Staff Job Posting Users Guide

Electronic Application System (EASY) | PeopleAdmin

This guide is intended to assist hiring managers in posting jobs and completing the appropriate applicant processes.
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Login Instructions

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.
Login Instructions cont...

- The system is single sign on. Enter the Texas State NetID and password that you use daily to log into your computer.
Login Instructions cont...

This will bring you to your home page where you decide what you are trying to accomplish with the requisition. The staff system is broken into two sections: these are Module bars

- **Positions** (orange header)

- **Hire** (blue header)
What are you trying to do?

When to use the Positions:

• to request audit for a new position (without an SAP position number)
• for reclassification of an existing position (title change on position that exists in SAP)
• for the promotion/transfer of an employee to a different position (a promotion moves employee to higher pay grade and a transfer is a lateral move to the same pay grade)

When to use the Hire:

• to create a job posting from Position Type
• to create a job posting from Job Title
• to create a job posting from Posting
• To create from Position Description

After an audit is completed and approved you must create a job posting in Hire (Applicant Tracking) so the job can be posted.

Important: Make sure your Current Group is in HIRING MANAGER status.
Understanding the homepage links

The **Inbox** gives a brief overview of any requests that require action by the user.

The **Watch List** displays any items you have flagged to follow.

The watch list is easily configured and managed. Watch and un-watch items currently in your list by selecting the bookmark on the left hand side and click on Unwatch Postings.
Understanding the homepage links cont...

**Shortcuts:** you can create shortcuts by selecting the star in upper left hand corner near the title of page. You can designate a specific name for the shortcut. Visit the shortcut by clicking Shortcuts on upper right hand side of navigation bar.

The **Useful Links** are links that are available to be used throughout the hiring process.

**Useful Links**
- Applicant Portal
- Employment Verification Form
- Staff Hiring Matrix Form, Instructions and Tutorial
- Staff Background Inquiry Release for Criminal History Background Check
- Staff Job Posting Users Guide
- Grant Employment Descriptions
  (Grant Only)
- Faculty Recruitment User Guides
- Faculty Hiring Matrix
- Faculty Hiring Documents

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**New Staff Positions and Reclassifications**
A new staff position is any position being added to a departmental account. All new positions must be audited by Human Resources prior to posting a job vacancy.

A staff reclassification is a technical adjustment in a position’s title due to a change in job duties and responsibilities. All reclassifications must also be audited by Human Resources.
The following slides walk you through how to create a posting requisition.

**Important:** Everything in the system is position driven so you **must know the correct position number** assigned in SAP before creating the posting.
Creating a Posting Requisition

Click on Postings, then Staff and once the header opens click on Create New Postings.

Staff Postings

A screen will pop up asking you, “What would you like to use to create this new posting?”

- Choose “Create from Position Type”: this only includes information that applies to the entire position type. This is mostly blank allowing you to create from scratch.

- Choose “Job Title”: This copies general information from job title. You create the specific information inside the posting from the Job Analysis Form (JAF).

- Choose “Create from Posting”: If the same position number has been posted in the system previously. This option allows you to modify it accordingly for the new posting. It must be the same position number you want to repost.

- Choose “Create from Position Description”: if you would like to import information from university pay plan that can be modified accordingly.
Creating a Posting Requisition cont...

- To choose the position for creating a new posting, you can search by position number or position name.
- Once you find it click on the number. It brings up information from position description relevant to the title.
- Click the green plus sign to Create Posting from this Position Description.
Creating a Posting Requisition cont...

- Click on “Create New Posting”.
- If you are using an executive search and staffing agency to screen applicants remove the Check mark labeled “Accept online applications?” For normal postings just click on Create New Posting.
The following slides walk you through how to build the job posting.
Build Job Posting

At this point, you begin to building the actual job posting.
- All required fields are outlined in Red and must be filled in and completed.
- The Posting/Functional Title comes from the SAP system but can be modified to name the position to a more locally relevant title.

The left hand menu bar is the order you will navigate through the system completing everything you need on the posting and for all the proper approvals.

- When each item is completed and saved you will get a green check mark.
- If you get an orange exclamation mark there is an error on that tab and must be corrected to allow you to move in the proper approval flow.
- When you click on “Next” it will take you to the next page and it automatically save the previous information input.
- If you use the menu bar you must click on “Save” or your changes will not be saved.
- The system does prompt and you may lose the information you input if you do not click save.
Build Job Posting cont...

- **Contact person** is required so we can contact them should we have any questions about the posting.

- **Posting number** is generated when job is actually posted live.

- **Job Location** is telling applicants where they will work.

- **Recruitment Type** tells HR how to post the job.

**Department Only** is an internal posting to your current department employees only. This procedure has changed from previous procedure. When the job is posted HR will post it as Approved-Internal Only. This creates a special link that will be emailed to the hiring manager to send to all department employees. If they are interested in applying they must go to the website and complete an application to apply for the job. It is now treated just like a normal posting requiring a matrix be created and attached to the job posting. Only regular staff are eligible. NSNR and Students are not eligible.

**University Employees Only** instructs HR to activate a supplemental question on posting disqualifying applicants should they answer the question “No” they are not employees. It shows you the system disqualified them as not meeting the minimum requirements of the posting. NSNR and Students may apply for these jobs.

**Open to All** is a regular posting for anyone to apply to 24/7.
Build Job Posting cont...

- The **Open Date**, **Close Date** and **Application Review Date** are **not needed to be filled in** by hiring manager as that is for HR to fill in when actually posting the position.

- Most jobs are posted for ten work days. The count starts the day after the job is actually posted and only counts work days. Holidays are not counted unless the department wants them to count. Job postings will not close on a holiday so that HR is available to assist applicants should they need it.

- As listed above there are a few jobs approved to only post five work days. If the department chooses to post a Job for longer, they just need to notify HR. If advertising is selected for the posting a job, it will not be posted for five days.
Additional Posting Requirements and Verifications

- If education verification, employment credit report and professional license verification is selected there will be additional fees charged for Hireright to verify each of these. To get around paying this fee place the statement below “under additional info for applicants”

“Be prepared to bring a certified transcript, current credit report or current license if called for an Interview.”
Build Job Posting: Job Posting Requirements and Verifications cont...

- If you want documents to be required to be attached, check the box below on the Applicant Document tab.
- Doing this lets HR know to put a qualifying question on the posting about the drivers license and lets the applicant know this position requires drug/alcohol test.

**Posting Notices**

- You will be required to electronically attach a resume and cover letter to your application.

Visible to applicants.
Red fields are required. You can add more blanks for additional cost center and funds by clicking on Add Budget Information Entry.
Complete the Department Charge Information to assist HR in charging for the background and advertising fees. This will facilitate the billing process.
**Build Job Posting: Posting Documents**

- You attach any support documents here to support the approval of you filling the vacancy. This is also where you will attach your matrix should you need to close your postings as a no hire.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justification and/or Hiring Freeze Waiver Memo</td>
<td></td>
<td></td>
<td>☰ down</td>
</tr>
<tr>
<td>(whichever applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Support Document</td>
<td></td>
<td></td>
<td>☰ down</td>
</tr>
<tr>
<td>Additional Support Document #2</td>
<td></td>
<td></td>
<td>☰ down</td>
</tr>
<tr>
<td>Hiring Matrix</td>
<td></td>
<td></td>
<td>☰ down</td>
</tr>
</tbody>
</table>
Build Job Posting: Posting Documents cont...

- Mark Required documents and Optional documents for applicants to apply to the posting.
- The applicant will have an incomplete application until they attach all required documents.
- All documents uploaded are converted to .pdf.
- The DD-214 must always be “Optional” for veterans to get attach their documents.
- FYI – we no longer require the Veterans Preference form.
Build Job Posting: Search Committee Member

- **Skip this page.** It is for HR use only to add the supplemental questions.

- If you know the names of the people on the Search Committee add them, once it leaves your queue it will have to be entered by HR.

- Input their name or email and click on “Search”.

- There is an option to name a “Chair” for the committee but this is for Faculty only. **Staff does not use it.**
Build Job Posting: Search Committee Member cont...

- If someone is not coming up in the search, add them under New Search Committee Member and HR will activate them.

- Skip this tab as we are presently not utilizing it.
The Guest User tab is strictly for people that do not have a Texas State ID. Some search Committee members are not employees of the university. That is when this is used.
Build Job Posting: Summary

- Make sure all the tabs in the Summary have a green check mark next to them. If there is an orange exclamation mark there is an error.
- With all green marks you can move forward through the proper approval flow.
- Once it makes it through to HR it will be reviewed and then posted.
- You will receive an email giving you the job posting number. First four digits are fiscal year and last three are the number of postings so far. 2019565
- Do not get this number confused with the SAP position number. They are different numbers.

After the Job is Posted

- Create the hiring matrix rating for each applicant.
- Review all applicants and attachments.
- Change the status on each applicant.
- Start the Rec for Hire process.
The following slides walk you through how to view applicants and change their status.
Locate the job posting and open it.
Go to the Applicants tab and open it.
You can view applications two ways, you will need to place a check mark in front of the name:

1. all submitted documents per applicant
   - If the list of applicants does not include the Combined Documents column, select More Search Options and add it from the Add Column list. This refreshes the list.
   - Place a check mark in front of the applicants and select Generate or View in the Combined Document column. Generate creates a current PDF. View presents the PDF with most recent application materials in a new tab on your browser.
View Applicants cont...

2. all submitted documents for all applicants at one time
   
   Check the boxes to select the applicants to review in two ways:
   
   - **View selected applicants’ materials together:**
     
     - Actions menu, select Download Applications as PDF. In the dialog box, select the types of documents you want to view and Submit
   
   - **To see the selected applicants’ documents separately:**
     
     - Actions menu, select Create Document PDF per Applicant. The system creates a PDF with all documents you requested.
Changing Applicant Status

- After the hiring matrix has been completed and you know who the high scoring applicants are, you can call them to schedule an interview. For Staff, this does not need prior approval from Equity & Access. You can start changing the status on applicants whenever you choose as it does not change on their end.

- To change the status of one applicant, place a check mark in the box to the left of the last name; go to Actions drop down box and select **Move In Workflow**.

- To change the status of multiple applicants at one time, place a check mark in all the boxes to the left of the last name. Go to Actions drop down box and select **Move In Workflow**. This will bring up the options for you to state reason for consideration or non-consideration.
Changing Applicant Status cont...

- Once everyone has been moved you will have your Recommended For Hire and anyone that is selected to be an Alternate showing on the applicant page.
Changing Applicant Status cont...

- Should you need to go back to view the applicants that were moved to inactive status, go to the saved searches and click on More Search Options. It then changes to Hide Search Options.

- It brings up the Active/Inactive column with the Active highlighted in blue.

- Hit the Shift key and click on Inactive at same time. It will highlight Inactive and all the applicants will reappear at the bottom of the page. This allows you to make any necessary changes.

- If you accidentally move someone to a status they should not be in. Every change is saved on the History tab so you will need to put an explanation of the error because Equity & Access runs an EEOC report and it will show the mistake and what it was changed to.

- Once all the statuses are changed and you have your Recommended for Hire chosen, you are ready to start the Rec for Hire. Be sure to name an alternate if there is an acceptable one. If you do not name one and your first choice declines you must close the job as a no hire and start the procedure over again.
The following slides walk you through how to complete the recommended for hire.
Completing the Recommended for Hire

- Click on the last name of the person you are recommending for hire.

- This opens up the application. Click on the green + Start Regular Staff Hiring Proposal tab located under the orange Take Actions On Job Application.
Next the Position Descriptions screen comes up. Find the position number with the radio button selected (the position posted) and click on Select Position Description.

A pop up shows explaining unseating the position if currently filled and seating the new application into the position. Click OK.
Completing the Recommended for Hire cont...

- The next screen shows you the actual Hiring Proposal. You must insert the **Reason For Selection of Candidate** highlighted in Red.

You do not need to enter Salary information to get approval as you have not negotiated it with selected applicant and you do not know start date.
Completing the Recommended for Hire cont...

- Please also complete the fields for Texas State NetID and Texas State ID.
This screen brings up the Hiring Proposal Documents. This is where you attach the Hiring Matrix, Employment Verification Form, the Background Inquiry Release Form and any other support documents you may have to support your selection. (We still recommend you send the background form to HR once you make your decision to help speed up receipt of results.)

Click on “Next” to bring up the Regular Staff Hiring Proposal: with Applicants name.
Finishing up the Recommended For Hire

- Click on orange “Take Action on Rec For Hire”. This brings up the option to Send to Equity & Access (move to Equity & Access).

You have now completed the requisition. Should Equity & Inclusion have questions they will contact you.

- Once it is approved it will be sent to HR Employment where it is moved to Criminal History Pending.
- It will stay in that status until it is complete. Once you have been notified it will be moved to HR Employment – Offer Pending.

- Once the offer has been accepted contact HR for it to be officially Filled. At that time all applicants are notified by email that the position has been filled.

- It is recommended that the applicants interviewed be contacted by the department by email or phone informing them of the department decision to go with someone else.
Close As No Hire

- If a posting needs to be closed as a No Hire you must send email to Equity & Inclusion explaining why. Notify HR and they will change the status to “Hiring Manager – close as no hire”. This gives the option to send to Equity & Inclusion for their final electronic approval of the closing.

- Steps to complete Close as No Hire:
  1. Change status on all applicants
  2. Attach Hiring Matrix on the “Posting Documents”
  3. Send to Equity & Inclusion

- They send to HR where it is officially closed as a no hire. This unlocks the position for the new requisition to be started for reposting.
Additional Information

What if my selected applicant declines the offer?
- Should your selected applicant decline the offer and you did not name an alternate you must send an email to Equity & Inclusion (equityaccess@txstate.edu) explaining no alternate and your choice declined. HR will return the requisition to you - Hiring Manager - close as No Hire to make the necessary changes in status on the applicant and you will return to Equity & Access - Close as No Hire. They will look at it and return to HR to officially close as a no hire. Until this is completed the position is still locked so you cannot start the new posting to repost it.
- Should after reviewing your posting you find no one meets your minimum requirements the above steps will also need to be taken to close the job as a no hire and start over.

What if the applicant pool is too small?
- Should you as the hiring manager decide you do not have a large enough pool of applicants; you can call HR before your job closes and request the date be extended. You must remember that whatever date you change it to the job cannot close before that date. This can be done several times if needed. All jobs close at 11:59 pm each night.

How many applicants do I have to interview?
- University policy states that you must interview at least three (3) applicants from a posted job. Should you have less than that meeting the minimum qualifications you must email Equity & Inclusion (equityaccess@txstate.edu) explaining you have less and would like an “exception to policy” to only interview whatever your number is. Copy HR on all emails so we are aware of the results.
Contacts

Applicant Tracking
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