PeopleAdmin –

*Mott’s Applicant Tracking System*

Division Head’s Guide

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Table of Contents

Login ................................................................................................................................................ 3
Inbox/Watch List ................................................................................................................................ 4
Review/Approve a Posting .................................................................................................................. 5
Return to Hiring Manager for correction/changes .............................................................................. 7
Send to Executive Approver .............................................................................................................. 8
Send to Hiring Manager for Posting (Temporary) ........................................................................... 9
Make changes to posting documents .............................................................................................. 10
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.
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.
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.
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 Specific Questions* to view minimum and additional preferred qualification questions. Scroll down to *Posting Documents* to review the *Job Description* and *Interview Questions.*
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.
Send to Executive Approver

2. 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.**
3. 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
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.
3. **Upload** New document.
4. **Click** *Save*.

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