

# **PeopleAdmin –** *Mott's Applicant Tracking System*

## **Division Head's Guide**

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**2011**

*Division Head’s Guide*

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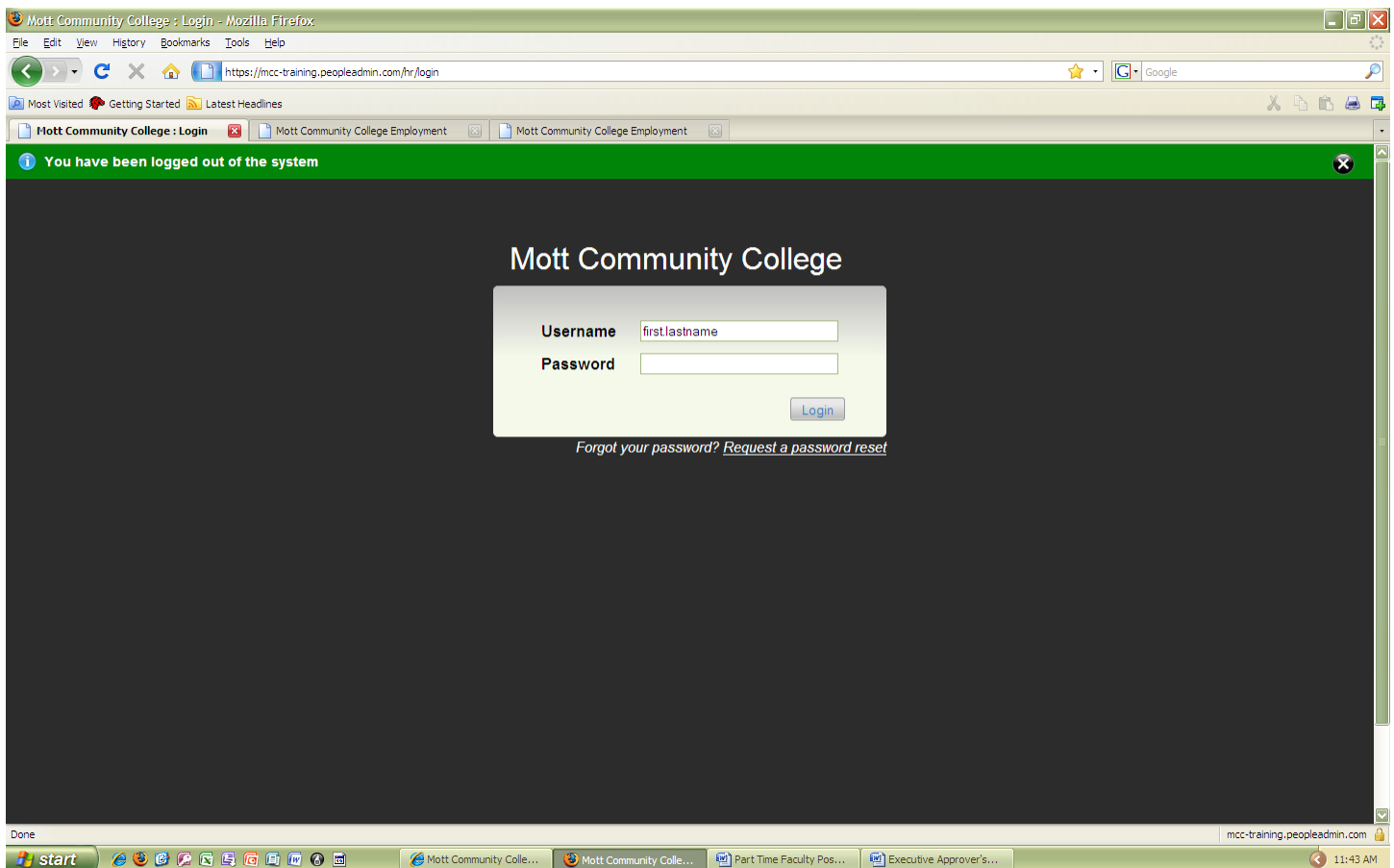
# PeopleAdmin – Mott’s Applicant Tracking System

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## Login

For best results, we recommend using Mozilla Firefox browser.

1. Go to the *Supervisor Information* page from the *Human Resources Home* webpage. Click on the *Employment Application System* button under *Hiring Manager Portal* on the right side of the screen.
2. Enter first.lastname for Username.
3. Enter first.lastname for Password.
4. You will be prompted to change your password.



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## Inbox/Watch List

### Inbox

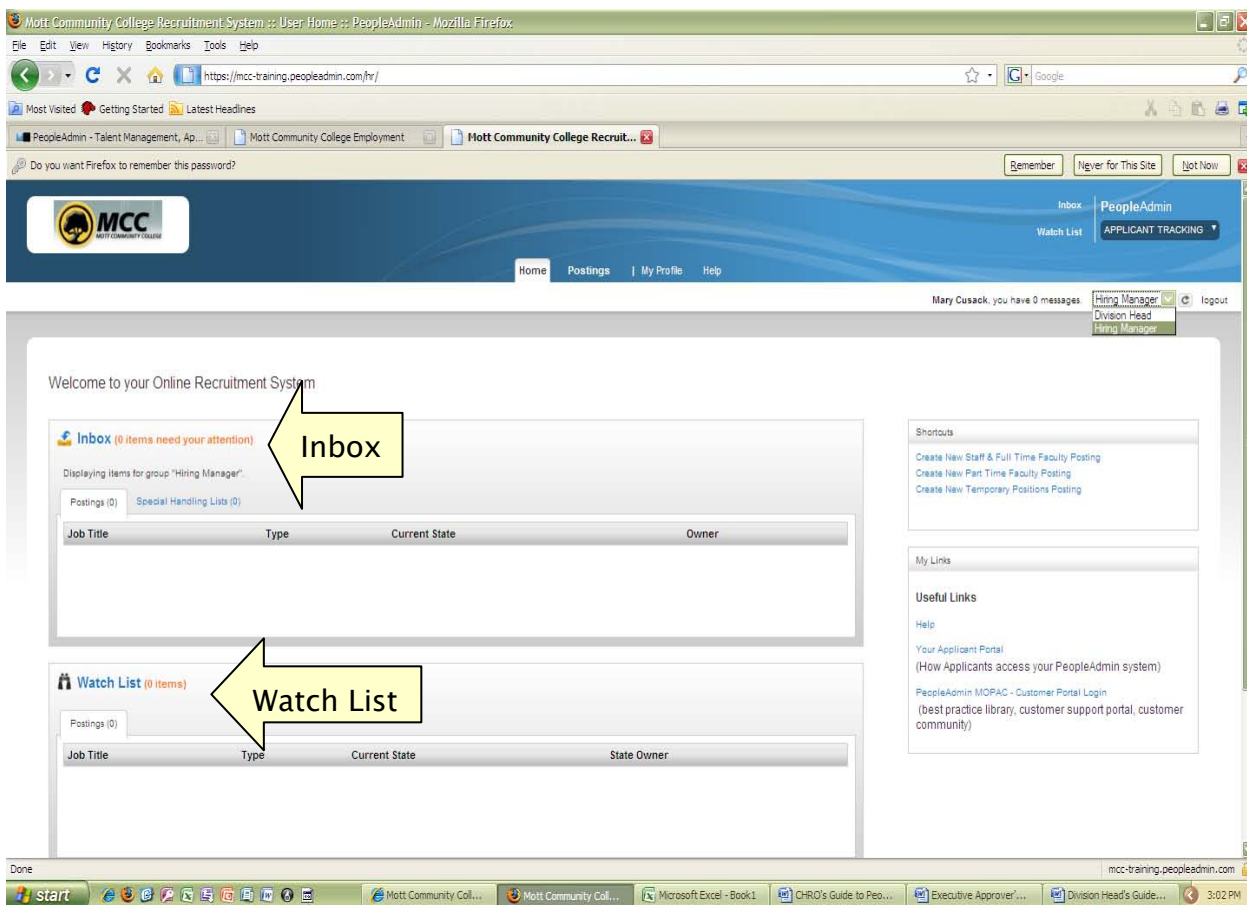
Your Inbox will always contain items in the system that requires your attention.

### Watch List

Keep an eye on your Watch List to track the status of your postings.

### Screen View

Make sure your screen is in the correct *screen view* as the Division Head.



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## Review/Approve a Posting

1. You will receive an email notification with the subject line “job posting requires your attention” when a posting needs your attention.
2. Login to the system.
3. Select the posting that needs your attention from your *Inbox* by clicking on the appropriate title.

Welcome to your Online Recruitment System

**Inbox (1 items need your attention)**

Displaying items for group "Division Head":

Postings (1) Special Handling Lists (0)

Job Title	Type	Current State	Owner
Financial Aid Specialist	Staff & Full Time Faculty	Under Review by Division Head	Division Head

**Watch List (0 items)**

Postings (0)

Job Title	Type	Current State	State Owner
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Shortcuts

- Create New Staff & Full Time Faculty Posting
- Create New Temporary Positions Posting

My Links

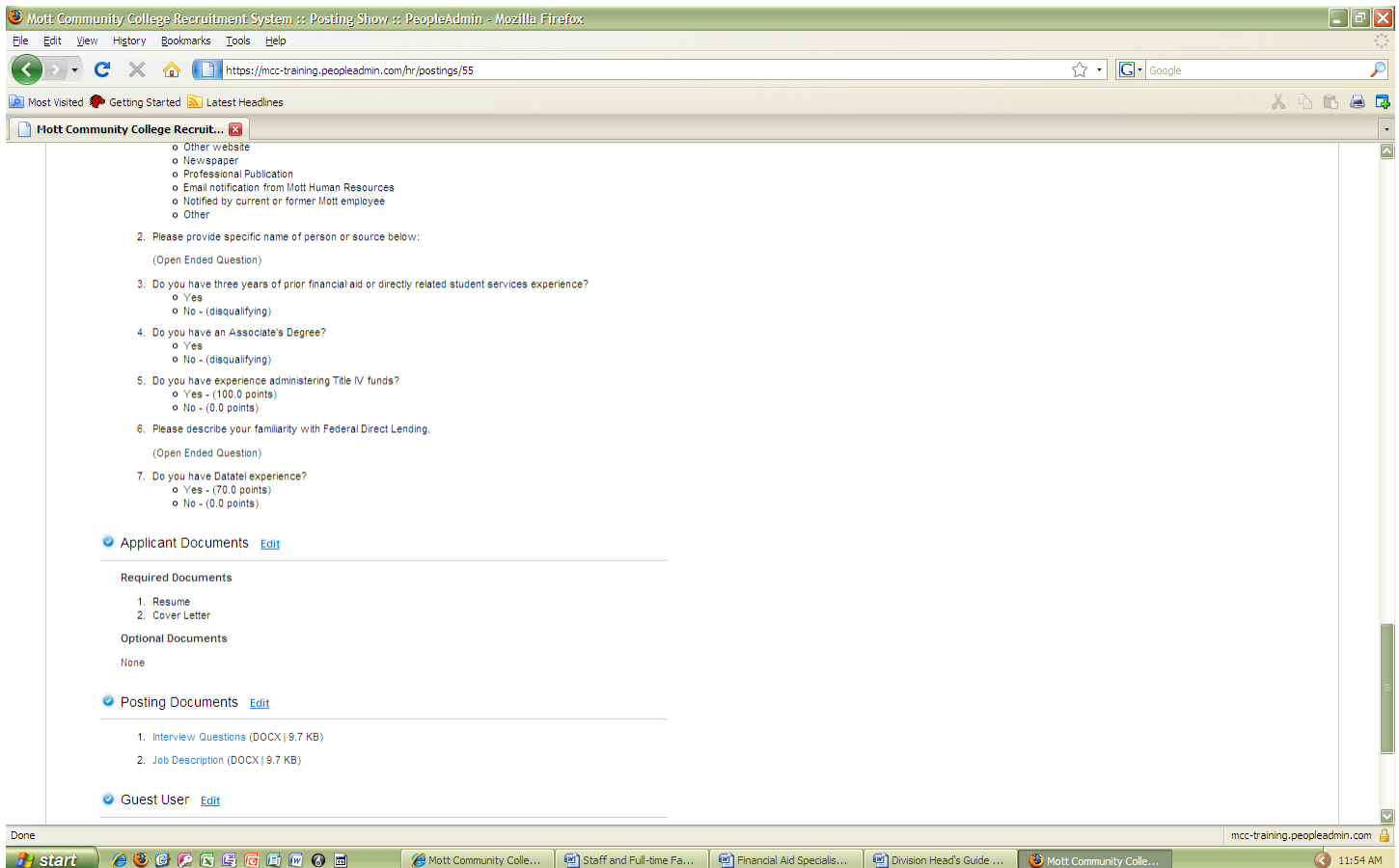
**Useful Links**

- Help
- Your Applicant Portal (How Applicants access your PeopleAdmin system)
- PeopleAdmin MOPAC - Customer Portal Login (best practice library, customer support portal, customer community)

4. Review and/or edit the posting. If you want changes to be made to the posting, we recommend returning the posting to the manager for corrections/changes. This way the manager is aware of the changes that you’ve identified to be made.
5. Review the posting to approve.

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6. Scroll down to *Posting Specific Questions* to view minimum and additional preferred qualification questions. Scroll down to *Posting Documents* to review the *Job Description* and *Interview Questions*.



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### **Return to Hiring Manager for correction/changes**

1. If you want changes to be made before approval:
  - a. Click on *Take Action on Posting*.
  - b. Click on *Return to Hiring Manager* for corrections/changes.
  - c. Enter your feedback in the comments and **click** on *submit*.

Using the system to communicate feedback will allow for a record of posting changes to be stored in one location for the hiring manager, executive approver and human resources.

Also click on *Add this posting to your watch list* if you’d like to track the posting.

**Note:** All comments will be recorded in the system under the *History* tab of that posting and will also appear in the email notification to the manager that further action is required before posting.

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## Send to Executive Approver

- After you’ve reviewed the posting, go to the postings page for that position. Hover mouse over the *Take Action On Posting* button. **Select Send to Executive Approver for posting.**

The screenshot shows the PeopleAdmin interface for a posting titled "Posting: Financial Aid Specialist (Staff & Full Time Faculty)". The current status is "Under Review by Division Head". The page includes a "Take Action On Posting" button with a dropdown menu. A red arrow points to this button. The dropdown menu contains the following options:

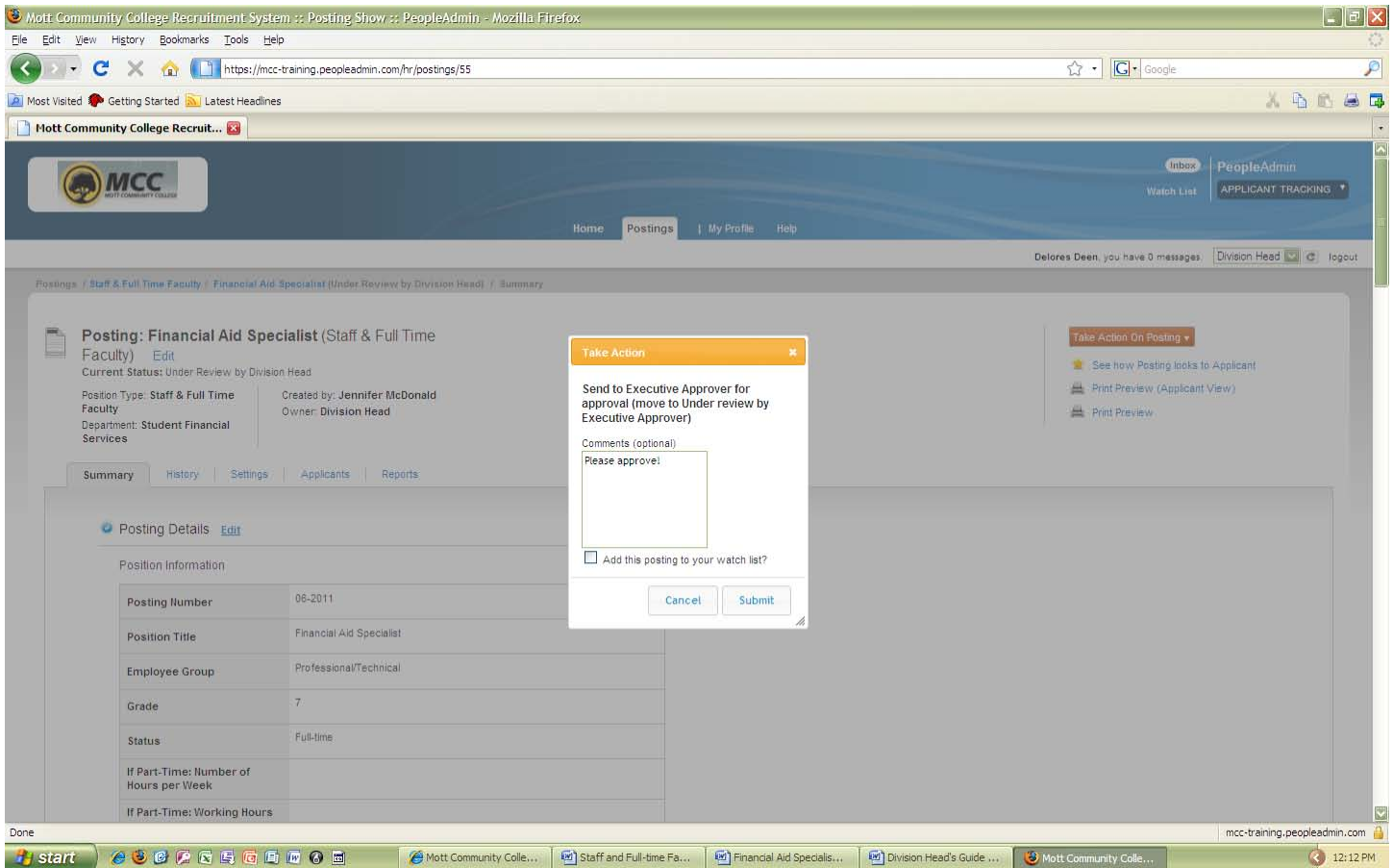
- Keep working on this Posting
- Send to Executive Approver for approval (move to Under review by Executive Approver)
- Return to Hiring Manager (move to Hiring Manager)

The "Posting Details" section includes the following information:

Posting Number	08-2011
Position Title	Financial Aid Specialist
Employee Group	Professional/Technical
Grade	7
Status	Full-time
If Part-Time: Number of Hours per Week	
If Part-Time: Working Hours	

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- When you select *Send to Executive Approver* for posting, add a comment (optional) for the executive approver. You may add this posting to your Watch List. Click *Submit*.



**Note:** After you click submit, the green status bar will say *Position was successfully transitioned*.

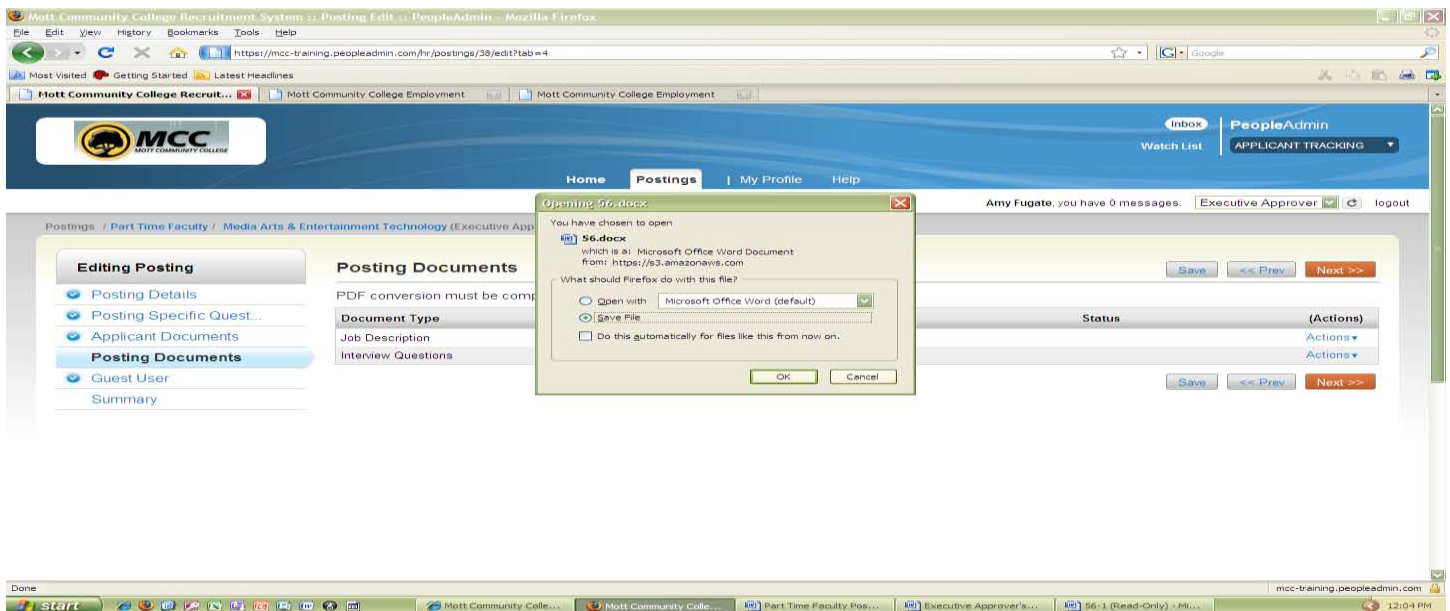
## Send to Hiring Manager for Posting (Temporary)

NOT FINALIZED; TO BE DETERMINED

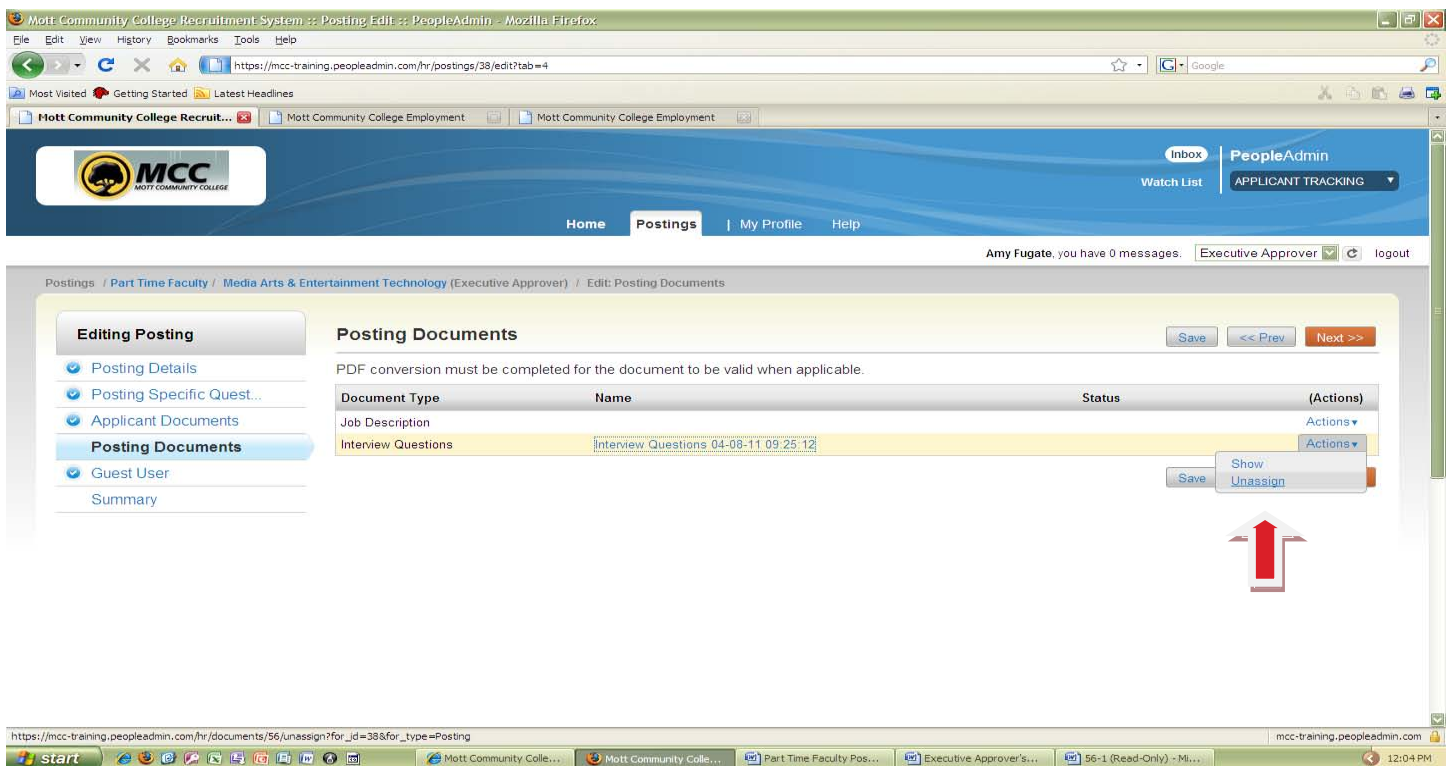
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## Make changes to posting documents

1. If you make changes to the interview questions or job description, you’ll need to save the document to your desktop to make changes.



2. Unassign the current job description or interview questions file.



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3. Upload New document.
4. Click *Save*.

**Note:** The assigned job description will be the version HR will use to post for applicants view.

The screenshot shows the 'Posting Documents' interface in the PeopleAdmin system. On the left, a sidebar contains navigation options: 'Editing Posting', 'Posting Details', 'Posting Specific Quest...', 'Applicant Documents', 'Posting Documents' (highlighted), 'Guest User', and 'Summary'. The main content area is titled 'Posting Documents' and includes a 'Save' button, '<< Prev', and 'Next >>' buttons. Below this, a message states: 'PDF conversion must be completed for the document to be valid when applicable.' A table lists documents with columns for 'Document Type', 'Name', 'Status', and 'Actions'. The table contains one entry: 'Job Description' with the name 'Interview Questions 04-09-11 09:25:12'. The 'Actions' column for this entry has a dropdown menu with options: 'Upload New', 'Create New', and 'Choose Existing'. A red arrow points to the 'Save' button in this menu. The top navigation bar includes 'Home', 'Postings', 'My Profile', and 'Help'. The user 'Amy Fugate' is logged in as 'Executive Approver'.