Creating a Faculty posting:

Before you begin...
Have the following information ready to streamline entry:

- Position Number (call budget office if you do not know the number or need a new one)
- Grade
- Budgeted Salary and startup expenses, if applicable
- FOAPAL(s)
- Position Title
- Job Description & Basic Requirements
- Will this posting accept reference letters, if yes, how many? When do you want the references? At time of applying or when asked to provide?
- Search Committee Members (if known)
- Evaluative Criteria for search committee
- Any supplemental questions you want asked at the time of applying

Getting Started:
To log into People Admin go to the Human Resources website [http://www.wpi.edu/offices/hr.html](http://www.wpi.edu/offices/hr.html) and click on People Admin Login.
You should be in the Applicant Tracking Module (blue). Click on Create New Faculty/Research Posting and Create from Position Type.
Next fill in the position title, division and select your department from the drop down list. Leave Applicant Workflow State as “Under Review by HR”.

If you would like to accept references for this posting click on “Accept references”. This will open up more options. Change Reference Notification to “Under Review by Department” which means when an applicant is moved to the status of “Under Review by Department” (performed by HR at time of applying for ALL applications) an email will be sent to the references provided in the applicant’s application. If you prefer to solicit the references at a later time you can select “Reference Checking” from the drop down list. The hiring department will need to go to the applicant list and change the applicant’s workflow state to “Reference Checking” which will then generate and email to the references listed on the applicants application. Once all the references are provided the department will need to change the workflow state back to “Under Review by Department” or another applicable workflow state from the drop down list.

Next always select “Reference Letter” under Recommendation Document Type.

You can also enter any special offline application instructions. Click on the orange box “Create New Posting”
Posting Details:

You should see a green-highlighted message “Posting was successfully created”. Now you will enter all the required information. As you progress the box to your left, a type of checklist, will also show you where you are in the posting. You can click on next when each section is complete. Make sure you click on the gray “Add Principal Duties and Responsibilities Entry” and “Position Requirement Entry”. You may add additional entries to each.
Budget:

Enter the Requested Salary Range then click on the gray “Add Budget Information Entry” to add your FOAPL, Department or Grant Name, Percent and Position Number.

*This is required in order to move this posting forward in workflow.

If you have multiple funding sources, click “Add Budget Information Entry” again to include additional funding sources.

When budget information is entered click on Next.

Faculty Position Information:

Complete as much information as you can about associations that will be notified of the opening, the screening process, any special expectations, advertising and recruiting costs, start up and support salaries, etc.

The posting date can be today’s date.

You should leave the Closing Date blank: if you enter a date the posting will drop off the website on that date regardless of the status. Click “yes” for “Open until Filled.

Any “Special Instructions to Applicants” can be entered here. This will show up on the posting.

The advertising sites listed are only a guideline. You should submit your ad and sources to the Provosts Office for approval who will work with HR to place your ads.

Click Next when finished.
**Applicant Documents:**

Fill in the radial button on each item. Not Used, Optional, Required.

*If an item is “required”, the applicant will not be able to complete the application process if a required item is not uploaded.

*There is no need to require a List of References if you are using the reference checking section. You could make this optional if you want additional references not listed on the applicant’s application.

Click Next when finished.

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**Supplemental Questions:**

You may choose questions from a list for prescreening candidates by clicking on the orange “Add a question” box. If you would like to create your own question, click on Add a new one.

Click Next when finished.
Reference Letter:

This section manages the automatic emails that will go out to reference providers that were listed on the applicant’s application. The “Will this position accept reference letters?” box should be checked Yes. Follow the prompts for the number of days between reminders and a cutoff date. You may set a minimum and maximum number of references. We recommend 7 days between reminders. Any special instructions to the references can be added here also.

Guest User:

Guest Users can be added to view the posting. Click on gray Guest User button. Enter their email addresses. A username and password will be created and emailed to each user listed when the posting is active. Guest users will only be able to view the posting and see and print applicant documents.
Search Committee:

This feature allows the setup of a search committee for the posting. Follow instructions listed in People Admin in this section. You may search from existing users or create new accounts. If you search and do not find the user, enter a request and you’ll receive the message “An account for the member has been requested”. HR will receive and approve the request. Their name will be added to the list. You can designate a chair also.

**Search Committee Members**

No Search Committee Members have been assigned to this Posting yet.

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**Search**

Find a User to assign as a Search Committee Member.

- **First Name**
- **Last Name**
- **Email Address**

**Search**

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**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**

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**Evaluative Criteria:**

Click on the button labeled “Add a Criterion”. A pop up section will appear where you can add an existing criterion or create a new one. There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category. Select which one you want or create a new one.

**Assign Points:** Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

**Workflow State:** Select the workflow state in the applicant process when you would like for Search
Committee Members to begin rating applicants for the selected criterion.

**Criterion Weight:** You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).
The search committee will then be able to evaluate the applicants.

**Summary:**

Review all your entries and edit if needed. If you see an exclamation mark that means required information is missing. Click on edit and enter the information and click on save. Once everything is complete and you see all check marks then click on orange “Take Action On Posting”. Depending on your office policy, submit to Supervisor, Department Head or Dean. Add comments if you wish. If you keep the “add this posting to your watch list?” box checked, you will see the position each time you open PeopleAdmin.

will need to review this section and make necessary corrections before moving

Posting Details   Edit

Posting Details

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<thead>
<tr>
<th>Posting Number</th>
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Position Information

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<td>Department</td>
<td>ACADEMIC AFFAIRS</td>
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Check list for posting:

- Review ad summary for how many references are required.
- Go to settings tab and make sure the “accept references box” is checked. Reference notification should be “Under Review by Department”. Recommended document type should be “Reference Letter”.
- Accept on-line applications should be checked off.
- Make sure applicant document types are correct (required vs. optional) on the summary.
- Reference letter section should say “yes” – will accept reference letters
- Email reminders should be 7 days.
- Minimum and maximum number of requests should coincide with what is required in the ad summary.
- Search committee members should all have approved status.