PeopleAdmin –

Mott’s Applicant Tracking System

Executive Approver’s Guide

Created by: Staffing & Recruiting, Mott Human Resource Office
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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.
**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.

![Screen View](image.png)
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 Documents to review the job description and interview questions.
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.
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.
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.**
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).
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.

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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.
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.