

PeopleAdmin 7

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## Information Non-Disclosure at NMSU

New Mexico State University maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPPA), and the Gramm-Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as social security numbers.

**FERPA** protects students' records. FERPA requires post-secondary educational institutions and agencies to conform to fair information practices in their handling of student data. Among the provisions of the act are the requirements that data be used only for intended purposes and that those responsible for student data take reasonable precautions to prevent misuse of it. Examples include Social Security Numbers, grades, date of birth, etc.

**HIPPA** protects all medical records and other individually identifiable health information used or disclosed in any form, whether electronically, on paper, or orally.

**GLBA** protects private, non-public information of individuals. Private, non-public information consists of information such as name, Social Security Number, date and location of birth, gender, credit card numbers and driver's license numbers.

Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

## Introduction

Welcome to New Mexico State University Online Employment Application System - PeopleAdmin. The Human Resource Services (HRS) department has implemented this system in order to automate many of the paper-driven aspects of the employment application process. The PeopleAdmin system is used to hire regular exempt, non-exempt, and faculty positions.

You will use PeopleAdmin to:

- Reclassify position descriptions (staff positions only)
- Request a new position (staff positions only)
- Create and submit hiring requisitions for approval
- View applicants to your hiring requisitions
- Finalize the hiring process by dispensing of applicants

The system is designed to benefit you by facilitating:

- Faster processing of recruitment and hiring actions
- Up-to-date access to information regarding position management and applicant tracking
- More screening tools of applicants' qualifications

## Supported Web Browsers

The PeopleAdmin System is designed to run in a web browser over the Internet. The system supports browser versions of Mozilla Firefox and Internet Explorer 7.0 and above. Firefox is the preferred browser for optimum viewing and performance.

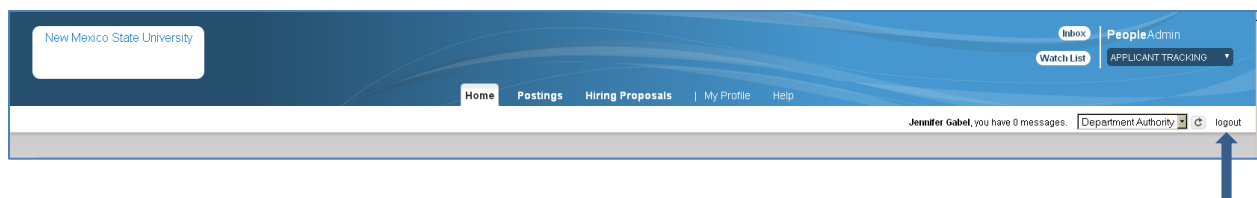
The site requires you to have Adobe Acrobat Reader installed. This is a free download available at [www.Adobe.com](http://www.Adobe.com).

The site also requires the use of pop-up windows. Be sure to check your browser settings and disable pop-up blockers.

Some actions will replace the existing window while others will open in a new browser window or tab.

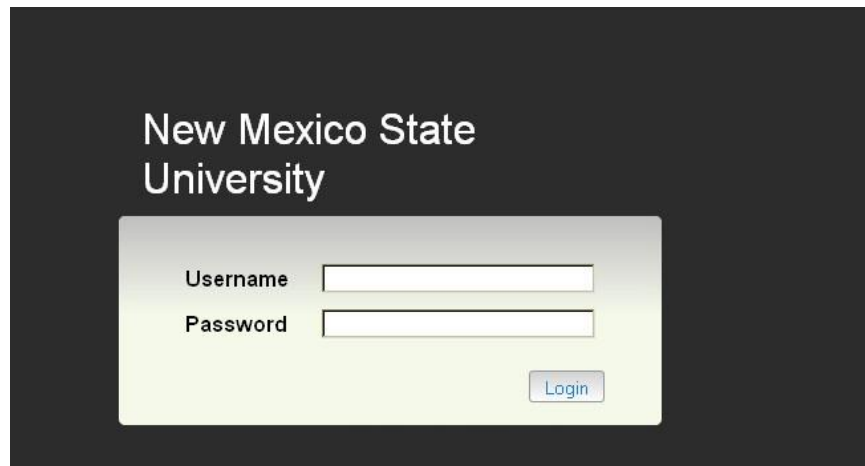
## System Time-Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and logout of the system by clicking on the logout link located to the right of your name and user group selector.



## Logging In

Open your browser and go to <https://jobs.nmsu.edu/hr> to log in.

A screenshot of the New Mexico State University login page. The page has a dark background. At the top, the text "New Mexico State University" is displayed in white. Below this, there is a light-colored rectangular box containing the login fields. Inside the box, the labels "Username" and "Password" are positioned to the left of two white input fields. To the right of the "Password" field is a blue "Login" button.

Log in using your NMSU username and password.

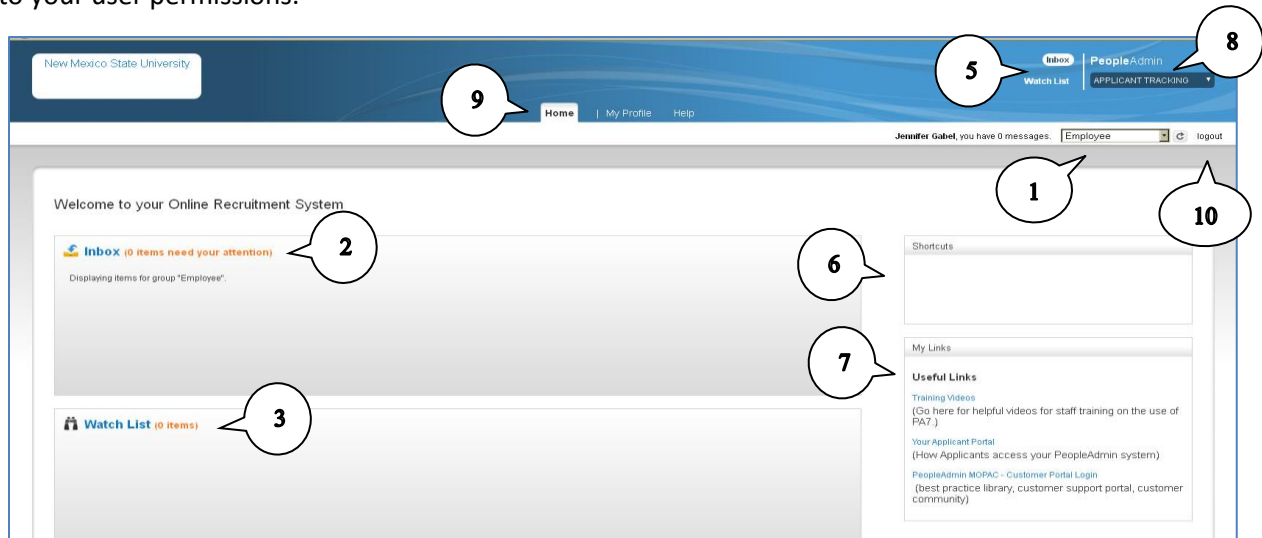
### Things to know about logging in:

PeopleAdmin is an authenticated system using NMSU's LDAP authentication. Your NMSU username and password are used to access PeopleAdmin.


**Requesting an account:** New users can request an account by submitting a PeopleAdmin-Electronic Personnel Security Request Form. The form is available on the HR Forms web page - <http://hr.nmsu.edu/forms/>.

## Home Page

When you log in, you come to the home page. The menu and other options available to you correspond to your user permissions.



### Things to know about the Home page:

1. **User Group Selection** (next to the **logout** link in the upper right corner of the screen): This menu is only available if you are assigned more than one permission group. It allows you to change the permission group you are using at the moment. When changing user groups, you must click the refresh  button to activate the change.
2. **Inbox**: This notification area displays items that your user group needs to act upon.
3. **Watch List**: This notification area displays items that you have flagged as worth watching – for example, you may have an interest in following a job posting for a position you have taken an action on.
4. The tabs (not shown in photo above) in the Inbox and Watch List areas will depend on your user permissions.
5. You can quickly access your inbox and watch list from any page with the Inbox and Watch List button at the top of the screen.
6. **Shortcuts**: This section displays shortcuts that depend on your user permissions. This is not a configurable area.
7. **My links**: This section provides a quick link to the applicant portal to view NMSU job postings. The other links (Training Videos and PeopleAdmin MOPAC) are only accessible to select NMSU employees. To access training videos developed by PeopleAdmin go to <http://peopleadmintraining.webex.com>.
8. **Module Selection**: At the top right part of the screen, the module drop-down shows which part of the system you are in right now. By default, when you log in, you are in the Applicant Tracking module. If you hover your mouse over the words “Applicant Tracking” you will see the modules available to you. The modules available depend on your user permissions and the way your system is configured.
9. The Home page appears in all modules, with a different color bar at the top for each module. You’ll return to the Home page whenever you change to a different module.
10. **Logout**: Log out of the PeopleAdmin session when not in use or away from your desk. Remember, data in PeopleAdmin is confidential.

## User Groups

### Things to know about users, group permissions, and organizational units:

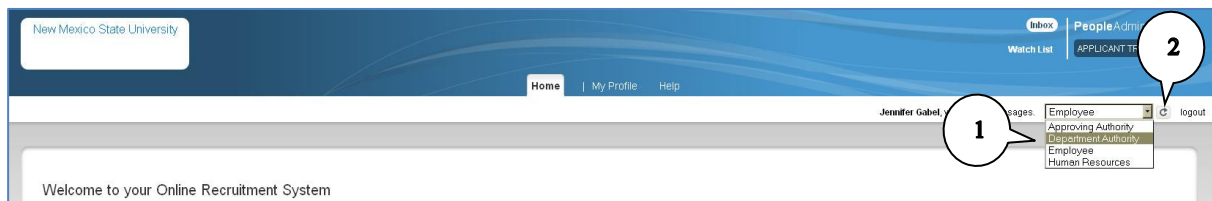
Group permissions represent the different roles that are used in the system. This site has the following group permissions pre-built. An important aspect of the group is the level of the organization that they affect. This is known as scope in the system. The scope of a group determines how much of the organization that user role is allowed to see. If your department has multiple users in a user group, your inbox and watch list may display items initiated by another user.


Groups	Scope
Employee	Personal Scope This group can only see the items they start or are assigned to.
Department Authority Approving Authority	Department Scope This group can see all items in their department(s).
Search Committee Chair	Department Scope This group can see all items in their department(s).
Search Committee Member	Personal Scope This group can only see the items they start or are assigned to.

Note: Instructions in this manual display the Department Authority role but can be performed by either the Department Authority or Approving Authority.

### Changing User Groups

If you are assigned to more than one user group, you may need to change your user group during a session. You can do this easily by following the steps below.




1. Click the drop down arrow in the User Group field and select the appropriate user group.
2. Click the **Refresh**  button.



3. Confirmation message will be displayed at top of screen.



Be sure to click the **Refresh**  button when changing between user groups.

## Modules

There are two modules within PeopleAdmin – Applicant Tracking and Position Management.

**Position Management:** the position management module is used for staff positions only. Within the position management module, you can **request a new position, reclassify, or modify an existing position**. The Position Management module has an orange header.

**Applicant Tracking:** the applicant tracking module is used to post positions, review & screen applicants, submit hiring proposals and hiring confirmations. The Applicant Tracking module has a blue header.



1. To change between modules, hover over the module selection drop-down menu and select the appropriate module.

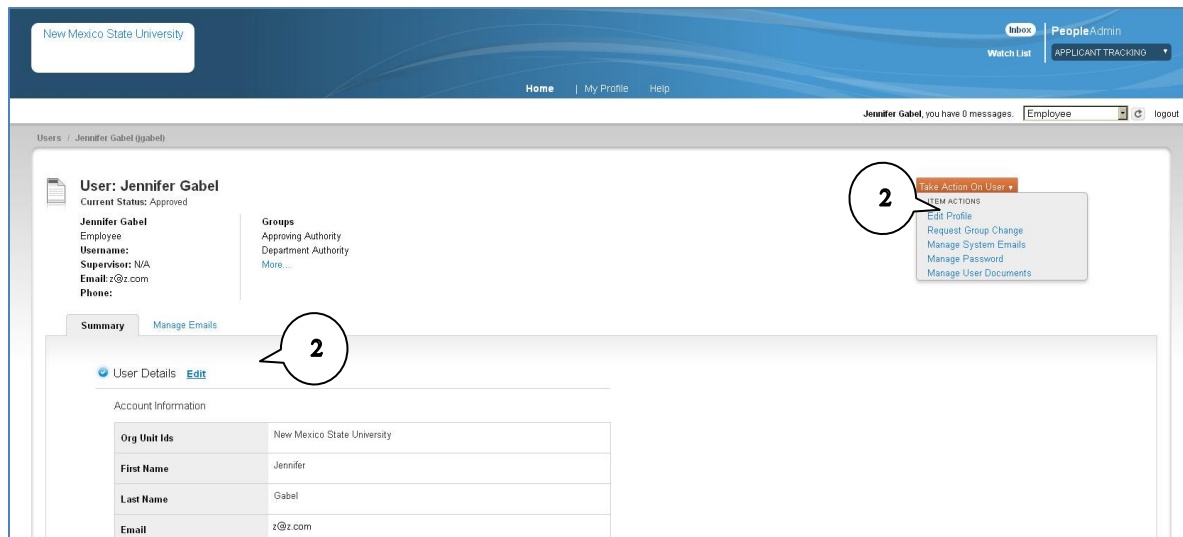
## Editing the User Profile

### Changing Default User Group & Module

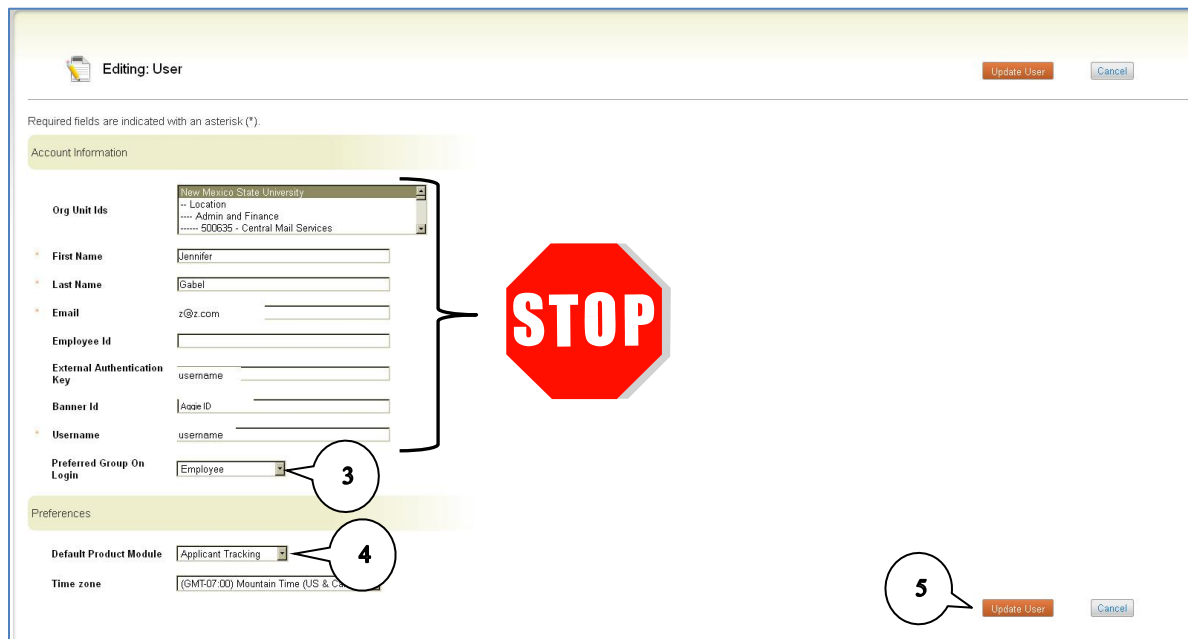
By default, your home page is set to the highest user group you have been assigned and opens the applicant tracking module when you log in. You can change this setting to open to your most frequently used group/module by performing the following steps.



1. Click the **My Profile** tab.



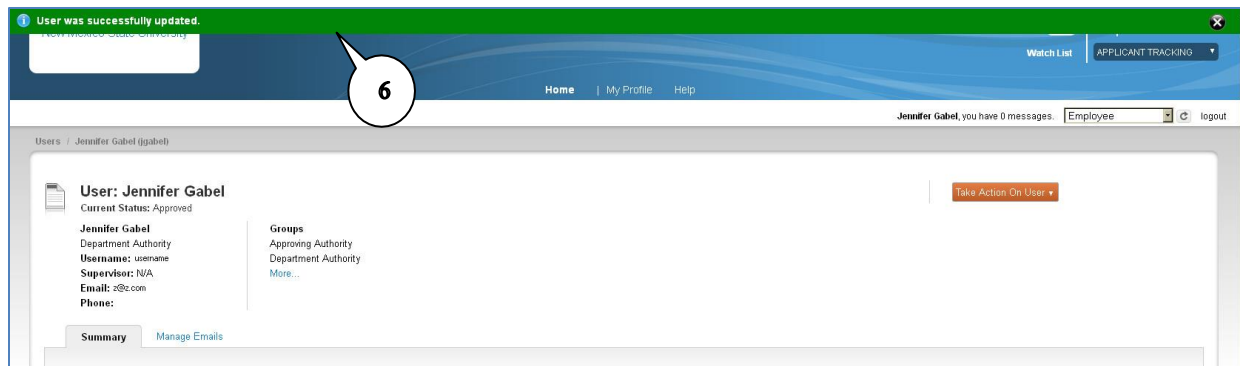
2. Hover over the **Take Action on User** button and click on **Edit Profile** or click the **Edit** link in the **Summary** tab.



3. Click the drop down arrow in the **Preferred Group On Login** field and select the group you want opened on login.
4. Click the drop down arrow in the **Default Product Module** to select the preferred module to open on login.
5. Click **Update User** button.

**Warning:** Do not change any other information in the User Profile. This information is populated based on your Banner information and must not be changed. Contact your HR Liaison if any information is incorrect. Changing your personal identifier information in PeopleAdmin will result in your account being locked. In the event your account is locked, you will need to contact ICT Security for assistance.

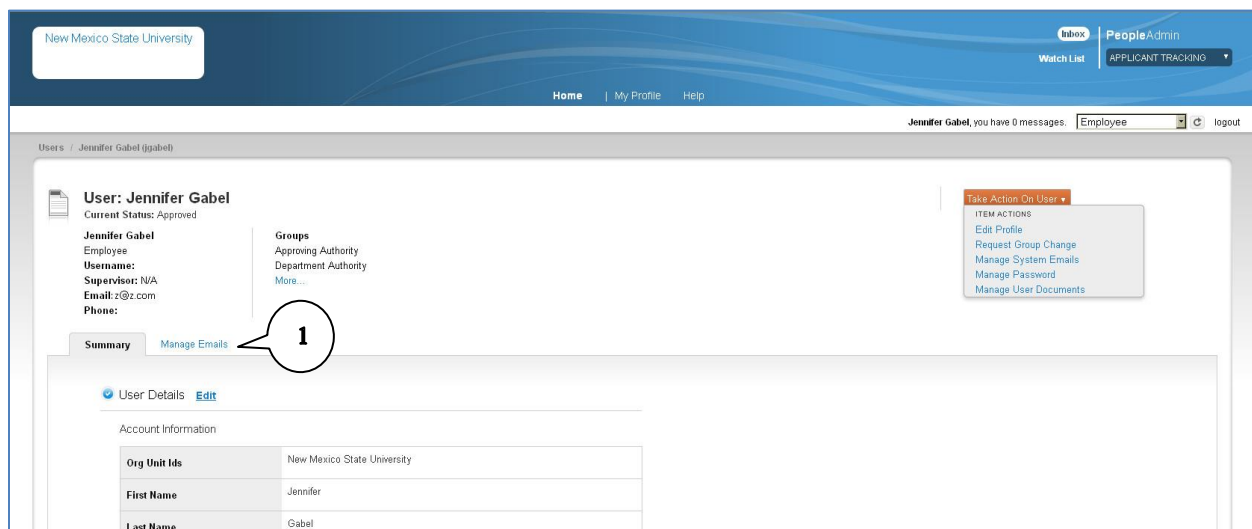




- You will be returned to the My Profile page and a message will appear at the top of the page confirming your updates were saved.

## Managing Emails

You can opt in/out of any or all email notifications from the PeopleAdmin system. By default, all email notifications are active.



- Click the **Manage Emails** tab.

**System Events**

Event	Template	Position Type	Opt Out?
User Pending Approval	User Account - Pending Approval: for HR Users	—	<input type="checkbox"/>
New User Approved	System User Account Approved	—	<input type="checkbox"/>
Standard Posting Transition	Posting Status Update	—	<input checked="" type="checkbox"/>
Share Posting	Email to A Friend	—	<input type="checkbox"/>
Job Application Submitted	Application Submitted	—	<input type="checkbox"/>
Search Committee Member Assigned	Search Committee Member Account Notification	—	<input type="checkbox"/>
Search Committee Chair Assigned	Search Committee Chair Assigned	—	<input type="checkbox"/>
Search Committee Member Account Created	Search Committee Member Account Created	—	<input type="checkbox"/>
Password Reset Requested For HR Account	Password Reset Request	—	<input type="checkbox"/>
Password Reset Requested For Applicant Account	Applicant: Password Reset Request	—	<input type="checkbox"/>
Notify Applicant to Revisit Application	Notify App to Revisit Application	—	<input type="checkbox"/>
Guest User Enabled	Guest User Email	—	<input type="checkbox"/>
Applicant Requests Username Reminder	Applicant User Name	—	<input type="checkbox"/>
Standard Action Transition	Action Status Update	—	<input type="checkbox"/>
Hiring Proposal Transition	Hiring Proposal Status Update	—	<input type="checkbox"/>
Applicant Request for Staff	Email to Reference Provider	—	<input type="checkbox"/>

**Position Type Events**

Event	Template	Position Type	Opt Out?
Job Application Submitted	Application Submitted	all	<input type="checkbox"/>

Note: Opting out of Position Type emails will apply to all Position Types, Staff, Faculty and Student.

**3** Update System Email Options Cancel

- By default, all email notifications are initially turned on. You can opt out of an email notification by checking the **Opt Out** check box. These settings can be changed at any time if you later decide you need the email.
- Click **Update System Email Options**.

**4** System Email Preferences saved successfully.

Home Postings Hiring Proposals My Profile Help

**5**

User: Jennifer Gabel  
Current Status: Approved

Jennifer Gabel  
Department Authority  
Username:  
Supervisor: N/A  
Email: jgabel@nmsu.edu  
Phone:

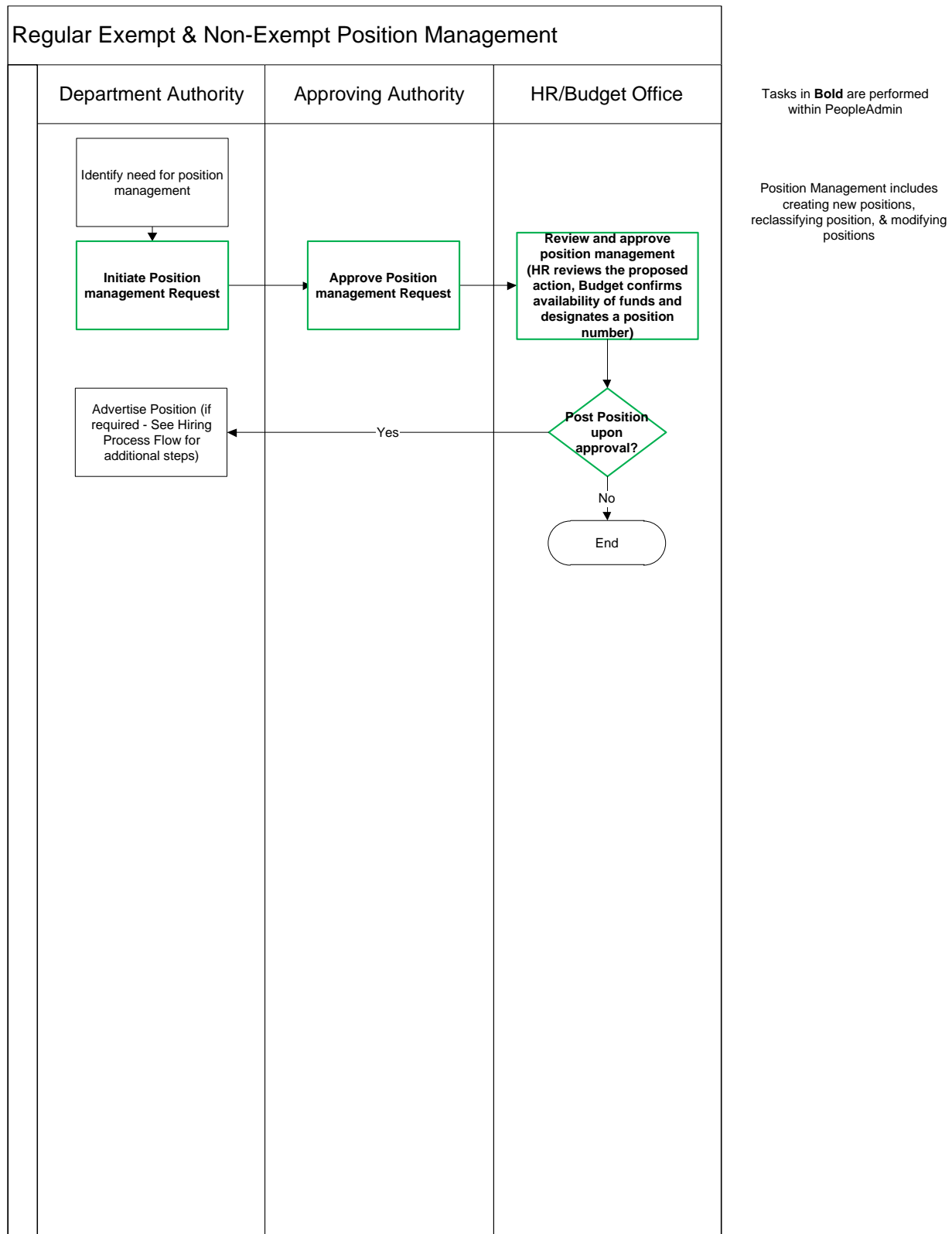
Groups  
Approving Authority  
Department Authority  
More...

Take Action On User

- You will be returned to the My Profile page and a message will appear at the top of the page confirming your updates were saved.
- Click the **Home** tab.

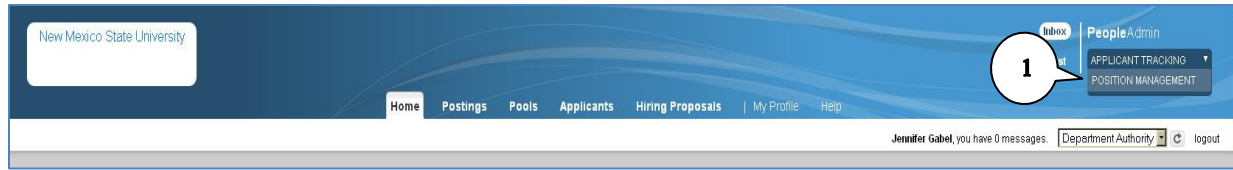
## Position Management – Staff Positions Only

In this area you will be able to request a new staff position or request changes to an existing staff position description.

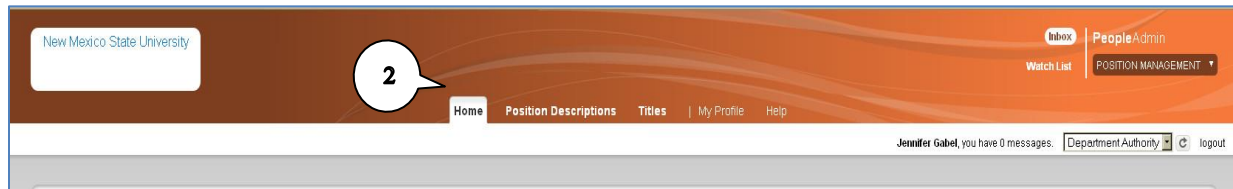


## Request a New Staff Position Description

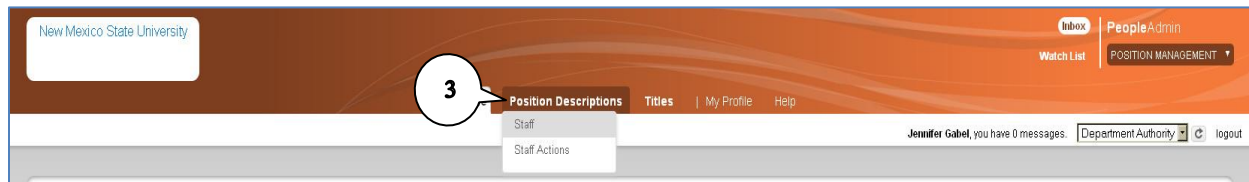
If no existing position closely enough resembles your new position, you can request a new position from scratch without cloning an existing position.



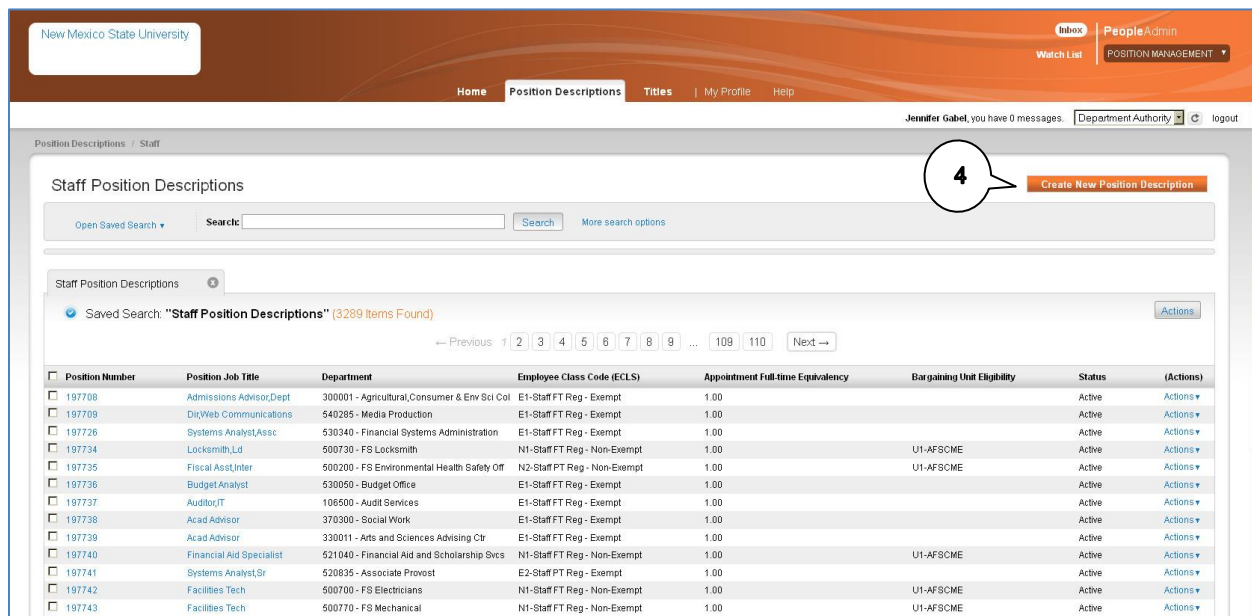
1. Hover over the module selection drop-down menu and select **Position Management**.



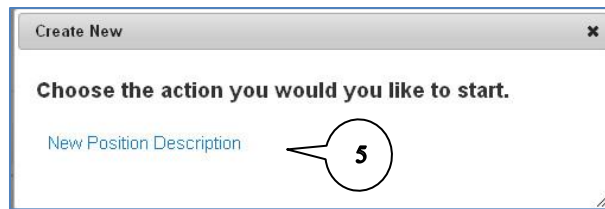
2. Notice the tabs and background color of your header change when you change modules. The Position Management module has an orange background.



3. Hover over the **Position Description** tab and click on **Staff**.



4. Click on **Create New Position Description** button.



- Click **New Position Description** link in the pop-up box. (Note: it may take a few moments for the screen to populate).

Position Number	Position Job Title	Department	Employee Class Code (ECLS)	Appointment Full-time Equivalency	Bargaining Unit Eligibility	Status	(Actions)
197708	Admissions Advisor/Dept	300001 - Agricultural, Consumer & Env Sci Col	E1-Staff FT Reg - Exempt	1.00		Active	Actions
197709	Dir/Web Communications	540295 - Media Production	E1-Staff FT Reg - Exempt	1.00		Active	Actions
197726	Systems Analyst/Asst	530340 - Financial Systems Administration	E1-Staff FT Reg - Exempt	1.00		Active	Actions
197734	Locksmith/Ld	500730 - FS Locksmith	N1-Staff FT Reg - Non-Exempt	1.00	U1-AFSCME	Active	Actions

- Enter the new **Position Job Title**. This is the working job title used on job postings.
- Select the **College/Division** from the drop down list.
- Select the **Department** from the drop down list. Note: departments are populated based on selection made for College/Division.
- Click **Start Action** button.

## Proposed Classification

New Mexico State University

Inbox PeopleAdmin  
Watch List POSITION MANAGEMENT

Home Position Descriptions | My Profile Help

Jagan Butler, you have 0 messages. Department Authority logout

Actions / ... / New Position Description / Custodial Worker, Lead / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...
- Job Duties and Respons...
- Position Documents
- Supplemental Questions...
- Action Summary

**Proposed Classification** Save Next >>

Please select the appropriate Classification Title for this new position request. Human Resources will review and make necessary adjustments based on the position definition.

**Titles - Filter these results**

Classification Descriptions... 11

Saved Search: "Classification Descriptions for Web" (936 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 ... 31 32 Next →

Classification Code (PCLS)	Job Family	Classification Title	Pay Level	Classification Summary	Classification Standard Duties	Knowledge	Skills	Abilities	Required Education	Required Experience
				Facilitates resolution of faculty and student						

10. Search for and choose the classification this position should be tied to. You can use the **Filter these results** link to perform a search of the classifications list (Refer to Appendix A). If you skip this step Human Resource Services will review the request and select the appropriate classification.

11. Click **Next**.

## Position and Budget Details

New Mexico State University

Inbox PeopleAdmin  
Watch List POSITION MANAGEMENT

Home Position Descriptions | My Profile Help

Jagan Butler, you have 0 messages. Department Authority logout

Actions / ... / New Position Description / Custodial Worker, Lead / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...
- Job Duties and Respons...
- Position Documents
- Supplemental Questions...
- Action Summary

**Position and Budget Details** Save << Prev Next >>

Check spelling

**Required Information**

**Action Number**

Action Number (Will be assigned upon first saving position)

**Position Details**

12

This field is required.

Provide a brief explanation of the reason a new position is being requested or an existing position is being reclassified. Typically this field would include the business reason that prompted the need of the action being requested.

**Physical Work Location State** Please select This field is required.

**Physical Work Location County, if in New Mexico** Please select This field is required.

**Work Site** (only if different than campus)

**College/Division** Please select

(Only if different than comp)

**Budget Details**

- \* **Position Budget Amount**  This field is required.
- \* **Identify Source of Funding**  This field is required.  
If restricted provide grant #. If unrestricted, provide source for new/additional funding (i.e. operating, salary savings, student fees etc.). Identify position number if from existing line

**Funding Details**

If using multiple indexes, total percentage must equal 100%.

[Add Funding Details Entry](#)

**Position Attributes**

- \* **Suggested Position Job Title**   
If different than classification title
- Appointment Type**
- \* **Appointment Status**
- Appointment Base**
- \* **Appointment Full-time Equivalency**   
(example: .50, .75, 1.0 etc)
- \* **Reports To Position Number**
- \* **Reports To Position Title**

[Save](#) [<< Prev](#) [Next >>](#)

12. Enter all required & relevant fields and review populated fields for accuracy (required fields are noted by an \* in front of the field name).

- Click **Add Funding Details Entry** to enter index, fund, and % to be used for payroll. The sum of all funding entries must equal 100%.

13. Click **Next**.



**Team Tip:**

Funding percentages must total 100% of the position funding regardless of the FTE. For example, a position with a FTE of .75 is earning \$30,000 per year and is funded equally from 2 indices. The funding detail would include 50% (\$15000) assigned to index xxxxxx and 50% (\$15000) assigned to index yyyyyy for a total of 100%.

## Job Duties and Responsibilities

New Mexico State University

Inbox | PeopleAdmin

Watch List | POSITION MANAGEMENT

Home | Position Descriptions | My Profile | Help

Jagan Butler, you have 0 messages. Department Authority log

Actions / ... / New Position Description / Custodial Worker, Lead / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...
- Job Duties and Respons...**
- Position Documents
- Supplemental Questions...
- Action Summary

**Job Duties and Responsibilities**

Save << Prev Next >>

Check spelling

\* Required Information

**General Purpose of the Position**

Please summarize the job specific duties and responsibilities that this position will hold. These are the job specific duties that will be included on the position description and posted to prospective applicants.

**14**

Job Duties and Responsibilities

This field is required.

**Primary Functions of the Position**

Description of primary function performed (provide an example that demonstrates the function). This is a description of primary duties which indicates the reason the position exists. Please use your own language and provide your own examples rather than quoting from an existing classification description.

Add Primary Functions of the Position Entry

**14a**

**15**

Other Clarifying Information

14. Enter all required & relevant fields and review populated fields for accuracy (required fields are noted by an \* in front of the field name).

- Click **Add Primary Functions of the Position Entry** to enter primary job functions. Generally, 5 functions are preferred to capture the primary functions of the job.

15. Click **Next**.



## Position Documents

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | Position Descriptions | My Profile | Help

Jagan Butler, you have 0 messages. | Department Admin | Logout

Actions / ... / New Position Description / Custodial Worker, Lead / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...
- Job Duties and Respons...
- Position Documents**
- Supplemental Questions...
- Action Summary

**Position Documents**

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions
Memorandum			
Essential Functions Questionnaire			
Appeal - Reclass/New Position			
Appeal Determination - HRS Use Only			
Reclassification Supporting Documents			

Save << Prev Next >>

16. Hover over the **Actions** link to upload or create supporting documents (Refer to Appendix B for additional information).

17. Click **Next**.

## Supplemental Questions

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | Position Descriptions | My Profile | Help

Jagan Butler, you have 0 messages. | Department Admin | Logout

Actions / ... / New Position Description / CLPD Test - Custodial Worker, Lead / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...
- Job Duties and Respons...
- Position Documents
- Supplemental Questions...**

**Supplemental Questions for Posting**

Save << Prev Next >>

Included Supplemental Questions

Add a question

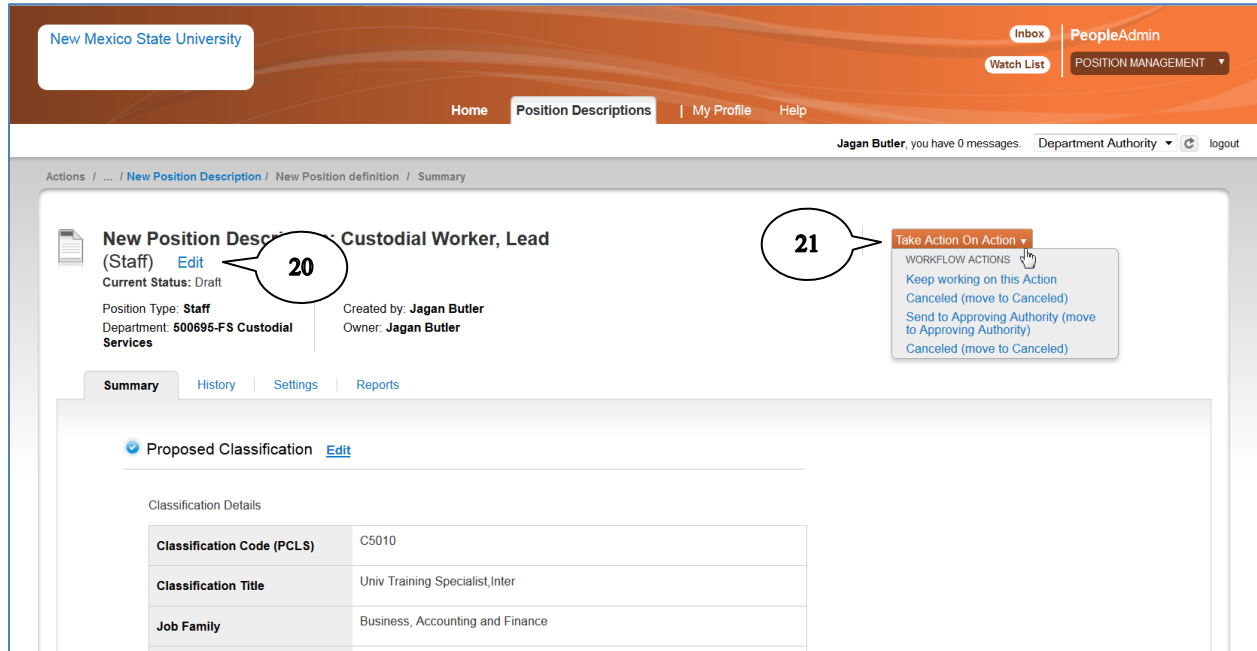
Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

Save << Prev Next >>

18. You can designate **Supplemental Questions** used on all future postings for this position at this time or at the time of posting. To include questions, click the **Add a Question** button. Refer to Appendix C for further information on adding & using supplemental questions.

19. Click **Next**.

## Action Summary



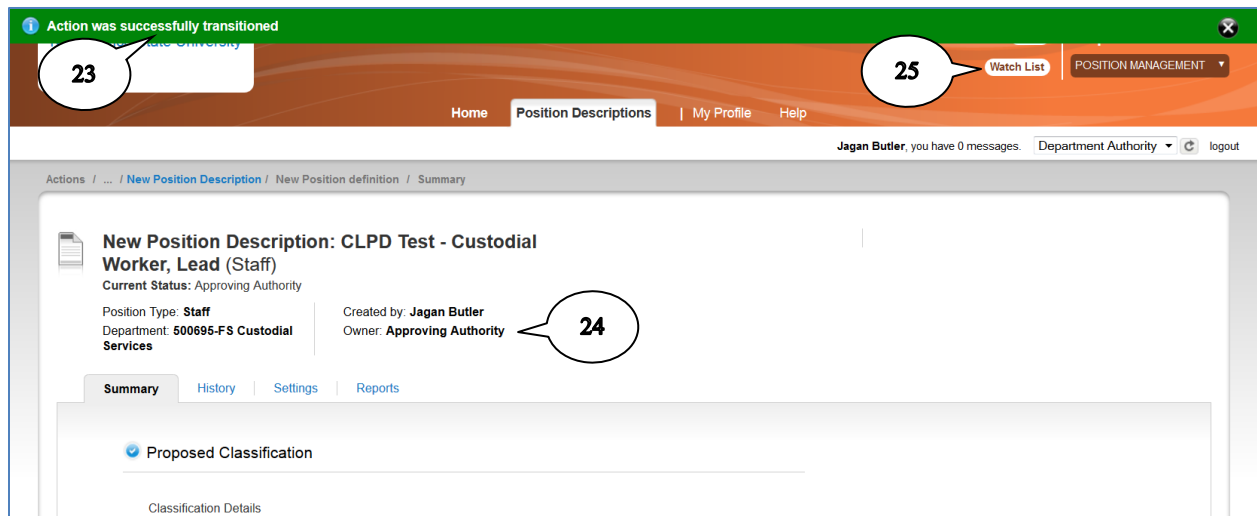
20. The final screen is a summary where you can review everything you entered for this new position. If you need to make changes, click the **Edit** button.

21. Hover over the **Take Action On Action** button and select the appropriate action.

- Keep working on this action: works as a save so you can come back later and finish the action.
- Canceled: cancels the action and no further action can be taken.
- Send to [user group]: routes the action to the next user group for approval.
- Return to [user group]: returns the action to the previous user group for correction.



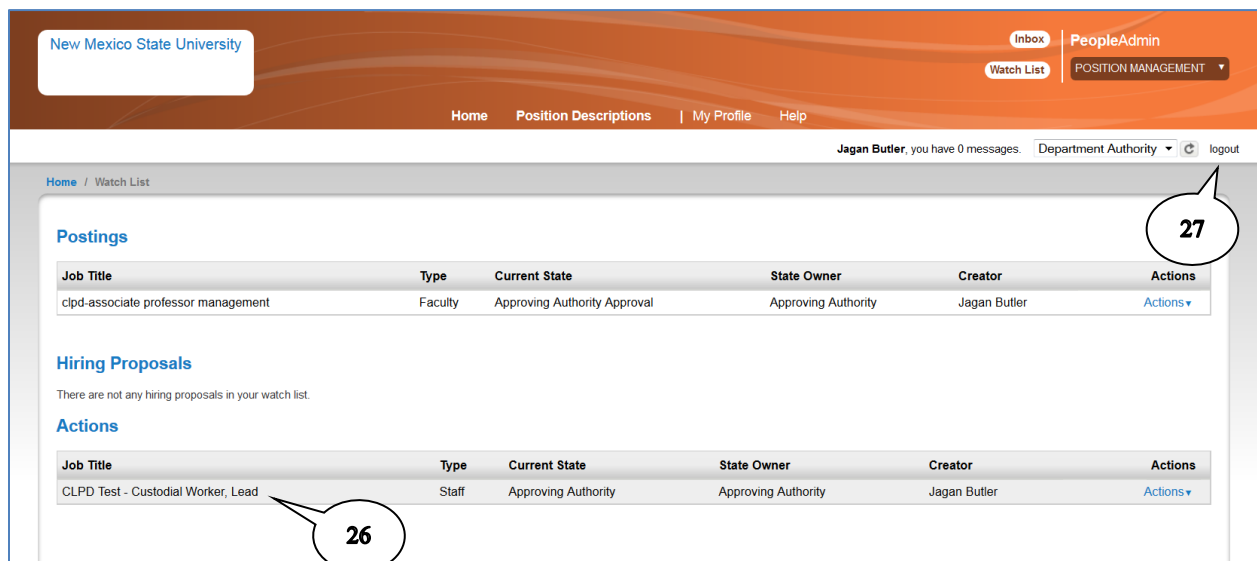
22. When routing to another user group, include appropriate comments. The **Add this action to your watch list** is checked as default and is recommended so you can track the action through the various routing queues. Click **Submit**.



23. Confirmation message appears at top of screen indicating action has been routed for approval.

24. The Owner, the user group able to take action on the item, is now listed as the next user group.

25. You can track the action through your **Watch List** using the button at the top of the page or from your **Home** page.

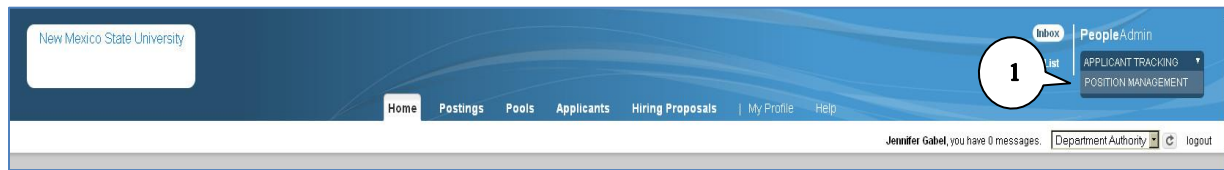


26. Your watch list shows the current status/location of actions you originated or took action on.

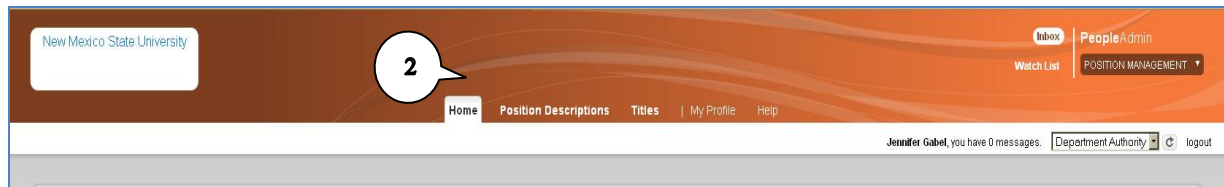
27. Log out of PeopleAdmin.

## Reclassify a Position Description

To change a position's primary functions, you will need to request a reclassification of the position description.



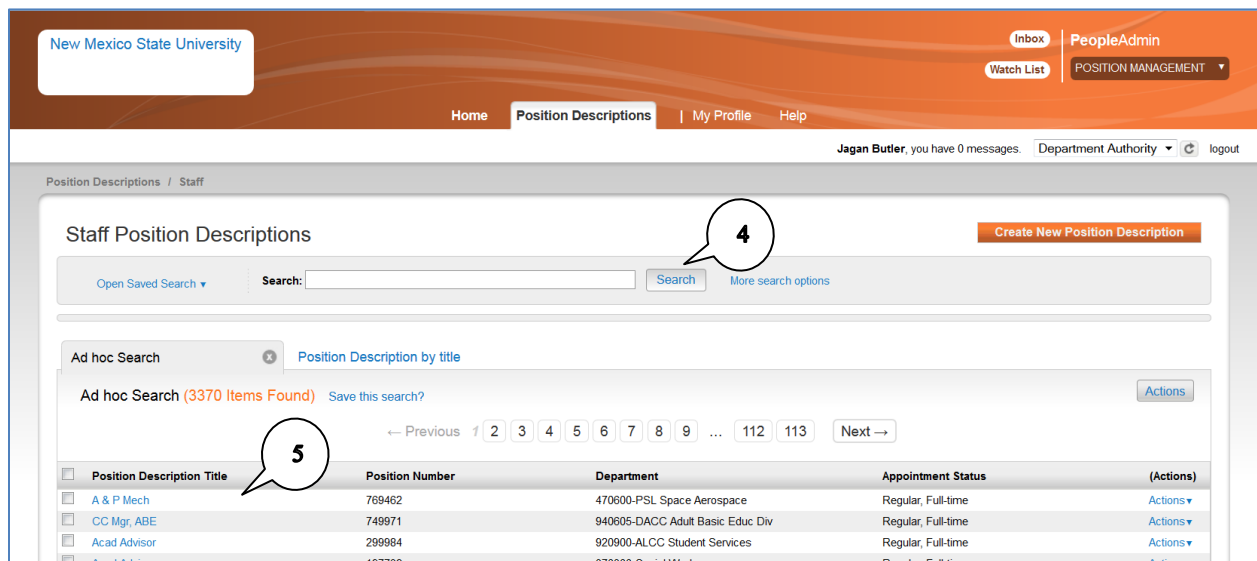
1. Hover over the module selection drop-down menu and select **Position Management**.



2. Notice the tabs and background color of your header change when you change modules. The Position Management module has an orange background.



3. Hover over the **Position Description** tab and click on **Staff**.



4. Select the position to be reclassified. You can use the **Search** function to narrow your list (refer to Appendix A for instructions on using search functions).
5. Click the **Position Job Title** to view the position details. Note: clicking the position number or the Actions/View option will also allow you to view the position details.

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | **Position Descriptions** | My Profile | Help

Jagan Butler, you have 0 messages. Department Authority | logout

Position Descriptions / Staff / Univ Training Spec, Inter

**Position Description: Univ Training Spec, Inter (Staff)**  
 Current Status: Active  
 Position Type: Staff  
 Department: 530350-Center for Learning & Prof. Dev.  
 Created by: System Account

Print Preview  
 View Supervisor  
**Reclassify Position Description**  
 Modify Position Description

Summary | History | Reports

**Position Details**

Incumbent Details

Employee First Name	
Employee Last Name	

6. Click **Reclassify Position Description** link.

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | **Position Descriptions** | Titles | My Profile | Help

Jennifer Gabel, you have 0 messages. Department Authority | logout

Position Descriptions / Staff / Reclassify Position Description

**Start Reclassify Position Description Action on Univ Training Spec, Inter?**  
 Once it has been started, this action will lock the position description from other updates until the action has completed.

Start

7. Click **Start**. Note: the position description will be locked during the reclassification process.

## Proposed Classification

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | **Position Descriptions** | Titles | My Profile | Help

Jennifer Gabel, you have 0 messages. Department Authority | logout

Actions / ... / Reclassify Position Description / Univ Training Spec, Inter / Edit

**Editing Action**

- Proposed Classification**
- Position and Budget De...
- Job Duties and Respons...
- Position Documents
- Posting Information
- Supplemental Questions...
- Action Summary

**Proposed Classification** [Save] [Next >>]

Please select the appropriate Classification Title for this request. Human Resources will review and make necessary updates based on the position definition.

**Selected Title**

Classification Details

Classification Code (PCLS)	C5010
Classification Title	Univ Training Specialist, Inter
Job Family	Business, Accounting and Finance
Appointment Type	Staff, Exempt
EEO Category	30-Other professionals
Position Group	
FLSA Status	Exempt
Classification Employee Class Code (ECLS)	E1
Pay Level	08
Min	41,000

Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

**Fail Message**

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Titles - [Filter these results](#)

8

Classification Descriptions...

✓ Saved Search: "Classification Descriptions for Web" (936 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 ... 31 32 Next →

Classification Code (PCLS)	Job Family	Classification Title	Pay Level	Classification Summary	Classification Standard Duties	Knowledge	Skills	Abilities	Required Education	Required Experience
					Facilitates resolution of faculty and student issues, coordinates academic initiatives among he community college campuses, chairs the General					
									Direct, evaluate, guide and lead the	

- To change the position classification, scroll to the bottom of the page and select the appropriate classification. You can use the **Filter these results** link to narrow your search (refer to Appendix A).

## Position and Budget Details

New Mexico State University

Home Position Descriptions My Profile Help

Jagan Butler, you have 0 messages. Department Authority logout

Actions / ... / Reclassify Position Description / Univ Training Spec, Inter / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...**
- Job Duties and Respons...
- Position Documents
- Supplemental Questions...
- Action Summary

**Position and Budget Details**

Save << Prev Next >>

Check spelling

\* Required Information

**Action Number**

Action Number (Will be assigned upon first saving position)

College/Division Please select

**Position Details**

Legal First Name

Legal Last Name

Aggie ID

Position Number 198368

**Reason for the Request**

This field is required.

(only if different than sample)

**Budget Details**

Position Budget Amount This field is required.

Identify Source of Funding This field is required.  
If restricted provide grant #. If unrestricted, provide source for new additional funding (i.e. operating, salary savings, student fees etc.). Identify position number if from existing line.

**Funding Details**

If using multiple indexes, total percentage must equal 100%.

Add Funding Details Entry

**Position Attributes**

Suggested Position Job Title Univ Training Spec, Inter  
If different than classification title.

Appointment Type Staff, Exempt

Appointment Status Regular, Full-time

Appointment Base Annual

Appointment Full-time Equivalency 1.00  
(example: .50, .75, 1.0 etc.)

Reports To Position Number 198266

Reports To Position Title Univ Training SpecialistSr

Save << Prev Next >>

9. Enter all required & relevant fields and review populated fields for accuracy (required fields are noted by an \* in front of the field name).

a. Click **Add Funding Details Entry** to enter index, fund, and percentage to be used for payroll (required).

10. Click **Next**.



**Team Tip:** Funding must equal 100% of the position funding regardless of the FTE. For example, a position with a FTE of .75 is earning \$30,000 per year and is funded equally from 2 indices. The funding detail would include 50% (\$15000) assigned to index xxxxxx and 50% (\$15000) assigned to index yyyyyy for a total of 100%.

## Job Duties and Responsibilities

11. Enter all required & relevant fields and review populated fields for accuracy (required fields are noted by an \* in front of the field name).

- a. Click **Add Primary Functions of the Position Entry** to enter primary job functions. Generally, 5 functions are preferred to capture the primary functions of the job.

12. Click **Next**.

## Position Documents

13. Hover over the **Actions** link to upload or create supporting documents (refer to Appendix B for instructions on adding documents).

14. Click **Next**.



## Supplemental Questions

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | Position Descriptions | My Profile | Help

Jagan Butler, you have 0 messages. Department Authority

Actions / ... / Reclassify Position Description / CLPD Test - Univ Training Spec, Inter / Edit

**Editing Action**

- Proposed Classification
- Position and Budget De...
- Job Duties and Respons...
- Position Documents
- Supplemental Questions...**
- Action Summary

**Supplemental Questions for Posting**

Included Supplemental Questions

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Staff - General	Where did you become aware of this position opening?	active
2	<input type="checkbox"/>	Staff - General	If you became aware of this posting from another source, please describe?	active

Save << Prev Next >> Add a question

15. You can designate **Supplemental Questions** used on all future postings for this position at this time or at the time of posting. To include questions, click the **Add a Question** button (refer to Appendix C for further information on adding supplemental questions).

16. Click **Next**.

## Action Summary

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | Position Descriptions | Titles | My Profile | Help

Jennifer Gabel, you have 0 messages. Department Authority

Actions / ... / Reclassify Position Description / CLPD Test - Painter / Summary

**Reclassify Position Description: CLPD Test - Painter**  
(Staff) Edit  
Current Status: Draft  
Position Type: Staff  
Department: 500745-FS Painters  
Created by: Jennifer Gabel  
Owner: Jennifer Gabel

Summary | History | Settings | Reports

Proposed Classification Edit

Classification Details

Classification Code (PCLS)	K4024
Classification Title	PainterLd

Take Action On Action

- Keep working on this Action
- Canceled (move to Canceled)
- Send to Approving Authority (move to Approving Authority)
- Cancel (move to Canceled)

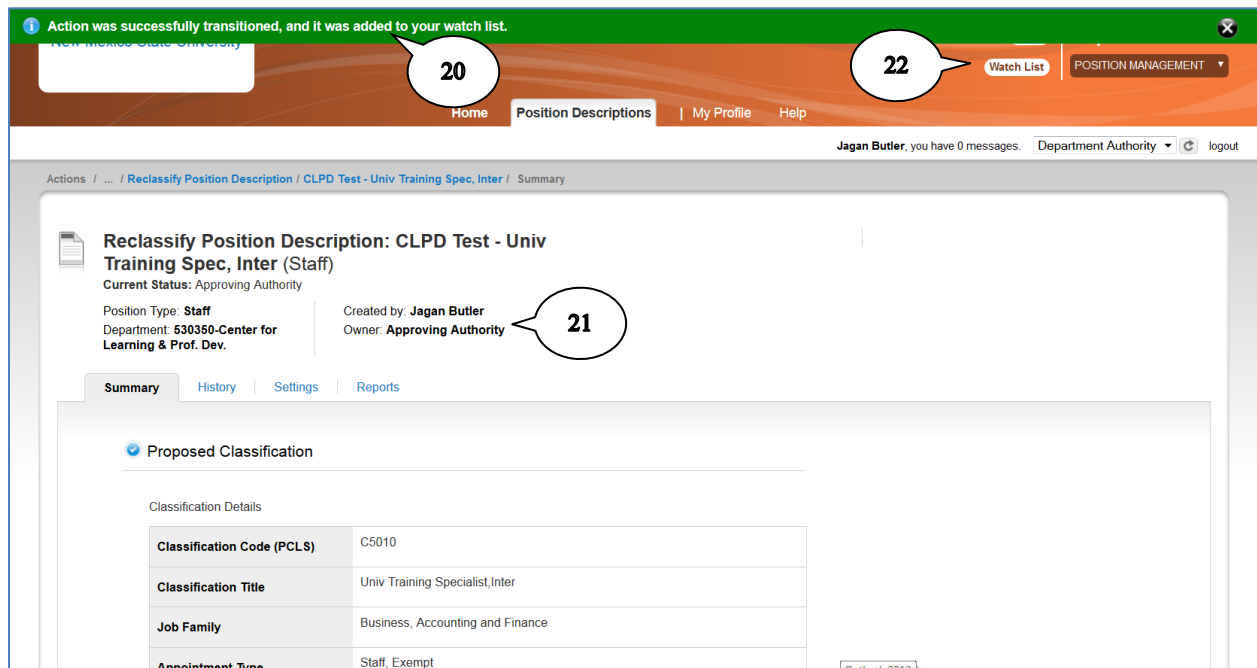
17. The final screen is a summary where you can review everything you entered for this new position. If you need to make changes, click the **Edit** button.

18. Hover over the **Take Action On Action** button and select the appropriate action.

- Keep working on this action: works as a save so you can come back later and finish the action.
- Canceled: cancels the action and no further action can be taken.
- Send to [user group]: routes the action to the next user group for approval.
- Return to [user group]: returns the action to the previous user group for correction.



19. When routing to another user group, include appropriate comments. The **Add this action to your watch list** is checked as default and is recommended so you can track the action through the various routing queues. Click **Submit**.



20. Confirmation message appears at top of screen indicating action has been routed for approval.
21. The Owner, the user group able to take action on the item, is now listed as the next user group.
22. You can track the action through your **Watch List** using the button at the top of the page or from your **Home** page.

New Mexico State University

Inbox | PeopleAdmin  
Watch List | POSITION MANAGEMENT

Home | Position Descriptions | My Profile | Help

Jagan Butler, you have 0 messages. Department Authority | logout

Home / Watch List

### Postings

Job Title	Type	Current State	State Owner	Creator	Actions
clpd-associate professor management	Faculty	Approving Authority Approval	Approving Authority	Jagan Butler	<a href="#">Actions</a>

### Hiring Proposals

There are not any hiring proposals in your watch list.

### Actions

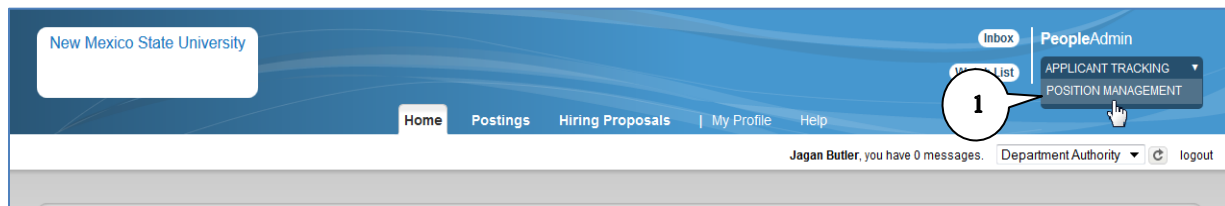
Job Title	Type	Current State	State Owner	Creator	Actions
CLPD Test - Custodial Worker, Lead	Staff	Approving Authority	Approving Authority	Jagan Butler	<a href="#">Actions</a>
CLPD Test - Univ Training Spec, Inter	Staff	Approving Authority	Approving Authority	Jagan Butler	<a href="#">Actions</a>

Your watch list shows the current status/location of actions you originated or took action on.

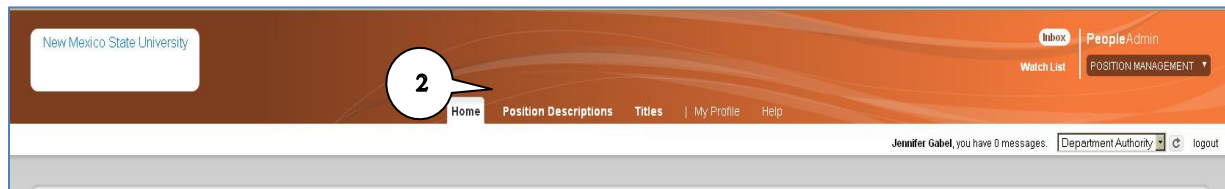
23. Log out of PeopleAdmin.

## Modify Position Description

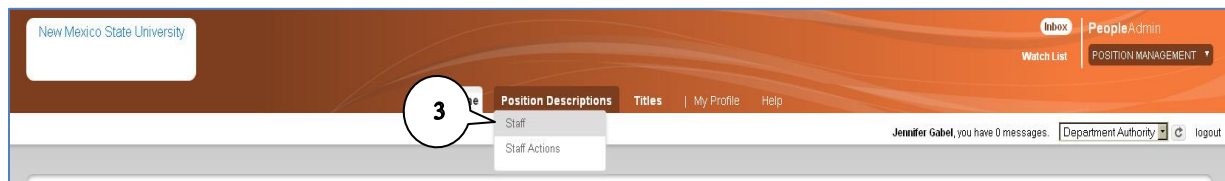
To change a position's reports to, job specific duties, working conditions, or shift, you will need to request a modification of the position description.



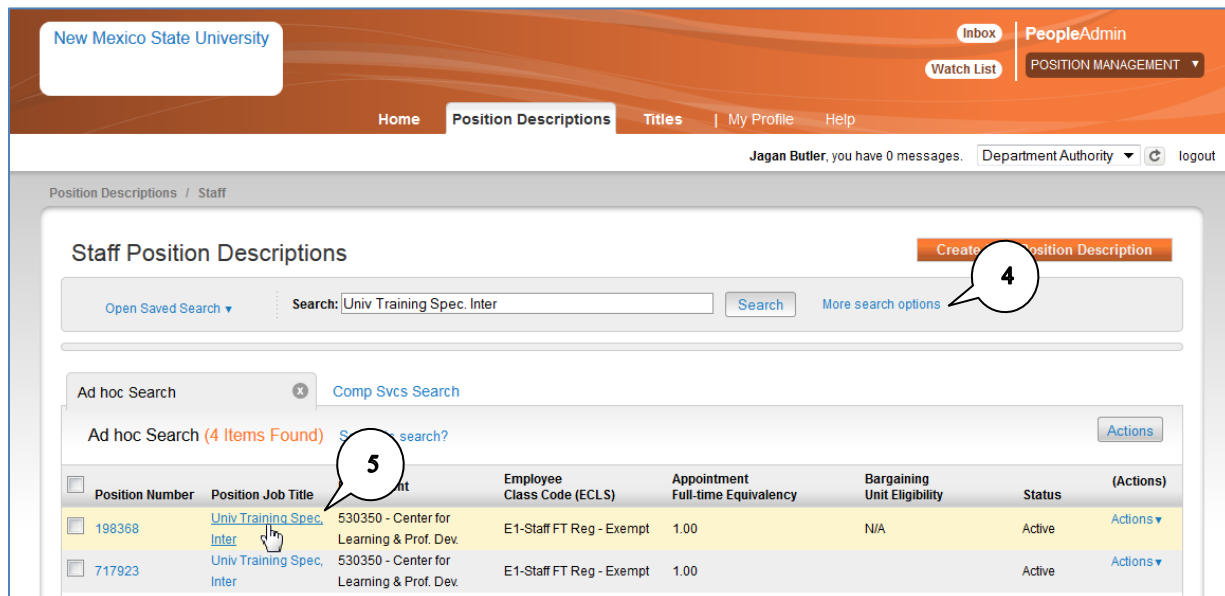
1. Hover over the module selection drop-down menu and select **Position Management**.



2. Notice the tabs and background color of your header change when you change modules. The Position Management module has an orange background.

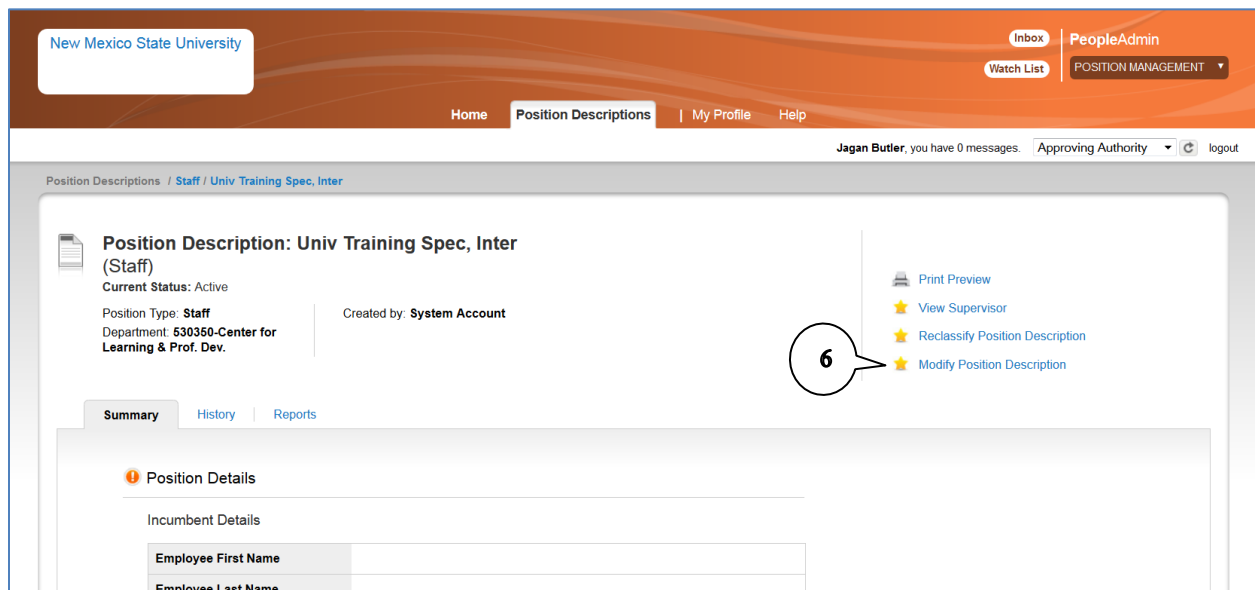


3. Hover over the **Position Description** tab and click on **Staff**.

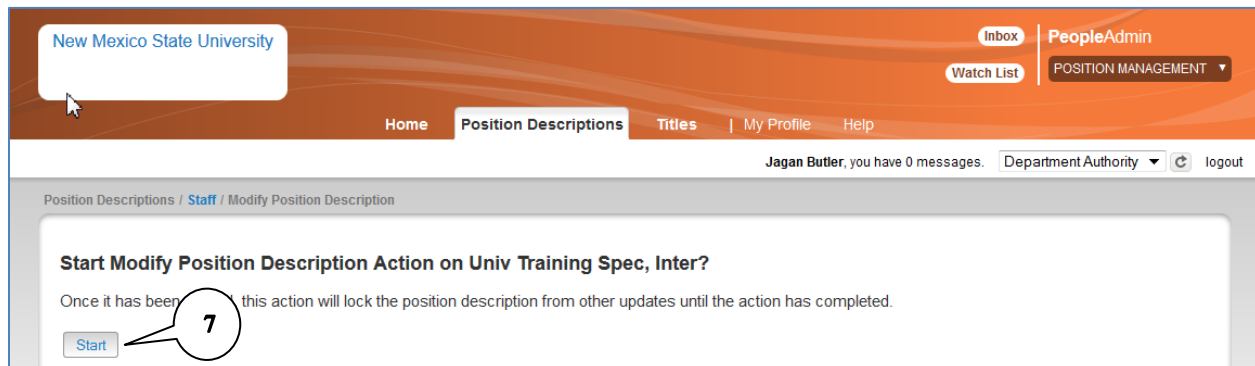


4. Select the position to be modified. You can use the **Search** function to narrow your list (refer to Appendix A for additional information about search functions).

- Click the **Position Job Title** to view the position details. Note: clicking the position number or the Actions/View option will also allow you to view the position details.



- Click **Modify Position Description** link.



- Click **Start**. Note: the position description will be locked during the reclassification process.

## Position Details

New Mexico State University

Inbox PeopleAdmin  
Watch List POSITION MANAGEMENT

Home Position Descriptions | My Profile Help

Jagan Butler, you have 0 messages. Department Authority logout

Actions / ... / Modify Position Description / Univ Training Spec, Inter / Edit

**Editing Action**

- Position Details
- Position Documents
- Supplemental Questions...
- Action Summary

**Position Details**

Check spelling

\* Required Information

Position Details

College/Division: Senior VP for Admin and Finance

\* Position Job Title: Univ Training Spec, Inter  
*If different than classification title.*

\* Classification Code (PCLS): C5010

Classification Title: Univ Training Specialist, Inter

FLSA Status: Exempt

Pay Level: 08

Save Next >>

8. To modify the position you will need to edit the appropriate fields based on the proposed modifications to the job description. Enter all required & relevant fields and review populated fields for accuracy (required fields are noted by an \* in front of the field name).

9. Click **Next**.

## Position Documents

New Mexico State University

Inbox PeopleAdmin  
Watch List POSITION MANAGEMENT

Home Position Descriptions | My Profile Help

Jagan Butler, you have 0 messages. Approving Authority logout

Actions / ... / Modify Position Description / Univ Training Spec, Inter / Edit

**Editing Action**

- Position Details
- Position Documents
- Supplemental Questions...
- Action Summary

**Position Documents**

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions
Memorandum			Upload New Create New Choose Existing Add by URL
Essential Functions Questionnaire			
Appeal - Reclass/New Position			
Appeal Determination - HRS Use Only			
Reclassification Supporting Documents			

Save << Prev Next >>

10. For details on how to attach documents to a position such as an Organizational Chart, Memorandum or Essential Functions Questionnaire (refer to Appendix B for instructions on adding documents).

11. Click **Next**.

## Supplemental Questions

**Supplemental Questions for Posting**

Included Supplemental Questions

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Staff - General	Where did you become aware of this position opening?	active
2	<input type="checkbox"/>	Staff - General	If you became aware of this posting from another source, please describe?	active

Buttons: Save, << Prev, Next >>, Add a question

12. You can designate Supplemental Questions used on all future postings for this position at this time or at the time of posting. To include questions, click the **Add a Question** button (refer to Appendix C for additional information on adding & using supplemental questions).

13. Click **Next**.

## Action Summary

**Modify Position Description: Univ Training Spec, Inter (Staff)** [Edit](#)

Current Status: Draft

Position Type: **Staff**  
Department: **530350-Center for Learning & Prof. Dev.**

Created by: **Jagan Butler**  
Owner: **Jagan Butler**

Buttons: Summary, History, Settings, Reports

Position Details [Edit](#)

College/Division: for Admin and Finance

Department: for Learning & Prof. Dev.

Take Action On Action

- Keep working on this Action
- Canceled (move to Canceled)
- Send to Approving Authority (move to Approving Authority)
- Canceled (move to Canceled)

14. The final screen is a summary where you can review everything you entered for this new position. If you need to make changes, click the **Edit** button.

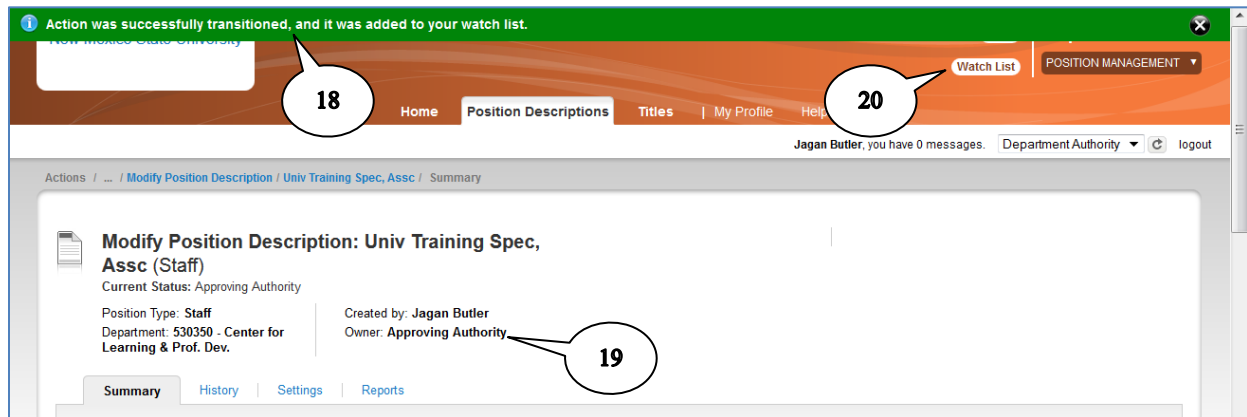
15. Hover over the **Take Action On Action** button and select the appropriate action.

- Keep working on this action: works as a save so you can come back later and finish the action.
- Canceled: cancels the action and no further action can be taken.
- Send to [user group]: routes the action to the next user group for approval.
- Return to [user group]: returns the action to the previous user group for correction.



16. When routing to another user group, include appropriate comments. The **Add this action to your watch list** is checked as default and is recommended so you can track the action through the various routing queues.

17. Click **Submit**.



18. Confirmation message appears at top of screen indicating action has been routed for approval.

19. The Owner, the user group able to take action on the item, is now listed as the next user group.

20. You can track the action through your **Watch List** using the button at the top of the page or from your **Home** page.



New Mexico State University

Inbox PeopleAdmin  
Watch List POSITION MANAGEMENT

Home Position Descriptions Titles | My Profile Help

Jagan Butler, you have 0 messages. Department Authority logout

Home / Watch List

### Postings

There are not any postings in your watch list.

### Hiring Proposals

There are not any hiring proposals in your watch list.

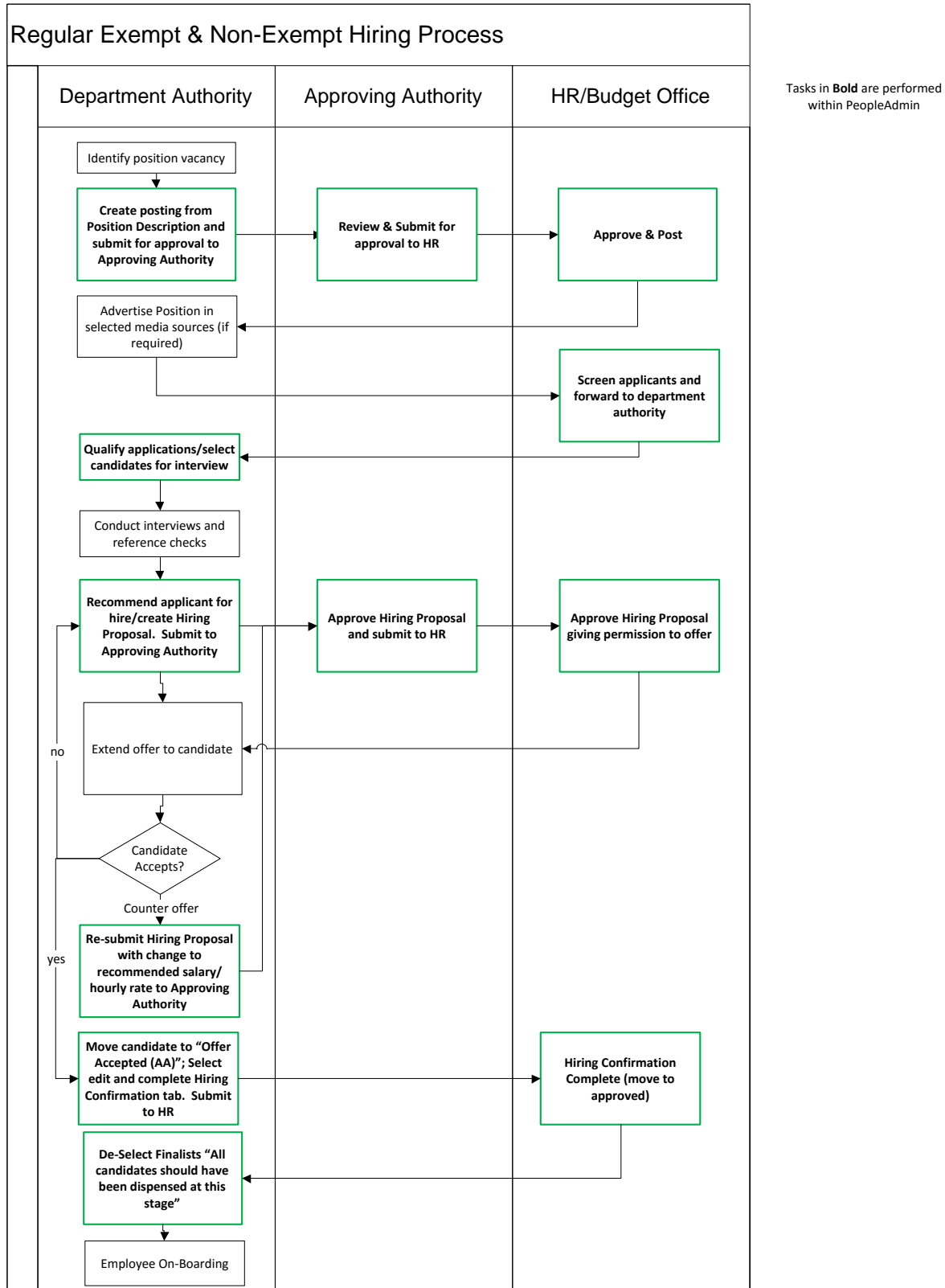
### Actions

Job Title	Type	Current State	State Owner	Creator	Actions
Dir, Training & Devt	Staff	Draft	Jagan Butler	Jagan Butler	<a href="#">Actions</a>
Univ Training Spec, Assc	Staff	Approving Authority	Approving Authority	Jagan Butler	<a href="#">Actions</a>

Your watch list shows the current status/location of actions you originated or took action on.

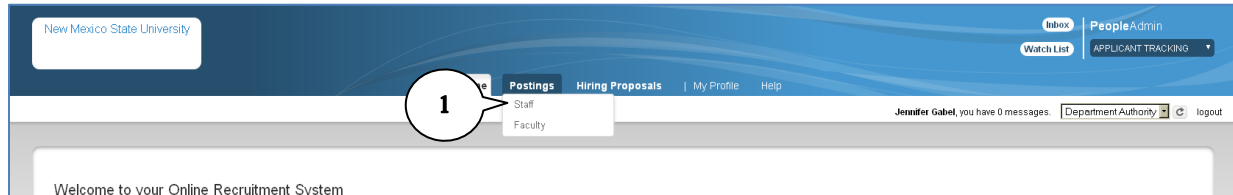
21. Log out of PeopleAdmin.

## Hiring Regular Exempt & Non-Exempt Staff

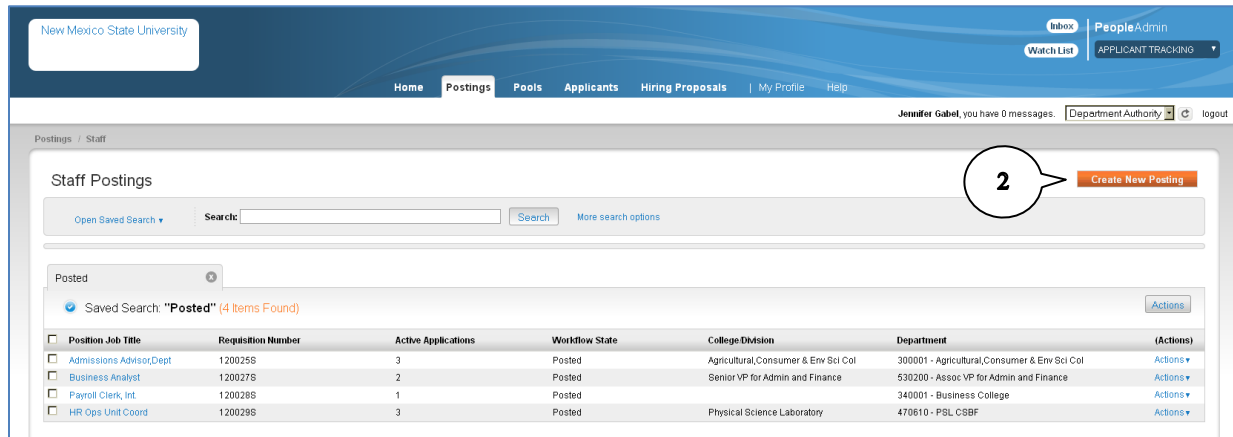


## Create a Staff Posting

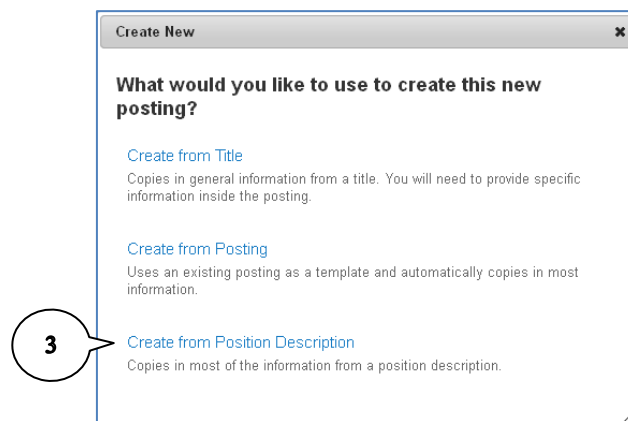
Creating staff postings begins in the **Applicant Tracking** module (blue background). To change your module or user group, refer to pages 10-11 of this manual. If the position is to be reclassified or modified prior to posting, follow the steps on pages 27 and 35, respectively, to complete this process. It is recommended to review and modify the position description prior to posting a job opening. The steps contained below for creating a posting assumes modifications have already been approved or no changes are needed to the position description.



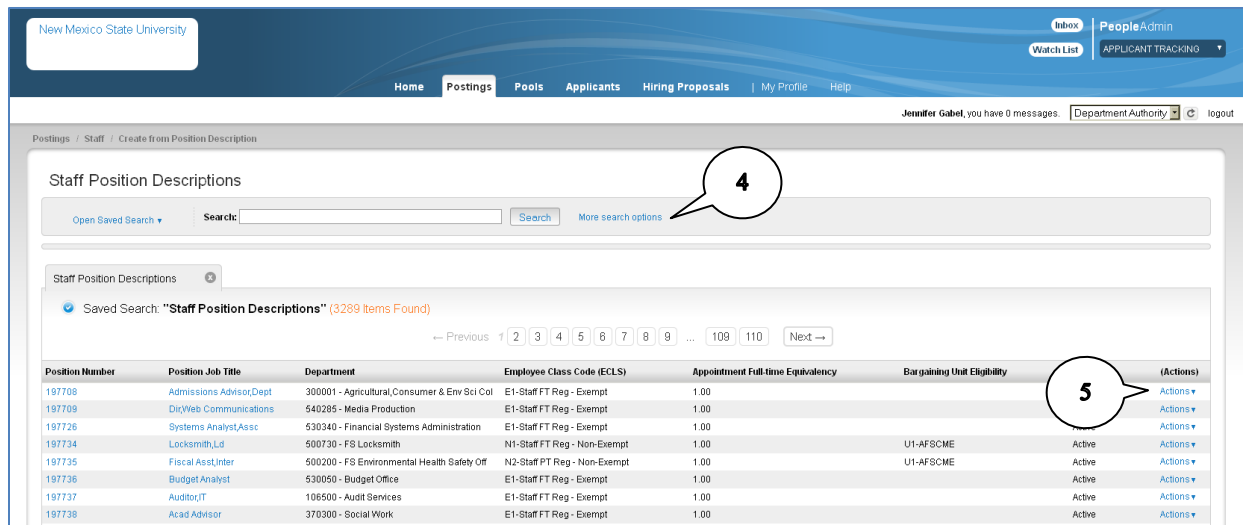
1. Hover over the **Posting** tab and click on **Staff**.



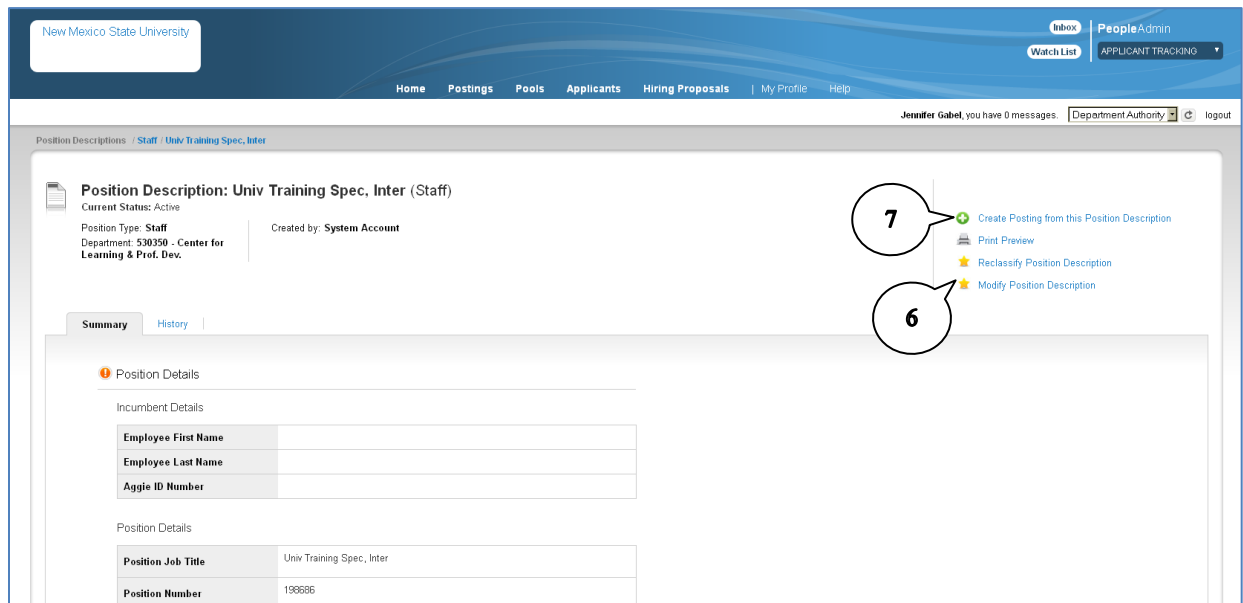
2. The posting screen allows you to view existing postings or create a new posting. Click the **Create New Posting** button.



3. Select the **Create from Position Description** template.



4. Select the position to be posted. You can use the **Search** function to narrow your list.
  - a. Click **More Search Options** to select search criteria.
  - b. Refer to Appendix A for additional direction in using the search functions.
5. Hover over the **Actions** link and select **View** from the actions list.
  - a. Clicking the Position Number or the Position Job Title will also allow you to view the position details.



6. The Position Description screen allows you to review the position description prior to posting. If changes need to be made to the position description, you can select **Reclassify Position Description** or **Modify Position Description** to request changes prior to posting. Refer to pages 27 and 35 for instructions to reclassify and modify position descriptions respectively.
7. Click **Create Posting from this Position Description** to create a posting without changing the position description.

**New Posting** Create New Posting Cancel

**\* Required Information**

**Position Job Title \***

**Organizational Unit**

**College/Division \***

**Department \***

**Applicant Workflow**

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

**8**

**References** **9**

☐ Accept references

**Online Applications**

☒ Accept online applications?

**Special offline application instructions**

The electronic application is the "official" document that will be used to qualify applicants. Paper/email documents will not be accepted. Required documents must be attached to this application.

**Accepted Application Forms**

☐ Application  
☐ Senior Admin Application

8. Select the appropriate **Applicant Workflow**. This is the status applicants will be placed in when their application is submitted.
  - a. Non-Exempt Positions: Under Review by HR
  - b. Exempt Positions: Under Review by Department/Committee
9. Check the **Accept References** box to request and accept online references (optional; not recommended for non-exempt positions). Checking the accept references box, opens additional options.

**References**

☒ Accept references

**Reference Notification**  
(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?

**Recommendation Workflow**  
(Optional) When all Recommendations have been provided, move to which workflow state?

**Recommendation Document Type**  
Require document upload when a reference provider submits a Recommendation?

**b**

**a**

- a. You can select when in the selection process references are requested by selecting the workflow status from the dropdown box. Additionally, you can change applicants' workflow status when references are received.
- b. You can select whether a reference letter is optional or required.

**Online Applications**

☒ Accept online applications?

Special offline application instructions

The electronic application is the "official" document that will be used to qualify applicants. Paper/email documents will not be accepted. Required documents must be attached to this application.

**Accepted Application Forms**

☐ Application

☐ Senior Admin Application

Create New Posting Cancel

10. The **Online Applications** section cannot be changed.

11. Check the appropriate **Accepted Application Forms** (required; only electronic applications are accepted).

- Most staff postings will require checking the **Application** option.
- Senior level management positions (directors, vp, etc) may use the **Senior Admin Application**. This application allows the applicant to attach a resume in lieu of completing some of the online application sections.

12. Click **Create New Posting**.

## Department Contact

Posting was successfully created.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / Univ Training Spec, Assoc (Draft) / Edit: Department Contact

**Editing Posting**

Department Contact

Posting Details

Supplemental Questions

Applicant Documents

Supplemental Documents...

Search Committee

Ranking Criteria

Guest User

References

Underutilization

Summary

**Department Contact**

Check spelling

Required Information

Department Contact Information

Applicants may contact this person if they have questions about this position. Departments must have either a phone or email contact.

Department Contact Name

Department Contact Phone

Department Contact Email

Save Next >>

13. Enter your **Department Contact** information. This will be provided to applicants as part of the posting and should be the person they can contact with questions about the posting.

14. Click **Next**.

## Posting Details

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / Univ Training Spec, Assoc (Draft) / Edit: Posting Details

**Editing Posting**

- Department Contact
- Posting Details**
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...
- Search Committee
- Ranking Criteria
- Guest User
- References
- Underutilization
- Summary

**Posting Details**

Check spelling

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or see the Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

For Temporary Postings, please fill out the first two sections. Regular Recruitment Postings require you fill out all additional information.

**Required Information**

**Posting Details**

**Requisition Number**

College Division: Senior VP for Admin and Finance

**Position Number**

199233  
Confirm position number is accurate per banner (NBAPOSN)

**Internal or External Search**

Please select This field is required.

**Position Job Title**

Univ Training Spec, Assoc

**Physical Work Location State**

Please select This field is required.

**Physical Work Location County**

Please select This field is required.

**Work Site**

(only if different than campus)

Save << Prev Next >>

15. Complete all required and relevant fields (required fields are noted by an \* in front of the field name and a red box around the field). Include as much detail as possible to accurately describe the job.

- Target Hourly/Salary Rate** field is a text field and can be populated with a salary amount, salary range, or “commensurate with experience”, etc.
- The **Closing Date** is required and must be a specific date (“open until filled” is not permitted). HRS recommends 30 days as a standard. The minimum posting period is 14 days provided it is a sufficient period to attract a qualified, diverse applicant pool. Underutilized positions require a 28 day posting period.

16. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Supplemental Questions

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / CLPD - Custodial Worker - screening - do not delete (Draft) / Edit: Supplemental Questions

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions**
- Applicant Documents
- Supplemental Documenta...
- Search Committee
- Ranking Criteria
- Guest User
- References
- Underutilization
- Summary

**Supplemental Questions**

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses are associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these questions are required.

**Included Supplemental Questions**

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Staff - General	Where did you become aware of this position opening?	active
2	<input type="checkbox"/>	Staff - General	If you became aware of this posting from another source, please describe?	active

Save << Prev Next >>

17 Add a question

18 << Prev Next >>

17. Add **Supplemental Questions** as appropriate. Refer to Appendix C for additional information on adding & using supplemental questions.

18. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Applicant Documents

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / CLPD - Custodial Worker - screening - do not delete (Draft) / Edit: Applicant Documents

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents**
- Supplemental Documenta...
- Search Committee
- Ranking Criteria
- Guest User
- References
- Underutilization
- Summary

**Applicant Documents**

Applicant documents can be included in the application process by selecting either optional or Required. Document(s) are mandatory to complete the application process.

Order	Name	Not Used	Optional	Required
1	Resume/Cv	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Letter Of Interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Unofficial Transcripts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Other Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Url In Lieu Of Uploaded Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Other Dept Specific Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

19

20 Save << Prev Next >>

19. Select the documents you want applicants to attach to their application. Documents may be optional or required. Applicants who do not attach required documents will be disqualified.

20. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.



## Supplemental Documentation

Posting was successfully updated.

Home | **Postings** | Hiring Proposals | My Profile | Help

Jennifer Gabel, you have 0 messages. Department Authority [v] Logout

Postings / Staff / CLPD - Custodial Worker - screening - do not delete (Draft) / Edit: Supplemental Documentation

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...**
- Search Committee
- Ranking Criteria
- Guest User
- References
- Underutilization
- Summary

**Supplemental Documentation** [Save] << Prev Next >>

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment in .txt, .tif, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Memorandums			Actions
External Media Advertisement			Actions
External Media Source (2)			Actions

[Save] << Prev Next >>

21. Attach any relevant **Supplemental Documents** such as advertisements, memorandums, etc. Refer to Appendix B for additional information on attaching documents.

22. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Search Committee

Search committees are primarily used for senior administrative & faculty positions only. If using a steering committee refer to page 81 for instructions.

Postings / Staff / Univ Training Spec, Assoc (Draft) / Edit: Search Committee

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...
- Search Committee**
- Ranking Criteria
- Guest User
- References
- Underutilization
- Summary

**Search Committee** [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 >>

23. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Ranking Criteria

Ranking Criteria are evaluative questions you can add to the posting to aid you in the selection process.

The screenshot shows the 'Ranking Criteria' section of the PeopleAdmin 7 interface. On the left is a sidebar with navigation links: Department Contact, Posting Details, Supplemental Questions, Applicant Documents, Supplemental Documenta..., Search Committee, Ranking Criteria (highlighted), Guest User, References, Underutilization, and Summary. The main content area is titled 'Ranking Criteria' and contains a table of 'Included Evaluative Criteria' with columns for Category, Description, Weight, Workflow State, and Status. At the top right of this section is a callout bubble labeled '24' pointing to the 'Add a Criterion' button. Other buttons visible include '< Prev', 'Next >>', 'Save', '<< Prev', and 'Next >>'.

24. To add ranking criteria, click **Add a Criterion**.

The screenshot shows the 'Add a Ranking Criterion' dialog box. At the top, it says 'Available Evaluative Criteria'. Below this are fields for 'Category' (set to 'Any') and 'Keyword'. A table lists various criteria with checkboxes. The first criterion, 'Skills', is selected and expanded, showing 'Possible Answers: 1. Excellent, 2. Good, 3. Average, 4. Beginner' and an 'Applicant workflow state' dropdown set to 'Interviewed Finalist/Under Review by Department'. At the bottom, there is a 'Displaying all 12' message, a 'Can't find what you want? Add a new one' link (pointed to by callout bubble '26'), and 'Submit' and 'Cancel' buttons (pointed to by callout bubble '25').

25. Select a ranking criterion from the list. Clicking on the criterion description will show you the possible values. You will also select the workflow state when the criterion will be used. Click the **Add** box to add the criterion to your posting. Click **Submit** at the bottom of the screen.

26. To add your own criterion, click the **Add a new one** link. HR will review all added ranking criteria for appropriateness.

**Add a Ranking Criterion**

Name \*

Label \*

Category Please select a category

Description \*

**Possible Answers**

☐ Open Ended Answers

☒ Predefined Answers

Empty answers will be excluded. Click and drag possible answers to reorder them.

Possible Answer 1 :

Possible Answer 2 :

Submit Cancel

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27. Complete all required and relevant fields and click **Submit**.

New Mexico State University

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / Univ Training Spec, Assoc (Draft) / Edit: Ranking Criteria

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...
- Search Committee
- Ranking Criteria**
- Guest User
- References
- Underutilization
- Summary

**Ranking Criteria**

Include: Skills

Category	Description	Weight	Workflow State	Status
Skills	Please rate the candidates computer skills		Interviewed Finalist/Under Review by Department	active

Name Computer Skills - General

Label Computer Skills - General

Workflow State Interviewed Finalist/Under Review by Department

Weight

**Possible Rankings**

	Points
Excellent	
Good	
Average	
Beginner	

Save << Prev Next >>

28

29

28. Click on the criterion **Description** to change the criterion details such as workflow state, weight, and points rankings.

29. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Guest User

A **Guest User** account may be created and distributed to any persons needing the ability to view the applications. Guest Users cannot make status changes or evaluate candidates in PeopleAdmin. One guest user account is created per posting and distributed to all persons needing access to view applications.

The screenshot shows the 'Guest User' section of a posting in PeopleAdmin. The left sidebar contains a navigation menu with options like 'Department Contact', 'Posting Details', 'Supplemental Questions', 'Applicant Documents', 'Supplemental Documents', 'Search Committee', 'Ranking Criteria', 'Guest User', 'References', 'Underutilization', and 'Summary'. The 'Guest User' option is selected. The main content area has a title 'Guest User' and a 'Save' button. Below the title, there is a paragraph explaining that the system will automatically generate a Guest Username and that Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. It also mentions that users can notify the review committee by adding their email addresses in the 'Email Address of Guest User Recipients' field. A callout bubble labeled '30' points to the 'Create Guest User Account' button.

30. To create a guest user account, click **Create Guest User Account**.

The screenshot shows the 'Guest User' section of a posting in PeopleAdmin. The left sidebar is the same as in the previous screenshot. The main content area has a title 'Guest User' and a 'Save' button. Below the title, there is a paragraph explaining that the system will automatically generate a Guest Username and that Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. It also mentions that users can notify the review committee by adding their email addresses in the 'Email Address of Guest User Recipients' field. A callout bubble labeled '31' points to the 'Guest User Credentials' section, which contains fields for 'Username' (with a value of 'j00141') and 'Password' (with a value of 'f00141'). A callout bubble labeled '32' points to the 'Email Addresses of Guest User Recipients' field, which contains the text 'j00141@nmsu.edu' and 'j00141@nmsu.edu'. A callout bubble labeled '33' points to the 'Next' button.

31. The guest user **Username** and **Password** are automatically generated by the PeopleAdmin system.
32. Enter the **Email Addresses** for each person you want to have access to view the applicants to your posting (enter one email address per line).
33. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## References

34. Set the **minimum** and **maximum** number of references you will accept for each applicant.

Generally, the recommendation is to require no more than 3 references.

If you elected to accept electronic references (step 9), complete steps 35 & 36. Otherwise, skip to step 37.

35. Set the date you want to **stop accepting** references and the **reminder** days. Generally, you will want to send a reminder 2-3 days prior to the cutoff date.

36. The **Special Instructions** and **Success Message** are text boxes to write the email you want sent to the references.

37. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Underutilization

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / Univ Training Spec, Assoc (Draft) / Edit: Underutilization

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...
- Search Committee
- Ranking Criteria
- Guest User
- References
- Underutilization**
  - Summary

**Underutilization**

OIE monitors the percentage of minorities and women in NMSU's workforce (and the jobs they occupy) to the availability of women and minorities in the appropriate labor market. If the analysis shows under-representation of women or minorities in certain job groups, then extra recruitment efforts must be taken to ensure that these protected-class members are well represented in applicant pools for positions in those job groups.

The goal of an Affirmative Action Plan is genuine equality of opportunity in employment. Selection is based upon the ability of an applicant to perform the work. The Plan neither advocates nor condones the selection of an unqualified applicant. Applicants are not selected on the basis of race, color, sex, religion, national origin, or other identity characteristics (a common misconception).

To review and obtain your college/department Affirmative Action Plan Underutilization Goals, please visit the OIE website at <http://www.nmsu.edu/~eeo/affirmative.html>. Please enter the number of women and minorities for your college/department in the appropriate categories below.

**Underutilization Details**

**Underutilization Goal Female**

**Underutilization Goal Minority**

Save << Prev Next >>

39

38. The Underutilization form is completed by Human Resource Services at the time of approval.

39. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Summary

New Mexico State University

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / Training Media Specialist (Draft) / Summary

**Posting: Training Media Specialist (Staff)** Edit 40

Current Status: Draft

Position Type: Staff

Department: 530350 - Center for Learning & Prof. Dev.

Created by: Jennifer Gabel

Owner: Jennifer Gabel

**Take Action On Posting** 41

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

**Summary** History Settings Hiring Proposals Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary** Section. This will take you directly to 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.

**Department Contact** Edit 40



Department Contact Information

Applicants may contact this person if they have questions about this position. Departments must provide either a phone or email contact.

Department Contact Name
Department Contact Phone
Department Contact Email

**Posting Details** Edit

Posting Details

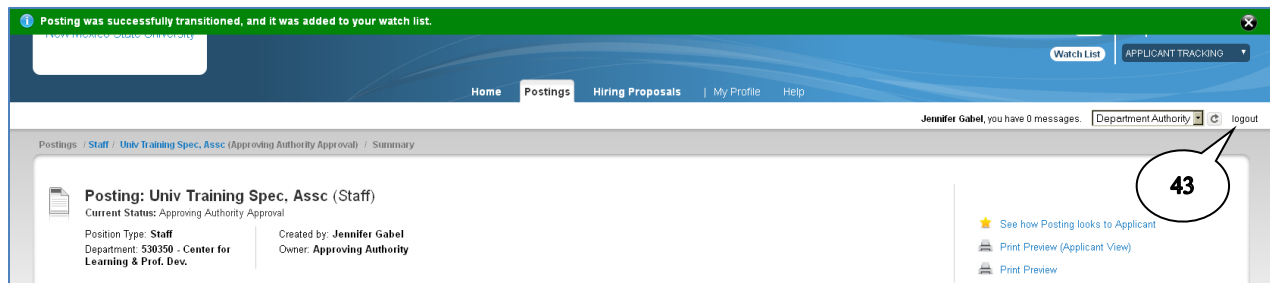
40. The final step to creating your posting is to review the posting for accuracy. Click **Edit** at the top of the screen or on the section headers to make changes. Areas with missing required fields will show an  in front of the area heading. A  will show next to completed areas.



41. Hover over the **Take Action on Posting** button and click on **Send to Approving Authority** to complete your posting and send for approval.



42. Enter any appropriate comments. By default, the checkbox to **Add this posting to your watch list** is checked; this allows you to track the item through the approval process in your watch list. Click **Submit**.



The posting is now submitted for approval. You cannot make changes at this point. If changes are necessary, you will need to contact your approving authority and ask that the posting be returned to you for correction.

43. **Logout** of the system.

## Applicant Screening

You will receive an automated email notification informing you when a posting has been closed and removed from the website. For non-exempt positions, HRS will screen the applicants and release qualified applicants to the department for review. Departments will directly receive all applications for exempt positions and review and screen all applicants.

### First Screening – Review Applications and Determine Who to Interview

Welcome to your Online Recruitment System

**Inbox** (19 items need your attention)

Displaying items for group "Department Authority".

Postings (4) Hiring Proposals (4) Actions (10+) Special Handling Lists (0)

Job Title	Type	Current State	Owner
Hire with invalid position number(Faculty)	Faculty	Department Authority	Department Authority

[See more](#)

**Watch List** (2 items)

Postings (2) Hiring Proposals (0) Actions (0)

Job Title	Type	Current State	State Owner
Univ Training Spec, Ascc	Staff	Closed/Remove from Web	Human Resources
Univ Training Spec, Sr	Staff	Posted	Human Resources

**Shortcuts**

- Create New Staff Posting
- Create New Faculty Posting
- My Reports

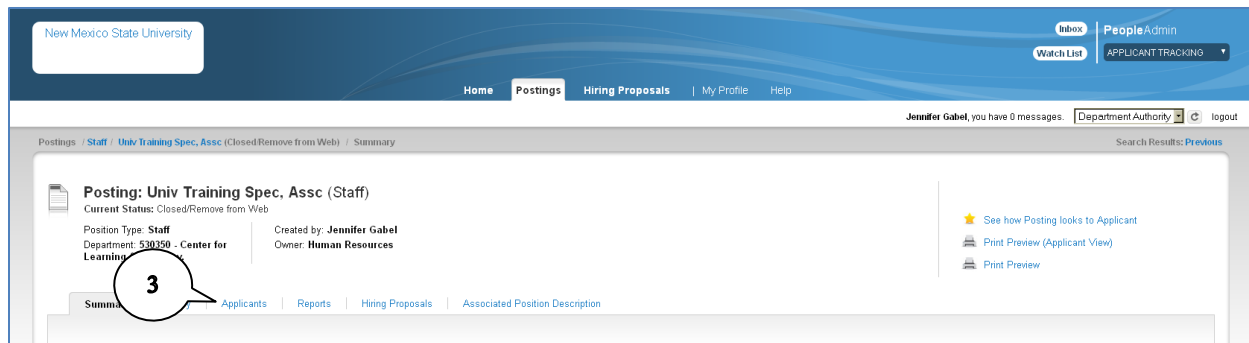
**My Links**

**Useful Links**

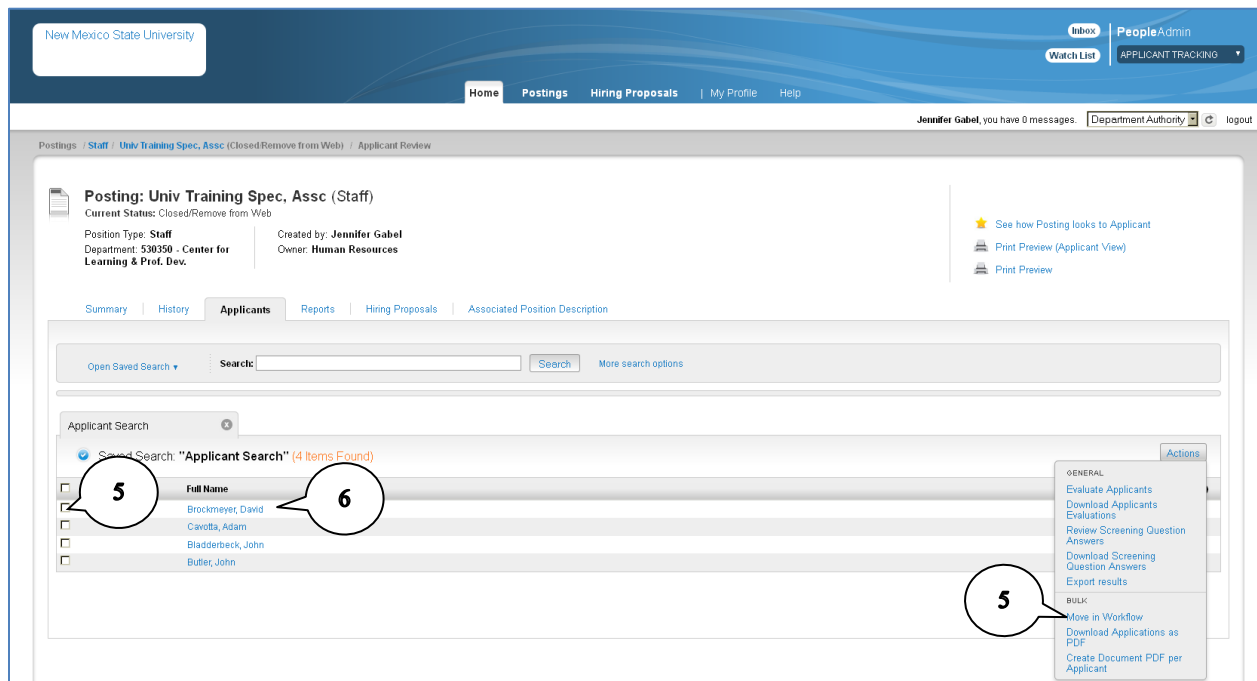
- Training Videos  
(Go here for helpful videos for staff training on the use of PAT.)
- Your Applicant Portal  
(How Applicants access your PeopleAdmin system)
- PeopleAdmin Community  
(best practice library, customer support portal, customer community)

1. When your posting is closed and ready for screening, the posting will appear in your **Inbox**. Your posting status will be "Department Authority" when the posting has closed. This is your cue to begin your review of applicants. You may need to click on **See More...** to find your posting. The posting will also be listed in your **Watch List** if you elected to track the posting.
2. Click the **Position Job Title** of the appropriate posting.





3. Click on the **Applicants** tab.
4. Refer to appendix A to use search and filter features.



5. The applicants for your posting are listed. The **Actions** button above the search list allows you to perform bulk actions on candidates, such as downloading applications as pdfs or exporting the applicant information to Excel. Check the **boxes** next to applicant's name to perform an action.
  - a. After reviewing all applications, you can use the Move in Workflow option to move multiple candidates to appropriate workflow state. Refer to step 9 for appropriate workflow states.
  - b. If you chose to use Supplemental Questions at the Under Review by Department workflow state, refer to Appendix C for instructions on using screening questions.
  - c. If you chose to use Ranking Criteria at the Under Review by Department workflow state, refer to steps 5-8 of the Second Screening Section (page 60).
6. Click on a name to open the applicant's application for review.

The screenshot shows the PeopleAdmin 7 interface for a job application. The top navigation bar includes 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. The sidebar on the left shows 'New Mexico State University' and 'PeopleAdmin' with a 'Watch List' button. The main content area displays the job application details for 'John Bladderbeck (Staff)', including contact information and a 'Take Action On Job Application' dropdown menu. A callout bubble labeled '8' points to the dropdown menu. Below the application details, there is a section for 'Personal Information' and a 'PDF Documents' section. A callout bubble labeled '7' points to the 'PDF Documents' section. A callout bubble labeled '12' points to the 'Take Action On Job Application' dropdown menu.

7. Review the application for compliance with minimum qualifications. This is your first screening to determine who to interview. You can view the application here or create a PDF file of the application and attached documents.
8. Click **Take Action on Job Application**.

The screenshot shows the 'Take Action On Job Application' dropdown menu. The menu is titled 'Take Action On Job Application' and contains a list of workflow actions. A callout bubble labeled '9' points to the dropdown menu.

9. Change the workflow status as appropriate for this candidate (or use the **Bulk Move in Workflow** option on the applicant list to change the workflow status for multiple candidates at once). For the first screening, you are determining who to interview so your workflow status options are...
  - a. Keep working on this Job application: save and keep reviewing.

- b. Interviewed Finalist/Under Review by Dept: those candidates you will invite for an interview.
- c. Not Interviewed, Not Selected: those not qualified and not invited to interview. Use caution! This selection will send an email to the candidate indicating they are no longer being considered and the candidate will be removed from your applicant list.
- d. The remaining workflow states will be used during your second screening and final selection.

Take Action

Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)

Reason (required)

Please select

Please select

Applicant accepted another position

Multiple failed attempts to contact applicant for interview

Applicants selected for interview stronger in experience, skills and abilities

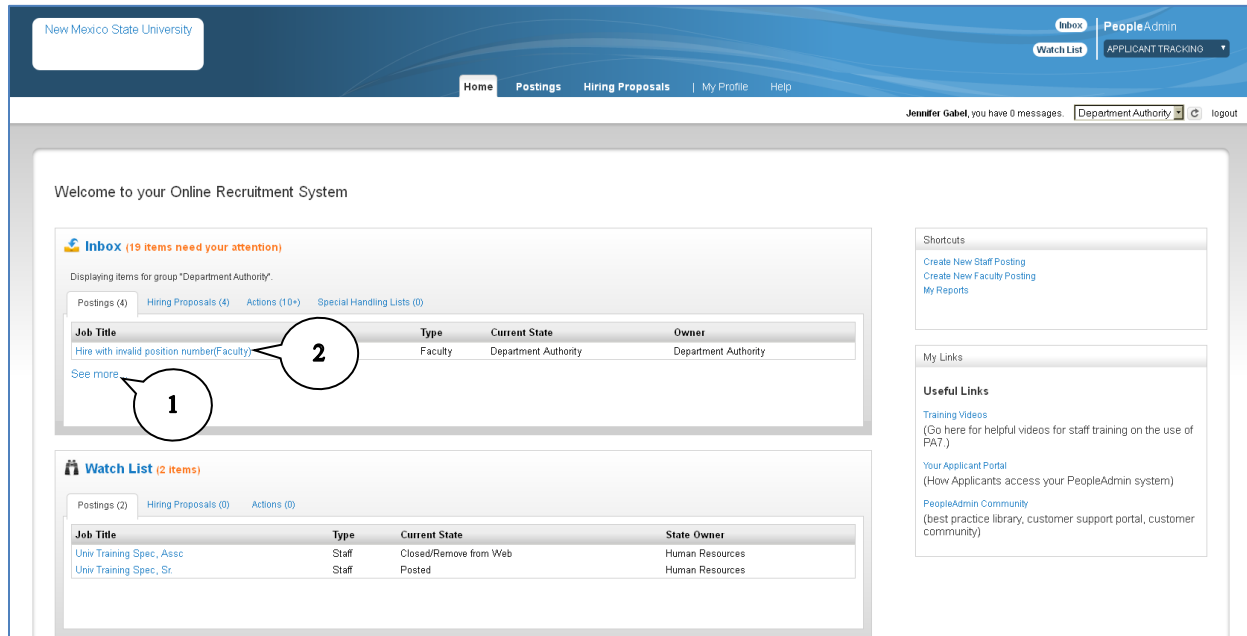
Other (comments required)

Submit Cancel

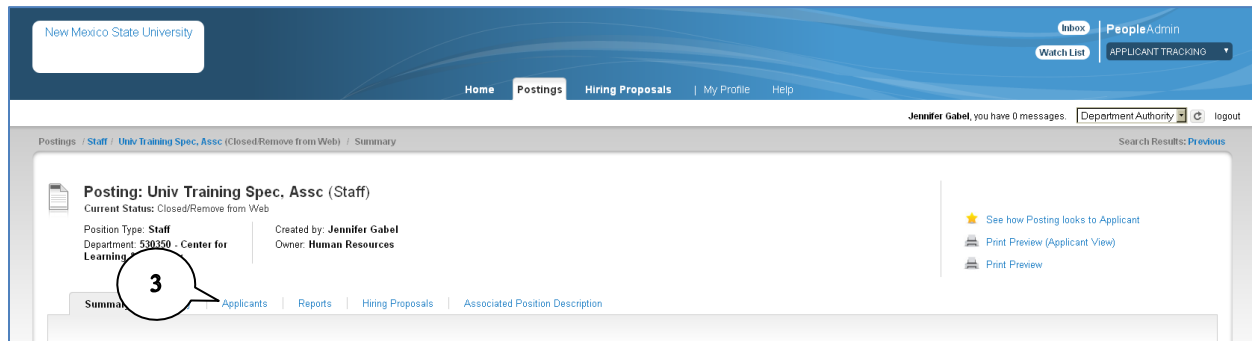
10. If you choose “Not Interviewed, Not Selected”, you will need to select a reason for deselecting this candidate.
11. Repeat steps 6-10 for all remaining candidates.
12. Log out of PeopleAdmin.

## Second Screening – Interviewing and Ranking

After your initial screening, you will conduct interviews with qualified candidates following approved NMSU Policies & Procedures. After all interviews are concluded, you are ready to recommend a candidate for selection by creating a **Hiring Proposal**.



1. Locate your posting in your **Inbox**. You may need to click on **See More...** to find the appropriate posting.
2. Click the **Position Job Title** of the appropriate posting.



3. Click on the **Applicants** tab.

New Mexico State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Home | Postings | Hiring Proposals | My Profile | Help

Jennifer Gabel, you have 0 messages. | Department Authority | logout

Postings / Staff / Univ Training Spec, Ascc (Closed/Remove from Web) / Applicant Review

**Posting: Univ Training Spec, Ascc (Staff)**  
Current Status: Closed/Remove from Web

Position Type: **Staff** Created by: **Jennifer Gabel**  
Department: **530350 - Center for Learning & Prof. Dev.** Owner: **Human Resources**

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search | Search: | Search | More search options

Search: "Applicant Search" (3 Items Found)

Full Name
<input checked="" type="checkbox"/> Brockmeyer, David
<input checked="" type="checkbox"/> Bladderbeck, John
<input checked="" type="checkbox"/> Butler, John

Actions

- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening

4. The applicants selected for interviews are listed. Those deselected during your first screening are no longer on the list.
  - a. If you chose to use **Supplemental Questions** at the **Finalist for Interview** workflow state, refer to Appendix C for instructions on using screening questions.
5. If you chose to use **Ranking Criteria** in your posting, check the boxes next to your candidate names you want to evaluate. Hover over the **Actions** button and select **Evaluate Applicants**.

New Mexico State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Home | Postings | Hiring Proposals | My Profile | Help

Jennifer Gabel, you have 0 messages. | Department Authority | logout

Postings / ... / Univ Training Spec, Ascc (Closed/Remove from Web) / Applicant Review / Enter Evaluative Criteria Evaluations

**Evaluative Criteria**

Workflow State: Interviewed Finalist/Under Review By Department

Showing 3 Applicants: Show More

Evaluations

David Brockmeyer

Computer Skills - General: Please rate the candidates computer skills

Please select

Excellent

Good

Average

Beginner

Overall: N/A

John Bladderbeck

Computer Skills - General: Please rate the candidates computer skills

Please select

Comments

Overall: N/A

John Butler

Overall: N/A

Next >>

6. For each candidate, rate the candidate's qualifications based on your ranking criteria. Comments should be appropriate and relevant to the ranking. If you are using a search committee, each

committee member will be able to complete the ranking. Search committee chairs will be able to see all committee members' rankings.

7. If you assigned points to the rating criteria, the score will be displayed.
8. Click **Next**.

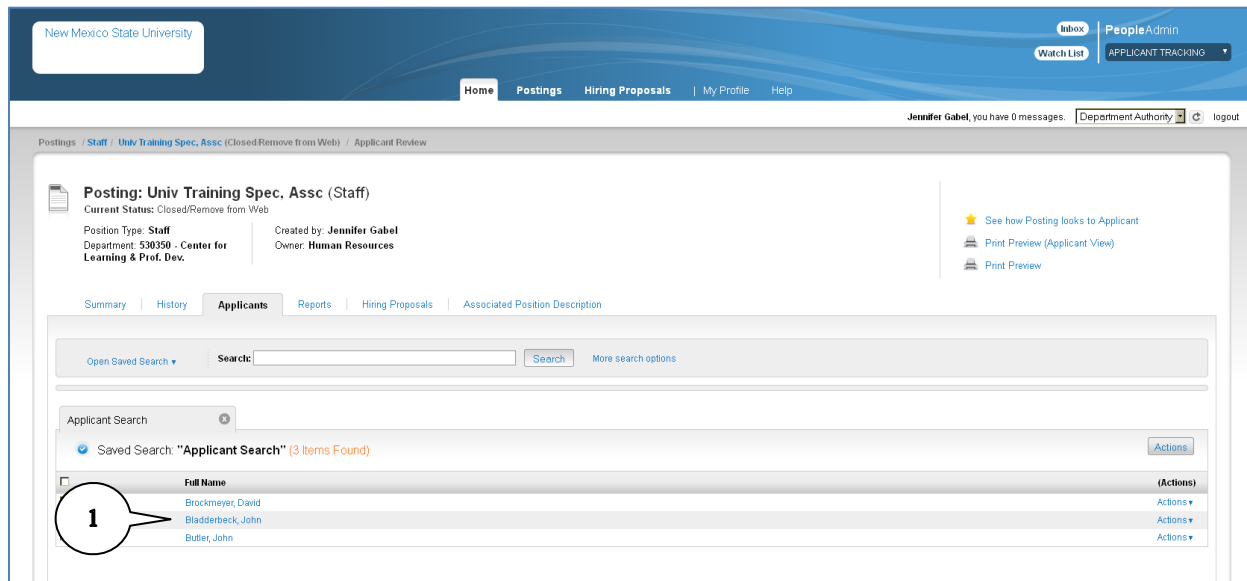
The screenshot shows the 'Evaluative Criteria Score Details' page in PeopleAdmin 7. The page title is 'Posting: Univ Training Spec, Assc (Staff)'. The current status is 'Closed/Remove from Web'. The position type is 'Staff', and the department is '530350 - Center for Learning & Prof. Dev.'. The posting was created by 'Jennifer Gabel' and the owner is 'Human Resources'. The page displays a table of applicants with columns for 'Full Name', 'Current State', 'Interviewed Finalist/Under Review by Department', and 'Overall'. The table shows three applicants: David Brockmeyer, John Bladderbeck, and John Butler, all with a 'Current State' of 'Interviewed Finalist/Under Review by Department' and an 'Overall' score of '-'. Callout box 9 points to the 'Overall' column header, and callout box 10 points to the 'Review Applicants' link in the right sidebar.

Full Name	Current State	Interviewed Finalist/Under Review by Department	Overall
David Brockmeyer	Interviewed Finalist/Under Review by Department	-	-
John Bladderbeck	Interviewed Finalist/Under Review by Department	-	-
John Butler	Interviewed Finalist/Under Review by Department	-	-

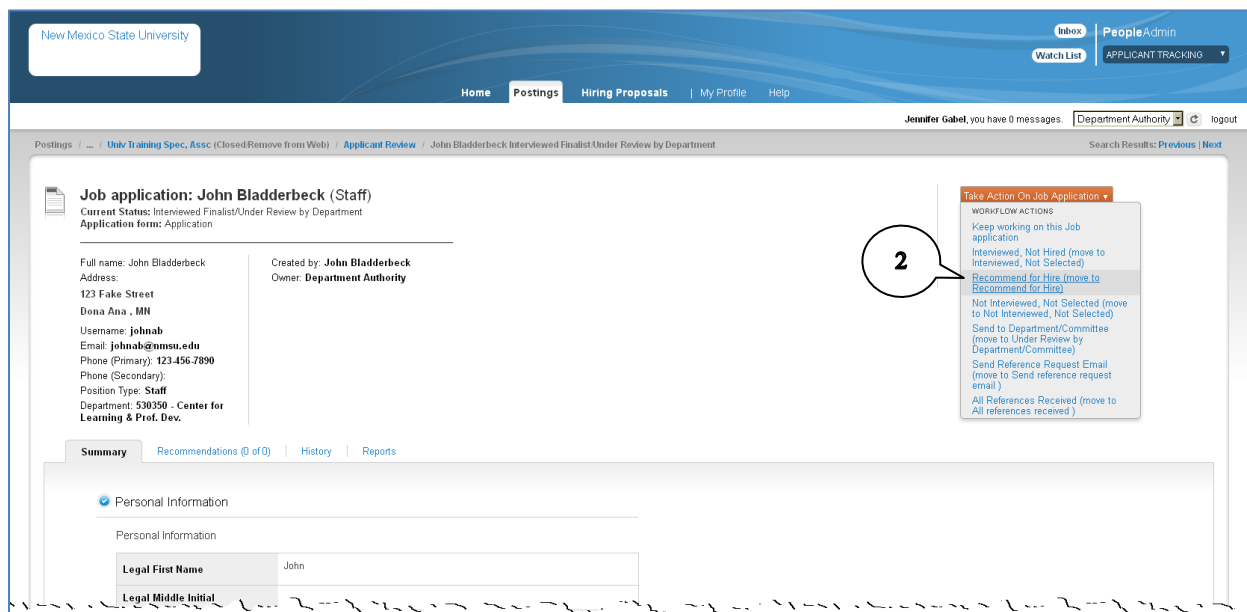
9. A summary of the evaluations will be displayed. If you elected scoring in your ranking criteria, the scores would be shown for each candidate. The **Overall** score is based on the rankings of all search committee members (if used).
10. Click **Review Applicants** to return to the applicant list or **log out** of PeopleAdmin.

## Hiring Proposal – Recommend for Hire

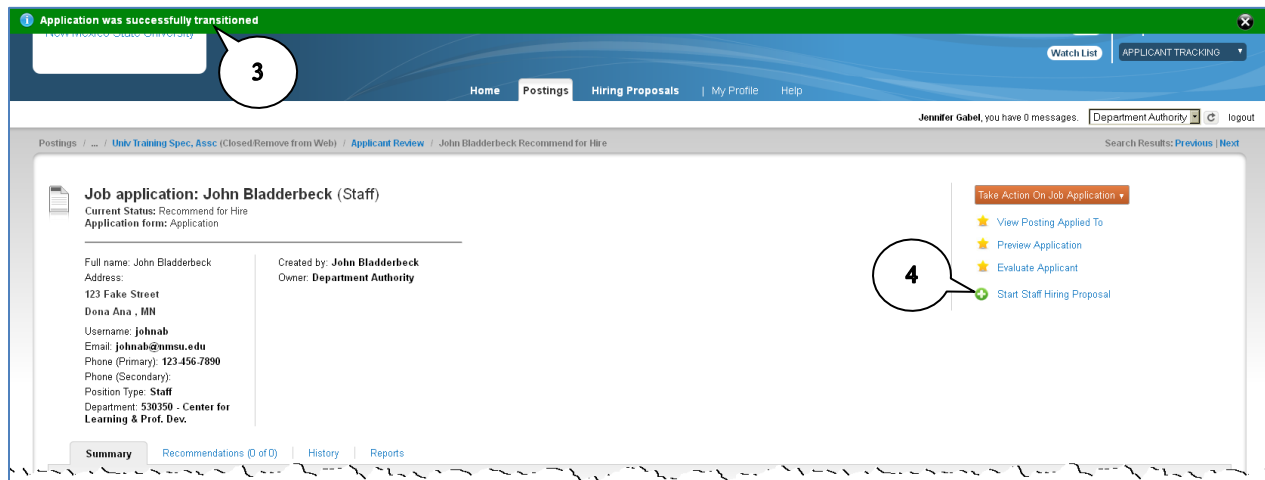
After all candidates have been interviewed and evaluated, you will complete the Hiring Proposal to select a candidate for hiring.



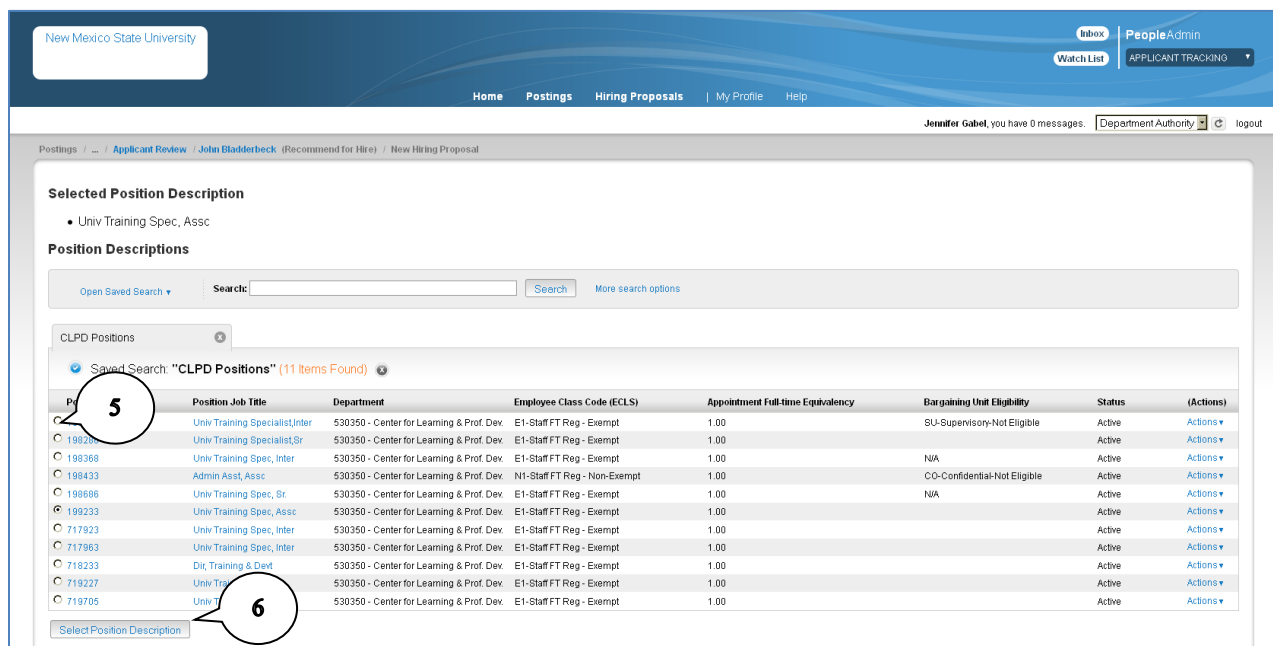
1. From the applicant list, click on the **full name** of the candidate you have selected as your first choice for hire.



2. Hover over the **Take Action on Job Application** and select **Recommend for Hire**. Click **Submit** on the Take Action pop-up confirmation.



- Confirmation of the workflow status change will appear at the top of the screen.
- Click the **Start Staff Hiring Proposal** link.



- The **radio button** next to the position number to be filled should be selected. If you are filling multiple positions under one posting, you may need to select another position.
- Scroll to the bottom of the page (if necessary) and click **Select Position Description**.



New Mexico State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

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Jennifer Gabel, you have 0 messages. | Department Authority | logout

Actions / ... / Staff Hiring Proposal / Univ Training Spec, Assoc / Edit

**Editing Hiring Proposal**

Hiring Proposal

Documents

Hiring Proposal Summary

Save | Next >>

Check spelling

**\* Required Information**

**Hiring Proposal**

Hiring Proposal Number

**Candidate Information**

Requisition Number: 120102S  
*Requisition Number will be assigned upon submission*

Legal First Name: John

Legal Middle Initial:

Legal Last Name: Bladderbeck

Legal Suffix: *(ex: Jr, Sr, III, etc)*

Mailing Address: 123 Fake Street

City: Dona Ana

State: MN

Zip: 88007

Equivalency *(example: 50, 75, T.O etc)*

Appointment Base: Annual

**7** Recommended Hourly Salary This field is required.  
*(nonexempt must be the hourly rate and exempt must be the annual salary amount - for exempt only, this field will also be utilized if the amount is changed - which will require resubmission of the Hiring Proposal requiring reapproval by the Approving Authority and HR)*  
Please enter in numbers only with no special characters ex: 10 for hour rate and 25000 for salary.

Approved Hourly Salary

Comments

**8** Source of Additional Funding  
If exceeding budgeted amount for an I&G or unrestricted funding source "Exempt" position, provide source of funding (fund, index, and amount). If Restricted funding source "Exempt or Non-Exempt" position, provide GR#. Identify position number if from existing line

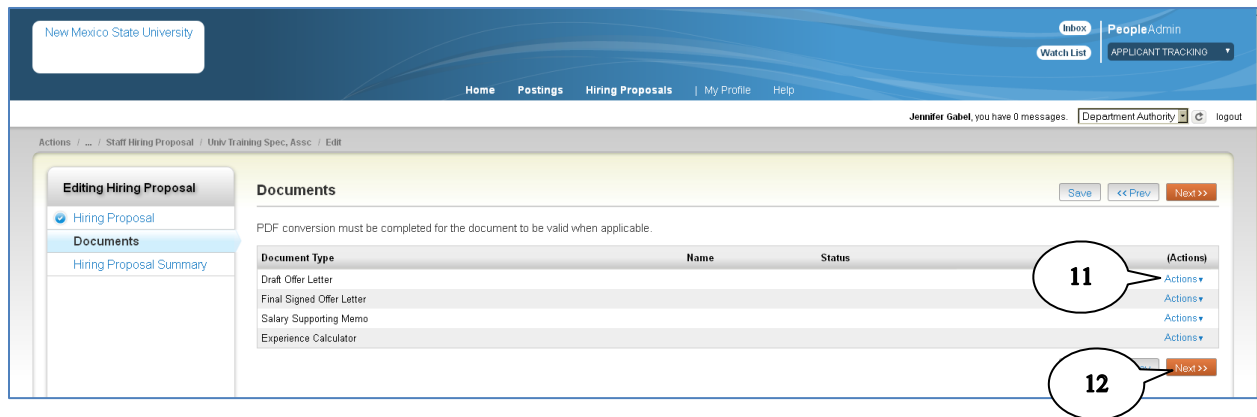
Identify Source of Funding

**9** Budget Information  
**WARNING THIS FIELD TO BE USED ONLY BY COLLEGE OF AG (ACES)** – job labor distribution information entered below will update the job labor distribution in NBAJOBS, overriding (but not changing) the budget labor distribution in NBAPOSN.

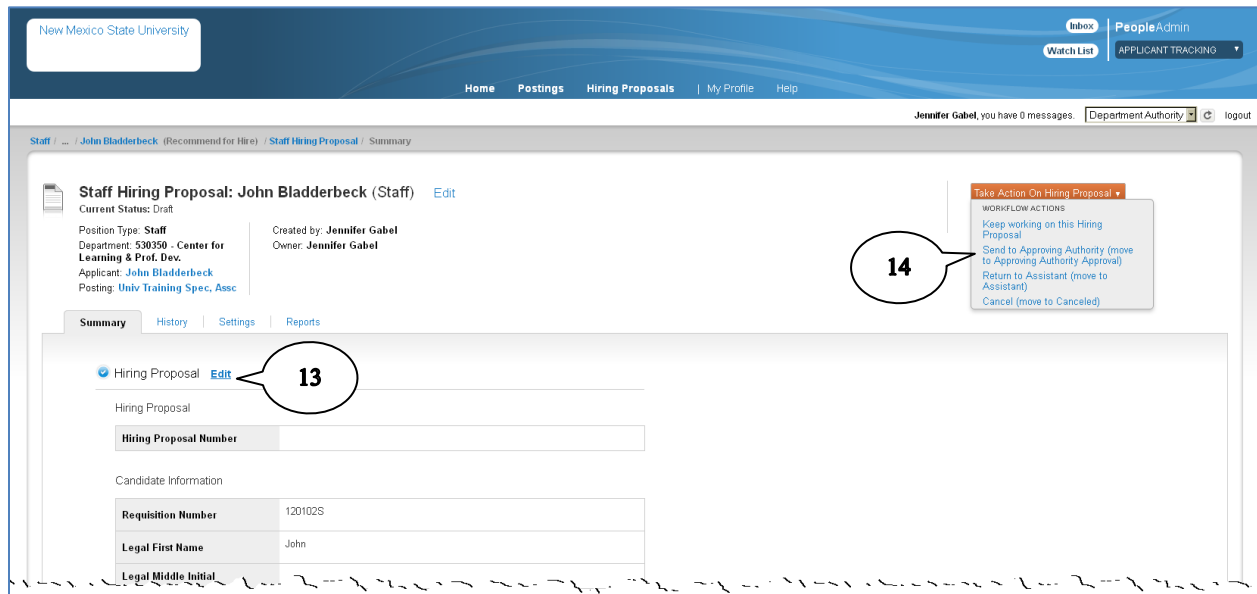
Add Budget Information Entry

**10** Next >>

7. Enter the **Recommended Hourly/Salary** amount.
8. Enter the **Source of Additional Funding** for salaries exceeding the budgeted amount.
9. The **Add Budget Information Entry** is used to show actual salary account if different from the budgeted account (i.e. clearing accounts). Note: this action only changes the job funding source (noted on Banner NBAJOBS) and does not change the position funding (noted on Banner NBAPOSN). Changes to the position funding will need to be approved by the Budget Office.
10. Click **Next**.



11. Attach the **Draft Offer Letter**, **Salary Supporting Memo**, and **Experience Calculator** documents as appropriate. (Refer to Appendix B for instructions on attaching documents).
12. Click **Next**.



13. Review the Hiring Proposal. Click **Edit** if you need to make changes.
14. Hover over **Take Action on Hiring Proposal** and select **Send to Approving Authority** to route for approval.

Take Action

Send to Approving Authority (move to Approving Authority Approval)

Comments (optional)

15 ☒ Add this hiring proposal to your watch list?

16 Submit Cancel

15. Enter appropriate comments. The hiring proposal is added to your **Watch List** by default. If you do not wish to keep the hiring proposal in your watch list, uncheck the box.

16. Click **Submit**.

17 Hiring Proposal was successfully transitioned, and it was added to your watch list.

Watch List APPLICANT TRACKING

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority Logout

Staff / ... / John Bladderbeck (Recommend for Hire) / Staff Hiring Proposal / Summary

Staff Hiring Proposal: John Bladderbeck (Staff)

Current Status: Approving Authority Approval

Position Type: Staff Created by: Jennifer Gabel

Department: 530350 - Center for Learning & Prof. Dev. Owner: Approving Authority

Applicant: John Bladderbeck

Print Preview

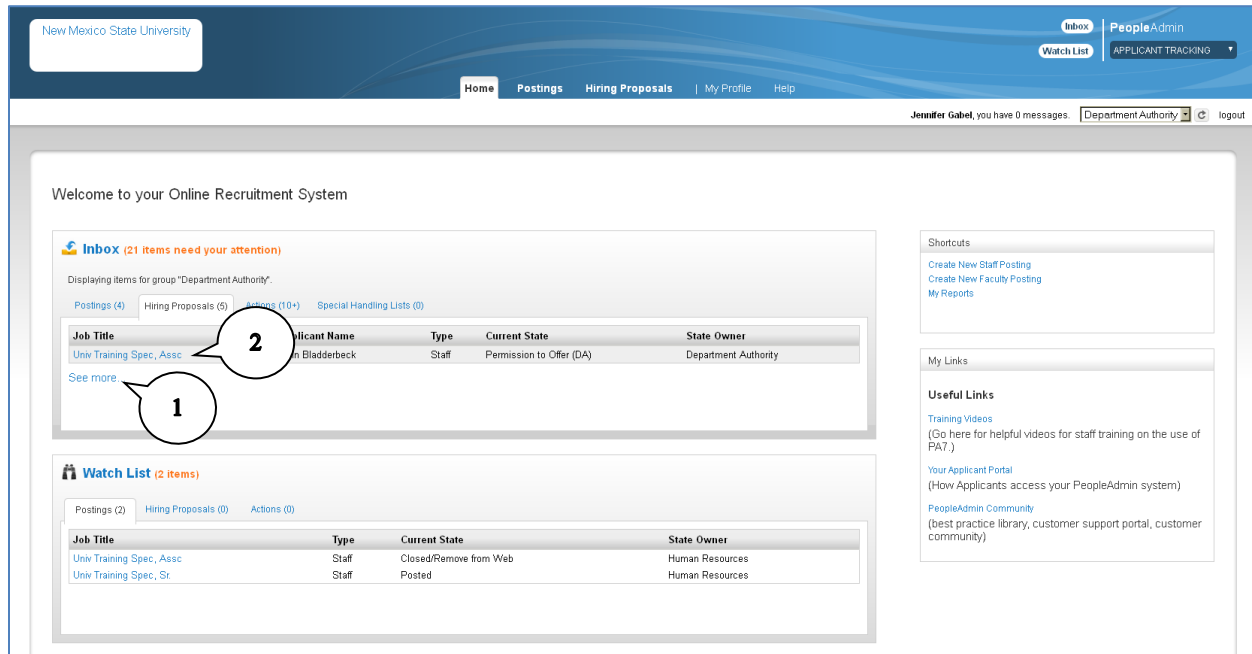
18 Logout

17. Confirmation that the hiring proposal was submitted will be shown at the top of the screen.

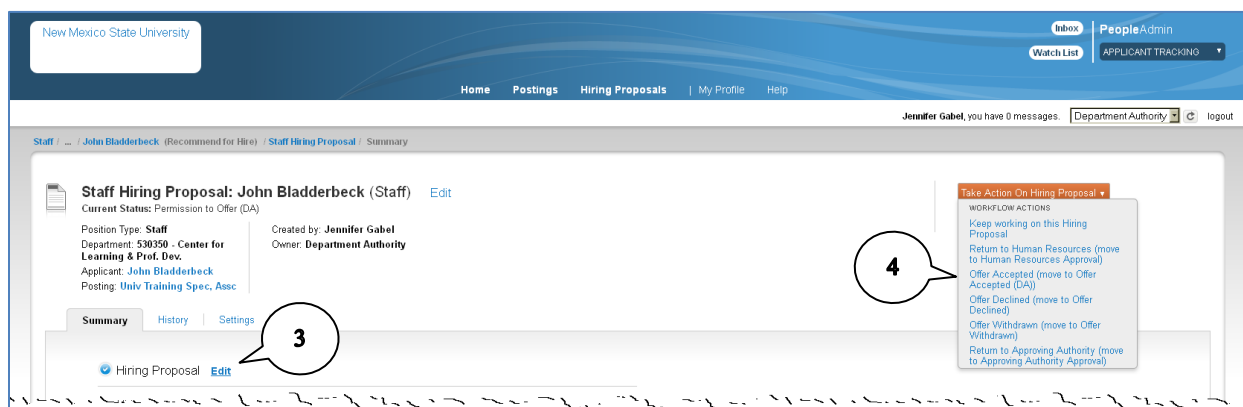
18. Click **Logout**.

## Hiring Confirmation

**After** all approvals are returned and the Department receives an email from HRS that the Hiring Proposal is accepted, the Department can make the offer to the candidate. The final step in the PeopleAdmin process is to create the Hiring Confirmation and close the posting. **Note:** If the candidate accepts the offer but requests a salary different than the one approved on the hiring proposal, edit the Hiring Proposal and resubmit for approval.



1. Your hiring proposal will be in your **In Box** awaiting your action. Click on the **Hiring Proposal** tab.
2. Click the **Job Title** of the hiring proposal. You may need to click the **See More...** link if you have multiple hiring proposals waiting your action.



3. If the offer is accepted but there are salary negotiations, click **Edit** to adjust the salary amount. Return to the Approving Authority for approval.
4. Hover over **Take Action on Hiring Proposal** and select the appropriate action. Click **Submit** on the Take Action confirmation pop-up.

- a. Offer Accepted
- b. Offer Declined
- c. Offer Withdrawn
- d. Return to Approving Authority (see step 3 above)

Note: if the offer is declined or withdrawn, you will return to your posting and complete a new hiring proposal for another candidate.

Document Type	
Application	<a href="#">Recreate PDF</a>
Application and attached documents	<a href="#">Recreate PDF</a>

5. Confirmation that the action was successful appears at the top of the screen.
6. Scroll to the bottom of the screen and click on **Edit** in the **Hiring Confirmation** section.

**Editing Hiring Proposal**

- Hiring Proposal
- Hiring Confirmation**
- Documents
- Hiring Proposal Summary

**Hiring Confirmation**

Check spelling

\* Required Information

Hiring Confirmation

After all approvals are received and the Department receives an email from HRS that the Hiring Proposal is approved, the Department can make the offer to the candidate. The final step in the PeopleAdmin process is to create the Hiring Confirmation.

\* Gender: Male

\* Citizenship: Please select This field is required.

\* Social Security Number: This field is required.

\* Date Of Birth: This field is required.

Aggie ID Number

\* Job Start Date: This field is required.

Job End Date, if applicable

Comments

Save << Prev Next >>

- Complete all required fields on the Hiring Confirmation.
- Click **Next**.

New Mexico State University

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

**Editing Hiring Proposal**

- Hiring Proposal
- Hiring Confirmation
- Documents**
- Hiring Proposal Summary

**Documents**

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Draft Offer Letter			Actions
Final Signed Offer Letter			Actions
Salary Supporting Memo			Actions
Experience Calculator			Actions

Save << Prev Next >>

- Attach the **final, signed offer letter** (refer to Appendix B for instructions on adding documents).
- Click **Next**.

New Mexico State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Home | Postings | Hiring Proposals | My Profile | Help

Jennifer Gabel, you have 0 messages. | Department Authority | logout

Staff / ... / John Bladderbeck (Recommend for Hire) / Staff Hiring Proposal / Summary

**Staff Hiring Proposal: John Bladderbeck (Staff)** [Edit](#)

Current Status: Offer Accepted (DA)

Position Type: Staff  
Department: 530350 - Center for Learning & Prof. Dev.  
Applicant: John Bladderbeck  
Posting: Univ Training Spec, Assoc

Created by: Jennifer Gabel  
Owner: Department Authority

**11** Take Action On Hiring Proposal

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Human Resources Review (move to Human Resources)
- Submit

Summary | History | Settings | Reports

Hiring Proposal [Edit](#)

11. Hover over **Take Action on Hiring Proposal** and click **Human Resources Review**. Click **Submit** on the Take Action confirmation pop-up.

### Closing the Posting

After the Hiring Confirmation has been approved, you need to close the posting and change the status of your finalists to notify them that the position has been filled.

New Mexico State University

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Home | Postings | Hiring Proposals | My Profile | Help

Jennifer Gabel, you have 0 messages. | Department Authority | logout

Welcome to your Online Recruitment System

**Inbox (19 items need your attention)**

Displaying items for group "Department Authority".

Postings (4) | Hiring Proposals (4) | Actions (10+) | Special Handling Lists (0)

Job Title	Type	Current State	Owner
<a href="#">Hire with invalid position number(Faculty)</a>	Faculty	Department Authority	Department Authority

**1** See more...

**2**

**Watch List (2 items)**

Postings (2) | Hiring Proposals (0) | Actions (0)

Job Title	Type	Current State	State Owner
Univ Training Spec, Assoc	Staff	Closed/Remove from Web	Human Resources
Univ Training Spec, Sr	Staff	Posted	Human Resources

**Shortcuts**

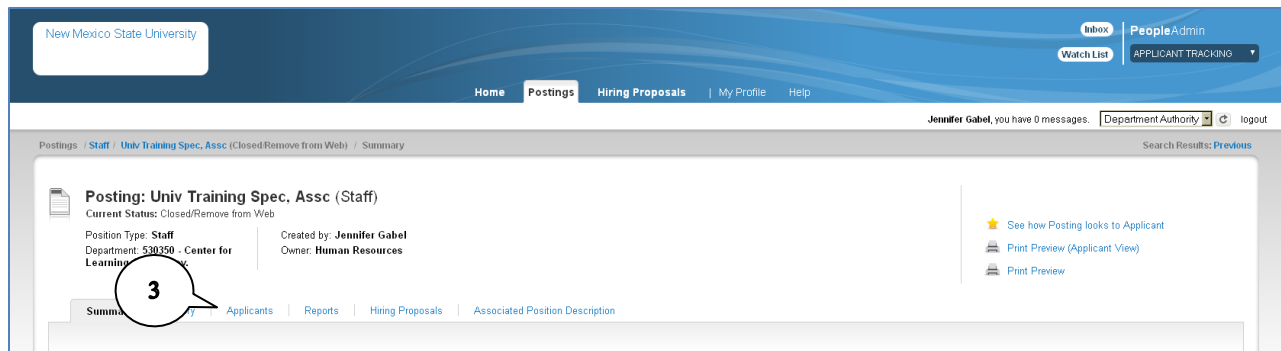
- Create New Staff Posting
- Create New Faculty Posting
- My Reports

**My Links**

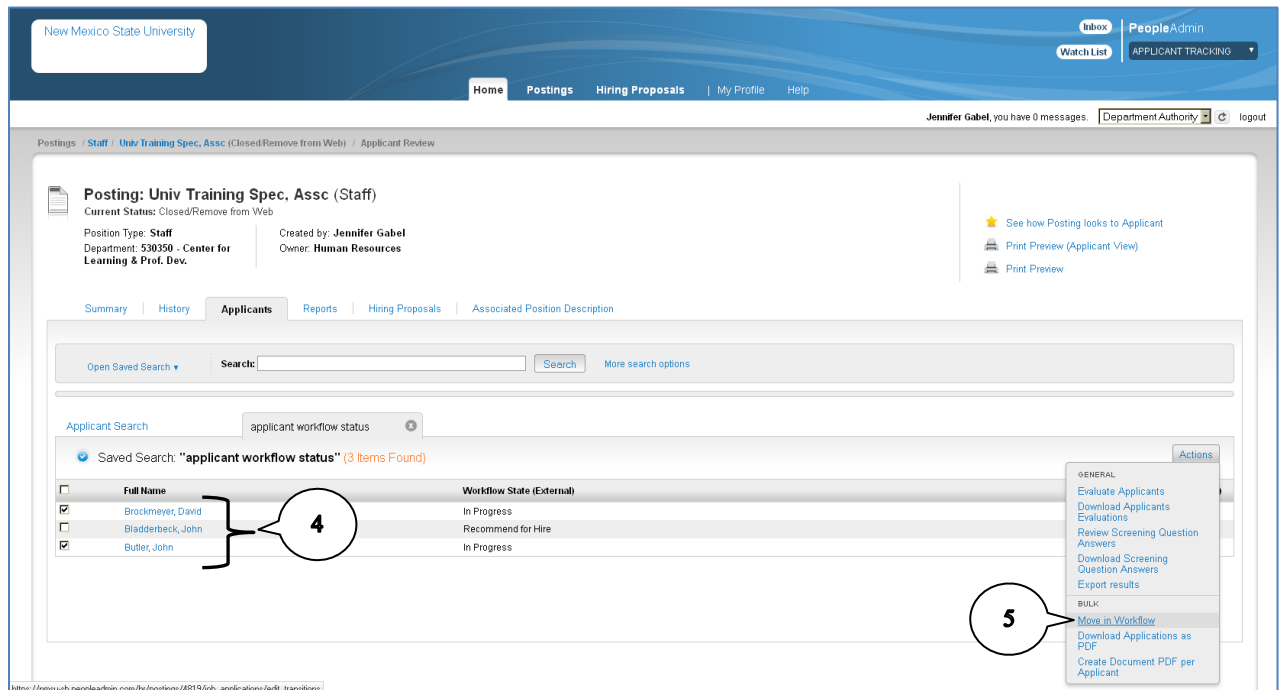
**Useful Links**

- Training Videos  
(Go here for helpful videos for staff training on the use of PAT.)
- Your Applicant Portal  
(How Applicants access your PeopleAdmin system)
- PeopleAdmin Community  
(best practice library, customer support portal, customer community)

1. Your posting will be in your **In Box** awaiting your action.
2. Click the **Job Title** of the posting. You may need to click the **See More...** link if you have multiple postings waiting your action.

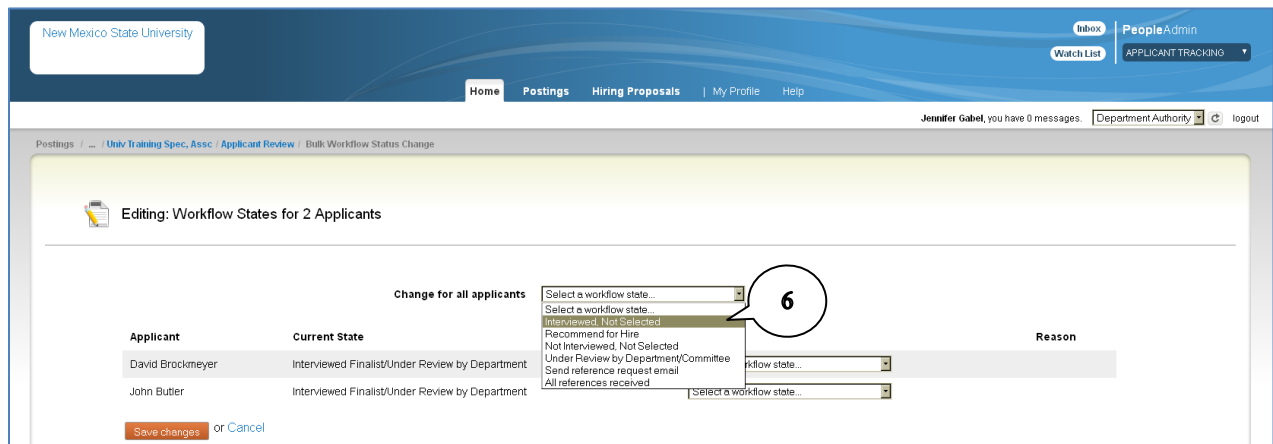


3. Click on the **Applicants** tab.



4. The applicants are listed. Click the boxes next to the names of all candidates except the one hired.

5. Hover over the **Actions** button above the search results and select **Move in Workflow**.





6. Click the drop-down box for **Change for all Applicants** and select **Interviewed, Not Selected**.

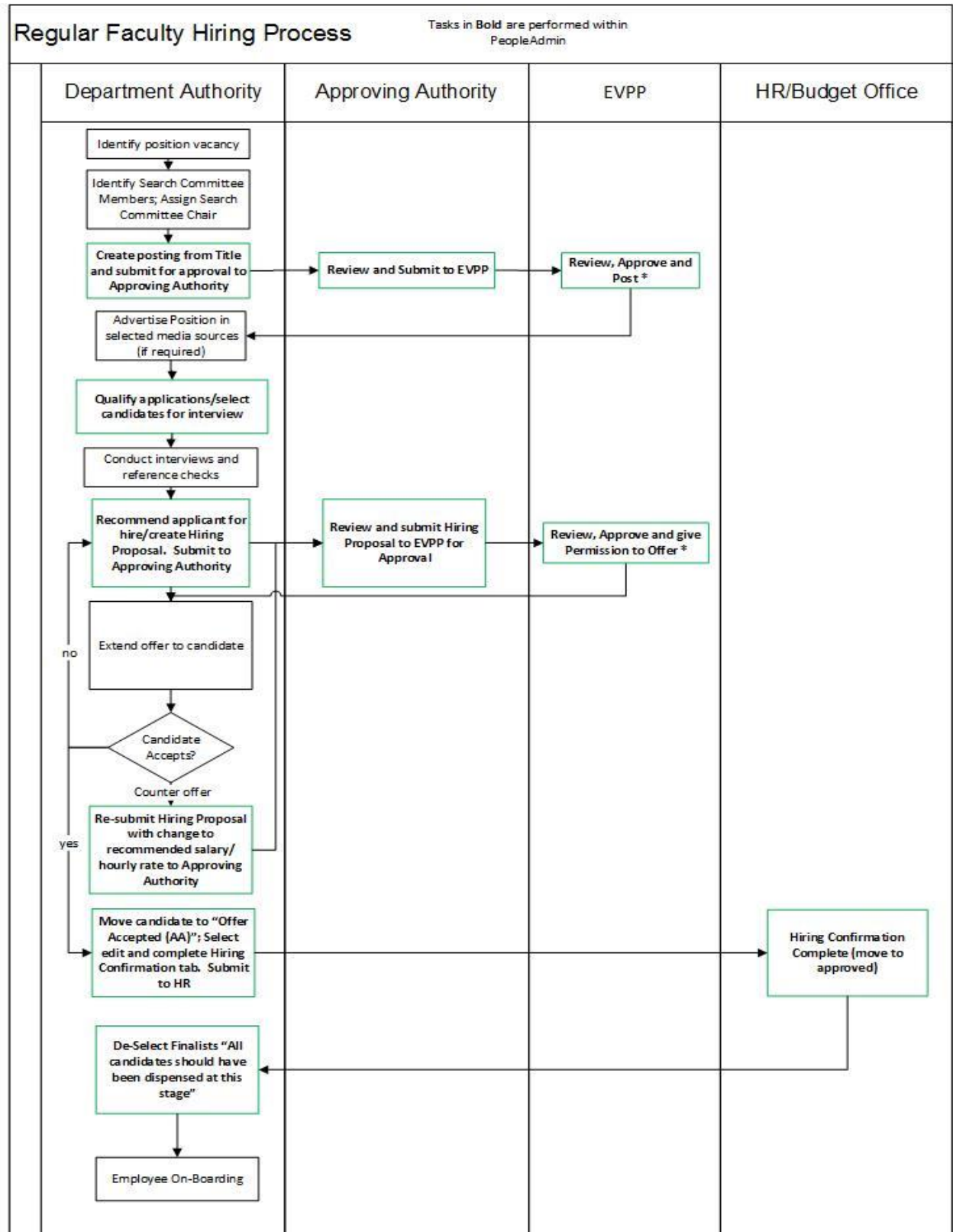
7. Click the drop-down box and select the **Reason for Deselection**. If the reason is not the same for all candidates, you can select reasons for each candidate individually.

8. Click **Save Changes**. This process may take several minutes.

9. To verify the process, refresh your Applicant List page. You should only see the name of the candidate hired.

10. **Logout** of PeopleAdmin.

## Hiring Faculty

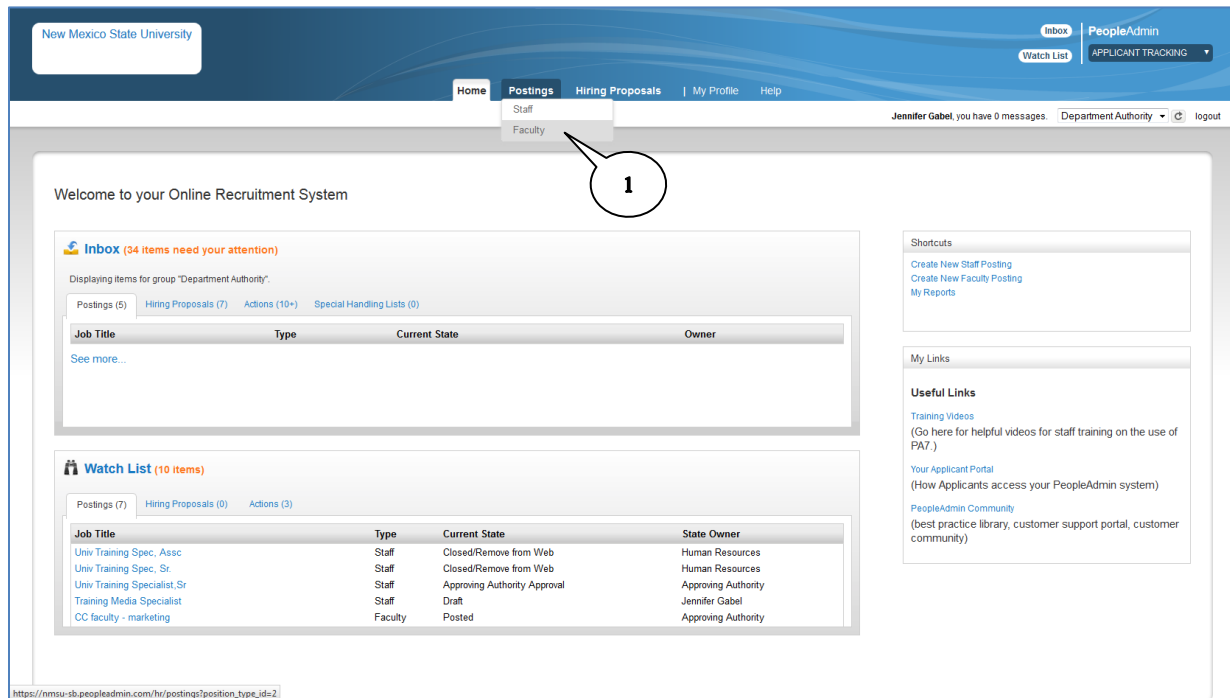


\*EVPP has the option to Route Posting and or Hiring Proposal to OIE if necessary.

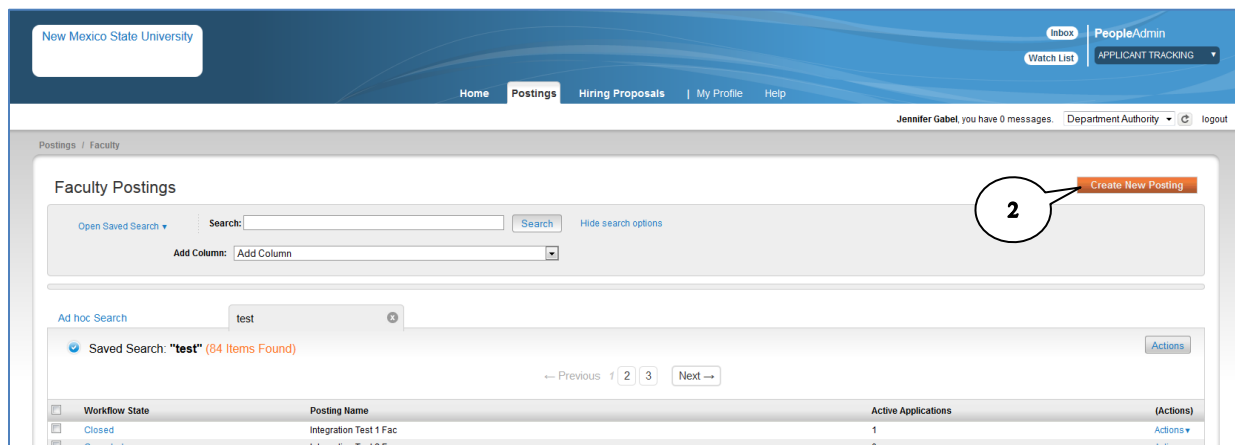
Faculty position management is not maintained in PeopleAdmin 7. PeopleAdmin 7 is used for posting and screening faculty positions. The faculty application is a condensed version of the staff application allowing faculty members to complete only personal identification information in the application and attach their resume/C V in lieu of entering employment information in the application.

All actions related to faculty postings are performed in the **Applicant Tracking** module. For information about logging into PeopleAdmin, navigation, and changing modules, refer to the Introduction beginning on page 7.

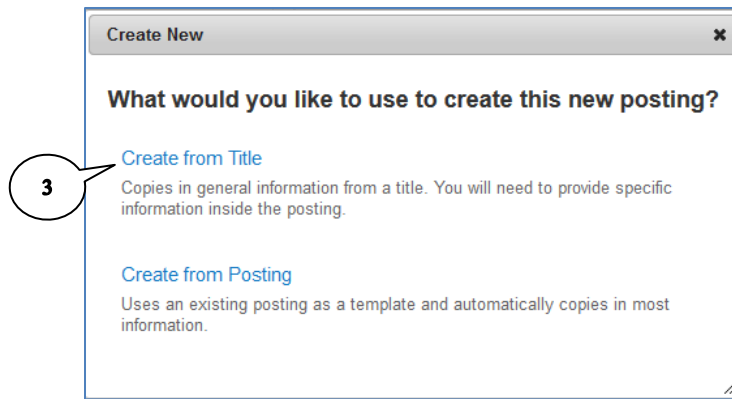
## Create a Faculty Posting



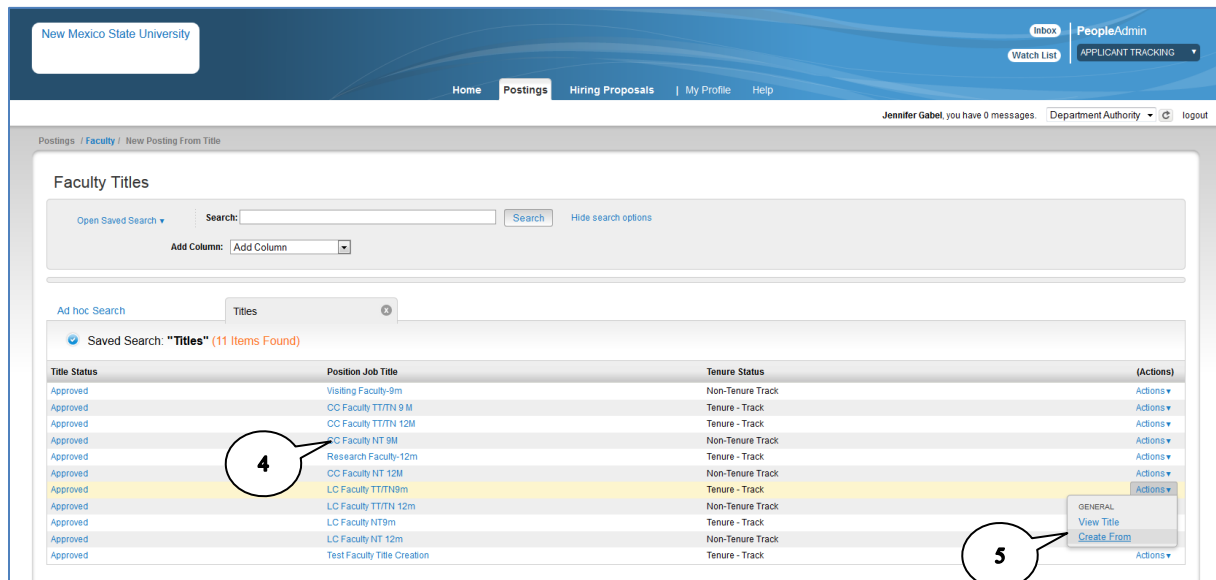
1. From the Applicant Tracking module Home page, hover over the **Postings** tab and select **Faculty**.



2. Click **Create New Posting**.



3. Select **Create from Title** on the Create New pop-up window.



4. Locate the type of faculty position you are filling, taking note of the tenure status and appointment base (9 mo or 12 mo) in the position job title. To view details of the position to ensure you are selecting the correct one, click on the **position job title**.
5. Hover over the **Actions** link and select **Create From**.

The screenshot shows the 'New Posting' form in the PeopleAdmin 7 interface. The form is divided into several sections, each with a blue header. The 'Required Information' section is highlighted with a callout '6'. The 'Organizational Unit' section includes a dropdown for 'College/Division' and a dropdown for 'Department'. The 'Applicant Workflow' section includes a dropdown for 'Workflow State' and a text area for 'Special offline application instructions'. The 'References' section includes a checkbox for 'Accept references'. The 'Online Applications' section includes a checkbox for 'Accept online applications?'. At the top right, there are two buttons: 'Create New Posting' (highlighted with a callout '7') and 'Cancel'. The top navigation bar includes links for 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. The user's name 'Jennifer Gabel' and a 'logout' link are also visible.

6. Enter all required and appropriate fields. Required fields will be annotated with an \* in front of the field name.
  - a. Position job title: limited to 30 characters
  - b. College/Division: select from drop-down list
  - c. Department: select from drop-down list. note: list will be populated when you select the college/division
  - d. Workflow State: keep at default – “under review by committee”
  - e. Accept References: If you want to accept electronic submissions of references through the PeopleAdmin system, check the Accept Reference box. Additional fields will become visible when checked
    - i. Reference Notification: when should the system send an email to the references requesting recommendations
    - ii. Recommendation Workflow: when references are received, what workflow should applicants be moved to
    - iii. Recommendation Document Type: select Reference Letter
  - f. Online Applications
    - i. Accept Online Applications: default is checked; required
    - ii. Special Offline Application Instructions: use this area to define any additional documentation that applicants may need to provide outside of PeopleAdmin such as a portfolio or publications
7. Click **Create New Posting**. Note: button is available at both top & bottom of screen.

## Department Contact

8. Enter your **Department Contact** information. This will be provided to applicants as part of the posting and should be the person they can contact with questions about the posting.

9. Click **Next**.

## Posting Details

10. Complete all required and relevant fields (required fields are noted by an \* in front of the field name). Include as much detail as possible to accurately describe the job. Default information may be edited to more accurately reflect your position.

a. The **Closing Date** is required and must be a specific date ("open until filled" is not allowed). The minimum posting timeframe on the NMSU website is 30 days.

11. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Supplemental Questions

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Faculty / CLPD - Prof of Training & Development - Do Not Delete (Draft) / Edit: Supplemental Questions

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions**
- Applicant Documents
- Supplemental Documents
- Ranking Criteria
- Search Committee
- Letters of Reference
- Guest User
- Underutilization
- Summary

**Supplemental Questions** Save << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be assigned.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these options will make the question required.

**Included Supplemental Questions** Add a question

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Staff - General	Where did you become aware of this position opening?	active
2	<input type="checkbox"/>	Staff - General	If you became aware of this posting from another source, please describe?	active

Next >>

12. Add **Supplemental Questions** as appropriate (refer to Appendix C for instructions on adding and using supplemental questions).

13. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Applicant Documents

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Faculty / CLPD - Prof of Training & Development - Do Not Delete (Draft) / Edit: Applicant Documents

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents**
- Supplemental Documents
- Ranking Criteria
- Search Committee
- Letters of Reference
- Guest User
- Underutilization
- Summary

**Applicant Documents** Save << Prev Next >>

Applicant documents can be included in the application process by selecting either optional or Required. Required document(s) are mandatory to complete the application process.

Order	Name	Not Used	Optional	Required
1	Resume/Cv	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Letter Of Interest	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Url In Lieu Of Uploaded Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Other Dept Specific Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Save << Prev Next >>

14. Select the documents you want applicants to attach to their application. Documents may be optional or required. Applicants who do not attach required documents will be disqualified.

15. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.



## Supplemental Documentation

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / CLPD - Custodial Worker - screening - do not delete (Draft) / Edit: Supplemental Documentation

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...**
- Search Committee
- Ranking Criteria
- Guest User
- References
- Underutilization
- Summary

**Supplemental Documentation**

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment in .txt, .tif, .tiff, .jpeg, .jpe, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Memorandums			Actions
External Media Advertisement			Actions
External Media Source (2)			Actions

Save << Prev Next >>

16. Attach any relevant **Supplemental Documents** such as advertisements, memorandums, etc. Refer to Appendix B for additional information on attaching documents.

17. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Ranking Criteria

Ranking Criteria are evaluative questions you can add to the posting to aid you in the selection process.

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Staff / Univ Training Spec, Assoc (Draft) / Edit: Ranking Criteria

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documenta...
- Search Committee
- Ranking Criteria**
- Guest User
- References
- Underutilization
- Summary

**Ranking Criteria**

Included Evaluative Criteria

Category	Description	Weight	Workflow State	Status

Save << Prev Next >>

18. To add ranking criteria, click **Add a Criterion**.



**Add a Ranking Criterion**

**Available Evaluative Criteria**

Category:  Keyword:

Add	Category	Description
<input checked="" type="checkbox"/>	Skills	Please rate the candidates computer skills
Possible Answers:		
1. Excellent		
2. Good		
3. Average		
4. Beginner		
Applicant workflow state		
<input type="text" value="Interviewed Finalist/Under Review by Department"/>		
<input type="checkbox"/>	Skills	Please rate the candidates skills with Microsoft Excel
<input type="checkbox"/>	Skills	Please rate the candidates skills with Microsoft Word
<input type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	Skills	Describe how this candidate's education fits with the job.
<input type="checkbox"/>	General	How did the candidate perform in the interview
<input type="checkbox"/>	Work History	How does the candidates Portfolio fit this positions purpose?
<input type="checkbox"/>	Work History	How does the candidate's work experience compare to other candidates?
<input type="checkbox"/>	Skills	How do you rate this candidates written communication?
<input type="checkbox"/>	Interview Questions	Please tell me what you know about the history and goals of PeopleAdmin University? Rate the Candidates Response.
<input type="checkbox"/>	Work History	Please rate the candidate's published body of work
<input type="checkbox"/>	Work History	Faculty test test test

Displaying all 12

Do you want? [Add a new one](#)

19. Select a ranking criterion from the list. Clicking on the criterion description will show you the possible values. You will also select the workflow state when the criterion will be used. Click the **Add** box to add the criterion to your posting. Click **Submit** at the bottom of the screen.
20. To add your own criterion, click the **Add a new one** link. HR will review all added criterion for appropriateness.

**Add a Ranking Criterion**

Name \*

Label \*

Category

Description \*

**Possible Answers**

☐ Open Ended Answers

☒ Predefined Answers

Empty answers will be excluded. Click and drag possible answers to reorder them.

Possible Answer 1 :

Possible Answer 2 :

21. Complete all required and relevant fields and click **Submit**.

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Faculty / CLPD - Prof of Training & Development - Do Not Delete (Draft) / Edit Ranking Criteria

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documents
- Ranking Criteria**
- Search Committee
- Letters of Reference
- Guest User
- Underutilization
- Summary

**Ranking Criteria**

Save << Prev Next >>

22

Category	Description	Weight	Workflow State	Status
Faculty - Publications	Rank the quality of this person's publications from 0 to 2.		Finalist for Interview	active

Name Publication Rank

Label Publications

Workflow State Finalist for Interview

Weight

Possible Rankings	Points
0	
1	
2	

24

Save << Prev Next >>

22. Click on the criterion **Description** to change the criterion details such as workflow state, weight, and points rankings.
23. Repeat steps 18-22 to add additional ranking criteria.
24. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Search Committee

Search Committee members must be assigned by ICT Security prior to accessing posting information in PeopleAdmin. Complete the Electronic Personnel Security Request Form - <http://hr.nmsu.edu/forms/> to assign Search Committee members/chair.

The screenshot displays the 'Edit: Search Committee' page in PeopleAdmin. The sidebar on the left includes links for 'Editing Posting', 'Department Contact', 'Posting Details', 'Supplemental Questions', 'Applicant Documents', 'Supplemental Documents', 'Ranking Criteria', 'Search Committee', 'Letters of Reference', 'Guest User', 'Underutilization', and 'Summary'. The main content area is titled 'Search Committee' and includes a 'Save' button, '<< Prev', and 'Next >>' buttons. A message states: 'Find a User to assign as a Search Committee Member. If individual is not found, an "Electronic Personnel Security" form must be completed and submitted as instructed on the form. Department will either need to pend the posting action until this process is complete or Approving Authority or Human Resource Services can update the Search Committee details after posting.' Below this is the 'Search Committee Members' section, which currently shows no members. The 'Search' section allows finding a user by name, email address, or both. A table lists a member 'Abigail Denham' with email 'emailaddress@zed.zed' and an 'Add Member' button. Callout 25a points to the 'Search Committee' sidebar link. Callout 25b points to the 'Add Member' button. Callout 25c points to the 'Make Member The Committee Chair' checkbox. Callout 25 points to the search input fields. A red 'STOP' sign is placed over the 'New Search Committee Member' section, which contains a form for creating a new member with fields for First Name, Last Name, Email, and Username. Callout 26 points to this form.

25. If a user has been assigned as a search committee member or chair, you can use the **search** function to locate the user and assign him/her to your posting. You can search by first name, last name and/or email address.

- Users matching your submission will be displayed.
- Click the check box to make the member the Committee Chair.
- Click **Add User**.

26. **Stop!** Do not utilize the **New Search Committee Member** section to add members to the posting. This feature is causing system problems. Have the person complete the form mentioned above and work with your HR contact to add them after the fact.

New Mexico State University

Inbox PeopleAdmin

Watch List APPLICANT TRACKING

Home Postings Hiring Proposals My Profile Help

Jagan Butler, you have 0 messages. Department Authority logout

Postings / Faculty / Professor of Training & Development (Draft) / Edit: Search Committee

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documents
- Ranking Criteria
- Search Committee**
  - Letters of Reference
  - Guest User
  - Underutilization
  - Summary

**Search Committee** Save << Prev Next >>

Find a User to assign as a Search Committee Member. If individual is not found, an "Electronic Personnel Security" form must be completed and submitted as instructed on the form. Department will either need to pend the posting action until this process is complete. Authority or Human Resource Services can update the Search Committee details after posting.

**Search Committee Members**

Name	Email	Chair?	Status	(Actions)
Abigail Denham	emailaddress@zed.zed	Yes	approved	Actions Remove from Posting Remove committee chair permission?

**Search** 27

Find a User to assign as a Search Committee Member.

No Users matched the search keyword.

First Name

Last Name Denham

28

30

27. The added search committee member will be listed at the top of the screen with a **Status** of "approved".
28. You can remove the member or assign this member as the committee chair under the **Actions** drop-down list.
29. Repeat steps 23-26 to add additional search committee members.
30. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## References

31. Select **yes** in the **Accept References** drop down list if you want to accept references electronically through PeopleAdmin.
32. Set the **minimum** and **maximum** number of references you will accept for each applicant. Generally, the recommendation is to require no more than 3 references.  
  
If you selected “yes” to accept references, complete steps 34 & 35. Otherwise, skip to step 36.
33. Set the date you want to **stop accepting** references and the **reminder** days. Generally, you will want to send a reminder 2-3 days prior to the cutoff date.
34. The **Special Instructions** and **Success Message** are text boxes to write the email you want sent to the references.
35. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Guest User

A **Guest User** account may be created and distributed to any persons needing the ability to view the applications. Guest Users cannot make status changes or evaluate candidates in PeopleAdmin. One guest user account is created per posting and distributed to all persons needing access to view applications.

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Faculty / CLPD - Prof of Training & Development - Do Not Delete (Draft) / Edit: Guest User

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documents
- Ranking Criteria
- Search Committee
- Letters of Reference
- Guest User**
- Underutilization

**Guest User**

Save << Prev Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

**Want to give guests access to view this posting?**

Create Guest User Account

Save << Prev Next >>

36. To create a guest user account, click **Create Guest User Account**.

Postings / Faculty / CLPD - Prof of Training & Development - Do Not Delete (Draft) / Edit: Guest User

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documents
- Ranking Criteria
- Search Committee
- Letters of Reference
- Guest User**
- Underutilization
- Summary

**Guest User**

Save << Prev Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User Password. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

**Guest User Credentials**

Guest users may view this posting by using these credentials.

Username  
gu1085

Password  
a7fe51 Update Password

**Email Addresses of Guest User Recipients**

Email addresses (one per line)

j.jones@z.com  
qadana@y.com

Update Guest User Recipient List

Save << Prev Next >>

37. The guest user **Username** and **Password** are automatically generated by the PeopleAdmin system.

38. Enter the **Email Addresses** for each person you want to have access to view the applicants to your posting (enter one email address per line).

39. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Underutilization

Posting was successfully updated.

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / Faculty / CLPD - Prof of Training & Development - Do Not Delete (Draft) / Edit: Underutilization

**Editing Posting**

- Department Contact
- Posting Details
- Supplemental Questions
- Applicant Documents
- Supplemental Documents
- Ranking Criteria
- Search Committee
- Letters of Reference
- Guest User
- Underutilization**
- Summary

**Underutilization**

Save << Prev Next >>

[Check spelling](#)

OIE monitors the percentage of minorities and women in NMSU's workforce (and the jobs they occupy) to the availability of women and minorities in the appropriate labor market. If the analysis shows under-representation of women or minorities in certain job groups, then extra recruitment efforts must be taken to ensure that these protected class members are well represented in applicant pools for positions in those job groups.

The goal of an Affirmative Action Plan is genuine equality of opportunity in employment. Selection is based upon the ability of an applicant to perform the work. The Plan neither advocates nor condones the selection of an unqualified applicant. Applicants are not selected on the basis of race, color, sex, religion, national origin, or other identity characteristics (a common misconception).

To review and obtain your college/department Affirmative Action Plan Underutilization Goals, please visit the OIE website at <http://www.nmsu.edu/~eeo/affirmative.html>. Please enter the number of women and minorities for your college/department in the appropriate categories below:

**Underutilization Details**

Underutilization Goal Female  40

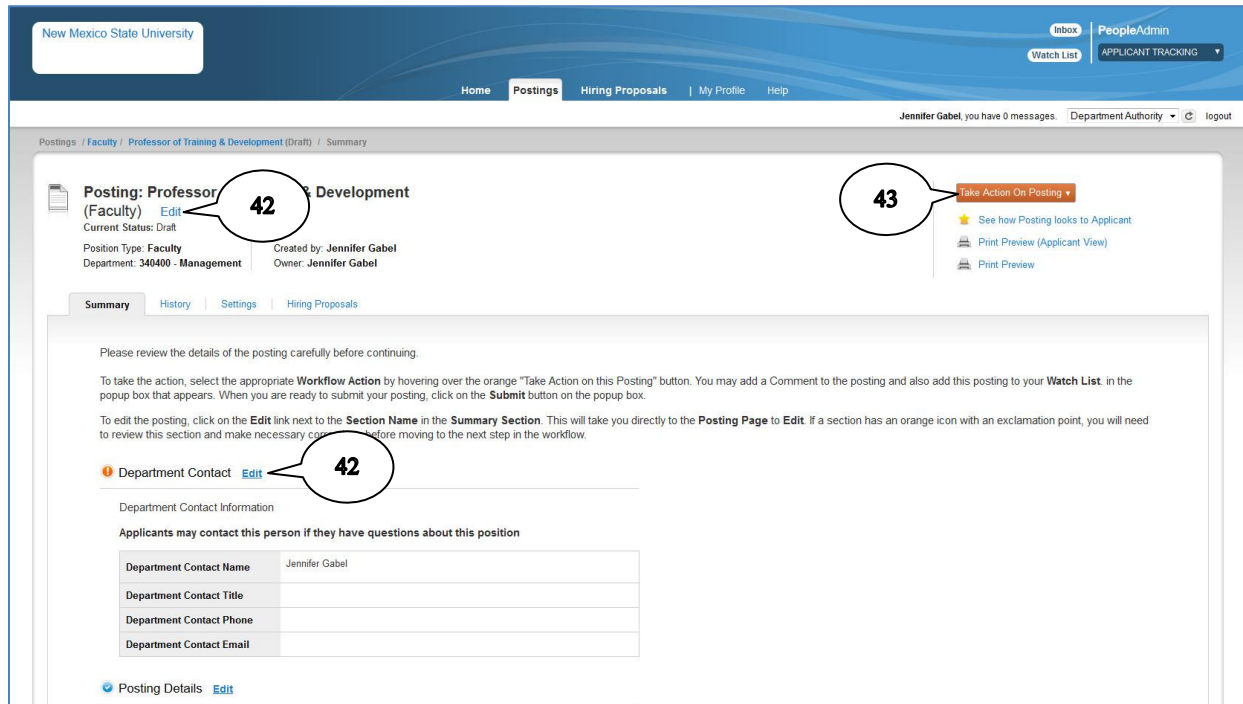
Underutilization Goal Minority



Save << Prev Next >> 41

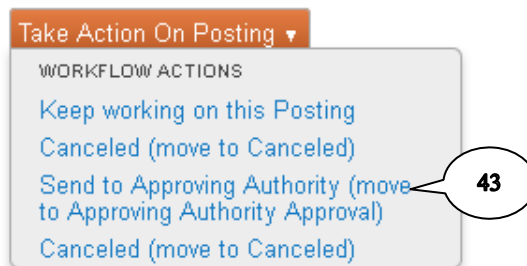
40. Enter your department's **underutilization goals** if applicable and known.

41. Click **Next** or use the left navigation pane to skip to the next applicable section of your posting.

## Summary



42. The final step to creating your posting is to review the posting for accuracy. Click **Edit** at the top of the screen or on the section headers to make changes. Areas with missing required fields will show an  in front of the area heading. A  will show next to completed areas.



43. Hover over the **Take Action on Posting** button and click on **Send to Approving Authority** to complete your posting and send for approval.



Take Action

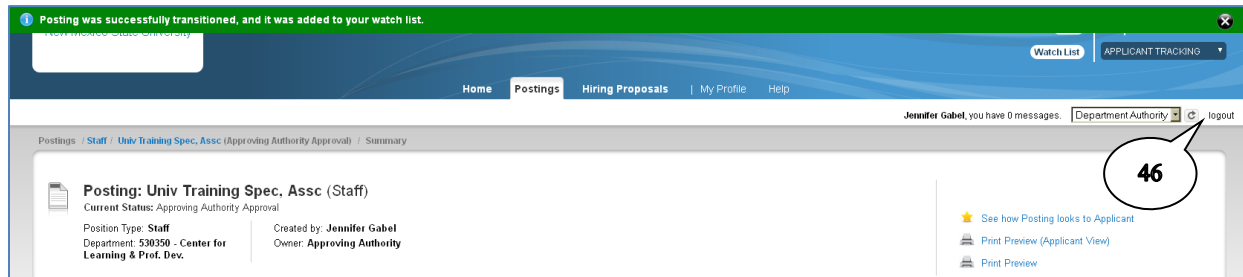
Send to Approving Authority (move to Approving Authority Approval)

Comments (optional)

☒ Add this posting to your watch list?

Submit

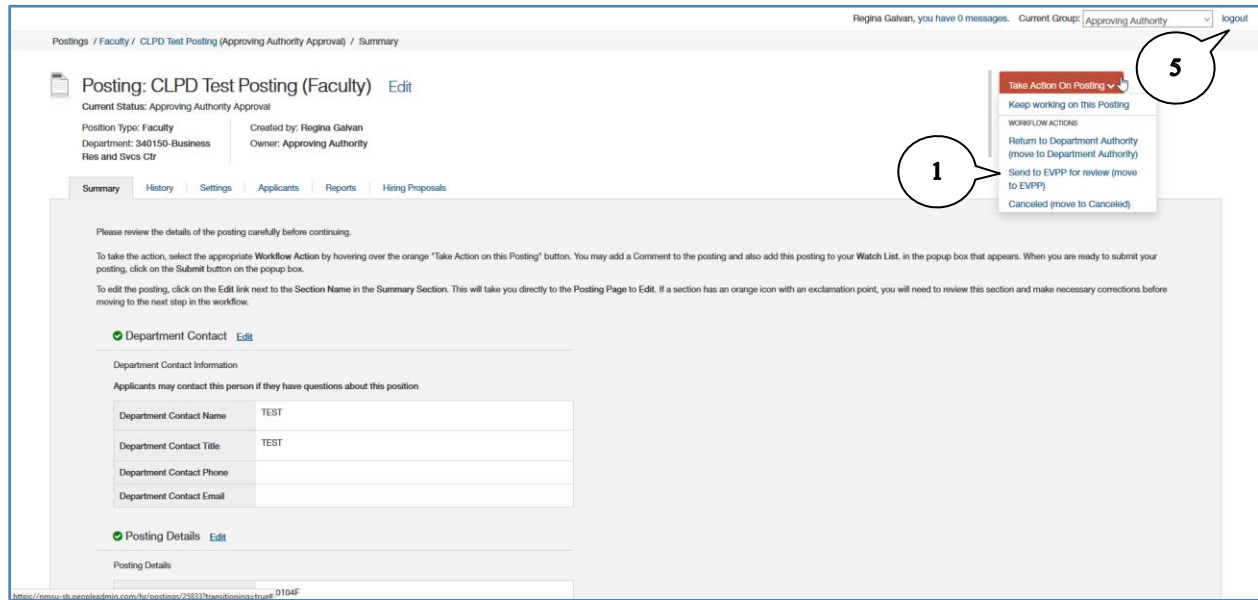
44. Enter any appropriate comments. By default, the checkbox to **Add this posting to your watch list** is checked; this allows you to track the item through the approval process in your watch list.
45. Click **Submit**.



The posting is now submitted for approval. You cannot make changes at this point. If changes are necessary, you will need to contact your approving authority and ask that the posting be returned to you for correction.

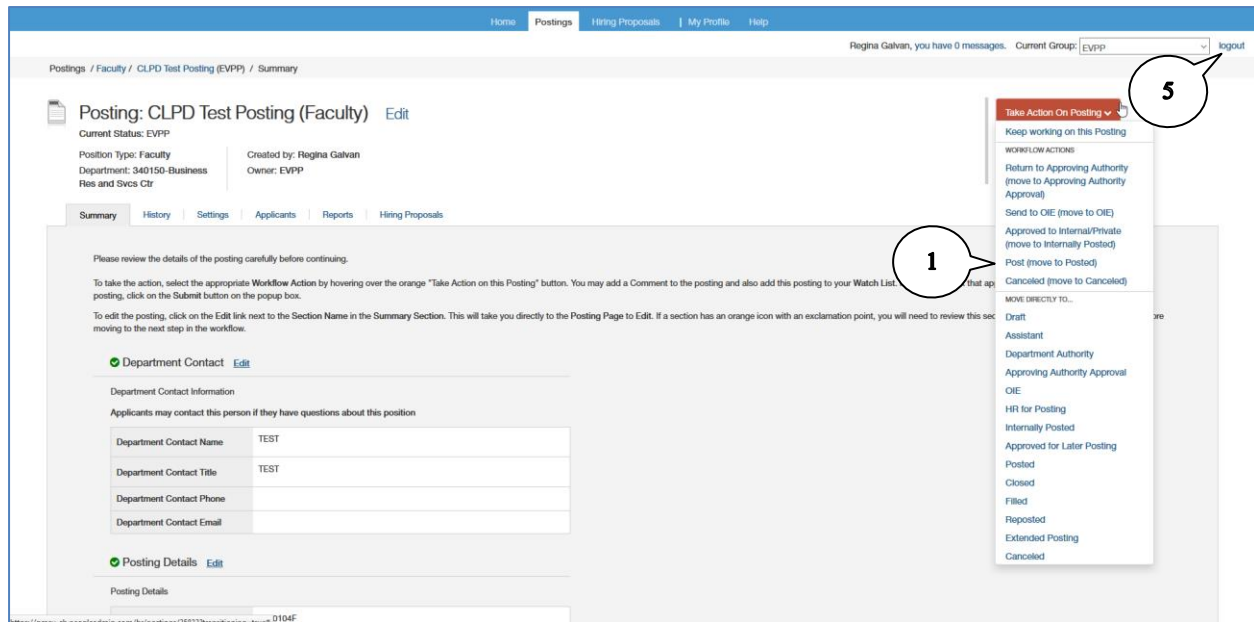
46. **Logout** of the system.

## Routing Approval for Posting Process



The **Approving Authority** will logon and access posting.

1. Upon review of the Posting the approval authority will route to EVPP for review, approval and posting.
2. Hover over the **Take Action on Posting** button and click on **Send to EVPP for review (move to EVPP)**.
3. At the comments box, enter any appropriate comments. By default, the checkbox to **Add this posting to your watch list** is checked; this allows you to track the item through the approval process in your watch list.
4. **Logout** of the system



The **EVPP** will logon and access posting.

1. Upon review of the Posting the EVPP will approve and post.
2. Hover over the **Take Action on Posting** button and click on **Post (move to Posted)** to complete your posting.
3. At the comments box, enter any appropriate comments. By default, the checkbox to **Add this posting to your watch list** is checked; this allows you to track the item through the approval process in your watch list.
4. Click **Submit**.
5. **Logout** of the system

*Note:* If changes are required on the posting only EVPP or HR can make the modifications at this stage.

## Applicant Screening

You will receive an automated email notification informing you when a posting has been closed and removed from the website.

### First Screening – Review Applications and Determine Who to Interview

Welcome to your Online Recruitment System

**Inbox (35 items need your attention)**

Displaying items for group "Department Authority"

Job Title	Type	Current State	Owner
Professor of Training & Development	Faculty	Department Authority	Department Authority

[See more...](#)

**Watch List (11 items)**

Job Title	Type	Current State	Owner
Univ Training Specialist, Sr	Staff	Approving Authority Approval	Approving Authority
Training Media Specialist	Staff	Draft	Jennifer Gabel
CC faculty - marketing	Faculty	Posted	Approving Authority
Sys Analyst, Sr	Staff	Approving Authority Approval	Approving Authority
Professor of Training & Development	Faculty	Posted	Approving Authority
Professor of Training & Development	Faculty	Department Authority	Department Authority

**Shortcuts**

- Create New Staff Posting
- Create New Faculty Posting
- My Reports

**My Links**

**Useful Links**

- Training Videos  
(Go here for helpful videos for staff training on the use of PA7.)
- Your Applicant Portal  
(How Applicants access your PeopleAdmin system)
- PeopleAdmin Community  
(best practice library, customer support portal, customer community)

1. When your posting is closed and ready for screening, the posting will appear in your **Inbox**. Your posting status will be "Department Authority" when the posting has closed. This is your cue to begin your review of applicants. You may need to click on **See More...** to find your posting in the Inbox. The posting will also be listed in your **Watch List** if you elected to track the posting.
2. Click the **Position Job Title** of the appropriate posting.

Posting: Professor of Training & Development (Faculty)

Current Status: Department Authority

Position Type: Faculty  
Department: 340400 - M

Created by: Jennifer Gabel  
Owner: Department Authority

**Summary** | History | **Applicants** | Reports | Hiring Proposals

**Take Action On Posting**

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

3. Click on the **Applicants** tab.

The screenshot displays the PeopleAdmin 7 interface for a user named Jennifer Gabel. The top navigation bar includes links for Home, Postings, Hiring Proposals, My Profile, and Help. The main content area shows the 'Applicants' tab for a specific posting. A search bar (5) is located above the applicant list. The applicant list (4) contains three entries, each with a checkbox, job title, workflow state, and full name. An 'Actions' button (6) is located to the right of the list.

Job Title	Workflow State (Internal)	Workflow State (External)	Full Name	(Actions)
Professor of Training & Development	Under Review by Committee	Under Review by Committee	Gabel, Jennifer	Actions
Professor of Training & Development	Under Review by Committee	Under Review by Committee	Majeta, Jennivere	Actions
Professor of Training & Development	Under Review by Committee	Under Review by Committee	Quartermain, Jasper	Actions

4. To view an applicant's application, click on the applicant's **Full Name**.
5. By using advanced search options, you can add/remove data from the search results to aid in your initial screening. To add/remove columns, click on **More search options**. Refer to Appendix A for detailed instructions on using search features.
6. Hover over the **Actions** button

**Posting: Professor of Training & Development (Faculty)**  
 Current Status: Department Authority  
 Position Type: Faculty  
 Department: 340400 - Management  
 Created by: Jennifer Gabel  
 Owner: Department Authority

Take Action On Posting  
 See how Posting looks to Applicant  
 Print Preview (Applicant View)  
 Print Preview

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

Open Saved Search | Search: | Search | Hide search options

Add Column: Add Column

Workflow State: Draft, Under Review by Committee, Finalist Under Review by Dept/Com, Send Reference Checks

Draft Application?: ☐

Active/Inactive: Inactive, Active

Ad hoc Search (3 Items Found) Save this search?

Job Title	Workflow State (Internal)	Workflow State (External)	Full Name	Are you a current NMSU employee?
<input type="checkbox"/> Professor of Training & Development	Under Review by Committee	Under Review by Committee	Gabel, Jennifer	Yes
<input type="checkbox"/> Professor of Training & Development	Under Review by Committee	Under Review by Committee	Marjela, Jennivere	No
<input type="checkbox"/> Professor of Training & Development	Under Review by Committee	Under Review by Committee	Quarfermain, Jasper	No

Actions

- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK:
  - Move in Workflow
  - Download Applications as PDF
  - Create Document PDF per Applicant

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7. The following actions are available.

- Evaluate Applicants:** allows you to respond to rating criteria selected when the posting was created (refer to step 8).
- Download Applicants Evaluations:** creates an Excel spreadsheet showing applicants and rating criteria for use in off-line evaluations.
- Review Screening Question Answers:** see the answers candidates provided to supplemental questions.
- Download Screening Question Answers:** creates an Excel spreadsheet showing applicants and responses to screening questions for use in off-line evaluations.
- Export Results:** creates an Excel spreadsheet showing search results with data columns selected through advanced search functions.
- Bulk Actions:** take action on more than one applicant; select applicants by clicking in the check box to the left of the first column in the search results.
  - Move in workflow:** change the status of applicants.
  - Download Applications as PDF:** creates one PDF file with all applications.
  - Create Document PDF per Applicant:** creates one application PDF file for each applicant.



Remember, applicant data is confidential and all documentation related to the hiring process must be kept secure and in accordance with NMSU Record Retention Policy and Procedures.

## Evaluate Applicants

Each Search Committee Member & Chair will have access to view and evaluate the applicants. Committee members will only be able to see the ratings they have assigned. The Chair will be able to see the ratings for each committee member and the combined rating scores. Depending on your posting, evaluations may be done during the first screening, second screening, or both.

**Posting: Professor of Training & Development (Faculty)**  
 Current Status: Department Authority  
 Position Type: Faculty  
 Department: 340400 - Management  
 Created by: Jennifer Gabel  
 Owner: Department Authority

Take Action On Posting  
 See how Posting looks to Applicant  
 Print Preview (Applicant View)  
 Print Preview

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

Open Saved Search | Search: | Search | Hide search options

Add Column: Add Column

Workflow State: Draft, Under Review by Committee, Finalist Under Review by Dept/Com, Send Reference Checks

Draft Application?: ☐

Active/Inactive: Inactive, Active

Ad hoc Search (3 Items Found) Save this search?

Job Title	Workflow State (Internal)	Workflow State (External)	Full Name	Are you a current...
Professor of Training & Development	Under Review by Committee	Under Review by Committee	Gabel, Jennifer	Yes
Professor of Training & Development	Under Review by Committee	Under Review by Committee	Marjeta, Jennivere	No
Professor of Training & Development	Under Review by Committee	Under Review by Committee	Quartermain, Jasper	No

Actions

- GENERAL
  - Evaluate Applicants
  - Download Applicants Evaluations
  - Review Screening Question Answers
  - Download Screening Question Answers
  - Export results
- BULK
  - Move in Workflow
  - Download Applications as PDF
  - Create Document PDF per Applicant

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8. Hover over the **Actions** button and select **Evaluate Applicants**.

New Mexico State University

Inbox | PeopleAdmin | Watch List | APPLICANT TRACKING

Home | Postings | Hiring Proposals | My Profile | Help

Jennifer Gabel, you have 0 messages. | Department Authority | logout

Postings / ... / Professor of Training & Development (Department Authority) / Applicant Review / Enter Evaluative Criteria Evaluations

**Evaluative Criteria**

**Finalist for Interview**

Showing 0 of 0 Applicants

Evaluations

Save Next >>

9. Select the appropriate workflow state to evaluate based on the rating criteria you set up for the posting.

**Evaluative Criteria**

- Finalist for Interview
- Under Review by Committee**
- View Detailed Entries

**Workflow State: Under Review By Committee**

Showing 3 of 3 Applicants

**Evaluations**

**Jennifer Gabel** Overall: N/A

Portfolio: How does the candidates Portfolio fit this positions purpose?

Please select ▾

Comments

**Jennivere Marjeta** Overall: N/A

Portfolio: How does the candidates Portfolio fit this positions purpose?

Please select ▾

Comments

**Jasper Quartermain** Overall: N/A

Portfolio: How does the candidates Portfolio fit this positions purpose?

Please select ▾

Comments

Buttons: Save, << Prev, Next >>

10. If the rating criteria you selected used pre-defined ratings, click the drop-down box to evaluate the applicant.
11. For each applicant, enter appropriate comments (remember: all comments become part of the permanent record and must adhere to HR policies regarding appropriate comments).
12. If you assigned point values to your rating criteria, the score will be shown.
13. Click **Next**.

**Updated Evaluative Criteria Evaluations**

**Posting: Professor of Training & Development (Faculty)** Edit

Current Status: Department Authority

Position Type: Faculty Created by: Jennifer Gabel

Department: 340400 - Management Owner: Department Authority

**Evaluative Criteria Score Details**

Showing 3 of 3 Applicants

Full Name	Current State	Finalist for Interview	Under Review by Committee	Overall
Jennifer Gabel	Under Review by Committee	-	-	-
Jennivere Marjeta	Under Review by Committee	-	-	-
Jasper Quartermain	Under Review by Committee	-	-	-

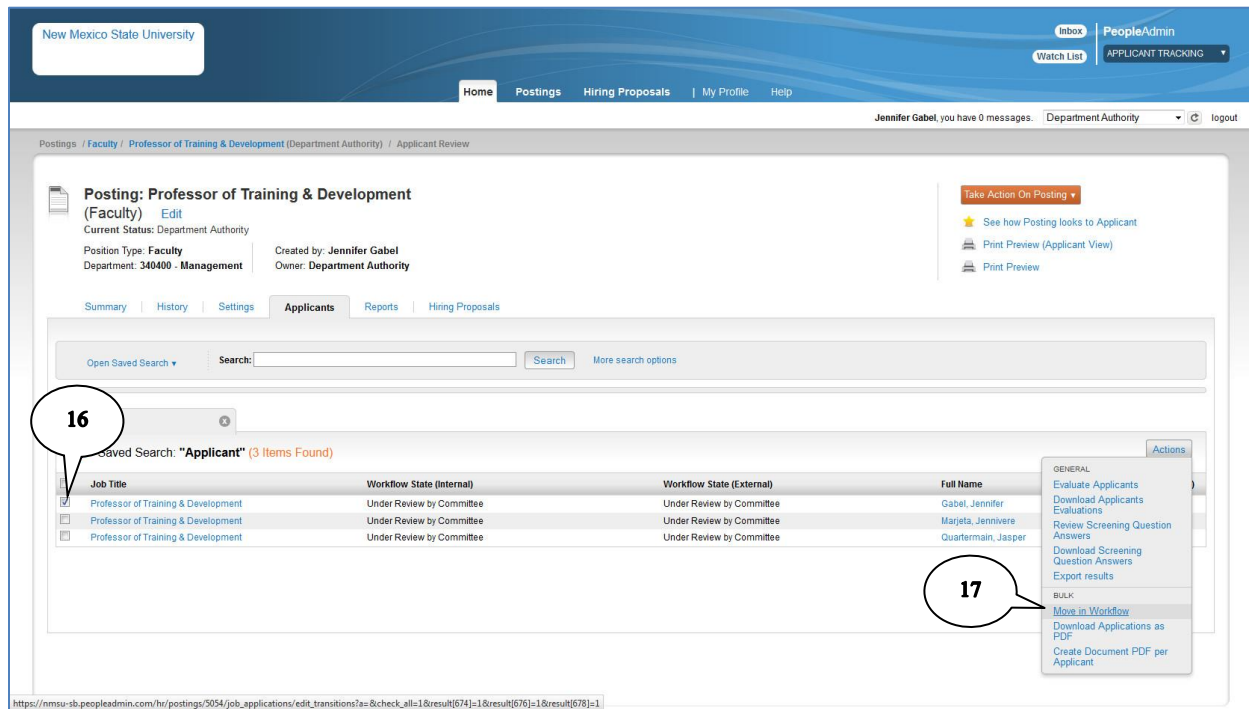
Buttons: Take Action On Posting ▾, View Posting Summary, Review Applicants, Evaluate Applicants, Print Preview

14. The **Evaluation Criteria Score Details** screen will display all applicants and the rating scores assigned (if applicable).
15. Click on an applicant's **Full Name** to view the ratings and comments entered on the previous screen.



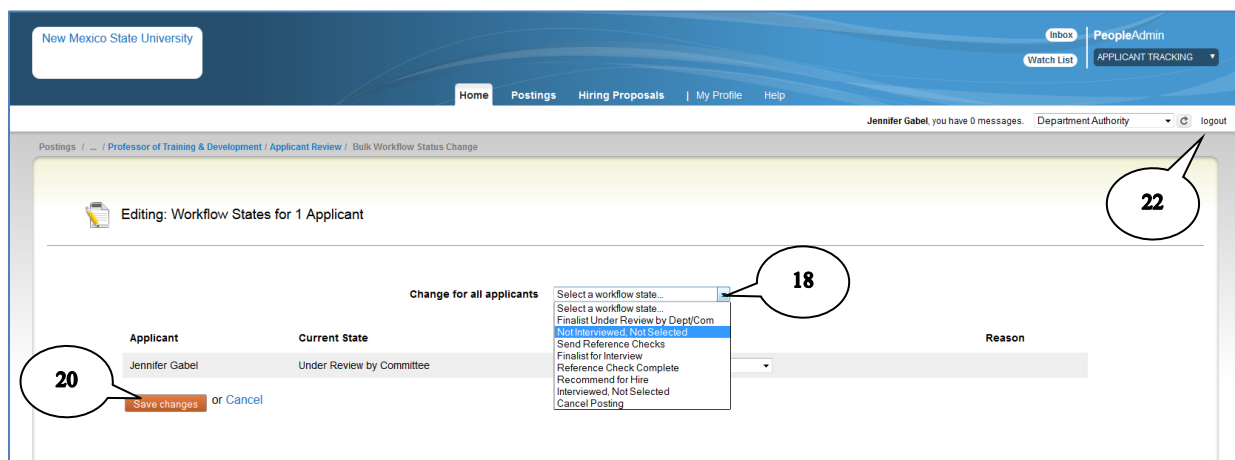
## Select Applicants for Interviews

Based on the first screening, determine who will be invited to interview. View the Applicant List and change the workflow state for each applicant. In most cases, you will move applicants to either “Not Interviewed, Not Selected” or “Finalist for Interview”.



16. Check the boxes next to the applicants you have determined do not meet your minimum qualifications and who will not be invited to interview.

17. Hover over the **Actions** button and select **Move in Workflow**.



18. Select the appropriate workflow state from the **Change for all applicants** drop-down list.

19

Take Action

Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)

Reason (required)

Please select

Please select

Applicant accepted another position

Multiple failed attempts to contact applicant for interview

Applicants selected for interview stronger in experience, skills and abilities

Other (comments required)

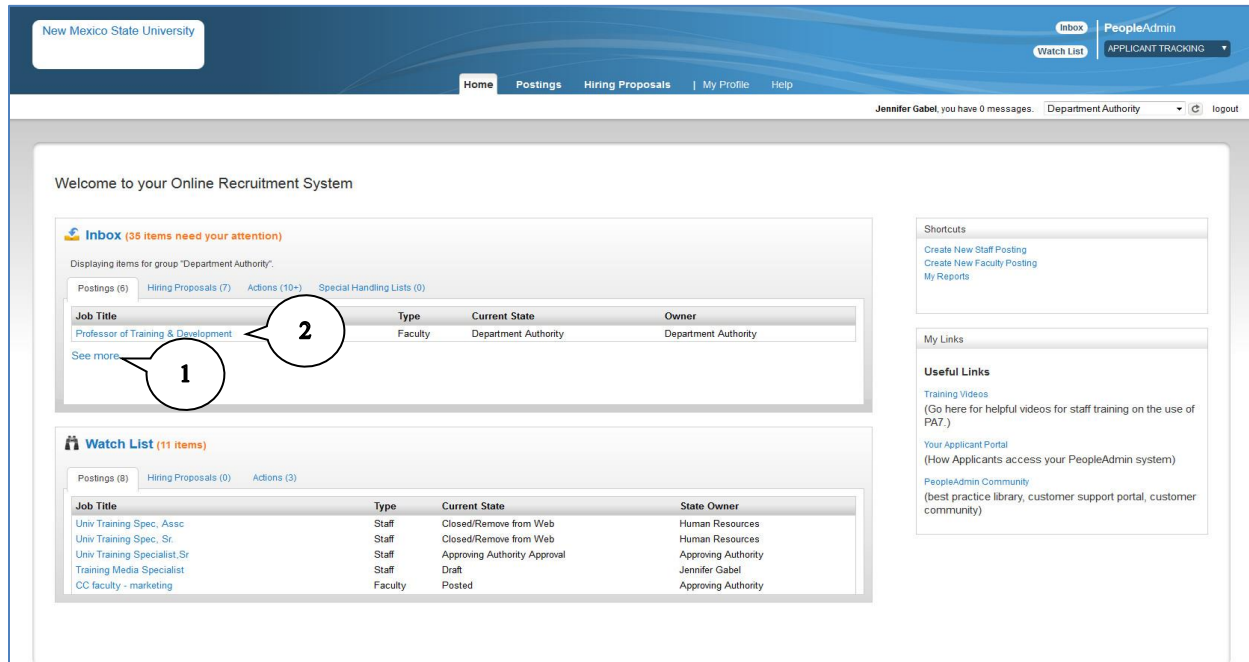
Submit Cancel

19. If you choose “Not Interviewed, Not Selected”, you will need to select a reason for deselecting this candidate.
20. Click **Save Changes**. The applicant list will be shown.

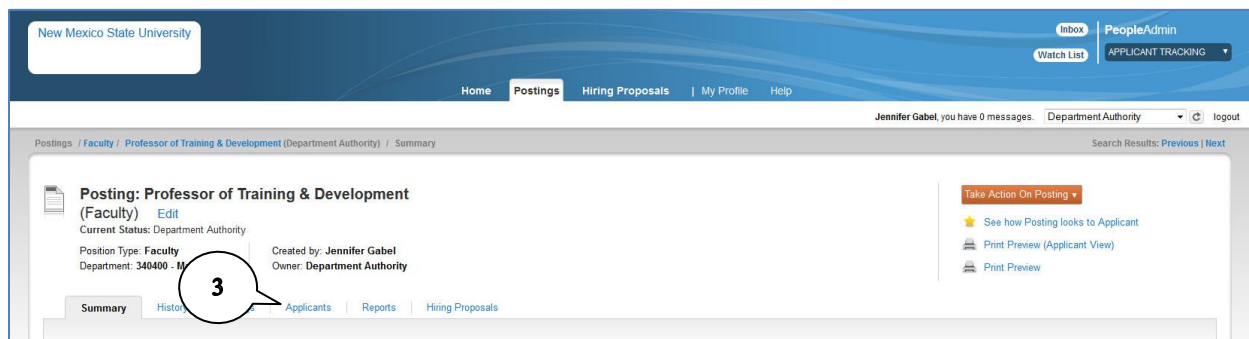
Note: The workflow state of “Not Interviewed, Not Selected” cannot be changed once selected. This workflow state sends an email to the applicant letting them know they were not selected.
21. Repeat steps 16-20 for applicants you invite for interviews. Change workflow state to “Finalist for Interview”.
22. Log out of PeopleAdmin.

## Second Screening – Interviewing and Ranking

After your initial screening, you will conduct interviews with qualified candidates following approved NMSU Policies & Procedures. After all interviews are concluded, you are ready to recommend a candidate for selection by creating a **Hiring Proposal**.



1. Locate your posting in your **Inbox**. You may need to click on **See More...** to find the appropriate posting.
2. Click the **Position Job Title** of the appropriate posting.



3. Click on the **Applicants** tab.

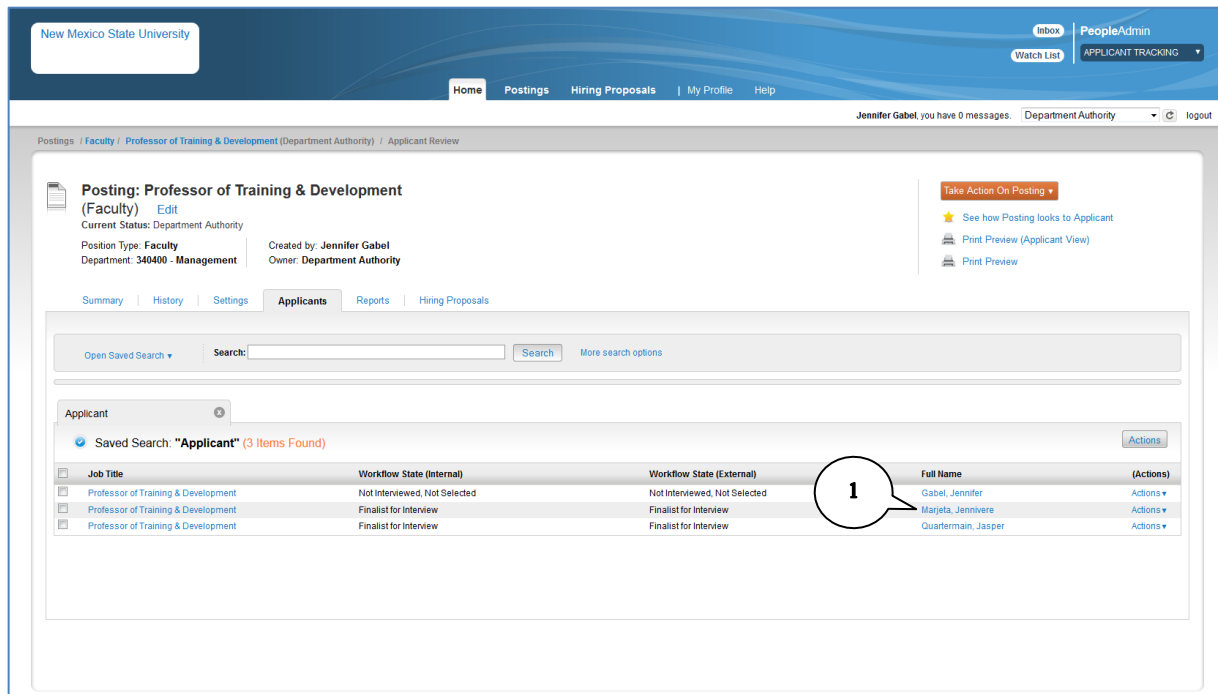
The screenshot displays the 'Posting: Professor of Training & Development (Faculty)' page in the PeopleAdmin 7 system. The page header shows the user 'Jennifer Gabel' and the 'Department Authority' dropdown. The main content area includes a search bar with the text 'ed Search: "Applicant" (3 Items Found)'. Below the search bar is a table of applicants. The table has columns for 'Job Title', 'Workflow State (Internal)', 'Workflow State (External)', and 'Full Name'. The 'Full Name' column is highlighted with a callout '4'. The 'Actions' button is highlighted with a callout '5', and the 'Evaluate Applicants' option in the dropdown menu is also highlighted with a callout '5'.

Job Title	Workflow State (Internal)	Workflow State (External)	Full Name
Professor of Training & Development	Not Interviewed, Not Selected	Not Interviewed, Not Selected	Gabel, Jennifer
Professor of Training & Development	Finalist for Interview	Finalist for Interview	Marjeta, Jennivere
Professor of Training & Development	Finalist for Interview	Finalist for Interview	Quarfermain, Jasper

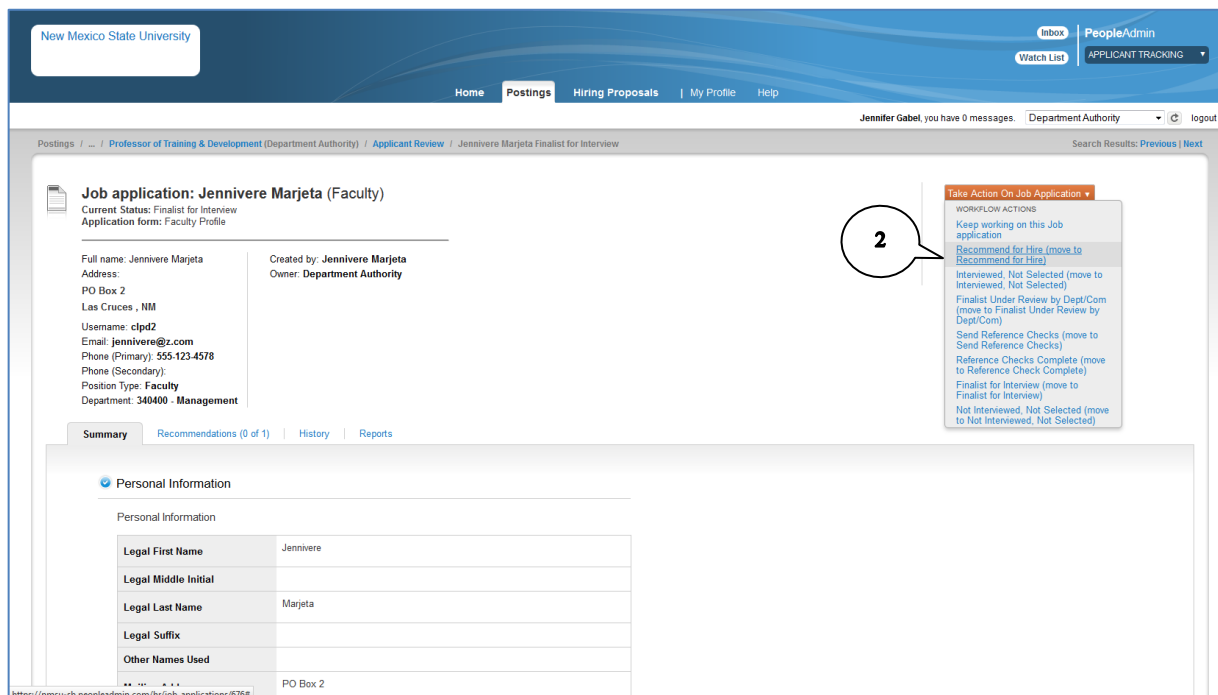
4. The applicants list is displayed.
5. If you chose to use **Ranking Criteria** in your posting, check the boxes next to your candidate names you want to evaluate. Hover over the **Actions** button and select **Evaluate Applicants**. Refer to steps 8-15 beginning on page 91 for instructions on evaluating applicants.

## Hiring Proposal – Recommend for Hire

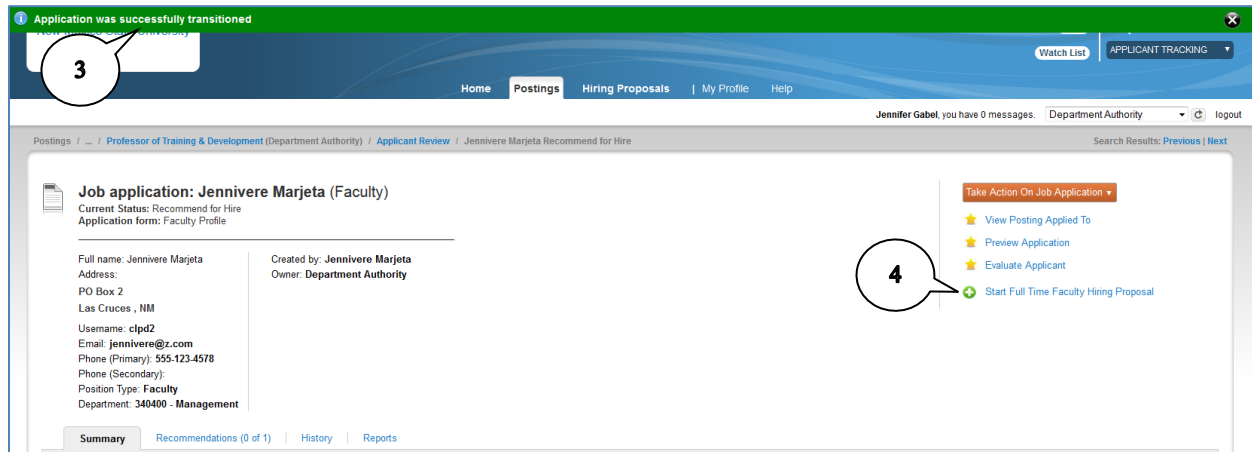
After all candidates have been interviewed and evaluated, you will complete the Hiring Proposal to select a candidate to recommend for hiring.



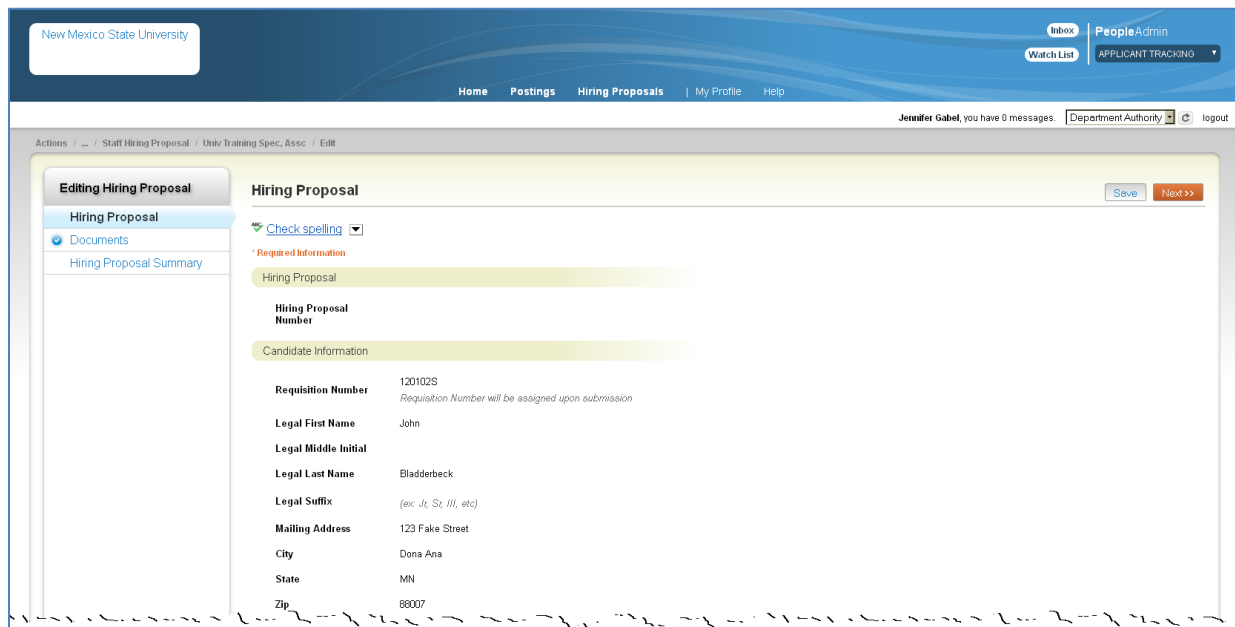
1. From the applicant list, click on the **full name** of the candidate you have selected as your first choice for hire.



2. Hover over the **Take Action on Job Application** and select **Recommend for Hire**. Click **Submit** on the Take Action pop-up confirmation.



3. Confirmation of the workflow status change will appear at the top of the screen.
4. Click the **Start Faculty Hiring Proposal** link. On the next screen, click **Start Faculty Hiring Proposal** again.



Country

Primary Contact Phone 555-123-4578  
(format: xxx-xxx-xxxx)

**Position Information**

Position Number 123456

Position Job Title Professor of Training & Development

Primary Activity

\* Rank  This field is required.

Years Service Credit

Tenure Status

Tenure Review by Date

Tenured Date

Employee Class Code (ECLS) A1-Faculty FT Reg - Academic

Appointment Full-time Equivalency 1.0  
(example .50, .75, 1.0 etc)

Appointment Base Academic

Recommended Hourly/Salary

Approved Hourly/Salary

Comments

Source of Additional Funding

- Enter all required and relevant fields in the **Position Information** section. Required fields will be annotated with an \* in front of field name.

**Source of Additional Funding**

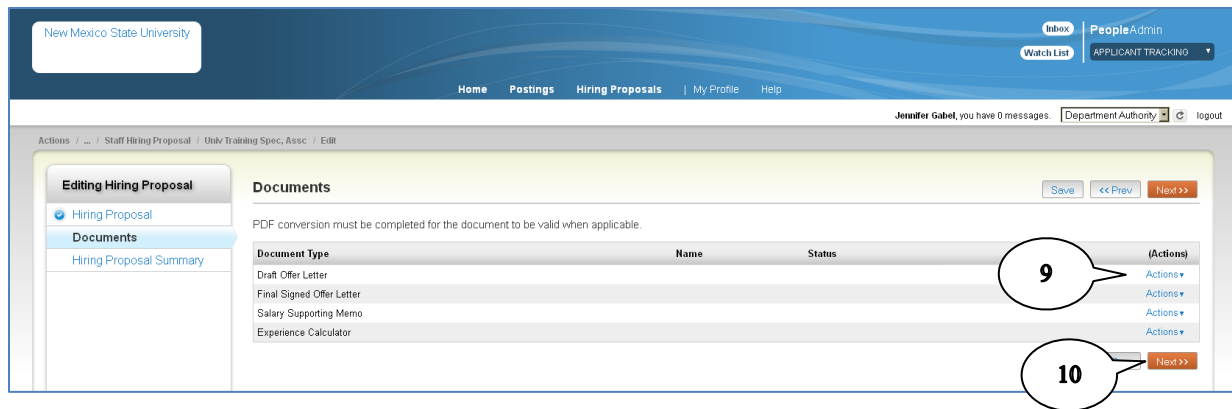
If exceeding budgeted amount for an I&G or unrestricted funding source position, provide source of funding (fund, index and amount), if Restricted provide GR#. Identify position number if from existing line.

Identify Source of Funding

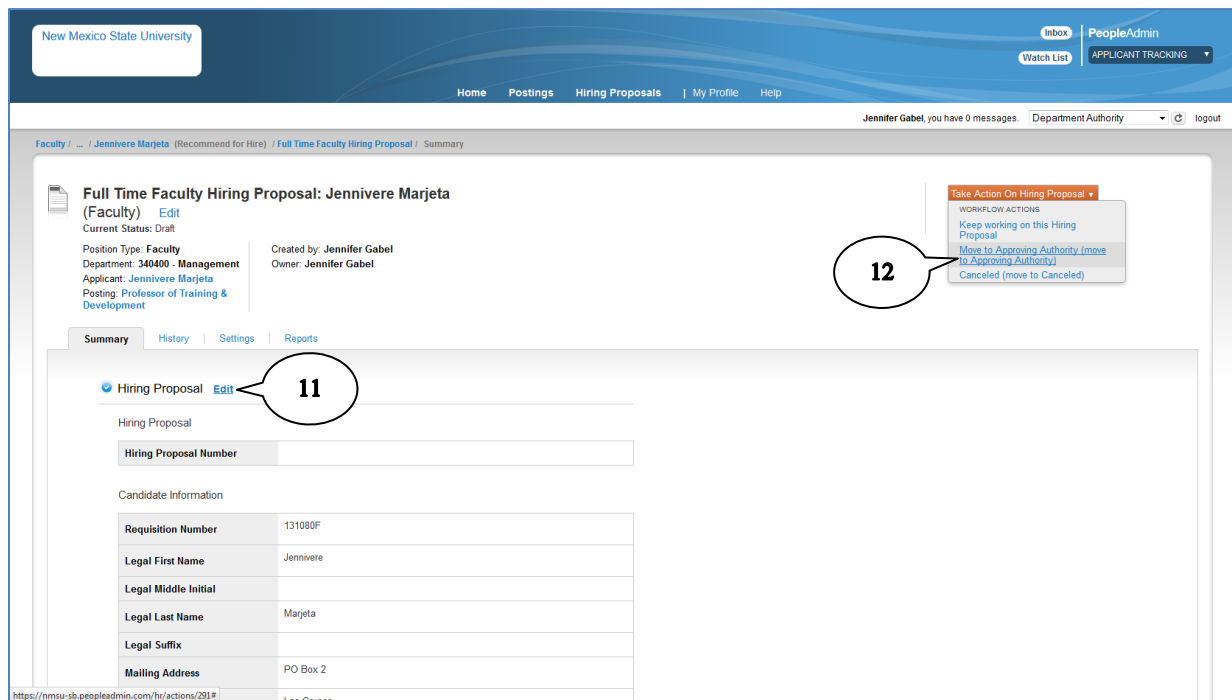
**Budget Information**

**WARNING THIS FIELD TO BE USED ONLY BY COLLEGE OF AG (ACES)** – job labor distribution information entered below will update the job labor distribution in NBAJOBS, overriding (but not changing) the budget labor distribution in NBAPOSN.

- Enter the **Source of Additional Funding** for salaries exceeding the budgeted amount.
- The **Add Budget Information Entry** is used to show actual salary account if different from the budgeted account (i.e. clearing accounts). Note: this action only changes the job funding source (noted on Banner NBAJOBS) and does not change the position funding (noted on Banner NBAPOSN). Changes to the position funding will need to be approved by the Budget Office.
- Click **Next**.



9. Attach the **Draft Offer Letter**, **Salary Supporting Memo**, and **Experience Calculator** documents as appropriate. (Refer to Appendix B for instructions on attaching documents).
10. Click **Next**.



11. Review the Hiring Proposal. Click **Edit** if you need to make changes.
12. Hover over **Take Action on Hiring Proposal** and select **Send to Approving Authority** to route for approval.



The 'Take Action' dialog box contains the following elements:

- Title:** Send to Approving Authority (move to Approving Authority Approval)
- Field:** Comments (optional) with a text input area.
- Checkbox:** ☒ Add this hiring proposal to your watch list?
- Buttons:** Submit and Cancel.

Callout 13 points to the 'Comments (optional)' text input area. Callout 14 points to the 'Add this hiring proposal to your watch list?' checkbox.

13. Enter appropriate comments. The hiring proposal is added to your **Watch List** by default. If you do not wish to keep the hiring proposal in your watch list, uncheck the box.

14. Click **Submit**.

The screenshot shows the main interface with the following elements:

- Green Confirmation Banner:** Hiring Proposal was successfully transitioned, and it was added to your watch list.
- Callout 15:** Points to the confirmation banner.
- Navigation Bar:** Home, Postings, Hiring Proposals, My Profile, Help.
- User Bar:** Jennifer Gabel, you have 0 messages. Department Authority. Logout.
- Breadcrumbs:** Faculty / ... / Jennivere Marjeta (Recommend for Hire) / Full Time Faculty Hiring Proposal / Summary.
- Proposal Summary:**
  - Title:** Full Time Faculty Hiring Proposal: Jennivere Marjeta (Faculty)
  - Current Status:** Approving Authority
  - Position Type:** Faculty
  - Department:** 340400 - Management
  - Applicant:** Jennivere Marjeta
  - Posting:** Professor of Training & Development
  - Created by:** Jennifer Gabel
  - Owner:** Approving Authority
- Callout 16:** Points to the 'Print Preview' link.

15. Confirmation that the hiring proposal was submitted will be shown at the top of the screen.

16. Click **Logout**.

## Routing Approval for Hiring Proposal Process

The **Approving Authority** will logon and access Hiring Proposal.

1. Upon review of the Hiring Proposal the approving authority will review and (click to edit) fill in any missing fields and route to EVPP for review, and approval.
2. Hover over the **Take Action on Hiring Proposal** button and click on **Send to EVPP for Review (move to EVPP)**.
3. At the comments box, enter any appropriate comments. By default, the checkbox to **Add this posting to your watch list** is checked; this allows you to track the item through the approval process in your watch list.
4. **Logout** of the system.

Full Time Faculty Hiring Proposal: Abigail Denham (Faculty) Edit

Current Status: EVPP

Position Type: Faculty  
Department: 340150-Business Res and Svcs Ctr  
Applicant: Abigail Denham  
Posting: CLPD Test Posting

Created by: Regina Galvan  
Owner: EVPP

Summary History Settings

Hiring Proposal

Hiring Proposal Number: F00441HP

Candidate Information

Requisition Number	1600104F
Legal First Name	Abigail
Legal Middle Initial	
Legal Last Name	Denham
Legal Suffix	
Mailing Address	1333 Bat Masterson
City	El Paso
	TX

Take Action On Hiring Proposal

- Keep working on this Hiring Proposal
- Return to Approving Authority (move to Approving Authority)
- Send to OIE (move to OIE)
- Permission to Offer (DA) (move to Permission to Offer (DA))
- Permission to Offer (AA) (move to Permission to Offer (AA))

EVPP will logon and access Hiring Proposal.

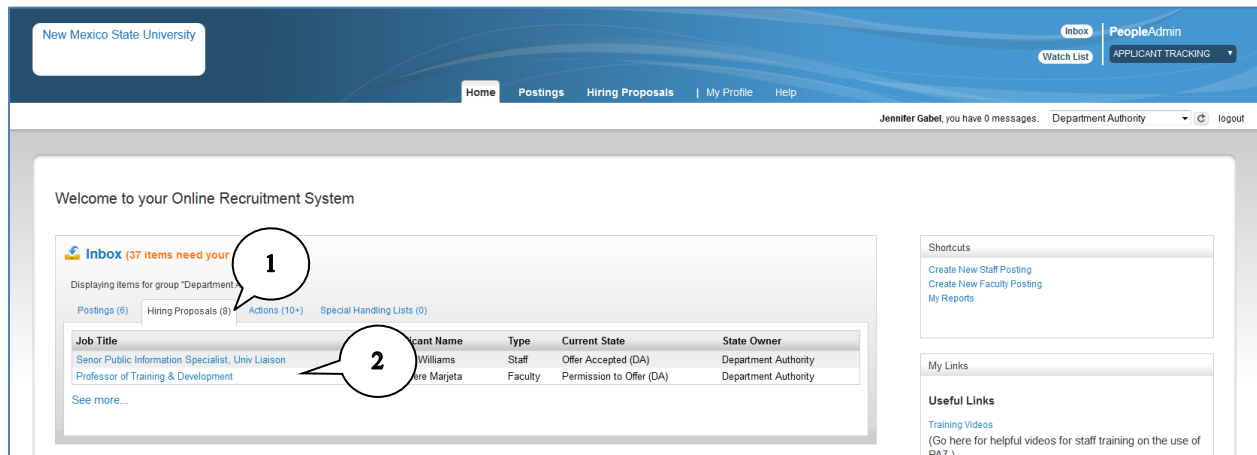
1. Upon review of the Hiring Proposal EVPP will approve.
2. Hover over the **Take Action on Posting** button and click on **Permission to Offer (DA) (move to Permission to Offer (DA))** to complete your Hiring Proposal.

*Note:* At the hiring level EVPP must fill in all recommended fields. System will identify if any fields are missing.

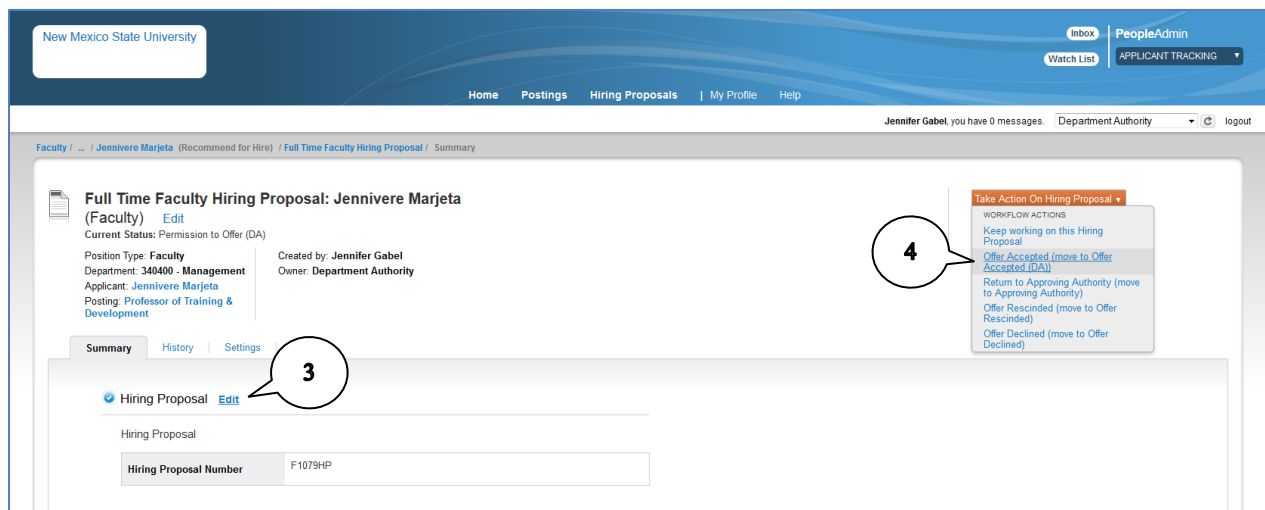
3. At the comments box, enter any appropriate comments. The hiring proposal is added to your **Watch List** by default. If you do not wish to keep the hiring proposal in your watch list, uncheck the box.
4. Click **Submit**.
5. **Logout** of the system

## Hiring Confirmation

**After** all approvals are returned and the Department receives an email that the Hiring Proposal is accepted, the Department can make the offer to the candidate. The final step in the PeopleAdmin process is to create the Hiring Confirmation and close the posting. **Note:** If the candidate accepts the offer but requests a salary different than the one approved on the hiring proposal, edit the Hiring Proposal and resubmit for approval.



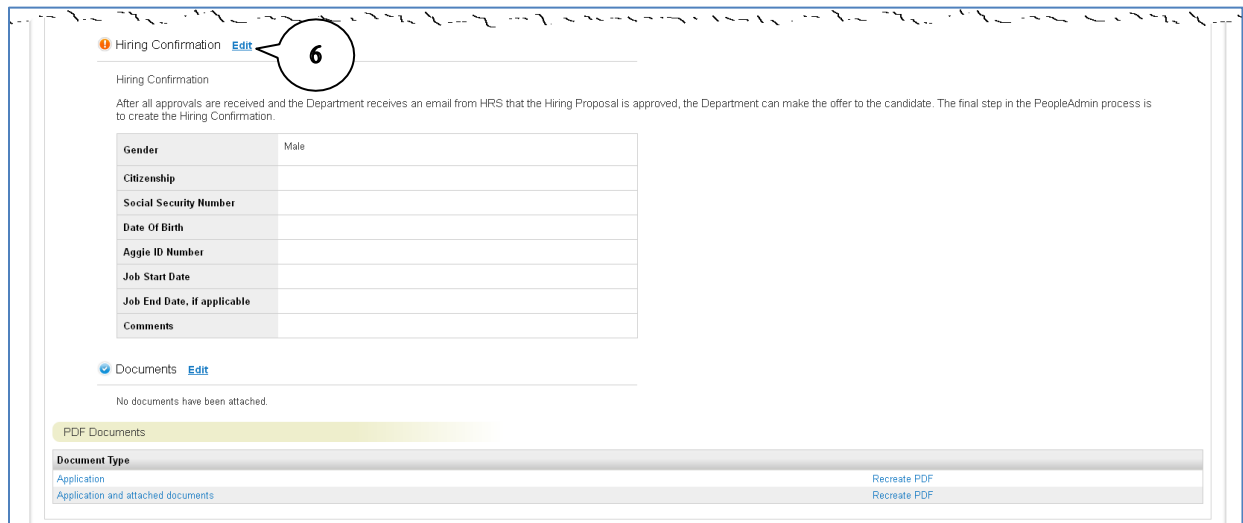
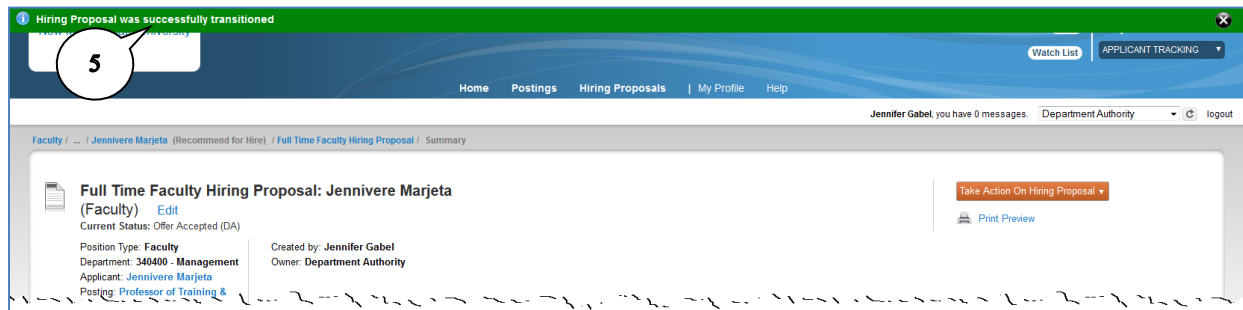
1. Your hiring proposal will be in your **In Box** awaiting your action. Click on the **Hiring Proposal** tab.
2. Click the **Job Title** of the hiring proposal. You may need to click the **See More...** link if you have multiple hiring proposals waiting your action.



3. If the offer is accepted but there are salary negotiations, click **Edit** to adjust the salary amount. Return to the Approving Authority for approval. Otherwise, continue to step 4.
4. Hover over **Take Action on Hiring Proposal** and select the appropriate action. Click **Submit** on the Take Action confirmation pop-up.
  - a. Offer Accepted

- b. Offer Declined
- c. Offer Rescinded
- d. Return to Approving Authority (see step 3 above)

Note: If the offer is declined or rescinded, you will return to your posting and complete a new hiring proposal for another candidate. **You must also contact your HRS Team partner or the HR Service Center to change the applicant status so that you have the ability to deselect appropriately to finalize action.**



- 5. Confirmation that the action was successful appears at the top of the screen.
- 6. Scroll to the bottom of the screen and click on **Edit** in the **Hiring Confirmation** section.

**Editing Hiring Proposal**

- Hiring Proposal
- Hiring Confirmation**
- Hiring Proposal Documents
- Hiring Proposal Summary

**Hiring Confirmation**

Check spelling

\* Required Information

Hiring Confirmation

After all approvals are received and the Department receives an email from HRS that the Hiring Proposal is approved, the Department can make the offer to the candidate. The final step in the PeopleAdmin process is to create the Hiring Confirmation.

\* Gender  Please select This field is required.

\* Citizenship  Please select This field is required.

\* Social Security Number  XXX-XX-XXXX This field is required.

\* Date Of Birth  MM/DD/YYYY This field is required.

Aggie ID Number

\* Job Start Date  This field is required.  
(subject to change pending final approval)

Job End Date, if applicable

Deferred Pay Election ☐

Comments

Save << Prev Next >>

- Complete all required fields on the Hiring Confirmation. Required fields will be annotated with an \* in front of field name.

Note: If this is a Regular 9-month faculty position and person elects deferred pay, the **deferred pay election** field must be checked.

- Click **Next**.

New Mexico State University

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

**Editing Hiring Proposal**

- Hiring Proposal
- Hiring Confirmation
- Documents**
- Hiring Proposal Summary

**Documents**

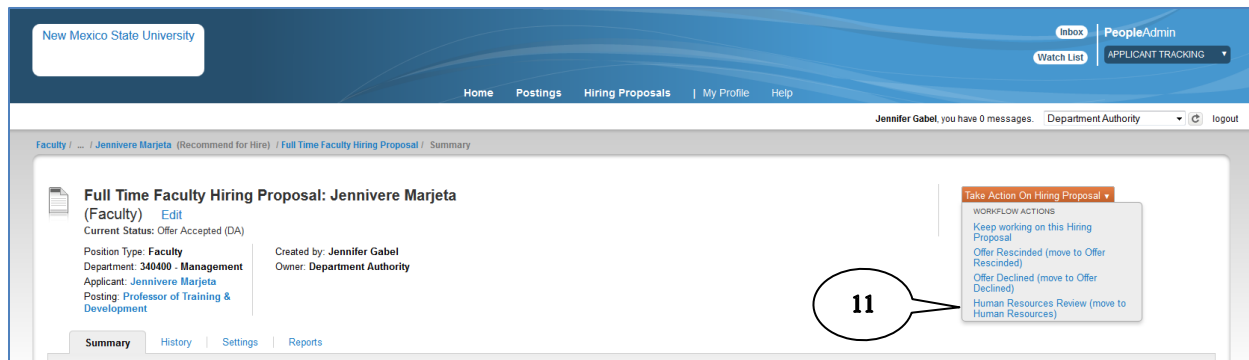
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Draft Offer Letter			Actions
Final Signed Offer Letter			Actions
Salary Supporting Memo			Actions
Experience Calculator			Actions

Save << Prev Next >>

- Attach the **final, signed offer letter** (refer to Appendix B for instructions on attaching documents).

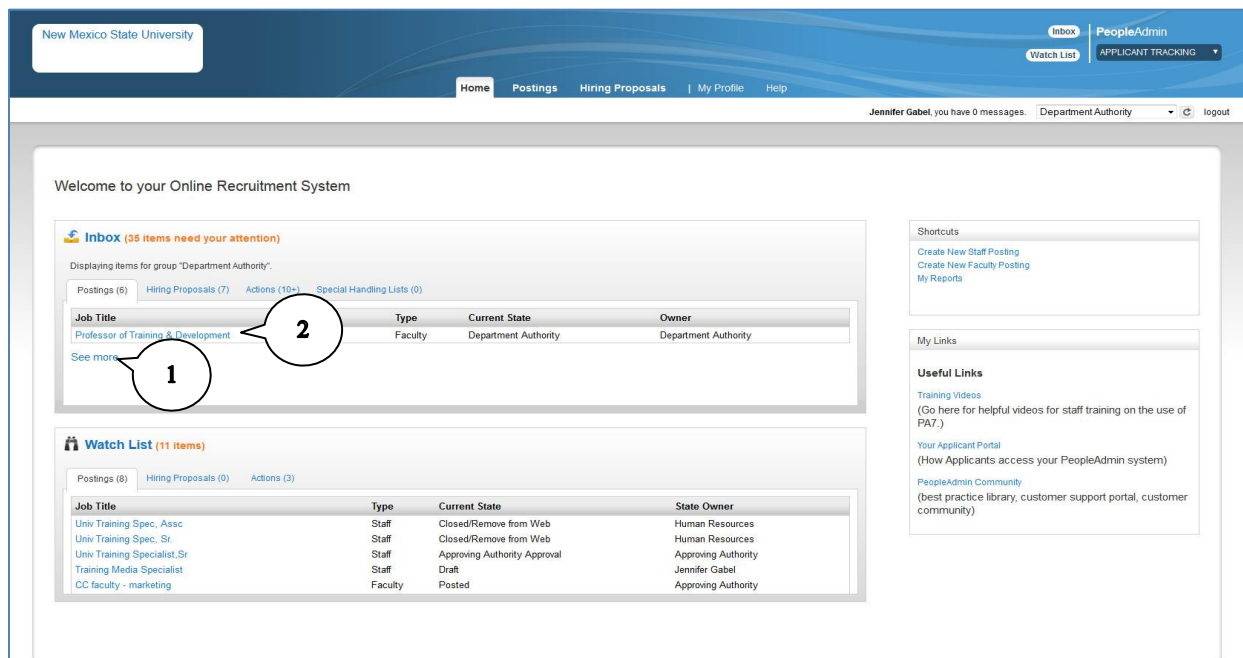
- Click **Next**.



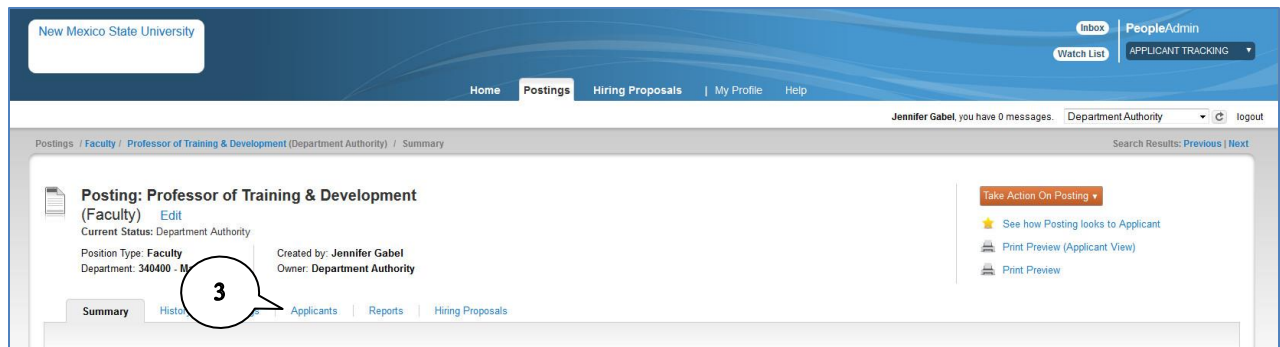
11. Hover over **Take Action on Hiring Proposal** and click **Human Resources Review**. Click **Submit** on the Take Action confirmation pop-up.

### Closing the Posting

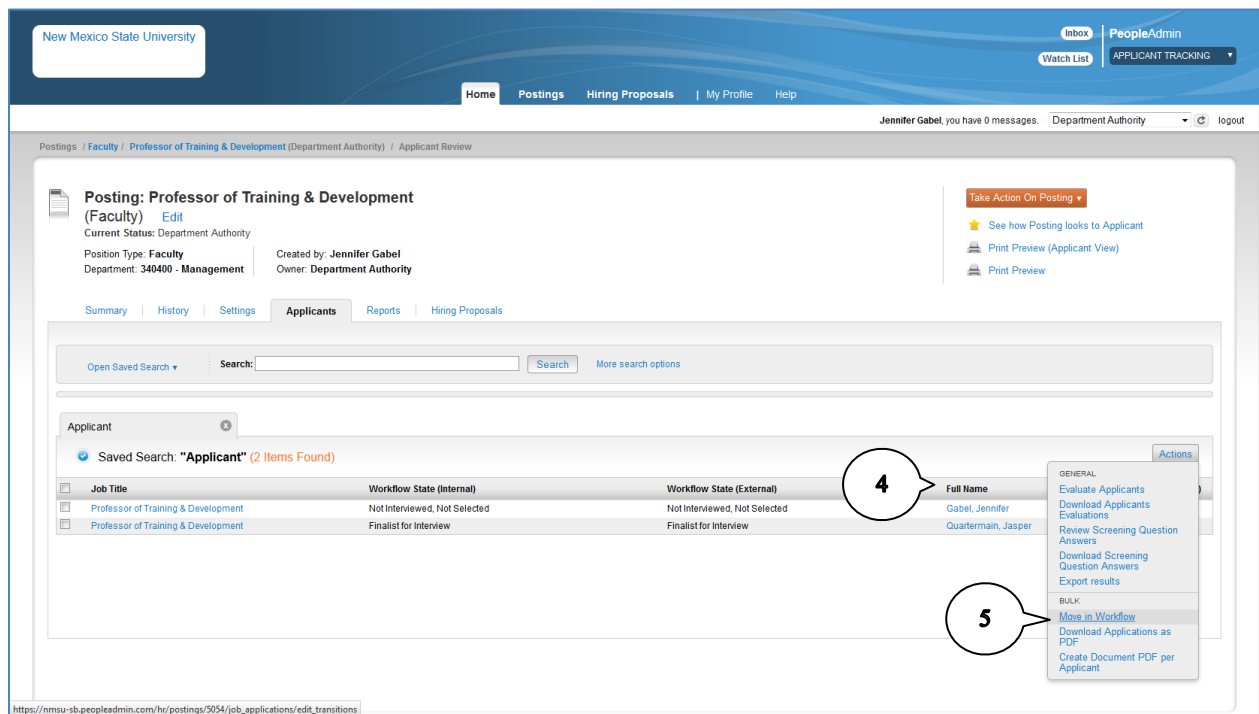
After the Hiring Confirmation has been approved, you need to close the posting and change the workflow status of your finalists to notify them that the position has been filled.



1. Locate your posting in your **Inbox**. You may need to click on **See More...** to find the appropriate posting.
2. Click the **Position Job Title** of the appropriate posting.



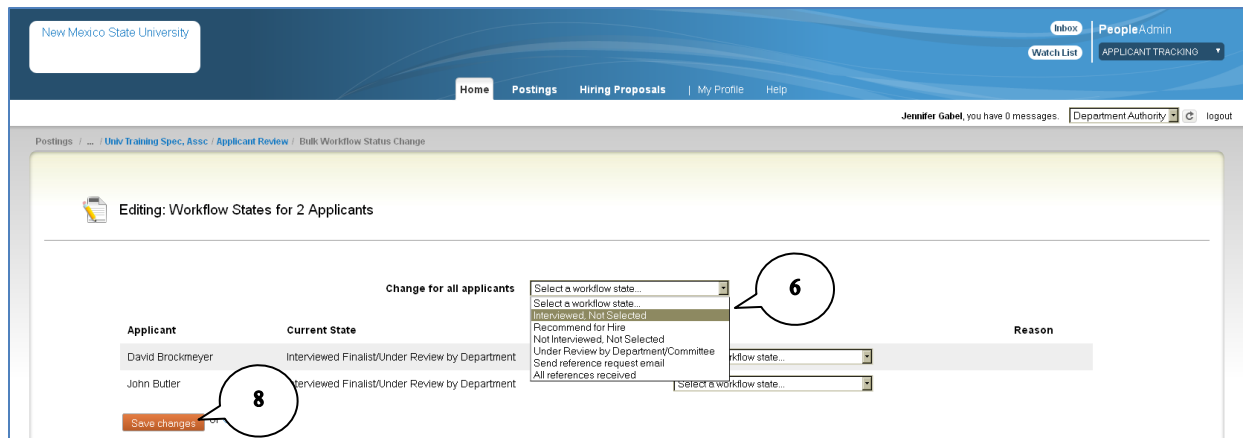
3. Click on the **Applicants** tab.



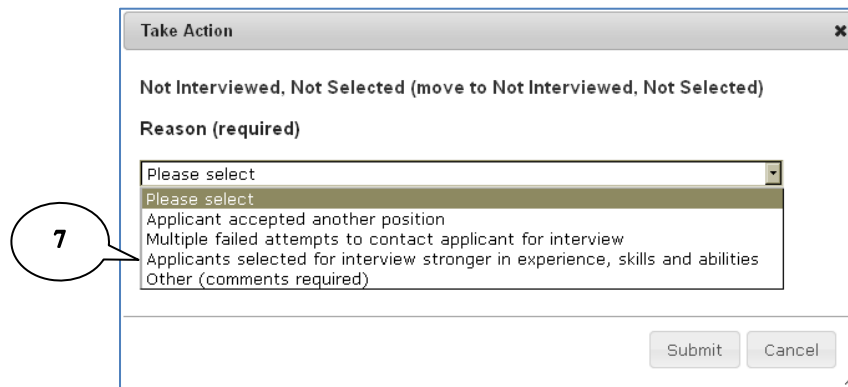
4. The remaining applicants are listed. Click the box in the header row next to Job Title to select all remaining applicants.

5. Hover over the **Actions** button and select **Move in Workflow**.





6. Click the drop-down box for **Change for all Applicants** and select **Interviewed, Not Selected**.



7. You will need to select a reason for deselecting candidates.
8. Click **Save Changes**. This process may take several minutes.

The screenshot displays the 'Applicants' tab for a specific posting. The top navigation bar includes 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. A search bar is located above the applicant list. The applicant list shows two entries, both with a 'Not Interviewed, Not Selected' status. Callout 9 points to the 'Workflow State (Internal)' column, and callout 10 points to the 'Take Action On Posting' button.

Job Title	Workflow State (Internal)	Workflow State (External)	Full Name	(Actions)
Professor of Training & Development	Not Interviewed, Not Selected	Not Interviewed, Not Selected	Gabel, Jennifer	Actions
Professor of Training & Development	Interviewed, Not Selected	Interviewed, Not Selected	Quartermain, Jasper	Actions

9. To verify the process, refresh your Applicant List page. You should see the names of all candidates except the one hired and all should have a “not selected” status (either “not interviewed, not selected” or “interviewed, not selected”).

10. **Logout** of PeopleAdmin.

## Appendix A – Searches

Searches allow you to assemble information in a report-like format. After you define and run a search, you can export the search results to an Excel spreadsheet. If you think you will need the same set of information repeatedly, you can save a search after you set it up. This allows you to use it whenever you need to, without reconstructing it.

Searches can be done in both Applicant Tracking and Position Management Modules.

### Search tips

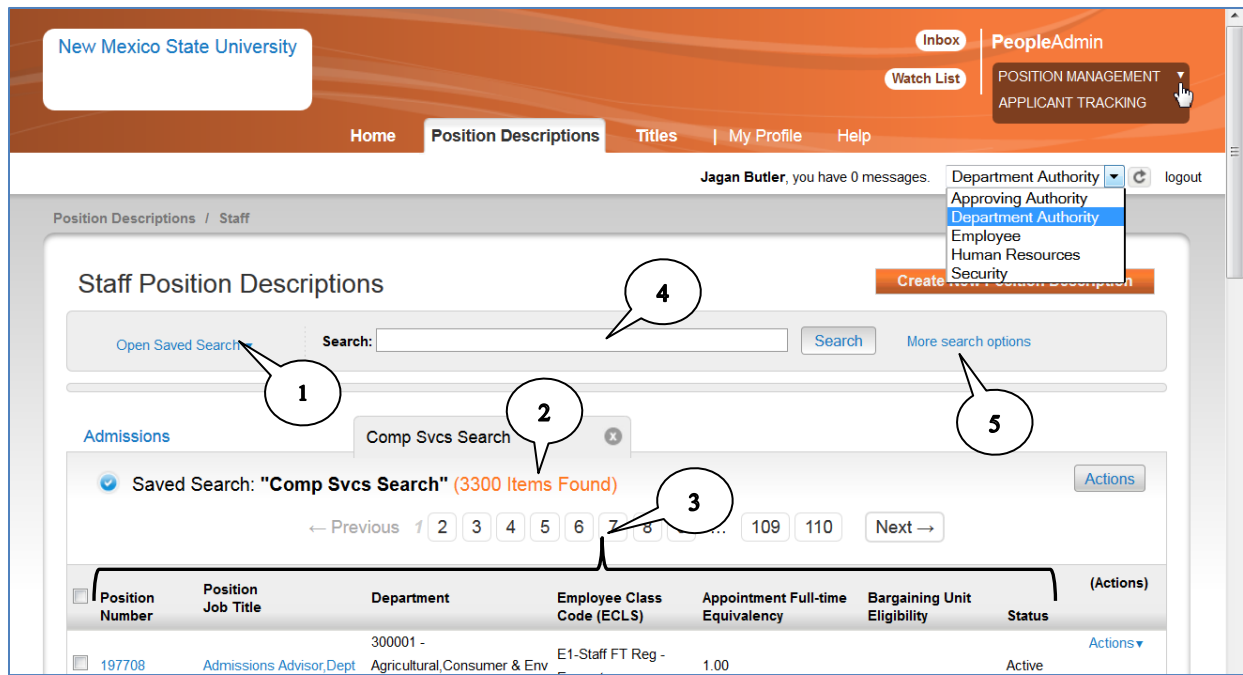
- When you search for a name among applications, the search will return all applications that include the name, regardless of whether it is the applicant's name or the name of a former supervisor or reference.

**Example:** You search for John Smith. Your search returns all applicants named John Smith and all applicants who included John Smith as a former supervisor, reference, or other job contact.

- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.
- To search for one or more out of a set of search terms, use the | (vertical bar) character. For example, to search for postings that contain either of the words **director** or **coordinator**, enter **director | coordinator**.
- **You can't do a search** that only specifies what not to return, such as **!coordinator**.
- **You can use filtering options** to narrow search results further by selecting from a drop-down list, such as the organization or department.

### Use the search function

When working in the Position Management or Applicant Tracking modules data can be organized to create useful spreadsheets. Depending on what you are doing a search tool bar is incorporated into the page. The tool bar allows you to open a previously saved search, search the database for key words, add data columns to the data table and filter out data based on a set of search option criteria.

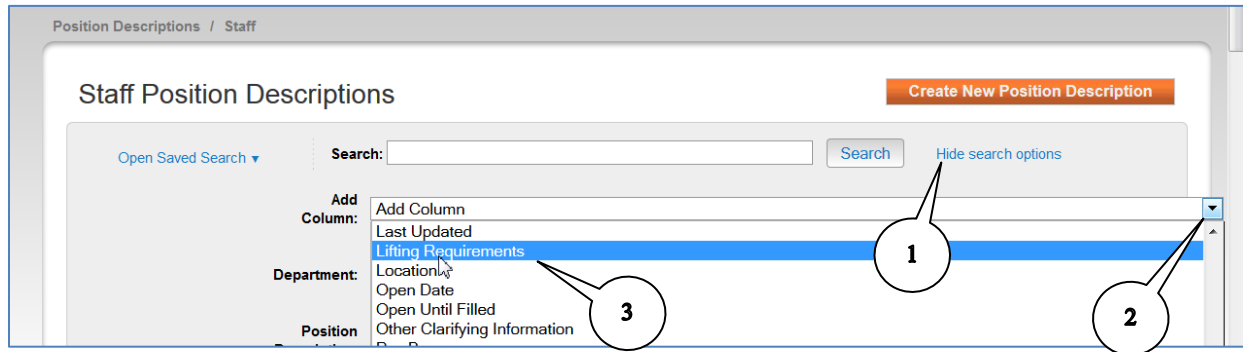


1. Hover over **Open Saved Search** to view previously saved searches. Click on the search you want to open or work in the default search. Saved searches keep data table format for future use.
2. This shows the active data table. Note: It is a saved search called **"Comp Svcs Search"** and there are 3300 items found. The "Admissions" tab to the left is another data table that is open, but not active. You can have multiple searches open at the same time and can jump between them by clicking on the tab.
3. The data column headings show the data fields that are collected when this search is run. These columns can be moved, deleted and the data organized in ascending and descending order (refer to page 112).
4. The **text search box** allows you to enter specific words or names you are looking for. See the **Search Tips** section above for details on conducting a search.
5. Click on **More search options** to add data columns to your search results and filter out data based on a set of search option criteria.

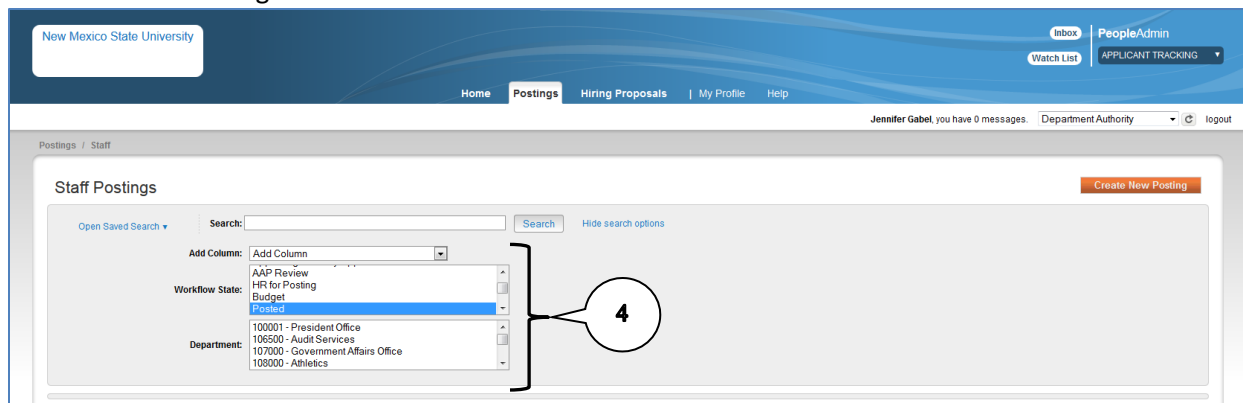
## Organize search results

The column headings show you the data collected during the search. These can be reorganized, deleted and additional columns added. Use the searching and filtering tools to narrow down and organize the results:

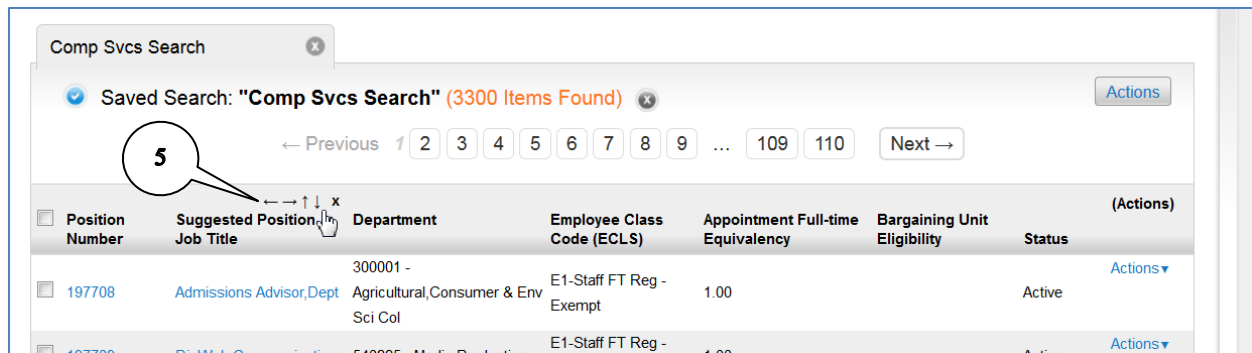
You can **add columns** if the information you need is not included on the page.



1. Click on **More search options**. The screen will expand and the link will change to **Hide search options**.
2. Click on the **Add Column** drop-down to see the list of data that can be added to the search results.
3. Click on the information you want added. A column is added to the search results. The new column will always be added to the left of the **Actions** column on the far right side of the page. It can then be moved to the left using the repositioning arrows and the data sorted in ascending or descending order.



4. **Filters** are an additional way to refine your search and consist of pre-defined search criteria which can be selected; such as Workflow State or Department.

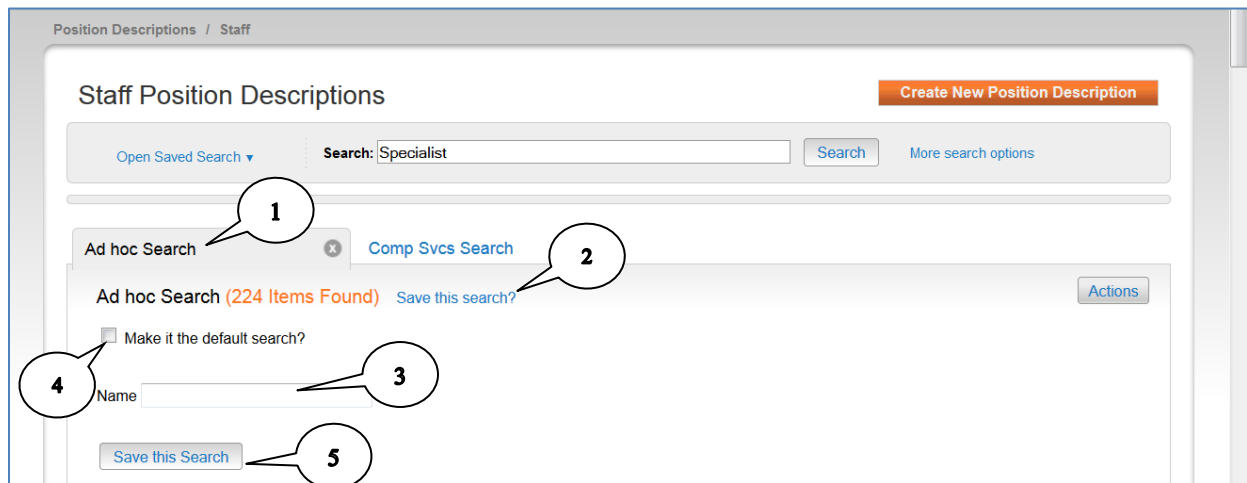


5. Hover over the column heading. Several tools for sorting and repositioning will appear.

- Moves column to the right
- ← Moves column to the Left
- ↑ Sort by ascending order
- ↓ Sort by descending order
- X Delete column

## Save a search

Data searches can be saved, so that the search can be rerun in the future. This can save time because you don't have to recreate the data table from scratch.

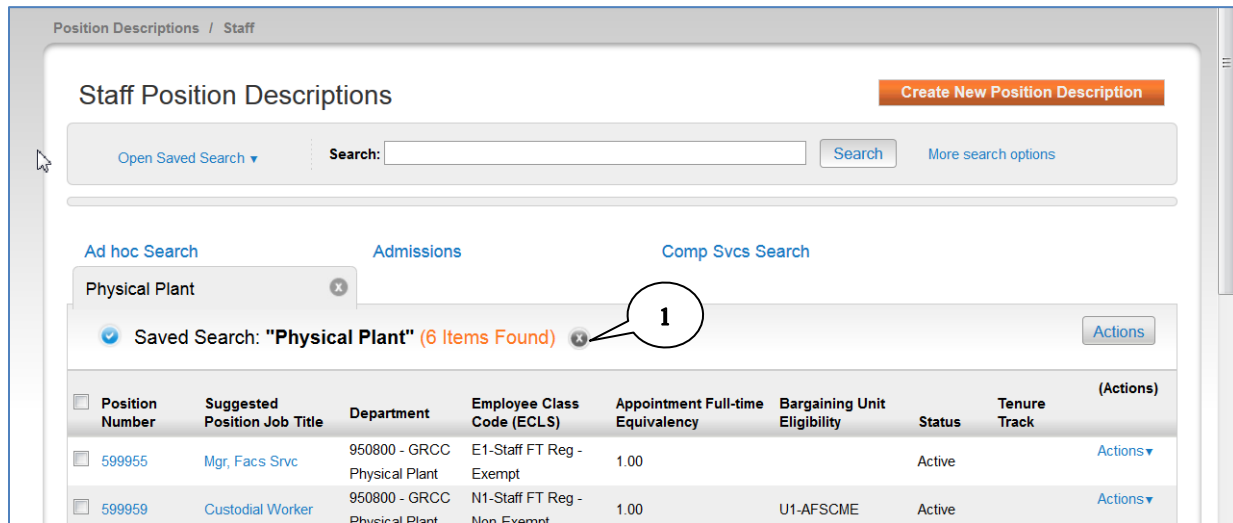


1. When you use the search and filtering tools to present the search results the way you want, an **Ad hoc Search** tab is created.
2. To save the data table format click on **Save this search**. The **Save this search** area expands.
3. In the **Name** text box give the search a name that will help you remember its purpose.
4. When saving a search, you have the option to set the search as your default. Do this if the search presents the information you will normally want to see when you navigate to this page. To make a search your default click on the check box, **Make it the default search**. Note: This is the only time you can set a search as your default.
5. Select **Save this search**. The search tab refreshes to present the name you have designated. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches.



## Delete personal saved searches

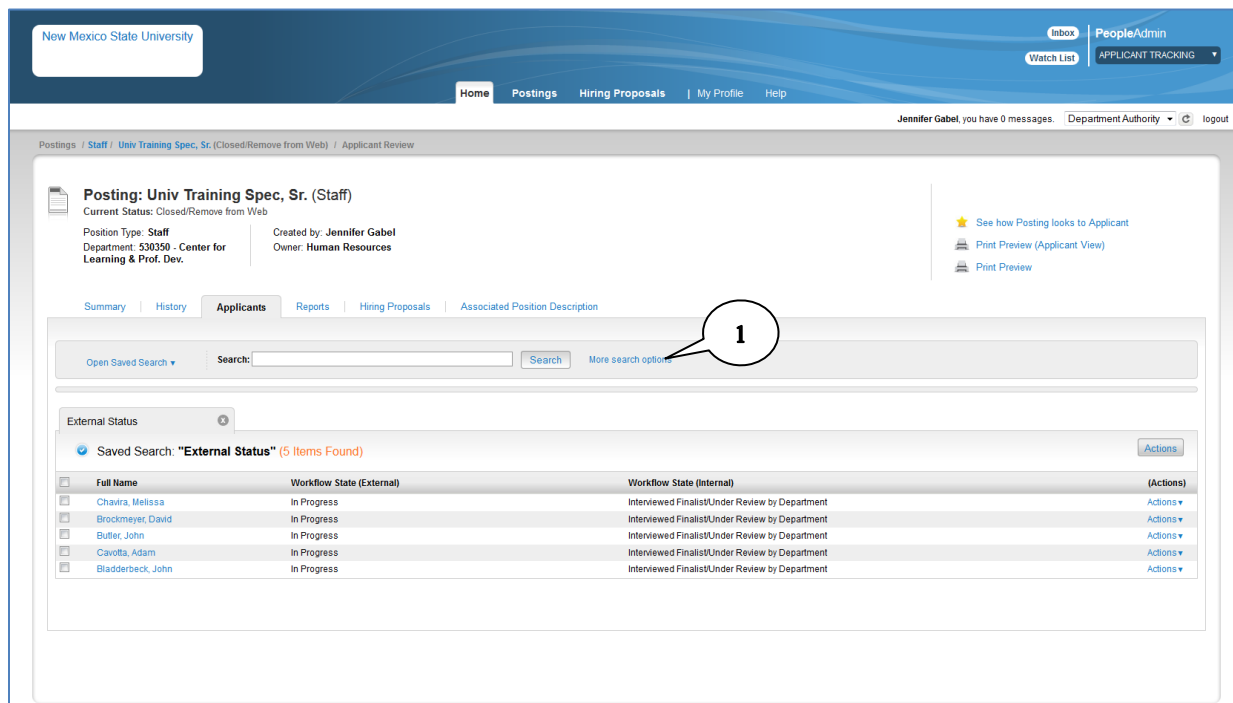
You can delete your personal saved searches when they are no longer useful.



1. To delete a saved search, select the delete **X** button to the right of the active search tab. You will be prompted to confirm you want to delete the saved search. Note: Some searches will not be able to be deleted if they were created by an Administrator and added as a group or global search.

## Example: Export applicant list

As an example, let's assume we have 5 applicants we are going to interview as shown in the screen image below. We want to use an Excel spreadsheet to help us evaluate each candidate.



1. Click on **More Search Options**.



Posting: Univ Training Spec, Sr. (Staff)  
Current Status: Closed/Remove from Web  
Position Type: Staff  
Department: 530350 - Center for Learning & Prof. Dev.  
Created by: Jennifer Gabel  
Owner: Human Resources

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search | Search: | Search | Hide search options

Add Column: Add Column  
Workflow State: Active/Inactive  
Draft Application?: Address  
Active/Inactive: Applicant v0 Unique ID  
Application Date  
Application Form  
Are you a current NMSU employee?  
Are you a prior NMSU employee?  
Are you at least 16 years of age?  
Are you authorized to work in the United States? Individuals must present proper documentation of legal authorization to work at the time employment begins at NMSU.  
Are you currently enrolled as a student at NMSU?  
Are you related to any current NMSU employee?  
Assessment Criteria - Disqualified?  
Assessment Criteria - Rank  
Assessment Criteria - Total Score  
Assessment Criteria - Unique Rank  
Average Number of Hours per Week Worked  
Background Check Status  
Business Operations

External Status  
Saved Search: "External Status"

Full Name	Workflow State (External)	Workflow State (Internal)	(Actions)
Chavira, Melissa	In Progress	Interviewed Finalist/Under Review by Department	Actions
Brockmeyer, David	In Progress	Interviewed Finalist/Under Review by Department	Actions
Butler, John	In Progress	Interviewed Finalist/Under Review by Department	Actions

2. Click the **Add Column** drop down icon.
3. Click on the data you want to add to your search results. Notice that most of the data fields from the application are included in the drop down list along with ranking criteria and supplemental question data. For each column you want to add, you will need to repeat steps 2 & 3.

Posting: Univ Training Spec, Sr. (Staff)  
Current Status: Closed/Remove from Web  
Position Type: Staff  
Department: 530350 - Center for Learning & Prof. Dev.  
Created by: Jennifer Gabel  
Owner: Human Resources

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search | Search: | Search | Hide search options

Add Column: Add Column  
Workflow State: Draft  
Under Review by HR  
Under Review by Department/Committee  
Send reference request email  
Draft Application?: Inactive  
Active/Inactive: Active

Ad hoc Search  
Ad hoc Search (5 Items Found) Save this search?

Full Name	Workflow State (External)	Workflow State (Internal)	Degree/Certificate	If you have a NMSU Aggie ID, please enter the 9 digit number	List Any Language Fluently	(Actions)
Chavira, Melissa	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree		Spanish	Actions
Brockmeyer, David	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree			Actions
Butler, John	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree		I speak Spanish	Actions
Cavotta, Adam	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree			Actions
Bladderbeck, John	In Progress	Interviewed Finalist/Under Review by Department	Certificate, Associate Degree			Actions

GENERAL  
Review Screening Question Answers  
Download Screening Question Answers  
Export results  
BULK  
Move in Workflow  
Download Applications as PDF  
Create Document PDF per Applicant

When you have all your data fields added, you can organize your columns by rearranging the order or sorting ascending or descending following the instructions on page 112.

4. Hover over the **Actions** button and click on **Export Results**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder or you may be prompted to choose whether you want to open or save the file.

	Full Name	Workflow State (Internal)	Degree/Certificate														
1	Full Name	(External)	Workflow State (Internal)	Degree/Certificate													
2	Chavira, Melissa	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree													
3	Brockmeyer, David	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree													
4	Butler, John	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree													
5	Cavotta, Adam	In Progress	Interviewed Finalist/Under Review by Department	Bachelor's Degree													
6	Bladderbeck, John	In Progress	Interviewed Finalist/Under Review by Department	Certificate, Associate Degree													
7																	
8																	
9																	

5. You can now use your Excel spreadsheet to evaluate your applicants.

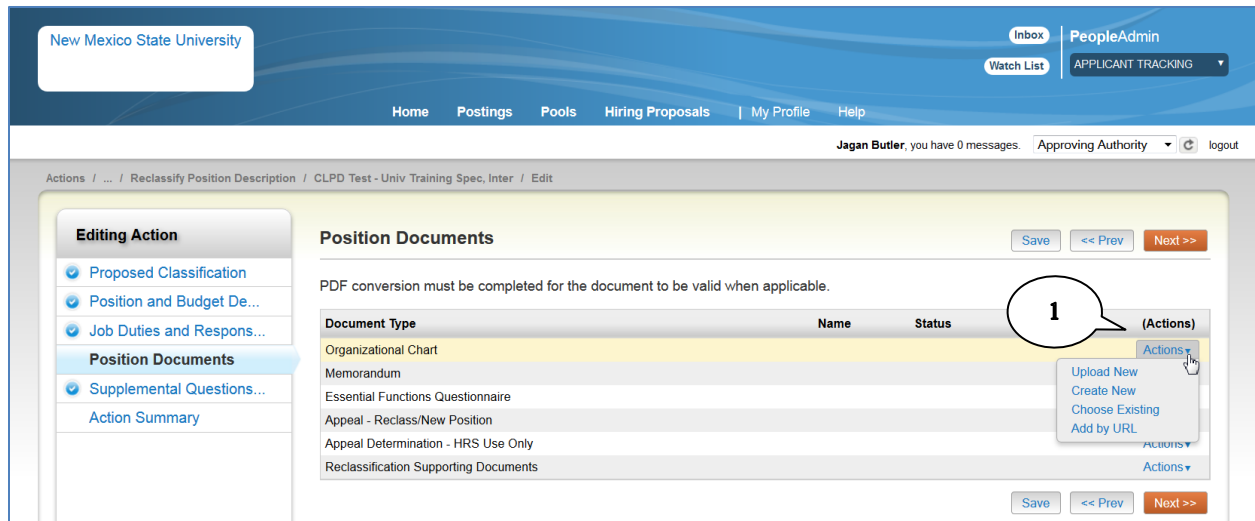


Remember, applicant data is confidential and all documentation related to the hiring process must be kept secure and in accordance with NMSU Record Retention Policy and Procedures.

## Appendix B – Attaching Documents

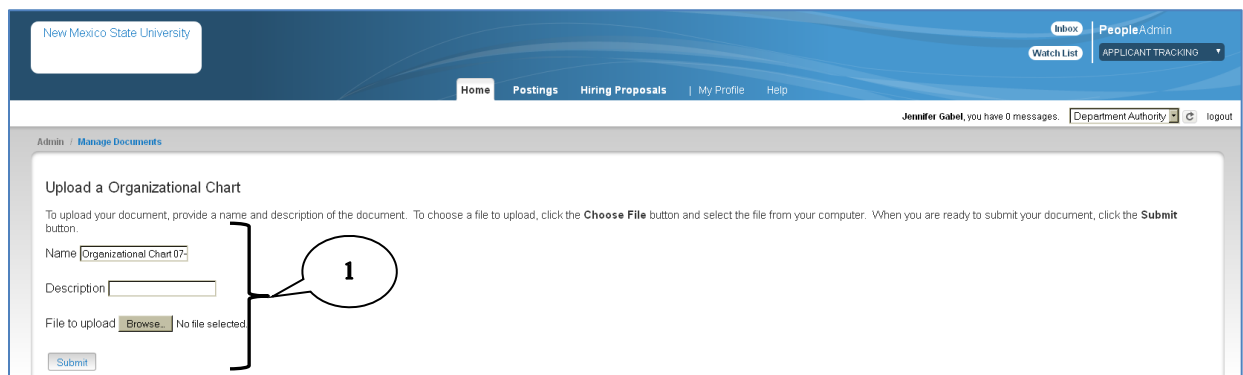
Throughout the hiring process, you will be required to attach documents in PeopleAdmin. The attached documents become the official record in accordance with Record Management & Retention requirements. Documents that may need to be attached include organizational charts, memorandums, salary justifications, essential functions questionnaires, offer letters, etc. Any supporting documents you have should be attached in PeopleAdmin. PeopleAdmin supports most file formats including Word, PDF, and Excel documents.

Regardless of the type of document you are attaching, the procedures are the same.



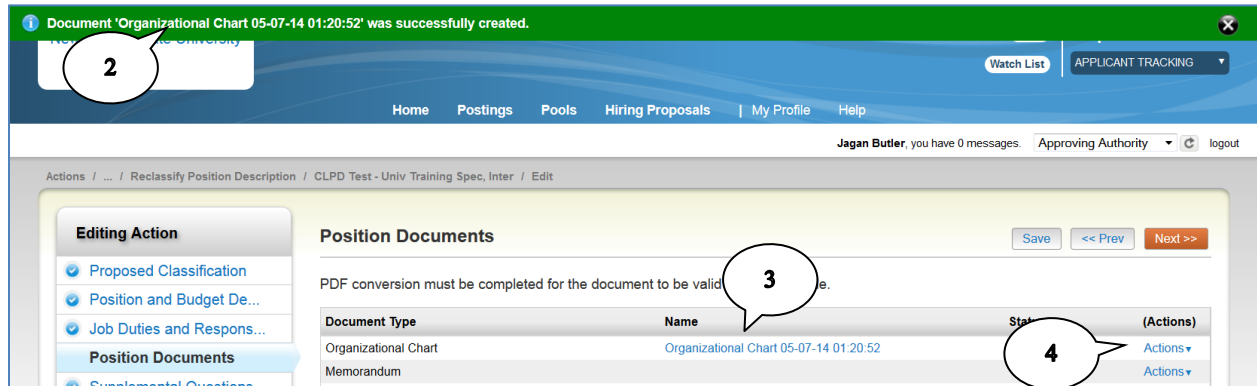
1. Hover over the **Actions** button and select the appropriate option.
  - a. Upload New: upload a document stored on your computer or shared drive.
  - b. Create New: use the text editor to type your document directly into PeopleAdmin.
  - c. Choose Existing: select a document previously used in PeopleAdmin.
  - d. Add by URL: provide a link to a webpage.

## Upload New



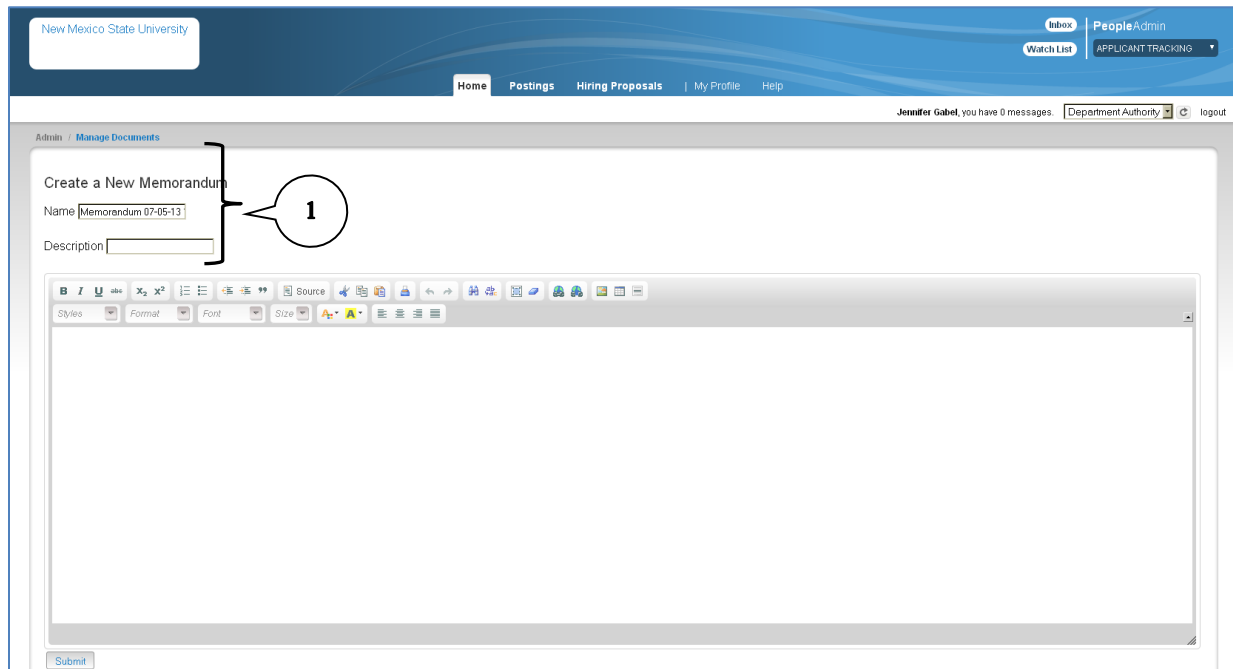
1. To upload a document...
  - a. Change the document name as appropriate (default is the document type and the date).

- b. Type a short description for your document (note: be sure to include a description when the document type is a Memorandum).
- c. Click **Browse** and select the file you want to upload.
- d. Click **Submit**.

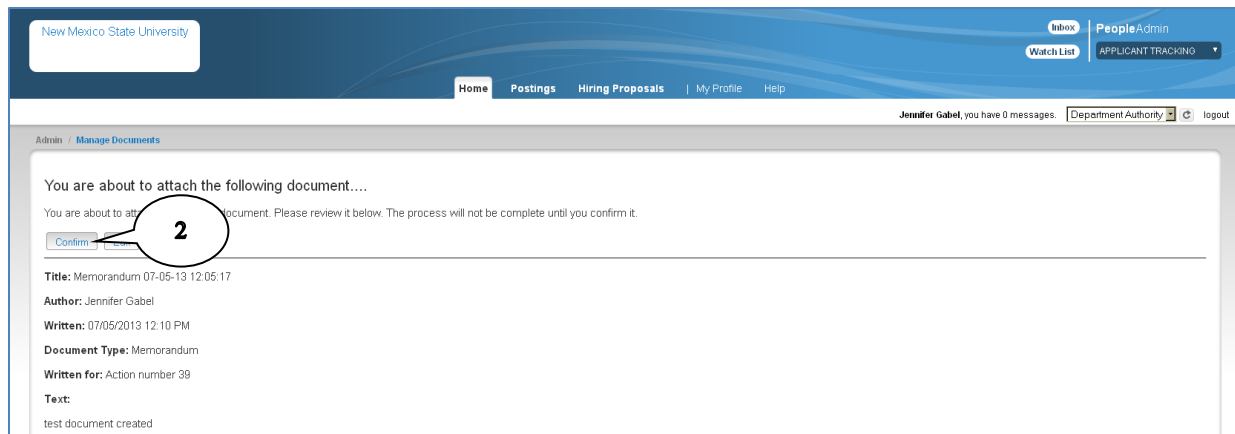


2. Confirmation of the document upload will appear at the top of the screen.
3. The document name will be displayed.
4. The **Actions** options will change to “Show” (preview) and “Unassign” (delete).

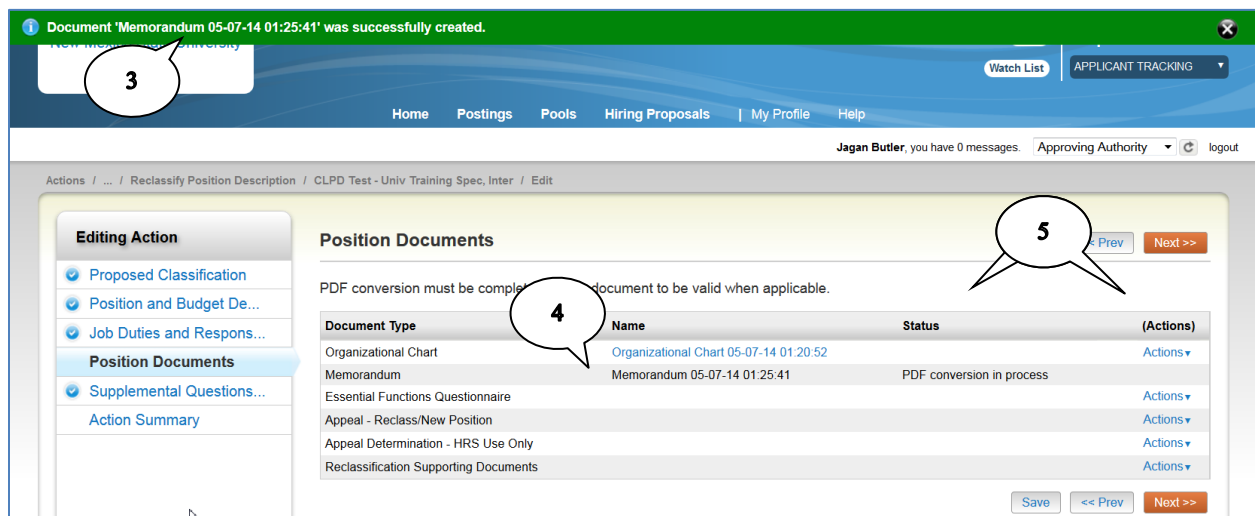
## Create New



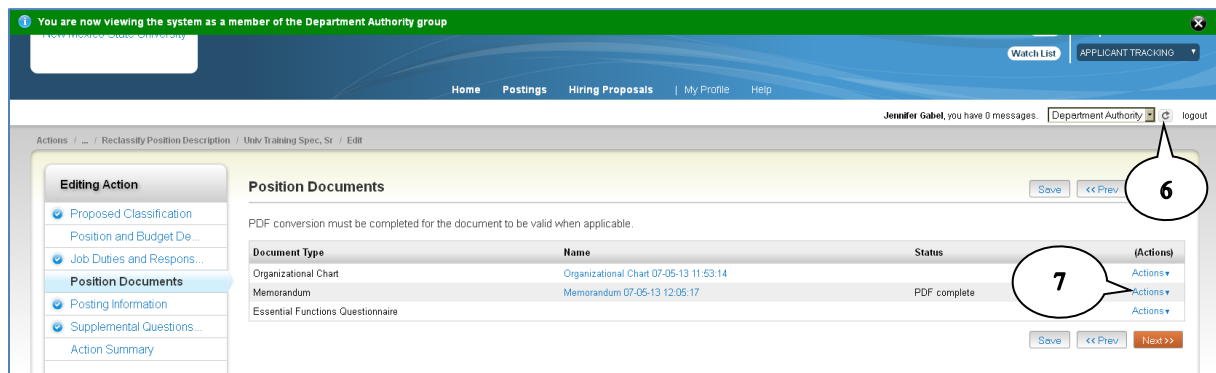
1. To create a new document...
  - a. Change the document name as appropriate (default is the document type and the date).
  - b. Type a short description for your document (note: be sure to include a description when the document type is a Memorandum).
  - c. Use the text editor to type your document.
  - d. Click **Submit**.



2. **Confirm** the new document.

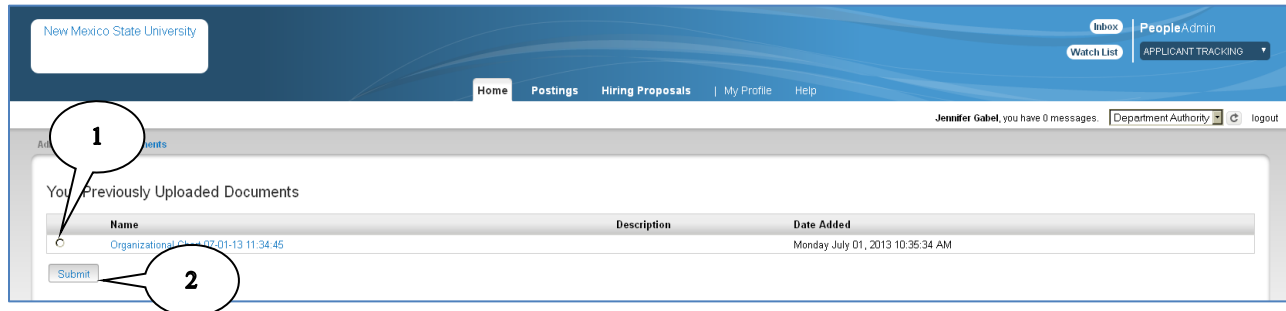


3. Confirmation of the document upload will appear at the top of the screen.
4. The document name will be displayed.
5. The **Status** will be “PDF Conversion in Process” and the **Actions** button will not be displayed.

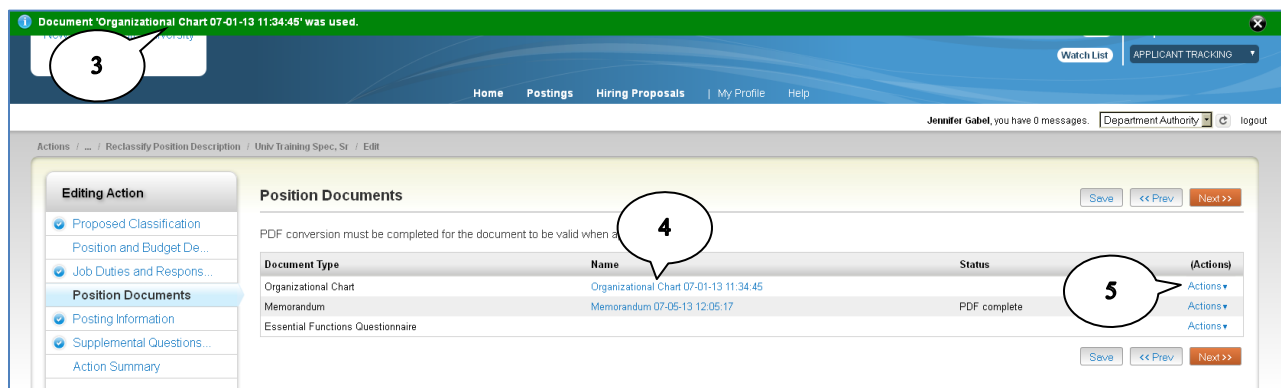


6. Click the **Refresh** button to see the Completed PDF and display the **Actions** button.
7. The **Actions** options will change to “Show” (preview) and “Unassign” (delete).

## Choose Existing

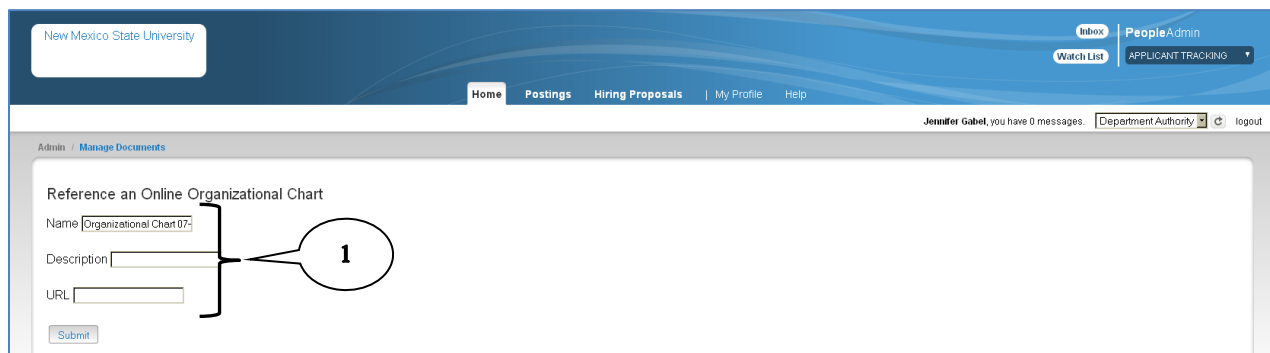


1. Select the document you want to use by clicking on the **Radio Button**. You can preview the document by clicking on the **Name**.
2. Click **Submit**.

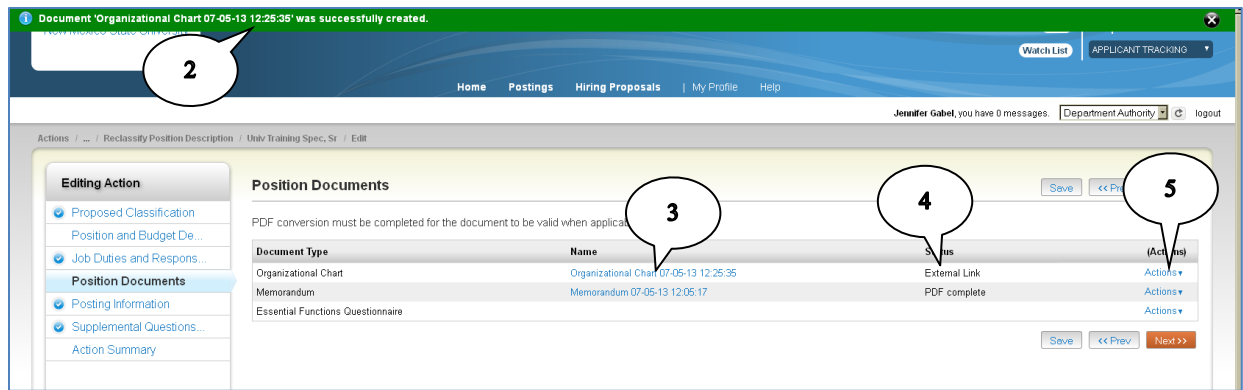


3. Confirmation of the document upload will appear at the top of the screen.
4. The document name will be displayed.
5. The **Actions** options will change to “Show” (preview) and “Unassign” (delete).

## Add by URL



1. To link to a web address...
  - a. Change the document name as appropriate (default is the document type and the date).
  - b. Type a short description for your document (note: be sure to include a description when the document type is a Memorandum).
  - c. Enter the web address you want to link to.
  - d. Click **Submit**.



- Confirmation of the document upload will appear at the top of the screen.
- The document name will be displayed.
- The **Status** will be "External Link".
- The **Actions** options will change to "Show" (preview) and "Unassign" (delete).

## Appendix C – Adding & Using Supplemental Questions

Supplemental questions are added to a job posting to elicit specific information from applicants to be used in the initial screening to determine qualifications.

### Adding Supplemental Questions

Supplemental questions may be added during the reclassification process (staff only) or during the job posting process. Supplemental questions added during the posting process are not saved for future job postings.

#### Add questions from list

The screenshot shows the 'Supplemental Questions for Posting' page. On the left, the 'Editing Action' sidebar lists 'Position Details', 'Position Documents', 'Supplemental Questions...' (highlighted), and 'Action Summary'. The main content area has a title 'Supplemental Questions for Posting' and buttons for 'Save', '<< Prev', and 'Next >>'. Below the title is a table of 'Included Supplemental Questions' with columns: Position, Required, Category, Question, and Status. Two questions are listed: Position 1 (Required, Staff - General, 'Where did you become aware of this position opening?', active) and Position 2 (Required, Staff - General, 'If you became aware of this posting from another source, please describe?', active). A callout '1' points to the 'Add a question' button in the top right corner.

1. To include supplemental questions in your posting, click **Add a question**.

The 'Add a Question' dialog box is shown. It has a title bar and a close button. Below the title is a section 'Available Supplemental Questions' with 'Category: Any' and a 'Keyword:' field. A table lists questions with checkboxes to add them. Callout '2' points to the 'Add' checkbox for the first question: 'Experience How many years of experience do you have in this type of position?'. Below this question, 'Possible Answers:' are listed: 1. 0-1, 2. 1-3, 3. 3-5, 4. 5-7, 5. 7+. Callout '3' points to the 'Category' and 'Keyword' filters. Callout '4' points to the 'Submit' button at the bottom right.

2. Select a question for the list of available questions by clicking in the **Add** checkbox. The question will expand to show possible answers if applicable. You can select more than one question.
3. You can filter your search by selecting a category and/or keyword.
4. Click **Submit**.



Supplemental Questions for Posting

Save << Prev Next >>

Add a question

Position	Required	Category	Question	Status																		
1	<input checked="" type="checkbox"/>	Experience	How many years of experience do you have in this type of position?	active																		
<input checked="" type="checkbox"/> This question is removable. Possible Answers: Predefined Options <table border="1"> <thead> <tr> <th>Answer</th> <th>Points</th> <th>Disqualifying</th> </tr> </thead> <tbody> <tr> <td>1. 0-1</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. 1-3</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. 3-5</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4. 5-7</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. 7+</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					Answer	Points	Disqualifying	1. 0-1	<input type="text"/>	<input type="checkbox"/>	2. 1-3	<input type="text"/>	<input type="checkbox"/>	3. 3-5	<input type="text"/>	<input type="checkbox"/>	4. 5-7	<input type="text"/>	<input type="checkbox"/>	5. 7+	<input type="text"/>	<input type="checkbox"/>
Answer	Points	Disqualifying																				
1. 0-1	<input type="text"/>	<input type="checkbox"/>																				
2. 1-3	<input type="text"/>	<input type="checkbox"/>																				
3. 3-5	<input type="text"/>	<input type="checkbox"/>																				
4. 5-7	<input type="text"/>	<input type="checkbox"/>																				
5. 7+	<input type="text"/>	<input type="checkbox"/>																				
2	<input type="checkbox"/>	Availability	Are you available to work weekends?	active																		

Save << Prev Next >>

5. Click on the **Question Name** to expand the question.
6. Questions may be optional or required. Check the **Required** box to make the question required. If an applicant does not answer a required question, they will be disqualified. These applicants will not show up on your applicant list.
7. **Point** values can be assigned for each possible answer to aid in screening applicants. Enter point values at your discretion.
8. If an answer is unacceptable in your search, click the **Disqualifying** box to disqualify applicants who select the disqualifying answer. These applicants will not show up on your applicant list.
  - a. For example, in the screen shot above, if I only want to accept applications from applicants with more than 5 years experience, I would mark answers 1-3 as disqualifying.
9. Click **Save**.

### Add new questions

Supplemental Questions for Posting

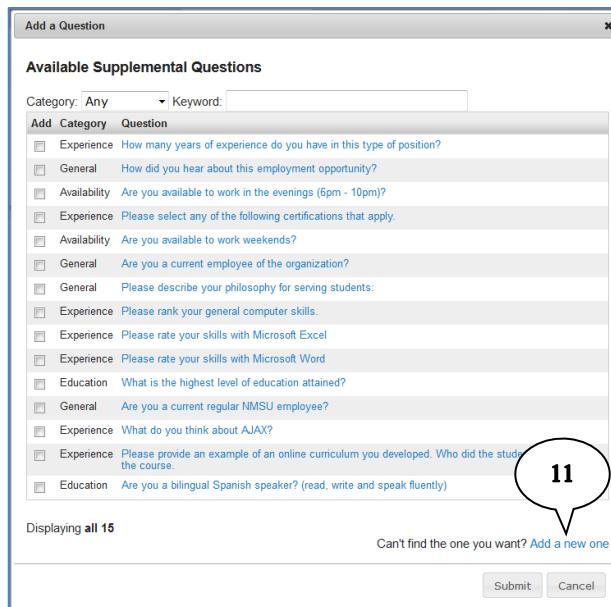
Save << Prev Next >>

Add a question

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Staff - General	Where did you become aware of this position opening?	active
2	<input type="checkbox"/>	Staff - General	If you became aware of this posting from another source, please describe?	active

Save << Prev Next >>

10. If the question you want to ask isn't on the list of available questions, you can add a new question. Click **Add a question**.



**Add a Question**

**Available Supplemental Questions**

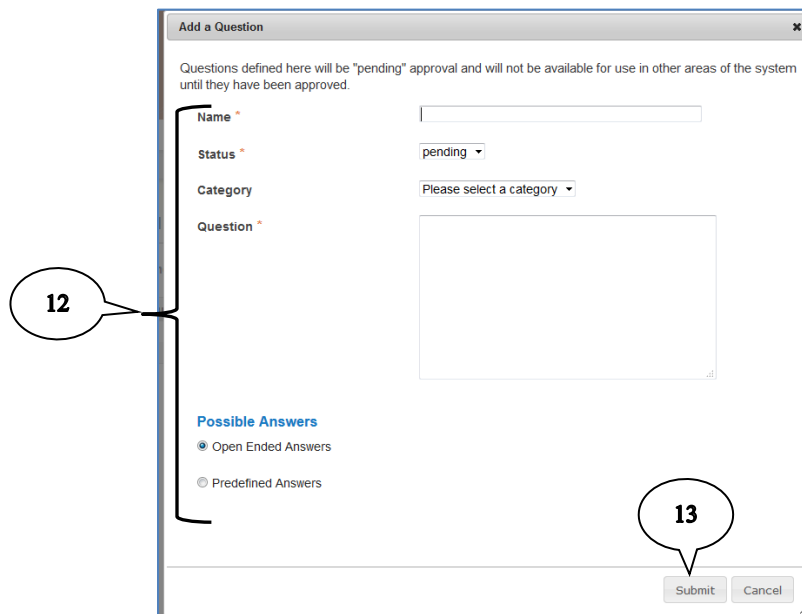
Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Experience	How many years of experience do you have in this type of position?
<input type="checkbox"/>	General	How did you hear about this employment opportunity?
<input type="checkbox"/>	Availability	Are you available to work in the evenings (6pm - 10pm)?
<input type="checkbox"/>	Experience	Please select any of the following certifications that apply.
<input type="checkbox"/>	Availability	Are you available to work weekends?
<input type="checkbox"/>	General	Are you a current employee of the organization?
<input type="checkbox"/>	General	Please describe your philosophy for serving students.
<input type="checkbox"/>	Experience	Please rank your general computer skills.
<input type="checkbox"/>	Experience	Please rate your skills with Microsoft Excel
<input type="checkbox"/>	Experience	Please rate your skills with Microsoft Word
<input type="checkbox"/>	Education	What is the highest level of education attained?
<input type="checkbox"/>	General	Are you a current regular NMSU employee?
<input type="checkbox"/>	Experience	What do you think about AJAX?
<input type="checkbox"/>	Experience	Please provide an example of an online curriculum you developed. Who did the student take the course?
<input type="checkbox"/>	Education	Are you a bilingual Spanish speaker? (read, write and speak fluently)

Displaying all 15

Can't find the one you want? [Add a new one](#)

11. Click **Add a new one**.



**Add a Question**

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

**Name \***

**Status \*** pending

**Category** Please select a category

**Question \***

**Possible Answers**

☒ Open Ended Answers

☐ Predefined Answers

12. Complete all fields.

- Name: enter a title for your question. This is not the question – just a title for reference.
- Status: pending. Supplemental questions must be approved by HR before being used in a posting. HR will change the status to “active” after approval.
- Category: select a category from the drop-down list.
- Question: type your question as you would like for it to be seen by applicants.
- Possible Answers:
  - Open ended answers: allows applicants to enter text to answer the question with no predefined answers.

2. Predefined Answers: provides a multiple choice set of answers for applicants to choose from. Two answer spaces are provided. To add more possible answers, **tab** after the second entry.

13. Click **Submit**.

14. Follow steps 5-9 above to complete the question set up.

Actions / ... / Modify Position Description / Univ Training Spec, Inter / Edit

**Supplemental Questions for Posting** [Save] << Prev Next >>

Included Supplemental Questions [Add a question]

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Staff - General	Where did you become aware of this position opening?	active
2	<input type="checkbox"/>	Staff - General	If you became aware of this posting from another source, please describe?	active

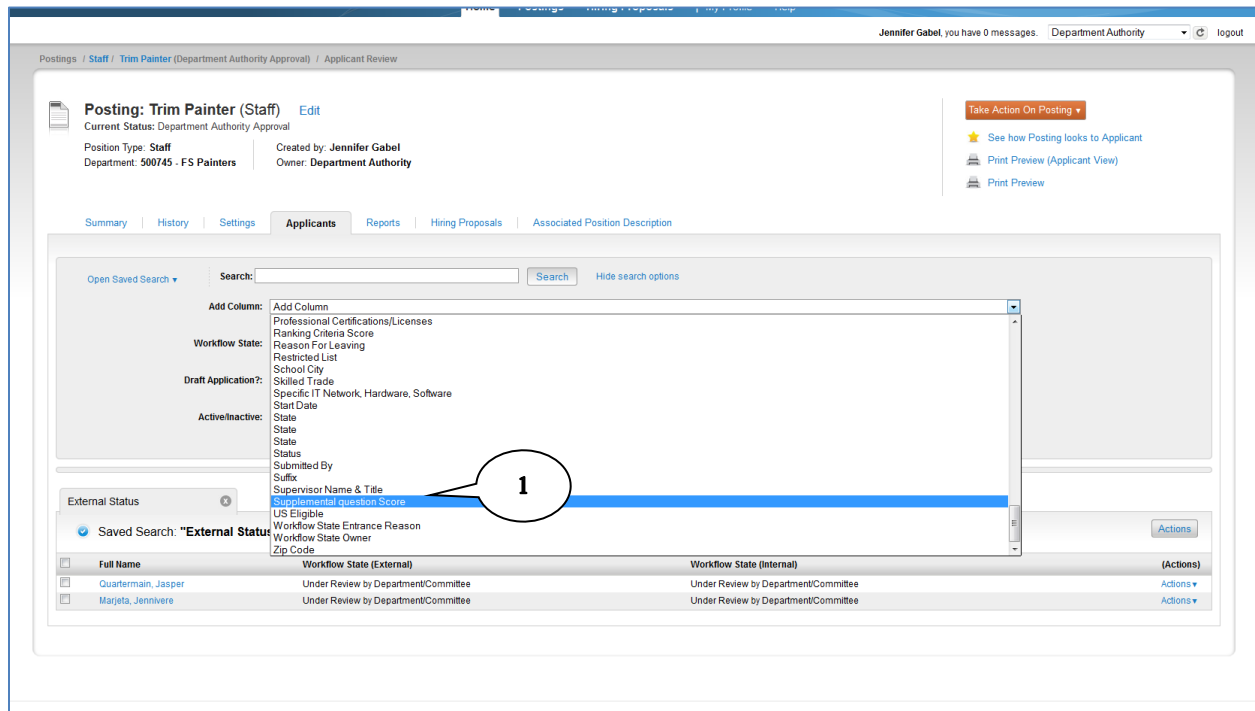
[Save] << Prev Next >>

15. When you have completed setting up all supplemental questions, click **Next** to continue your actions.

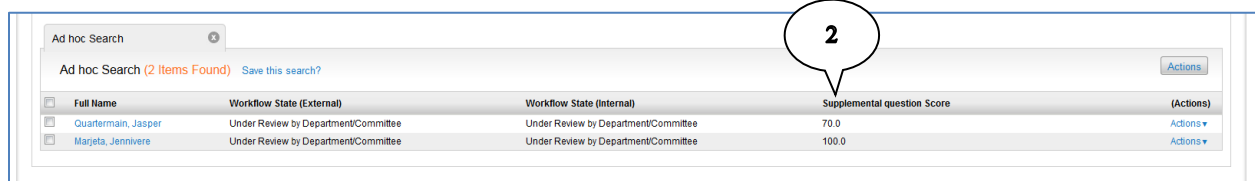
## Using Supplemental Questions in Screening

If you set up supplemental questions in your posting, you can review applicant answers during the screening process. Disqualifying questions and answers will screen applicants during the application process. Applicants who are disqualified by the system as a result of their answers to supplemental questions will not appear on your applicant list.

To use supplemental questions during your screening process, follow the steps below.



1. From the **Applicant List**, click the drop-down for **Add Column** and select **Supplemental question score** (only applicable if you assigned point values to your supplemental questions).



2. The combined question score will display in your applicant list.

Posting: Trim Painter (Staff) [Edit](#)

Current Status: Department Authority Approval

Position Type: Staff Created by: Jennifer Gabel  
Department: 500745 - FS Painters Owner: Department Authority

Take Action On Posting ▾

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search ▾ Search:  Search Hide search options

Add Column: Add Column ▾

Workflow State: Draft, Under Review by HR, Under Review by Department/Committee, Send reference request email

Draft Application?: ☐

Active/Inactive: Inactive, **Active**

Ad hoc Search (2 Items Found) Save this search?

Full Name	State (External)	Workflow State (Internal)	Supplemental question Score
<a href="#">Quartermain, Jasper</a>	by Department/Committee	Under Review by Department/Committee	70.0
<a href="#">Marjeta, Jenniviere</a>	by Department/Committee	Under Review by Department/Committee	100.0

Actions

- GENERAL
  - [Review Screening Question Answers](#)
  - [Download Screening Question Answers](#)
  - [Export results](#)
- BULK
  - [Move in Workflow](#)
  - [Download Applications as PDF](#)
  - [Create Document PDF per Applicant](#)

PeopleAdmin Better Talent. Better Future.  
https://nmsu-sb.peopleadmin.com/hr/postings/5065/supplemental\_answers

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3. Applicant answers can be downloaded to Excel by hovering over the **Actions** button and clicking on **Download Screening Question Answers**.
  - a. Review screening question answers provides a summary of all applicant answers by percentages but does not let you view an applicant's answer.
4. To view an applicant's responses to supplemental questions without exporting to Excel, click on the applicant's **Full Name** in the applicant list.

New Mexico State University

Inbox PeopleAdmin  
Watch List APPLICANT TRACKING ▾

Home Postings Hiring Proposals My Profile Help

Jennifer Gabel, you have 0 messages. Department Authority logout

Postings / ... / Trim Painter (Department Authority Approval) / Applicant Review / Jasper Quartermain Under Review by Department/Committee Search Results: Next

Job application: Jasper Quartermain (Staff)

Current Status: Under Review by Department/Committee  
Application form: Application

Full name: Jasper Quartermain Created by: Jasper Quartermain  
Address: PO Box 1, Las Cruces, NM Owner: Department Authority  
Username: clpd1  
Email: jasper@z.com  
Phone (Primary): 505-456-1234  
Phone (Secondary):  
Position Type: Staff  
Department: 500745 - FS Painters

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application

Summary Recommendations (0 of 0) History Reports

Personal Information

Personal Information

Legal First Name	Jasper
Legal Middle Initial	
Legal Last Name	Quartermain
Legal Suffix	
Other Names Used	
Mailing Address	PO Box 1

The screenshot shows a web application interface for a job application. At the top, there is a navigation bar with a dropdown menu labeled 'Candidate/Interview'. Below this, the 'References' section is visible, followed by the 'Supplemental Questions' section. The 'Supplemental Questions' section contains three questions, each with a list of radio button options. A callout bubble with the number '5' points to the 'Supplemental Questions' section. Below the questions is the 'Certification' section, which includes a statement of truth and a checkbox for agreement. At the bottom, there is a 'Required Documents' section.

**References**

References

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* How many years of experience do you have in this type of position?

- 1. ☐ 0-1
- 2. ☐ 1-3
- 3. ☐ 3-5
- 4. ☒ 5-7
- 5. ☐ 7+
- 6. ☐ No Answer

2. \* Are you available to work weekends?

- 1. ☒ Yes
- 2. ☐ No
- 3. ☐ No Answer

3. \* What are the 5 stages of course development defined in the ADDIE process?

Analysis, Design, Development, Implementation, Evaluation

**Certification**

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that New Mexico State University may verify the information I have furnished.

I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment at New Mexico State University.

I authorize New Mexico State University to make inquiries regarding my education, work experience, references, credit and criminal history. I understand that any job offer or subsequent employment may be conditioned on the University's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions.

By electronically submitting this application, I agree to these conditions.

In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

I certify that I have read and agree with these statements. ☒

Jgh:  Please enter your name to verify your identity.

Submitted on September 13, 2013 at 08:52 am by Jasper Quartermain

**Required Documents**

5. Scroll down on the application to the **Supplemental Questions** area.
6. After reviewing the applicant's answers, you can use your browser's back button to return to the applicant list.