PeopleAdmin –

Mott’s Applicant Tracking System

Manager’s Guide (Staff & FT Faculty)

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Login

In order to use the system, the manager must first receive training from a Staffing Representative.

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.
Create a Posting – from Posting

1. Move mouse over Postings tab, select Staff & Full-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.
5. **Change Position Title** to applicable title.
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**

1. **Change Employee Group**, if applicable.
2. **Change Grade**. (Find on last page of job description)
3. **Select Status**.
4. **Enter If Part-Time: Number of Hours per Week**, if applicable.
5. **Enter If Part-Time: Working Hours (From/To)**, if applicable.
6. **Enter If Temp/Grant/Contract: Dates (From/To)**, if applicable.
7. **Select Reason for Vacancy**.
8. **Click** on Requested Start Date and **select** a date.
9. **Enter Name of Previous or Current Employee Filling Position**.
10. **Enter Date Employee Leaving** (if applicable).
11. **Enter Previous Title** (if title change).
12. **Enter Requested Advertising Sources**. Be sure to include any associations, diversity or specific field websites, schools, etc.
13. Enter Interview Committee.
14. Enter FTE.

**Position Summary Information**

15. **Delete** information under *Position Summary* and **enter (copy and paste) Position Summary* from job description (Purpose and Supervisory Responsibility),
16. **Delete** information under *Minimum Requirements* and **enter (copy and paste) Minimum Requirements* from job description.
17. **Delete** information under *Additional Desirable Qualifications* and **enter (copy and paste) Additional Desirable Qualifications* from job description.
18. **Enter (copy and paste) Physical Requirements/Working Conditions* from job description.
20. **Enter** Application Deadline, if applicable. Enter the minimum number of days/weeks you’d like to post the position or date you’d like the posting to close. A specific timeframe is subject to change per union contract guidelines. If you’d prefer to keep the posting open until a sufficient pool has been identified, **enter Open until Sufficient Pool**.
21. **Click Next**.
Posting Specific Questions (supplemental)

Adding a minimum qualification question

22. **Delete** any question that was related to the old posting by clicking 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.
23. **Click** the *Add a question* button, if applicable. Search and add the appropriate minimum qualification question.
24. If the question is not in the library of questions, click on *Add a New One* at the bottom of the page.
25. **Enter Name** such as subject/discipline (IE, Financial Aid). The education questions will be **Named** by degree type or field.
   
a. **Change Status** to *active*
b. **Select** appropriate *Category*
c. Write question based on minimum qualification. Copy and paste minimum requirement from the job description and modify it to be 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]
26. For each disqualifying question:
   a. Click on the Required box to require the applicant to answer the question.
   b. Click on question to reveal possible answers.
   c. Click on the disqualifying box for the answer No.
   d. Click Save.

27. Click the Next button or repeat to add additional minimum qualification questions.

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

Adding a preferred qualification question

28. 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. After you write the question, click on question to show possible applicant answers.
   b. Enter number of points for the appropriate response.
   c. Click on the Required box to require the applicant to answer the question.
d. Click **Save** and **click Next**.

### Preferred Qualification Question

**Example of Preferred Qualification Question**

How many years of administrative support experience do you have?

<table>
<thead>
<tr>
<th>Answer</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1–2</td>
<td>20</td>
</tr>
<tr>
<td>2. 3–5</td>
<td>30</td>
</tr>
<tr>
<td>3. 6–10</td>
<td>40</td>
</tr>
<tr>
<td>4. 11+</td>
<td>50</td>
</tr>
</tbody>
</table>
Selecting Applicant Documents

29. **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*.

30. **Click Next**.
Posting Documents (job description)

31. Delete previous Job Description by hovering mouse over Actions and select Unassign.
32. Click OK to permanently remove document.
33. Upload new job description using the browse function and select submit.
34. 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.

35. Click Next.
Guest User

36. 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.

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

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.
Summary Page

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. HR will be updating specific fields before posting.

40. Move mouse to Take Action On Posting (orange button) and select Under Review by Division Head or Under Review by Executive Approver, whomever is next in the chain of command.

41. Enter comments for the Division Head/Executive Approver, if applicable. Check the Watch List box.
42. Click Submit.
43. Go back to Home page to track posting under Watch List.
Create a posting – from position type

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

2. Select Create From Position Type.

3. Enter Position Title. (IE, Financial Aid Specialist)

4. Select Department, if applicable.

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

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

   Note “Posting was successfully created” on green status bar.

Posting Details

7. Select Employee Group.

8. Enter Grade (Find on last page of job description).


10. Enter If Part–Time: Number of Hours per Week, if applicable.

11. Enter If Part–Time: Working Hours (From/To), if applicable.
12. **Enter If Temp/Grant/Contract: Dates (From/To), if applicable.**
13. **Select Reason for Vacancy.**
14. **Click on Requested Start Date and select a date.**
15. **Enter Name of Previous or Current Employee Filling Position.**
16. **Enter Date Employee Leaving (if applicable).**
17. **Enter Previous Title (if title change).**
18. **Enter Requested Advertising Sources.** Be sure to include any associations, diversity or specific field websites, schools, etc.
19. **Enter Interview Committee.**
20. **Enter FTE.**

**Position Summary Information**

21. **Enter Position Summary** from job description (Purpose and Supervisory Responsibility) **Copy and paste** Purpose and Supervisory Responsibility from job description.
22. **Enter (copy and paste) Minimum Requirements** from job description.
23. **Enter (copy and paste) Additional Desirable Qualifications** from job description.
24. **Enter (copy and paste) Physical Requirements/Working Conditions** from job description.
25. **Enter (copy and paste) Work Schedule** from job description.
26. **Enter Application Deadline, if applicable.** Enter the minimum number of days/weeks you’d like to post the position or date you’d like the posting to close. A specific timeframe is subject to change per union contract guidelines. If you’d prefer to keep the posting open until a sufficient pool has been identified, **enter Open until Sufficient Pool.**
Posting Specific Questions (supplemental)

Adding a minimum qualification question

27. Click the *Add a question* button, if applicable. Search and submit the appropriate minimum qualification question by entering the keyword. (IE Financial Aid)
28. If the question is not in the library of questions, **click on Add a New One** at the bottom of the page.

Note: You will include or create a question for each measurable minimum qualification (IE, education and experience).
29. **Enter Name** such as subject/discipline (IE, Financial Aid). The education questions will be **Named** by degree type or field.
   
a. **Change Status** to **active**
   
b. **Select** appropriate **Category**
   
c. **Write question.** Copy and paste the minimum from the job description and modify it to be a 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**
30. For each disqualifying question:
   a. **Click** on the *Required* box to require the applicant to answer the question.
   b. **Click** on question to reveal possible answers.
   c. **Click** on the disqualifying box for the answer *No*.
   d. **Click** Save.

31. **Click** the *Next* button or repeat to add additional minimum qualification questions.

Any applicant who selects the disqualifying answer will receive a "Fail Message" at the time of application.
Adding a preferred qualification question

32. 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. After you write the question, **click** on question to show possible applicant answers.
   b. **Enter** number of points for the appropriate response.
   c. **Click** on the Required box to require the applicant to answer the question.
   d. **Click** Save and **click** Next.
Selecting Applicant Documents

33. 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.

34. Click Next.
Posting Document

35. Upload Job Description by hovering over Actions and select Upload New.
36. Click on Browse and select Job Description. Click on Submit.
37. 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.
38. Click on Next.
Guest User

39. 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.

40. **Enter** guest user’s email address in Email addresses box.

41. **Click** on *Update Guest User Recipient List* button.

42. **Click** on *Next* button

43. The guest user will receive an email that gives them instructions for login and username once the position is posted. They will be directed to contact the hiring manager 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. HR will be updating specific fields before posting.

44. Move mouse to Take Action On Posting (orange button) and select Under Review by Division Head or Under Review by Executive Approver, whomever is next step in the chain of command.

45. Enter comments for the Division Head/Executive Approver, if applicable. Check the Watch List box.

46. Click on Submit.
47. Go back to Home page to track posting under *Watch List.*

Make Changes to Posting

48. 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.

49. To return to Division Head or Executive Approver, move mouse to *Take Action On Posting* (orange button) and **select** *Division Head or Executive Approver,* whomever is appropriate next step.

Note: Hiring managers will not be able to make changes to a posting after the position has been posted. Contact your HR Staffing Representative if you need to make changes.
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. 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.

6. 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. Move to primary pool (Y1)
   c. Move to secondary pool (Y2)
   d. Move to “unknown” pool (U)
   e. Does not meet minimums
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f. Withdraw (do not use)

7. Click on Submit.

Identify Applicant as Primary (Y1)

1. **Select** Move to Primary.
2. **Click** Submit.

![Mott's Applicant Tracking System](image)
Identify Applicant as Secondary (Y2)

8. **Select** Move to Secondary Pool
9. **Select** Reason. If you select “Other”, enter explanation.
10. **Click** Submit.
Identify Applicant as Unknown

1. **Select** *Unknown*
2. **Select** Reason. If you select “Other”, enter explanation.
3. **Click** *Submit.*
**Identify Applicant as Does not Meet Minimums**

1. **Select** *Does not meet minimums.*
2. **Click** Submit.
3. To view job applicant after moved to *DNMM* status:
   a. Go to *Applicants Tab*
   b. Change *status* to *inactive*
   c. **Click** on *Search*

**If you've Misclassified an Applicant**

Notify an HR Staffing Representative and ask that the applicant be moved to "Under Review by Hiring Manager".
Applicant Searches

1. Under the Applicant tab of the posting you can set up an Ad Hoc Search.
2. Click on More Search Options button.
3. Click on the Add Column down arrow to show the list of options.
4. Highlight a subject such as Supplemental Question Score to add to your Ad Hoc Search.
5. You can also select workflow state if necessary. Make sure status is Active.
6. You may save your Adhoc Search - **click** on *Save this search*? 
7. **Enter** Name.
8. **Click** on *Save this Search* button.
9. You can delete a search item by clicking on the X next to the search item or move sequence of search items using the arrows.
Example: Supplemental Question Score Ad Hoc Search.
Request a New Password

1. Go to https://mcc-training.peopleadmin.com/hr/login For best results, we recommend using Mozilla Firefox browser.
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.