Creating Job Descriptions and Job Postings
Logging In:

Training PeopleAdmin Site:

To log into the training PeopleAdmin system please use the following steps:

1] Follow the link: https://rutgers-training.peopleadmin.com/hr

2] Click on either “Click Here To Log In With Your Network ID” OR “SSO Authentication”:

3] Enter your NetID and Password
Once logged in you will be greeted by the home page which can be seen below:

On initial log-in you will be defaulted to the user-role of “Employee”; on the diagram there is a black rectangle (A) around the drop-down field where you can select your role. Your first action should always be to select the role you need by using the drop down to navigate to the preferred role. Once you select the role you must remember to always “HIT THE REFRESH ARROW” (B) to the right of the drop-down field.

The Inbox (C) and Watch List (D) are also surrounded by a black rectangle. These two areas are important because they will be populated with important items. The Inbox will contain items that you need to take action on. While the Watch List box will contain items that you selected to follow.

- **Inbox: Purpose:** Alert users of any items needing their review/approval. Works in conjunction with system notification emails.

- **Watchlist: Purpose:** Allow users to have quick access to objects they deem as important and follow their progress.
Section One: Position Management Module

Position Management:

To change into the Position Management module of PeopleAdmin you must select that area:

The rectangles highlight important areas on this screen. (A) This is where you select “Position Management”. Once you select “Position Management” you will be taken to the “Position Management” module of the PeopleAdmin system.

There are three ways to tell you are in the “Position Management” module:

1. (A) will say “Position Management”
2. (B) The top of the screen will be orange as seen in the pink rectangle
3. (C) shows the options; these options change depending on what area of the system you are in.
Create a New Position Description:

Step One

Positions are created or modified by performing position requests. These position requests can be viewed under the position description drop down in the main menu.

A] Hover over the Position Descriptions tab and click the Staff option. This takes you into the Position Description list screen where you can create new Position Descriptions or modify existing Position Descriptions through position requests.

B] From the search screen, click the orange Create New Position Description button. You’ll be able to start a new position request.
C] After clicking “Create New Position Description” please click “New Position Description” as seen below:

**Step Two**

A] Enter a position title that describes the position (this can be edited)

B] Select the executive

C] Select the school/division

D] Select the department

E] Click Start Position Request.
Notes:

- You may also choose to copy an existing position in the system seen at the bottom of the screen. Use this option if you want to copy another position you previously created but want to change some of the details.

**Step Three**

**Classification:** Search for and choose the classification this position should be tied to.

- A] Click “filter these results” to search for the correct classification.
- B] Use the search field to locate a desired classification and/or add columns to the search area
- C] After locating the correct classification, click the circle field to the left of the classification to select it. (**You may also hover over the ACTION button and select “VIEW CLASSIFICATION” to get more information about the classification you are selecting**).
- D] Once you select the correct classification hit “NEXT”.

As the request goes through the workflow, users will be able to see the classification selected. They will also have the opportunity to **change** the selected classification if needed.

Notes:

- Classifications contain specific job attributes related to the “classification title” such as job code, FLSA, grade, salary range, standard hours, etc. You may see specifics about a classification by using the action “View Classification”.
- If you are unsure of what classification to choose, please be aware that this request will go through the workflow and may be altered by UHR to a more appropriate classification.
**Step Four**  
**Position Details:** Fill in the information on the form and click “Next”.

Notes:
- “Position Summary” is a very important field; it will appear on the job posting and will be seen by the applicants.
- Note that there are sections/fields that only apply to the RBHS Banner System and labeled as RBHS/Banner-only.
- Please notice the blue check marks under “Editing Position Request”. This check mark will appear when you successfully fill out all required fields in the area.

**Step Five**

**Position Budget Information:**  
**A**] Click the grey “Add Position Budget Information Entry” button to open a field to add budget information.

**B**] Fill in the information on the form.
C] Optional: To add another budget entry click “Add Position Budget Information Entry” (for more than one funding source)

D] Click “Next” to proceed

Notes:
- In the “Percentage Funded” field use number values only – do not use % symbol in this field
- Please note when using multiple funding sources the “Percentage Funded” field does not auto-calculate to 100%, please make sure the values add up to 100 when using this field
- “Maximum Amount” field is used to set a limit for that funding source
Step Six

Position Documents: Add position documents to a position if you want to have certain documents with this position description.

A] Hover over the action buttons in order to upload your documents.

B] Edit the name, and add a description

C] Click “choose file” to select a document to upload

D] Click “Submit” to attach the document to the job description.

E] Click “Next” to proceed to the “Position Request Summary” page.

Notes:

- Check with your department to learn what documents are required to be uploaded in position descriptions.
Step Seven

Summary Page

A] Review the position description information.

B] Click orange “Take Action on Position Request” button to move the position request in workflow to ensure that all approvers that need to see the position for approval before approving and adding this new position into the position library.

Notes:

- Once you “take action” on your position description and move it to the next person, it will be added into your Watchlist:
  - **Current State**: Provides information on whether the item has been approve or not
  - **State Owner**: Describes who currently owns the request in the workflow
  - **Creator**: Simply explains who initiated the position description
C] Fill in a comment (if necessary), this will be e-mailed to the next person in your department who reviews the description.

D] To follow this request click “add this position to your watch list?” – This option will be defaulted if you create the description.

E] Click “submit”

**Workflow when requesting a new Position Description:**
Below is the workflow that occurs during the “Position Description” area. There are five roles and each role has specific privileges.
Section Two: Applicant Tracking Module

Posting a Position (Applicant Tracking Module)

Hover over the module selection drop-down menu and select Applicant Tracking.

There are three ways to tell you are in the “Applicant Tracking” module – a red rectangle surrounds the three areas:

1. It will say “Applicant Tracking” in the module selection area
2. The top of the screen will be blue
3. The options next to home will change; these options change depending on what area of the system you are in.

Create a New Posting

Step One

A] Hover over the Postings tab and click the Staff position type option. This takes you into the Postings list screen where you can create new postings or manage existing postings.
B] Click the orange **Create New Posting** button.

![Image of the Rutgers Portal page with the Create New Posting button highlighted]

C] Choose how the posting will be added.

- To use a position description you created and was approved by UHR click “Create from Position Description”
- You may also “Create from Posting” if you want to duplicate an existing posting in the system

![Image of the Create New Posting window with options selected]

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**Step Two**

A] Search for a job description using the search field.

B] Once you located the correct job description hover over the grey action box and select the “Create From” choice.
Step Three

New Posting Page: The initial settings page allows you to save a draft in the system so that you can locate and work on it at a later time.

- Choose the Executive, School/Division and Department where this posting will exist. (Note: if you create from a previous posting or from position description this information will autofill)
- Choose the initial Workflow State an applicant will be set to when applying to this posting. There is only one option that is auto-selected
- If you want to use the reference letter function, select Accept References. **WE ARE NOT USING THIS FEATURE CURRENTLY**
- “Accept Online Applications” - this is typically checked. If you do not check this item, applicants will still see the posting advertised on your portal but they will not have the ability to apply online through the portal. If you uncheck this item, you should provide instructions for the applicant on how to apply.
- Select the Short Application Form (this is the standard selection). General Application Form requires the applicant to fill in work history, education history, and more information that is not required in the Short Application Form.
- Click the orange Create New Posting button.
Step Four

Posting Details: Fill out the fields in this section. Any field marked with a red asterisk is a required field. Click Next.

Step Five

Reference Letter **Not currently using this** Hit “NEXT” to skip this section.

Step Six

Review budget information, click “NEXT” when reviewed. This information will be carried over from the Job Description section.
Step Seven
Supplemental Questions: This allows you to add questions that you would like the applicant to answer when applying for this position. To add a question, click the “orange Add a Question” button and a box will appear. You can either choose from questions that have been preapproved by UHR by checking the Add check box, or add a new question by clicking the Add a new one link. ***UHR must approve a requested question. This question will not show up unless UHR approves the question***

To add a new question, provide a name and the question.

- **Open Ended Answers**: Will appear as a text box. **You cannot rank values in this option**
- **Predefined Answers**: You can predefine answers for the applicant to choose from. More boxes will appear as you tab through

A] First click “Add a Question”:

B] You can then search by limiting the category or typing in a keyword to find a question you are looking for.

C] Once you find your question click the add check-box

D] If you cannot find a question you would like to use use the “Add a new one” link to request a new question to be added to the bank.

E] Click “submit” when finished
Once you add your questions you can arrange their order. Also, note that the “status” of a question can be “pending” UHR will review the question request for inclusion. Click “NEXT” once you are done adding questions.
Step Eight

**Applicant documents:** Here you can choose which documents for the applicant to include. To have the document **optional**, click only optional. To require the document, you must click only the **required** buttons.

![Applicant Documents](image)

Step Nine

**Guest user:** In this tab you can create a new guest user. This will create a generic user name and password that you can give guests to have **view only** access the posting. You can enter in email addresses and email containing the guest user login credentials will be sent to those users.

![Guest User](image)
Step Ten

Search Committee: You can assign members to the search committee on this page. You can search the employee list for search committee members using the search at the top, or request a new search committee member at the bottom of this page. If you request a new user, UHR will have to approve the user.

Step Eleven

These are evaluative questions you can add to the posting. These can be used during the candidate process to rank applicants.

When you click the Add a Criterion button, you will have the ability to add a new criterion or select an existing criterion.

Notes:

- To choose which state the criterion is associated with, you can select the description from the table and you will be presented with the opportunity to add a weight and add points to this question. Once you have made your changes, you must click the “Save” button to save them.
Step Twelve

Summary page:

A] On the summary page you can review the posting, see how the posting looks to applicants, and see a print preview of both the internal and applicant view of the posting. You can also move the posting in workflow for its approvals as necessary.

B] To move the posting along to the next action in the workflow, hover over the orange “Take Action on Posting” button and choose the action that you would like to take.
C] Fill in a comment (if necessary), this will be e-mailed to the next person in your department who reviews the description.

D] To follow this request click “add this position to your watch list?” – This option will be defaulted if you create the description.

E] Click “submit”

Workflow when requesting a new Job Posting:

Below is the workflow that occurs during the “Job Posting” phase. There are four roles involved and each role has specific privileges as described below:
Initiator
• Creates Job Posting

Authorizer 1
• May Create, Edit & Approve Position Description

Authorizer 2
• May Edit & Approve Position Description

UHR
• May Edit & Approve Position Description