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).

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.

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 Add'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 Add'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).

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.

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)".
9. Once applicant review pool has been approved, interviews can be scheduled with approved candidates.

10. 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.

11. The Dept HR Rep will submit the Hiring Proposal for the selected candidate.

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