



PeopleAdmin: Reviewing Applicants & Starting Hiring Proposal

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February 2021
Human Resources

Starting Off In PeopleAdmin

- Make sure you are in the **Applicant Tracking System**
- For *User Group* select **Student Hiring Manager (Student HM)**



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Hiring Manager Screens Applicants

- Hiring Manager will screen the applicants
- Click on **Postings**, then **Student**



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Hiring Manager Screens Applicants cont.

- Hiring Manager will click into their posting

Student Postings

+ Create New Posting

Saved Searches ▾

Search

More Search Options ▾

To post a Classified Position contact HR. Do not use PeopleAdmin to create Classified Postings.

Postings - Student

"Postings - Student" 3 Selected records 0 Clear selection?

Actions ▾

(Actions)

<input type="checkbox"/>	Position Title	Department	Position Number	Posting Number	Active Applications	Workflow State	
<input type="checkbox"/>	MSU Denver Training	Human Resources		S00018	1	Posted	Actions ▾



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Hiring Manager Screens Applicants cont.

- Hiring Manager will select the **Applicants** tab in the posting

 **Posting: MSU Denver Training (Student)** [Edit](#)

Current Status: Posted

Position Type: Student | Created by: Rowdy Roadrunner
Department: Human Resources | Owner: Student HM

Take Action On Posting ▾

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

[f](#) [t](#) [in](#)

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.



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Hiring Manager Screens Applicants cont.

- Hiring Manager will select the applicant name

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

Saved Searches ▾ Search [More Search Options ▾](#)

Active Applications ✕

"Active Applications" 1 Selected records 0 ✕ Clear selection?

Actions ▾ (Actions)

<input type="checkbox"/>	Legal Last Name	Legal First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	
<input type="checkbox"/>	Roadrunner	Rowdy	Resume, Cover Letter/Letter of Application, Writing Sample, References	July 28, 2020 at 06:50 PM	Under Review by Hiring Manager	Under Review	Actions ▾



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Hiring Manager Screens Applicants cont.

- To review for required qualifications click on the **Documents** tab

 **Job application: Rowdy Roadrunner (Student)**
Current Status: Under Review by Hiring Manager
Application form: Student Application

Full name: Rowdy Roadrunner	Created by: Rowdy Roadrunner
Address:	Owner: Student HM
890 Auraria Pkwy	
Denver, CO 80217	
United States of America	
Username:	
Email: studentemployment...	
Phone (Primary): 303-615-0999	
Phone (Secondary):	
Position Type: Student	
Department: Human Resources	

Summary Documents Recommendations (0 of 1) History Reports



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Hiring Manager Screens Applicants cont.

- Hiring Manager will move applicant to next round for interview. For any Applicant that does not meet qualification, please change their status as **No Longer Under Consideration**

 **Job application: Rowdy Roadrunner (Student)**
Current Status: Under Review by Hiring Manager
Application form: Student Application

Full name: Rowdy Roadrunner	Created by: Rowdy Roadrunner
Address:	Owner: Student HM
890 Auraria Pkwy	
Denver, CO 80217	
United States of America	
Username:	
Email: studentemployment...	
Phone (Primary): 303-615-0999	
Phone (Secondary):	
Position Type: Student	
Department: Human Resources	

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

No Longer Under Consideration (move to No Longer Under Consideration)

Meets minimum qualifications, moving to second screening (move to Meets minimum qualifications)

Meets minimum qualifications, moving to second screening (move to Meets minimum qualifications)

Submit Cancel

Summary Documents Recommendations (0 of 1) History Reports

Hiring Manager Can Recommend for Hire

- After interviewing, Hiring Manager can either move applicant to **“No Longer Under Consideration”** or **“Recommend for Hire”**

Job application: Rowdy Roadrunner (Student)
 Current Status: Under Review by Hiring Manager
 Application form: Student Application

Full name: Rowdy Roadrunner
 Address:
 890 Auraria Pkwy
 Denver, CO 80217
 United States of America
 Username:
 Email: studentemployment...
 Phone (Primary): 303-615-0999
 Phone (Secondary):
 Position Type: Student
 Department: Human Resources

Created by: Rowdy Roadrunner
 Owner: Student HM

Take Action On Job Application ▼

- ★ View Posting Applied To
- ★ Preview Application

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

- Recommend for Hire (move to Finalist)
- No Longer Under Consideration (move to No Longer Under Consideration)

Take Action

Recommend for Hire (move to Finalist)

Submit Cancel

Summary Documents Recommendations (0 of 1) History Reports

Hiring Manager Will Start Hiring Proposal

- Once applicant is recommended for hire, Hiring Manager will Start Hiring Proposal

Job application: Rowdy Roadrunner (Student)
 Current Status: Under Review by Hiring Manager
 Application form: Student Application

Full name: Rowdy Roadrunner
 Address:
 890 Auraria Pkwy
 Denver, CO 80217
 United States of America
 Username:
 Email: studentemployment...
 Phone (Primary): 303-615-0999
 Phone (Secondary):
 Position Type: Student
 Department: Human Resources

Created by: Rowdy Roadrunner
 Owner: Student HM

View Posting Applied To

Preview Application

Start Hiring Proposal

Order HireRight Background Check

Starting Hiring Proposal

Applicant: Rowdy Roadrunner

Posting: MSU Denver Training

Start Hiring Proposal or Cancel

Summary Documents Recommendations (0 of 1) History Reports

Hiring Proposal

- Hiring Manager will fill in the Prospective Employee Information, Position Information (to include Preferred Start Date), and confirm Budget Information

The screenshot shows a form with several sections: Prospective Employee Information, Position Information, Budget Information, and Budget Details. Red arrows point to the Employee ID Number field, the Preferred Start Date field, and the Fund # field in the Budget Details section. A 'Save & Continue' button is visible in the bottom right corner.



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Hiring Proposal

- Hiring Manager will move the Hiring Proposal to **Student HR**

The screenshot shows a hiring proposal management interface. At the top, it says 'Hiring Proposal: Rowdy Roadrunner (Student) Edit'. Below this, there are details like 'Current Status: Draft', 'Position Type: Student', 'Department: Human Resources', 'Applicant: Rowdy Roadrunner', and 'Posting: MSU Denver Training'. A 'Take Action On Hiring Proposal' dropdown menu is open, showing options: 'Keep working on this Hiring Proposal', 'Cancel (move to Canceled)', and 'Select (move to Student HR)'. A red arrow points from the dropdown to a modal dialog box titled 'Take Action'. The modal dialog has a text area for 'Comments (optional)' and 'Submit' and 'Cancel' buttons. A red box highlights the 'Select (move to Student HR)' option in the dropdown.

Hiring Proposal: Next Steps

- Student HR Rep will review Hiring Proposal and send Offer Letter (Student Agreement Form) to Candidate. Student HR Rep will change Status of Hiring Proposal to **“Offer Extended”**
- Once the Student accepts the Offer Letter (Student Agreement Form), the Student HR Rep will change the status of Hiring Proposal to **“Offer Accepted”**.
- Student HR Rep will send off Background Check and change Hiring Proposal Status to **“Background Check Sent”**. Email from positions@msudenver.edu will be sent to Candidate with additional onboarding requirements/information.



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Hiring Proposal: Next Steps

- Once the Background Check has been Approved, Student HR Rep will change status of Hiring Proposal to **“Background Check Satisfactory”**. Email from positions@msudenver.edu will be sent to Student Hiring Manager with additional onboarding information/ePAF instructions.
- Once all paperwork has been received from both the Candidate and Hiring Manager, Student Employment Team will Approve and Apply the ePAF., Student HR Rep will change status of Hiring Proposal to **“Hiring Proposal Complete”**.
- Email from positions@msudenver.edu will be sent to Student Hiring Manager stating the Onboarding process is complete and the Student Employee is now authorized to begin working. Additional web access and Next Steps information will be highlighted on this email.



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Resources

- Student Employment Portal- <https://www.msudenver.edu/se/>
- Getting Started - <https://www.msudenver.edu/se/gettingstarted/>



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