

PeopleAdmin 7 User Instructions

PeopleAdmin Modules

Applicant Tracking (Hire)

- Post position
- Generate Hiring Proposals
- Access to positions as a search committee member

Position Management (Positions)

- Update position descriptions
- Supervisors can access their direct reports
- Stipend and Adjunct actions

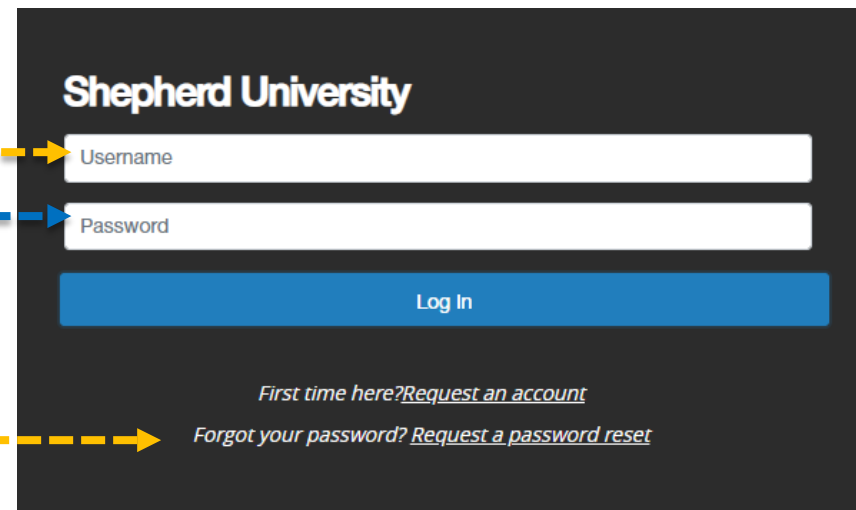
Performance Management (Evaluations)

- 3 month, 6 month and annual evaluations

Login Page

jobs-shepherd.peopleadmin.com/hr

- Logging in
 - Login with your Username and Password
- New Users
 - New users can request a new user account by clicking on Request an account. This will put the user in pending status. The system will send an email to the Administrator. The Administrator will have to approve the user before they can log in.
 - Note: Shepherd employees should not request a new account because you should already be in the system
- Forgot your Password?
 - If you forgot your password, click on Request a password reset and the system will email you a link to reset your password.



The screenshot shows the login interface for Shepherd University. It features a dark header with the university's name, followed by input fields for 'Username' and 'Password', and a blue 'Log In' button. Below the button are two links: 'First time here? Request an account' and 'Forgot your password? Request a password reset'. Dashed lines and arrows from the text on the left point to these elements: a yellow dashed line connects 'Logging in' to the login fields; a blue dashed line connects 'New Users' to the 'Request an account' link; and a yellow dashed line connects 'Forgot your Password?' to the 'Request a password reset' link.

Home Page

Module Section

- Applicant Tracking System
- Applicant Tracking System
- Position Management
- Performance Management

Applicant Tracking System

Welcome, Donna Shipley [My Profile](#) [Help](#) [Logout](#)

Shepherd UNIVERSITY

User Group: Employee

Shortcuts

Inbox Postings 1 Users Hiring Proposals Position Requests Onboarding Tasks

Special Handling Lists

SEARCH [Filters](#)

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Student Employment Office Assistant Student Employment	Student HR	1

Watch List Postings Hiring Proposals Position Requests

SEARCH [Unwatch Postings](#)

0 Filled Postings Last 30 days

0

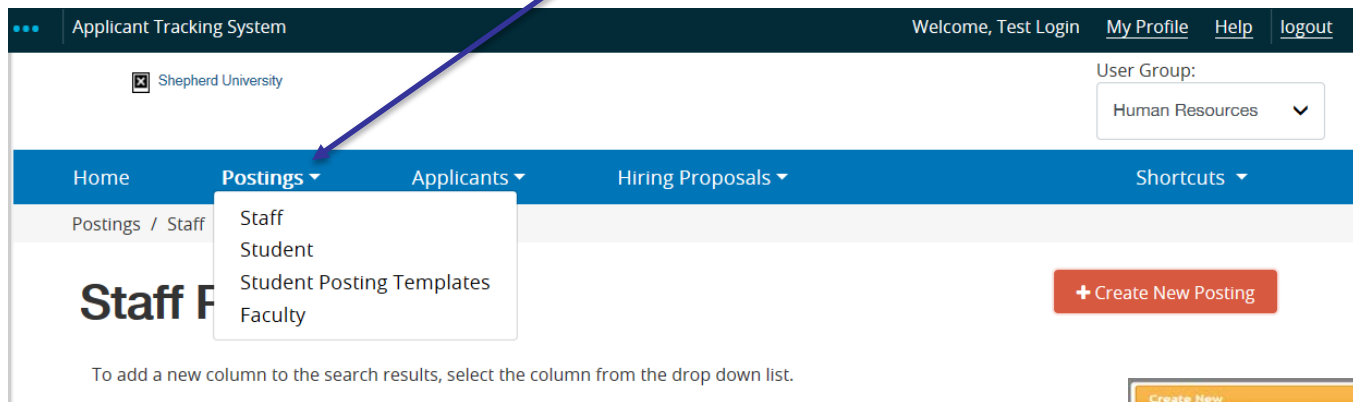
Staff Student Faculty


Applicants Per Day Last Week

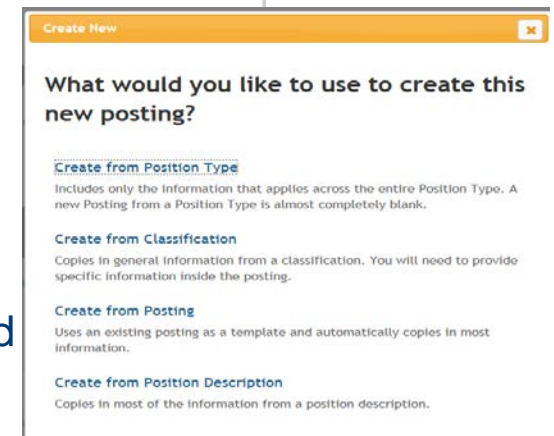
1.0
0.5

Create a Posting

- On the Postings tab, select the type of position (staff, student, faculty) that you would like to create.



- Select 
- The Create New window option will appear
- Choose your selection from the list – Create From Position Description will be the selection most used



ADMIN SEC-SR	68	College of Nursing, Educ and Health Sciences	Dean, College of Nursing, Education and Professional Studies (Sharon Mailey)	Active	Actions ▼
ADMIN SEC-SR	154	College of Nursing, Educ and Health Sciences	Dean, College of Nursing, Education and Professional Studies (Sharon Mailey)	Active	Actions ▼

[Home](#)
[Postings ▼](#)
[Applicants ▼](#)
[Hiring Proposals ▼](#)
[Shortcuts ▼](#)
[Position Descriptions](#) / [Staff](#) / ADMIN SEC-SR


Position Description: ADMIN SEC-SR (Staff)

Current Status: Active

Position Type: **Staff**

Department: **College of Nursing,
Educ and Health Sciences**

Created by: **System Account**

[Print Preview](#)

[Print Preview \(Employee view\)](#)

[Create Posting from this Position Description](#)

★ [View Supervisor](#)

★ [Modify Position Description](#)

★ [Employee Certification](#)

★ [Adjunct Action Form](#)

★ [Stipend Form](#)



New Posting

Create New Posting

Cancel

* Required Information

Position Title

ADMIN SEC-SR

Organizational Unit

Institution *

Shepherd University (School)

Department *

College of Nursing, Educ and Health Sciences ▾

Applicant Workflow

Workflow State

Under Review by HR ▾

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

▾

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

▾

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document ▾

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

☒ Accept online applications?

Special offline application instructions

Accepted Application Forms

☐ Staff Application

☐ Faculty/Administration Profile

Supporting Documents

☐ Allow supporting documents to be uploaded to applications?

Position Description Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

Create New Posting

Cancel

After selecting Create New Posting, you will go to the Position Details page. On this page is where you will see all of the information about the position. You will need to enter the supervisor's name and phone number. Then, click Save & Continue.

You will move through the selections and complete the necessary information on each tab.

[Home](#) [Postings ▾](#)

Postings / Staff / ADMIN SEC-SR (Draft) /

Editing Posting

✓ Position Details

✓ Budget Information

✓ Supplemental Questions

✓ Applicant Documents

✓ Guest User

✓ Internal Posting Docum...

✓ Search Committee

✓ Evaluative Criteria

✓ Reference Collection

Summary

[Check spelling](#)

Budget Summary

Fund

Org

Account

Percentage Funded

☐ Remove Entry?

Add Budget Summary Entry

Editing Posting

Position Details

Budget Information

Supplemental Questions

Applicant Documents

Guest User

Internal Posting Docum...

Search Committee

Evaluative Criteria

Reference Collection

Summary

Applicant Documents

Save << Prev Save & Continue

Select the documents to be required with this Item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this Item.

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save or Cancel

Save << Prev Save & Continue

Shepherd University

User Group:
Human Resources

Editing Posting

Position Details

Budget Information

Supplemental Questions

Applicant Documents

Guest User

Internal Posting Docum...

Search Committee

Evaluative Criteria

Reference Collection

Summary

Guest User

Save << Prev Save & Continue

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Save & Continue



Guest User

[Save](#)[<< Prev](#)[Save & Continue](#)

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

Password

[Update Password](#)

Email Addresses of Guest User Recipients

Email addresses (one per line)

[Update Guest User Recipient List](#)[Save](#)[<< Prev](#)[Save & Continue](#)

Enter the email addresses for the search committee members. Please enter each address on a separate line.

After the email addresses are entered, click Update Guest User Recipient List. At that time, the search committee member will receive an email.

Assigning Search Committee Members

Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member

Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account

If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account

If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

Search Committee Members

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

[Add Existing User](#)[Create New User Account](#)

Click Add Existing User then the pop-up will appear for you to enter the names of the search committee members. Once all of the members have been added, select Save and Continue.

Add Existing User

Search:

Department:

☒ Display search committee user group members only

Search

No users were found
Try removing any search filters and make sure all words are spelled correctly.

Create New User Account

Close

Take Action On Posting ▼

Keep working on this Posting

WORKFLOW ACTIONS

- Cancel (move to Canceled)
- Post Position (move to Posted)
- Post Internally (move to Internal Posting Access)
- Approve-Pending (move to Approved-Pending)
- Return (move to President)

MOVE DIRECTLY TO...

- Assistant
- Supervisor
- Director/Dept. Head
- Dean
- Academic Affairs Budget Office
- VP/Executive Officer
- Finance Budget
- President
- HR Final Review
- Approved-Pending
- Posted
- Internal Posting Access
- Closed
- Filled
- Canceled

Select the correct recipient from the list.

Take Action

Move directly to 'VP/Executive Officer'

Comments (optional)

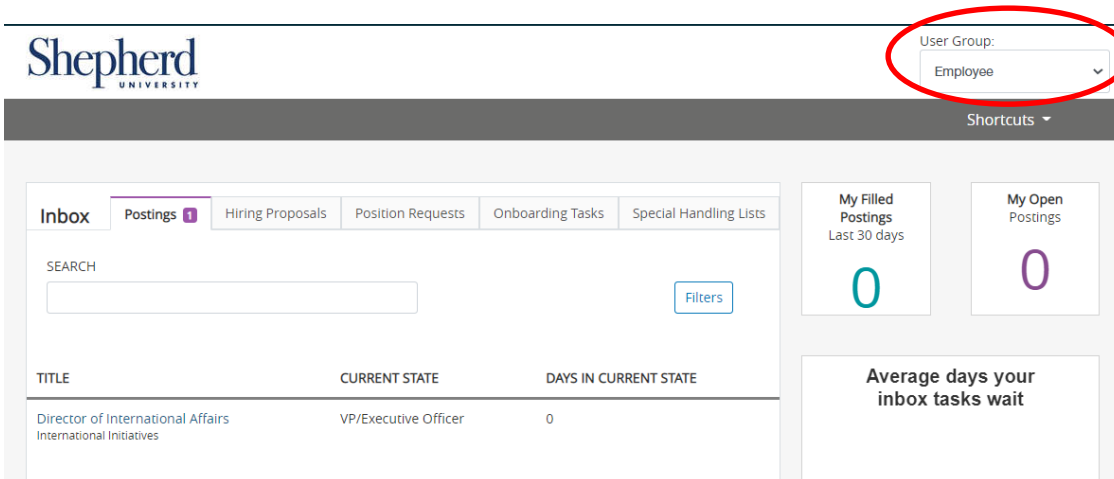
Submit Cancel

Once the recipient is selected, you will see this pop up box. Enter any comments that you may have and click Submit.

The posting will continue through the approval and make its way back to HR for posting. Once the posting is active, online applications can be received.

Approve a Posting

1. Login to the system to view your Dashboard.
2. Make sure the correct User Group is selected.
3. The postings tab will show the number of actions awaiting approval.
4. Select the posting that you want to view.
5. Review the posting and if the information is correct, click on Take Action on Posting. *Your view will be different based on your level of access in the system.*
6. Under Workflow actions, select where the action should be sent for the next approval.



The screenshot shows the Shepherd University dashboard. At the top left is the 'Shepherd UNIVERSITY' logo. To the right is a 'User Group:' dropdown menu with 'Employee' selected, circled in red. Below the header is a 'Shortcuts' section. The main content area has a navigation bar with 'Inbox', 'Postings 1', 'Hiring Proposals', 'Position Requests', 'Onboarding Tasks', and 'Special Handling Lists'. The 'Postings' tab is active. Below the navigation bar is a search bar and a 'Filters' button. A table displays the following data:

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Director of International Affairs International Initiatives	VP/Executive Officer	0

On the right side of the dashboard, there are two boxes: 'My Filled Postings Last 30 days' with a large '0' and 'My Open Postings' with a large '0'. Below these is a box labeled 'Average days your inbox tasks wait'.

Take Action On Posting ▼

Keep working on this Posting

WORKFLOW ACTIONS

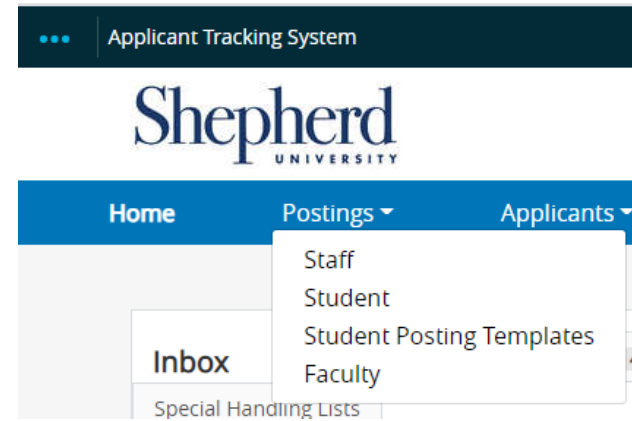
Select (move to Finance Budget)

Return (move to Academic
Affairs Budget Office)

Return (move to Director/Dept.
Head)

Reviewing Applications

1. Applications may be accessed by viewing the posting. From the Welcome Page, hover over the Postings heading and select the position type (Staff or Faculty).
2. From your list of postings, click on the title of the posting you want to view.
3. Select the Applicants tab.



Staff Postings

To add a new column to the search results, select the column from the drop down list:

Save Searches Search More Search Options

Postings w/Posted Close Date						
"Postings w/Posted Close Date" Delete this search? Selected records Clear selection?						
<input type="checkbox"/>	Position Title	Posting Number	Department	Active Applications	Workflow State	Close Date
<input type="checkbox"/>	Program Assistant I	5005P	Dept of Contemporary Art and Theater	2	Posted	Actions
<input type="checkbox"/>	Administrative Secretary	5006P	School of Nursing	3	Posted	Actions
<input type="checkbox"/>	ADMIN SEC-SR		College of Nursing, Educ and Health Sciences	0	Canceled	Actions
<input type="checkbox"/>	Maintenance Worker II	5007P	Facilities Management	3	Posted	Actions
<input type="checkbox"/>	Trades Specialist I	5008P	Facilities Management	3	Posted	Actions

Posting: Program Assistant I (Staff) Edit

Current Status: Posted

Position Type: Staff
Department: Dept of
Contemporary Art and Theater

Created by: Test Login
Owner: Human Resources

Take Action On Posting

- View Guest User Credentials
 - 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 Associated Position Description

4. Select the name of the applicant that you want to view.

All Applicants				
"All Applicants" 2 Delete this search? Selected records 0 Clear selection?				
<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number
<input type="checkbox"/>	Doe	Jane	Resume, Cover Letter	S005P
<input type="checkbox"/>	Applicant	Sally		S005P

5. The application will contain the applicant's employment history, education, reference contact information and any attachments such as resume, cover letter, etc.

6. At the bottom of the application, there is a feature that will combine the application and attached documents into one PDF document. To view, select Combined Document and Generate.






PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

Creating a Staff Hiring Proposal

1. Select the applicant's name that you would like to hire.
2. Select Start ATS Hiring Proposal.
3. Complete all of the required information. Most information will populate from the application and posting information.
4. After the information has been completed on the hiring proposal, select Save and Continue, click on Take Action on Hiring Proposal and under Move Directly To, select the next approver.
5. You will receive the Take Action pop up where you can enter any comments and then click Submit.
6. Once the action has been submitted to the next level, you will see this message in the upper left corner of your screen.
7. The action will continue through the system until all approvals have been received and the action is finalized.

 Hiring Proposal was successfully transitioned

Take Action On Job Application ▼

- ★ View Posting Applied To
- ★ Preview Application
-  Edit Application
-  View Completed Hiring Proposal
-  Start PD Hiring Proposal
-  Start ATS Hiring Proposal
-  Reactivate

Take Action On Hiring Proposal ▼

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

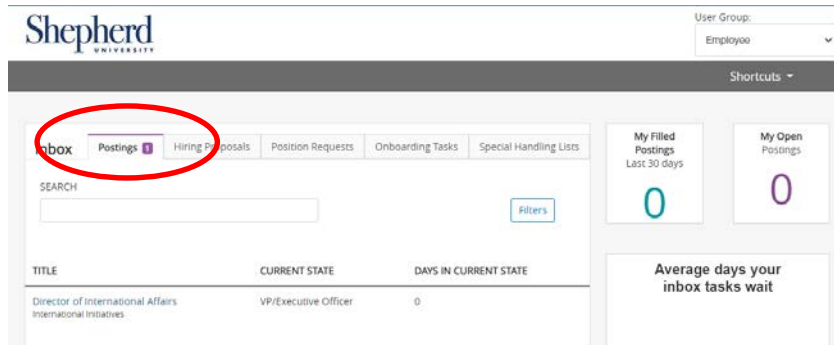
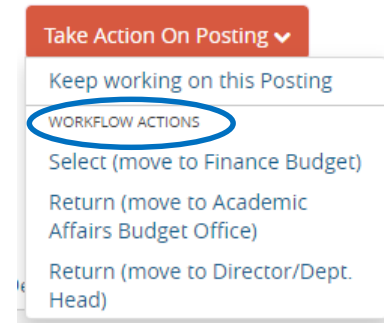
- Cancel (move to Canceled)
- Payroll (move to Payroll)
- Approve and Finalize Hire (move to Hire Approved)
- Offer Declined (move to Offer Declined by Applicant)
- Return (move to President)

MOVE DIRECTLY TO...

- Assistant
- Director/Dept. Head
- VP/Executive Officer
- Finance/Budget
- President
- Human Resources
- Payroll
- Hire Approved
- Offer Declined by Applicant
- Canceled

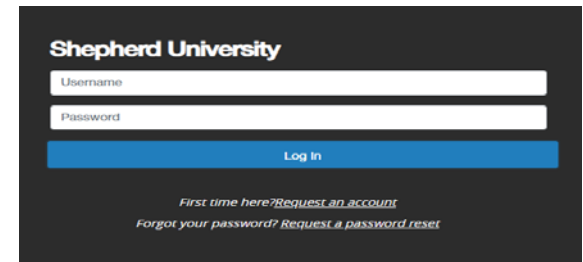
Approve a Hiring Proposal

1. Login to the system to view your Dashboard.
2. Make sure the correct User Group is selected.
3. The postings tab will show the number of actions awaiting approval.
4. Select the posting that you want to view.
5. Review the posting and if the information is correct, click on Take Action on Posting. *Your view will be different based on your level of access in the system.*
6. Under Workflow actions, select where the action should be sent for the next approval.



Search Committee Member Instructions

1. Login to PA7 (jobs-shepherd.peopleadmin.com/hr). If you do not know your username, please reach out to someone in HR to have this sent to you. *All current Shepherd employees have a username; you will not need to create a new username.*
2. Make sure the correct User Group (Search Committee Member) is selected.
3. Click on the 3 blue dots in the upper left hand corner and select Applicant Tracking System.
4. Click on the drop down arrow beside Postings in the blue bar at the top of the page.
5. Select the type of posting for the position (Staff or Faculty).
6. The position(s) that you have access to will appear. Click on the position title to go to the posting.
7. Once in the posting, select the Applicants tab to view the applications.
8. Click on the last name of the applicant to view their application information.
9. To add this posting to your Dashboard, click on Add to Watch List. This will provide quick and easy access to your posting and applications from your dashboard.



Shepherd University

Username

Password

[Log In](#)

[First time here? Request an account](#)

[Forgot your password? Request a password reset](#)

User Group:

Search Committee Member

<input type="checkbox"/>	Position Title	Posting Number	Department
<input type="checkbox"/>	Visiting Lecturer of Spanish	F007P	Dept of English & Modern Languages
<input type="checkbox"/>	Assistant Professor of Graphic Design	F010P	Dept of Contemporary Art and Theater
<input type="checkbox"/>	Clinical Faculty - Musicology & Collaborative Piano	F012P	School of Music
<input type="checkbox"/>	Assistant Professor of Music Theory, Composition & Technology	F013P	School of Music



Posting: Visiting Lecturer of Spanish (Faculty)

Current Status: Posted

Position Type: Faculty

Department: Dept of English & Modern Languages

Created by: Donna Shipley

Owner: Human Resources

★ See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Add to Watch List



Summary

History

Applicants

Reports

