



# University of Utah - PeopleAdmin Approver Guide

Your electronic approval of a posting or hiring proposal is equivalent to your signature. Please review all details and documents carefully. The policies requiring approval of faculty recruitment and appointments by college deans and department chairs/program directors remain in place and may not generally be delegated. See Policy 6-302: Appointments: <http://www.regulations.utah.edu/academics/6-302.html>.

When a posting or hiring proposal has been submitted to you for your approval, you will receive an email notification with a link to log in to the PeopleAdmin system.

## Step 1: Log in to Portal using CIS Username and Password

Once logged in to the PeopleAdmin system, you will see all postings or hiring proposals that require your attention in your Inbox. Please note that if you have more than one role in the system, you may have to change it to the appropriate approver role to see your inbox.

The screenshot shows the PeopleAdmin web interface. At the top, there is a navigation bar with links for Home, Postings, Hiring Proposals, My Profile, and Help. On the right, there are links for Watch List and PeopleAdmin, along with an APPLICANT TRACKING dropdown menu. Below the navigation bar, a user profile section identifies the user as Jennifer Bangerter, with 0 messages, and shows the current role as Department Approver. The main content area is titled "Welcome to your Online Recruitment System" and features an "Inbox (3 items need your attention)" section. This section displays a table of items for the "Department Approver" group, with columns for Job Title, Type, Current State, and Owner. The table lists three items: Associate Professor of Ethnic Studies, Assistant Professor, and Associate Professor, all of which are in the "Department Approver" state. To the right of the inbox, there are "Shortcuts" and "My Links" sections. The Shortcuts section includes links for "Create New Benefited Staff Posting", "Create New Faculty Posting", and "Create New Non Benefited Staff Posting". The My Links section includes links for "Help", "Training Videos", and "Your Applicant Portal".

Job Title	Type	Current State	Owner
<a href="#">Associate Professor of Ethnic Studies</a>	Faculty	Department Approver	Department Approver
<a href="#">Assistant Professor</a>	Faculty	Department Approver	Department Approver
<a href="#">Associate Professor</a>	Faculty	Department Approver	Department Approver

## Step 2: View the Posting or Hiring Proposal

To view the posting or hiring proposal click on the [blue](#) job title. Please review all information on the summary page. You may edit by clicking the blue Edit link. The following is a posting requisition summary page:



### Posting: Assistant/Associate/Full Professor (Campus Faculty) [Edit](#) [Delete](#)

Current Status: Draft

Position Type: **Campus Faculty**  
Department: **00074 - Art/Art History Department**

Created by: **TRINA RICH**  
Owner: **TRINA RICH**

**Summary**

[History](#)

[Settings](#)

[Hiring Proposals](#)

#### Posting Details [Edit](#)

Visible to Applicants

The EEO/DIVERSITY text MUST be included in all advertisements. You MAY NOT alter any language in either statement. For Health Sciences departments, please also include the [EXCEPTIONAL PATIENT VALUES](#) statement.  
*(This text is not visible to applicants)*

<b>Job Title</b>	Assistant/Associate/Full Professor
<b>Proposed Faculty Rank</b>	Assistant/Associate/Full Professor
<b>Department</b>	00074 - Art/Art History Department
<b>Track</b>	Tenure Track
<b>New Position to Begin</b>	7/1/2016
<b>Text for Job Vacancy Announcement - Web Posting</b>	Insert Job Description to be posted.
<b>EEO/Diversity Information</b>	The University of Utah is an Equal Opportunity/Affirmative Action employer and educator and its policies prohibit discrimination on the basis of race, national origin, color, sex, sexual orientation, gender identity/expression, religion, age, status as a person with a disability, genetic information, or veteran's status. Minorities, women, veterans, and those with disabilities are strongly encouraged to apply. Veterans' preference is extended to qualified veterans. To inquire further about the University's nondiscrimination and affirmative action policies or to request a reasonable accommodation for a disability in the application process, please contact the following individual who has been designated as the University's Title IX/ADA/Section 504 Coordinator: Director, Office of Equal Opportunity and Affirmative Action, 201 South Presidents Circle, Rm. 135, Salt Lake City, UT 84112, (801) 581-8365, email: oeo@utah.edu.

<b>Notice</b>	The University is a participating employer with Utah Retirement Systems ("URS"). To be eligible for retirement contributions, you must be hired into a benefit-eligible position. Certain new hires are automatically assigned to the URS retirement plan and other employees with prior URS service, may elect to enroll in URS within 30 days of hire. Regardless of whether they are hired into a benefit-eligible position or not, Individuals who previously retired and are receiving monthly retirement benefits from URS must notify the Benefits Department upon hire. Please contact Utah Retirement Systems at (801) 366-7770 or (800) 695-4877 or the University's Benefits Department at (801) 581-7447 for information.
<b>Special Instructions for Candidates</b>	Include special instructions to candidates regarding application.
<b>Open Date</b>	09/01/2015
<b>Close Date</b>	
<b>Open Until Filled</b>	Yes
<b>Requisition Number</b>	
<b>Type</b>	Faculty

Not Visible to Applicants

<b>Proposed Start Date</b>	07/01/2016
<b>Hiring Unit(s)</b>	00074
<b>Unit Faculty FTE</b>	
<b>Faculty Departures</b>	List of those who resigned or retired by July 1 of this year
<b>Projected Faculty Losses</b>	List those expected to retire, resign
<b>New Faculty Members in Unit</b>	
<b>Area of Search</b>	
<b>Number of Targeted Openings</b>	
<b>Proposed Annual Salary</b>	
<b>Expected Start-up</b>	
<b>Sources of funds</b>	

<b>Pass Message</b>	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, you will be contacted. We recommend that you note this confirmation number for future reference.
<b>Quicklink for Posting</b>	<a href="http://utah-sb.peopleadmin.com/postings/44456">http://utah-sb.peopleadmin.com/postings/44456</a>
<b>Veterans Preference Forwarding Acknowledgement</b>	No

#### Recruitment Activity

We require that you include two national outlets and two diversity outlets. After entering an outlet, click the "A

#### Reference Information

<b>Accept References?</b>	
<b>Maximum Number of References</b>	
<b>Minimum Number of References</b>	
<b>Instructions for Reference Providers</b>	

#### Posting Specific Questions [Edit](#)

Required fields are indicated with an asterisk (\*).

#### Applicant Documents [Edit](#)

##### Required Documents

None

##### Optional Documents

1. Appropriate discharge document (such as a DD-214 – Member Copy 4) – Veteran Only – Call 801.581.2169
2. Addendum to the University of Utah - Veteran Only - Call 801.581.2169 after submission

#### Posting Documents [Edit](#)

No documents have been attached.

#### Search Committee [Edit](#)

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

#### Search Committee Rankings [Edit](#)

## Step 3: Review Posting Documents

Be sure to review the information in the Posting Documents section. The [blue](#) links will open each pdf document. The following is a hiring proposal summary page:

The screenshot shows the PeopleAdmin interface. At the top, there is a navigation bar with 'Inbox', 'PeopleAdmin', 'Watch List', and 'APPLICANT TRACKING'. Below this is a secondary navigation bar with 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. A user notification for Jennifer Bangarter is visible. The main content area shows a hiring proposal for Wendy Duran, a Faculty member. The current status is 'Department Approver'. The position is 'Faculty' in the '00009 - Student Equity and Diversity' department. The applicant is Wendy Duran, a Professor. The proposal was created by Jennifer Bangarter. There are tabs for 'Summary', 'History', and 'Settings'. The 'Summary' tab is active, showing a 'Faculty Hiring Proposal' with an 'Edit' link. Below this is a table for 'Selected Candidate Information'.

Selected Candidate Information	
First Name	wendy
Last Name	durán
uNID	

Position Information

<b>Job Code</b>	9176
<b>Job Title</b>	Professor
<b>Posting Number</b>	PRN00005F
<b>Posting Open Date</b>	07/31/2011
<b>Start Date</b>	07/01/2011 Currently: blank
<b>Proposed Hire Rank</b>	
<b>Proposed Hire Job Code</b>	9176 Currently: blank
<b>Base Salary</b>	60000 Currently: blank
<b>Faculty Vote on Hire</b>	16-4-1 Currently: blank
<b>Faculty Vote on Rank</b>	16-4-1 Currently: blank
<b>Hiring Proposal Number</b>	HPF00001

Hiring Proposal Documents

1. [Letter from Chair to Dean \(Faculty only\)](#) (PDF | 9.1 KB)  
Chair Letter to Dean
2. [Draft Offer Letter](#) (DOCX | 7.8 KB)  
Draft Offer Letter

PDF Documents

Kind	
<a href="#">Application</a>	<a href="#">Recreate PDF</a>
<a href="#">Application and attached documents</a>	<a href="#">Recreate PDF</a>

Be sure to review the information in the Hiring Proposal Documents section. The blue links will open each pdf document.

## Step 4: Approve, Recycle or Cancel

To approve a posting or hiring proposal, hover the mouse over the large **orange** button at the top. You will see options to:

- Keep working on this Posting/Hiring Proposal
  - This option will save any edits you have made and retain the posting in your inbox.
- Send to “Next Approver”
  - This option will save any edits you have made and submit the posting to the next level of the approval process and the system will send an email to the person listed as the next approver with your comments. Options will pre-populate based on the next level in the approval process and may be either: Dean/Org Head, DFA (Director of Faculty Affairs), Budget Approver, or VP Approver.
- Return to Department Admin
  - This option will recycle the posting back to the person who initiated it and the system will send an email with your comments. This option should be used to recycle the posting for issues the department should address or correct.
- Cancel this Posting/Hiring Proposal

Please contact the Office for Faculty with any questions:

Academic Affairs
<b>Office for Faculty</b> <b>201 S. President’s Circle</b> <b>Room 308</b> <b>Salt Lake City, Utah 84112</b> <b>Phone 801-581-8763</b> <b>Fax 801-585-6812</b> <a href="mailto:officeforfaculty@utah.edu">officeforfaculty@utah.edu</a>