



FERRIS STATE UNIVERSITY
HIRING PROCESS GUIDE

Including Instructions for PeopleAdmin

Updated: November 3, 2015

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INTRODUCTION

To assist in understanding the specifics of each hiring process, a chronological checklist is provided. It is accompanied by detailed written instructions and a colored map illustrates the flow of each process.

If you have any questions, please call Human Resources at extension 2150.

IMPORTANT:

As an equal opportunity employer, Ferris State University is obligated by Federal regulations to post opportunities for employment. Specifically, 41 CFR 60-300.5(a)6 requires the University to publically post

...all positions except executive and senior management, those positions that will be filled from within the contractor's organization, and positions lasting three days or less. This term includes full-time employment, temporary employment of more than three days' duration, and part-time employment.¹

As an equal opportunity employer, Ferris

...agrees to immediately list all employment openings...with the appropriate employment service delivery system where the opening occurs. Listing employment openings with the state workforce agency job bank or with the local employment service delivery system where the opening occurs will satisfy the requirement.²

¹ 41 CFR 60-300.5(a)6

² 41 C.F.R. 60-300.5(a)2.

GLOSSARY

Ad Copy	The text to be published in advertisements
Administrative	In PeopleAdmin administrative includes Administrative, Administrative Support, Hall Director, Nurse, Public Safety Officer and Supervisor positions.
AFSCME	American Federation of State, County, and Municipal Employees, AFL-CIO. The union comprised of skilled trades, grounds coordinators, dining services units, and custodial cleaning services.
Bargaining Unit	A group of employees who are represented by a labor union
Dean/Director/AVP	In PeopleAdmin this role reviews and approves changes then forwards to the VP
Equal Opportunity (EO)	In PeopleAdmin EO must review and approve the applicant pool before applicants are interviewed
Extensions	Extension of a Temporary position. May be extended for a total of three (3) years. At the end of the 3-year period, the assignment must end or the department may request a continuing position.
Faculty	In PeopleAdmin faculty includes all tenure-track and adjunct positions.
Full-Time Employee	An individual who is hired to work 40 hours or more per week
Hiring Unit	The department in which the vacancy exists
Hot Board	The internal mechanism used to post and fill AFSCME positions before external recruitment begins
PAF	The Personnel Action Form documents all employee transactions including hiring
Part-Time Employee	An individual who is hired to work a regular schedule of not more than 28 hours a week
PeopleAdmin	The automated system of the employment application process that allows administrators to approve a position, post a vacancy, and select a candidate for hire

Recruitment	Advertising and other efforts taken to produce the desired applicant pool
Search Committee	A group of employees responsible for selecting a candidate to fill a position
Staff	In PeopleAdmin staff includes the Clerical Technical Association and part-time positions.
Supervisor/Manager	In PeopleAdmin this optional role reviews and approves changes then forwards to the Dean/Director/AVP
Temporary Employees	An individual who is employed on a part-time or full-time basis whose assignment is for a specific, temporary, period of time.
VP	Vice President

CHRONOLOGICAL CHECKLIST FOR ALL POSITIONS

Posting a Position

- 1. **Hiring Unit** – Forms Search Committee
- 2. **Hiring Unit** – Reviews/updates position description
- 3. **Hiring Unit** – Creates position description request for approval
- 4. **Dean/Director** - Approves, denies, or changes, forwards to VP
- 5. **VP** - Approves, denies, or changes, forwards to Hiring Unit. Positions that are new and over \$40,000 are forwarded to the President. Existing positions over \$60,000 are forwarded to the President.
- 5a. **President** - Approves or denies. Approved positions that are new are forwarded to Position Control
- 5b. **Position Control** - (If needed) Assigns newly approved position a number and forwards to the Hiring Unit to complete recruitment details - New positions only.
- 6. **Hiring Unit** - Receives approval via email from PeopleAdmin
- 7. **Hiring Unit** – Completes recruitment details
- 8. **Human Resources** – Writes the ad copy
- 9. **Search Committee Chair** – Schedules a meeting with HR and EO for Search Committee Training

Note: For the position to be posted on Friday, HR MUST receive by Tuesday at 5:00 p.m.

Applicant Review

- 10. **Search Committee Chair**– Reviews Applicants and completes Applicant Log
- 11. **Search Committee Chair** – Sends posting to EO for review
- 12. **Search Committee Chair**– Emails completed Applicant Log to EO. **EO may take up to 5 business days to review.**
- 13. **Search Committee Chair** – Schedules interviews
- 14. **Search Committee** – Selects candidate for hire
- 15. **Hiring Unit** – begins Hiring Proposal and forwards to VP for approval
- 16. **Dean/Director/AVP/Search Committee Chair** – Upon VP approval, makes offer to candidate
- 17. **Hiring Unit/Search Committee Chair** – Finalizes posting
- 18. **Hiring Unit** – Completes PAF once offer is accepted

DETAILED INSTRUCTIONS FOR ALL POSITIONS

Includes the following employee classes:

A1	Administrative/Support	J1	Adj Fac-PT Salary-no retire
A2	Admin/Support-FT Temporary	J2	Adj Fac-PT Salary-w/retire*
A3	Administrative - Coaches	J3	Adj Fac-PT Hourly-no retire
C1	Clerical Technical Association	J4	Adj Fac-PT Hourly-w/retire
F1	Faculty - FFA - 9-month	J5	Adj Fac-1 Sem FT-Slry-no retire
F2	Faculty - FFA - 12-month	J6	Adj Fac-1 Sem FT-Slry-w/retire
F3	Faculty-Full-Time Temp. 9-Mo	L1	Police Officers & Supervisors
F4	Faculty-Full-Time Temp. 12-Mo	N1	Nurses
F5	Faculty - FFA - Summer Asgmt.	P1	Part-Time-Salary-no Retirement
F6	Faculty - FFA-Lib/Couns 9-Mo.	P2	Part-Time-Salary-w/Retirement
F7	Faculty - FFA-Lib/Couns 12-Mo.	P3	Part-Time-Hourly-no Retirement
G1	AFSCME	P4	Part-Time-Hourly-w/Retirement

*Employees should not be hired as Adjunct Instructor 2. These Employees are grandfathered in based on the list located in the FNTFO Contract – Article 41.

Approving a Position

1. The **Hiring Unit** forms a Search Committee.
2. The **Hiring Unit** reviews and updates position description.
3. The **Hiring Unit** creates a Position Description Request using PeopleAdmin. This is then submitted for approval to the Dean/Director/Assistant/Associate Vice President (AVP).

To Find a Position Description in PeopleAdmin:

- Applicant Tracking (blue) is used to manage applicants and postings. Position Management (orange) is used to create and edit position descriptions.
- Hover over the module selection drop-down menu and select “Position Management”.

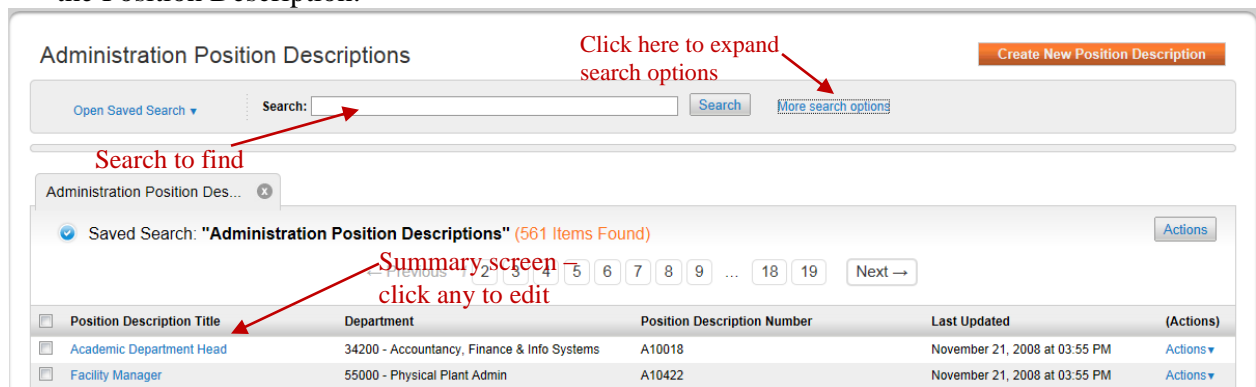


- Hover over the Position Descriptions tab.
 - Click appropriate position type to view position descriptions and create a new description or edit an existing one.
 - Click appropriate position request type to view requests that are in process or have been processed.
 - Staff: Part-time, Clerical (CTA), Police, and Nurse positions.
 - Administration: Administrative/Administrative Support (Just Cause and At Will)
 - AFSCME: Custodian, Skilled Trades, and Dining
 - Faculty: All Faculty

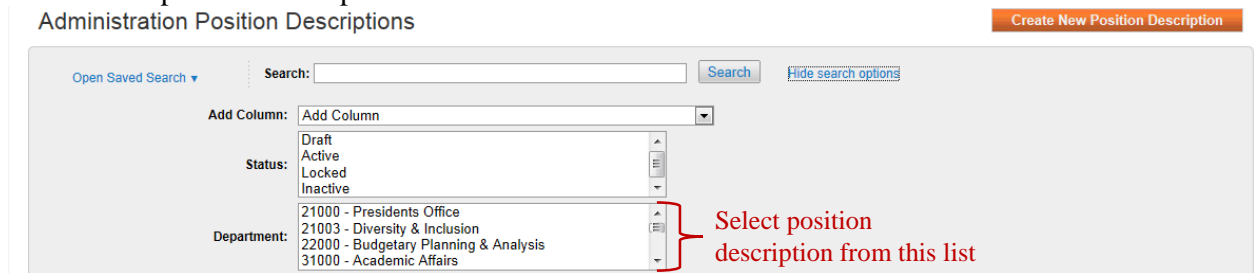


VIEW/EDIT EXISTING POSITION DESCRIPTIONS

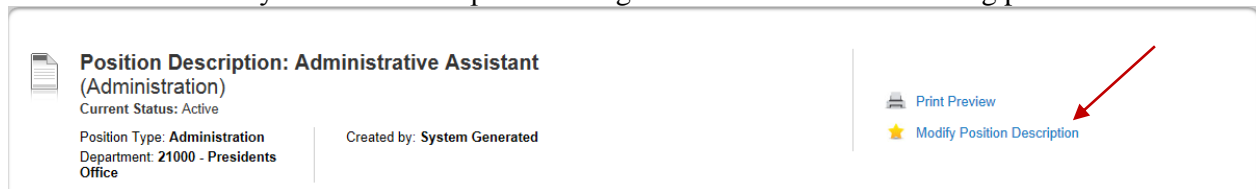
- Choose a position description to review/edit.
- From the summary screen, click any of the position description titles listed (or search to find) to edit the Position Description.



- Select a position description



- Click on “Modify Position Description” to begin a new action on an existing position.



- After clicking “Modify Position Description,” a screen will pop-up asking if this process would like to be started. Click “Start” to continue to the next screen.

Start Modify Position Description Position Request on Administrative Assistant?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

[Start](#)

Enter all required information in each section. Each section can be accessed through the left navigation menu or by clicking “Next”.

The screenshot shows the 'Justification' form with the following sections:

- Justification** (highlighted with a red box):
 - Check spelling (dropdown)
 - * Required Information
 - Justification (text area, highlighted with a red box, with a note "This field is required.")
 - If additional information is being submitted, please attach on the Justification Documents tab.
 - Do you intend to recruit for this position immediately? (radio buttons: Immediately, 1 to 2 months, 3 months or greater, Not Applicable, with a note "This field is required.")
 - Supporting Documentation (checkboxes: Justification Document, Org Chart, PC Approval Document (Faculty), Other Documents, No Documents, with a note "This field is required.")

Navigation buttons: Save, Next >>, and a red arrow pointing to the right.

Access each form within an action by clicking on the title from the navigation menu or clicking “Next”

Review information. If changes are needed, contact HR.

CREATE A NEW POSITION DESCRIPTION

- Click the orange “Create New Position Description” and choose how the Position Descriptions will be prepopulated with information. Position description can be made from “scratch” with little to no information pre-filled or cloned from an existing position description.
- Enter the Position title and select the appropriate organizational unit. Fill in the required information and select the orange “Start Position Description Request” button.

Administration Position Descriptions

Open Saved Search Search More search options

Administration Position Des... Saved Search: "Administration Position Descriptions" (561 Items Found) Actions

← Previous 1 2 3 4 5 6 7 8 9 ... 18 19 Next →

<input type="checkbox"/>	Position Description Title	Department	Position Description Number	Last Updated	(Actions)
<input type="checkbox"/>	Academic Department Head	34200 - Accountancy, Finance & Info Systems	A10018	November 21, 2008 at 03:55 PM	Actions
<input type="checkbox"/>	Facility Manager	55000 - Physical Plant Admin	A10422	November 21, 2008 at 03:55 PM	Actions

- After clicking “Create New Position Description” a screen will pop-up asking to choose the position request to be started. Click “New Position Description” to continue onto the next screen.

Create New

Choose the position request you would like to start.

New Position Description

- **Clone a position description:** This pre-populates the position description with selected information from an existing position. Select a position to clone and ensure that the proper information is completed. Select the orange “Start Position Description Request” button.

New Position Description

Start Position Request Cancel

Position Title

Organizational Unit

Division *

Department *

Clone an existing Position Description? Choose a position to clone by clicking on the radio button

Filter these results

Administration Position Des... Saved Search: "Administration Position Descriptions" (561 Items Found) Actions

← Previous 1 2 3 4 5 6 7 8 9 ... 18 19 Next →

<input type="radio"/>	Position Description Title	Department	Position Description Number	Last Updated	(Actions)
<input type="radio"/>	Academic Department Head	34200 - Accountancy, Finance & Info Systems	A10018	November 21, 2008 at 03:55 PM	Actions
<input type="radio"/>	Facility Manager	55000 - Physical Plant Admin	A10422	November 21, 2008 at 03:55 PM	Actions

Clicking “Start Position Request” without choosing a position, will produce a blank template.

Click on a radio button next to a position and then click “Start Position Request” to clone that position description.

Justification

- Enter reason for action request, recruitment timing and if additional documents will be attached for back up. Click “Next” when finished.

Position Requests / ... / Modify Position Description / Administrative Assistant / Edit

Editing Position Request

- Justification
- Justification and Supp...
- Proposed Classification
- Position Details
- Position Qualifications
- Duties
- Responsibilities / Ski...
- Labor Distribution and...
- Recruitment Details
- Applicant Documents
- Posting Specific Quest...
- Position Request Summary

Justification Save Next >>

ABC Check spelling

* Required Information

Justification

Justification for Action This field is required.

If additional information is being submitted, please attach on the Justification Documents tab.

Do you intend to recruit for this position immediately? Immediately 1 to 2 months 3 months or greater Not Applicable This field is required.

Supporting Documentation Justification Document Org Chart PC Approval Document (Faculty) Other Documents No Documents This field is required.

Save Next >>

Access each form within an action by clicking on the title from the navigation menu or clicking “Next”

Justification and Supporting Documents

- Attach supporting documents for position. Examples of supporting documents may include communication regarding the posting of or changing of this position.
- Click “Next” when finished.

Editing Position Request

- Justification
- Justification and Supp...
- Proposed Classification
- Position Details
- Position Qualifications
- Duties
- Responsibilities / Ski...
- Labor Distribution and...

Justification and Supporting Documents Save << Prev Next >>

Organizational Chart, 5 others, (Faculty - Dean's Council Justification) + Hiring Unit Ad Copy
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Justification Document			Actions
Org Chart			Actions
Other Documents			Actions
PC Approval Document (Faculty)			Actions

Save << Prev Next >>

Proposed Classification

- Select the classification which best represents the position. To search for a classification, click “filter these results” and a search box will appear. Please contact Human Resources with any questions regarding classification.
- View the classification by hovering over the blue actions link and click on view.

- To select a classification, click the radio button next to the position classification title. Click “Next” when finished.

Editing Position Request

- Justification
- Justification and Supp...
- Proposed Classification**
- Position Details
- Position Qualifications
- Duties
- Responsibilities / Ski...
- Labor Distribution and...
- Recruitment Details
- Applicant Documents
- Posting Specific Quest...
- Position Request Summary

Proposed Classification [Save] << Prev Next >>

Selected Classification

Classification Details

General Information

Employee Class	A1 - Administrative/Support
Position Class Title	Academic Department Head
Position Class Code	A0001
Position Group	306 - Academic Affairs Professionals
At Will/Just Cause	At Will
EEO Skill Code	10 - Executive/Admin and managerial
Salary Group Table	A1 - Administrative/Support - All
Salary Group Grade	01

Classifications - [Filter these results](#) ← Click here to search for a classification

Administration Templates

Saved Search: "Administration Templates" (107 Items Found)

← Previous 1 2 3 4 Next →

Classification Job Title	Classification Status	(Actions)
<input type="radio"/> Officer	Approved	Actions ▾
<input type="radio"/> Tech - Non-Union, Tech Support	Approved	Actions ▾
<input type="radio"/> Administrative Assistant	Approved	Actions ▾
<input type="radio"/> Photographer	Approved	Actions ▾
<input type="radio"/> Coordinator - Admin/Support	Approved	Actions ▾

Click on a radio button to select a classification

View a classification by hovering over “Action” and clicking “View”

Position Details

- Enter the information pertaining to the position location, summary of position, assignment type, proposed salary and contact information. Click “Next” when finished.

Editing Position Request [Save] << Prev Next >>

Position Details

Check spelling ▾

* Required Information

Position Information

Action Number (Will be assigned upon first saving position)

Position Number

Position Class Title Academic Department Head

* Position Title Academic Department Head

* Job Location [Please select ▾] This field is required.

At Will/Just Cause At Will

[Please select ▾] This field is required.

FLSA

Exempt: To qualify for an Administrative Exemption, all of the following tests must be met:
The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate of not less than \$455/week.
The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and the employer's primary duty includes the discretion and independent judgement with respect to matters of significance.
Non-Exempt: Employees who receive overtime to perform their position. Example, Clerical Technical, AFSCME and some Administrative support positions are classified as Non-Exempt.
If you have questions regarding the status of a position you can review resources provided on the Human Resources Employment web site or contact the Office of Human Resources.

Position Qualifications

- Indicate the position qualifications required and additional education/experience to be considered. Click “Next” when finished.

- Justification and Supp...
- Proposed Classification
- Position Details
- Position Qualifications**
- Duties
- Responsibilities / Ski...
- Labor Distribution and...
- Recruitment Details
- Applicant Documents
- Posting Specific Quest...
- Position Request Summary

* Required Information

Required Qualifications

* Required Education

Master's degree. Current registry/certification/licensure in a discipline within the department. Demonstrated ability to supervise and establish a collaborative working relationship with a diverse workforce and external constituency. Must possess comprehensive administrative

* Required Work Experience

Five years of demonstrated work experience in higher education to include teaching and administrative responsibilities.

Required Licenses and Certifications

Additional Education/Experiences to be Considered

Additional Education/Experiences to be Considered

Doctorate in higher education or a health-related field. Demonstrated academic accomplishment commensurate with senior faculty rank. At least three years administrative experience in higher education.

Save << Prev Next >>

Duties

- Enter all the duties included within the position. Include Essential and Marginal duties. To add a new duty, click on the blue “Add Duties Entry” button. To remove an entry, check the box “Remove Entry”. Click “Next” when finished.

- Justification and Supp...
- Proposed Classification
- Position Details
- Position Qualifications
- Duties**
- Responsibilities / Ski...
- Labor Distribution and...
- Recruitment Details
- Applicant Documents
- Posting Specific Quest...
- Position Request Summary

Tasks of the position. You must also determine if the task is essential or marginal (see below).

Example:

Essential duties:

- Perform general secretarial duties for the department and perform all duties associated with that function.
- Process purchase orders, POWCs, requisitions, payment vouchers, travel requests and reimbursements, prepare reports, and establish and maintain filing and recordkeeping systems.
- Perform bookkeeping/recordkeeping/calculations for departmental budget expenditures, encumbrances, balances and reconciliations.
- Process departmental payroll.

Marginal duties:

- Serve on various position-related committees.
- Serve as liaison between faculty and staff and other offices on campus.
- Attend meetings in absence of the Dean.

Definitions:

Essential: tasks or functions of a particular position that are fundamental to the position.

Marginal: tasks that can be reassigned or are not vital to the position

* Required Information

Duties

* Duties

Work with faculty, staff, and other administrators to implement methods to foster student learning.

Click radio buttons to remove entries

Essential/Marginal

Essential

Remove Entry?

Add Duties Entry

Click to add additional duties

When finished, click next

Save << Prev Next >>

Responsibilities, Skills, and Abilities

- Enter the information pertaining to the responsibilities of the position. If there are additional skills and abilities required to perform the position, include this information. To add a skill/ability, click on the blue “Add Responsibility...” icon. Click “Next” when finished.

Editing Position Request

Justification

Justification and Supp...

Proposed Classification

Position Details

Position Qualifications

Duties

Responsibilities / Ski...

Labor Distribution and...

Recruitment Details

Applicant Documents

Posting Specific Quest...

Position Request Summary

Responsibilities / Skills and Abilities Save << Prev Next >>

Check spelling

Responsibility: Whom the position reports as well as areas, policies, etc that a position is responsible to uphold.

Example:

III. RESPONSIBILITIES: Directly responsible to the Associate Vice President for "Dept Name". Responsible for maintaining the confidentiality of designated information and performing duties in compliance with applicable policies and procedures.

IV. SUPERVISORY RESPONSIBILITIES: Responsible for training and supervision of student employees to answer phones for department. Carries out supervisory responsibilities in accordance with University policies and applicable laws

Responsibilities

Carries out supervisory responsibilities in accordance with University policies and applicable laws.

Remove Entry?

Add Responsibilities Entry

Required Skills and Abilities

Add Required Skills and Abilities Entry

Required Physical Abilities

Add Required Physical Abilities Entry

Click to add additional Responsibilities/Skills

Click radio buttons to remove entries

When finished, click next

Save << Prev Next >>

Labor Distribution and Funding Source

- Labor Distribution account code identifies the account the position will be charged to for payroll.
- Funding Source account code is needed when the position will be funded from another source.
- Click “Next” when finished.

Editing Position Request

Justification

Justification and Supp...

Proposed Classification

Position Details

Position Qualifications

Duties

Responsibilities / Ski...

Labor Distribution and...

Recruitment Details

Applicant Documents

Posting Specific Quest...

Position Request Summary

Labor Distribution and Funding Save << Prev Next >>

Check spelling

* Required Information

Labor Distribution

The total percentage must equal 100%. Add additional entries to make it equal.

Index	Fund	Organization	Account	Program	Percentage
	10000	34200	6200	107	100

(Note: Percentage must be entered in whole numbers ONLY with no decimals.)

Remove Entry?

Add Labor Distribution Entry

Funding Source

The total percentage must equal 100%. Add additional entries to make it equal.

Add Funding Source Entry

Click to add additional Labor Distribution Entries

Click radio buttons to remove entries

When finished, click next

Save << Prev Next >>

Recruitment Details

- Enter the information for recruiting the position, this includes, posting date, reference letter functionality, advertising sources, and special instructions to applicants. Click “Next” when finished.

Editing Position Request **Recruitment Details** Save << Prev Next >>

Justification
Justification and Supp...
Proposed Classification
Position Details
Position Qualifications
Duties
Responsibilities / Ski...
Labor Distribution and...
Recruitment Details
Applicant Documents
Posting Specific Quest...
Position Request Summary

[Check spelling](#)

* Required Information

Position Details

Search Chair

Search Committee
Chair Email Address

* Posting date This field is required.

Closing date

Open Until Applicants are selected for interview

Open Until Filled

Initial Application Review Date

Internal/External Posting

Number of Positions Available

Advertising

Please remember to upload your ad copy on the Justification and Supporting Documents tab.
Required Advertising The Pioneer, Diversitytrio.com, Diversityjobs.net, HigherEdJobs.com, MI-HERC, and MI-Works.

Additional Advertising Sources

Advertising Funding Index

Save << Prev Next >>

Applicant Documents

- Select the documents required/optional for the applicant to attach during the application process. To provide special instructions on any of the documents, enter the information on the “Recruitment Details” tab, in the “Special Instructions to Applicants” field.
- Click “Next” when finished.

Editing Position Request

- Justification
- Justification and Supp...
- Proposed Classification
- Position Details
- Position Qualifications
- Duties
- Responsibilities / Ski...
- Labor Distribution and...
- Recruitment Details
- Applicant Documents**
- Posting Specific Quest...
- Position Request Summary

Save << Prev Next >>

Applicant Documents

For special instructions to applicants regarding the attachments selected, go to the Recruitment Details tab and enter in the “Special Instructions to Applicants” field.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Teaching Philosophy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letter Of Reference 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Letter Of Reference 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Letter Of Reference 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Transcript 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Transcript 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Transcript 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	License	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Certification	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Other 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	Other 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	Other 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	Other 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Other 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Web Site And Links	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

s://ferris-sb.peopleadmin.com/hr/actions/360/edit?tab=3

Save << Prev Next >>

Posting Specific Questions

Editing Position Request

- Justification
- Justification and Supp...
- Proposed Classification
- Position Details
- Position Qualifications
- Duties
- Responsibilities / Ski...
- Labor Distribution and...
- Recruitment Details
- Applicant Documents
- Posting Specific Quest...**
- Position Request Summary

Save << Prev Next >>

Posting Specific Questions (Optional)

Included Supplemental Questions

Leads to library of saved questions. These can be searched by keyword or category. → Add a question

Position	Required	Category	Question	Status

Save << Prev Next >>

- Choose questions to be answered by each applicant to this position. The question(s) must be relevant to the position. New questions must be approved by HR. Click “Next” when finished.

Add a Question ✕

Available Supplemental Questions

Search for questions by category or keyword

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Uncategorized	Please describe the attributes that will make you a strong candidate for this position.
<input type="checkbox"/>	Uncategorized	Do you have a bachelor's degree?
<input type="checkbox"/>	Uncategorized	Please enter your seniority date.
<input type="checkbox"/>	Uncategorized	Are you willing to travel to job related conferences?
<input type="checkbox"/>	Uncategorized	Have you passed the JANUS training program?
<input type="checkbox"/>	Uncategorized	What is the highest level of education attained?
<input type="checkbox"/>	Uncategorized	How many years of experience do you have in this field?
<input type="checkbox"/>	Uncategorized	Please list any of the following applications that you have experience using - Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Powerpoint, Publisher, Adobe Acrobat, Banner and Other?
<input type="checkbox"/>	Uncategorized	Do you have any experience working in higher education?
<input type="checkbox"/>	Uncategorized	How did you hear about this employment opportunity?
<input type="checkbox"/>	Uncategorized	Describe a time when you've had to utilize exceptional organizational skills to complete a project.
<input type="checkbox"/>	Uncategorized	Do you have a valid Michigan driver's license?
<input type="checkbox"/>	Uncategorized	What is the highest level of education you have attained?
<input type="checkbox"/>	Uncategorized	Are you comfortable with giving presentations?
<input type="checkbox"/>	Uncategorized	Do you have a minimum of a high school diploma or G.E.D.?

List of pre-existing questions to choose from

If the question cannot be found, click here to add a new one

Displaying 1 - 15 of 442 in total
 ← Previous | Next →

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

After choosing additional questions, click submit. If a new question is not needed, click cancel

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 *

Category



Question *

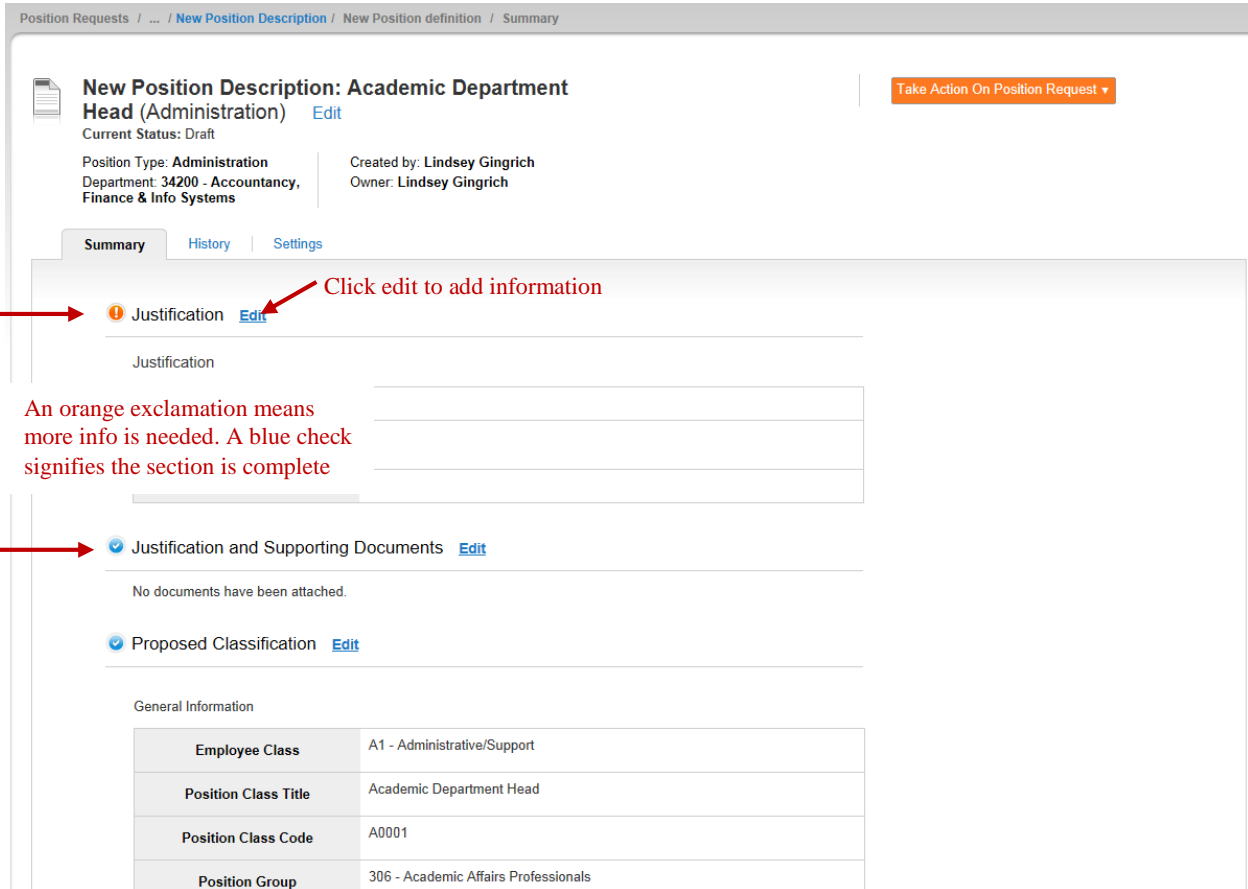
Possible Answers

Open Ended Answers

Predefined Answers

Position Request Summary

- This is a summary view of the action. If any information is incomplete there will be an orange  next to the section title. A blue  means the information within that section is complete.
- This is the final page in the Position Description form. On this page, you can review all information provided and ensure that it is correct. Click on any of the “Edit” links to edit that particular section.




Position Requests / ... / [New Position Description](#) / [New Position definition](#) / Summary

New Position Description: Academic Department Head (Administration) [Edit](#) Take Action On Position Request ▾

Current Status: Draft


Position Type: Administration Created by: Lindsey Gingrich
 Department: 34200 - Accountancy, Finance & Info Systems Owner: Lindsey Gingrich

Summary History Settings


 Justification [Edit](#) Click edit to add information

Justification

An orange exclamation means more info is needed. A blue check signifies the section is complete

 Justification and Supporting Documents [Edit](#)

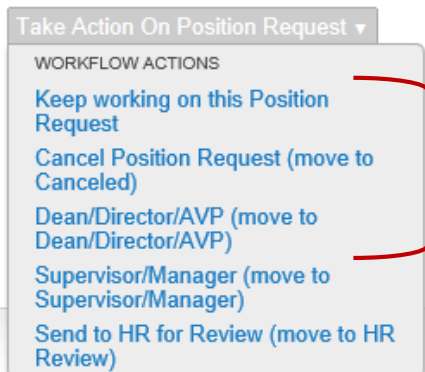
No documents have been attached.

 Proposed Classification [Edit](#)

General Information

Employee Class	A1 - Administrative/Support
Position Class Title	Academic Department Head
Position Class Code	A0001
Position Group	306 - Academic Affairs Professionals

- **Once you move the Position Description forward in the workflow, it can no longer be edited.** In order to move the Position Description in the workflow: hover over the orange Take Action On Position Request ▾ button in the upper right hand corner of the screen. From this menu, select the next approver. Either save and not submit by clicking “Keep working on this Position Request” or send to the next approver within the action, based on your role.



Take Action On Position Request ▾

WORKFLOW ACTIONS

- Keep working on this Position Request
- Cancel Position Request (move to Canceled)
- Dean/Director/AVP (move to Dean/Director/AVP)
- Supervisor/Manager (move to Supervisor/Manager)
- Send to HR for Review (move to HR Review)

Choose from these options

4. The **Dean/Director/AVP** reviews the position description request to approve, approve with changes, or deny. If approved, it is forwarded to the Vice President (VP). If denied, it is returned with comments to the Hiring Unit contact person.
5. The **Vice President** reviews the position description request to approve, approve with changes, or deny. If the action is denied, it is returned to the Hiring Unit contact person with comments.
 - a. VP approved position descriptions that are new with a salary more than \$40,000 and existing position descriptions with a salary more than \$60,000 must be forwarded to the President's office for approval. The VP discusses with the President prior to submission for approval.
 - If needed, the **President** reviews the action.
 - If the President denies any position, the President sends it back to the VP, Dean/Director, or Hiring Unit with comments.
 - If the President approves a new position the action is forwarded to Position Control to assign position number.
6. The **Hiring Unit** will receive an email from fsujobs@ferris.edu stating that the posting status has been updated. Follow the instructions in the email.
7. The **Hiring Unit** completes the recruitment details and reviews any changes that were made by the approvers.
 - The Hiring Unit may utilize additional tools, such as social media, networking, and professional conferences. Refer interested parties to the job posting.
 - The Hiring Unit lists any specialty recruiting efforts to be conducted, including any recruitment sources suggested by Human Resources or Equal Opportunity. Standard advertising includes: The Pioneer, Diversityjobs.net, higheredjobs.com, Latinos in Higher Ed, MI-HERC, MI Works, and Recruit Military. To utilize additional advertising sources, list them on the position details page.
 - Any application time period must be long enough to allow applicant responses and should serve the purpose of building a qualified applicant pool
8. **Human Resources** will write the ad copy using standard and required language. The **Hiring Unit** will have the opportunity to review, edit, and approve the ad copy.

Recruitment Plan

- Centralized Advertising Process
 - The purpose of the centralized advertising process is to reduce cost, produce more consistent and effective advertising, and attract large, diverse applicant pools. HR advertises in print and on the web, and posts all positions using the PeopleAdmin.
- Content of Advertisement
 - The Hiring Unit has the opportunity to edit ad copy. The following information must be included: position title, responsibilities, and required qualifications. Certain information may be deleted from the ad copy for cost reduction purposes as long as the context and intent of the ad remain the same. Standard ad information (i.e. Affirmative Action/Equal Opportunity & Diversity statement, FSU web address) will automatically be included in the ad copy. Human Resources will work with the Hiring Unit to determine the format of the advertising.
- Cost Allocation
 - The Hiring Unit is responsible for providing a FOAP to cover the cost of advertising. Before ads are placed, Human Resources gathers and calculates the ad cost information and notifies the Hiring Unit of the projected cost. Human Resources places the ads after receiving approval from the Hiring Unit.

- The **Search Committee Chair** schedules a meeting with Equal Opportunity/Diversity & Inclusion to complete training, such as an explanation of EO requirements, laws, diversity initiatives, and hiring process.

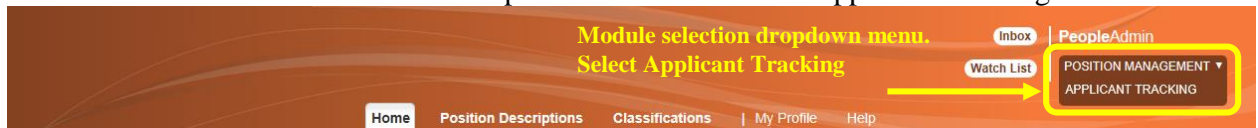
For the position to be posted on Friday, HR must receive the position request by Tuesday at 5:00 p.m.

APPLICANT REVIEW

All applicants must complete an application in PeopleAdmin. Members of the Search Committee may view and retrieve applicant information through the system. Information or materials outside of PeopleAdmin is prohibited.

Using guest user credentials you may review applicant information in PeopleAdmin. Guest User credentials can be obtained by the Search Committee chair.

- Hover over the module selection drop-down menu and select Applicant Tracking.



- Hover over the Postings tab and click the appropriate position type.

View Applicant Information

- Once logged in, from the home page, you will be able to access the postings assigned to you. See postings tab in the “Inbox”. If you click on “See More” you will be redirected to the summary of all postings assigned to you (see below).

Welcome to your Online Recruitment System (SANDBOX)

Alerts (2 alerts from the administrator)

Type	Message
	REMINDER: For all positions which will be posted externally, the selected Search Committee Chair is highly advised to reach out to David Pilgrim (Diversity Office) or Matt Olovson (EO Office) to discuss diversity initiatives prior to the position vacancy posting.
	A new field in the Recruitment Tab labeled "Diversity Recruitment Plan" has now been added and is a REQUIRED field. NOTE: All new actions will require submitting a summary of the diversity recruitment initiative. Each committee/department will need to develop a diversity recruitment plan in an attempt to increase diversity within the applicant pools.

Inbox (190 items need your attention)

Displaying items for group "Human Resources".

Postings (10+) Users (8) Hiring Proposals (10+) Position Requests (10+) Restricted Lists (0)

Job Title	Type	Current State	Owner
Graphic Design Faculty (Adjunct)	Faculty	Hr Create	Human Resources
Manufacturing Engineering Technology Faculty (9 mos. Tenure-track)			Human Resources

Inbox (35 items need your attention)

Displaying items for group "Human Resources".

Postings (10+) Users (0) Hiring Proposals (1) Position Requests (6) Restricted Lists (0)

Food Service Worker	AFSCME	HR Finalized Posting	Human Resources
Custodian - Henderson/West Zone	AFSCME	HR Finalized Posting	Human Resources
Laboratory Instructor/Monitor	Staff	HR Finalized Posting	Human Resources
Grounds Worker	AFSCME	HR Finalized Posting	Human Resources

See more... ↔

Shortcuts

- [View Failed Document Conversions Report](#)
- [Create New Staff Posting](#)
- [Create New Administration Posting](#)
- [Create New AFSCME Posting](#)
- [Create New Faculty Posting](#)
- [View Scheduled Report Output](#)
- [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 - Customer Portal Login](#)
(best practice library, customer support portal, customer community)

Scroll to the bottom for the “See More” option.

Page 19

- Select a posting and either go directly to the posting summary or to the applicants.
- By selecting “View Posting” you will be redirected to the posting summary page.

Postings Inbox Report

The screenshot shows the 'Postings Awaiting approval' section. On the left, there is a sidebar with 'Postings Reports' including 'Awaiting approval (129)', 'Employee (0)', 'Hiring Unit (0)', 'Human Resources (27)', and 'Search Committee Chair (102)'. The main table lists job titles, types, current states, state owners, and actions. A red arrow points to the 'View Posting' link in the 'Actions' column for the 'Part-time Clinical Nursing Instructors' row.

Job Title	Type	Current State	State Owner	Actions
Clinical Dentists REVISED/REPOSTED (Part-time, Fall & Spring Semesters)	Faculty	Posted	Search Committee Chair	Actions
Part-time Clinical Nursing Instructors	Faculty	Posted	Search Committee Chair	View Posting View Applicants
Assistant Dean/Department Head	Administration	Posted	Search Committee Chair	Actions
Dental Hygiene Clinical Instructors REVISED/REPOSTED (Part-time, Fall & Spring Semesters)	Faculty	Posted	Search Committee Chair	Actions
Educator Faculty (9 mos. Tenure track) REVISED/REPOST	Faculty	Posted	Search Committee Chair	Actions

- Application data can be viewed individually by clicking on the applicant tab.

The screenshot shows the 'Posting: Manager for Staff Training and Development (Administration)' page. The 'Applicants' tab is selected, displaying a list of 27 'Administration Applications'. The table includes columns for 'First Name', 'Last Name', 'Posting Number', 'Workflow State (Internal)', 'Last Updated', and 'Actions'. A red arrow points to the 'Actions' icon for one of the applications.

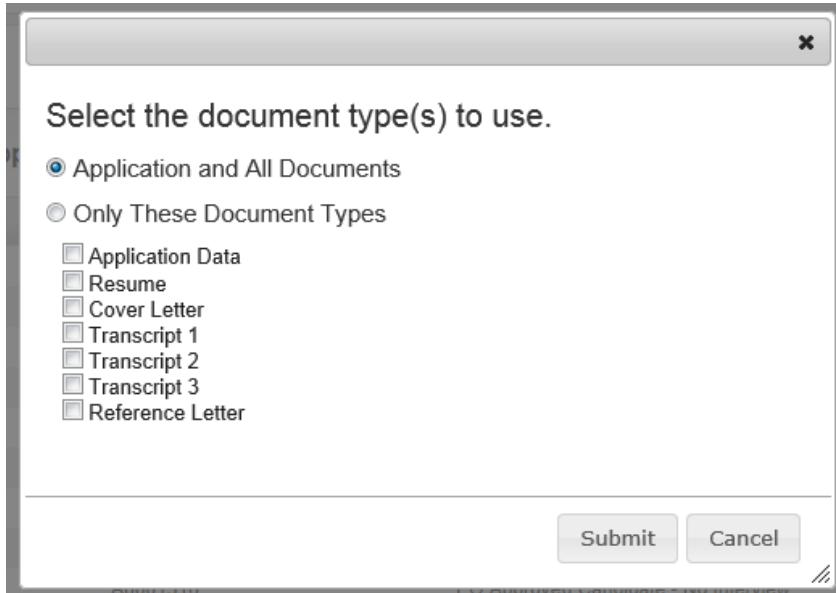
First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
[Redacted]	[Redacted]	A0001316	[Redacted]	April 07, 2014 at 08:16 AM	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 07, 2014 at 03:47 PM	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 08, 2014 at 08:44 AM	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 09, 2014 at 08:41 AM	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 09, 2014 at 09:10 PM	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 10, 2014 at 09:41 AM	Actions

- To view one or multiple applicants and their documents, select the checkbox by the name of the applicants.
- Click on the “Actions” icon above the applicant listing and select “Download Applications as PDF.”

The screenshot shows the 'Administration Applications' page with the 'Actions' menu open. A red arrow points to the 'Download Applications as PDF' option in the 'BULK' section of the menu.

First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
[Redacted]	[Redacted]	A0001316	[Redacted]	April 07, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 07, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 08, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 09, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 09, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 10, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 09, 2014	Actions
[Redacted]	[Redacted]	A0001316	[Redacted]	April 11, 2014 at 02:03 PM	Actions

Select documents to be viewed and click submit.



Select the document type(s) to use.

Application and All Documents

Only These Document Types

Application Data

Resume

Cover Letter

Transcript 1

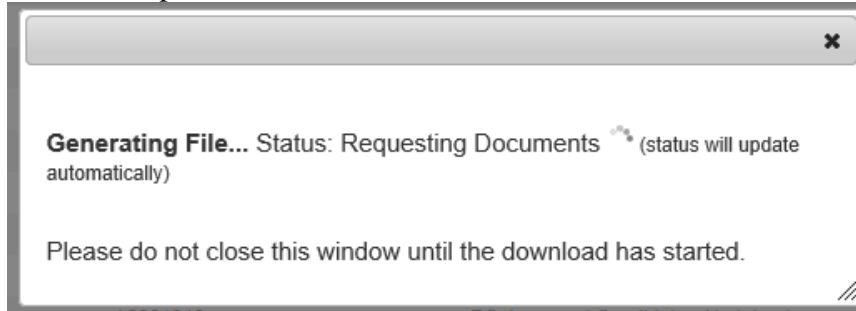
Transcript 2

Transcript 3

Reference Letter

Submit Cancel

The PDF will generate a file that will automatically open when complete. Do not close this window until the download is complete.



Generating File... Status: Requesting Documents (status will update automatically)

Please do not close this window until the download has started.

10. While reviewing applicant material, the **Search Committee Chair** will complete the “Applicant Log.” The Applicant Log is a useful tool to aid in your discussion at the full committee meeting. It is similar to what Equal Opportunity (EO) will use when they review the applicants after you do. One aspect of the EO review is to ensure the committee was fair and consistent with all applicants. The Applicant log can be found here: [Search Committee Applicant Log](#)

On each applicant the committee will determine: 1) Did the applicant meet minimum qualifications, 2) If so, does the committee want to interview the applicant and 3) If the applicant did not meet minimum qualifications or is not selected for interview what is the non-selection reason or reasons. It may expedite your discussion if, prior to the meeting, each committee member has reviewed the applicants and made preliminary determinations.

For helpful EO tips and reminders, please consult: [EO Tips for Departments](#)

Each member of the Search Committee should submit their log with notes to the Search Committee Chair. These notes will become part of the permanent Search Committee file.

Applicants are deemed qualified if they meet ALL minimum qualifications of the posting.

MANAGING APPLICANTS

- To update applicant status, the **Search Committee Chair** will select applicants by clicking on the checkbox and click the “Move in Workflow” link.

The screenshot shows the 'Administration Applications' page. At the top, there are navigation tabs: Summary, History, Applicants (selected), Reports, Hiring Proposals, and Associated Position Description. Below the tabs is a search bar and filters for 'Active/Inactive' and 'Workflow State'. A table lists 30 items found for the search 'Administration Applications'. The table has columns for First Name, Last Name, Posting Number, Workflow State (Internal), and Last Updated. A red box highlights the first few rows. An 'Actions' menu is open on the right, with 'Move in Workflow' highlighted by a red arrow.

First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated
<input checked="" type="checkbox"/>		A0001316		April 07, 2014 at 08:16 AM
<input checked="" type="checkbox"/>		A0001316		April 07, 2014 at 03:47 PM
<input checked="" type="checkbox"/>		A0001316		April 08, 2014 at 08:44 AM
<input type="checkbox"/>		A0001316		April 09, 2014 at 08:41 AM
<input type="checkbox"/>		A0001316		April 08, 2014 at 09:49 PM
<input type="checkbox"/>		A0001316		April 10, 2014 at 09:41 AM
<input type="checkbox"/>		A0001316		April 09, 2014 at 07:08 PM
<input type="checkbox"/>		A0001316		April 11, 2014 at 02:03 PM
<input type="checkbox"/>		A0001316		April 07, 2014 at 09:13 PM

- Select the appropriate workflow state per applicant review. Once all applicant workflow states are updated, click on the orange **Save changes** button. This will return you to the applicants tab.

The screenshot shows the 'Bulk Workflow Status Change' interface. At the top, there are navigation tabs: Home, Postings, Applicants (selected), Hiring Proposals, My Profile, and Help. Below the tabs is a search bar and filters for 'Active/Inactive' and 'Workflow State'. A table lists 30 items found for the search 'Administration Applications'. The table has columns for First Name, Last Name, Posting Number, Workflow State (Internal), and Last Updated. A red box highlights the first few rows. An 'Actions' menu is open on the right, with 'Move in Workflow' highlighted by a red arrow.

Editing: Workflow States for 3 Applicants

Change for all applicants:

Applicant	Current State	New State	Reason
		<input type="text" value="Select a workflow state..."/>	
		<input type="text" value="Select a workflow state..."/>	
		<input type="text" value="Select a workflow state..."/>	

or

Applicant Non Selection Codes

- The **Search Committee Chair** will choose “View application” for those not selected for interview. Applicants who are not selected for interview must have a non-selection code.

Ad hoc Search (27 Items Found) [Save this search?](#) [Actions](#)

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	Applicant Non Selection 1	Applicant Non Selection 2	Applicant Non Selection 3	(Actions)
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	A0001316	EO Approved Candidate - No Interview	April 07, 2014 at 08:16 AM	[Redacted]	[Redacted]	[Redacted]	View Application Actions
<input type="checkbox"/>	[Redacted]	[Redacted]	A0001316	EO Approved Candidate - No Interview	April 07, 2014 at 03:47 PM	[Redacted]	[Redacted]	[Redacted]	Actions
<input type="checkbox"/>	[Redacted]	[Redacted]	A0001316	EO Approved Candidate - No Interview	April 08, 2014 at 08:44 AM	[Redacted]	[Redacted]	[Redacted]	Actions
<input type="checkbox"/>	[Redacted]	[Redacted]	A0001316	EO Approved Candidate - No Interview	April 09, 2014 at 08:41 AM	[Redacted]	[Redacted]	[Redacted]	Actions
<input type="checkbox"/>	[Redacted]	[Redacted]	A0001316	EO Approved Candidate - No Interview	April 09, 2014 at 09:10 PM	[Redacted]	[Redacted]	[Redacted]	Actions

- To view the application, click on the “Edit” link next to Applicant Non Selection Form.

Postings / ... / [Manager for Staff Training and Development \(Posted\)](#) / [Applicant Review](#) / Deborah Tyson EO Approved Candidate - No Interview Search Results: Ne

Job application: [Redacted] (Administration)
 Current Status: EO Approved Candidate - No Interview
 Application form: Administrative Application

Full name: [Redacted] Created by: [Redacted]
 Address: [Redacted] Owner: EO

United States of America
 Username: [Redacted]
 Email: [Redacted]
 Phone (Primary): [Redacted]
 Phone (Secondary): [Redacted]
 Position Type: Administration
 Department: 53000 - Human Resources

Take Action On Job Application

- [View Posting Applied To](#)
- [Preview Application](#)
- [Edit Application](#)
- [Reactivate](#)

[Summary](#) | [Recommendations \(0 of 0\)](#) | [History](#) | [Reports](#)

Applicant Non-Selection Form [Edit](#)

Applicant Non-Selection

Interviewed/Not Interviewed:	Not Interviewed
Applicant Non Selection 1	Work experience not appropriate or less appropriate
Applicant Non Selection 2	
Applicant Non Selection 3	

- Once you click “Edit” on the Applicant Non Selection Form Section, choose whether the candidate was interviewed/not interviewed. Use the drop down information to select the correct non selection codes. Be sure to select all that apply. Once the information is entered, click on “Save” first and then click on “Applicant Review.” Repeat this step for all applicants.

- The **Search Committee Chair** sends the posting to EO for review by clicking on the orange **Take Action On Job Application**. Select “Submit to EO for Review”.

- The **Search Committee Chair** emails the completed Applicant Log to EO for review. Make sure all Search Committee notes are included.
 - EO review may take up to five business days.** EO will contact the Search Committee Chair if they have any questions. You will receive an email from fsujobs@ferris.edu stating that the posting status has been updated. Follow the instructions in the email.

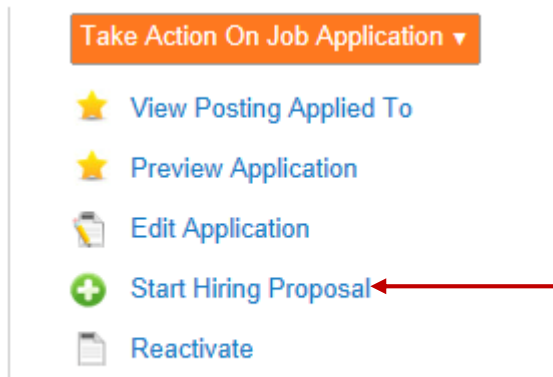
13. The **Search Committee Chair** reviews EO approved candidates and schedules interviews (see [Search Committee Guidelines](#) for details). This normally consists of telephone and face-to-face interviews.
14. Upon completion of interviews, the **Search Committee** selects a candidate for hire.
 - Select an applicant for hire and move their status through the Move in Workflow link to the state of “Selected for Hire”.
 - Update workflow status and non-selection codes for all other applicants. See [Managing Applicants](#) section for more details.
 - Notify the department to begin the Hiring Proposal process to obtain the appropriate approvals to make an offer.

To Begin the Hiring Proposal

15. The **Hiring Unit** will access the posting and choose the applicant whose workflow state is “Selected for Hire”. Click on the applicant name or click on the action icon next to the applicant name and select “View Application”.

First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 07, 2014 at 08:16 AM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 07, 2014 at 03:47 PM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 08, 2014 at 08:44 AM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 09, 2014 at 08:41 AM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 09, 2014 at 09:10 PM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 10, 2014 at 09:41 AM	Actions ▼
[blurred]	[blurred]	A0001316	Selected for Hire	April 09, 2014 at 07:08 PM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 11, 2014 at 02:00 PM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 07, 2014 at 09:10 AM	Actions ▼
[blurred]	[blurred]	A0001316	EO Approved Candidate - No Interview	April 08, 2014 at 07:57 PM	Actions ▼

- The Hiring unit will be able to click “Start Hiring Proposal” to begin this action.



- If the selected position description is correct, scroll to the bottom of the page and click “Select Position Description”.
 - PeopleAdmin will select the current position description by default.

Selected Position Description ←

• Secretary Level 2

Position Descriptions

Open Saved Search ▾ search: Search Hide search options

Add Column: Add Column ▾

Status: Draft Active Locked Inactive

Department: 21000 - Presidents Office
21003 - Diversity & Inclusion
21003 - Diversity and Inclusion Office
22000 - Budgetary Planning & Analysis

Staff PDs

Saved Search: "Staff PDs" (3158 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 ... 105 106 Next →

Position Description Title	Department	Position Description Number	Last Updated	Supervisor	Status	Actions
<input type="checkbox"/> Acct Clerk Level 2	51500 - Tort Place	C13005	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Academic Computer Lab Asst	54200 - Computer Technology Services	C13002	August 06, 2010 at 10:02 AM		Active	Actions
<input type="checkbox"/> Account Clerk Level 1	57000 - Public Safety	C13003	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acad Senate/Arts & Lect Asst	31402 - Faculty Senate	C13001	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	38202 - Auto Service Tech	C13004	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	70000 - Univer Advance and Mktg VP Office	C13006	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	62900 - Health Cntr Operations	C13011	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	55301 - Vehicle Maintenance	C13008	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Account Clerk Level 2	54400 - Telecommunications	C13012	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	39000 - Printing Digital	C13010	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Account Clerk 3 - CPTS	40000 - EIO BR Admin	C13014	April 13, 2012 at 09:39 AM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	56021 - Accounts Payable	C13007	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	39000 - CET Deans Office	C13015	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	35000 - COEHS Deans Office	C13017	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	33000 - A&S Deans Office	C13016	August 11, 2012 at 07:45 AM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	56021 - Accounts Payable	C13013	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 2	55000 - Physical Plant Admin	C13009	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	44000 - FLITE Admin	C13021	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Business Opr Acct Specialist	56200 - Business Operations	C13020	September 23, 2010 at 04:16 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	32000 - CPH Deans Office	C13019	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Account Specialist	40000 - EIO BR Admin	C13022	February 06, 2014 at 09:16 AM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	37000 - Pharmacy Deans Office	C13018	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Annual Giving/Advancement Assistant	70000 - Univer Advance and Mktg VP Office	C13024	January 08, 2013 at 03:28 PM		Active	Actions
<input type="checkbox"/> Acct Clerk Level 3	62401 - Rankin Gen Bldg	C13023	April 17, 2013 at 02:00 PM		Active	Actions
<input type="checkbox"/> Customer Service Rep	51200 - Racquet Facility	C13027	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Secretary Level 2	38602 - Jim Crow Museum	C13026	October 25, 2013 at 02:32 PM		Active	Actions
<input type="checkbox"/> Cable Television Technician	54400 - Telecommunications	C13028	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Clerk Typist	51923 - Residential Life	C13029	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Clinic Clerk	32300 - Dental Hygiene	C13032	November 21, 2009 at 03:55 PM		Active	Actions
<input type="checkbox"/> Clinic Clerk	36201 - Optometry Clinic	C13033	April 26, 2011 at 09:00 AM		Active	Actions

← Previous 1 2 3 4 5 6 7 8 9 ... 105 106 Next →

Select Position Description

- Instructions for filling multiple vacancies from one posting (to fill one vacancy, skip to the next step).
 - A request to modify and fill multiple positions must be submitted and approved prior to beginning this process.
 - Type the additional position number in the search field at the top of the page. Click “Search.”
 - The position will appear in the position description section below.
 - Click the circle next to the correct position and then click “Select Position Description.”

- Most of the key information will populate. The Recommended Salary, Salary Budget, and Start Date are required. Click “Save.” If additional documents need to be added, click “Next.” If not, click “Hiring Proposal Summary.”

Position Requests / ... / Hiring Proposal / Computer Technician / Edit

Editing Hiring Proposal

Candidate Selection Form Save Next >>

[Check spelling](#)

* Required Information

Employee Information

First Name
Middle Name
Last Name
Preferred name, if differs from listed above
Address
City
State/Province (enter NA if a non U.S. address)
Zip Code
Primary Telephone Number (format: xxx-xxx-xxxx)
Secondary Telephone Number (format: xxx-xxx-xxxx)
Email Address

Position Information

Position Number: A10465
Posting Title: Computer Technician

Hiring Proposal Information

* Recommended Salary This field is required.
Salary Budget (NBAPBUD)
Start Date

Save Next >>

Editing Hiring Proposal

Hiring Proposal Documents Save << Prev Next >>

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

Document Type	Name	Status	(Actions)
Justification Document			Actions
Other			Actions

Save << Prev Next >>

- Once on the summary page, move the proposal to the next approval level by selecting the orange icon, **Take Action On Hiring Proposal**

Hiring Proposal: (Administration)

[Edit](#)

Current Status: Draft

Position Type: Administration
Department: 54200 - Computer Technology Services
Applicant: Benjamin Looy
Posting: Computer Technician

Created by: Angela Cool
Owner: Angela Cool

Summary | [History](#) | [Settings](#)

Take Action On Hiring Proposal

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Canceled (move to Cancelled)
- Hiring Proposal Approved (move to Hiring Proposal Approved)

MOVE DIRECTLY TO...

- Hiring Unit
- Supervisor/Manager
- Dean/Director/AVP
- VP/VC

Select next approval level

16. Once the **Vice President** approves, either the **Dean/Director/AVP** or the Search Committee chair offers the candidate the position. **The VP must approve before any offer is made to the candidate.**

Finalize

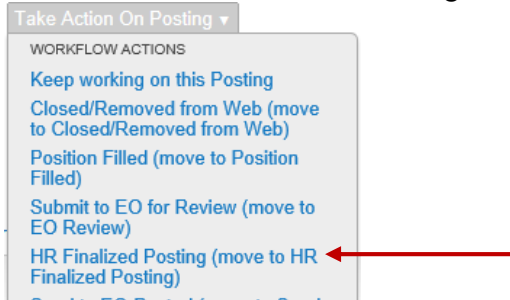
17. Once the hiring proposal has been approved, the **Hiring Unit** will receive an email from fsujobs@ferris.edu stating that the posting status has been updated. Follow the instructions in the email.

- Under the Hiring Proposal tab, click on orange **Take Action On Hiring Proposal** and move to “Offer Accepted.”



PeopleAdmin will automatically email the applicant when HR finalizes the posting.

- The **Search Committee Chair** or **Hiring Unit** can take action on the posting by clicking on the **Take Action On Posting** icon and selecting “HR Finalized Posting.”



- Failed or Canceled Searches: In the event a posting is determined to be a failed search or will be canceled, the **Search Committee Chair** will move all applicants to the appropriate workflow state and click on the **Take Action On Posting** icon and select “HR Finalized Posting.”

18. Once the candidate accepts the position, the **Hiring Unit** completes a PAF and submits required supporting documents for appropriate signatures.

The deadline for PAF’s to be processed for the next payroll period is the Monday prior to the beginning of the payroll week. Please refer to the figure below.

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 PAF due	10	11	12	13	14
15 Payroll Week	16	17	18	19	20 Pay Day	21

The deadline for PAFs this pay period would be April 9, the Monday prior to the beginning of payroll week.

Hiring Process Map All Positions

