PeopleAdmin –

Mott’s Applicant Tracking System

Manager’s Guide (Part-time Faculty)

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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 Hiring Manager. The Hiring Manager screen view will be your default login.
Create a Posting – from Position Type

1. Under the Home page, Click on Create New Part Time Faculty Posting link under Shortcuts.

2. Select Create From Position Type.

3. Enter Position Title (part time). (IE Sociology Instructor (part time))

4. Select Department, if applicable.

5. Under Applicant Workflow select Under review by Hiring Manager.

6. Click box for Mott PT Faculty Application.

7. Click on Create New Posting (orange) button.

   Note “Posting was successfully created” on green bar.

Posting Details

8. Click on drop down for Employee Group and select part-time faculty.

9. Click on Requested Start Date and select a date. (If ASAP, may select current date)
10. Enter Starting Salary. See Employee Group Information/Faculty/current salary schedule and "C/E, Step 0" for amount.
   a. Ex: $935.00 per contact hour
11. Compensation Details has default language – no need to change.

Position Summary Information

12. Enter Position Summary from job description and enter new summary from job description under "specific teaching assignment". **Copy and paste from job description.**
   a. EX: Faculty member will be responsible for teaching courses in Developmental Reading for students having a wide range of skill levels. Additionally, the course assignment may include teaching college–level Reading courses designed to enhance students’ critical reading and thinking skills.

2. Enter (copy and paste) Minimum Requirements from job description.
3. Enter (copy and paste) Additional Desirable Qualifications from job description.
5. Enter (copy and paste) Work Schedule from job description.
   a. EX: Faculty are required to maintain office hours and will make additional provisions for student consultations as may be necessary and reasonable.
6. Additional Information field has default language – no changes necessary.
7. Enter Application Deadline, if applicable. Enter “Continuously accepting applications” if you are using the posting to attain a pool of applicants.
8. Select appropriate text under Additional Application Deadline Information, if applicable. Make sure to delete the text that doesn’t apply. Most likely you will delete all of the text for part–time faculty postings unless you intend to fill the position once and take it off of the website.

Posting Details

9. Enter Date to be Posted. This is the earliest date that will allow the posting to be public.
   (Can enter current date; it will post immediately once approved)
10. Enter Date Posting to be Closed, if applicable. Since part time faculty postings are meant to be pool positions (constantly accepting applications), you’ll normally enter the appropriate date at the time you remove the posting from the website when you no longer want to receive applications. Contact a Staffing representative to reactivate the posting at a later date.
11. Disregard Open Until Filled since part–time faculty positions are setup to continuously accept applications to maintain a pool and hire multiple applicants under the same posting.
12. Click on Next.
Posting Specific Questions (supplemental) – Adding a minimum qualification question

13. Click the *Add a question* button, if applicable. Search and submit the appropriate minimum qualification question by entering the keyword. (IE Sociology)

14. If the question is not in the library of questions, click on *Add a New One* at the bottom of the page.
13. **Enter** Name such as subject/discipline (IE Sociology).
   a. **Change** Status to active
   b. **Select** appropriate Category
   c. Write question
   d. **Click** on appropriate Possible Answers
   e. If using *disqualifying question (minimum qualification)*, **select** Predefined and fill in possible Answer 1 and 2.
   f. **Click** Submit

**Predefined Answers Example**

![Predefined Answers Example](image-url)
14. For each disqualifying question: Hover mouse over the question and click to reveal possible answers. 
   Click on the disqualifying box for No.
15. Click on the Required box to require the applicant to answer the question.

Any applicant who selects the disqualifying answer will receive a “Fail Message” at the time of application.

16. Click on Save.
17. Click the Next button or repeat to add additional minimum qualification questions.
Adding a preferred qualification question

18. When adding a preferred qualification question you may elect to assign a point value to each answer. The system will assign a score to each applicant based on the applicant’s answer for each preferred qualification question.

   a. Hover mouse over the question and click to reveal possible answers.
   b. Enter number of points for the appropriate response.
   c. Click Save.
   d. Click Next.

19. Click on the Required box to require the applicant to answer the question.
Selecting Applicant Documents

20. Select both Included and Required boxes for Resume and Cover Letter. You may also select any other appropriate applicant documents to be included. In order for the documents to be required, you must also select included.

21. Click on Next.
Posting Document

22. Upload Job Description by hovering over Actions and select upload new.
23. Click on Browse and select job description. Click on submit.
24. Upload Interview Questions by hovering over Actions and select upload new. Although not required, it is strongly suggested to upload interview questions so that all documents related to this recruitment process is stored in one location.
25. Click on Next.
Guest User

26. Do you want to give guests access to view this posting? Click on Create Guest User Account button. A Guest user would be someone who will help you evaluate the application materials. Someone you can demonstrate has a reasonable reason to have access such as a subject matter expert.

27. Enter guest user’s email address in Email addresses box. Click on Update Guest User Recipient List button.

28. Click on Next button.

Note: The guest user will receive an email that gives them instructions for login once the position is posted and to contact the hiring manager for password. Go to Guest User section for password.
Posting: (name of position)

Note: You may select “Print Preview” on the right hand side of the posting to see how the posting will look to the applicant.

Summary page

29. Move mouse to Take Action On Posting (orange button) and select Executive Approver.
30. Enter comments for the Executive Approver, if applicable. Click submit.
31. Go back to Home page to track posting under Watch List.

32. If you are prompted to make changes to the posting, click on appropriate position from your inbox.
   Click on Edit under the Summary Tab. Make appropriate changes and click on Save button. If you need to return to Executive Approver, move mouse to Take Action On Posting (orange button) and select Executive Approver.
Post Position – Part Time Instructor

1. You will receive an email notification when the posting has been approved by the Executive Approver (VP or above) to either update changes to the job description and/or posting. You will either resubmit changes for approval to the Executive Approver or post the position.

Note: Part-time faculty positions do not go through human resources; they return to the hiring manager to post the position.

2. Login to system and go to Inbox under the Home page. Select the position by clicking on the job title. Once you are ready to post, move mouse to Take Action On Posting, select Post position, move to Posted.
   a. Keep working on posting
   b. Post position (move to Post)
   c. Repost position (move to Reposted)
   d. Extend posting (move to Extended Posting)
   e. Filled (move to Filled)
   f. Close/remove from web (move to Closed/Removed from Web)
   g. Approve for later posting (move to Approve for later posting)
   h. Approve for internal posting (move to Approve for internal posting) – n/a
   i. Once you select a workflow state, the posting will show that workflow state under the postings tab.

3. Keep the position in your Watch List and Click on Submit when prompted.

4. The green status bar should say “Posting was successfully transitioned”. Under the position, the Workflow State will say Posted. You will also receive an email that notifies you the position is posted.

5. Once the position is posted, assigned guest users will receive a notification email that explains they now have access to that posting’s applications, link to website, and to contact the hiring manager for password.

Note: After you post the position, you will be unable to edit or repost. If you need to edit or repost the position, contact a Staffing representative and request to “move posting to hiring manager” for further work.
Create a Posting – from Posting

1. Move mouse over Postings tab, select Part-Time Faculty.
2. Click on Create New Posting link.

3. A window box will appear asking “What would you like to use to create this new posting?” Select Create From Posting.
4. Choose a posting you’d like to replicate from the list by moving the mouse over *Actions* of that posting. **Select Create From.**

![Image of posting creation process]

5. **Change** *Position Title* to applicable title. *(IE Sociology Instructor (part time))*

6. **Click** on “Create New Posting” (orange) button.

   Note: “Posting was successfully created” at top of the next page on green status bar. Click on X to remove green status bar.

**Posting Details: Position Information**

7. **Click** on *Requested Start Date* and **select** a date. *(If ASAP, may select current date)*

8. **Enter** *Starting Salary*. See Employee Group Information/Faculty/current salary schedule and “C/E, Step 0” for amount.
Position Summary Information

9. **Delete** current information under *Position Summary* and **enter** new summary from job description under “specific teaching assignment”. **You can copy and paste from job description.**
   
   a. **EX:** Faculty member will be responsible for teaching courses in Developmental Reading for students having a wide range of skill levels. Additionally, the course assignment may include teaching college-level Reading courses designed to enhance students’ critical reading and thinking skills.

10. **Delete** current information under *Minimum Requirements* and **enter (copy and paste) Minimum Requirements* from job description.

11. **Delete** current information under *Additional Desirable Qualifications* and **enter (copy and paste) Additional Desirable Qualifications* from job description.

12. **Enter (copy and paste) Physical Requirements/Working Conditions* from job description.

   
   a. **EX:** Faculty are required to maintain office hours and will make additional provisions for student consultations as may be necessary and reasonable.

14. No action needed on **Additional Information**.

15. **Enter Application Deadline**, if applicable. Enter “Continuously accepting applications” if you are using the posting to attain a pool of applicants.

16. **Select** appropriate text under *Additional Application Deadline Information*. Make sure to **delete** the text that doesn’t apply. Most likely you will delete all of the text for part-time faculty postings unless you intend to fill the position once and take it off of the website.

Posting Details

17. **Change Date to be Posted**. This is the earliest date that will allow the posting to be public.

18. **Enter Date Posting to be Closed**, if applicable. Since part time faculty postings are meant to be pool positions (constantly accepting applications), you’ll normally enter the appropriate date **at the time** you remove the posting from the website when you no longer want to receive applications. Contact a Staffing representative to reactivate the posting at a later date.

19. Disregard *Open Until Filled* since part-time faculty positions are setup to continuously accept applications to maintain a pool and hire multiple applicants under the same posting.

20. **Click Next**.
Posting Specific Questions (supplemental)

Adding a minimum qualification question

21. **Delete** any question that was related to the old posting.
   a. First, **uncheck** the *Required* box in front of that particular question.
   b. **Click** *Save*.
   c. Next, click on the X on the right hand side of that question. Select *yes* when prompted.

**Important** **Click** on *Save*.

Note: “How did you learn of this position?” and “If you selected Other…” are both questions that cannot be deleted from the system.
22. Click the *Add a question* button, if applicable. Search and add the appropriate minimum qualification question.

If the question is not in the library of questions, click on *Add a New One* at the bottom of the page.
23. Enter Name such as subject/discipline (IE Sociology).
   
a. Change Status to active
b. Select appropriate Category
c. Write question based on minimum qualification
d. Click on appropriate Possible Answers
e. If using disqualifying question (minimum qualification), select Predefined and fill in Possible Answer 1 and 2.
f. Click submit

Predefined Answers Example
24. If disqualifying question: Hover mouse over the question and click to reveal possible answers. Click on the disqualifying box for No. Click save.

25. Click on the Required box of the minimum qualification Question to require the applicants to answer the question(s).
Adding a preferred qualification question

26. When adding a preferred qualification question you may elect to assign a point value to each answer. The system will assign a score to each applicant based on the applicant’s answer for each preferred qualification question.

27. Hover mouse over the question and click to reveal possible answers. Enter number of points for the appropriate response. Click Save.

28. Click on the Required box to require the applicant to answer the question.

29. Click the Next button.
Selecting Applicant Documents

30. Select both Included and Required boxes for Resume and Cover Letter. You may also select any other appropriate applicant documents to be included. In order for the documents to be required, you must also select included.

31. Click Next.
Posting Documents (job description)

32. Delete previous Job Description by hovering mouse over *Actions* and select *Unassign*.
33. Click *OK* to permanently remove document.
34. Upload new job description using the browse function and select *submit*.
35. Repeat steps to assign new Interview Questions. Upload new Interview Questions using the browse function and select *submit*. Although not required, it is strongly suggested to upload interview questions so all documents related to the recruitment process are stored in one location.
36. Click *Next*.
Guest User

37. Do you want to give guests access to view this posting? **Click** on *Create Guest User Account* button. Guest user would be someone who will help you evaluate the application materials. Someone you can demonstrate has a reasonable reason to have access such as a subject matter expert.

38. **Enter** guest user’s email address in Email addresses box. **Click** on Update Guest User Recipient List button.

39. **Click** on *Next* button.

**Note:** The guest user will receive an email that gives them instructions for login once the position is posted and to contact the hiring manager for password. Go to *Guest User* section for password.
Posting: (name of position)

Note: You may select “Print Preview” on the right hand side of the posting to see how the posting will look to the applicant.

40. Move mouse to “Take Action On Posting” (orange button) and select Executive Approver.
41. Enter comments (pop up box) for the Executive Approver, if applicable.
42. Go back to Home page and track the status of the posting under “Watch List”.
43. If you are prompted to make changes to the posting, click on appropriate position from your inbox. Click on Edit under the Summary Tab. Make appropriate changes and click on Save button. If you need to return to Executive Approver, Move mouse to “Take Action On Posting” (orange button) and select Executive Approver.

Post Position – Part time Instructor

1. You will receive an email notification when the posting has been approved by the Executive Approver (VP or above) to either update changes to the job description and/or posting. You will either resubmit changes for approval to the Executive Approver or post the position.
2. Note: Part–time faculty positions do not go through human resources; they return to the hiring manager to post the position.
3. Login to system and go to Inbox under the Home page. Select the position by clicking on the job title. Once you are ready to post, move mouse to Take Action On Posting, select Post position, move to Posted.
   a. Keep working on posting
   b. Post position (move to Post)
   c. Repost position (move to Reposted)
   d. Extend posting (move to Extended Posting)
   e. Filled (move to Filled)
   f. Close/remove from web (move to Closed/Removed from Web)
   g. Approve for later posting (move to Approve for later posting)
   h. Approve for internal posting (move to Approve for internal posting) – n/a
   i. Once you select a workflow state, the posting will show that workflow state under the postings tab.
4. Keep the position in your “watchlist” and Click on Submit when prompted.
5. The green status bar should say “Posting was successfully transitioned”. Under the position, the Workflow State will say Posted. You will also receive an email that notifies you the position is posted.
6. Once the position is posted, assigned guest users will receive a notification email that explains they now have access to that posting’s applications, link to website, and to contact the hiring manager for password.

Note: After you post the position, you will be unable to edit or repost. If you need to edit or repost the position, contact a Staffing representative and request to “move posting to hiring manager” for further work.
Review Applications

1. Click on job posting from Watch List.
2. Click on Applicants tab.
3. Click on applicant’s name to view application.
4. To view cover letter and resume documents, scroll down to end of application page and click on the document to open.
5. After the application review, move mouse to Take Action on Job Application button and select from one of the following workflow states:
   a. Keep working on this Job applicant
   b. Select for phone interview – Select if you conduct phone interviews.
   c. Select for onsite interview – Select if you conduct onsite interviews.
   d. Not hired, email when position is filled – Do not use this option since we continuously hire under the same posting.
   e. Withdraw – You may use if an applicant has notified you but we recommend that you request the applicant to withdraw their application by logging into their account and selecting withdraw.
   f. Not considered, email immediately – Use this option if you will neither consider the applicant today or in the future and/or the applicant does not meet minimums. The applicant will receive an email that explains we are considering others who more closely match the requirements of the position. The job application will be archived.
6. If you’d like to enter a comment about the job applicant, pull up the applicant record, go to the History tab, and enter comments under Note. Click Save changes.
Notifying Applicants – no further consideration

As a courtesy to applicants, we recommend notifying part-time applicants when you are no longer considering them for a part-time faculty position.

a. You will use the system to notify applicants after you’ve completed one of the following actions: reviewed application, phone interview and/or onsite interview.

To notify:

i. Click on appropriate job posting under Postings Tab.

ii. Click on Applicant tab.

iii. Select the applicant by clicking on the name. Make sure the correct name is pulled up.

iv. Go to Take Action on Job Application button, select Not Considered, Email Immediately (last selection). The application will be archived. *Important* do not use: Not Hired – email when posting is filled.

v. Select the appropriate reason you are no longer considering the applicant.

Note: If you want to view that job applicant or any inactive job application in the future, go to Applicant tab under the Posting, click on More Search Options button, and change Status drop down to inactive and click on Search.
b. If you want to keep an application on file for future consideration, there is no action to be taken. That application will remain in the **Under Review by Hiring Manager** status or the last action taken (I.E. onsite interview).

**Hire an Applicant**

Note: In order for the applicant to be moved to **Hired**, it must first have the status of **Selected for Onsite Interview**.

1. **Click** on Job posting from **Watch List**.
2. **Click** on **Applicants** tab.
3. **Click** on job applicant’s name to view application.
4. Move mouse to **Take Action on Job Application** button and select from one of the following workflow states:
   a. Keep working on this Job application
   b. Potential hire (move to Potential hire) – can use this state during reference checks and/or if you want to consider applicant for future opening
   c. Hired (move to Hired)
   d. Not Considered, Email Immediately (move to Not Considered, Email Immediately)
To view job applicant after moved to *Hired* status:

- e. Go to Applicants Tab
- f. **Highlight** *Hired* under *Workflow State*
- g. Change status to *inactive*
- h. **Click** on *Search*
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.