

INITIATING FACULTY POSTING

Login Page

Open your browser and go to <https://jobs.hr.txstate.edu/hr> to log in. After entering the URL, the “login screen” for the system will appear:

Texas State University

Users with NetIDs please [click here](#) or on the **SSO Authentication** link below to log in.

We are pleased to announce that Texas State University has upgraded to the newest PeopleAdmin SelectSuite Electronic Application System (EASY).

We are currently operating two different websites.

To access the older version of PeopleAdmin SelectSuite Electronic Application System (EASY), please [click here](#).

USERNAME

PASSWORD

[Log In](#)

Authenticate with single [Sign-on? SSO Authentication](#)

Login: Sign in using your Texas State University user name and password by selecting the SSO Authentication link.

TEXAS STATE UNIVERSITY

Texas State Authenticated Access

Login to PeopleAdmin 7 Texas State University

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

NetID:

Password:

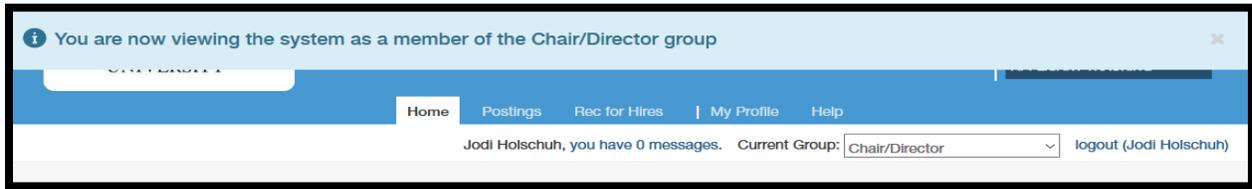
[Login](#)

[Activate your NetID](#) [Forgot Password](#)

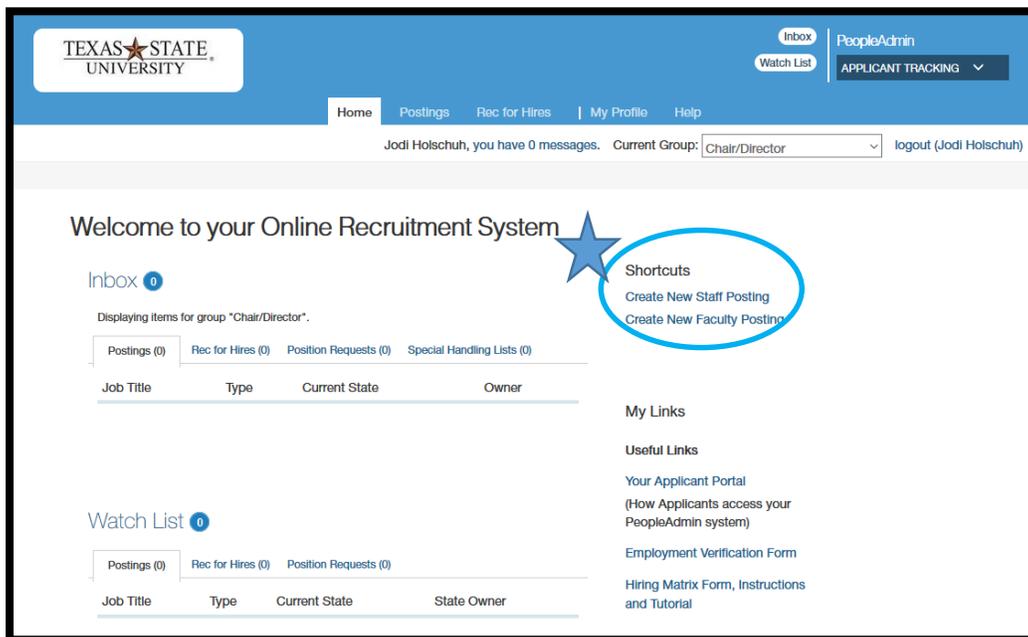
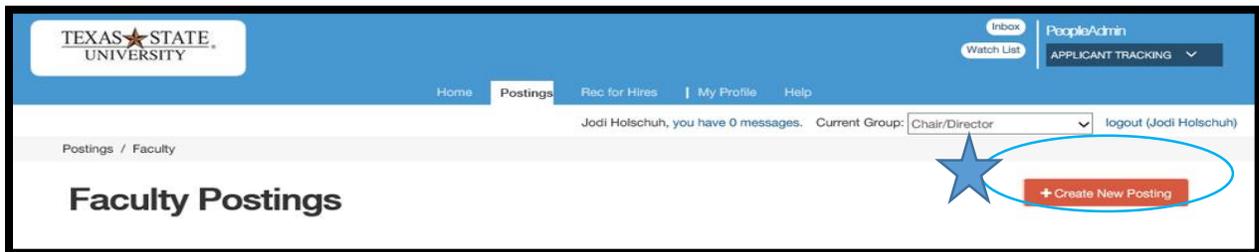
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Texas State University | 601 University Drive, San Marcos, Texas 78666-4684 | 512-245-2111

INITIATING FACULTY POSTING



1. To post position, you must be in the **Applicant Tracking Module** Interface of PeopleAdmin (**Blue background**). You must select the User Group authorized to **initiate a posting** (Chair/Director).



2. You may create a posting from position type or a previous posting. To create a new posting, click on Faculty Postings from the top menu and then click on the **Create New Posting** button or the Shortcut link **Create New Faculty Posting** on the **Home Page**.

Create New

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Choices for Creating Postings

Create from Position Type: Creates a posting from scratch.

Create from Posting: Creates a posting by auto-filling information from an existing posting with which you can make any necessary changes.

New Posting

TEXAS STATE UNIVERSITY

Home Postings Applicants Rec for Hires My Profile Help

Lyndi Wittkiend, you have 2 messages. Current Group: FRI Admin

Postings / Faculty / New Posting

New Posting Create New Posting Cancel

*** Required Information**

Position Title

Organizational Unit

Division

Department

Applicant Workflow

Workflow State
When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification
Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow
When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type
Allow a document upload when a reference provider submits a Recommendation?

Posting Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

Create New Posting Cancel

3. **Position Title** – Enter the title for the position (Assistant Professor, Endowed Chair, etc.)

TEXAS STATE UNIVERSITY

Inbox PeopleAdmin
Watch List APPLICANT TRACKING

Home Postings Applicants Rec for Hires My Profile Help

Lyndi Wittekiend, you have 2 messages. Current Group: FR Admin logout

Postings / Faculty / New Posting

New Posting

Create New Posting Cancel

* Required Information

Position Title * Assistant Professor

4. **Organizational Unit** – Select the division (Office of the Provost and VPAA) and department.

Organizational Unit

Division * Office of the Provost and VPAA (50000061)

Department * Curriculum And Instruction (50000098)

5. **Applicant Workflow: Workflow State** – This field determines what workflow state the individual's application will be categorized under once the application is submitted by the applicant (Under Review).

Applicant Workflow

Workflow State Under Review

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

- Reference Notification** - The system will automatically send emails to request references from individuals the applicant has identified as references. The automatic emails are triggered when the applicant is moved to the workflow state. An applicant must provide contact information for all references in the application to allow the system to send automatic emails requesting the reference.

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state

Under Review
 Recommended by SCC for Interview
 Recommend for Interview (Dean)
 Recommend by Dean for Interview (Equity & Access)
 Recommend for Campus Interview (Associate Provost)
 Interview Approved
 Alternate Recommended by SCC for Interview
 Alternate - Recommend for Interview (Dean)
 Alternate - Recommend for Interview (Equity & Access)
 Alternate - Recommend for Interview (Associate Provost)
 Alternate Interview Approved
 Interviewed
 Recommend for Hire (Chair/Director)

- Recommendation Workflow** – This is the workflow state your applicant will be moved to when all references are received. We recommend leaving this blank.

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

- Recommendation Document Type** – If “Reference Letter” is selected, then references WILL be required to upload a document.

Recommendation Document Type

Allow a document upload when a reference provider submits a Recommendation?

Reference Letter
 No Document
 Reference Letter

Note: Applicant Workflow and References are not required fields and do not have to be entered. If you choose to use them, the following explains the purpose of these fields.

- When you have entered the new posting information, click on the **Create New Posting** button. You are then directed to the Posting Details page.

Posting Information

Editing Posting

Posting Information

Save Next >>

Check spelling

* Required Information

Posting Information

* Position Title Assistant Professor

Job Posting Number

* College This field is required.

* Position Description This field is required.

* Required Qualifications This field is required.

* Preferred Qualifications This field is required.

* Application Procedures This field is required.

* Proposed Start Date This field is required.

Complete the required fields with applicable information. These fields will also transfer to the posting.

10. If required fields are not completed, an error message will appear and you will be required to enter the necessary data. Some fields are automatically populated (“defaulted from template”).

Note: Edits will not be saved, unless the Save or the Next button is selected.

Activating Guest Users

Jodi Holschuh, you have 0 messages. Current Group: Chair/Director logout (Jodi Holschuh)

Postings / Faculty / Assistant Professor (Draft) / Edit: Guest Users

Editing Posting

Guest Users

Save << Prev Next >>

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Next >>

11. The Guest User feature is only be used for individuals who do not have a valid Texas State Net ID. Guest users are only able to view the applicants to the posting to which they are assigned, and are not permitted to take action on any of the applicants. When the posting is filled, the guest user name and password are automatically deactivated.

Guest Users Save << Prev Next >>

Guest User Credentials

Guest users may view this posting by using these credentials:

Username

Password
 Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

Update Guest User Recipient List Save << Prev Next >>

Click here to confirm the password or change, if desired.

Enter Email addresses of those who should have the guest access.

Click here when all email addresses have been entered. An email will automatically be generated to the guest users containing the username and password.

12. Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. The initiator may update the password by entering a new password and then clicking **Update Password**. You can enter the email addresses of anyone you want to send the guest user credentials to and when finished, you click on the **Update Guest User Recipient List**. Once completed click on the orange **Next** button.

Texas State University

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USERNAME

PASSWORD

Log In

Authenticate with single sign-on? SSO Authentication

Guest Users Login at <https://jobs.hr.txstate.edu/hr> using the guest username and password provided in the system automated email.

Search Committee Members

Postings / Faculty / Assistant Professor (Draft) / Edit: Search Committee Members

Editing Posting

- Posting Information
- Guest Users
- Search Committee Members**
- Applicant Documents
- Reference Letter Settings
- Summary

Search Committee Members Save << Prev Next >>

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Search

Find a User to assign as a Search Committee Member

First Name

Last Name

Email Address

Search

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

- * First Name
- * Last Name
- * Email
- * Username

Submit

Save << Prev Next >>

To add a new member, FIRST search for them in the Search column.

13. All search committee members must be listed to gain access for review of applicants. If the prospective committee member has a Texas State user ID the following will appear.

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member
Lyndi Wittekiend	emailaddress@zed.zed	 Add Member <input checked="" type="checkbox"/> Make Member The Committee Chair

First Name

Last Name

Email Address

Search

Click the **Add Member** button, to add the selected person to the search committee. Select the *Make Member The Committee Chair* box to make the selected member the chair of the search committee.

Application Documents

Editing Posting

- Posting Information
- Guest Users
- Search Committee Members
- Applicant Documents
- Reference Letter Settings
- Summary

Order	Name	Not Used	Optional	Required
1	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	DD 214	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Veteran's Preference	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
7	Letter of Recommendation #1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><small>Document Type Details (Click to Hide)</small></p> <p>Name: Portfolio</p> <p>Description: Applicant Portfolio</p> <p>Accepts URL in lieu of Uploaded Document: Yes</p> <p>Index for Searching: No</p> <p>Maximum Allowable Document Size: System Maximum (9 MB)</p>				
10	Licensure	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Certifications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Letter of Recommendation #2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Letter of Recommendation #3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

You can make this determination on a posting by posting basis. If a document is optional, select the **Optional** radio button, if it is required, select the **Required** radio button.

14. Designate the documents necessary for applicants to apply to this posting. All faculty postings require cover letter and current curriculum vita at minimum. The applicant will not be able to complete their application unless all required documents are uploaded.

Note: The maximum allowable document size for an individual attachment is 9MB. URLs can be used in lieu of an uploaded document. Document types that are supported as attachments include: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, png, .xls, and .xlsx. All documents uploaded will be converted to .pdf for security.

Reference Letter Settings

Postings / Faculty / Assistant Professor (Draft) / Edit: Reference Letter Settings

Editing Posting

- Posting Information
- Guest Users
- Search Committee Members
- Applicant Documents
- Reference Letter Settings**
- Summary

Reference Letter Settings

Save << Prev Next >>

Check spelling

Reference Letter Settings

Minimum Requests

Maximum Requests

Cutoff Date

Provider Special Instructions

Confirmation Message To Provider

If you would like to utilize the reference letter feature (strongly recommended), complete the Reference Letters tab. Otherwise, click Continue to Next Page.

Save << Prev Next >>

These fields allow you to manage the number of references required for the posting, and provide any specific instructions that will be communicated to the individuals providing the reference for the applicant.

- 15. Minimum Requests** – This is the minimum number of references an applicant must provide. If references are not required, enter 0.
- 16. Maximum Requests** – If you have a maximum number of references you would like to select, enter that number here. If you have no maximum, leave blank.
- 17. Provider Special Instructions** – Enter any special instructions for the reference provider here. *This text will appear in the automated e mail that they receive.*
- 18. Recommendation Deadline** – This is the final date a reference can submit their recommendation. *This date will appear in the automated email the reference providers receive.*
- 19. Special Instructions for Reference Profider** – Enter any special instructions for the reference provider here. *This text will appear in the automated e mail that they receive.*
- 20. Confirmation Message to Provider** – Enter the wording to be included in an automatic email that will go out to the reference provider to confirm receipt of the reference.

Navigation Menu



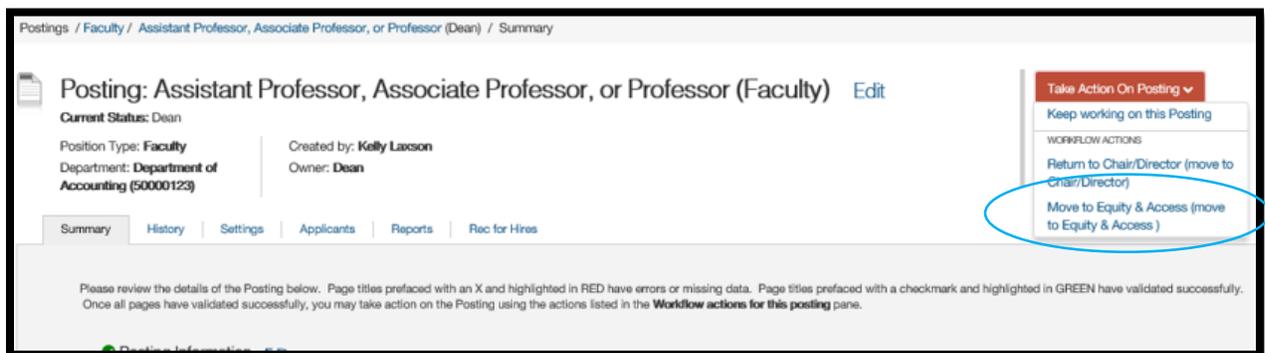
If a field has a , a required field has not been completed. To complete this field, you will want to click the [Edit](#) button right next to the field with the  to finish completing the required fields. Once all the fields have a  you are ready to route it forward for approval.

The posting navigation menu allows you to move directly to each section of the posting by clicking on the link provided. A Green check mark next to a section indicates all required fields have been completed. The Orange (!) indicates required fields have not been completed.

Summary Page

On the summary page, you can review the posting, view how the posting looks to applicants, and see a print preview of both the internal and applicant view of the posting.

Take Action On Posting



21. To move the posting along in the workflow, hover over the orange **Take Action on Posting** and choose the appropriate Workflow Action. The system will generate an email to the next approver and the posting will appear in their inbox for their approval.

Faculty Posting Workflow

Postings must be routed, using the Applicant Tracking System in PeopleAdmin, through a series of approval steps prior to posting to the web.

1. The Department Chair/School Director initiates and submits the posting to the Dean.
2. The Dean reviews the posting and submits to Equity and Access for their review.
3. Equity and Access reviews the posting and submits to the Faculty Records (FR) Admin.
4. FR Admin reviews the posting and submits the posting to the FR Budget.
5. FR Budget reviews the posting and submits the posting to the Associate Provost.
6. The Associate Provost reviews the posting and returns the posting to FR Admin.

7. When the posting is approved, the FR Admin posts to the Applicant Site and assigns the posting number.

Additional Information:

1. When you transition the posting, you will have the opportunity to **ADD COMMENTS**, which will appear in both the email that the state owner receives and in the history of the requisition.
2. You can **FLAG** the position to appear in your Watch List. This will allow you to easily access the position from your home screen for tracking purposes.
3. **VERY IMPORTANT:** The “Requested Search Committee Chair” field will give the Search Committee Chair the ability to move the applicants in the workflow.
4. Postings will be removed from the web site automatically at midnight of the closing date.