

Doc & Info Checklist:

Required:

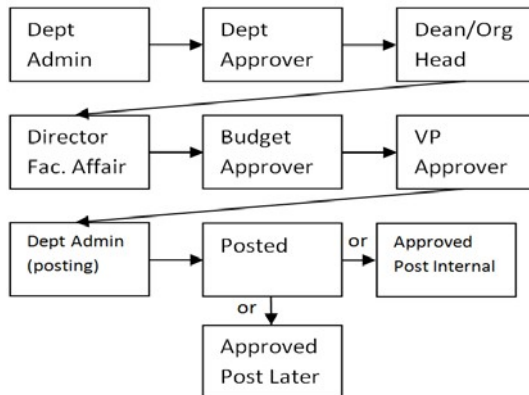
- Faculty Position Description (doc)
- 2+ Diversity Advertising Venues (info)
- 2+ National Advertising Venues (info)
- Search Committee Members (info)
- Decide if the System Should or Should Not Collect References (info)

Optional:

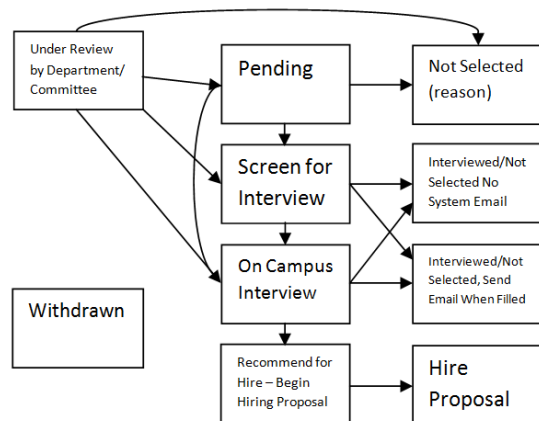
- Search Committee Ranking Criteria (info)
- Posting Specific Questions (info)

Workflow Process

Faculty Postings



Applicant Workflow



Questions?

Main Campus:

Office for Faculty
 201 S. Presidents Circle
 Room 308
 Salt Lake City, UT 84112
 Phone 801-581-8763
 Fax 801-585-6812
officeforfaculty@utah.edu

Quick Guide



Faculty Postings



Access to the PeopleAdmin site through the CIS website at:
 Sign onto CIS; In the Applicant Tracking System, click on the University of Utah for Main Campus or University Hospitals and Clinics. The PeopleAdmin system can also be found at: <https://utah.peopleadmin.com/hr/shibboleth>



Step-By-Step Instructions

Faculty Postings

Step 1: Create a Posting

- **Orange** button “Create New Posting” under
 - Faculty Postings tab.
- Create by title (if the position is open rank, choose most probable title and adjust posting title on next screen) or by posting (previously posted position by your department in the new system).
- Right side action button, click on “Create From.”

Step 2: “New Posting”

- First line is editable, and can be adjusted to indicate open rank if applicable.
- Last 3 lines are required if the system will be collecting References for the posting (Note: page cannot be edited after creating the new posting).
- “Reference Notification” = indicate the workflow status at which the system should send reference request emails to applicant’s references.
- “Recommendation Workflow” = indicate the
 - workflow status to which the system should move the applicant once all references are received. This is optional and can be left blank.
- “Recommendation Document Type” = “Reference Letter” must be selected for the system to collect references for the application.

Step 3: “Posting Details”

- “Position/Rank” = position title for applicant view
 - (can also indicate open rank to applicants).
- “Recruitment Activity Entry” = 2+ diversity venues required (Note: the system does not advertise, departments must contact ad venues).
- “Accept References”: by selecting “yes,” departments allow reference information to be collected electronically; by selecting “no,” references (contact info & letters) must be collected outside the system.

Step 4: “Posting Specific Questions”

- Add or create relevant questions for your applicants to fill out at the application stage.
- Answers to questions can be given a point value to help with the ranking decisions.
- We recommend including your OrgID in the name to make finding the criterion for use in other postings easier.

Step 5: “Applicant Documents”

- “Included” box must be checked in order to give applicants the option of attaching the document.
- “Included” & “Required” boxes must be checked in order to require the documentation from the applicant in order to submit.
- The “Letter of Recommendation” option for this page is attached by the applicant. If you are requiring blind letters of recommendation do not use this option – use the option in Step 2 or collect outside of the system.

Step 6: “Posting Documents”

- Attach Faculty Letter from Chair to Dean & Faculty Position Description documents (system will convert documents to PDF).
- Other documentation attachments are optional.

Step 7: “Search Committee Members”

- Enter in search committee and appoint chairs as necessary (Chairs are able to view all search committee candidate rankings).

Step 8: “Search Committee Rankings”

- Add and/or create any criteria for search committee members to use in ranking candidates.
- The “name” and “description” of each criterion will display for search committees. We recommend including your OrgID in the name to make finding the criterion for use in other postings easier.

Step 9: Posting the Position

- Review the posting and edit as needed.
- On **Orange** button “Take Action on Posting” click Move to Dept Approver and click submit in the pop-up box.

Moving Faculty Applicants through Workflow

Step 1: Review Applicants

- From the home page, click on “Postings” and select “Faculty.”
- When the job displays, hover over the “Action” button on the right of the posting.
- Select “View Applicants.”
- Review individual applications by hovering over the action button on the right for each applicant and select “View Application.”

Step 2: Move Applicants through Workflow

- Hover over the upper right-hand Orange button
 - “Take Action on Job Application.”
- Select a workflow state to move each applicant into when applicable:
 - “Keep working on this job application.”
 - “Not Selected” (reason must be provided).
 - “Pending” = you are still considering the applicant, but haven’t decided on an action.
 - “Screening interview” = by phone/ in person.
 - “On Campus Interview” = in person.
- Hit submit in the pop-up box.
- Applicants can be moved in bulk by hovering over the blue Actions button at the top right of the list of all applicants and under Bulk, selecting “Move in Workflow.”

Step 3: Closing Applicant Review Process

- All Applicants must be moved to one of the final Workflow Statuses:
 - “Not Selected” = moved from either “Under Review” status or “Pending” status (reason must be provided).
 - “Interviewed – Not Selected – Send Email when Filled” or “Interviewed – Not Selected – No System Email” = moved from “Screening” status or “On Campus Interview” status.
- “Recommend for Hire – Begin Hire Proposal” = only the applicant(s) that will be offered the position(s) should be in this workflow status.