

# Adding your ASC position to PeopleAdmin: Step-By-Step Instructions

- 1. Have the designated department Administrative Assistant log into PeopleAdmin at: <u>https://careers.unco.edu/hr/</u>.
- 2. From the 'Postings' drop-down list, choose 'Exempt Staff'. We will use this for all ASC roles, including the classified roles.

Applicant Tracking	g System				
NORTHERN C	Colorado				
Home	Postings 🔻	Applicants 👻	Hiring Proposals <del>-</del>	Onboarding I	Events 🕶
Welcome to	Exempt Staff Classified Staff Faculty	itment System			
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	Applicant Tracking Northern C	Applicant Tracking System  NorthEan ColorAdo  Postings  Home Postings  Exempt Staff Classified Staff Faculty  Inbox SEARCH	Applicant Tracking System	Applicant Tracking System          Waiterstitt*/         Northern Colorado         Your Staff         Welcome to         Classified Staff         Faculty    Inbox Postings (15)	Applicant Tracking System

3. Choose '+ Create New Posting' in the orange box in the top right of the page

Northi	ern Colorado				User Group: Human Resources 🗸 🗸
Home	Postings •	Applicants 👻	Hiring Proposals 🔻	Onboarding Events 👻	Shortcuts 👻
Postings / E	xempt Staff ☆	Postings			Create New Posting
Saved 1	Searches 🗸			Search Q More Search Options 🗸	

- 4. Click 'Create from Position Type' option.
- 5. Begin new posting by completing all required sections: Advertising Position Title and Department.
  - a. **IMPORTANT** When establishing a title of your roles please use the following format(s):
    - i. ASC Human Resources Specialist @ Division of Finance & Administration
    - ii. ASC Communications Specialist @ HSS
    - iii. ASC Accounting Specialist @ HHS
    - iv. ASC Business Operations Manager @ PVA



6. Begin the 'Posting Details' section and complete the following:



## \* Check spelling

Position Title	ASC Position
Department	Finance & Administration
FTE	1.0
FLSA	Exempt 🗸
Pay Rate	As determined through job analysis
job Type	Full-Time 🗸
Job EEO Category	Executive/Administrative/Managerial 🗸
Physical Demands	
Job Summary	Copy & Past Job Description
	Classified Roles - Established by the State of
Minimum Qualifications	Professional/Admin - N/A
	Determined By Department
Preferred	



7. Click 'Save & Continue' Details' section.

Human Resources

and move to the 'Posting

#### **Posting Details**

*R	Check spelling equired Information	
*	Advertising Position Title	DRAFT - ASC Human Resources Specialist
	Posting Number	
	Position Number	TBD
	Reason for Vacancy/Position Change	New Position
	Method Used to Fill Vacancy	Search Committee 🗸
	Desired Start Date	05/01/2020
	Open Date	04/01/2020
	Close Date	04/05/2020
	Open Until Filled	No 🗸
*	Post To Higheredjobs.com	No 🗸
	Recruiting Plan: If you plan to advertise externally, indicate the advertising sources	www.higheredjobs.com         Chronicle of Higher Education         Inside HigherEd         UNC Today         Greeley Tribune         Coloradoan         Denver Post
	Special Instructions to Applicants	Only current staff of the University of Northern Colorado and of the listed division and department are eligible to apply to this role.
		This a special field that shows up at the top of the screen to an applicant when they apply to the job.
		Salary is commensurate with qualifications and experience. Benefits available include



8. Click 'Save & Continue' Budget Information'

a. Click 'Add Budget Summary Entry.'

and move to the 'Position section.

#### Position Budget Information

Budget Summary
Add Budget Summary Entry

- b. Add FOAP and FOAP % accordingly. (Example 10000-54000-65120-1000 = 100%)
- 9. Click 'Save & Continue' and move to the 'Applicant Documents' section.
  - a. Mark '(1) Resume' as Required.
  - b. Mark '(2) Cover Letter/Letter of Application' as Optional.
  - c. All others will remain as Not Used.

**Applicant Documents** 

Order	Name	Not Used	Optional	Required
1	Resume	0	0	۲
2	Cover Letter/Letter of Application	0	۲	0

10. Click 'Save & Continue' and move to 'Supplemental Questions' section.



- 11. Click the orange 'Add a question' button on right side of screen.
  - a. Category = Experience
  - b. Click 'Add a new one'
  - c. You should get a 'Do you want to leave the page and lose all changes?' prompt... click 'OK'
  - d. New screen.
    - i. Name = ASC Communication Specialist @ HSS Q1, ASC Communication Specialist @ HSS Q2, etc.
    - ii. Status will be 'Pending' until HR approves questions and activates them.
    - iii. Category = Experience
    - iv. Question = Use the language directly from the Application Review/Scoring Form.
    - v. Leave 'Possible Answers' as 'Open Ended Answers.'
    - vi. Click 'Submit'

Name *	ASC Human Resources Spec @ F&A Q1	
Status *	pending V	
Category	Experience V	
Question *	Are you experienced?	
Possible Answers		_
Open Ended Answers		
OPredefined Answers		

- 12. Repeat and enter all questions from the Application Review/Scoring Form.
- 13. After entering all supplemental questions, please make sure all are marked as 'Required'. Supplemental Questions

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	Required	Category	Ouestion
Position	Regarica	coregory	1.00 00 00 00 00 0 0



- 14. Click 'Save & Continue' section.
  - a. We will not be

and move to 'Guest User'

creating Guest Users.

- 15. Click 'Save & Continue' and move to 'Search Committee' section.
  - a. Click 'Add Existing User' <u>OR</u> 'Create New User Account(s)'
  - b. For all New Users, HR will review and approve access requests.
  - c. Add all members of search committee and designate the Committee Chair.
- 16. Click 'Save & Continue' and move to the 'Evaluative Criteria' section.
  - a. No entries... they've already been included in the Supplemental Questions and we will use the upcoming 'Posting Documents' section to submit the Application Review/Scoring Form.
- 17. Click 'Save & Continue' and move to the 'Reference Letters' section and complete the section as shown.

Check spelling	
References	
Accept References	Yes 🗸
Minimum Requests	0
Maximum Requests	3
Last Day a Reference Provider Can Submit Reference	04/05/2020
	If interested, please submit 1-3 professional references.
Special Instructions to	

- 18. Click 'Save & Continue' and move to the 'Posting Documents' section.
  - a. Please upload the following documents:
    - i. Position Description Questionnaire (aka PDQ)
    - ii. Organizational Chart
    - iii. Position Authorization Form (PAF)
    - iv. Screening Criteria (aka Application Review/Scoring Form)
    - v. Other Documents anything else that may be relevant to the role/search/approvals
- 19. Click 'Save & Continue' and move to the 'AAEO CUPA Date' section.
  - a. You can skip this.
- 20. Click 'Save & Continue' and move to the 'Summary' section.
  - a. Review request and ensure proper Position Title, Department, Job Summary, Open and Closing Dates, FOAP data, Supplemental Questions, Committee Members, and Posting Documents.



Postings / Exempt Staff / DRAFT - ASC Hu

- 21. After successfully reviewing that all information is accurate and correct, please click on the orange 'Take Action on Posting' button on the right side of the screen.
  - a. Depending on your area please 'Submit to VP' <u>OR</u> 'Submit to Provost,' appropriate to your department's reporting structure.

osting: DRAFT	- ASC Human Resources Specialist @ Finance	ee & Administration (Exempt Staff) Edit Delete	Take Action On Posting 🗸
rent Status: Draft			Keep working on this Postin
ition Type: Exempt Staff	Created by: Kyle Mathes		WORKFLOW ACTIONS
artment: Finance &	Owner: Kyle Mathes		Cancel (move to Canceled)
ninistration			Approve for Submit to HR director (move to Submit to director)
imary History Se	ttings Hiring Proposals		MOVE DIRECTLY TO
Please review the details of th	he posting carefully before continuing		Returned to Dean/Director f
	ur bestu di en erañ a erañ e countandi.		Submit to Provost
To take the action, select the a	appropriate Workflow Action by bovering over the orange "Take Action on this Posting" bu	utton. You may add a Comment to the posting and also add this posting to your Watch List, in the ponun boy that appears. When you are ready to submit your posting, click on the Submit button on the ponun boy.	
To edit the posting click on th	he Edit link next to the Section Name in the Summary Section. This will take you directly to	the most post of the proving the discount of the post of the most state of the post of the	Submit to VP
To edit the posting, click on th	ne Edit link next to the Section Name in the Summary Section. This will take you directly to	the Posting Page to Calific I a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.	Submit to VP Submit to HR for review
To edit the posting, click on the	he Edit link next to the Section Name in the Summary Section. This will take you directly to	o the Posting Page to Edit. If a section has an orange ton with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.	Submit to VP Submit to HR for review Submit to HR director
o edit the posting, click on the	ne Edit link next to the Section Name in the Summary Section. This will take you directly to Edit	o the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.	Submit to VP Submit to HR for review Submit to HR director Submit to Budget
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© Position Details © Position Details Position Information Position Information Position Title Department FITE FLSA Pay Rate	Edit link next to the Section Name in the Summary Section. This will take you directly to     Edit     DRAFT - ASC Human Resources Specialist @ Finance & Administration     Prinance & Administration     10     10     Section     Add determined through job analysis	o the <b>Postang Page</b> to Edit. If a section has an orange tion with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.	Submit to VP Submit to HR director Submit to HR director Submit to Budget Submit to Budget Approved-Pending Posted Approved-Internal Closed Filled Reposted Extended Posting
To edit the posting, click on it Position Details Position Information Position Title Department FTE FLS Pay Rate Jub Type	Edd link not to the Section Name in the Summary Section. This will take you directly to      Edd     DRAFT - AGC Human Resources Specialist @ Pinance & Administration     Pinance & Administration     Lo     Reverpt     Add secremined through job analysis     Rufa Time	o the <b>Postang Page</b> to <b>Edit</b> . If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the nest step in the workflow.	Submit to VP Submit to HR director Submit to HR director Submit to Budget Submit to Budget Submit to Budget Approved Panding Posted Approved Internal Closed Filled Reposted Extended Posting Canceled

22. Once all approvals are received, HR will activate the postings on Wednesday, April 1<sup>st</sup> and postings will be active through Sunday, April 5. Review of applications will begin on Monday, April 6 with HR reviewing the Classified ASC HR, Accounting, and Communication roles for residency and minimum qualifications in accordance with State Personnel Rule. We will move the Professional/Administrative Business Operations Manager through its respective process as well at this time.



comments, concerns, please

If you have question, contact

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