

PeopleAdmin – *Mott's Applicant Tracking System*

Executive Approver's Guide

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2011

Executive Approver’s Guide

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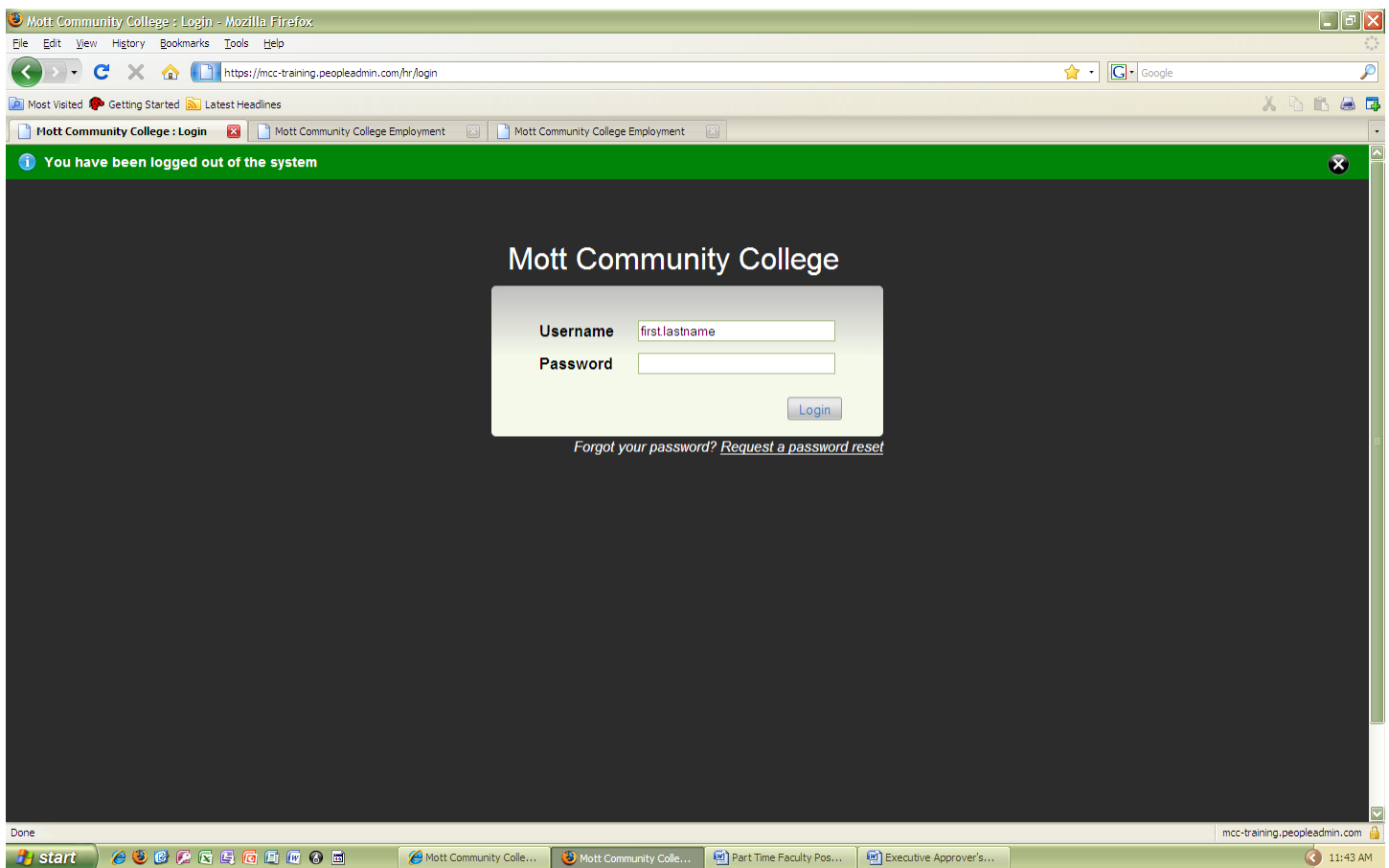
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Login

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 Executive Approver. The Executive Approver screen view will be your default login.

The screenshot shows the PeopleAdmin web application interface. The browser window title is "Mott Community College: Recruitment System :: User Home :: PeopleAdmin - Mozilla Firefox". The address bar shows "https://mcc-training.peopleadmin.com/fr/". The navigation bar includes "Home", "Postings", and "My Profile" links. The main content area displays "Welcome to your Online Recruitment System" and two tables: "Inbox (0 items need your attention)" and "Watch List (0 items)". Both tables have columns for "Job Title", "Type", "Current State", and "Owner". A yellow callout box labeled "Screen View" points to the right side of the interface, and two other yellow callout boxes labeled "Inbox" and "Watch List" point to their respective sections.

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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.

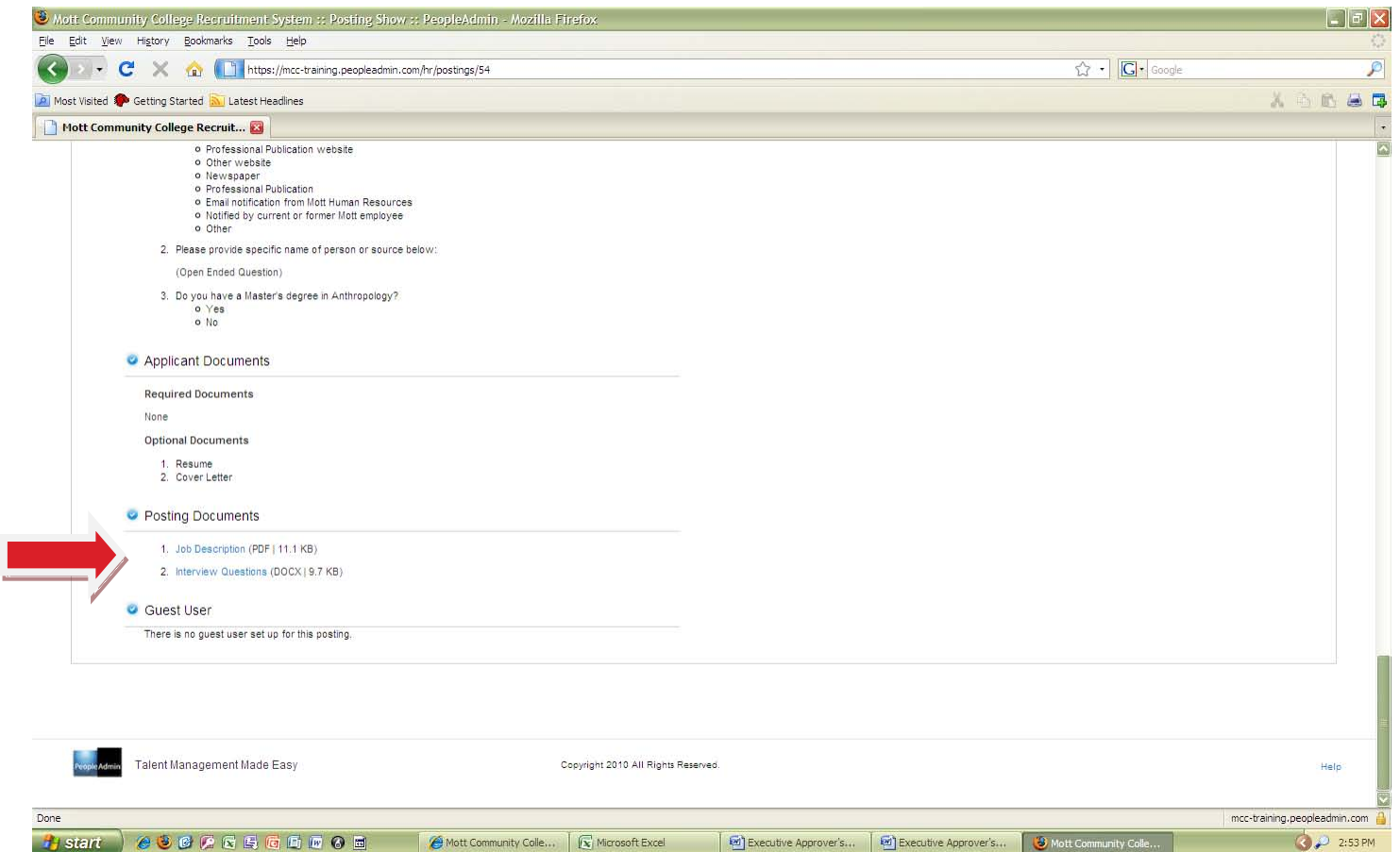
The screenshot displays the PeopleAdmin web application interface. The browser address bar shows the URL <https://mcc-training.peopleadmin.com/hr/>. The page header includes the Mott Community College logo and navigation links for Home, Postings, My Profile, and Help. The user is identified as Delores Deen, with 0 messages and a dropdown menu for the role 'Division Head'. The main content area is titled 'Welcome to your Online Recruitment System' and features an 'Inbox' section with 1 item needing attention. The 'Inbox' section displays a table of job postings for the 'Division Head' group:

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

Below the 'Inbox' section is a 'Watch List' section with 0 items. The right sidebar contains 'Shortcuts' (Create New Staff & Full Time Faculty Posting, Create New Temporary Positions Posting) and 'My Links' (Help, Your Applicant Portal, PeopleAdmin MOPAC - Customer Portal Login).

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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.
6. **Scroll down to *Posting Documents* to review the *job description* and *interview questions*.**



The screenshot displays the 'Mott Community College Recruitment System' interface in a Mozilla Firefox browser. The page title is 'Posting Show :: PeopleAdmin'. The URL is 'https://mcc-training.peopleadmin.com/fr/postings/54'. The main content area shows a list of document categories: 'Applicant Documents', 'Posting Documents', and 'Guest User'. The 'Posting Documents' section is expanded, showing two items: '1. Job Description (PDF | 11.1 KB)' and '2. Interview Questions (DOCX | 9.7 KB)'. A red arrow points to the 'Posting Documents' section header. The footer of the page includes 'PeopleAdmin Talent Management Made Easy', 'Copyright 2010 All Rights Reserved.', and a 'Help' link. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '2:53 PM'.

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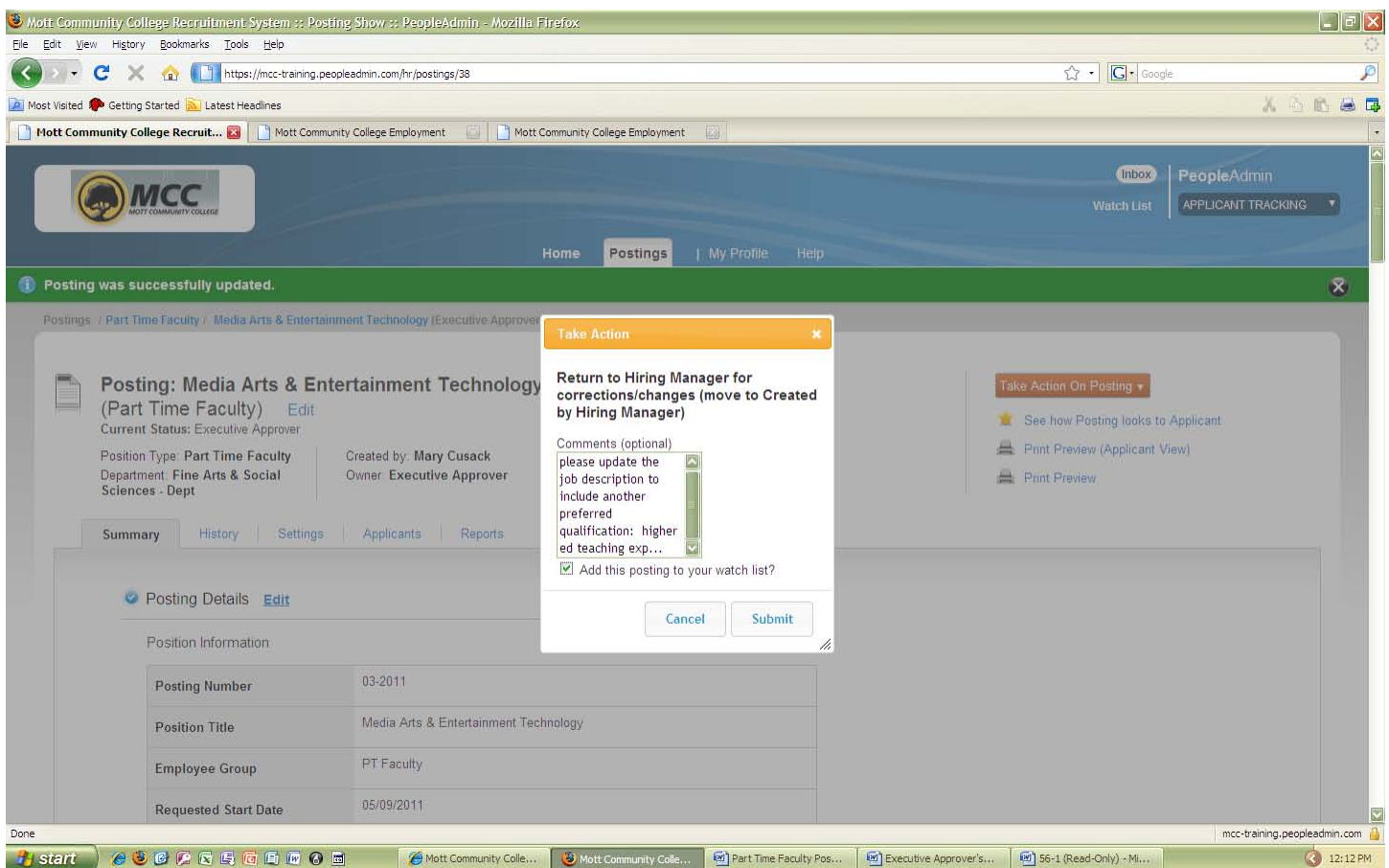
Return to Hiring Manager or Division Head for correction/changes

7. 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 Hiring Manager for Posting (Part-time Faculty)

8. 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 Hiring Manager for posting***.

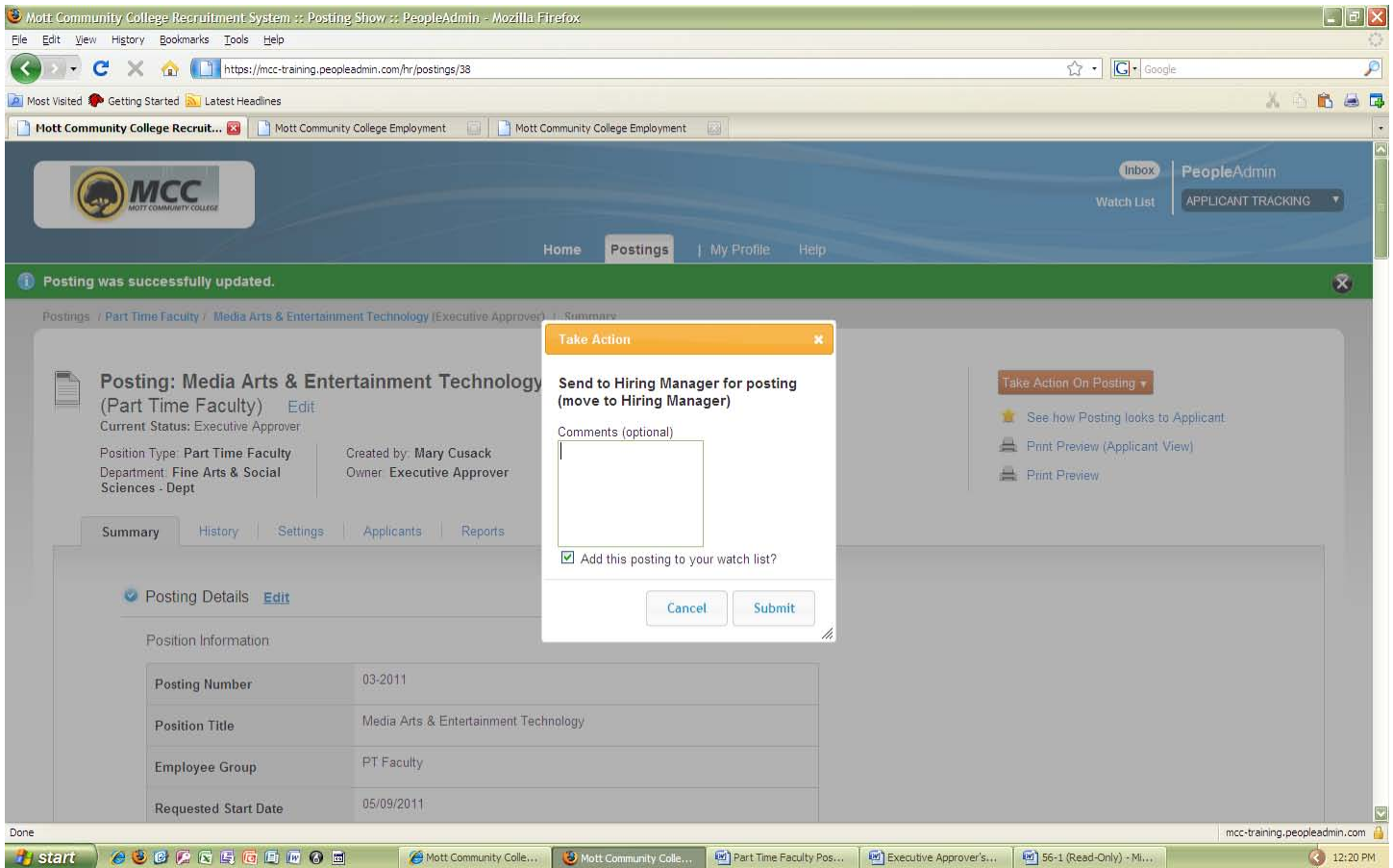
Note: The Hiring manager posts Part Time Instructor positions. After the Executive Approver approves the posting, it is returned to the hiring manager to post position.

The screenshot shows the PeopleAdmin web application interface. At the top, there is a navigation bar with the MCC logo and the text 'PeopleAdmin' and 'APPLICANT TRACKING'. Below this is a green banner that says 'Posting was successfully updated.' The main content area shows a posting for 'Media Arts & Entertainment Technology (Part Time Faculty)'. The current status is 'Executive Approver'. The position type is 'Part Time Faculty', the department is 'Fine Arts & Social Sciences - Dept', and it was created by 'Mary Cusack'. A red arrow points to the 'Take Action On Posting' dropdown menu, which is open and shows the following options: 'Keep working on this Posting', 'Send to Hiring Manager for posting (move to Hiring Manager)', and 'Return to Hiring Manager for corrections/changes (move to Created by Hiring Manager)'. Below the posting details, there is a table with the following information:

Position Information	
Posting Number	03-2011
Position Title	Media Arts & Entertainment Technology
Employee Group	PT Faculty
Requested Start Date	05/09/2011

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9. When you select *Send to Hiring Manager* for posting, add a comment (optional) for the hiring manager. You may add this posting to your Watch List. Click *Submit*.



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Send to Chief HR Officer for Posting (Staff and Full-time Faculty)

10. Hover mouse over *Take Action on Posting* and select *Send to Chief HR Officer for Approval* (move to *Pending Review by CHRO*).

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 Executive Approver". A red arrow points to the "Take Action on Posting" menu, which is open and shows the following options:

- Keep working on this Posting
- Return to Division Head (move to Under Review by Division Head)
- Send to Chief HR Officer for approval (move to Pending Review by Chief HR Officer)

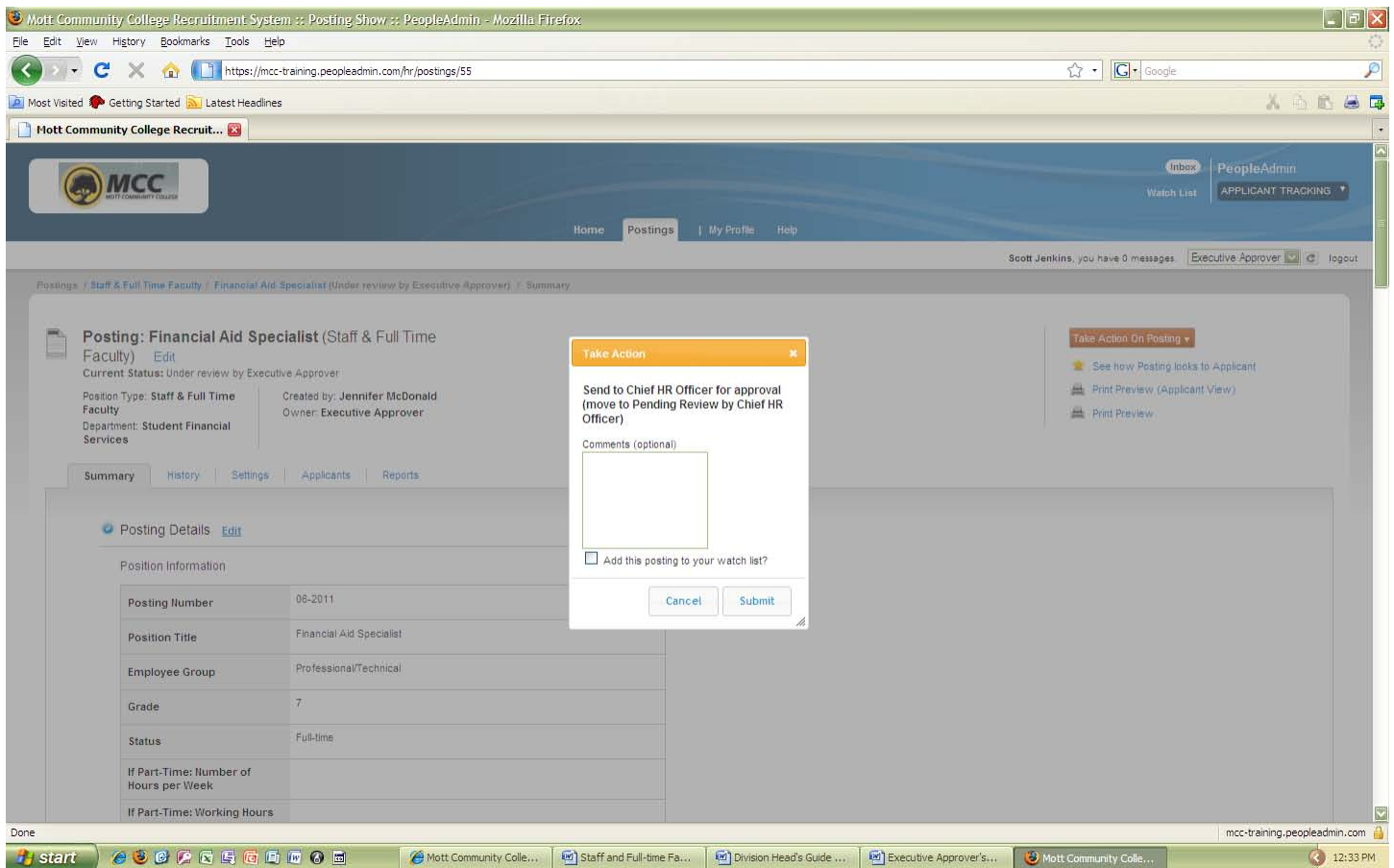
The "Posting Details" section includes the following information:

Position 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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11. When you select *Send to CHRO* for review, add a comment (optional). Click on add to *Watch List* if you’d like to track the posting. Click *Submit*.

Note: After you click submit, the green status bar will say *Position was successfully transitioned, and it was added to your Watch List*. The Watch List is located under the Home page.



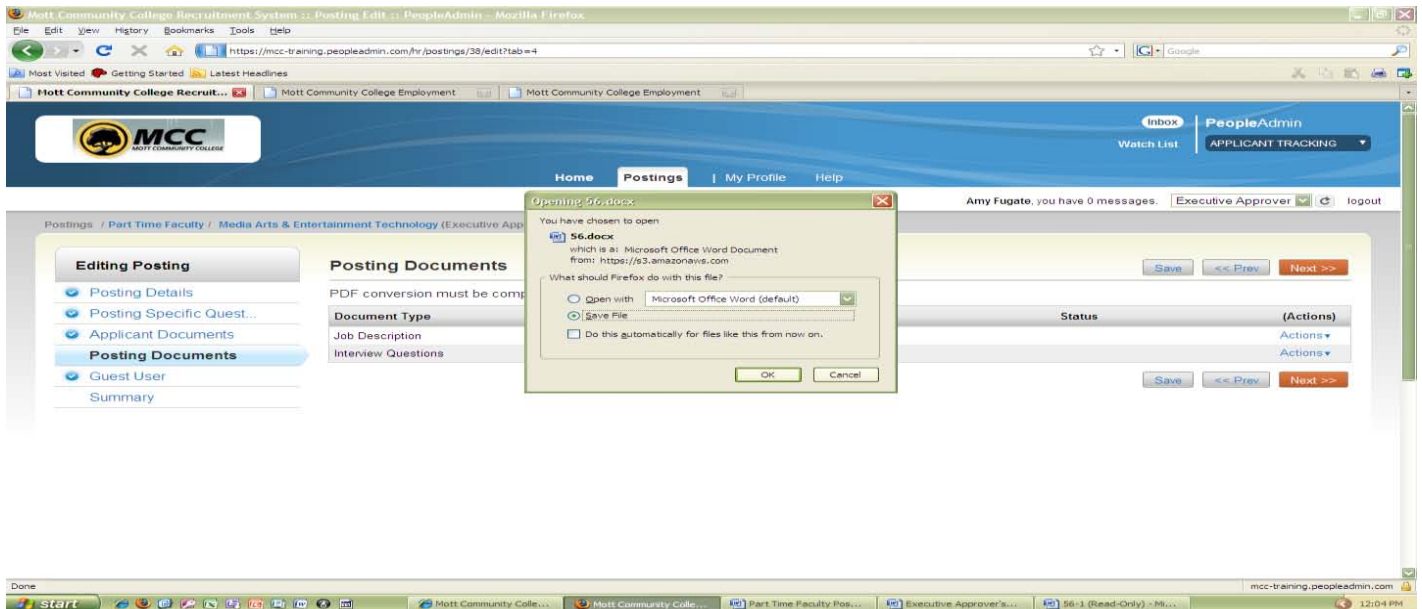
Send to Hiring Manager for Posting (Temporary)

NOT FINALIZED; TO BE DETERMINED

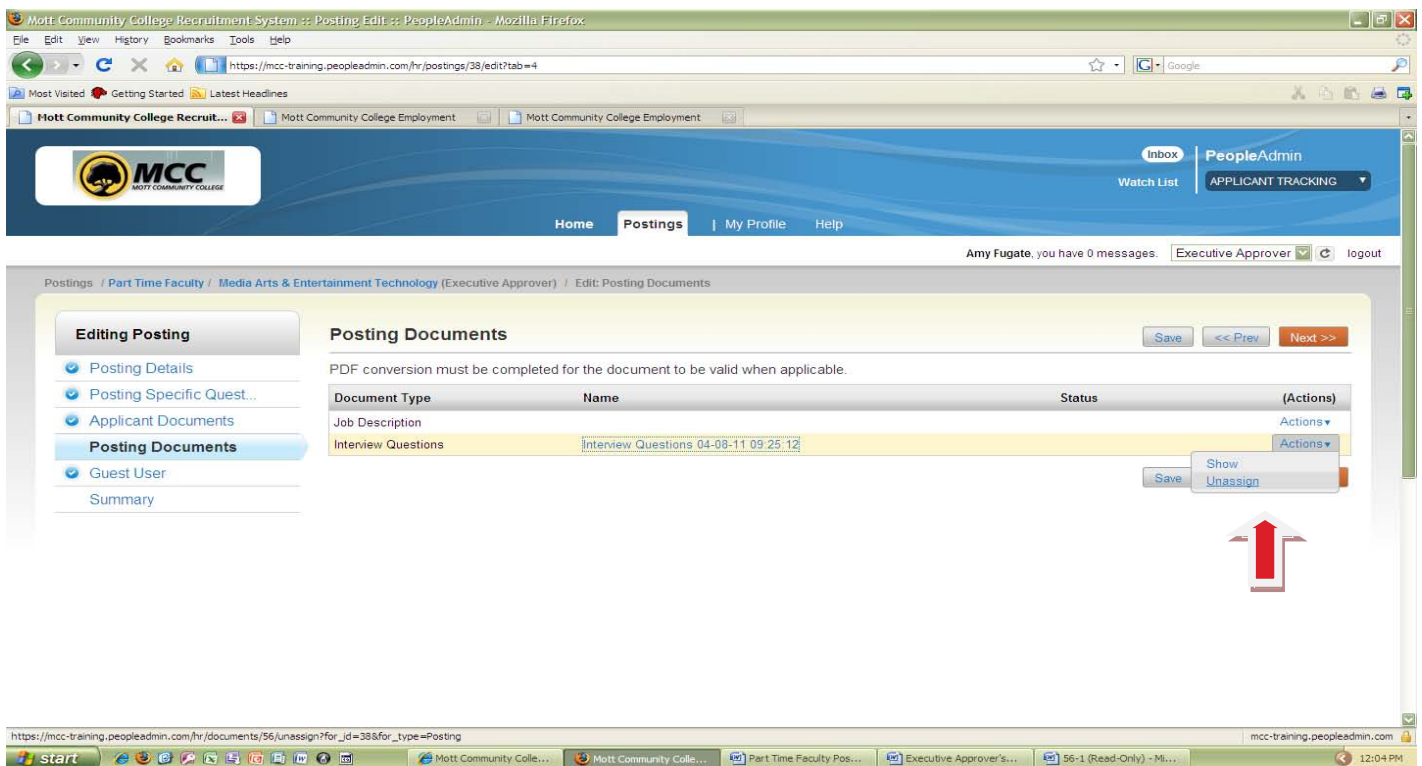
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Make changes to posting documents

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, there is a sidebar with 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' button, and 'Next >>' button. Below this, a message states: 'PDF conversion must be completed for the document to be valid when applicable.' A table lists the documents:

Document Type	Name	Status	(Actions)
Job Description			
Interview Questions	Interview Questions 04-08-11 09:25 12		Actions Upload New Create New Choose Existing

A red arrow points to the 'Save' button in the 'Actions' menu for the 'Interview Questions' document. The browser's address bar shows the URL: <https://mcc-training.peopleadmin.com/hr/postings/38/edit?tab=4>. The user is identified as 'Amy Fugate, you have 0 messages.' and is in the role of 'Executive Approver'.

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Request a New Password

For best results, we recommend using Mozilla Firefox browser.

1. Go to <https://mcc-training.peopleadmin.com/hr/login>
2. Click on the *Request a password reset* link.
3. Enter username when prompted. (first.lastname)
4. You will receive a link in an email from jobs@mcc.edu to reset your password.

