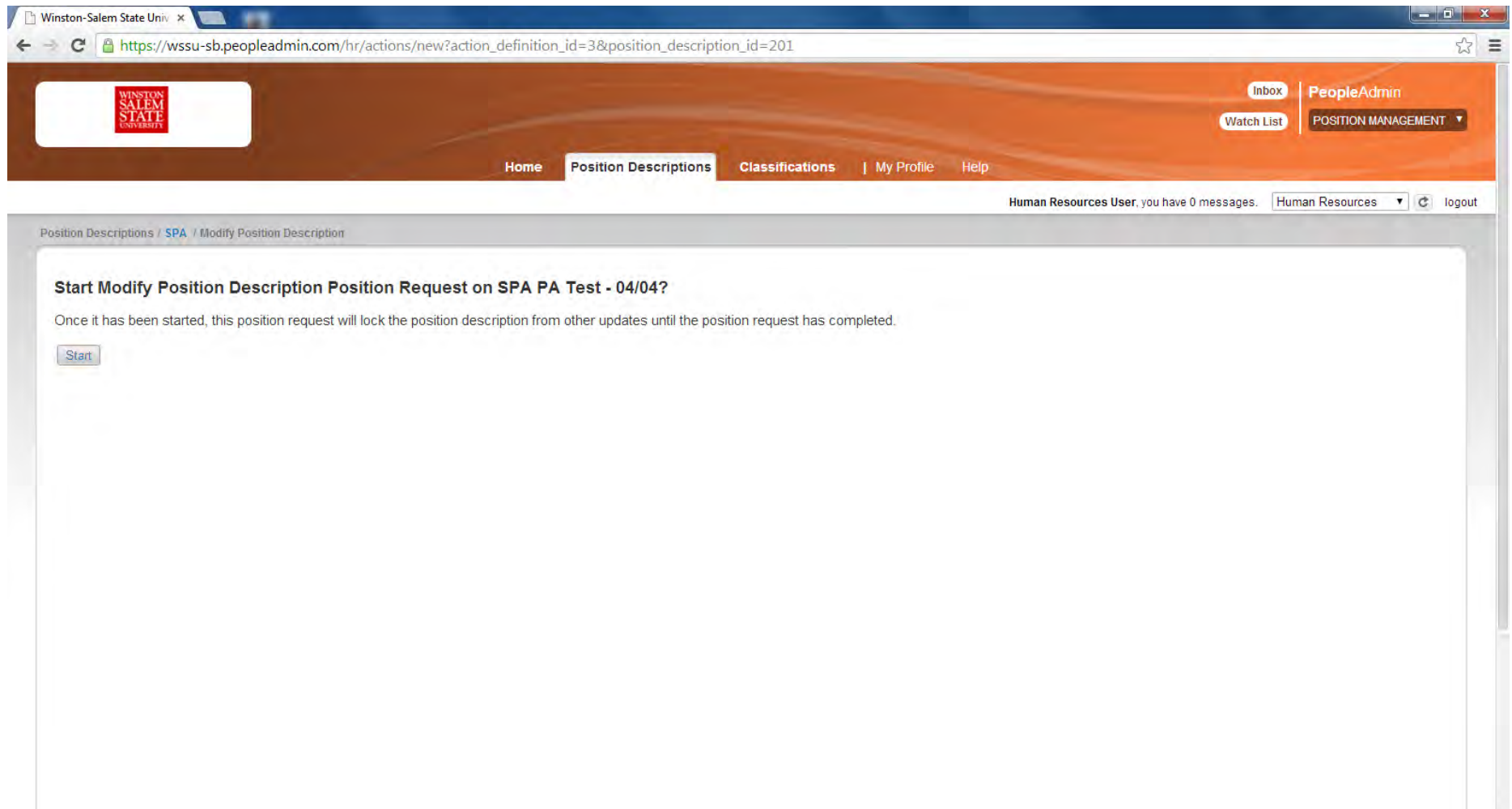



Fig 25: Initiate Modify SPA Position Description



Winston-Salem State Univ x  
https://wssu-sb.peopleadmin.com/hr/actions/95/edit

 **PeopleAdmin**  
Inbox Watch List POSITION MANAGEMENT

Home **Position Descriptions** Classifications | My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Position Requests / ... / Modify Position Description / SPA PA Test - 04/04 / Edit

**Editing Position Request**  
**Position Justification**  
Classification Selection  
Position Details  
Key Responsibilities a...  
Position Funding Infor...  
ADA Checklist  
Supervisory Position  
Employee  
Supplemental Questions  
Applicant Document  
Position Documents  
Position Request Summary

### Position Justification

Save Next >>

\* Required Information

Reason for Modification

\* Reason for Position Modification

Save Next >>

Fig 26: Modify SPA Position Description Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/95>

**Winston Salem State University**

Inbox | PeopleAdmin  
 Watch List | POSITION MANAGEMENT

Home | **Position Descriptions** | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Requests / ... / [Modify Position Description](#) / SPA PA Test - 04/04 / Summary

### Modify Position Description: SPA PA Test - 04/04

(SPA) [Edit](#)  
 Current Status: Draft  
 Position Type: SPA  
 Department: Department  
 Created by: Human Resources User  
 Owner: Human Resources User

**Summary** | History | Settings

☒ **Position Justification** [Edit](#)

Reason for Modification

<b>Reason for Position Modification</b>	Position Reclassification
-----------------------------------------	---------------------------

☒ **Classification Selection** [Edit](#)

Classification

<b>Position Classification Title</b>	SPA PA Test - 04/04
--------------------------------------	---------------------

[Take Action On Position Request](#)

**WORKFLOW ACTIONS**

- Keep working on this Position Request
- Action Canceled (move to Action Canceled)
- Return to Grants/Contracts (move to Grants/Contracts)
- Return to Budget (move to Budget)
- Return to Title III (move to Title III)
- Submit for approval OSHR (move to OSHR)
- Review for approval - submit to UNCGA (move to UNC GA)
- HR approved (move to Position Approved)
- Action Canceled (move to Action Canceled)

**MOVE DIRECTLY TO...**

- Hiring Manager/Chair
- Hiring Authority
- Budget
- Grants/Contracts
- Title III
- Review-Human Resources
- OSHR
- UNC GA
- Final Approval - Human Resources
- Position Approved
- Action Canceled

<https://wssu-sb.peopleadmin.com/hr/actions/95#>

Fig 27: Modify SPA Position Description Summary page

## [Workflow]

- To move the Position Description along in the workflow, hover over the orange *Take Action on Position Description* button and choose the action that you would like to take.
- *When you transition the position description, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*

## Modify EPA - Faculty Position Description

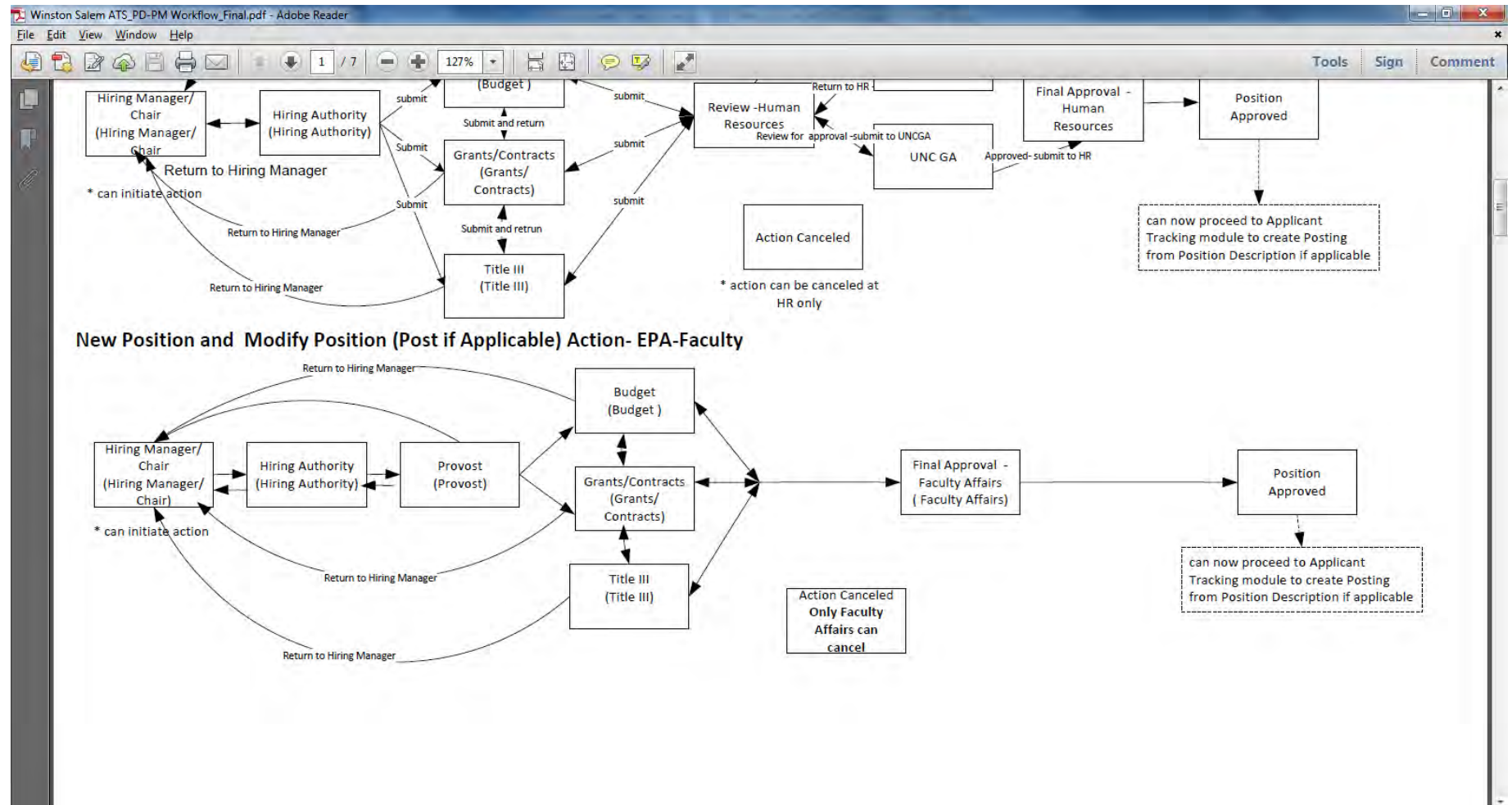


Fig 28: Modify EPA - Faculty Position Description Workflow

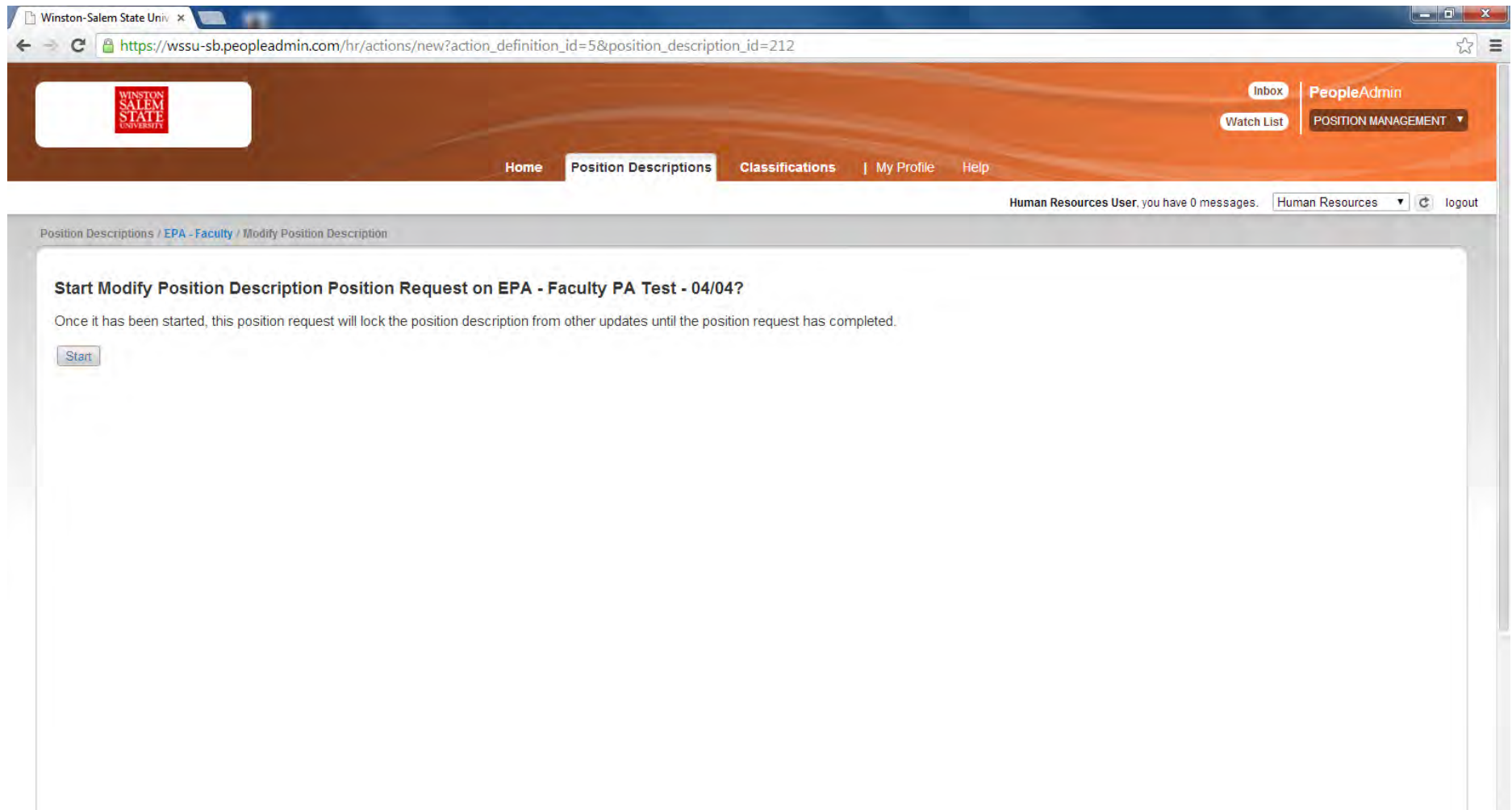


Fig 29: Initiate Modify EPA - Faculty Position Description



Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/96/edit

**Winston-Salem State University**

Inbox | PeopleAdmin | Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Classifications | My Profile | Help

Human Resources User, you have 0 messages. | Human Resources | logout

Position Requests / ... / Modify Position Description / EPA - Faculty PA Test - 04/04 / Edit

**Editing Position Request**

**Position Justification**

☒ Classification Selection

☒ Position Details

☒ Primary Responsibility...

☒ Position Funding Infor...

☒ ADA Checklist

☒ Supervisory Position

☒ Employee

☒ Supplemental Questions

☒ Applicant Document

☒ Position Documents

Position Request Summary

**Position Justification**

Reason for Modification

Reason for Position Modification

Position Reclassification

Save Next >>

Save Next >>

Fig 30: Modify EPA - Faculty Position Description Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/96>

**Winston-Salem State University**

**PeopleAdmin**  
 POSITION MANAGEMENT

[Home](#) [Position Descriptions](#) [Classifications](#) | [My Profile](#) [Help](#)

Human Resources User, you have 0 messages. [Human Resources](#) [logout](#)

Position Requests / ... / [Modify Position Description](#) / EPA - Faculty PA Test - 04/04 / Summary

### Modify Position Description: EPA - Faculty PA Test - 04/04 (EPA - Faculty) [Edit](#)

Current Status: Draft

Position Type: **EPA - Faculty** Created by: **Human Resources User**  
 Department: **Department** Owner: **Human Resources User**

[Summary](#) [History](#) [Settings](#)

☒ **Position Justification** [Edit](#)

Reason for Modification

<b>Reason for Position Modification</b>	Position Reclassification
-----------------------------------------	---------------------------

☒ **Classification Selection** [Edit](#)

Classification

<b>Posiiton Classification Title</b>	EPA - Faculty PA Test - 04/04
--------------------------------------	-------------------------------

<https://wssu-sb.peopleadmin.com/hr/actions/96#>

**Take Action On Position Request**

WORKFLOW ACTIONS

- [Keep working on this Position Request](#)
- [Action Canceled \(move to Action Canceled\)](#)

MOVE DIRECTLY TO...

- [Hiring Manager/Chair](#)
- [Hiring Authority](#)
- [Provost](#)
- [Budget](#)
- [Grants/Contracts](#)
- [Title III](#)
- [Final Approval - Faculty Affairs](#)
- [Position Approved](#)
- [Action Canceled](#)

Fig 31: Modify EPA - Faculty Position Description Summary page

### [Workflow]

- To move the Position Description along in the workflow, hover over the orange *Take Action on Position Description* button and choose the action that you would like to take.
- *When you transition the position description, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*



## Modify EPA Non Faculty Position Description

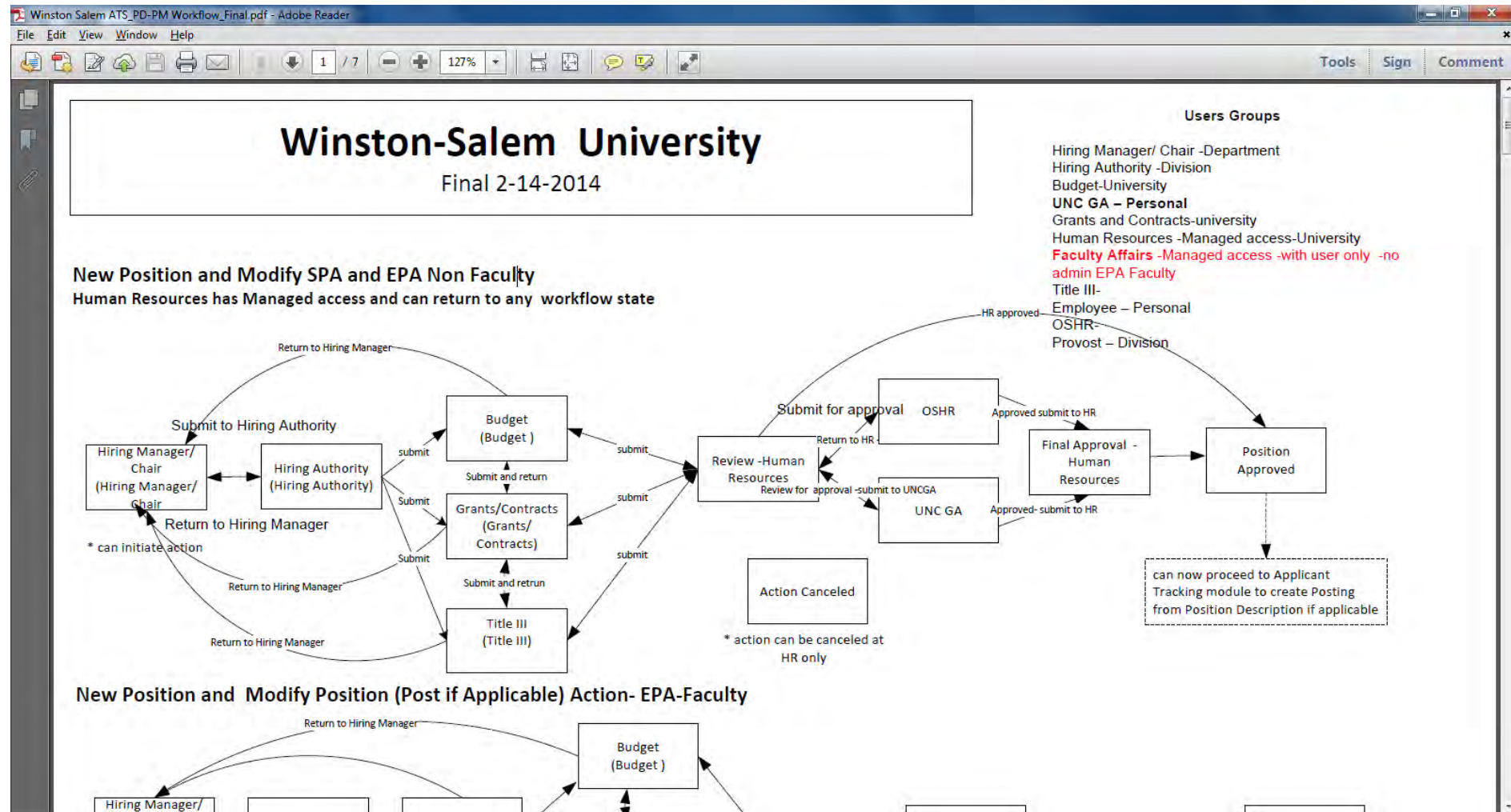


Fig 32: Modify EPA Non Faculty Position Description Workflow

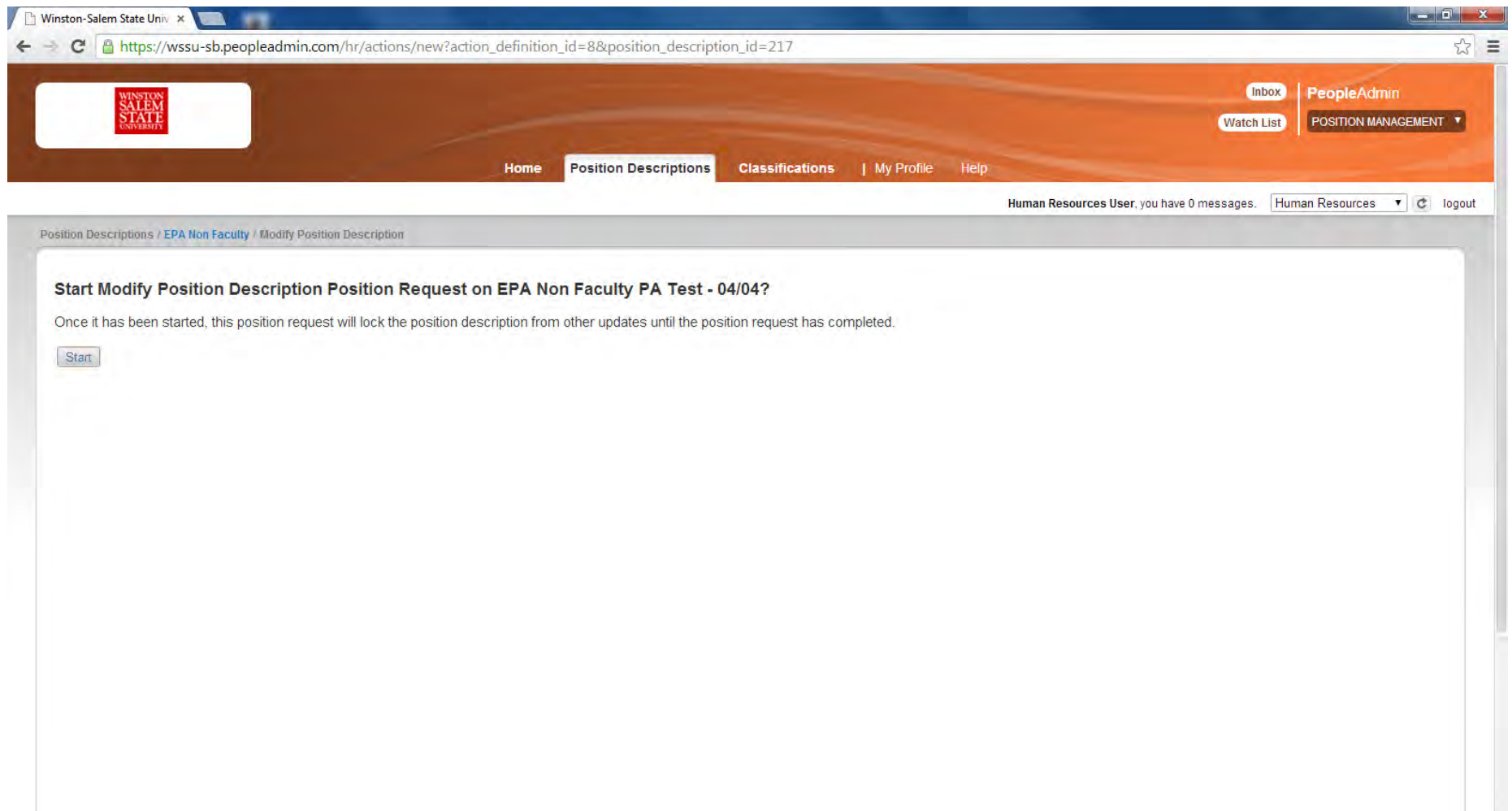


Fig 33: Initiate Modify EPA Non Faculty Position Description

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/actions/98/edit

Winston-Salem State University

Inbox PeopleAdmin

Watch List POSITION MANAGEMENT

Home Position Descriptions Classifications My Profile Help

Human Resources User, you have 0 messages. Human Resources Logout

Position Requests / ... / Modify Position Description / EPA Non Faculty PA Test - 04/04 / Edit

**Editing Position Request**

**Position Justification**

Reason for Modification

Reason for Position Modification Position Reclassification

Save Next >>

Save Next >>

Classification Selection

Position Details

Primary Responsibility...

Position Funding Infor...

ADA Checklist

Supervisory Position

Employee

Supplemental Questions

Applicant Document

Position Documents

Position Request Summary

Waiting for wssu-sb.peopleadmin.com...

Fig 34: Modify EPA Non Faculty Position Description Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/98>

**Winston-Salem State University**

Inbox | PeopleAdmin  
 Watch List | POSITION MANAGEMENT

Home | **Position Descriptions** | Classifications | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Position Requests / ... / [Modify Position Description](#) / EPA Non Faculty PA Test - 04/04 / Summary

### Modify Position Description: EPA Non Faculty PA Test - 04/04 (EPA Non Faculty) [Edit](#)

Current Status: Draft

Position Type: EPA Non Faculty | Created by: Human Resources User  
 Department: Department | Owner: Human Resources User

**Summary** | History | Settings

☒ **Position Justification** [Edit](#)

Reason for Modification

Reason for Position Modification	
Position Reclassification	

☒ **Classification Selection** [Edit](#)

Classification

Position Classification Title	
EPA Non Faculty PA Test - 04/04	

<https://wssu-sb.peopleadmin.com/hr/actions/98#>

**Take Action On Position Request**

WORKFLOW ACTIONS

- Keep working on this Position Request
- Action Canceled (move to Action Canceled)
- Return to Grants/Contracts (move to Grants/Contracts)
- Return to Budget (move to Budget)
- Return to Title III (move to Title III)
- Submit for approval OSHR (move to OSHR)
- Review for approval - submit to UNCGA (move to UNC GA)
- HR approved (move to Position Approved)
- Action Canceled (move to Action Canceled)

MOVE DIRECTLY TO...

- Hiring Manager/Chair
- Hiring Authority
- Budget
- Grants/Contracts
- Title III
- Review-Human Resources
- OSHR
- UNC GA
- Final Approval - Human Resources
- Position Approved
- Action Canceled

Fig 35: Modify EPA Non Faculty Position Description Summary page

### [Workflow]

- To move the Position Description along in the workflow, hover over the orange *Take Action on Position Description* button and choose the action that you would like to take.
- When you transition the position description, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.

## Applicant Tracking

Hover over the module selection drop-down menu and select *Applicant Tracking*.

### [Postings]

Hover over the *Postings* tab and click the appropriate position type option.

*This takes you into the Postings list screen where you can create new postings or manage existing postings.*

- **General Actions:** Hover over the grey *Actions* button where you have the following options:
  - View Deleted Posting: View any postings that have been deleted*
  - Export Results: Export the current list view into an Excel document*
  - Bulk edit Postings: Edit multiple postings at once*
  - Bulk transition Postings: Transition multiple postings at once*
- **View/Edit existing Postings:** Hover over the *Actions* link and click one of the following options:
  - View Posting: View selected posting*
  - View Applicants: View list of applicants who have applied to the selected posting*
  - Watch: Add selected posting to your Watch List*
- **Create a New Posting:** Click the orange *Create New Posting* button. You can also quickly create a new posting from the shortcut link on the home page. Choose how the posting will be added.
  - Create from Position Type: Creates a posting from scratch*
  - Create from Classification: Creates a posting by auto-filling information from a classification.*
  - Create from Posting: Creates a posting by auto-filling information from an existing posting with which you can make any necessary changes.*
  - Create from Position Description: Creates a posting by auto-filling information from an existing position.*

**[Note: If you choose to create from a Position Description or Posting, you will be directed to the list screen and you can either hover over the Actions link and choose Create From or view the listing and create posting from the summary screen]**

### [Process]



### [Initial Page]

The initial settings page allows you to save a draft in the system so that you can locate and work on it at a later time.

- Enter a title.
- Choose the *appropriate organizational unit* where this posting will exist.
- If you want to use the reference letter function, select Accept References. You can choose to have emails sent once the applicant reaches a specific workflow state by updating the Reference Notification (not optional if you want an email to fire to the reference provider) and specify the required document for upload by the reference provider by selecting one under Recommendation Document Type (you have to select a document here, if you want the reference provider to have the ability to upload a document).
- Choose which application you will accept for this posting.
- Click orange *Create New Posting* button.

### [Posting Details]

Fill out the fields, any field marked with a red asterisk is a required field, and click Next.

### [Applicant documents]

Here you can choose which documents for the applicant to include. To have the document optional, click only Included, or require the document by clicking Required. If you want to require the document, you have to check both boxes.

### [Supplemental Questions]

This will allow you to add additional questions that you would like the applicant to answer when applying for this position. To add a question, click the orange *Add a Question* button and a box will appear. You can either choose from questions that populate from previous postings by clicking the *Add* check box, or adding a new question by clicking the *Add a new one* link. To add a new question, provide a name and the Question.

**Open Ended Answers:** *Will appear as a text box*

**Predefined Answers:** *You can predefine answers for the applicant to choose from. More boxes will appear as you tab through*

Once you add the question to the posting, you can click on the blue question link and specify if you want an answer choice to be disqualifying or assign points for assessment.

### [Reference Letters]

This section is where you can specify the reference requirements.

#### ***[Posting documents]***

Here you can upload documents you wish to share internally.

#### ***[Guest user]***

In this tab you can create a new guest user. This will create a generic user name and password that you can give guests to have view only access the posting. You can enter in email addresses and email will be sent to those users.

#### ***[Search Committee] –***

You can assign members to the search committee on this page. You can search for existing search committee members using the search at the top or create a new search committee member in this section. If you create a new user, HR will have to approve the member.

#### ***[Evaluative Criteria] -***

This section is where you can add evaluative questions to the posting. These can be used as an evaluative criteria during the candidate process, to rank applicants. When adding an evaluative criteria, when you check the *Add* box, you will have the opportunity to choose an Applicant Workflow State, this is important because this will be the state at which the questions will be available to be answered by the responsible user.

#### ***[Summary page]***

On the summary page you can review the posting, see how the posting looks to applicants and see a print preview of both the internal and applicant view of the posting.



## Create New SPA Posting

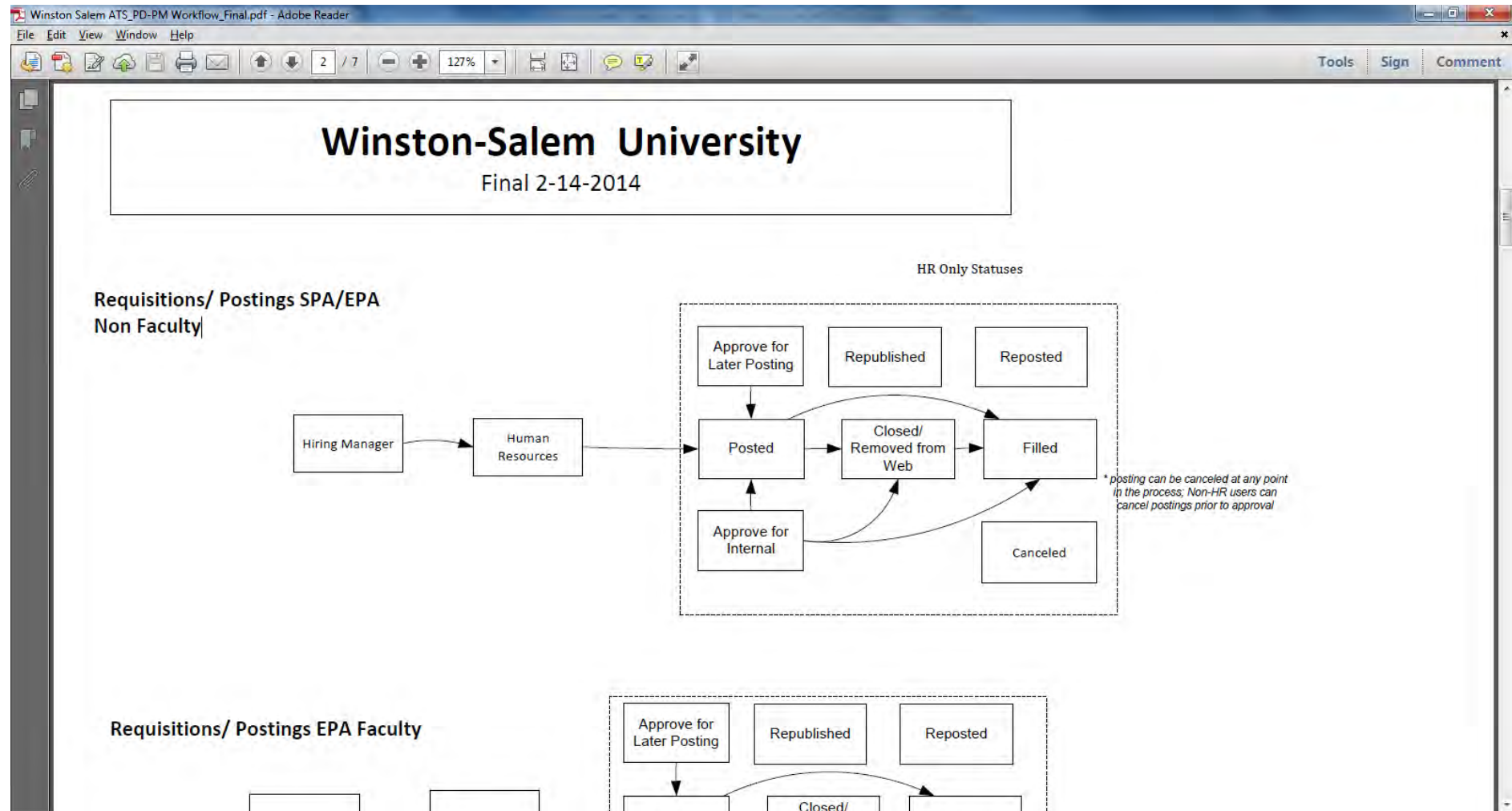


Fig 36: SPA Posting Workflow

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/postings/new?from\_source\_id=201

Winston-Salem State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Home | Postings | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Postings / SPA / New Posting

### New Posting

Create New Posting Cancel

**\* Required Information**

**Working Postion Title \*** SPA PA Test - 04/04

**Organizational Unit**

**Division \*** Division

**Department \*** Department

**Applicant Workflow**

**Workflow State** Under Review by HR

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

**References**

☐ Accept references

Fig 37: Create New SPA Posting

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/postings/239/edit

Winston-Salem State University

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Postings / SPA / SPA PA Test - 04/04 (Draft) / Edit: Position Details

### Editing Posting

- Position Details
- Key Responsibilities a...
- Position Funding Infor...
- ADA Checklist
- Posting Details
- Supplemental Questions
- Applicant Document
- Guest User
- Search Committee
- Evaluative Criteria
- Reference Letters
- Posting Documents
- Summary

### Position Details

Save Next >>

ABC [Check spelling](#)

#### Classification Information

Position Classification Title SPA PA Test - 04/04

FLSA Exempt

Position Class (Extract From Banner or PA) 123

#### Position Overview

Primary Purpose of the Position(brief Summary)

test


Primary Function of Organizational Unit

test

Fig 38: SPA Posting tab ordering Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/postings/239>


**Posting was successfully updated.**

 Watch List APPLICANT TRACKING

Home **Postings** Applicants Hiring Proposals Onboarding Events | My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Postings / SPA / SPA PA Test - 04/04 (Draft) / Summary

 **Posting: SPA PA Test - 04/04 (SPA )** Edit Delete

Current Status: Draft

Position Type: SPA Created by: Human Resources User  
 Department: Department Owner: Human Resources User

Summary History Settings Hiring Proposals Associated Position Description

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 a **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 **Associated Position Description**, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

☒ Position Details [Edit](#)

Classification Information

Position Classification Title	SPA PA Test - 04/04
FLSA	Exempt

<https://wssu-sb.peopleadmin.com/hr/postings/239#>

**Take Action On Posting**

WORKFLOW ACTIONS

- Keep working on this Posting
- Canceled (move to Canceled)
- Send to Approve for Later Posting (move to Approve for Later Posting)
- Posted (move to Posted)
- Canceled (move to Canceled)
- Send to Approve For Internal (move to Approve for Internal)

MOVE DIRECTLY TO...

- Hiring Manager
- Human Resource
- Approve for Later Posting
- Posted
- Approve for Internal
- Closed/ Removed from Web
- Filled
- Republished
- Reposted
- Canceled

Fig 39: SPA Posting Created and Posted

## [Workflow]

To move the posting along in the workflow, hover over the orange *Take Action on Posting* button and choose the action that you would like to take.

*When you transition the requisition, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*

## Create New EPA - Faculty Posting

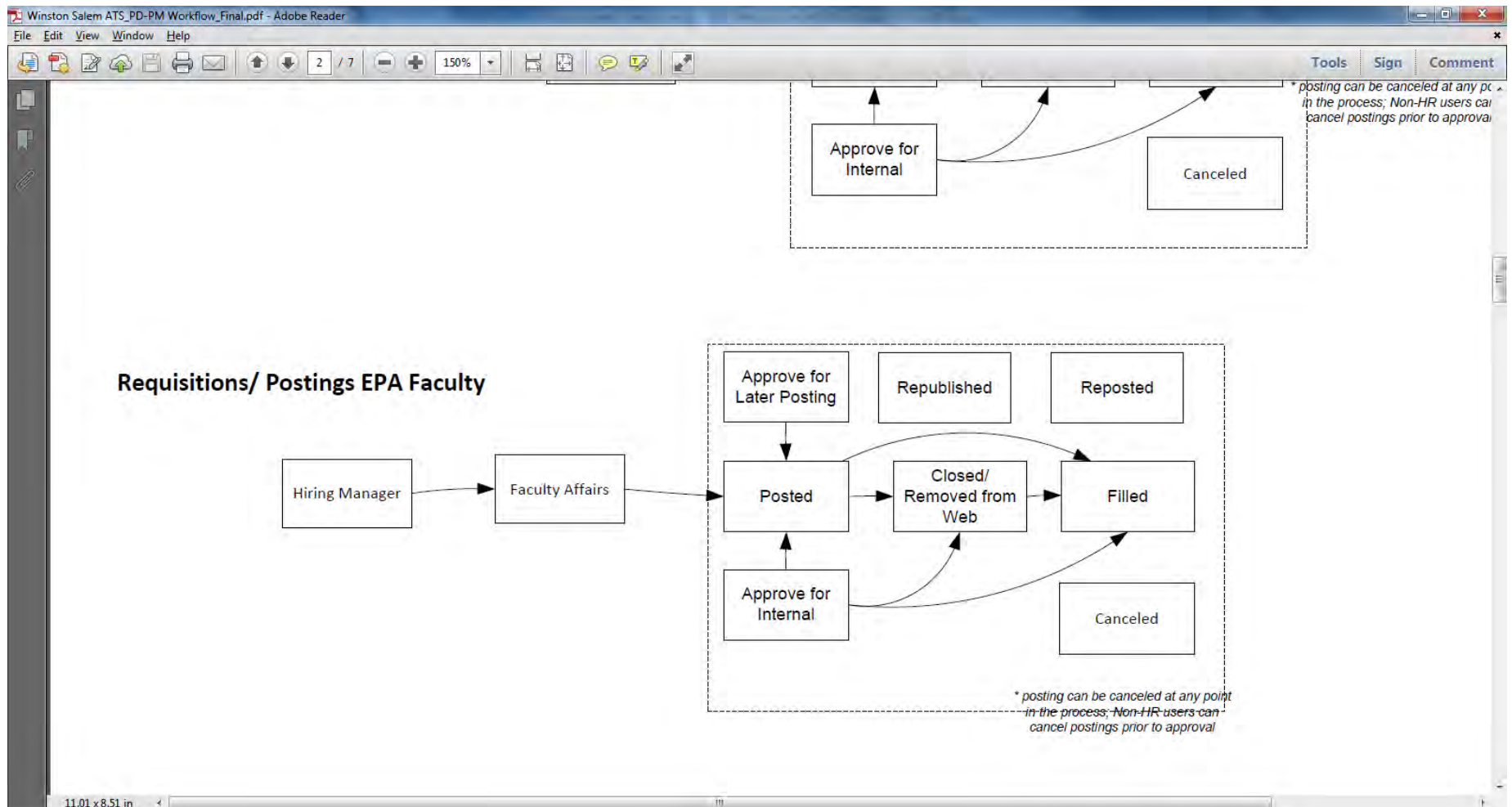



Fig 40: EPA - Faculty Posting Workflow



Winston-Salem State Univ x  
https://wssu-sb.peopleadmin.com/hr/postings/new?from\_source\_id=212

 **PeopleAdmin**  
Inbox Watch List APPLICANT TRACKING

Home **Postings** Applicants Hiring Proposals Onboarding Events | My Profile Help

Human Resources User, you have 0 messages. Human Resources Logout

Postings / EPA - Faculty / New Posting

### New Posting

Create New Posting Cancel

**\* Required Information**

**Working Position Title \*** EPA - Faculty PA Test - 04/04

**Organizational Unit**

**Division \*** Division

**Department \*** Department

**Applicant Workflow**

**Workflow State** Under Review by HR

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

**References**

☐ Accept references

Fig 41: Create New EPA - Faculty Posting

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/postings/243/edit

Posting was successfully created.

SALEM STATE UNIVERSITY

Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

Human Resources User, you have 0 messages. Human Resources Logout

Postings / EPA - Faculty / EPA - Faculty PA Test - 04/04 (Draft) / Edit: Position Details

### Editing Posting

- Position Details
- Primary Responsibility...
- Position Funding Infor...
- ADA Checklist
- Posting Details
- Supplemental Questions
- Applicant Document
- Guest User
- Search Committee
- Evaluative Criteria
- Reference Letters
- Posting Documents
- Summary

### Position Details

Save Next >>

#### Classification Information

Position Classification Title EPA - Faculty PA Test - 04/04

FLSA Exempt

Position Class (Extract From Banner or PA) 123

EPA Postion Type Faculty

#### Position Overview

Primary Purpose of the Position(brief Summary)

test

test

Waiting for wssu-sb.peopleadmin.com...

Fig 42: EPA - Faculty Posting tab ordering Details page

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/postings/243>

Winston-Salem State University

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | **Postings** | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | Logout

Postings / EPA - Faculty / EPA - Faculty PA Test - 04/04 (Draft) / Summary

**Posting: EPA - Faculty PA Test - 04/04 (EPA - Faculty)** [Edit](#) [Delete](#)  
 Current Status: Draft

Position Type: EPA - Faculty | Created by: Human Resources User  
 Department: Department | Owner: Human Resources User

**Summary** | History | Settings | Hiring Proposals | Associated Position Description

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 a **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.

✓ Position Details [Edit](#)

Classification Information

Position Classification Title	EPA - Faculty PA Test - 04/04
FLSA	Exempt

<https://wssu-sb.peopleadmin.com/hr/postings/243#>

**Take Action On Posting**

WORKFLOW ACTIONS

- Keep working on this Posting
- Canceled (move to Canceled)

MOVE DIRECTLY TO...

- Hiring Manager
- Faculty Affairs
- Approve for Later Posting
- Posted
- Approve for Internal
- Closed/ Removed from Web
- Filled
- Republished
- Reposted
- Canceled

Fig 43: EPA - Faculty Posting Created and Posted

## [Workflow]

To move the posting along in the workflow, hover over the orange *Take Action on Posting* button and choose the action that you would like to take.

*When you transition the requisition, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*

## Create New EPA Non Faculty Posting

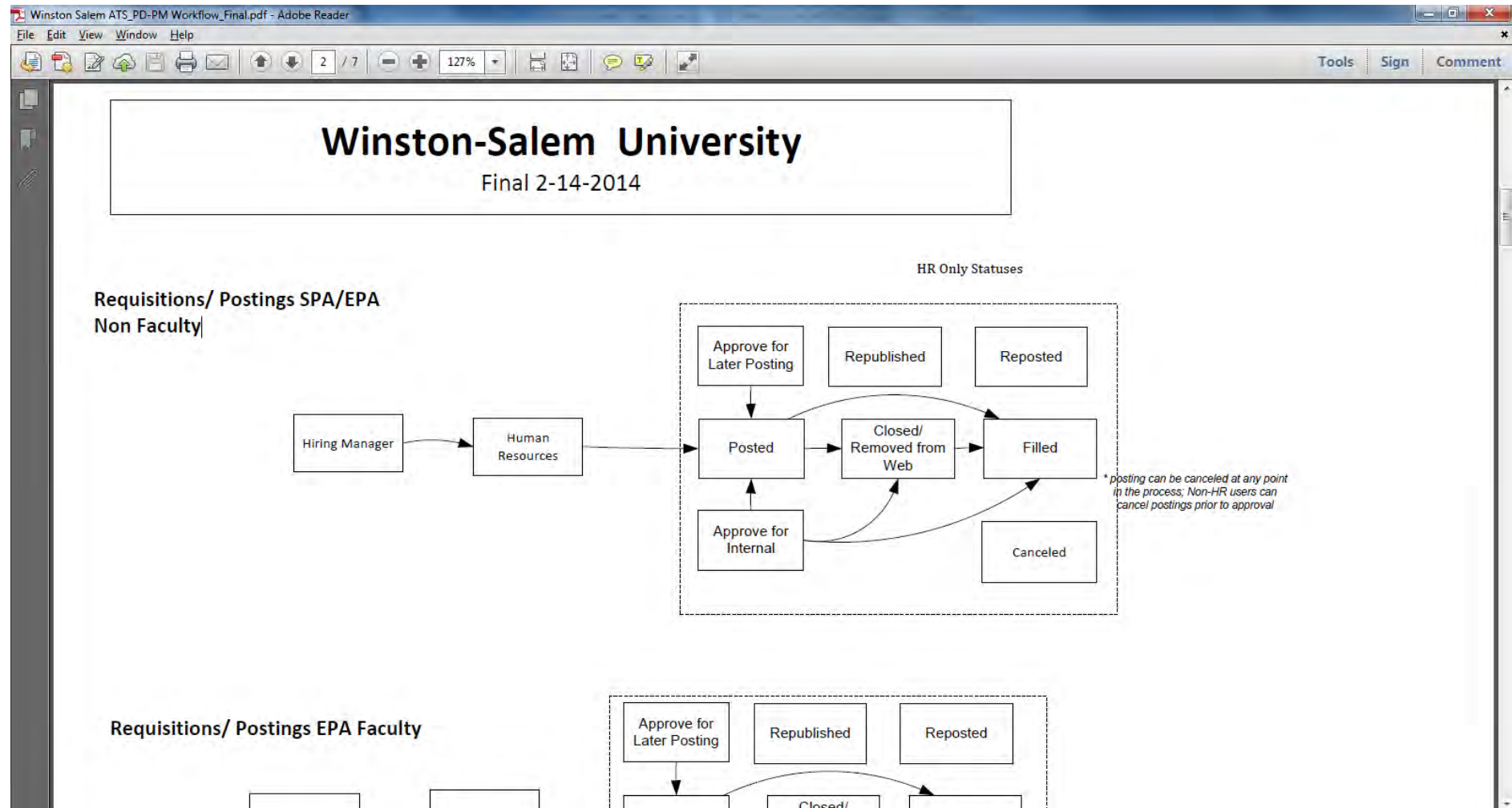


Fig 44: EPA Non Faculty Posting Workflow

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/postings/new?from\_source\_id=217

Winston-Salem State University

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Postings / EPA Non Faculty / New Posting

New Posting

Create New Posting Cancel

\* Required Information

Working Position Title \* EPA Non Faculty PA Test - 04/04

Organizational Unit

Division \* Division

Department \* Department

Applicant Workflow

Workflow State Under Review by Manager

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

☐ Accept references

Fig 45: Create New EPA Non Faculty Posting



Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/postings/245/edit

Winston-Salem State University

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Postings / EPA Non Faculty / EPA Non Faculty PA Test - 04/04 (Draft) / Edit: Position Details

**Editing Posting**

**Position Details**

- Primary Responsibility...
- Position Funding Infor...
- ADA Checklist
- Posting Details
- Supplemental Questions
- Applicant Document
- Guest User
- Search Committee
- Evaluative Criteria
- Reference Letters
- Posting Documents
- Summary

**Position Details** Save Next >>

ABC [Check spelling](#)

**Classification Information**

Position Classification Title EPA Non Faculty PA Test - 04/04

FLSA Exempt

Position Class (Extract From Banner or PA) 123

EPA Postion Type Faculty

**Position Overview**

Primary Purpose of the Position(brief Summary)

test

test

Fig 46: EPA Non Faculty Posting tab ordering Details page

Winston-Salem State Univ x

https://wssu-sb.peopleadmin.com/hr/postings/245

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals Onboarding Events | My Profile Help

Human Resources User, you have 0 messages. Human Resources logout

Postings / EPA Non Faculty / EPA Non Faculty PA Test - 04/04 (Draft) / Summary

**Posting: EPA Non Faculty PA Test - 04/04 (EPA Non Faculty)** [Edit](#) [Delete](#)

Current Status: Draft

Position Type: EPA Non Faculty Created by: Human Resources User  
Department: Department Owner: Human Resources User

Summary History Settings Hiring Proposals Associated Position Description

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 a **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 **Edit** link, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

☒ Position Details [Edit](#)

Classification Information

Position Classification Title	EPA Non Faculty PA Test - 04/04
FLSA	Exempt

https://wssu-sb.peopleadmin.com/hr/postings/245#

**Take Action On Posting**

WORKFLOW ACTIONS

- Keep working on this Posting
- Canceled (move to Canceled)
- Send to Approve for Later Posting (move to Approve for Later Posting)
- Posted (move to Posted)
- Canceled (move to Canceled)
- Send to Approve For Internal (move to Approve for Internal)

MOVE DIRECTLY TO...

- Hiring Manager
- Human Resource
- Approved for Later Posting
- Posted
- Approved for Internal
- Closed/ Removed from Web
- Filled
- Republished
- Reposted
- Canceled

Fig 47: EPA Non Faculty Posting Created and Posted

## [Workflow]

To move the posting along in the workflow, hover over the orange *Take Action on Posting* button and choose the action that you would like to take.

*When you transition the requisition, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.*

## [Applicant Portal]

- **See Chalk board for Applicant Link**
- Create an account and apply to the postings you created.
- The first time that an applicant applies to a job, they will be prompted to fill out the Voluntary Demographic information. This will only happen once. If the applicant wants to adjust their demographic data, this can be done at any time from the menu on the left. Check preferences to see if they are prompting for demographic at end of app otherwise remove bullet point.

## SPA Applicant Workflow

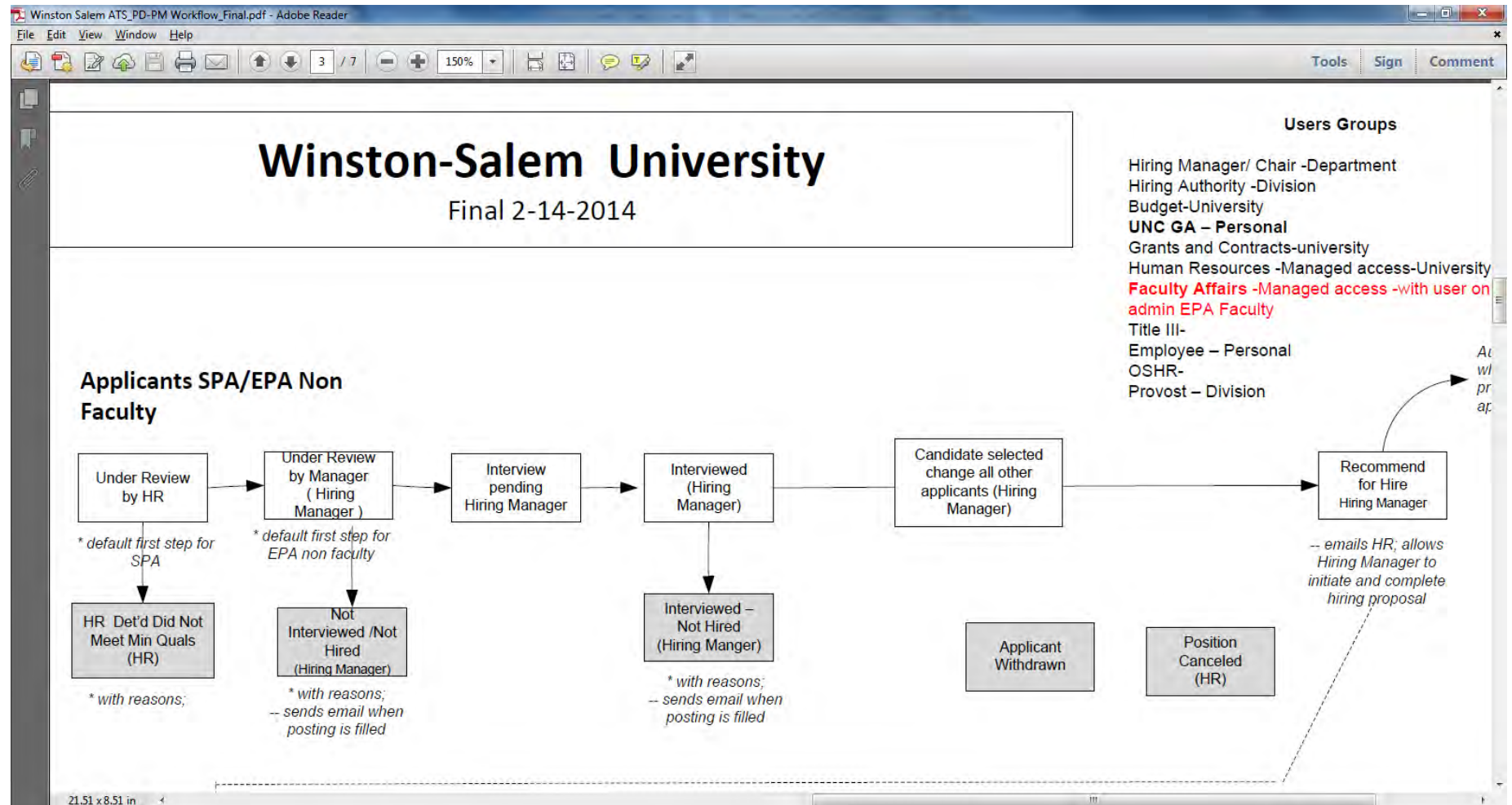


Fig 48: SPA Applicant Workflow



Winston-Salem State Univ x  
[https://wssu-sb.peopleadmin.com/hr/job\\_applications/455](https://wssu-sb.peopleadmin.com/hr/job_applications/455)

**Winston-Salem State University**

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | **Postings** | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Postings / ... / SPA PA Test - 04/04 (Posted) / Applicant Review / PA Test Under Review by HR

### Job application: PA Test (SPA)

Current Status: Under Review by HR  
 Application form: SPA Application

Full name: PA Test Address: 11.2345bnvmn 23bvn pune , KS Andorra Username: PA Test Email: test@test.com Phone (Primary): (111) 111-1111 Phone (Secondary): (123) 456-7890 Position Type: SPA Department: Department	Created by: PA Test Owner: Human Resources
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

Summary | Recommendations (0 of 1) | History | Reports

Personal Information [Edit](#)

Contact Information

First Name: PA

**Take Action On Job Application**

WORKFLOW ACTIONS

- Keep working on this Job application
- Under Review by Manager (move to Under Review by Manager)
- HR Det'd Did Not Meet Min Quals (move to HR Det'd Did Not Meet Min Quals)

MOVE DIRECTLY TO...

- Draft
- Under Review by Manager
- Interview pending
- Interviewed
- Candidate selected change all other applicants
- Recommend for Hire
- Hired
- HR Det'd Did Not Meet Min Quals
- Not Interviewed /Not Hired
- Interviewed, Not Hired
- Applicant Withdrawn
- System Det Does Not Meet Minimum Qualifications
- Position Canceled
- Special Handling List

Fig 49: SPA Job Application details

## [Workflow]

To move the applicant along in the workflow, hover over the orange *Take Action on Job Application* button and choose the action that you would like to take.

*You will also be able to return to the previous owner or skip ahead in the process in some instances, if specified in workflow. Be sure to test all possible cases [see attached test plan].*



## EPA - Faculty Applicant Workflow

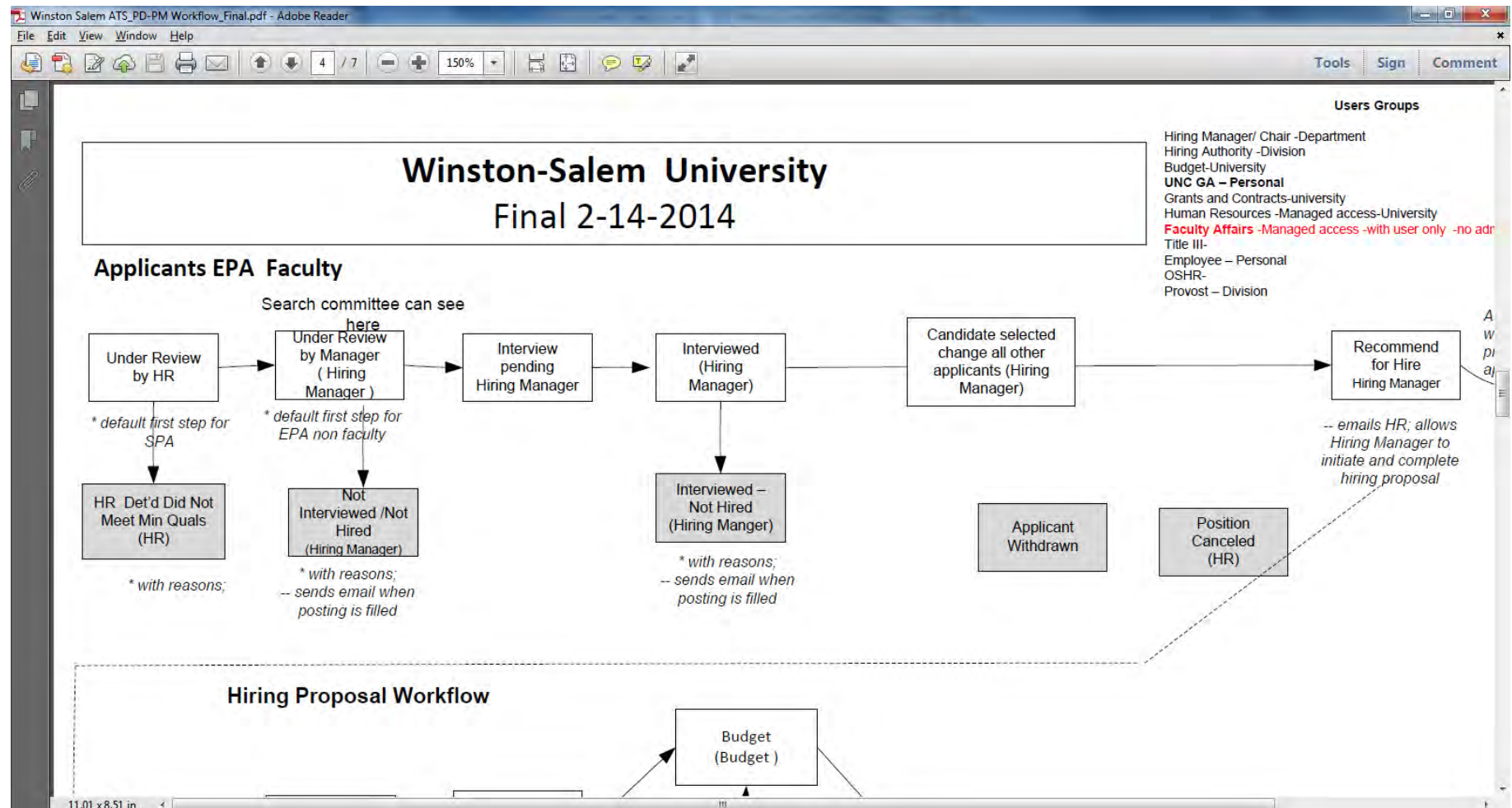


Fig 50: EPA - Faculty Applicant Workflow

Winston-Salem State Univ x  
[https://wssu-sb.peopleadmin.com/hr/job\\_applications/460](https://wssu-sb.peopleadmin.com/hr/job_applications/460)

**Winston-Salem State University**

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | **Postings** | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

Postings / ... / EPA - Faculty PA Test - 04/04 (Posted) / Applicant Review / PA Test Under Review by HR

### Job application: PA Test (EPA - Faculty)

Current Status: Under Review by HR  
 Application form: EPA Faculty/EPA Non Faculty

Full name: PA Test Address: 11.2345bnvmn 23bvn pune , KS Andorra Username: PA Test Email: test@test.com Phone (Primary): (111) 111-1111 Phone (Secondary): (123) 456-7890 Position Type: EPA - Faculty Department: Department	Created by: PA Test Owner: Human Resources
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

Summary | Recommendations (0 of 0) | History | Reports

Personal Information [Edit](#)

Contact Information

First Name: PA

**Take Action On Job Application**

WORKFLOW ACTIONS

- Keep working on this Job application
- Under Review by Manager (move to Under Review by Manager)
- HR Det'd Did Not Meet Min Quals (move to HR Det'd Did Not Meet Min Quals)

MOVE DIRECTLY TO...

- Draft
- Under Review by Manager
- Interview pending
- Interviewed
- Candidate selected change all other applicants
- Recommend for Hire
- Hired
- HR Det'd Did Not Meet Min Quals
- Not Interviewed /Not Hired
- Interviewed, Not Hired
- Applicant Withdrawn
- System Det Does Not Meet Minimum Qualifications
- Position Canceled
- Special Handling List

Fig 51: EPA - Faculty Job Application details

## [Workflow]

To move the applicant along in the workflow, hover over the orange *Take Action on Job Application* button and choose the action that you would like to take.

*You will also be able to return to the previous owner or skip ahead in the process in some instances, if specified in workflow. Be sure to test all possible cases [see attached test plan].*

## EPA Non Faculty Applicant Workflow

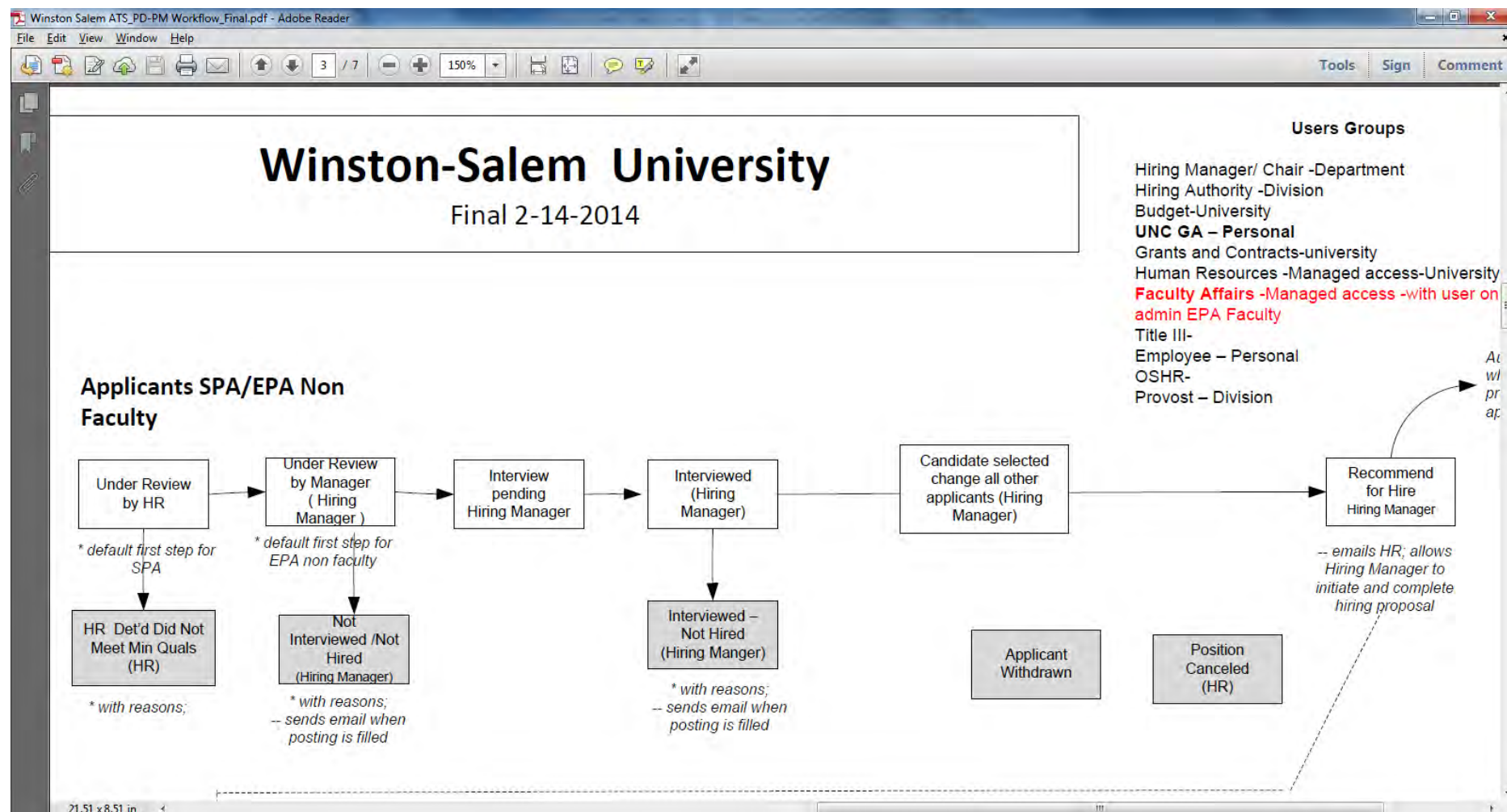


Fig 52: EPA Non Faculty Applicant Workflow

Winston-Salem State Univ x  
[https://wssu-sb.peopleadmin.com/hr/job\\_applications/464](https://wssu-sb.peopleadmin.com/hr/job_applications/464)

**Winston-Salem State University**

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | **Postings** | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. | Human Resources | logout

Postings / ... / EPA Non Faculty PA Test - 04/04 (Posted) / Applicant Review / PA Test Under Review by Manager

### Job application: PA Test (EPA Non Faculty)

Current Status: Under Review by Manager  
 Application form: EPA Faculty/EPA Non Faculty

Full name: PA Test Address: 11.2345bnvmn 23bvn pune , KS Andorra Username: PA Test Email: test@test.com Phone (Primary): (111) 111-1111 Phone (Secondary): (123) 456-7890 Position Type: EPA Non Faculty Department: Department	Created by: PA Test Owner: Hiring Manager/Chair
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------

**Take Action On Job Application**

- WORKFLOW ACTIONS
  - Keep working on this Job application
  - Interview pending (move to Interview pending)
  - Not Interviewed /Not Hired (move to Not Interviewed /Not Hired)
- MOVE DIRECTLY TO...
  - Draft
  - Interview pending
  - Interviewed
  - Candidate selected change all other applicants
  - Recommend for Hire
  - Hired
  - HR Det'd Did Not Meet Min Quals
  - Not Interviewed /Not Hired
  - Interviewed, Not Hired
  - Applicant Withdrawn
  - System Det Does Not Meet Minimum Qualifications
  - Position Canceled
  - Special Handling List

**Summary** | Recommendations (0 of 0) | History | Reports

Personal Information [Edit](#)

Contact Information

First Name: PA

[https://wssu-sb.peopleadmin.com/hr/job\\_applications/464#](https://wssu-sb.peopleadmin.com/hr/job_applications/464#)

Fig 53: EPA Non Faculty Job Application details

## [Workflow]

To move the applicant along in the workflow, hover over the orange *Take Action on Job Application* button and choose the action that you would like to take.

*You will also be able to return to the previous owner or skip ahead in the process in some instances, if specified in workflow. Be sure to test all possible cases [see attached test plan].*



## Hiring Proposal

To create a hiring proposal, once the applicant is in the appropriate state to start a hiring proposal. You will see a link appear to start a hiring proposal in the upper right hand side of the summary screen for that application. A green plus will be beside the link. Once you click the link the system will take you to the settings page for that hiring proposal.

## [Search Hiring Proposals]

Hover over the *Hiring Proposals* tab and click the *Staff* option.

*This takes you into the Staff Hiring Proposals list screen where you can manage existing hiring proposals.*

- **General Actions:** Hover over the grey *Actions* button where you have the following options:
  - Export Results: Export the current list view into an Excel document*
  - Move in Workflow: Move all selected hiring proposals to a specific workflow state*
- **View/Edit existing Hiring Proposals:** Hover over the *Actions* link and click one of the following options:
  - View: View selected hiring proposal (can also do so by clicking the blue link in the left column of the list)*
  - Edit: Edit selected hiring proposal*

## [Process]

### *[Initial Page]*

The initial page displays the Applicant Name and Position Title. Review the information and hit *Start Hiring Proposal*.

If a Hiring Proposal already exists for this applicant you will receive the following warning: This Applicant already has a Hiring Proposal in process.

### *[Hiring Proposal]*

Fill out the necessary fields. All applicant and position information should auto-fill and it not editable within the Hiring Proposal. If you need to change the information, do so within the applicant record or position record. Click Next.

### *[Hiring Proposal Summary]*

On the summary page you can review the hiring proposal and see a print preview of the hiring proposal.

## [Workflow]

To move the hiring proposal along in the workflow, hover over the orange *Take Action on Hiring Proposal* button and choose the action that you would like to take.

*When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.*

## SPA Hiring Proposal

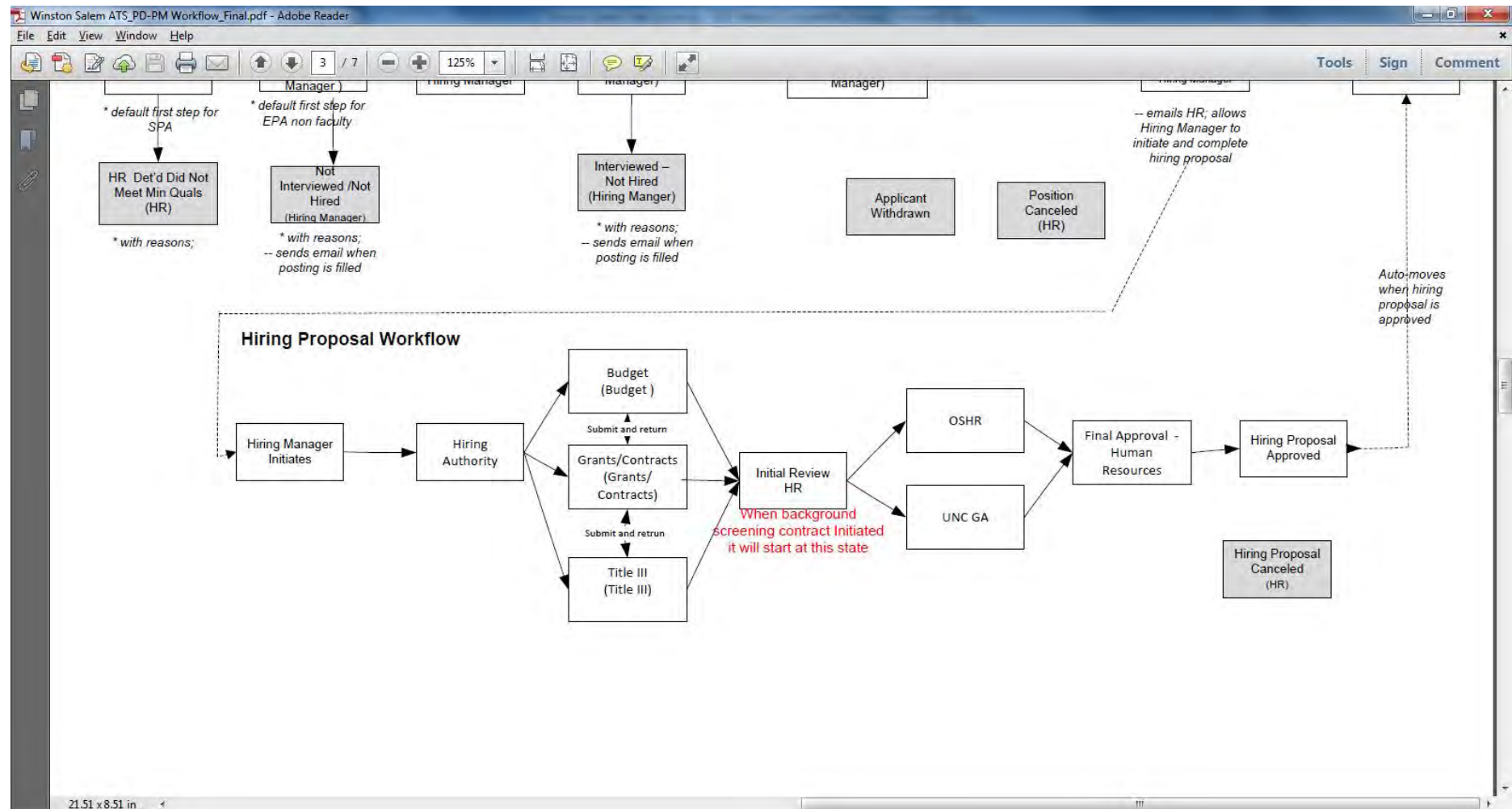


Fig 54: SPA Hiring Proposal Workflow

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/100>

**Winston-Salem State University**

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | Postings | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. | Human Resources | Logout

SPA / ... / PA Test (Recommend for Hire) / Hiring Proposal / Summary

### Hiring Proposal: PA Test (SPA ) [Edit](#)

Current Status: Draft

Position Type: SPA  
 Department: Department  
 Applicant: PA Test  
 Posting: SPA PA Test - 04/04

Created by: Human Resources User  
 Owner: Human Resources User

Summary | History | Settings

[Hiring Proposal](#) [Edit](#)

Applicant Information

ID	3545
SSN/SIN/TIN	111111111
Last Name	Test
First Name	PA
Middle Name	1
Prefix	21

<https://wssu-sb.peopleadmin.com/hr/actions/100#>

**Take Action On Hiring Proposal**

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Cancel (move to Hiring Proposal Canceled)
- Canceled (move to Hiring Proposal Canceled)
- Send To OSHR (move to OSHR)
- Send To UNC GA (move to UNC GA)

MOVE DIRECTLY TO...

- Hiring Manager Initiates
- Hiring Authority
- Budget
- Grants/Contracts
- Title III
- Initial Review HR
- OSHR
- UNC GA
- Final Approval -Human Resources
- Hiring Proposal Approved
- Hiring Proposal Canceled

Fig 55: SPA Hiring Proposal details

### [Workflow]

To move the hiring proposal along in the workflow, hover over the orange *Take Action on Hiring Proposal* button and choose the action that you would like to take.

*When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.*

## EPA - Faculty Hiring Proposal

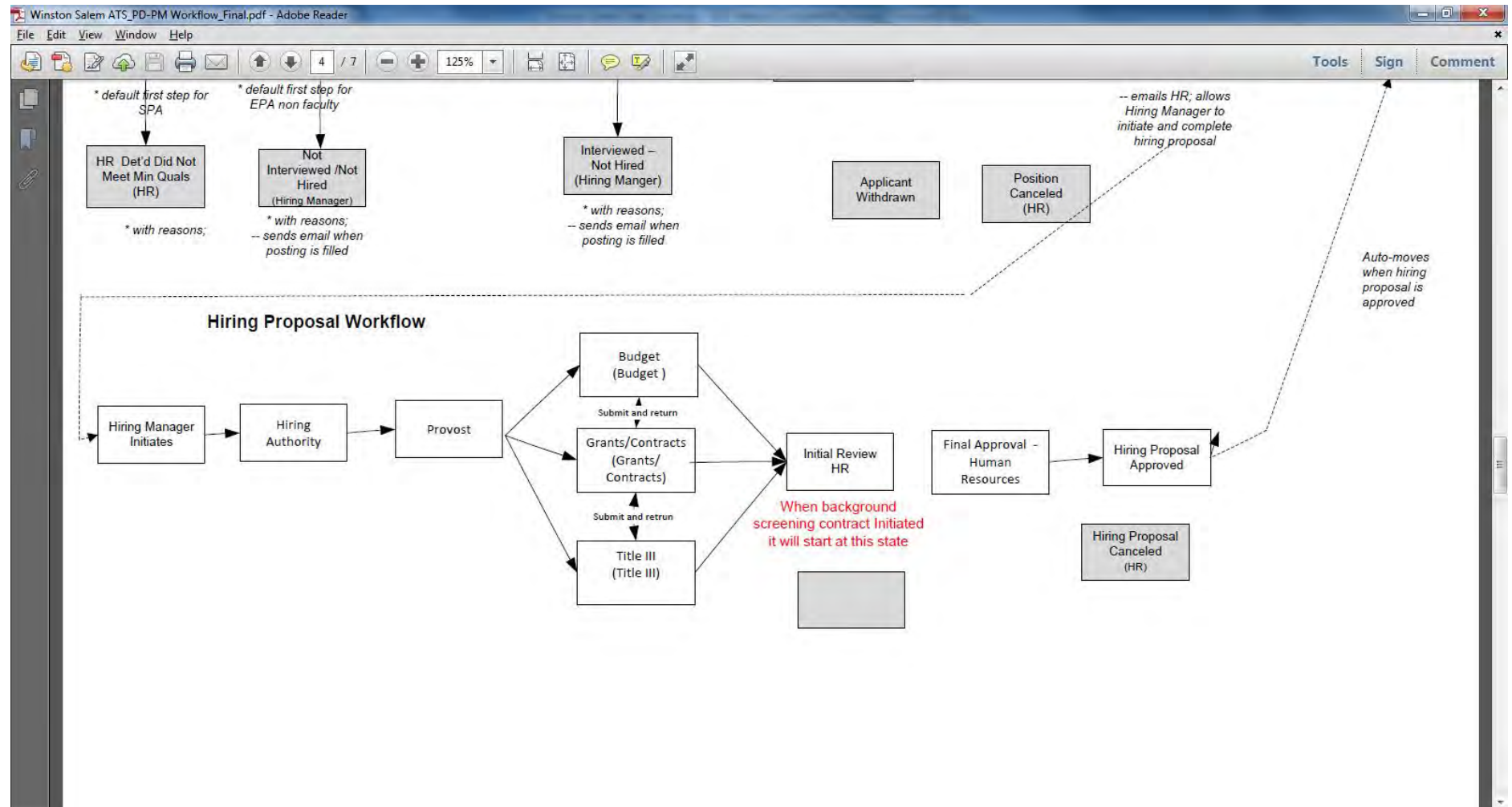


Fig 56: EPA - Faculty Hiring Proposal Workflow



Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/101>

**Winston-Salem State University**

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | Postings | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. Human Resources | logout

EPA - Faculty / ... / PA Test (Recommend for Hire) / Hiring Proposal / Summary

### Hiring Proposal: PA Test (EPA - Faculty) [Edit](#)

Current Status: Draft

Position Type: EPA - Faculty  
 Department: Department  
 Applicant: PA Test  
 Posting: EPA - Faculty PA Test - 04/04

Created by: Human Resources User  
 Owner: Human Resources User

**Take Action On Hiring Proposal**

- WORKFLOW ACTIONS
  - Keep working on this Hiring Proposal
  - Cancel (move to Hiring Proposal Canceled)
  - Canceled (move to Hiring Proposal Canceled)
  - Final Approval -Human Resources (move to Final Approval -Human Resources)
- MOVE DIRECTLY TO...
  - Hiring Manager Initiates
  - Hiring Authority
  - Provost
  - Budget
  - Grants/Contracts
  - Title III
  - Initial Review HR
  - Final Approval -Human Resources
  - Hiring Proposal Approved
  - Hiring Proposal Canceled

**Summary** | History | Settings

☒ Hiring Proposal [Edit](#)

Applicant Information

ID	3545
SSN/SIN/TIN	111-11-1111
Last Name	Test
First Name	PA
Middle Name	1

<https://wssu-sb.peopleadmin.com/hr/actions/101#>

Fig 57: EPA - Faculty Hiring Proposal details

### [Workflow]

To move the hiring proposal along in the workflow, hover over the orange *Take Action on Hiring Proposal* button and choose the action that you would like to take.

*When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.*

## EPA Non Faculty Hiring Proposal

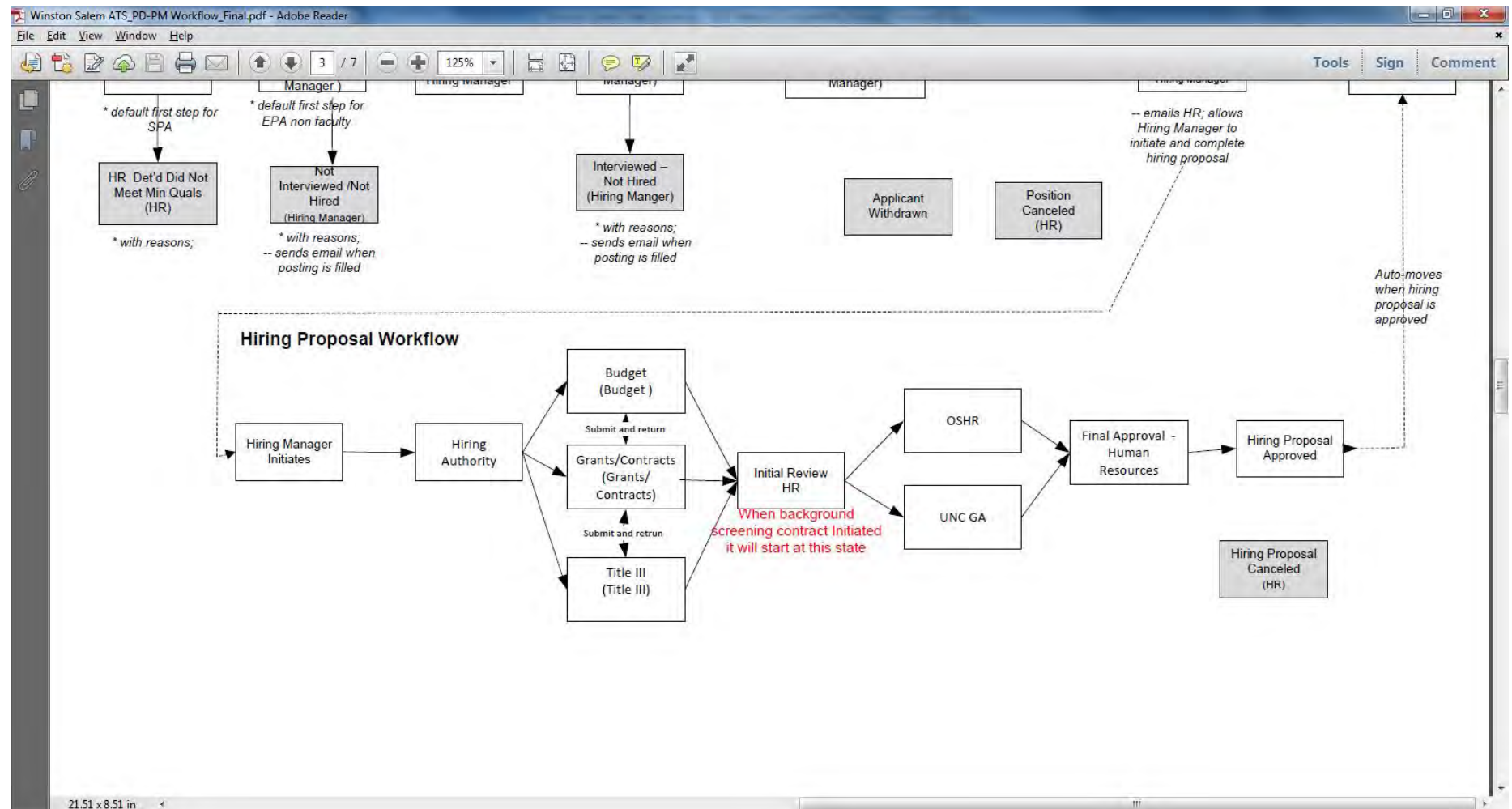


Fig 58: EPA Non Faculty Hiring Proposal Workflow

Winston-Salem State Univ x  
<https://wssu-sb.peopleadmin.com/hr/actions/102>

**WINSTON SALEM STATE UNIVERSITY**

Inbox | PeopleAdmin  
 Watch List | APPLICANT TRACKING

Home | Postings | Applicants | Hiring Proposals | Onboarding Events | My Profile | Help

Human Resources User, you have 0 messages. | Human Resources | Logout

EPA Non Faculty / ... / PA Test (Recommend for Hire) / Hiring Proposal / Summary

### Hiring Proposal: PA Test (EPA Non Faculty) [Edit](#)

Current Status: Draft

Position Type: **EPA Non Faculty**  
 Department: **Department**  
 Applicant: **PA Test**  
 Posting: **EPA Non Faculty PA Test - 04/04**

Created by: **Human Resources User**  
 Owner: **Human Resources User**

**Summary** | History | Settings

☒ Hiring Proposal [Edit](#)

Applicant Information

ID	3545
SSN/SIN/TIN	111-11-1111
Last Name	Test
First Name	PA
Middle Name	1

<https://wssu-sb.peopleadmin.com/hr/actions/102#>

**Take Action On Hiring Proposal**

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Cancel (move to Hiring Proposal Canceled)
- Canceled (move to Hiring Proposal Canceled)
- Send To OSHR (move to OSHR)
- Send To UNC GA (move to UNC GA)

MOVE DIRECTLY TO...

- Hiring Manager Initiates
- Hiring Authority
- Budget
- Grants/Contracts
- Title III
- Initial Review HR
- OSHR
- UNC GA
- Final Approval -Human Resources
- Hiring Proposal Approved
- Hiring Proposal Canceled

Fig 59: EPA Non Faculty Hiring Proposal details

### [Workflow]

To move the hiring proposal along in the workflow, hover over the orange *Take Action on Hiring Proposal* button and choose the action that you would like to take.

*When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.*

### [Final Steps]

Once the hiring proposal is approved, the applicant is moved into the *Hired* status. HR must then go back into the posting and mark it as *Filled*.