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User Guides:
Signing In and Creating Shortcuts

Shibboleth and Duo

To sign in to PeopleAdmin securely, we use TrueYou Duo Sign In. Use the following web address to be directed to the secure sign on window.
https://unomaha.peopleadmin.com/hr/shibboleth.

Use your NetID credentials (exactly the same as your email Username and password). Duo will verify your identity based on the preferences you set up in TrueYou.

Do not use this page to log in.

To create a shortcut for your desktop, use the following steps.
1. Right click on your desktop.
2. Choose “new”.
3. Choose “shortcut”.
4. In the location bar enter: https://unomaha.peopleadmin.com/hr/shibboleth
5. Click next.
6. In the title bar, name your shortcut.
7. Click finish.

Important Note: When a user is signed in and inactive for 60 minutes or more, PeopleAdmin will automatically sign the user out to ensure data security.
When you sign into PeopleAdmin, you’ll be directed to your dashboard. Here you’ll find your access level, inbox and watch list, as well as links to your requisitions.

In the upper right hand corner of your dashboard page, you’ll find a drop down menu labeled “user group”. Typically, this will be set to “employee” when you first log in. Each group you belong to will appear on this list and will provide different access to the system, and different ways to interact with your open postings/requisitions. Initiator access allows a user to create requisitions. Department Head/Dean, Budget and Senior Vice Chancellor access allows the user to grant approval for a requisition. Search Committee Member access allows the user to view applications submitted to a particular position and Search Chair/Manager access allows the user to take action on those applications (such as requesting interviews and dispositioning candidates. See “Dispositioning Applicants” for more information). Choose the user group that grants the access needed for your task.

Your Inbox will keep you appraised of changes to your postings. It lists the title, current state and the number of days in that current state. Each time it changes states, the Inbox will update. If the posting is sent into a state that you cannot take action on, the posting will be removed from your Inbox (example: if the posting is moved to the Budget state in the work flow, it will not show in your Inbox). You can access postings listed in the Inbox by clicking on the title.

Your Watch List will keep positions on your dashboard no matter what state they are in.

To add a position to the Watch List, open the requisition and click on “add to watch list” in the right hand corner menu.
The postings menu will allow you to access postings requisitions in various classifications. Select the appropriate classification to get started.
After you’ve determined you need to hire, and your job description has been reviewed and approved by compensation and budget, you will need to create a requisition.

Begin by choosing the correct classification for your requisition. **Staff and Administrative** positions are full time managerial/professional, office/service employees, non-academic, administrative employees (B-1, B-2, C-2, N-1), or a part time employees who will be eligible for benefits. Staff positions are managed by Human Resources. All Staff positions must be approved by the Chancellor’s Cabinet and some by the President’s Office. Most are required to be posted internally for seven calendar days (5 business days), prior to accepting applications from external candidates. **Academic/Administrative** positions include Assistant Vice Chancellors and higher, and faculty positions (F-1, J-1, K-1, L-1, M-1, W-1, W-2). Academic Affairs manages all postings in this classification. **Temp/Part Time (non-benefits eligible)** positions (Y-1, Y-2, Z-2) last less than six months OR work 19.5 hours per week or less. These positions do not have to be approved by the Chancellor’s Cabinet and are handled by Human Resources. **Student/Work Study/GA** positions are only for students currently enrolled in classes at a Nebraska University campus. They are traditionally 20 hours per week or less, and are managed in the Human Resources office by Student Employment. Click on the appropriate classification and then click “Create New Posting” in the right hand corner.

“Create from Position Type” will open an entirely new requisition with only HR written language loaded into some boxes. This option is best for a new position, or a position that has changed significantly. “Create from Posting” will allow you to copy a previous requisition and duplicate it. This is best for a position that has not changed, or has changed very little, since it was last posted.

You must enter information into all fields that have an orange asterisk next to them.

The “organization” drop down menu will determine what is available for the “division” and “departmental unit” drop down menus.

When an application is submitted, it is added to the list indicated in the “applicant workflow” section. This should always be sent to “Staff Applicant Pool” unless discussed otherwise with HR.
In the references section, you can set the system to request references for those who list email addresses. In the “Reference Notification” drop down menu, you can choose the work flow stage you’d like to request references (recommendation: set this to “interviewed”). The “Recommendation Workflow” drop down will allow you to choose what stage the application is forwarded to when the references are complete (recommendation: leave this blank). The “Recommendation Document Type” drop down will allow you to choose whether or not the reference can upload a reference letter document, or just provide the reference using the PeopleAdmin form.

Always leave this box marked, so that applicants can submit an application via the website. All applications must go through this website, and will not be accepted offline.

The title code will be provided to you by Compensation (job code). The Position Number will be found on the Position Description for existing positions and will be provided to you by Budget for new positions.
The “Essential Functions” field should be copied from the “Position summary” on the position description. Some people like to add a some language along the lines of “The Math Department is seeking a…” or “The Social Work Department is inviting applications for…” Other language should not be added to this section.

Lists of duties beyond the essential functions can be listed in the “Additional Duties” section.

The “Required Qualifications” section is crucial. This should list the bare minimum qualifications a person will need to have to be successful in the position. Think about what is truly needed. If that means a Bachelor’s degree, list what field(s) the degree should be in. If the position could be successful with a combination of education and experience, or with experience equivalent to a degree, that should be listed. Often the clearest phrase is “a combination of education and relevant experience will be considered.” (NOTE: while screening applications, Human Resources staff will screen out any applicant who does not meet the qualifications outlined in this section).

The “Preferred Qualifications” section should include qualifications, education, experience, and certifications that will give a candidate an edge and aid them in the duties of the position, but that aren’t required.

The “Physical Demands” and “Work Environment” sections should not be changed unless discussed with Human Resources ahead of time.

The “FSLA” drop down menu will allow you to choose “exempt” or “non-exempt”. This classification is determined by Federal wage and hour standards and will be supplied for you in the email from the Compensation Team.

The email from the Compensation Team will also include the approved salary range for your position.
range in the “Salary” sections is always the best practice. You cannot offer an employee a salary higher or lower than the assigned range. Listing a range will give you room to determine a candidate’s pay based on their qualifications.

The “Contact Person” and phone number listed should be the Hiring Manager, who will be in charge of approving recruiting strategy and making final decisions on who to hire.

Fill out these section as is appropriate for the position being advertised.

While not required, it is recommended to fill out the “Job Duties” section of the requisition, beginning by clicking the “Add Job Duties Entry” button.

To complete this section, each job duty should be copied from the “Duties & Responsibilities” section of the Position Description. The “Job Duty Name”, “Description of Job Duty”, “Essential Duty” designation and “Percentage Of Time” can all be found in this section and can be copied and pasted directly. Entries can be added for each job duty by clicking the “Add Job Duties Entry” for each. To remove a duty Click the “Remove Entry?” selection box and save your draft.

Adding this information to the requisition helps the applicant know exactly what the job entails.

You’ll notice that the information in the “Posting Detail Information” isn’t required to advance the posting forward in the system, however, this information must be included for accurate and effective search strategies to be formed. The only field that should be left blank is the “close date” If you put a date in this field, the position will be closed automatically by the system, whether a hire is made or not.
User Guides: Creating a Requisition

The “cost center for advertisements” tells Human Resources who to bill for whatever paid advertisements are chosen.

In the box labeled “Where to advertise”, you can list sources you’d like to tap into. Human Resources will also help strategize your advertisements.

For most positions, you’ll click the “no waiver sought” button. In rare situations, we may have a candidate in mind to fill a position, and not want to advertise. In that instance, you’ll choose the reason for requesting a waiver, and then fill out the following box. Your request will be reviewed by Human Resources and a decision made.

The Position Justification Narrative is required for all positions, and is evaluated by the Chancellor’s Cabinet to determine if the position will be approved for posting.

The Budget Summary information breaks down the cost center, and the appointed budgeted for the position, will be reviewed by the Budget department to ensure that the salary is supported.
User Guides: 
Creating a Requisition

The References section will allow you to choose the minimum number of references an applicant can include and the maximum number to include (typically 4-6). It is often best to leave the “Last Day a Reference Provide Can Submit Reference” block blank. This will allow a reference provider to respond, even if it takes longer than you expect to fill a position. The “Provider Special Instructions” section should include questions for your reference providers to answer, or instructions to upload a letter of recommendation. A “Confirmation Message to Provider” message can be added so that when the reference is complete, you can thank the provider automatically.

The Supplemental Questions section may contain questions to help you understand candidates better. These questions can also be used as screening criteria. To add a question, click the “Add a question” button.

You can search the already existing questions by keyword, or you can add a new question, if you can’t find the one you’re looking for. Click the link, and then enter your question in the “name” section. Copy and paste that directly into the “Question” section. Change the “status” to “approved” and select the appropriate category.
Choose whether you want an open ended answer or a multiple choice answer. Enter the answer choices and click submit.

To edit the properties of each question, click on the question itself. You can then make the question required, determine what order the questions should appear in, and determine answers will disqualify a candidate.

When choosing “Documents Needed to Apply” anything marked “not used” will not be able to be uploaded. If documents are recommended but not required, mark them optional. If a document is marked “required” a candidate will not be able to submit the application without uploading the required document.

In the “Search Committee” section, you will choose to “add existing user” or “Create new user account”.

Click on the “add existing user” button, and begin to search for users by their last name, and then first name. When the person you’re looking for is found, click “add member”. If the person you’re looking for can’t be found, click “Create new user account”. Enter the person’s first and last name and email address. The username will be the first part of their email address (before the @). Click “Add member to search committee”. This will send an approval request to Human Resources for the member to be given permission to serve on the committee.

On the Summary Page, you’ll be able to review your posting and ensure everything is correct. You can edit from this page, in this stage, if you need to. When the posting is exactly how you want it, click the “Take Action on Posting” button. From there, you can cancel the posting, or move it on to the Department Head for approval.
User Guides:  
Creating a Requisition

The Department Head (or Dean) will review the requisition and when it's approved, will move it forward to the Budget stage of the workflow. The Budget team will review it and, once approved, move it forward to the Senior Vice Chancellor stage in the workflow. Once there, it is reviewed by the Chancellor's Cabinet and, if applicable, the President. Once all approvals are completed, the requisition is sent forward to Human Resources for posting.
When applications are submitted, you’ll need to review them to determine who are the most qualified. To view applicants, make sure you are in Search Chair/Manager or Search Committee Member mode.

Choose the position classification you are working in and then click the title of the position you are reviewing.

Click on the “Applicants” tab.

In the applicants menu, you can review each application by either clicking on the applicant’s name, or clicking “View Application” in the actions menu on each line.

The header will give you contact information for the applicant. The “summary” tab will contain all of the application data collected. “Documents” will hold resumes, transcripts and other documents requested. “Recommendations” will hold any reference letters submitted.
User Guides:
Advancing and Dispositioning Applicants

While reviewing applicants, you’ll want to advance applicants to the next step, or disposition them, letting them know that they will not be considered for the position. The options for each applicant will depend on the workflow stage they are currently in.

![Diagram of workflow stages]

While applicants are in the “Under Review by Department/Committee stage,” you’ll have the option to select “Request Interview” or “Not Interviewed, Not Hired.”

Once an interview is requested, an email will be sent to the Equity, Access and Diversity Coordinator, who will review and approve your pool. The approval will generate an email to you, and advance the candidate to the “approved for interview” workflow state. After the interview is over you’ll have the option to move your candidate to “Interviewed”.

From the “Interviewed” state, you’ll have three options. You should not advance your applicant further until a decision has been made. For the applicant you intend to hire (after your interview summary has been approved), select “Approve for Hire pending BG Check Results”. All others will be moved to “Interviewed, Not Hired” once your offer has been accepted. Although it is an option, you should not use “Offer Rescinded” without consulting Human Resources first.

After your candidate starts work, you’ll find an option to “move to Hired”, for the applicant in the “Approve for Hire” state. Move your applicant to Hired, and notify Human Resources that all applicants have been dispositioned.

Each time you choose not to advance a candidate, you’ll be asked to enter the reason why. This helps us keep track of the decision making process and helps us give feedback to applicants who call with questions.
User Guides:
Downloading and Printing Applications

There may be times when you need to download or print an application. There are several options for this.

1) If you need to download multiple applications, you can click on the selection boxes to the left of each applicant’s name. Then click on the “Actions” button on the right hand side. Under the bulk menu choose “Download applications as PDF”. This will create one document with all selected applications.

2) You can also select the boxes on the left of each applicant’s name, click on the actions button and choose “Create document PDF per applicant”. This will create a separate document for each application.

You can then print these applications from the PDF document created.

You can also print an application by opening the application itself. In the right hand corner, click on the “Preview application” link. A plain text window will open, and it can be printed from the web browser.
PeopleAdmin can collect references for you. You can set it to work through this process automatically, or you can begin the process manually when you’re ready.

While creating the requisition, the first page has a References Section.

In the references section, you can set the system to request references for those who list email addresses. In the “Reference Notification” drop down menu, you can choose the workflow stage you’d like to request references (recommendation: set this to “interviewed”). The “Recommendation Workflow” drop down will allow you to choose what stage the application is forwarded to when the references are complete (recommendation: leave this blank). The “Recommendation Document Type” drop down will allow you to choose whether or not the reference can upload a reference letter document, or just provide the reference using the PeopleAdmin form.

If you don’t set this up in the requisition, you can still have PeopleAdmin check references. Open the application by clicking on the applicant’s name. Under the applicant information header, there are five tabs. Click on the “recommendations” tab.

To send a notification, click the “send” button next to each name. When the system has sent an email, the “notified?” column will turn to “yes”. When a response is received the “responded?” column will become the date and time received, and a link to that reference will appear below.
Here is an example of the recommendations section properly used. You can see two notifications were sent, and one reference was received back.

Clicking on the reference link leads to this form. Reference providers also have the option to upload a letter of recommendation, which can be accessed from this link.
User Guides:
Bulk Transitioning of Applicants

At times, we need to transition a large number of candidates through the work flow at one time.

Open your list of applicants. Depending on where you are in the recruiting process, you may see applicants in different states. Their work flow state may say “Under review by department/committee”, “Interview approved”, “interviewed”, “interviewed, not hired” or “not interviewed, not hired”. To bulk transition a group of applicants, they must all be in the same work flow state.

For example, in the group of applicants above, all of those marked “under review by department/committee”, can be selected for transition together. The application marked “Interview approved” will have to be opened and transitioned separately.

To begin the transition, click on the selection boxes to the left of each application you intend to transition. Click on the “Actions” button on the right side, and choose “Move in workflow” under the “bulk” menu.

Your action screen will look like this:

On this screen, you only need to edit the very top fields. The drop down menu marked “Change for All applicants” will affect all of the applicants below, as will the “reason” drop down and the “explanation” text field. Click “save changes” for the transition to take effect.