

Staff Job Posting Guide

PeopleAdmin User Guide

This guide is intended to assist hiring managers in requesting and preparing a job posting.



Rev. 4.2020

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Logging into PeopleAdmin

To log into the system:

- Go to: jobs.hr.txstate.edu/hr
- (Firefox is recommended but Chrome, Explorer, and Safari can be used)
- Click on “Login with your Texas State ID here.” or “SSO Authentication”
- Do not input username and password.

Texas State University

[Login with your Texas State ID here.](#)

Guest User Login ONLY

Username

Password

Log In

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

- User will be re-directed to the Texas State Login to PeopleAdmin 7
- Login with NetID and Password

TEXAS STATE®

Login to PeopleAdmin 7 Texas State University

NetID

Password

[> Forgot your password?](#)

[> Activate your NetID](#)

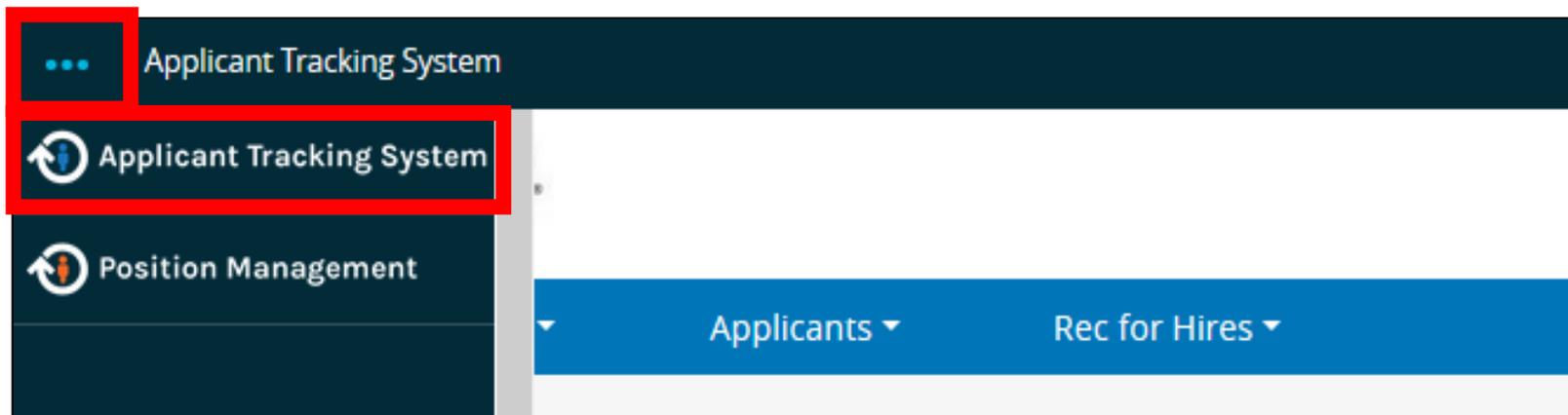
Login



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.

Use Applicant Tracking System Module

Use the Applicant Tracking System Module by clicking on the three blue dots in the top left-hand corner of the PeopleAdmin home page and switching over to the module if needed.



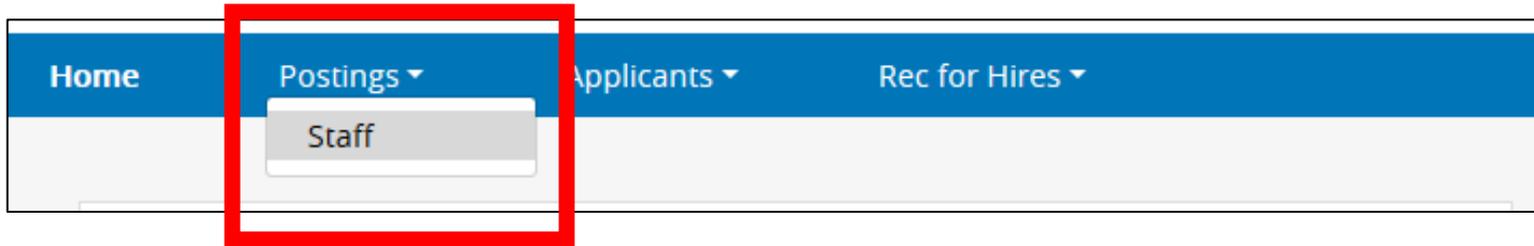
Change the User Group

Use the drop-down menu and select the Hiring Manager user group

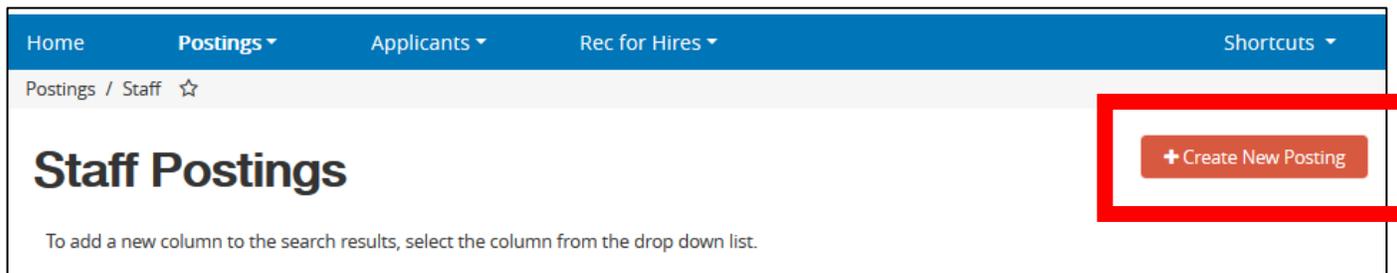
The screenshot shows the Applicant Tracking System interface for Texas State University. The top navigation bar includes the system name, user information (Welcome, LynnAnn Brewer), and links for My Profile, Help, and Logout. The main header features the Texas State University logo and a user group dropdown menu, which is highlighted with a red box and currently displays "Hiring Manager". Below the header is a blue navigation bar with links for Home, Postings, Applicants, Rec for Hires, and Shortcuts. The main content area contains a dashboard with several widgets: an Inbox, Postings (with a notification badge of 1), Users, Rec for Hires (with a notification badge of 8), Position Requests (with a notification badge of 3), Special Handling Lists, and a summary card for "27 Filled Postings Last 30 days".

Initiate Job Requisition Form and Prepare Job Posting

Navigate to Posting and Select Staff



Select the Create New Posting button



Select Create from Position Description

Create New ✕

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

Create from Position Description

Copies in most of the information from a position description.

Select the correct Position Description Number by clicking on the number. The selected position description number must be the correct vacant or to be vacant position.

Position Description Number	Position Description Title
50001323	Human Resources Representative
50000686	Mgr, Organizational Development and Comm
50000901	Empl Rel Spec

Select Create Posting form this Position Description



Create a New Posting by clicking on the orange action button.

A screenshot of the 'New Posting' form. The 'Create New Posting' button is highlighted with a red box. The form contains the following fields:

- University Pay Plan Title: Human Resources Representative
- Organizational Unit**
- Division *: VP Finance and Support Services - DIV (50000152 - DIV)
- Department *: Human Resources (50000160)
- Online Applications**
- Accept online applications?
- Special offline application instructions:

Complete the request for the position requisition and job posting.

- The left menu tab. Edit Posting is the quick navigation to sections of the form. There are 11 sections.
- The green check next to the section indicates that all required fields are completed for the section.
- Click the Next button to advance to the next section of the form, or
- Click Save to save the changes and exit or navigate to another section
- All fields highlighted with the red box are required and must be filled in with data to complete the form.

Postings / Staff / Human Resources Representative (Draft) / Edit: Position Information

Editing Posting

- Position Information
- Posting Information
- ✓ Job Posting Requiremen...
- ✓ Recruitment Advertisin...
- Budget Information
- ✓ Posting Documents
- ✓ Applicant Document
- ✓ Supplemental Questions
- ✓ Search Committee Members
- ✓ Evaluative Criteria
- ✓ Guest Users
- Summary

Position Information

Save Next >>

Check spelling
Required Information

Position Information

Position Number 50001694

University Pay Plan Title Human Resources Representative

Posting/Functional Title HR Specialists

3330
(Monthly Salary)

Monthly/Posted Salary - All postings for regular status positions must include a statement regarding salary. For Classified Positions, see...

Position Information:

Complete and update the fields.

Position Information

Save Next >>

[Check spelling](#)

* Required Information

Position Information

Position Number 50001694

University Pay Plan Title Human Resources Representative

Posting/Functional Title HR Specialists

3330

(Monthly Salary)

Monthly/Posted Salary - All postings for regular status positions must include a statement regarding salary. For Classified positions, post either the hiring rate or hiring range.

* Monthly Salary

For Administrative and Unclassified positions, select one of the four salary options. All posted salaries must be monthly rates.

Select one of the following options:

Single Rate: e.g. \$2,000.00

Hiring Range: e.g. \$2,400.00 - \$2,500.00 Rate: e.g. \$2,500.00 + commensurate with experience - only for exempt classifications

No Rate: e.g. Commensurate with experience - only for exempt classifications

This field is required.

Approved Maximum Monthly Salary XXXXX (No dollar sign or comma)

The approved maximum monthly salary indicates the maximum amount you may offer the candidate. Commensurate with experience is not acceptable for this field. This is the maximum amount approved by the divisional VP. If the approved maximum salary is greater than the current position budget then an additional funding source must be identified either via an attachment or in the comments box in the budget section of the requisition. In addition, for classified positions, the approved maximum salary amount cannot exceed the pay plan max.

Pay Plan Min Salary 3330

Pay Plan Mid Salary 4406.5

Pay Plan Max Salary 5483

Position number: prefilled by SAP

University Pay Plan Title: prefilled by SAP

Posting/Functional Job Title: this field is the applicant view of the title

Monthly Salary: this field is the applicant view

Help text: the information about the field is below the field. This information provides instructions or directions for completing the field.

Approved Maximum Monthly Salary: this field is required and will be reviewed and approved or not approved by division VP and Budget Office reviewers.

The min, mid, max salary is from the University Pay Plan. Departments may not pay over the max salary.

Position Information:

Complete and update the fields.

General Description	Responsible for providing a variety of Human Resources services according to assigned area.
Duties	
Required Qualifications: Applicants must specifically address how they meet these required qualifications to meet the requirements of the position.	
Preferred Qualifications	

General Description: this field is an applicant view field. This is a broad and general statement of the job that summarized the essential responsibilities, and activities. In this section, it is helpful for recruitment purposes to include details about the department mission, culture, and perks. It may also specify to whom the position reports and with whom the position works with. A strong attention-grabbing summary can attract candidates and help diversify the applicant pool. Engage the job seeker with details about the department culture and identify why a job seeker would be a unique team member of the department.

Duties: this field is an applicant view. This is a section outline the core responsibilities, the day-to-day activities, and may specify how the position fits into the department and the university.

Required Qualification: this field is an applicant view. This section will be used in the screening process of the hiring matrix. Hiring managers will be reviewing applications to the criteria listed in this section and scoring applicants based on what is indicated in this section.

Preferred Qualification: this field is an applicant view. This section will also be used in the screening process of the hiring matrix and noted per applicant if they meet the qualification.

Helpful Tips for Required and Preferred Qualifications:

In the required and preferred qualification, list hard and soft skills, previous job experiences, certifications, technical skills required for the position.

Hiring managers may also list soft skills or competencies like communications, customer service, decision making, and problem-solving. The university competencies and explanation may be found at this link. The university behaviors and explanations may be found at this link.

Keep the requirements concise. Listing too many qualifications and skills will dissuade potential applicants and create additional requirements for screening and scoring that may delay hiring an applicant.

Position Information:

Complete and update the fields.

Contact Person

* Contact Person's Name

* Contact Person's Phone

* Contact Person's Email

Responsible Hiring Manager

Posting Information

Posting Number

* Job Location

- Austin
- Corpus Christi
- Dallas
- Del Valle
- Fort Worth
- Houston
- Round Rock
- San Marcos
- Other

This field is required.

- Department Employees Only
- University Employees Only
- Open to All

* Recruitment Type

Department employee only postings: non student non regular, student employees, and workers from temporary staffing vendors are NOT ELIGIBLE for department employee only job postings.

University employee only postings: NSNR and student employees ARE ELIGIBLE and workers from temporary staffing vendors are NOT ELIGIBLE

Job Type

Job Category

Additional Information for Applicants

Open Date

Close Date

Minimum close date is ten workdays from Open Date.

Open Until Filled?

Open Until Filled should only be used for Unclassified positions.

(Application Review Date)

For Open until Filled positions.

The deadline for receipt of applications is ten (10) work days from the date the position has posted in Human Resources. This applies to all regular positions except the following job titles, which are posted for only five (5) work days:

Application Review Date

WORK days:

Administrative Assistant I and II
Grant Clerk and Secretary
Grounds Maintenance Worker I and II
Utility Maintenance Worker I and II
Guard
Custodian

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Normal Work Days

Normal Work Hours Start

Normal Work Hours End

Quicklink for Posting <http://txstate-sb.peopleadmin.com/postings/29349>

Why work @ Texas State?

- Amazing health insurance: various coverage options starting your first day of employment for full-time employees with Texas State paying 100% of the employee premium and 50% for your dependents!
- Generous paid time off: vacation, holidays, sick days and many more!
- Excellent work life balance resources: mother and family-friendly resources in

Additional Posting Requirements and Verifications

Complete and update all fields. Any selected statement will be in the applicant's view.

Helpful Tips: education verification, credit reports, license verification will be at an additional cost and billed to the department by human resources.

The hiring manager may indicate in the Additional Information for Applicant field for applicants to be prepared to bring a certified transcript, credit report, or license. The information may be verified during the screening process.

Posting Notices: these statements will be viewable to the applicant.

Posting Information	
Job Posting Requirements and Verifications	
Recruitment Advertising	
Budget Information	
Posting Documents	
Applicant Document	
Supplemental Questions	
Search Committee Members	
Evaluative Criteria	
Guest Users	
Summary	

Additional Posting Requirements and Verifications	
Position Requirements	<input type="checkbox"/> This position requires driving University vehicles <input type="checkbox"/> This position requires pre-employment Physical Skills Assessment <input type="checkbox"/> This position requires pre-employment Drug and Alcohol Testing <input type="checkbox"/> This position requires skills testing
Additional Verifications	<input type="checkbox"/> This position requires education verification. <input type="checkbox"/> This position requires employment credit report. <input type="checkbox"/> This positions requires professional license verification. <input type="checkbox"/> You will be required to electronically attach a portfolio <i>HR will charge department's MO for these checks.</i> <i>All positions require criminal background history checks.</i> <i>All positions require employment verification and/or reference checks.</i> <i>All positions require pre-employment E-verify Employment Verification. Applicant must be eligible for employment in the United States.</i> <input type="checkbox"/> Applicant must have a valid Texas Driver's License and be a driver in good standing with less than ten (10) points deducted for driving infractions as determined by the employer driving standards system. <input type="checkbox"/> Applicant must pass the physical skills assessment relevant to the job posting title requirements. <input type="checkbox"/> Applicant must pass the drug and alcohol test relevant to the job posting title requirements. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A RESUME AND COVER LETTER TO YOUR APPLICATION. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A RESUME.
Posting Notices	<input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A COVER LETTER. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A LETTER OF RECOMMENDATION. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A RESUME, COVER LETTER AND LETTER OF RECOMMENDATION TO YOUR APPLICATION. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A LIST OF REFERENCES. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A TRANSCRIPT. <input type="checkbox"/> YOU WILL BE REQUIRED TO ELECTRONICALLY ATTACH A COPY OF YOUR REGISTERED LICENSE. <input type="checkbox"/> You will be required to electronically attach a resume, cover letter, and chart to your application. <i>Visible to applicants.</i> Texas State University to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity or expression. Employment with Texas State University is contingent upon the outcome of record checks and verifications including criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.
Legal Notices	Texas State University is a tobacco-free campus. Smoking and the use of any tobacco product will not be allowed anywhere on Texas State property or in university owned or leased vehicles. Texas State University is a member of the Texas State University System. Texas State University is an EOE. Texas State is committed to increasing the number of women and minorities in administrative and professional positions.

Recruitment Advertising Information

Complete and update fields.

Helpful Tips: Information on recruitment advertising may be found at this link for the Staff Recruitment Toolkit.

The form will allow the Recruiting Coordinator to assist the department in preparing advertising to attract applicants and prepare a quote for the cost of the recruitment advertising.

The screenshot shows a web form for recruitment advertising. On the left is a sidebar menu with the following items: 'Recruitment Advertisin...' (highlighted), 'Budget Information', 'Posting Documents', 'Applicant Document', 'Supplemental Questions', 'Search Committee Members', 'Evaluative Criteria', 'Guest Users', and 'Summary'. The main content area is titled 'Complete this section for Recruitment Advertising' and includes the following fields and options:

- A dropdown menu for 'Do you want no cost advertising to Indeed, US Military Pipeline, and Inside Higher Ed?'.
- A dropdown menu for 'Request recruitment advertising quote' with 'No' selected.
- A list of newspaper options under 'Indicate Newspaper':
 - San Marcos Daily Record
 - San Antonio Express News
 - Austin American Statesman
 - New Braunfels Herald-Zeitung
 - Lockhart Post-Register
 - Seguin Gazette-Enterprise
 - Williamson County Sun
 - Temple Telegram
 - Monster
 - Craigslist - San Antonio
 - Chronicle of Higher Education - Online
 - Craigslist - Austin
 - CareerBuilder
 - Craigslist - San Marcos
- A text area for 'Please indicate other advertising sources'.
- A text area for 'Special Advertising Instructions'.
- Checkboxes for:
 - Diversity Recruitment Advertising
 - Veterans Recruitment Advertising
 - Individuals with Disabilities Recruitment Advertising

Budget Information

Complete and update fields.

Helpful Tips: Budget Information, if a position is funded by more than one fund or cost center, click on the button Add Budget Information Entry to add another entry. Department Charge Information, please enter information for human resources to bill for criminal history and recruitment advertising.

The screenshot shows a web form titled "Budget Info" with a sidebar on the left containing navigation links: Budget Information, Posting Documents, Applicant Document, Supplemental Questions, Search Committee Members, Evaluative Criteria, Guest Users, and Summary. The main form area includes the following sections:

- Budget Info:** "Is this a 12 month position?" (Yes) and "Is this a grant position?" (No).
- Budget Information:** A note states "Either a Cost Center or Grant/Internal Order must be provided." Below this are input fields for "Cost Dist Percentage" (100), "Cost Center" (1412000000), "Grant/Internal Order", "WBS Element", and "Fund" (2000011019).
- Buttons:** A red box highlights the "Remove Entry?" checkbox and the "Add Budget Information Entry" button.
- Department Charge Information:** A note asks for HR information for background checks. Below are fields for "Type", "COST CTR", "FUND" (with a red asterisk indicating it is required), and "INTERNAL ORDER".
- Bottom Buttons:** A red box highlights the "Add Department Charge Information Entry" button and another red box highlights the "Save", "<< Prev", and "Next >>" navigation buttons.

Posting Documents

Attach documents or memos required for VP review (if applicable) or requests and approvals for exceptions from Equity and Inclusion.

The screenshot displays the 'Posting Documents' section of a web application. On the left is a sidebar titled 'Editing Posting' with various menu items. The main content area is titled 'Posting Documents' and includes a 'Save' button, '<< Prev' button, and 'Next >>' button at the top right. Below this is a table with columns for 'Document Type', 'Name', 'Status', and '(Actions)'. The table lists several document types, each with an 'Actions' dropdown menu. At the bottom right, a red box highlights a set of navigation buttons: 'Save', '<< Prev', and 'Next >>'.

Document Type	Name	Status	(Actions)
Justification and/or Hiring Freeze Waiver Memo (whichever applicable)			Actions ▼
Additional Support Document			Actions ▼
Additional Support Document #2			Actions ▼
Hiring Matrix			Actions ▼

Applicant Documents

Select the document required or optional for the application

Helpful tip: DD214/DD1300 is helpful for determining Veteran's Employment Preference. The best practice is to select Optional for this document.

Editing Posting

- Position Information
- Posting Information
- Job Posting Requiremen...
- Recruitment Advertisin...
- Budget Information
- Posting Documents
- Applicant Document**
- Supplemental Questions
- Search Committee Members
- Evaluative Criteria
- Guest Users
- Summary

Applicant Document

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts (all in one document)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation #1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save << Prev Next >>

Supplemental Questions

The department may skip this section if they have no questions to add.

Helpful tip: this section is reserved for human resources use only in the majority of requests.

The screenshot shows a web application interface for editing a posting. On the left is a sidebar titled "Editing Posting" with a list of menu items: "Position Information", "Posting Information", "Job Posting Requiremen...", "Recruitment Advertisin...", "Budget Information", "Posting Documents", "Applicant Document", and "Supplemental Questions" (which is highlighted with a green arrow). The main content area is titled "Supplemental Questions" and contains a table with the following columns: "Position", "Required", "Category", "Question", and "Status". Above the table, there are "Save", "<< Prev", and "Next >>" buttons. Below the table, there is an "Add a question" button and another set of "Save", "<< Prev", and "Next >>" buttons, which are highlighted with a red rectangular box.

Search Committee Members

Click on Add Existing Users and search for the users to be added to the search committee. Search Committee Members will be able to log in and review applicants.

The screenshot displays a web interface for editing a posting. On the left is a vertical sidebar titled "Editing Posting" with a list of menu items: "Position Information", "Posting Information", "Job Posting Requiremen...", "Recruitment Advertisin...", "Budget Information", "Posting Documents", "Applicant Document", "Supplemental Questions", and "Search Committee Members" (which is highlighted in green). The main content area is titled "Search Committee Members" and contains a message: "No Search Committee Members have been assigned to this Posting yet." Below this message is a blue button labeled "Add Existing User", which is enclosed in a red rectangular box. At the top right and bottom right of the main content area are navigation buttons: "Save", "<< Prev", and "Next >>".

Evaluative Criteria

The department may skip this section.

Helpful tip: this section is reserved for human resource use only.

The screenshot shows a web application interface for editing a job posting. On the left is a sidebar titled "Editing Posting" with a list of sections: Position Information, Posting Information, Job Posting Requirements (checked), Recruitment Advertising (checked), Budget Information, Posting Documents (checked), Applicant Document (checked), Supplemental Questions (checked), Search Committee Members (checked), and Evaluative Criteria (highlighted in green). The main content area is titled "Evaluative Criteria" and contains a section for "Included Evaluative Criteria" with a table. The table has columns for Category, Description, Weight, Workflow State, and Status. An "Add a Criterion" button is located to the right of the table. At the bottom right of the main content area, there are "Save", "<< Prev", and "Next >>" buttons. A red box highlights the "Save", "<< Prev", and "Next >>" buttons in the top right corner of the main content area.

Category	Description	Weight	Workflow State	Status
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Guest User

Department may skip this section if there are not outside of the university users on the search committee

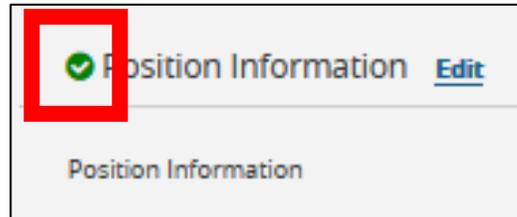
Helpful tip: typically the guest user is used when a member of the search committee is not a university employee but is a stakeholder in the recruitment process.

The screenshot shows a web interface for editing a posting. On the left is a sidebar menu titled 'Editing Posting' with the following items: Position Information, Posting Information, Job Posting Requiremen..., Recruitment Advertisin..., Budget Information, Posting Documents, Applicant Document, Supplemental Questions, Search Committee Members, Evaluative Criteria, and Guest Users (highlighted in green). The main content area is titled 'Guest Users' and contains a question: 'Want to give guests access to view this posting?'. Below this question is a blue button labeled 'Create Guest User Account'. At the top right of the main content area, there is a set of three blue buttons: 'Save', '<< Prev', and 'Next >>'. This set of buttons is enclosed in a red rectangular box. A second set of the same three buttons is located at the bottom right of the main content area.

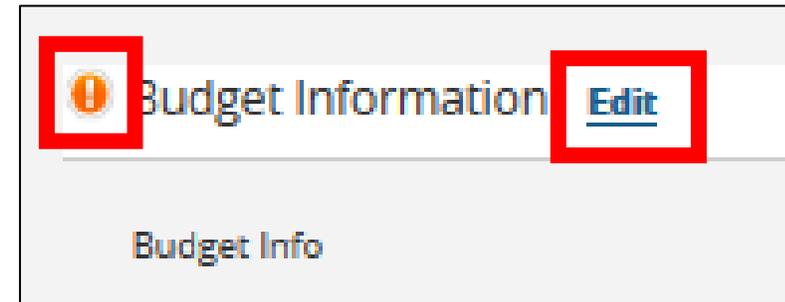
Summary & Take Action

Move the form into the Workflow to request for approvals and to be posted to the University Job Board

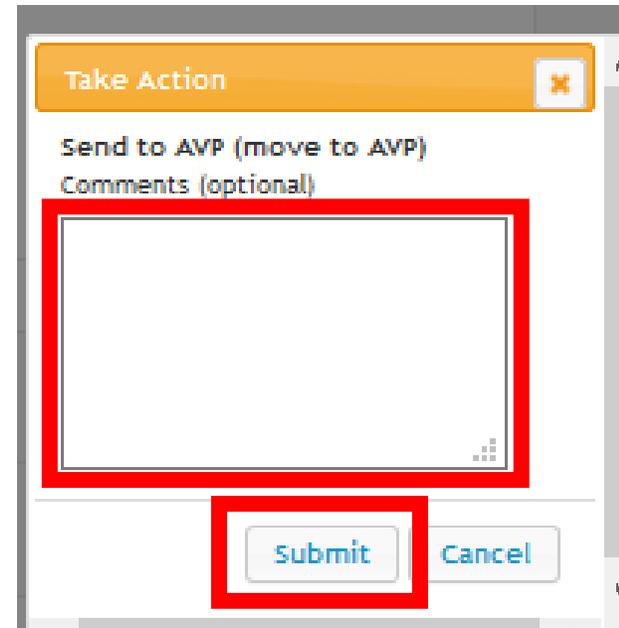
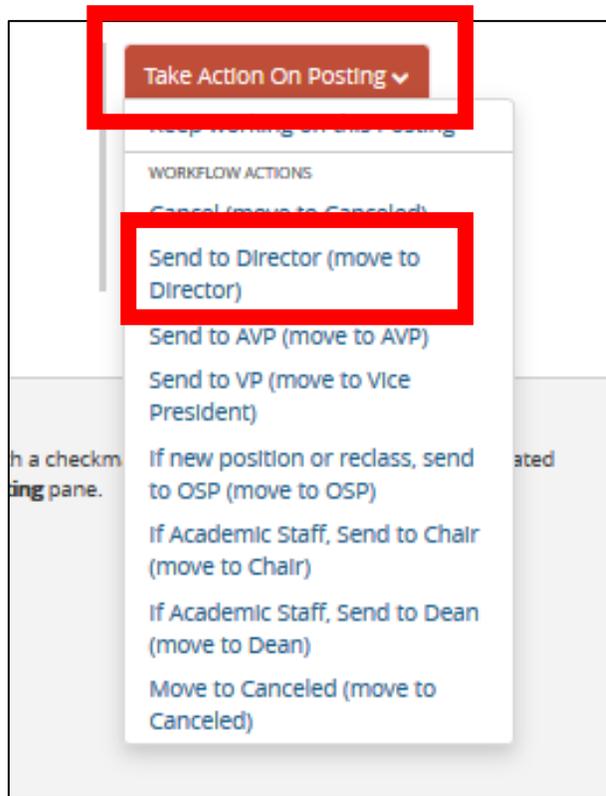
Verify all section of the requisition form is complete with a green check.



Section with fields that are required to be completed will have an orange exclamation mark. Click Edit to review and complete the form.



Move the form by clicking the orange Take Action on Posting button and select the appropriate management level to move the form to their queue for review and approval. A screen will open to allow a note or comment to be added to the action.

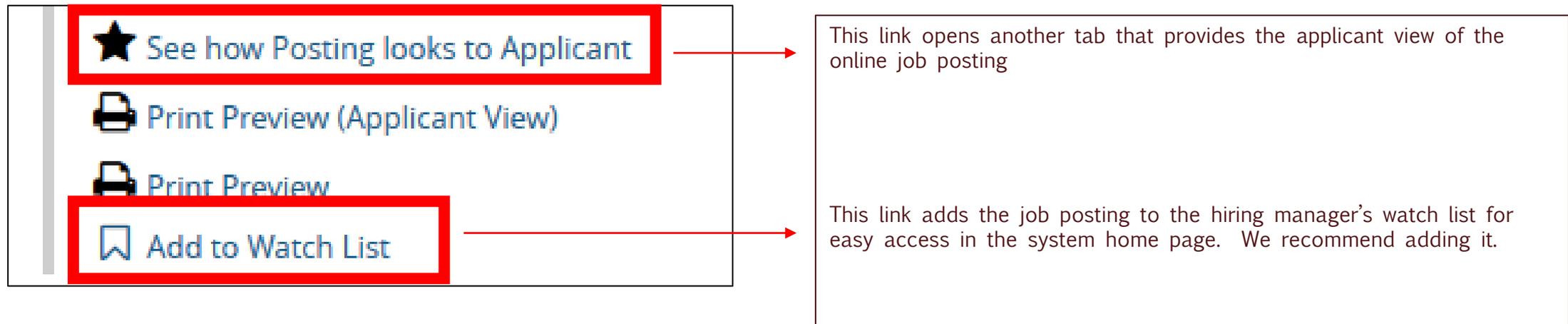


Done

Congratulations on requesting and publishing a new job posting! You did great!

- When the job posting is published on the University Job Board, the hiring manager will receive an email notification from noreply@jobinfo.txstate.edu. Please add this email domain or check the “Other” tab in your Microsoft Outlook Mail.
- Questions about requesting and publishing a job posting may be sent into hr@txstate.edu. A Talent Acquisition staff will respond.

Helpful tips: The top right-hand corner of the job menu has helpful tools:



The Posting menu has helpful information for the hiring manager:

Current Status: provides the status of the request as it moves through the approval levels

Owner: provides the name of the individual or department that approval is pending

History: provides the history of the request's workflow, notes from approvers, and copies of email notifications.

The screenshot shows a web interface for a job posting titled "Posting: Human Resources Representative (Staff)". The page contains several key pieces of information:

- Current Status:** Closed (highlighted with a red box)
- Position Type:** Staff
- Department:** Human Resources (50000160)
- Created by:** LynnAnn Brewer
- Owner:** HR Employment (highlighted with a red box)

At the bottom of the page, there is a navigation menu with the following tabs: Summary, History (highlighted with a red box), Applicants, Reports, Rec for Hires, and Associated Position Description.

The Posting menu has helpful information for the hiring manager:

Current Status: provides the status of the request as it moves through the approval levels

Owner: provides the name of the individual or department that approval is pending

History: provides the history of the request's workflow, notes from approvers, and copies of email notifications.

Posting: Human Resources Representative (Staff)

Current Status: Closed

Position Type: **Staff**
Department: **Human Resources (50000160)**

Created by: LynnAnn Brewer
Owner: HR Employment

Summary | **History** | Applicants | Reports | Rec for Hires | Associated Position Description

Next Steps

- Log back into PeopleAdmin to see the job posting, monitor and review applications, and start the hiring proposal for the new hire.
- Use the PeopleAdmin Guide to update applicant statuses, recommend the candidate for hire, and create the Hiring Proposal.

For assistance please contact the Office of Human Resources at 5.2557 or email hr@txstate.edu.

