

PeopleAdmin

Posting and Applicant Workflow Quick Guide for Permanent Faculty Positions Recruitment Coordinator/HR Representative

Faculty Posting Workflow.

1. Dept HR Rep will create or update faculty positions in ConnectCarolina for EHRA Human Resources review.
2. Once you select Create Posting from position in PeopleAdmin, select which role will be responsible for managing applicant workflows (Department HR Rep or Recruitment Coordinator) via the New Postings tab (see below screenshot).

Applicant Workflow



3. Once the job posting is created in PeopleAdmin, Dept HR Rep Creates Job Posting in PeopleAdmin and submits to School/Division level approver.
 - *Note: The Dept HR Rep should include their name in the Recruitment Coordinator field when submitting the posting if the Recruitment Coordinator role will be managing the application review. Multiple individuals may be included as the Recruitment Coordinator.*
4. Once the posting has been approved at the School/Division level, the posting should be routed to your assigned Talent Acquisition Partner in OHR Employment for final review and publishing.

Applicant Workflows


If Dept HR Rep is selected to manage applicant workflows when the posting was created, the “user group” will also need to be Dept HR Rep to manage applicant workflows. And vice versa, if Recruitment Coordinator is selected to manage applicant workflows when the posting was created, the “user group” will also need to be Recruitment Coordinator to manage applicant workflows.


1. Posting will be transitioned to the **“Initiate Applicant Review When Ready”** workflow state if open until filled, or **“Initiate Applicant Review When Ready (Closed)”** workflow state automatically if the posting has a predetermined close date.

Posting: Associate Professor (Permanent Faculty)

Current Status: Initiate Applicant Review When Ready

Position Type: Permanent Faculty
Department: African Afri-Amer
and Diaspora - 315200

Created by: 
Owner: Department HR Rep

Take Action On Posting 

★ See how Posting looks to Applicant

 Print Preview (Applicant View)

 Print Preview

 Add to Watch List

Summary | History | Settings | Applicants | Reports | Hiring Proposals

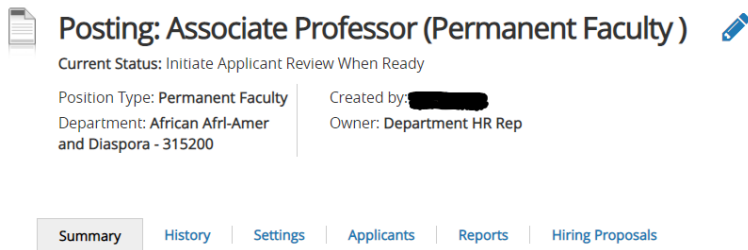
2. Select the "Applicants" tab to see all the applicants in the pool for the recruitment. Select the name of each applicant to be updated, click the **“Take Action on Job Application”** and select the appropriate workflow state. For example, if the applicant was not selected for interview, select **“Not Interviewed, Not Selected (Auto Generated Email)”**. An email will be sent to the applicant letting them know they were not selected for the position when the posting is transitioned to “Filled” or “Failed Search – No One Hired”. If the applicant had a

screening interview and is being selected for an on-site interview, select **"Screening Interview Complete, Selected for Addt'l Interview."** Alternatively, the search committee may elect to seek formal interview approval by transitioning applicants directly to **"Selected for Interview"**.

If applicants have been transitioned to the following workflow states, an automated email will be sent to applicants once the posting has been transitioned to the "Filled" or "Failed Search – No One Hired" workflow states.

- Not Interviewed, Not Selected (Auto Generated Email)
- Screening Interview, Not Selected (Auto Generated Email)
- Interviewed, Not Selected (Auto Generated Email)

3. Once applicants have been identified for a formal interview and their statuses have been updated to "Selected for Interview" or "Screening Interview Complete, Selected for Addt'l Interview", click the orange **"Take Action on Posting"** button and select **"Submit Applicant Review Pool"** to initiate the applicant review process (formally known as Interim Review).



Posting: Associate Professor (Permanent Faculty)

Current Status: Initiate Applicant Review When Ready

Position Type: Permanent Faculty
Department: African Afri-Amer and Diaspora - 315200

Created by: [Redacted]
Owner: Department HR Rep

Summary | History | Settings | Applicants | Reports | Hiring Proposals

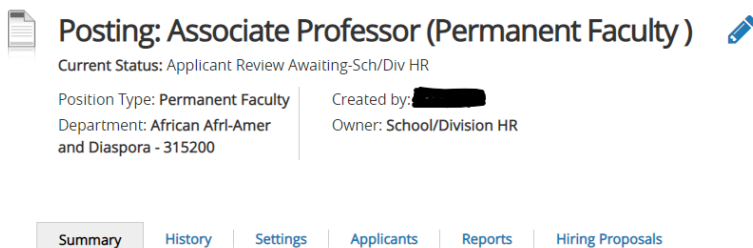


Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

f t in

4. The Applicant Review should be routed to your **School/Division HR Approver** who can either transition the workflow state to **"Submit (move to Applicant Review-OHR Employment)"** (selecting the appropriate Talent Acquisition Partner) or **"Return (move to Applicant Review-Returned to Dept HR Rep)"** for further review.



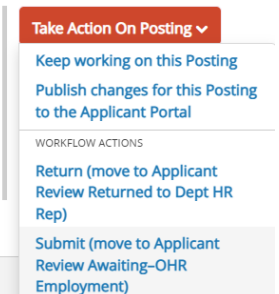
Posting: Associate Professor (Permanent Faculty)

Current Status: Applicant Review Awaiting-Sch/Div HR

Position Type: Permanent Faculty
Department: African Afri-Amer and Diaspora - 315200

Created by: [Redacted]
Owner: School/Division HR

Summary | History | Settings | Applicants | Reports | Hiring Proposals



Take Action On Posting

- Keep working on this Posting
- Publish changes for this Posting to the Applicant Portal

WORKFLOW ACTIONS

- Return (move to Applicant Review Returned to Dept HR Rep)
- Submit (move to Applicant Review Awaiting-OHR Employment)

5. The Talent Acquisition Partner (TAP) will review selected candidates, approve each candidate (if appropriate), and transition the posting to **"Applicant Review Approved."**
6. Candidates approved for interview will have the application status updated to **"Approved for Interview."**
7. If there are questions or a need for additional information, the TAP will contact the Department HR Rep or Recruitment Coordinator and, if necessary, return posting for review.
8. The user group assigned to manage the applicant workflows may select additional candidates for interview, but any newly selected candidates will be required to go through the applicant review approval process. From the posting **Summary** or **Applicant** tab click **"Take Action on Posting"** and select **"Submit (move to Applicant Review Awaiting Sch/Div HR)"**.

Posting: Teaching Assistant Professor (Permanent Faculty)

Current Status: Applicant Review Approved

Position Type: Permanent
Faculty
Department: Human Resources

Created by: HR Tester
Owner: Department HR Rep

Take Action On Posting

Keep working on this Posting

Publish changes for this Posting to the Applicant Portal

WORKFLOW ACTIONS

Close Posting (move to Initiate Applicant Review When Ready (Closed))

Filled (move to Filled)

Submit (move to Applicant Review Awaiting.Sch/Div HR)

Summary

History

Settings

Applicants

Reports

Hiring Proposals

- Once applicant review pool has been approved, interviews can be scheduled with approved candidates.
- After interviews have been completed, go to the **"Take Action on Job Application"** and select the appropriate workflow for each applicant that still needs their workflow updated to a final workflow state. For applicants who will not be moving forward to the final stages of the recruitment process, please update them with [Non-Selection Reason Codes](#).
- The Dept HR Rep will submit the Hiring Proposal for the selected candidate.

Job application: Tommy Thompson (Permanent Faculty)

Current Status: Approved for Interview (Dept HR Rep)

Application form: Faculty Application (No Reference Letter)

Full name: Tommy Thompson
Address:
1600 Penn Ave
Washington, DC, DC 55555
United States of America
Username: [REDACTED]
Email:
4279068231376960266_emailad...
Phone (Primary): 555-555-5555
Phone (Secondary):
Position Type: Permanent Faculty
Department: Mathematics - 318900

Created by: Tommy Thompson
Owner: Department HR Rep

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Submit (move to Interviewed, Not Selected (Auto Generated Email) (Dept HR Rep))

Submit (move to Interviewed, Not Selected (Dept to Generate Email) (Dept HR Rep))

Submit (move to Interviewed, Finalist Pool (Dept HR Rep))

Submit (move to Interviewed, Selected (Dept HR Rep))

Submit (move to Not Interviewed, Not Selected (Auto Generated Email) (Dept HR Rep))

PLEASE NOTE:

- Screening/phone/non-formal interviews do not require approval from OHR-Employment
- If you are logged in as a Dept HR Rep and selected Dept HR Rep to manage applicant workflows when the posting was created, you will not need to change your user group when updating applicant workflows and non-selection reasons. Conversely, if you are logged in as a Dept HR Rep and you selected Recruitment Coordinator to update applicant workflows and non-selection reasons when the posting was created, you will need to change your user group to Recruitment Coordinator to update applicant workflows and non-selection reasons. However, you will still need to submit your postings, applicant reviews, and hiring proposals as Dept HR Rep. The Recruitment Coordinator is a required field in the posting and can include multiple individuals from the drop-down list. If the name you are looking for does not appear in the drop-down list, please submit a HELP Ticket.

Additional Resources are located on the OHR website under Hiring Manager Information in the "Using PeopleAdmin" section. Additional resources include [Non-Selection Reason Codes](#), [Applicant Workflow State Definitions](#) and [FAQs](#).

Contact your assigned Talent Acquisition Partner (TAP) in OHR at 919-843-2300 with question