## Overview

The RHS People Admin system offers a paperless, centralized method whereby applicants can apply for RHS jobs online and RHS hiring personnel can review and process those applications. It provides workflow guidance, streamlined posting procedures, automated notifications, reporting and audit trails. The system is integrated with the RHS Student Employment Office website so, to access the applicant portal, applicants may visit jobs.rhs.msu.edu and follow the links to apply.

## System Access

If your job responsibilities require access to PeopleAdmin, an Access Request Form (ARF) must be filled out by your supervisor and submitted to RHS Information Services. Your login will be created and the request will be routed to RHS Human Resources, who will assign your roles. Access Request Forms can be found on the RHS V drive in V:\Administrative Records\Forms\ARF.

## Support

For questions on RHS hiring practices or procedures please contact RHS Human Resources or the RHS Student Employment (email: studentjobs@rhs.msu.edu). For login or system technical difficulties, contact the RHS Information Services Help Desk at 517-353-1691 (Monday – Friday, 8 a.m. – 5 p.m.) or submit a service request at https://is.rhs.msu.edu.

This guide was revised 1/7/2016.  For the latest version, please see the RHS Network V drive.
V:\Media Outreach Files\Training\PeopleAdmin\User Guide.pdf

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# In This Guide: *(If this is a digital copy, click a topic to advance to its section)*

## Logging In

- To login, open a web browser and go to https://rhs-msu.peopleadmin.com/hr
- Or open Internet Explorer (web browser) and click the star icon (favorites) in the upper right corner of the page. On the Favorites tab, click the RHS folder, then click to select PeopleAdmin from the list.
- Enter your NetID and your RHS Windows computer password to log in.
- Note, if you incorrectly enter your password five or more times, your RHS Windows computer login account will get locked. You will need to wait approximately 15 minutes for the lock to expire, or contact the RHS Information Service Help Desk to have your account unlocked.
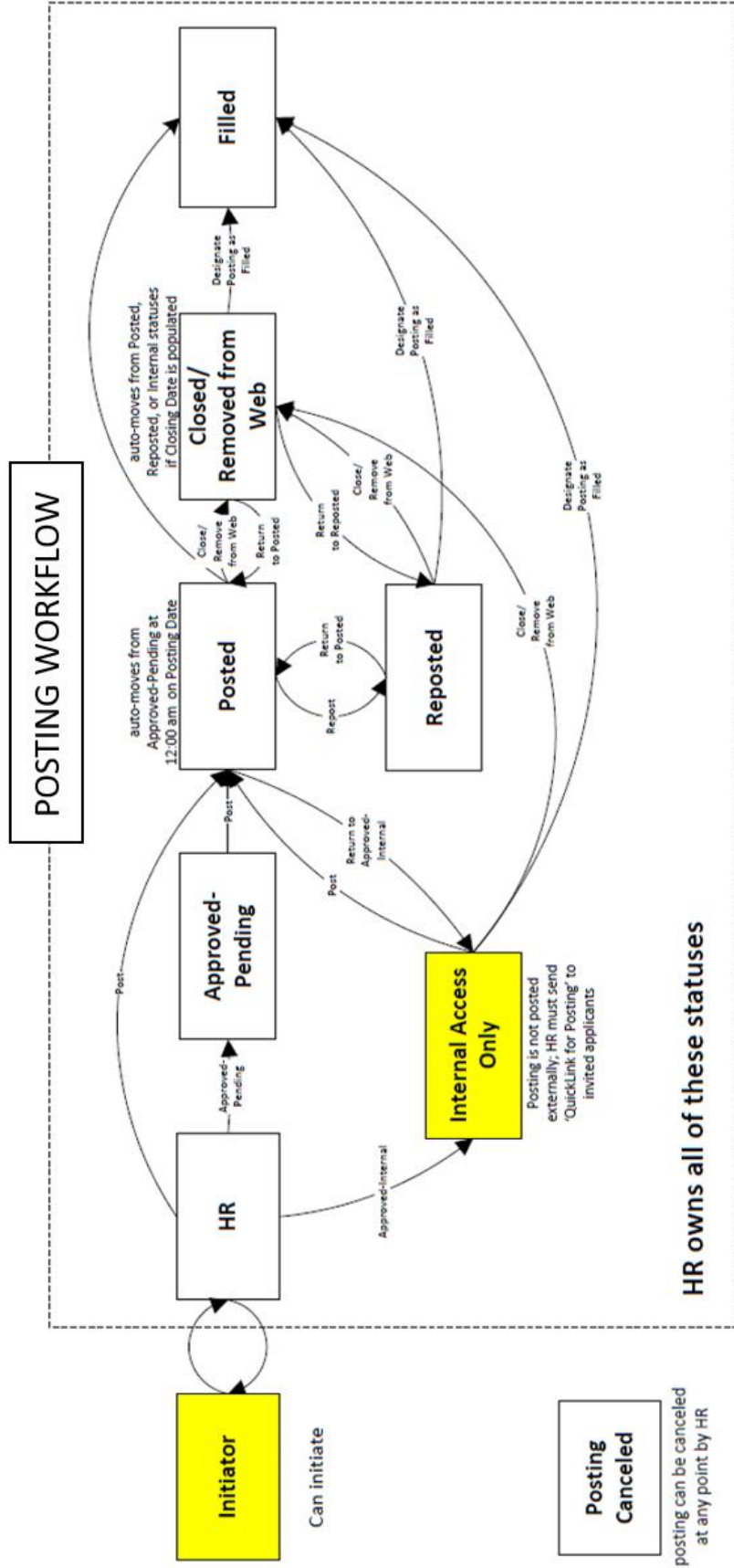
## System Roles

Roles are assigned by RHS Human Resources system administrators. One user may have multiple roles. To change roles, select a role from the drop-down menu, then click the **Refresh** button.

- **Initiator**: This role can create new job postings.
- **Applicant Reviewer**: This role reviews applications and updates statuses. Applicant Reviewers also make job offers, start hiring proposals, submit them to Hiring Approvers and then close the posting. This role is assigned at the unit level <u>AND</u> the user must be selected as an Applicant Reviewer in each individual posting.
- **Hiring Approver**: This role can review and approve hiring proposals. The role is assigned at the unit level.
- **Human Resources**: This role is assigned to RHS Human Resources staff. It is a super-user role with the full permissions of all other roles combined plus system administration permissions.

# Workflow (Overview)



## POSTING WORKFLOW

**Initiator** — Can initiate

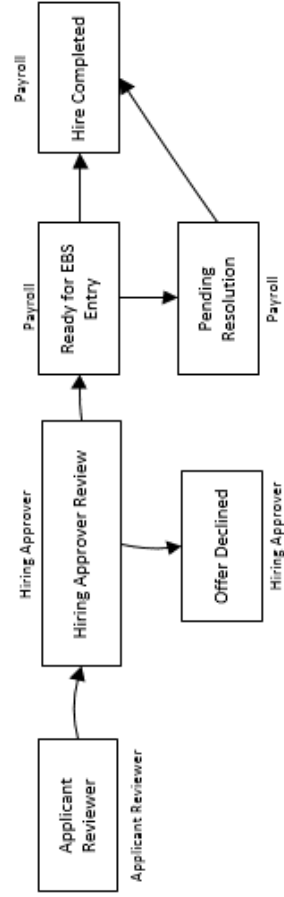**HR**
- Approved-Pending → Approved-Pending
- Approved-Internal → Internal Access Only

**Approved-Pending** — Post → Posted (auto-moves from Approved-Pending at 12:00 am on Posting Date)

**Posted**
- Post
- Return to Approved-Internal
- Close/Remove from Web → Closed/Removed from Web
- Return to Posted / Repost → Reposted

**Internal Access Only** — Posting is not posted externally; HR must send 'QuickLink for Posting' to invited applicants
- Post
- Close/Remove from Web
- Designate Posting as Filled

**Reposted**
- Return to Posted
- Close/Remove from Web → Closed/Removed from Web
- Designate Posting as Filled

**Closed/Removed from Web** — auto-moves from Posted, Reposted, or Internal statuses if Closing Date is populated
- Return to Reposted
- Return to Posted
- Designate Posting as Filled → Filled

**Filled**

**Posting Canceled** — posting can be canceled at any point by HR

**HR owns all of these statuses**

# Student

## Applicant Workflow

**Applicant Reviewer**
Under Review by Department

**Applicant Reviewer**
Interview

**Applicant Reviewer**
Recommend for Hire

Not of current Student status

No Response from Applicant

Pool Expired – Email Now

Interviewed, Not Selected – No Email

**Reasons**

Not Interviewed, Not Selected – Email Now

Not Qualified – Education
Not Qualified – Experience
Availability
Other

System Determined Does Not Meet Min Quals

HR: applicant is screened out by Posting Specific Questions; HR View Only

Withdrawn

Applicant owns: all users can view

Special Handling List

HR: HR view only; applicant moves to this status automatically if on Special Handling List
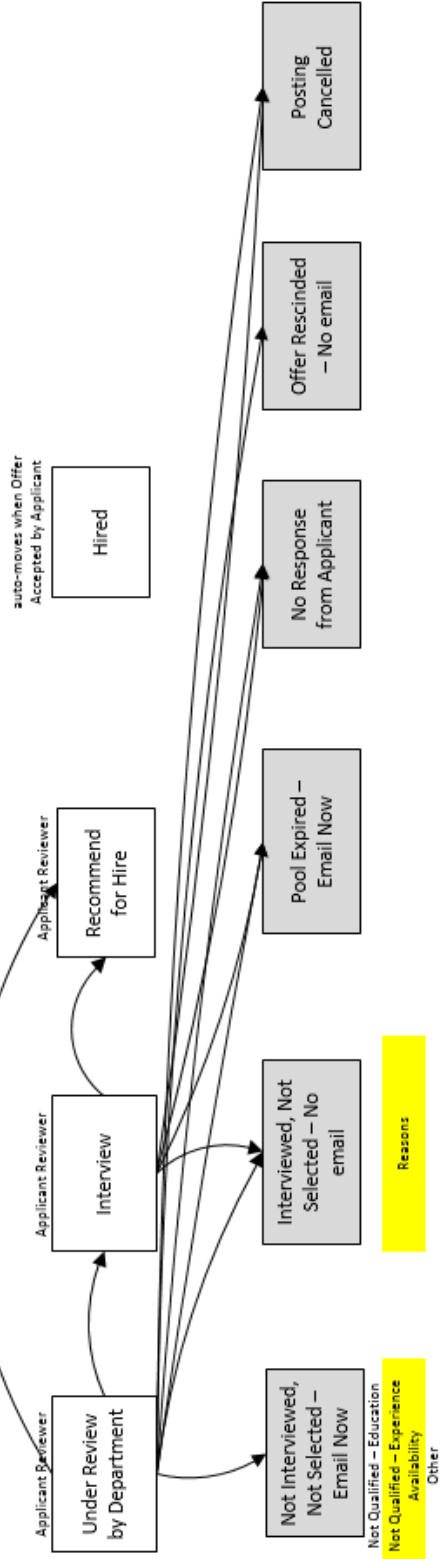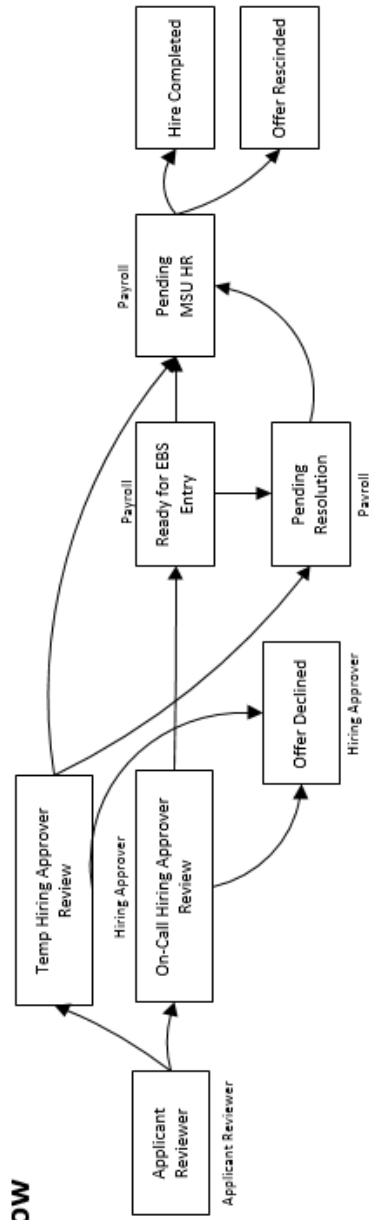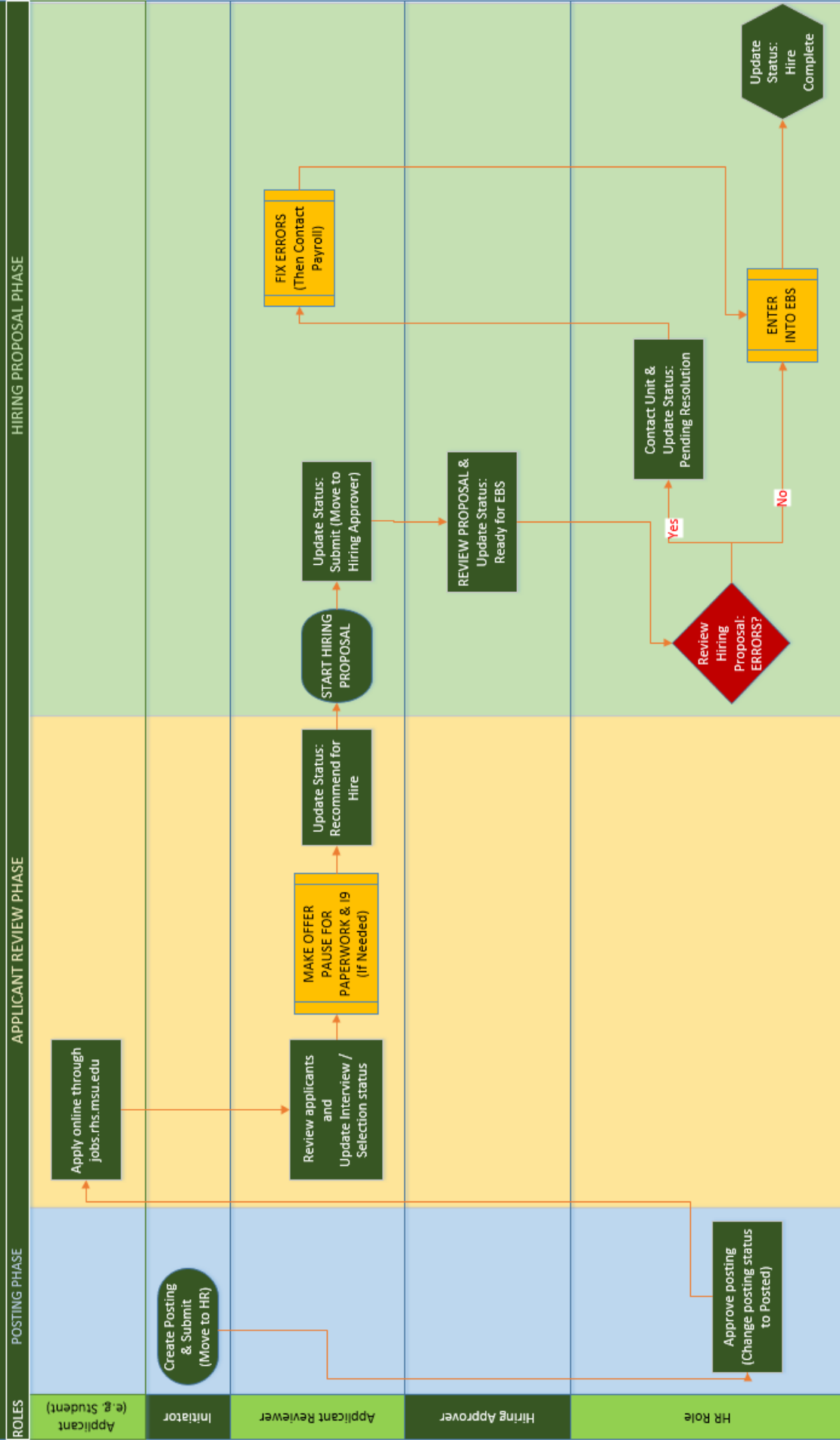
## Hiring Proposal Workflow

**Applicant Reviewer**
Applicant Reviewer

**Hiring Approver**
Hiring Approver Review

**Payroll**
Ready for EBS Entry

**Payroll**
Hire Completed

**Hiring Approver**
Offer Declined

**Payroll**
Pending Resolution

**Payroll & HR**
Cancelled

# Temporary and On-call

## Applicant Workflow

**Under Review by Department**

*Applicant Reviewer*

**Interview**

*Applicant Reviewer*

**Recommend for Hire**

*Applicant Reviewer*

**Hired**

auto-moves when Offer Accepted by Applicant

**Posting Cancelled**

**Offer Rescinded – No email**

**No Response from Applicant**

**Pool Expired – Email Now**

**Interviewed, Not Selected – No email**

**Not Interviewed, Not Selected – Email Now**

**Reasons**

Not Qualified – Education
Not Qualified – Experience
Availability
Other

**System Determined Does Not Meet Requirements**

HR: applicant is screened out by Posting Specific Questions; HR View Only

**Withdrawn**

Applicant owns: all users can view

**Special Handling List**

HR: HR view only; applicant moves to this status automatically if on Special Handling List

## Hiring Proposal Workflow

**Applicant Reviewer**

*Applicant Reviewer*

**Temp Hiring Approver Review**

*Hiring Approver*

**On-Call Hiring Approver Review**

*Hiring Approver*

**Offer Declined**

*Hiring Approver*

**Ready for EBS Entry**

*Payroll*

**Pending Resolution**

*Payroll*

**Pending MSU HR**

*Payroll*

**Hire Completed**

**Offer Rescinded**

**Cancelled**

Hiring Approver
Payroll & HR

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# Successful Applicant Processing - Roles, Responsibilities and Workflow

| ROLES | POSTING PHASE | APPLICANT REVIEW PHASE | HIRING PROPOSAL PHASE |
|---|---|---|---|

**Applicant (e.g. Student)**

Apply online through jobs.rhs.msu.edu

**Initiator**

Create Posting & Submit (Move to HR)

**Applicant Reviewer**

Review applicants and Update Interview / Selection status

MAKE OFFER PAUSE FOR PAPERWORK & I9 (If Needed)

Update Status: Recommend for Hire

START HIRING PROPOSAL

Update Status: Submit (Move to Hiring Approver)

FIX ERRORS (Then Contact Payroll)

**Hiring Approver**

REVIEW PROPOSAL & Update Status: Ready for EBS

**HR Role**

Approve posting (Change posting status to Posted)

Review Hiring Proposal: ERRORS?

Yes

No

Contact Unit & Update Status: Pending Resolution

ENTER INTO EBS

Update Status: Hire Complete

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## Navigation



1. **Module Selection** – Drop-down menu. Should default to **Applicant Tracking** unless you are an administrator.
2. **Role Selection** – Drop-down menu next to the **refresh** button and a **logout** link.
3. **Section Tabs** – The available tabs that you see may change based on permission levels as you change roles and click refresh.
4. **Inbox** – Items that need your attention will show up here for processing.
5. **Watch List** – As you create or review postings and applications you can add them to your Watch List. They will appear in this area each time you login for quick access and future reference.
6. **Shortcuts** – Quick links to common actions. Options here may change based on the role you select.
7. **My Links** – Provides a direct link to the applicant portal seen by the applicants. Also provides shortcuts to this user guide and quick reference workflow diagrams.


## Updating Your Profile

Click the **My Profile** tab at the top of any page. This area allows you to manage your email notification preferences and your preferred group or role upon login.

Managing Emails



- Click on the **Manage Emails** tab below your name and user information.
- Choose which types of emails you would like to opt out of receiving by checking the white boxes under the **Opt Out?** section heading. Then click the orange **Update System Email Options** button at the bottom of the screen to save your changes.
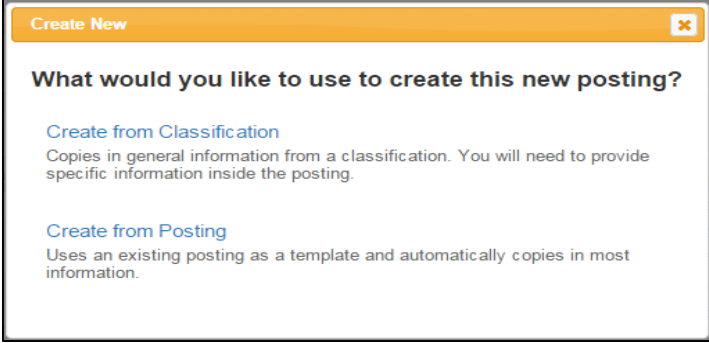
Change your Profile Settings
- Hover over the orange **Take Action On User** button and click **Edit Profile.**
  - From here, you can select a preferred Group on Login.
  - If you are an HR Administrator, you may want to set a preference for your Default Product Module.
- Click **Update User** to save your changes.

## Initiating a Posting

There are several minor differences between student and non-student processes that are noted on page 14.
- Log in to PeopleAdmin. Set your role to **Initiator** and click refresh.
- From the **Home** page, there are two ways to start a posting:
  - Click the shortcut link to **Create New RHS Student Posting** or **Create New Non-Student Posting**.
  - Or click the **Postings** tab at the top of your screen, select the applicant type (Student or Non-student), then click the orange **Create New Posting** button (upper right of page).
- Select the creation method to use as the basis for your posting:

**Create New**

**What would you like to use to create this new posting?**

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 Classification
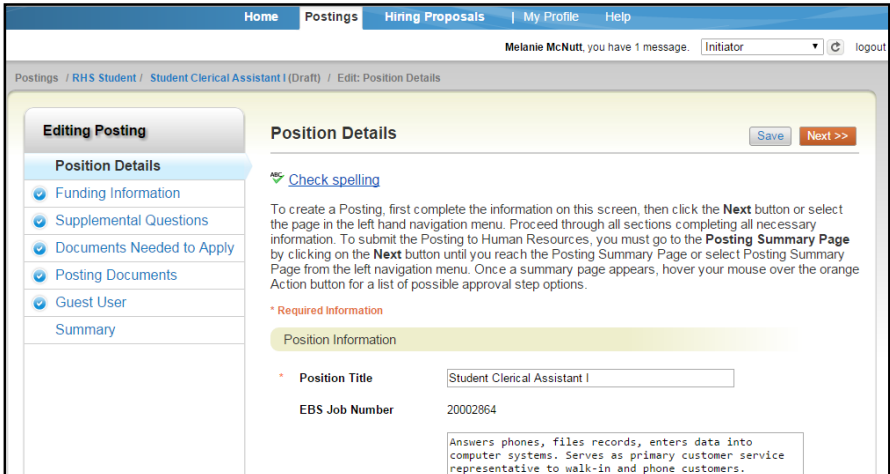
This method copies in general information from a job title / classification template. You will need to provide specific information inside the posting.
- Locate the appropriate classification in the list. Note: There may be several pages of classifications.
  - Click the blue **Job Title** link (left side) then click **+ Create Posting from this Classification**.
  - Or hover over the blue **Action** link (right side) and click **Create From**.
- Review the **Position Title** and other listed information.
- If you can post jobs for multiple RHS units, select the **Unit** and **Location** for this posting from the drop-down menu.
- Make sure, that **Accept Online Applications** is checked.
- Then click the orange **Create New Posting** button toward the right, top or bottom, of the screen.

**You will now begin to build your posting and progress through the sections listed at the left of the screen.**

**Overview of Building a Posting**
- Fill in all required fields (marked with *) and any additional fields that pertain to your posting.
- As you progress, you can complete each section sequentially, clicking NEXT to advance. Or you can click the blue section name links on the left to move directly to a section.
- Use the SAVE button (top and bottom of page) to save your work for each section or to resume work later.
- You must advance to the **Summary** page before you can take the final action on your posting, which is "**Submit – Move to HR**".

**Highlights of Building a Posting**

Position Details – Fill in all standard hiring fields:

- Fill in the **Job Descriptions** with HR approved text. Copy and paste from the RHS V drive. *V:\Administrative Records\Reference Files\HR TOOLKIT\Student Job Descriptions*
- Enter the minimum rate of pay, supervisor name and EBS position number.
- In the **Applicant Reviewer** field, be sure to enter any users of the PeopleAdmin system that should have access to review applicants for this posting, including yourself. If you do not list them here, they will not have access!
- The **Applicant Availability Form** field will be automatically filled in with an HTML link to the appropriate form, based on whether your posting is culinary related or not (**Class & Activities Schedule** for non-culinary postings vs. **Culinary Availability Form** for culinary postings). The form listed here should match the form selected in the "Documents Needed to Apply" field. See page 9 for more info.
- The **Quick Link for Internal Postings** can be used for postings available by invitation only, like promotion opportunities. To use this feature, complete your posting and enter a system comment that it should be Internal Only. Your department's primary human resources representative will restrict the posting to Internal Access. Copy this link and email it to recipients that can apply. (*For example, you could restrict a Head Banquet Server posting to internal applicants and email an invitation to current banquet servers*).
- **Pass / Fail Message** fields hold text that will be displayed for applicant status updates. Applicants may pass or fail to qualify for consideration based on their answers to supplemental questions (which you designate later in the posting). Update the highlighted text to reflect any reason for failure (minimum qualifications vs. availability requirements.)

Funding Information – Click the **Add Funding Information Entry** button and enter Account, Sub-account, Functional Area and Percentage Funded.

- By entering this information once into the posting, it will be applied and transferred to the Enterprise Business System (EBS) for anyone hired via the posting.

**Job Description**

As a Clerical Aide, you will perform routine clerical support to all partners and customers both in person and over the phone. You will also be responsible for keeping the entire office running smoothly with tasks ranging from staff projects to meeting room

**Supervisor Name** — Spartan Green

**Supervisor Position Number** — 30123456

**Applicant Reviewer Access** — Select Some Options — This field is required.
Define which Applicant Reviewer(s) need access to this posting

**Applicant Availability Form**

```
<a
href="http://jobs.rhs.msu.edu/sites
/default/files/u60/Availability_For
m_Saveable.pdf"
target="_blank">Class & Activity
Schedule</a>
```

**Quick Link for Internal Postings** — http://rhs-msu-sb.peopleadmin.com/postings/347

**Pass Message**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy,

**Fail Message**

```
<span
style="color:red"><strong>Based on
your responses to the questions on
the employment application, you do
not meet the availability
requirements for this position.
Thank you for your interest.
Please do not let this discourage
```

\* Required Information

Funding Information

Add Funding Information Entry

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**Supplemental Questions** – Click to **Add a question** and select from an existing list of available questions.

- Questions may be open-ended or multiple choice. To disqualify applicants based on their answers to multiple choice questions, you must first add the question to your posting. Then you can click the link to edit the question and check a box to designate an answer that would disqualify the applicant.
- If a supplemental question you want to ask is not listed, click to **Add a New One.** Type in your proposed question and click submit. For legal reasons, all supplemental questions must be reviewed and approved by RHS Human Resources staff before they can be used in a posting.

**Documents Needed to Apply** – Click the button next to each document name to designate, for your posting, which documents are **Not Used, Optional or Required**.

- *Class & Activity Schedule* – use for non-culinary postings. Students will fill in times they are not available to work.
- *Culinary Availability Form* – use for culinary postings only, includes shift preference questions and a field to upload class schedule. *(The form selected here should match the "Applicant Availability Form" field of the **Position Details** section).*

**Posting Documents** – This area probably won't be used but it could serve as a place to upload advertising documents, interview guides or other items related to the posting for future reference.

**Guest User** – Use this section if there are team members that do not have a login account to PeopleAdmin that you want to give "view-only" access to this posting and its applicants.

- Enter their email addresses (one per line), then click **Update Guest User Recipient List**.

**Summary** - In order to complete a posting you must advance to the **Summary** page.

- Review all sections of your posting for warning icons / missing information. When your posting is accurate and complete, hover over the orange **Take Action on Posting** button then click **Submit (move to HR)**.

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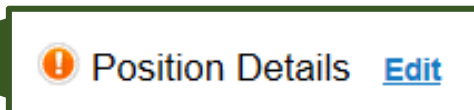
## Create From Posting

This option allows you to use an existing / previous posting as a template and automatically copies in most information.
- Follow the steps outlined in the "Create from Classification" section of this guide for building a posting.
- Be sure to check ALL sections for completion and accuracy.
- Select **Supplemental Questions** and designate any disqualifying answers.
- Designate the **Documents Needed to Apply**.
- Review the posting **Summary**, then hover over the orange **Take Action on Posting** button and click **Submit (move to HR)**.

## Posting Approval

Once your posting is submitted, staff in your department with a Human Resources Administrator role must approve your posting.  They will:
- View the **History** tab of the posting and check for any comments entered by the initiator (e.g. Internal Only).
- Review the text in all fields to make sure it is legal, appropriate and free of spelling or grammar errors.
- Confirm the funding information is accurate and total funding percentages add up to 100%.
- Check that any rates of pay, job codes and position numbers entered are appropriate.
- Confirm that applicant reviewers are listed and relevant to the posting.
- Insure supplemental questions are legal and that text in Pass/Fail Message fields matches any disqualifying answers.

## Entering the Applicant Portal

- To enter the applicant portal, from the home tab, you can click the blue **Your Applicant Portal** link to the right of the page under the Useful Links heading.
- Or you can type http://jobs.rhs.msu.edu into any web browser and click APPLY. You will be taken to the Applicant Portal address https://rhs-msu.peopleadmin.com/.
- Instructions for Applicants are included on the Applicant Portal.
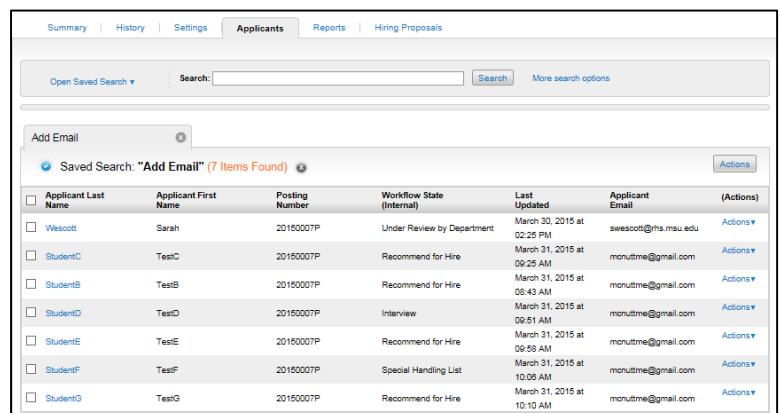
My Links

**Useful Links**

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

# Reviewing Applicants / Moving Applications through the Workflow
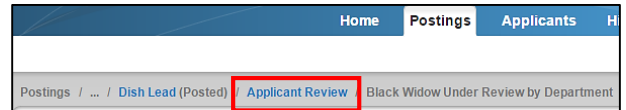
## Reviewing Applicants for a Posting

- Log in to PeopleAdmin. Set your role to **Applicant Reviewer** and click refresh.
- Hover your mouse pointer over the **Postings** tab and click **RHS Student**.
- Find the posting you are searching for and click on the blue **RHS Job Title** link for that posting. (See the Tips & Tricks section of this guide for searching /sorting instructions.)
- Click the blue **Applicants** tab toward the middle of this page to see a list of all the applicants that have applied for this posting.
- To view an application, click on the blue link which is the **Applicant Last Name**.

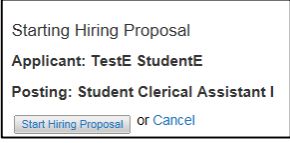| Applicant Last Name | Applicant First Name | Posting Number | Workflow State (Internal) | Last Updated | Applicant Email | (Actions) |
|---|---|---|---|---|---|---|
| Wescott | Sarah | 20150007P | Under Review by Department | March 30, 2015 at 02:25 PM | swescott@rhs.msu.edu | Actions▾ |
| StudentC | TestC | 20150007P | Recommend for Hire | March 31, 2015 at 09:25 AM | mcnuttme@gmail.com | Actions▾ |
| StudentB | TestB | 20150007P | Recommend for Hire | March 31, 2015 at 08:43 AM | mcnuttme@gmail.com | Actions▾ |
| StudentD | TestD | 20150007P | Interview | March 31, 2015 at 09:51 AM | mcnuttme@gmail.com | Actions▾ |
| StudentE | TestE | 20150007P | Recommend for Hire | March 31, 2015 at 09:58 AM | mcnuttme@gmail.com | Actions▾ |
| StudentF | TestF | 20150007P | Special Handling List | March 31, 2015 at 10:06 AM | mcnuttme@gmail.com | Actions▾ |
| StudentG | TestG | 20150007P | Recommend for Hire | March 31, 2015 at 10:10 AM | mcnuttme@gmail.com | Actions▾ |

## Status Updates

- To change the status of an application you are reviewing, follow the steps above to open the application then hover your mouse pointer over the orange **Take Action on Job Application** button. Click to choose from the available workflow status options:
    - Select (move to Interview)
    - Recommend (move to Recommend for Hire)
    - Do Not Select (move to Not Interviewed, Not Selected – Email Now)
    - Do Not Select (move to Interviewed, Not Selected – No Email)
    - Pool Expired – Email Now (move to Pool Expired – Email Now)
    - No Response (move to No Response from Applicant)
    - Applicant Accepted Another Job (move to Applicant Accepted Another Job)
    - Not of Current Student Status (move to Not of Current Student Status)
- After working with an individual application, return to the Applicant Review list by using the bread crumb menu along the top of the page.



## Creating a Hiring Proposal

To create a hiring proposal, the applicant's status must be at **Recommend for Hire** before the proposal can begin. (Before you start a proposal, make sure all paperwork is complete and an electronic I-9 form is on file.)

- Set your role to **Applicant Reviewer** and click refresh.
- Hover over the **Postings** tab and click **RHS Student**. Find the desired posting in the list and click on the blue link of the Posting Name. Then click the **Applicants** tab.
- Locate the desired applicant and click the blue link that is their **last name** to go to the applicant summary page.
- Click the **Start Hiring Proposal** with the green plus sign (to the upper right of the page).



- Then click **Start Hiring Proposal** (again) on the Starting Hiring Proposal page.
- Applicant and position information from the posting should auto-fill and is not editable within the Hiring Proposal.



- Scroll to the bottom of the page and fill out the required fields like the **Actual Start Date** and **Actual Starting Pay Rate.** Select the **Hiring Unit Org Number** from the drop-down list. Designate whether this job is a **New Assignment** or a change to an existing job (**Change of Status**) then click **Next**.
  Note: the Actual start date on the hiring proposal must match the start date listed on the electronic I-9 form.
- You may click **Next** to skip the **Hiring Proposal Documents** section, or use it to upload files related to this hire.
- When you have reviewed the details, filled out all necessary fields and have reached the **Hiring Proposal Summary** page, click the orange **Take Action on Hiring Proposal** button and select **Submit (move to Hiring Approver)**.



- You will have space to enter comments and a check box option to **Add this hiring proposal to your watch list?**

## Approving a Hiring Proposal

- Log in to PeopleAdmin. Set your role to **Hiring Approver** and click refresh.
- Hover your mouse pointer over the **Hiring Proposals** tab at the top of the page and click **RHS Student**.
- Click on the **first name** of the applicant that you would like to select.
- Review the hiring proposal. Double check important fields like pay rate, start date and EBS position numbers.
- Hover over the orange **Take Action on Hiring Proposal** button. Click to choose from the following status options:
    - **Ready for EBS Entry (move to Ready for EBS entry)** - This status will flag the hiring proposal as ready for processing by payroll staff.
    - **Offer Declined (move to Offer Declined)**

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- o **Cancel Hiring Proposal (move to Canceled)**
  - If you cancel a hiring proposal, you cannot reopen it. You will need to start a new hiring proposal for that applicant.
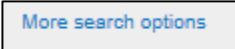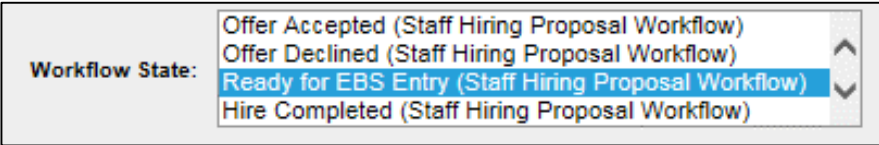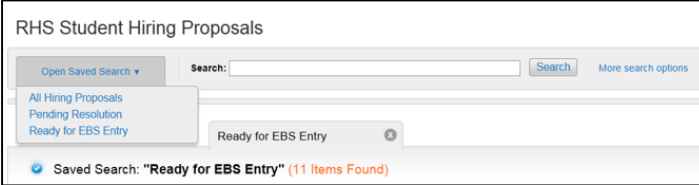
## Payroll Processing
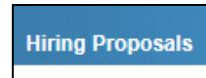
- Log in to PeopleAdmin. Set your role to **Payroll** and click **Refresh**.
- Hover your mouse pointer over the **Hiring Proposals** tab and click **RHS Student**.
- Your view will open in a saved search tab showing any hiring proposals with a status of **Ready for EBS Entry.**
  - o To open alternate saved searches, hover over the **Open Saved Search** link and click to select either **Pending Resolution** or **All Hiring Proposals.**
- From your search results, open a hiring proposal by clicking on the link for the applicant's first name.
- Review the hiring proposal.
  Double check important fields like pay rate, start date and job or supervisor position numbers.
  - o If you find errors or issues with the proposal, contact the hiring department so they can have an Applicant Reviewer follow up and fix the errors. Ask the department to contact you when issues are resolved so you can resume processing or cancel the proposal.
  - o Update the hiring proposal's status to **Pending Resolution** and enter a comment in the field provided that includes what the error/issue was, who you contacted in the unit and when it should be resolved.
- If there are no issues, enter the hiring information into the Enterprise Business System (EBS).
- Once you have entered the information into EBS, update the status of the application to completed:
  - o Hover your mouse over the orange **Take Action On Hiring Proposal** drop-down at the top of the screen from the applicant information page then click **Hire Completed (move to Hire Completed)**.
  - o A status of Hire Completed means the applicant is officially hired (and will drop from the active Hiring Proposal lists in PeopleAdmin). Any further processing must be done in EBS. If, for some reason they do not begin that work assignment, they must be terminated in EBS.
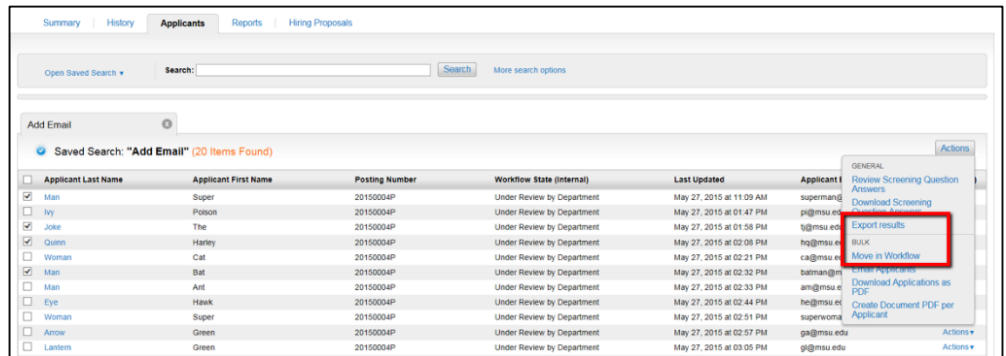
## Tips & Tricks

- **Spell Check:** When you are building each section of a posting or a hiring proposal, click the **Check spelling** link to turn on spell check. If errors are found you will need to click the link again to resume editing.

- **Search Options:** When you are viewing a list of postings, applicants or hiring proposals, you can create a saved search.
  - o Click the **More search options** link by the **Search** button to see filter options.
  - o Filter by workflow state, location or active status.
  - o You may also type keywords into the search field.
  - o Click the **Search** button to view your results.
  - o To save your search for future use, find the "Ad Hoc Search" tab and click the blue **Save this search?** link.
  - o To access saved searches, hover over the blue **Open Saved Search** drop-down menu and select the desired listing.
- **Sort Options:** Change the sort order of a list of postings, applicants or hiring proposals by hovering your mouse pointer over the gray column header bar and selecting the up arrow (ascending order) or the down arrow (descending order). Sort & column options reset to normal next time you log in, unless you save the search.

## Tips & Tricks (continued)

- **Column Options**: Rearrange the order of columns by hovering your mouse pointer over the gray column header bar and selecting the left or right arrow to move/reorder the column within a listing.
  - To Add columns of additional data to a list you are viewing, click **More Search Options**, then click the **Add Column** drop-down menu and select a data field to include (e.g. APID, Email or Actual Start Date). Sort & column options reset to normal next time you log in, unless you save the search.
- **Comments / Notes:** To view comments entered by other users of PeopleAdmin, open a posting, application or hiring proposal and click on the **History** tab.
  - When working on an application or hiring proposal you can click the orange **Take Action** button and choose **Keep working on this** (**Application or Hiring Proposal**). This will allow you to add a comment and add or remove the item from your watch list without making a status update.
- **Bulk Actions:** When you are viewing a list of postings, applicants or hiring proposals you may be able to check/select several listed items and perform bulk actions on them by clicking the **Actions** button and choosing "**Move in Workflow**" or another option.



- **Export / Email Options:** You can choose a bulk action of "**Export Results**" which will transfer the list to a Microsoft Excel spreadsheet where you can work with the data.
  - Using the **Export Results** feature allows you to copy a list of email addresses from the spreadsheet and paste them into a custom email message (e.g. in Microsoft Outlook).
  - The system has a bulk action of "**Email Applicants**" but that action restricts you to the use of preapproved system email templates.
- **Changing a posting** – After a posting has been "posted" and applicants are able to apply, if you wish to make any changes to that posting you must "repost" and get Human Resources role approval before changes are viewable by applicants.
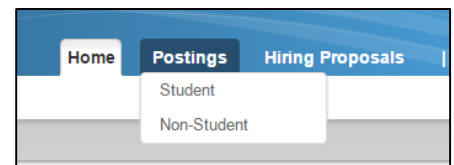
## Temporary and On-call Hires:

RHS has added hiring of temporary and on-call team members to the PeopleAdmin system. Most of the hiring procedures within the PeopleAdmin system will be the same for temps and on-calls as the procedures for student hires. For direction on proper hiring steps, refer to the student hiring portion of this guide while keeping in mind the unique differences that are listed below for temporary and on-call hires.



**Initiating a Posting**: Refer to page 7

- On the Position Details page, select whether this posting is for temporary or on-call applicants.
- Temporary and On-call job descriptions may be found on the V drive at V:\Administrative Records\Reference Files\HR TOOLKIT\TOC Job Descriptions
- On the Supplemental Questions page, select a supplemental question that asks for their availability or a standard question.
- On the Documents Needed to Apply page, do NOT select Class & Activity Schedule or Culinary Availability Form.  These forms are specific to student hires.  To receive the applicant's availability, use a supplemental question as stated before.

**Reviewing Applicants**: Refer to page 11 (No unique differences)

**Creating a Hiring Proposal**: Refer to page 12
- Fill in all required fields in the Applicant Information section, including applicant's ethnicity.
- Fill in all required fields in the Hiring Proposal Information section, including whether the address and/or phone number should be restricted and if the hire is a minor.

**Approving a Hiring Proposal**: Refer to page 12 for instructional details and page 5 for changes in workflow.

**Hire Completed Applicant Status:** Note that "Hire Completed" for temporary and on-call hiring proposals means that the hire has been processed and completed by MSU Human Resources in EBS. "Hire Complete" for student hiring proposals indicates that the hire has been initiated in EBS, not necessarily that it has been completed.

## Reporting
– Reports are available for historical and auditing purposes, but are not a primary focus in phase one of the RHS PeopleAdmin implementation.

## Logging Out
– Ready to leave PeopleAdmin? Save your work, if needed, and click the **logout** link (upper right area of the screen).