Applicant Screening and Creating a Hiring Proposal

PeopleAdmin User Guide

This guide is intended to assist hiring managers in reviewing applications, updating applicant statuses, recommending an applicant for hire, and creating the hiring proposal.

TEXAS STATE UNIVERSITY
The rising STAR of Texas

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Table of Contents

Logging into PeopleAdmin 3

Use Applicant Tracking System Module 6

Change the User Group 8

Navigate to Job Posting 10

Review Applicant Information 13

Update Applicant Statuses 15

Recommend One Applicant for Hire 21

Create a Hiring Proposal and Recommendation for Hire 23

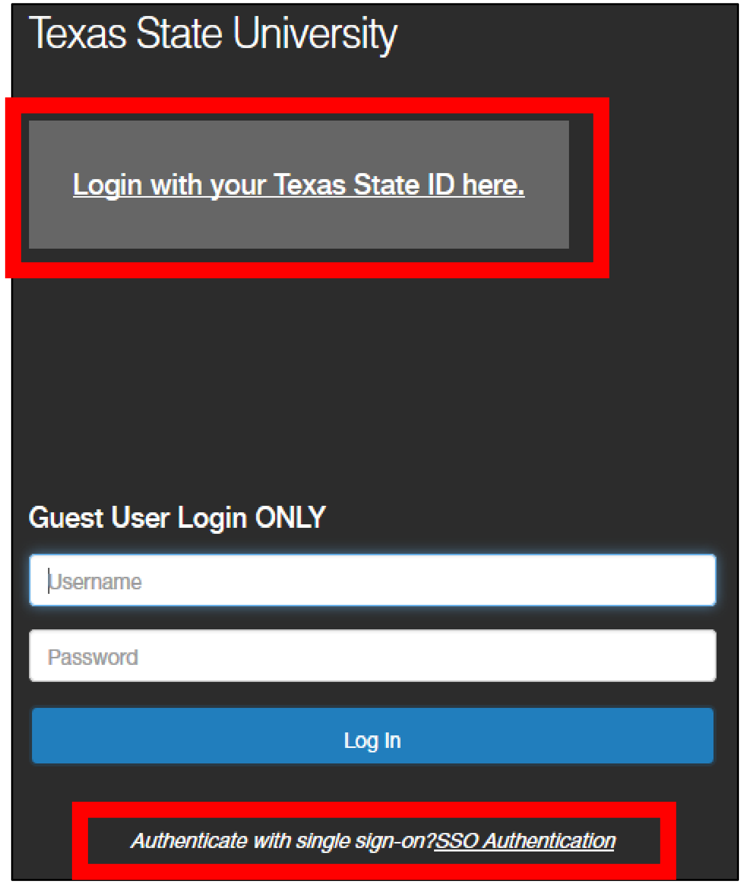
Done 28

Next Steps 31

Logging into PeopleAdmin

To log into the system:

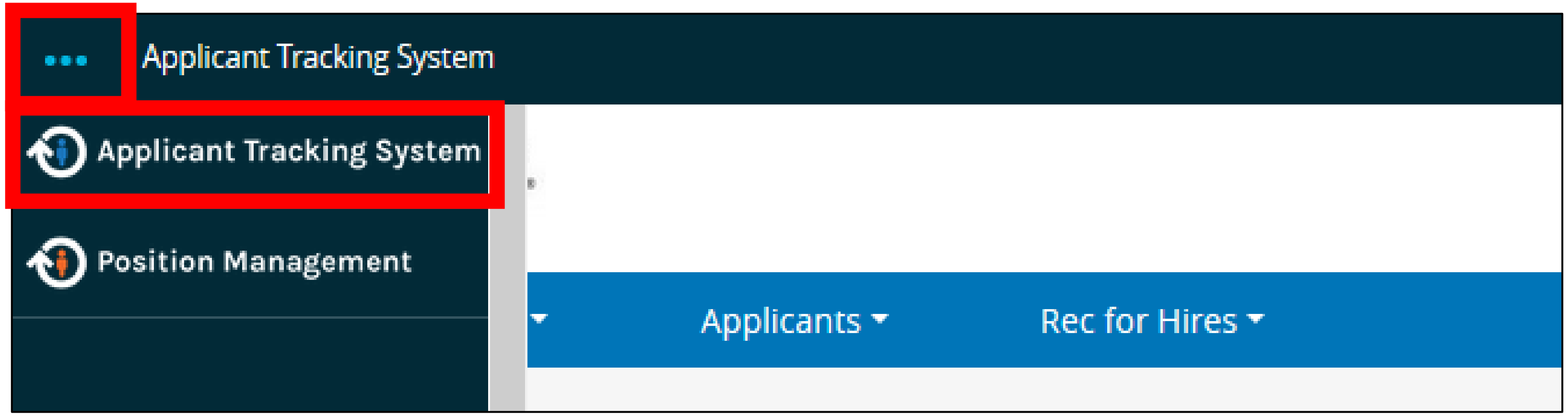
- go to: jobs.hr.txstate.edu/hr
- (Firefox is recommended but Chrome, Explorer, and Safari can be used)
- click on **"Login with your Texas State ID here."** or **"SSO Authentication"**
- do not input username and password.



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

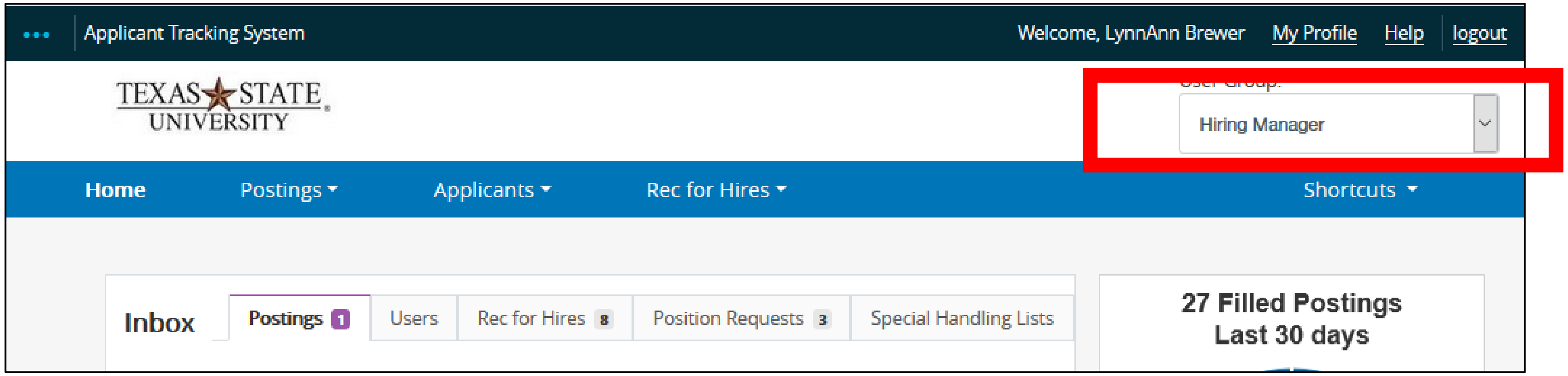
Use Applicant Tracking System Module

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



Change the User Group

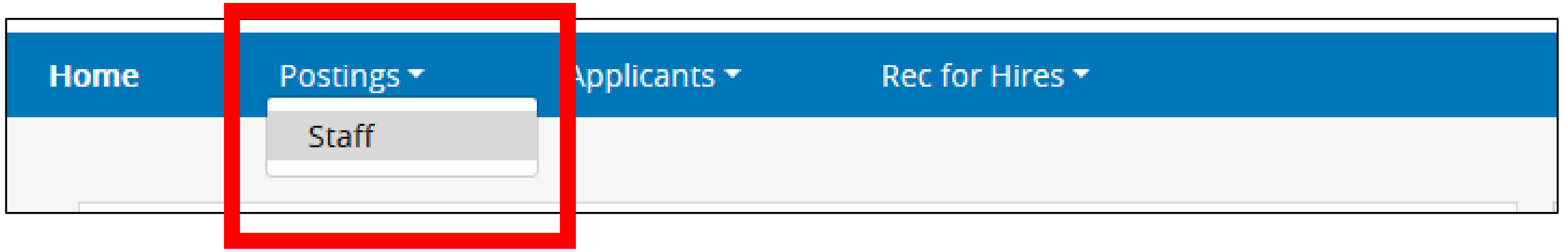
Use the drop-down menu and select the Hiring Manager user group



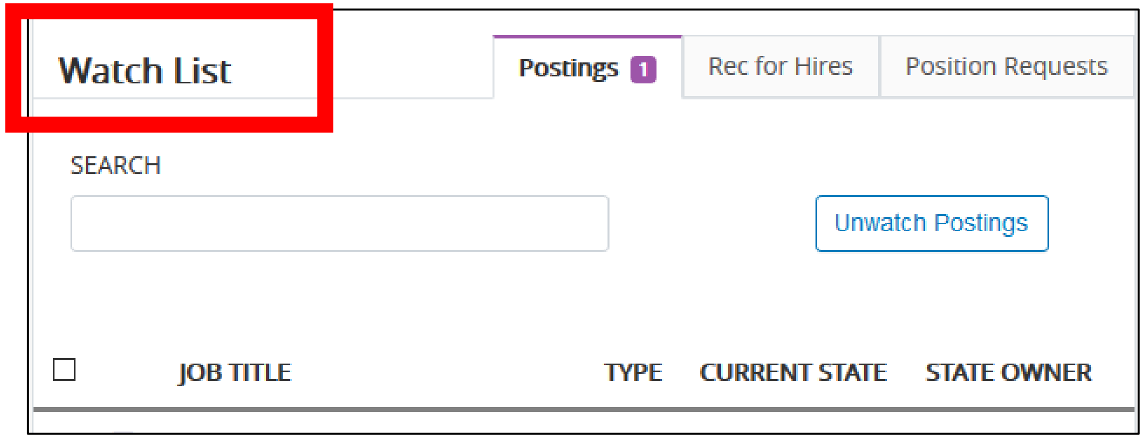
Navigate to the Job Posting

There are two ways to see the job posting.

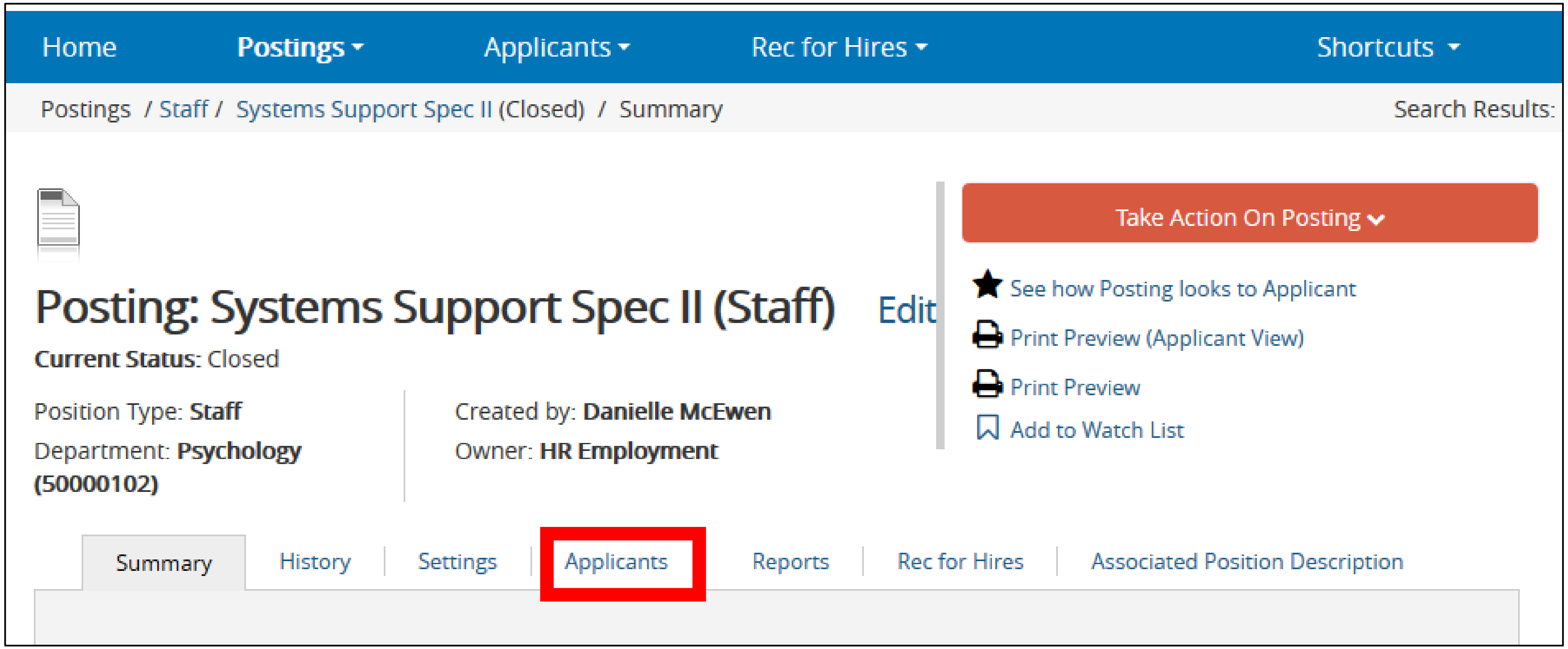
1. Navigate to Posting and Select Staff



2. If the hiring manager, added the posting to their Watch List, they will be able to find it in the Watch List Posting In Box

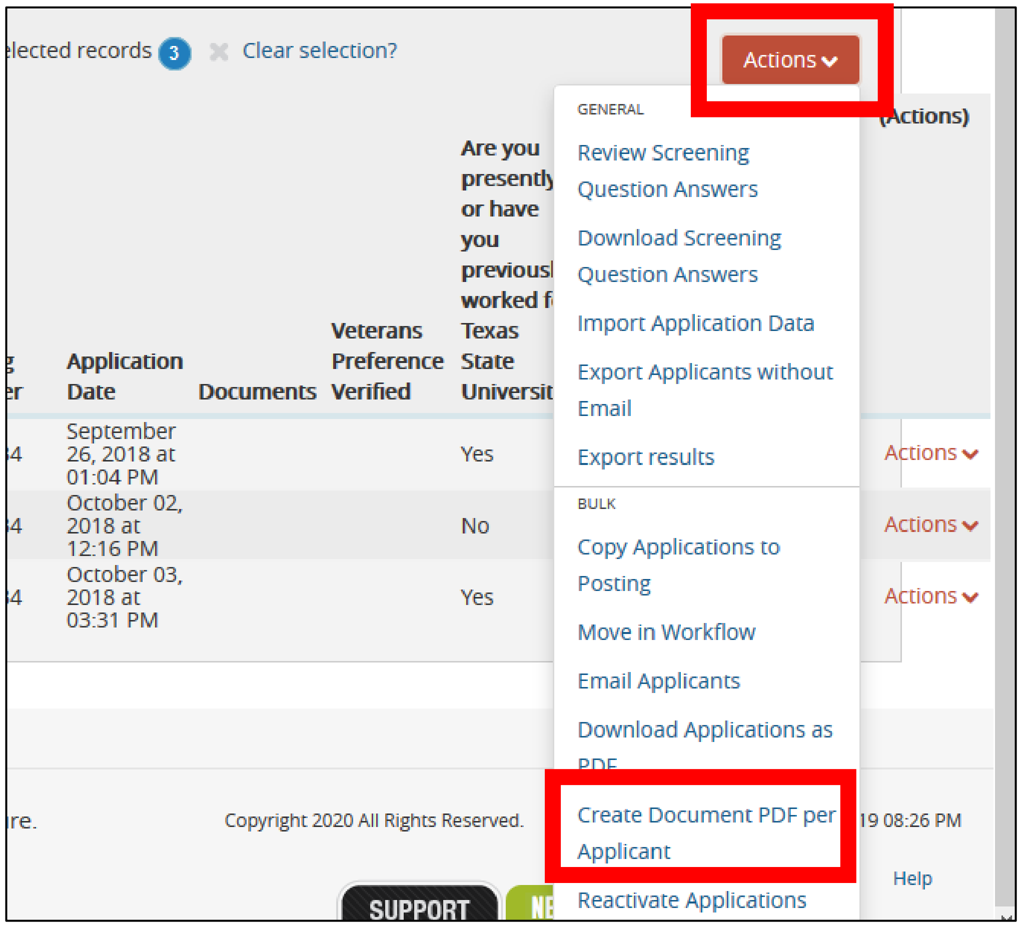


- Click on the link to the job posting
- Navigate to the Applicant tab in the job posting



Review Applicant Information

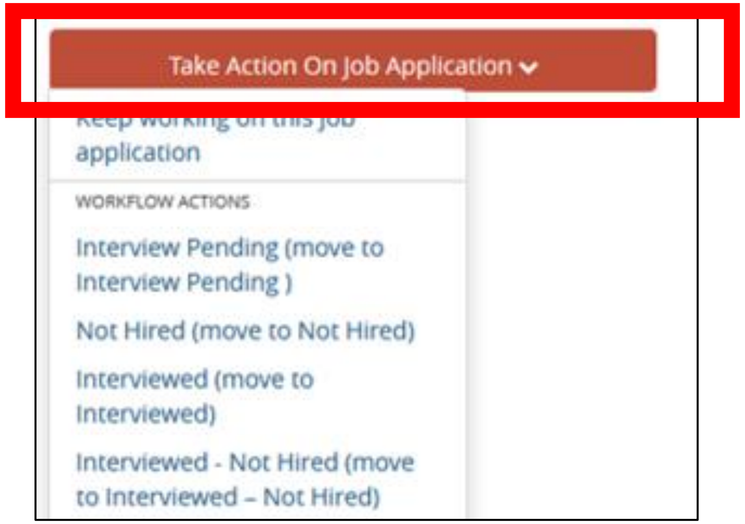
- Hiring managers may review the applications online by clicking on the applicant's name. This will open the applicant's application.
- The hiring manager may also print all the application and review the documents on paper.
  - Click the orange action button in the applicant tab and select Create Document PDF per Applicant. This action will create and open Adobe Reader. In Adobe Reader, the hiring manager may save and print applications.
  - Helpful tip: during the review, the Hiring Matrix can be prepared simultaneously as the hiring manager and/or search committee reviews the applications. Here is the link to the [Hiring Matrix](#) and [Guide](#)



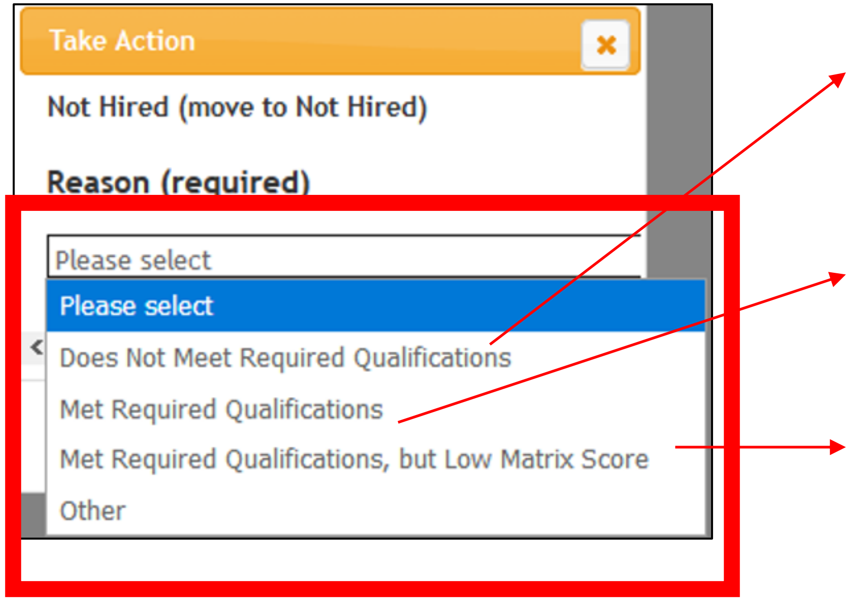
Update Applicant Statuses

There are two ways to update applicant statuses. Individually per application or in bulk.

- The hiring manager may update individual applicant status as they review the application
  - Click on the applicant the last name and open the application
  - Click on the orange button Take Action on Job Application and select workflow



Selecting Not Hired will require a reason for not selecting the applicant.

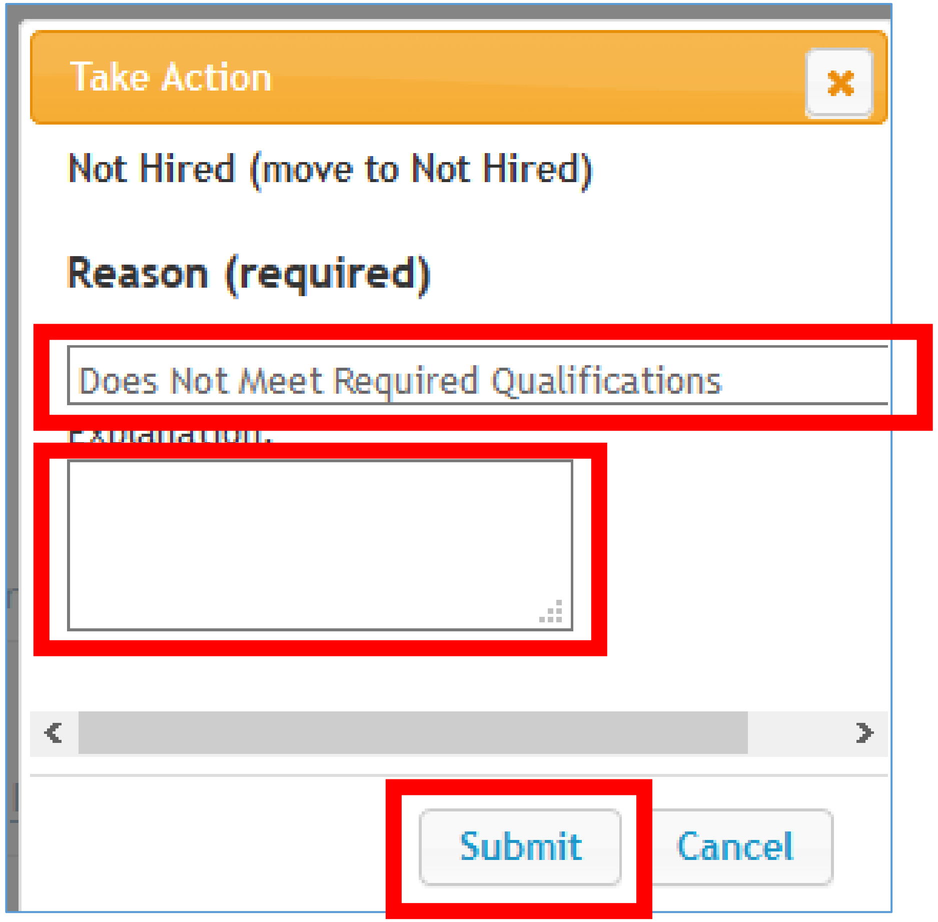


Selecting Does Not Meet Required Qualifications will require an explanation. This reason needs to match the Hiring Matrix scoring showing zero for the qualification.

Selecting Met Require Qualifications will require an explanation.

Selecting Met Required Qual., but Low Matrix Score will not require an explanation, however the Hiring Matrix will need to demonstrate the low score.

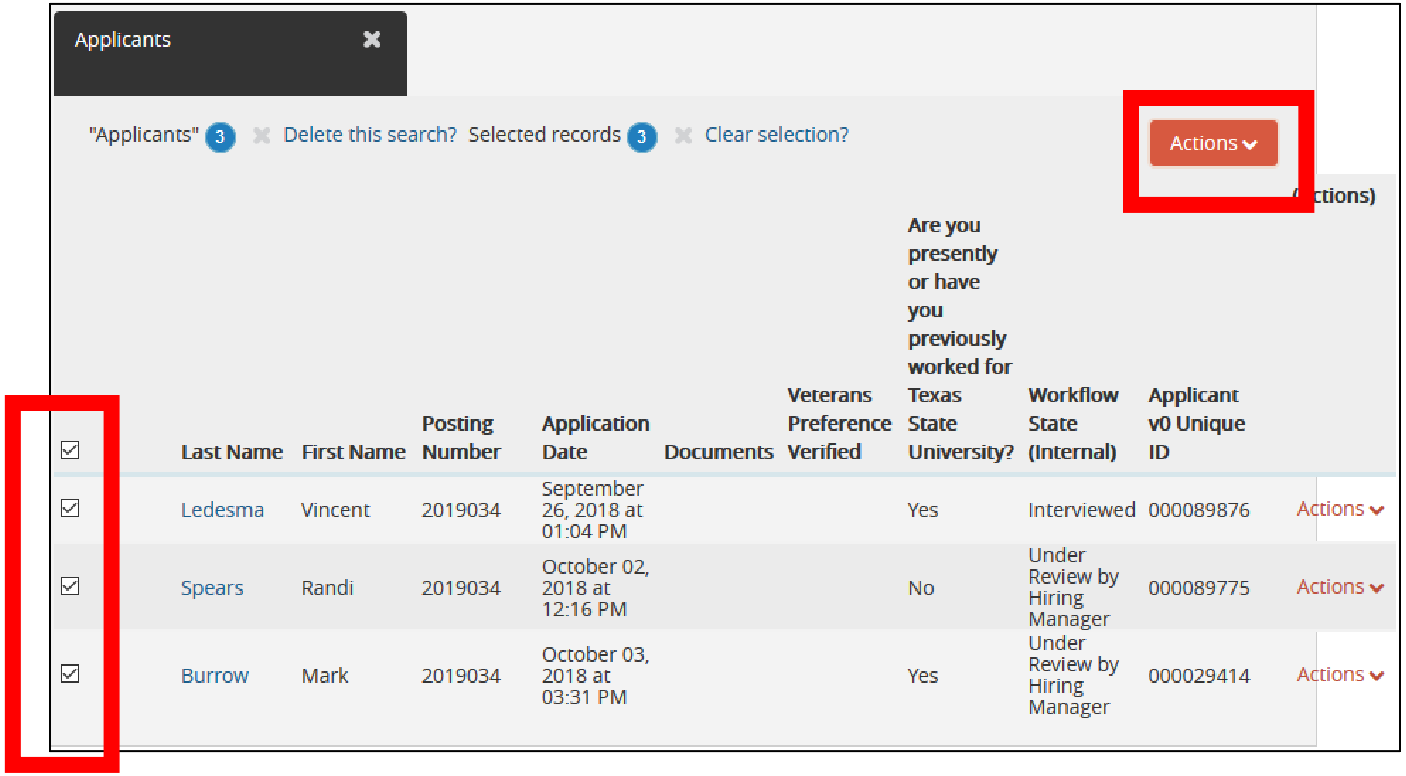
Provide an explanation for the reason selected and click the Submit button.

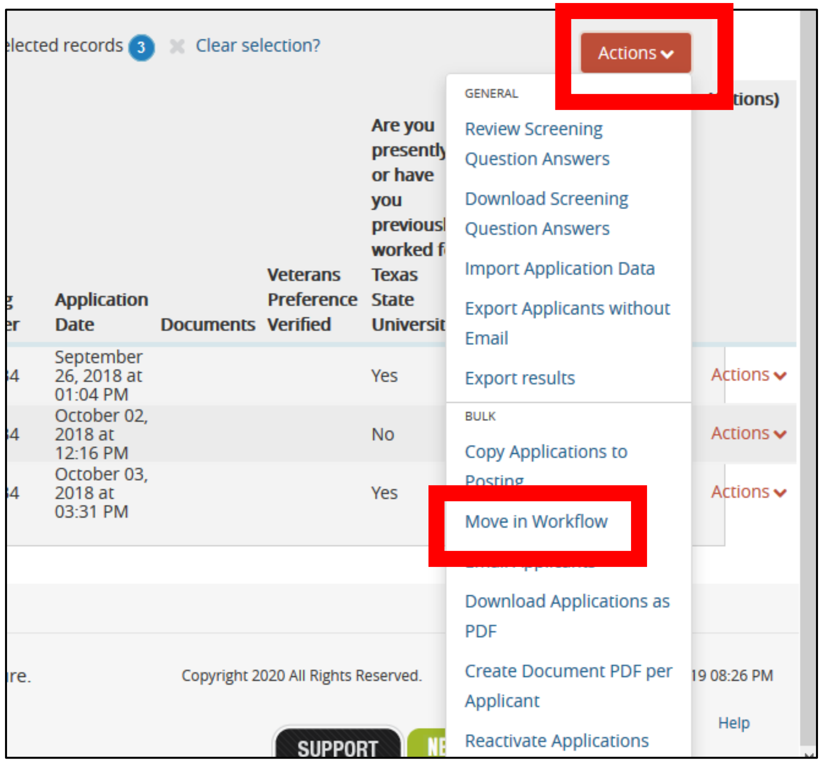


<table>
<tr><th colspan="3">Helpful tip: Applicant workflow set up in the system:</th></tr>
<tr><td>Interview Pending</td><td colspan="2">No other entry needed. This action will keep the applicant in the applicant tab for further workflow actions.</td></tr>
<tr><td rowspan="5">Not Hired</td><td>Reasons</td><td>Explanation</td></tr>
<tr><td>Does not Meet Qualifications</td><td>Explanation needed. Hiring Matrix need to show zero for the qualification the applicant did not meet</td></tr>
<tr><td>Met Required Qualifications</td><td>Explanation needed</td></tr>
<tr><td>Met Required Qualification, but Low Matrix Score</td><td>No explanation needed but scores will need to be demonstrated in Hiring Matrix</td></tr>
<tr><td>Other</td><td>Explanation needed</td></tr>
<tr><td>Interviewed</td><td colspan="2">No other entry needed. This action will keep the applicant in the applicant tab for further workflow actions.</td></tr>
<tr><td rowspan="2">Interviewed Not Hired</td><td>Reasons</td><td>Explanation</td></tr>
<tr><td>• Job Offered But Turned Down
• Failed to meet minimum/desired education or experience
• Insufficient experience
• Relatively weak in knowledge, skills, and abilities
• Unfavorable reference check
• Weak in verbal communications
• Weak in writing skills
• Interviewed, willing to accept as an alternate
• Other</td><td>Explanation needed for any reason</td></tr>
<tr><td rowspan="2">Recommend for Hire</td><td>Reason</td><td>Explanation</td></tr>
<tr><td>Recommend for Hire</td><td>Explanation needed</td></tr>
</table>

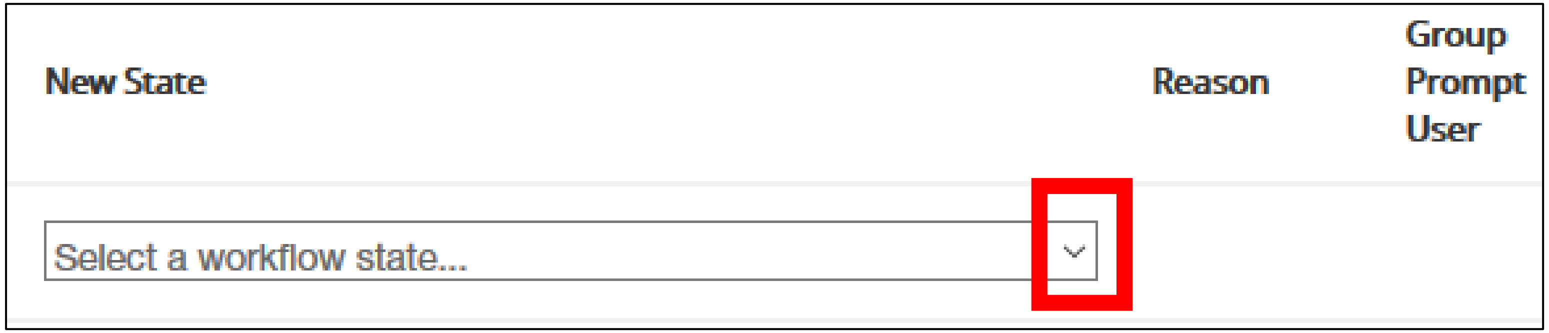
The hiring manager may also update all applicant statuses in bulk.

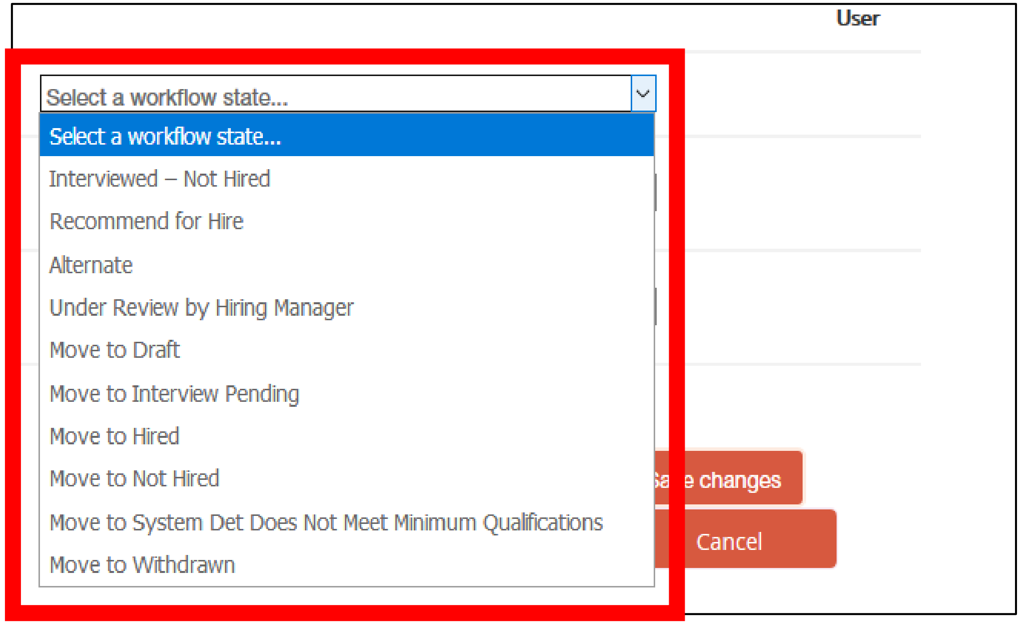
- Check the box next to the Last Name field and selecting all applicants, clicking on the orange Action button, and selecting Move in Workflow.





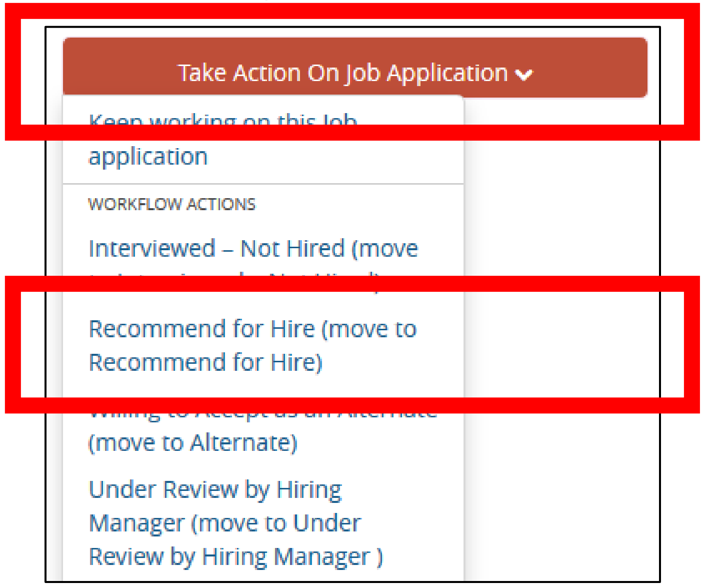
Update each applicant by selecting the workflow state drop-down menu per applicant.



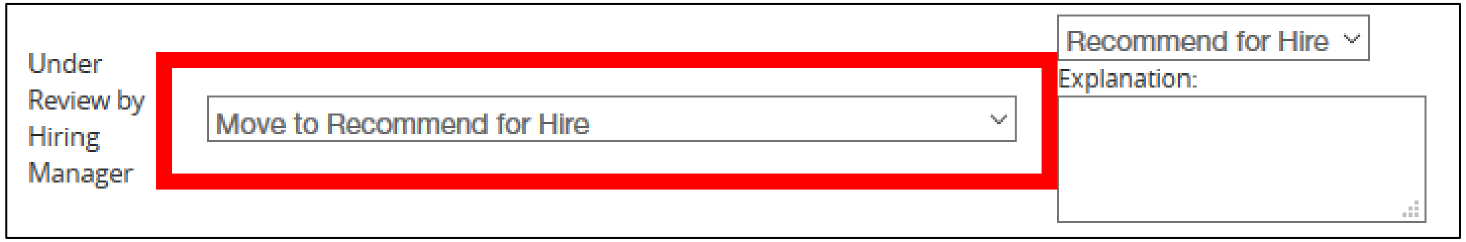


Recommend one applicant for hire individually or during the bulk workflow.

Individually

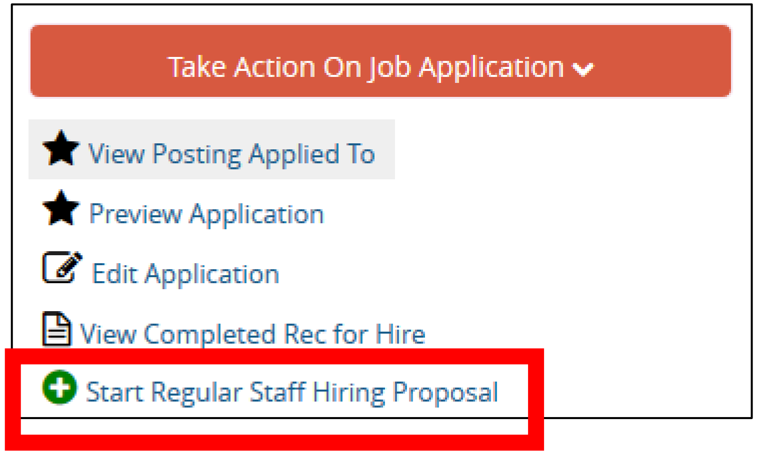


Bulk workflow

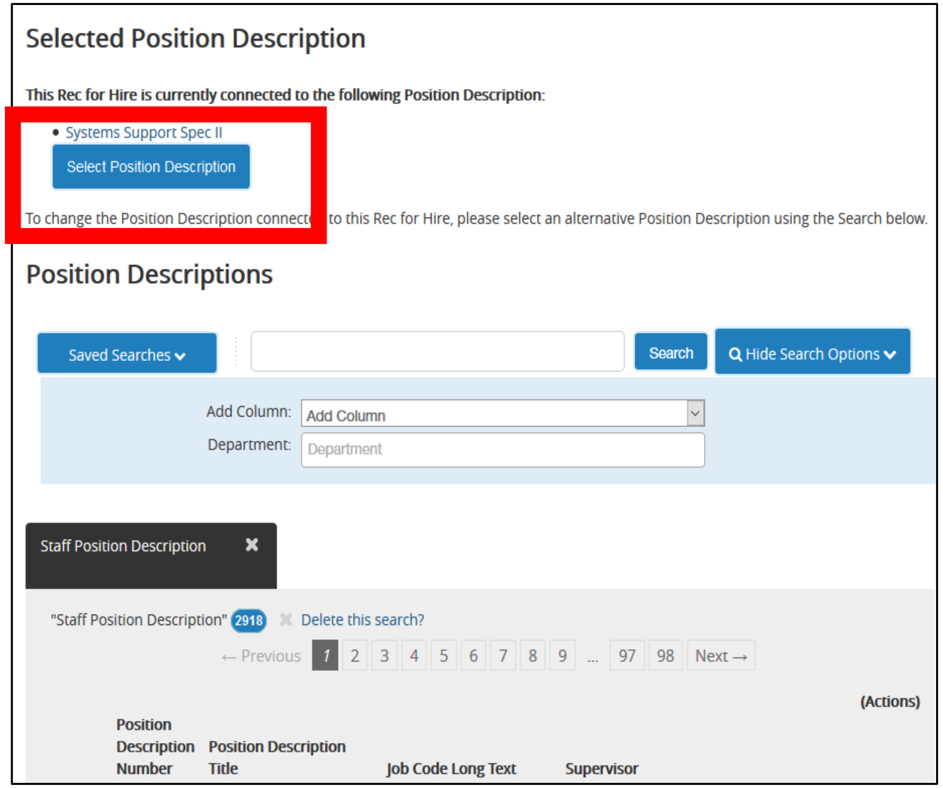


Create a hiring proposal and recommendation for hire.

Navigate to the applicant's application and select the link Start Regular Staff Hiring Proposal



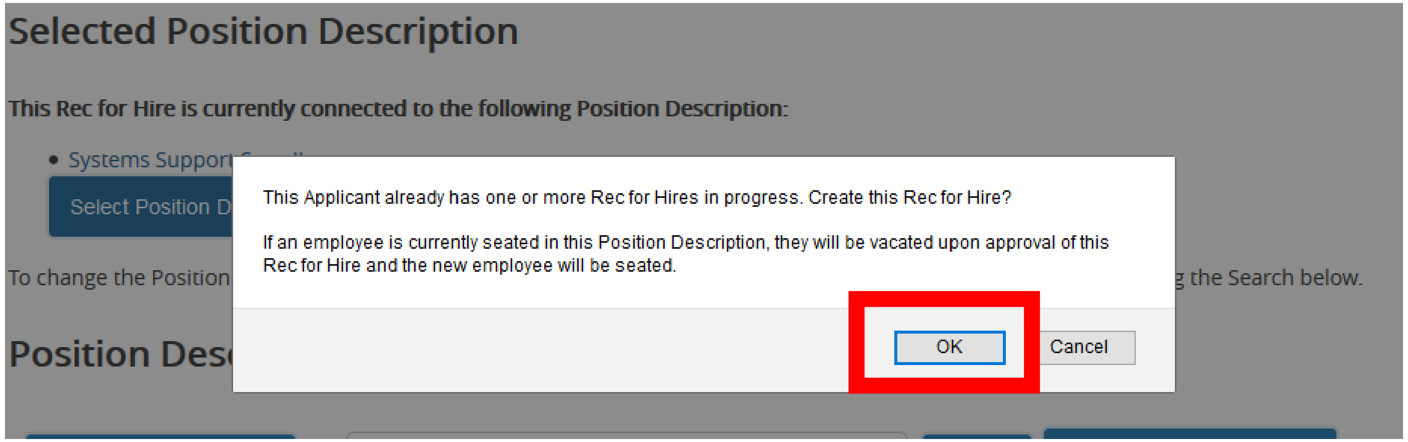
Select the Position Description.



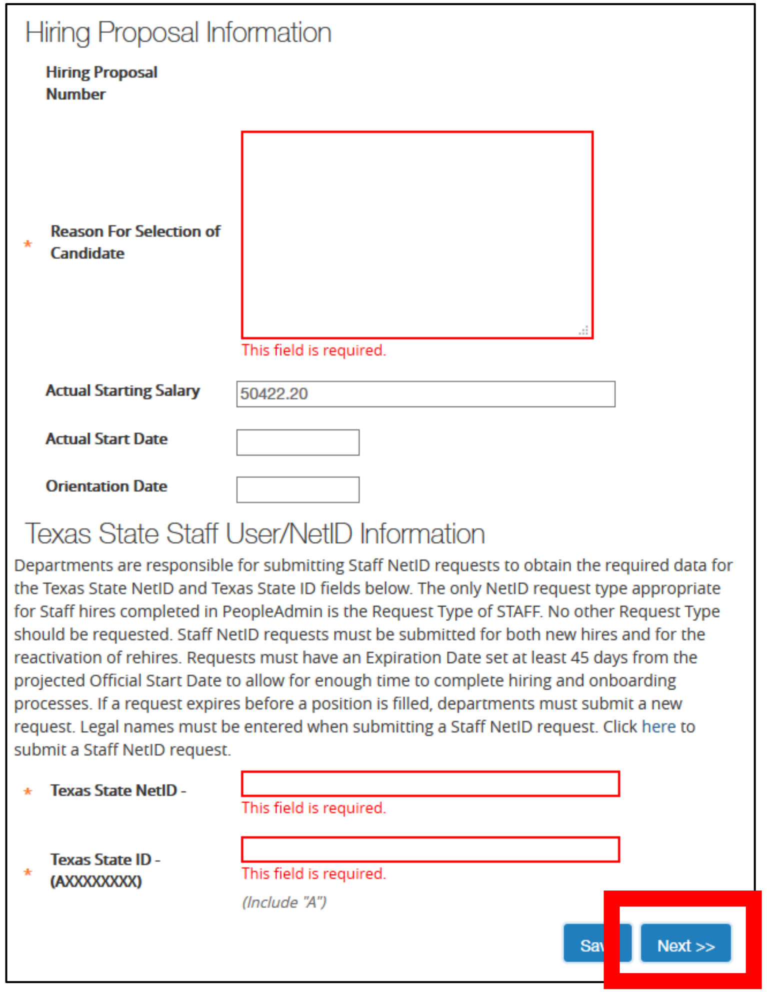
Helpful tip: a pop up may come up. This notifies the hiring manager that the applicant has one or more Rec for Hire and that another department has also started a hiring proposal for the applicant and is also interested in the applicant for their position.

Or it may state that an employee is seated in the Position Description and this action will vacate the employee and seat the new employee.

Select OK.



Complete the Hiring Proposal form and click Next.


Hiring Proposal Information

Hiring Proposal Number

* Reason For Selection of Candidate

This field is required.

Actual Starting Salary: 50422.20

Actual Start Date

Orientation Date

Texas State Staff User/NetID Information

Departments are responsible for submitting Staff NetID requests to obtain the required data for the Texas State NetID and Texas State ID fields below. The only NetID request type appropriate for Staff hires completed in PeopleAdmin is the Request Type of STAFF. No other Request Type should be requested. Staff NetID requests must be submitted for both new hires and for the reactivation of rehires. Requests must have an Expiration Date set at least 45 days from the projected Official Start Date to allow for enough time to complete hiring and onboarding processes. If a request expires before a position is filled, departments must submit a new request. Legal names must be entered when submitting a Staff NetID request. Click here to submit a Staff NetID request.

* Texas State NetID -

This field is required.

* Texas State ID - (AXXXXXXXX)

This field is required.

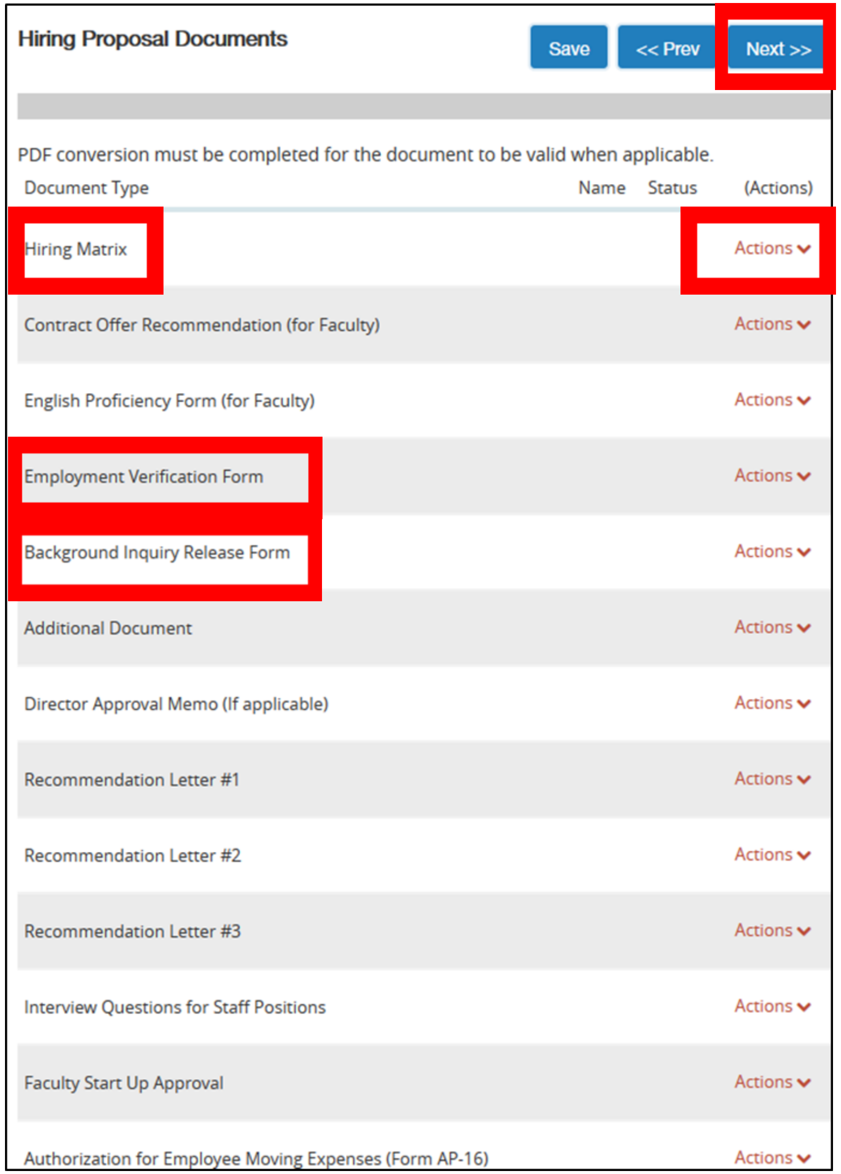
(Include "A")

Sav Next >>

Enter the reason why the hiring manager is selecting this candidate for hire. This reason needs to match the reason indicated in the hiring matrix.

Enter the Texas State NetID and ID. Hiring manager may request the department head for this information or if authorized may request for the NetID and ID

- Instructions

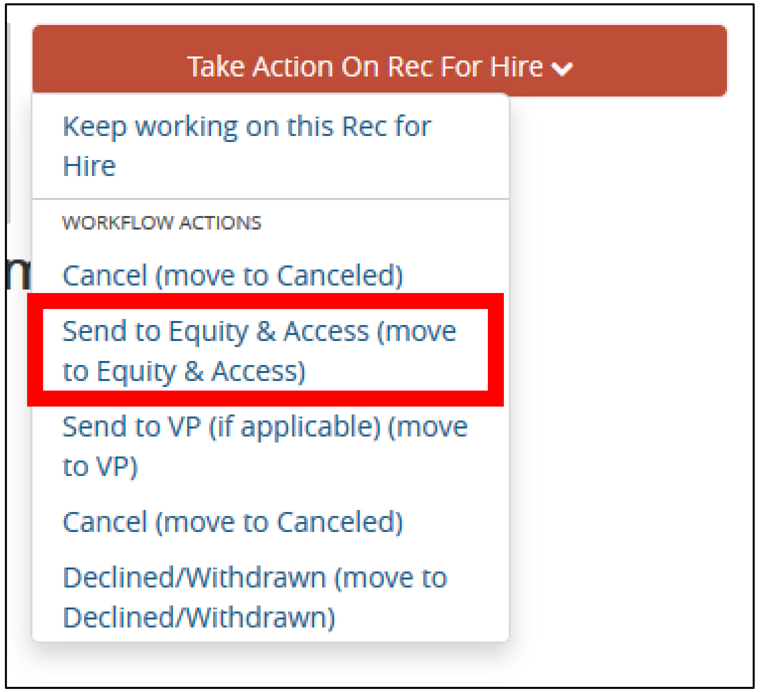


Attach documents, by selecting the Action link, and Upload New.

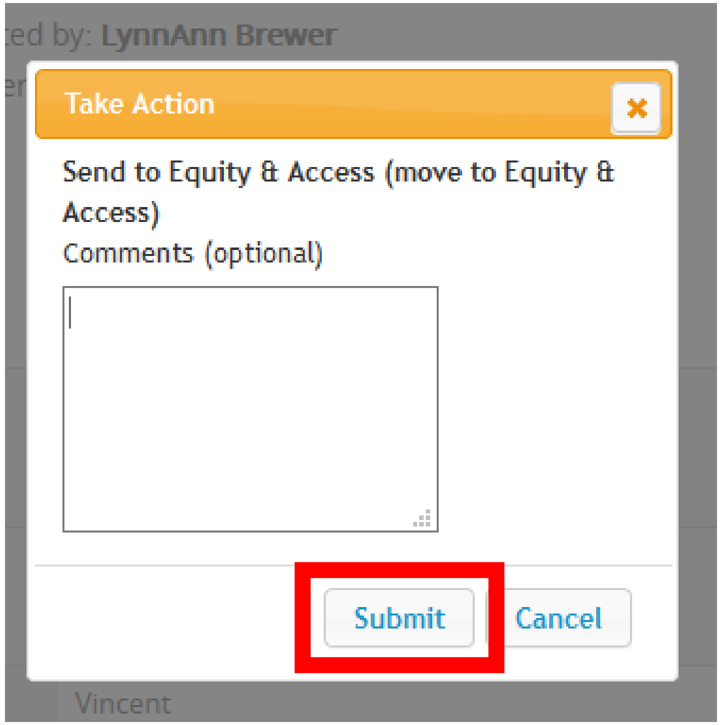
- In Staff Hiring Proposals the required documents are *Hiring Matrix, 2 Employment Verification Form, and the Background Inquiry Release Form.*

Then select Next.

Select the orange button Take Action On Rec for Hire and select Equity and Inclusion.



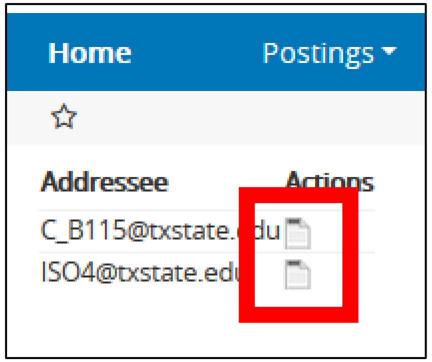
Enter a comment if needed and select the button Submit



The applicant review, request to hire, and Staff Hiring Proposal is all done! Congratulations and great job.

- Equity and Inclusion will notify the Hiring Manager if there are questions about the selection, the applicant log, and the hiring matrix.
- Talent Acquisition will process the background check and notify the department when the hiring manager can move forward with to offer employment.

Helpful tips: In the History of the Hiring Proposal, Hiring Managers may view the history of the proposal's workflow, notes from approvers, and copies of email notification, including the email stating the criminal history check, is complete and the hiring manager may make an offer.
Accessing the approval:



Hello,

The criminal history background check for the candidate has been completed and you can move forward with the employment offer. Per policy 04.04.15, newly hired benefits eligible staff must always start on a Monday and attend NEW, otherwise VP approval must be given for an out of cycle hire. Please let me know if the candidate accepts along with the official start date so I can complete the workflow in PeopleAdmin and release the Net ID.

Thank you,

Talent Acquisition Team

Next Steps

- The hiring department must wait for HR's final approval before making the official offer, in the meantime, the hiring manager can send the candidate a Recommended for Hire letter to let them know where they stand in the process. (See sample employment letters for applicant notifications.)

- PeopleAdmin sends an email to the hiring manager to notify them that they can extend the official offer of employment with the subject line, Background Check Completed from hr@txstate.edu. See the instructions above to view the copy of the email.

- Questions about requesting and publishing a job posting may be sent into hr@txstate.edu. A Talent Acquisition staff will respond.

Helpful tip: If the hiring manager sees the Current Status of the Staff Hiring Proposal at the status HR Employment – Offer Pending; this means the Hiring Manager may make the employment offer.

- The department responds to HR whether the offer was accepted and the new employee's official start date
- Hiring Manager reviews the Hiring Manager Checklist and completes the I-9, PCR and registers the employee for N.E.W.
- Register employees for N.E.W. by using the N.E.W. Administration Registration Form

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

TEXAS STATE
HUMAN RESOURCES