If you need assistance, contact Alicia Estes at X 2565 or estes@wcu.edu

Departmental users can create a job posting, manage applications, screen applicants, and create a hiring proposal (job offer) using the applicant tracking module.

To access the Applicant Tracking Module in PeopleAdmin:

- PeopleAdmin has found that Internet Explorer doesn’t work as well with the Talent Management system, so we recommend that you use Mozilla Firefox.

- You can link directly to the Talent Management site login page by clicking on the WCU Talent Management System link located on the HUB under the “Managers and Supervisors Link.” OR you can CLICK HERE. The URL is: jobs.wcu.edu/hr/shibboleth.

- This is the login screen you should see. Enter your HUB username & password.

- If you use the old URL, you’ll see this screen. No worries. You can click on the SSO Authentication link and be directed to the WCU login page above. Enter your HUB username & password on the login screen.

- You should see:
- Look for the module indicator in the upper right hand corner and select Applicant Tracking from the drop down menu. The Applicant Tracking Module has a blue background. See below.

**Helpful Features**

**Confirmation of Change:** When you change your User Role and click on the Refresh button OR move an action on to the next User, you will see a green bar at the top of the screen to show you that this was completed. Click on the X to remove this bar from view.

**Reverse your Steps:** You can see the sequence of your activities and backtrack easily, if needed.

**Sorting Positions or Postings to Quickly Find What You Need:** Columns can be customized to sort the data according to your preferences, e.g. alphabetical order by working title. To sort the data, click on the up/down arrows that will appear on the right side of each column title when you hover there. This ability to sort is especially helpful when you are managing a number of positions or postings at the same time.

**Quick Links to Help Things Move Faster:** On your home page, you will see Useful Links. The 5.8 site may be helpful for finding a previous posting. Then, you can copy and paste from the old posting to the new one to save time.

Go to the old site for positions posted before 10/5
Quick Steps to Create an EHRA, Faculty, and SHRA Posting

- Change user role to **Initiator** or **Approver** and click on the refresh button. (If you report directly to a Division Head, you initiate and approve under the **Approver** user role.)

- Hover over Position Descriptions on the top, centered navigation bar and select the Library for the applicable position type:
  1. EHRA Non Faculty Position Library
  2. Faculty Position Library
  3. SHRA Position Library
  4. Temp/Hourly
  5. Adjunct

- Click on the orange button – **Create New Posting**

- Select the source of information for the new posting. Please note that these choices may not all be available for every position type. There are separate instructions for each choice. See below for possible choices.

  **Create from Position Type**
  
  *Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.*

  **Create from Classification**
  
  *Copies in general information from a classification. You will need to provide specific information inside the posting.*

  **Create from Posting**
  
  *Uses an existing posting as a template and automatically copies in most information.*

  **Create from Position Description**
  
  *Copies in most of the information from a position description.*

  *For now, please create your Posting from the Position Description.*

**Create from Position Type**

- Use this type for Temp/Hourly and Adjunct Faculty only.

**Create from Classification**

- Use this type for Adjunct Faculty only.

**Create from Posting – Discuss with HR Employment before proceeding with this approach.**

- Search for the appropriate posting by position title.

- Hover over the **Actions** drop-down box located on the right side of the row where the selected position title is located. Select **Create From**.
• On the **New Posting** page, confirm or change the **Working Title**, Division, College, and Department.

• Click on the orange button **Create New Posting**.

• The Editing Posting menu on the left side of the page identifies the Tabs. The Tabs may vary a little bit for the different position types.

  o Move through the Posting Details section (Tab), editing applicable fields. Text that is not in a box is not editable by you.
    o When you are finished with a page, click **Next**. Your entries/changes will save automatically.
    o You can skip sections, going backwards or forwards, to check your work and edit without having to go page by page. When you use this navigation menu instead of the **Next** button, you will be prompted to save your work before leaving the current page.

• **Position Budget Information** – This information is viewable, but cannot be edited in this workflow.

• **Applicant Documents** – For each listed document, change the selection for **Not Used, Optional, or Required**, as applicable.

• **Supplemental Questions** – This Tab allows you to select and/or create questions for prescreening (minimum requirements) and screening (preferred and other related qualifications). **We suggest that you get assistance from HR Employment if you are using supplemental questions for the first time.** Keep in mind that these questions are subject to HR approval.
    o You can select from questions that have already been created and you can create new questions.

  o If you select **Add a new one**, you will be taken to a new screen where you will name the question, identify the category, enter the question, and select **Open Ended Answers** or **Predefined Answers**. When you are finished, click on **Submit**.
After submitting each question, you will see a screen that permits you to put it in the desired order. From that screen, you can click on the orange button **Add a question**, to add another question.

- **Guest User** – This is only used when a search committee member is not a WCU employee.
- **Search Committee** – Provide the information for search committee members.
- **Evaluative Criteria** – Add Evaluative Criteria, if applicable. Keep in mind that these are subject to HR approval.
- **The Summary Tab** allows you to review the entire posting and edit, as needed.
  - To the left of each section title, you will see a blue circle with a checkmark (all required fields have been completed) or an orange circle with an exclamation point (there are required fields that have not been completed).
  - If you want to edit or need to add required information, click on **Edit**.
  - On this page, you can also click on a link that lets you see how the posting will look to the Applicant.
- Once you are ready to move the posting on to HR Employment (the next action), click on the orange button, **Take Action on Posting**. You can choose to keep working on this position request, cancel it, or send it to HR Employment.
  - Add any comments in the **Comment Box** that are necessary to let the next User know what is expected. Keep in mind these comments appear in the email message sent to the next user in the workflow and also become a permanent part of the recruitment record and cannot be removed.

See below for the SHRA, Faculty, EHRA Non Faculty Posting approval workflow.

**Create from Position Description**
- Search for the appropriate position title.
Hover over **Actions** drop-down box located on the right side of the row where the selected position title is located. Select **Create From**.

On the **New Posting** page, enter the **Working Title** and select the Division, College, and Department from the drop-down menus.

Click on the orange button **Create New Posting**.

The Editing Posting menu on the left side of the page identifies the Tabs. The Tabs may vary a little bit for the different position types.

Move through the Posting Details section (Tab), completing the various fields of the posting that did not automatically populate from the position description. Text that is not in a box is not editable by you.

- Required fields are identified with an orange asterisk.
- When you are finished with a page, click **Next**. Your entries/changes will save automatically.
- You can skip sections, going backwards or forwards, to check your work and edit without having to go page by page. When you use this navigation menu instead of the **Next** button, you will be prompted to save your work before leaving the current page.

- **Position Budget Information** – This information is viewable, but cannot be edited in this workflow.

- **Applicant Documents** – For each listed document, select **Not Used**, **Optional**, or **Required**, as applicable.

- **Supplemental Questions** – This Tab allows you to select and/or create questions for prescreening (minimum requirements) and screening (preferred and other related qualifications). We suggest that you get assistance from HR Employment if you are using supplemental questions for the first time. Keep in mind that these questions are subject to HR approval.
  - You can select from questions that have already been created and you can create new questions.
If you select *Add a new one*, you will be taken to a new screen where you will name the question, identify the category, enter the question, and select *Open Ended Answers* or *Predefined Answers*. When you are finished, click on *Submit*.

- After submitting each question, you will see a screen that permits you to put it in the desired order. From that screen, you can click on the orange button *Add a question*, to add another question.

- Guest User – This is only used when a search committee member is not a WCU employee.
- Search Committee – Provide the information for search committee members.
- Evaluative Criteria – Add Evaluative Criteria, if applicable. Keep in mind that this is subject to HR approval.
- The Summary Tab allows you to review the entire posting and edit, as needed.
  - To the left of each section title, you will see a blue circle with a checkmark (all required fields have been completed) or an orange circle with an exclamation point (there are required fields that have not been completed).
  - If you want to edit or need to add required information, click on *Edit*.
  - On this page, you can also click on a link that lets you see how the posting will look to the Applicant.
- Once you are ready to move the posting on to HR Employment (the next action), click on the orange button, *Take Action on Posting*. You can choose to keep working on this position request, cancel it, or send it to HR Employment.
  - Add any comments in the *Comment Box* that are necessary to let the next User know what is expected. Keep in mind these comments appear in the email message sent to the next user in the workflow and also become a permanent part of the recruitment record and cannot be removed.

See below for the SHRA, Faculty, EHRA Non Faculty Posting approval workflow.