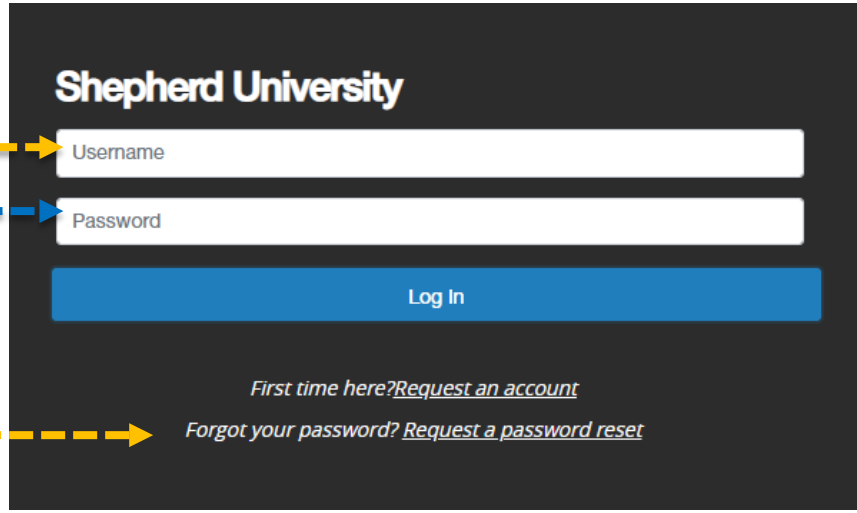
Login Page

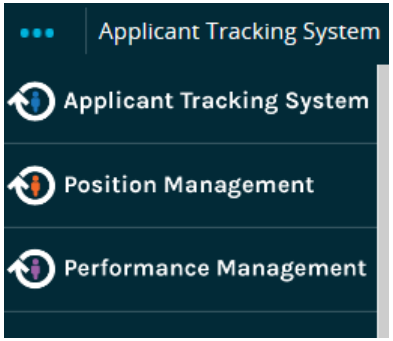
https://jobs-shepherd.peopleadmin.com

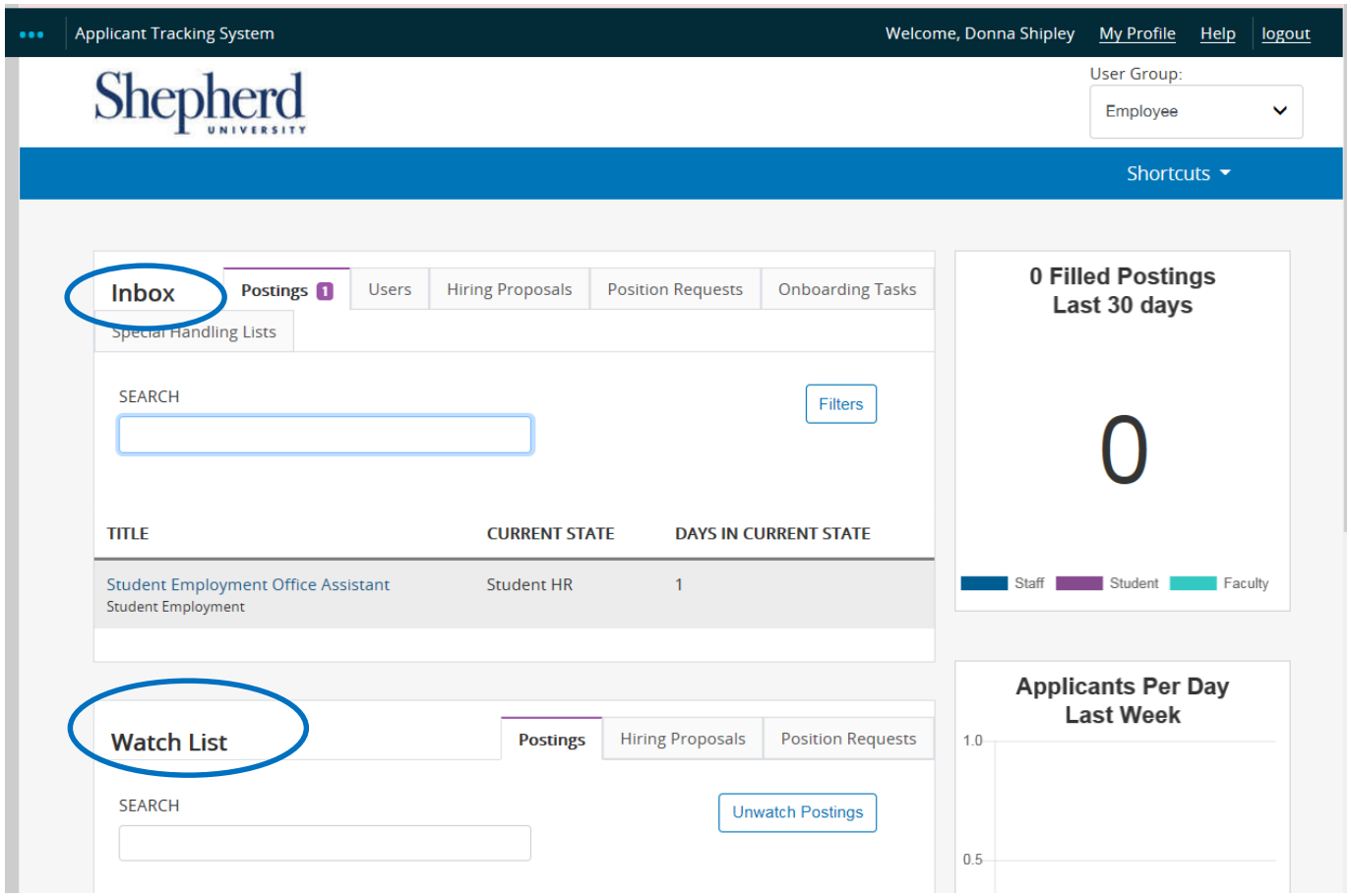
- Logging in
  - Login with your Username and Password
- New Users
  - New users can request a new user account by clicking on Request an account. This will put the user in pending status. The system will send an email to the Administrator. The Administrator will have to approve the user before they 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.



Home Page

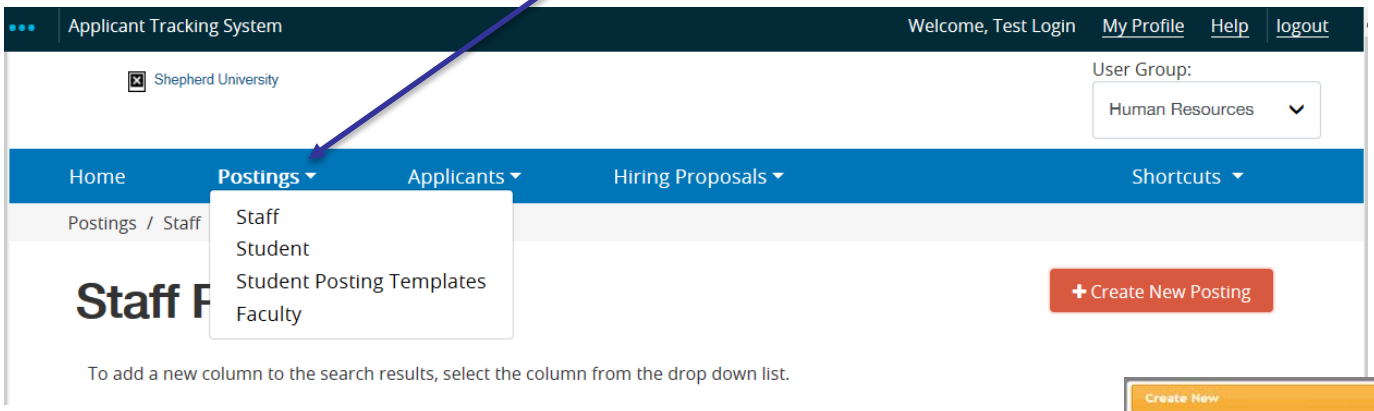
Module Section

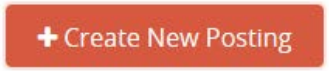




Create a Posting

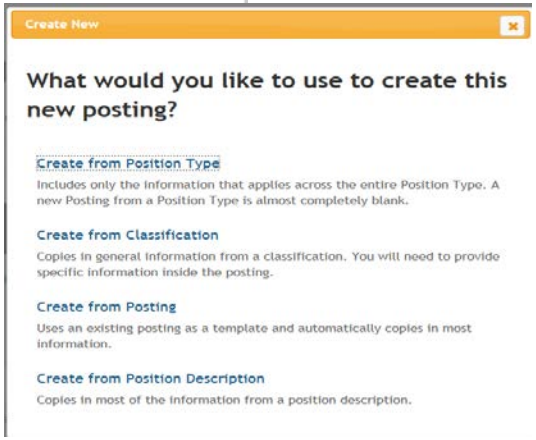
- On the Postings tab, select the type of position (staff, student, faculty) that you would like to create.



- 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

Home | Postings | Applicants | Hiring Proposals | Shortcuts

Postings / Staff / New Posting

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?

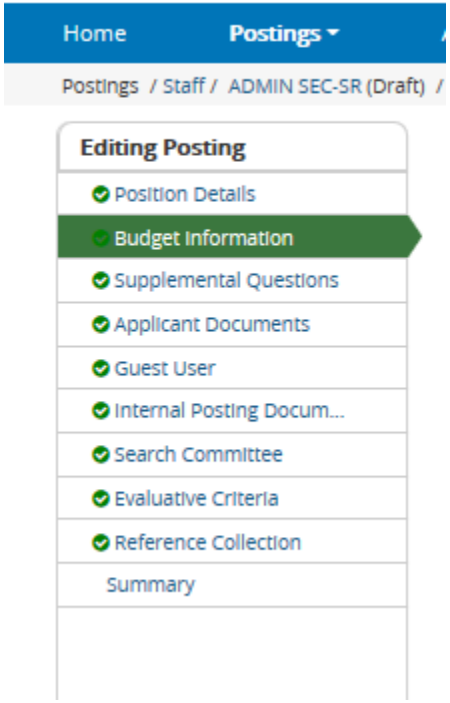
Position Description Documents

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

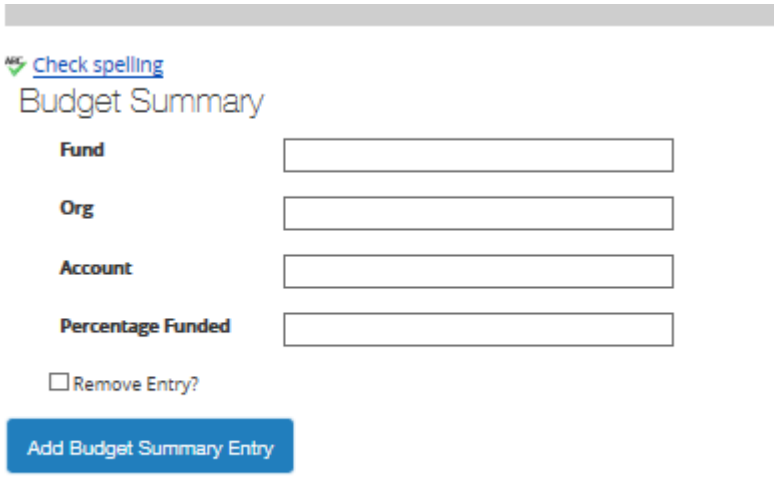
No documents found.

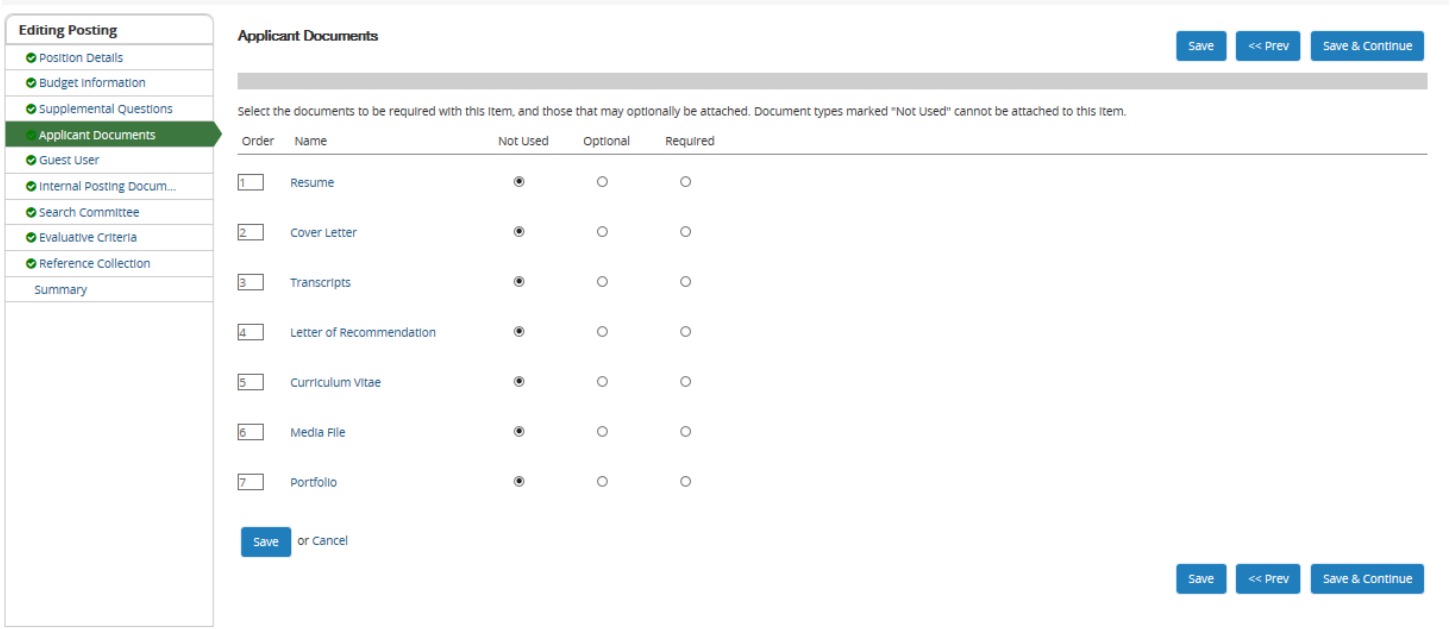
Create New Posting | Cancel

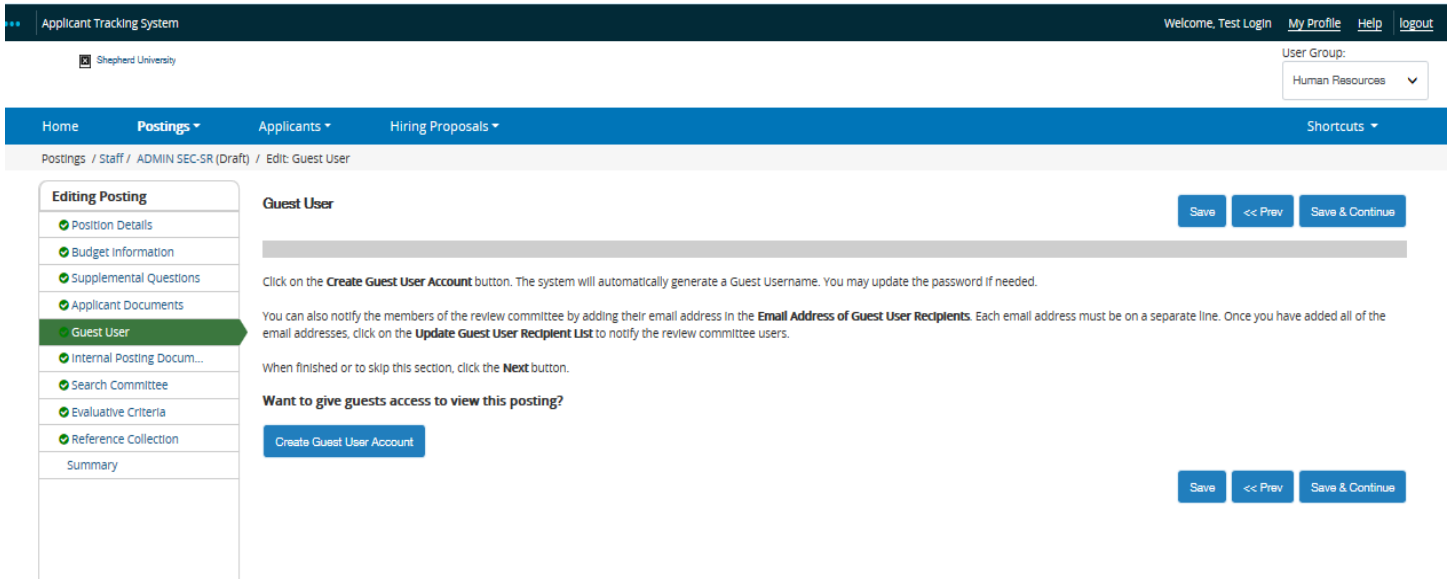
After selecting Create New Posting, you will go to the Position Details page. On this page is where you will see all of the information about the position. You will need to enter the supervisor's name and phone number. Then, click Save & Continue.



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




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
2 Cover Letter
3 Transcripts
4 Letter of Recommendation
5 Curriculum Vitae
6 Media File
7 Portfolio
Save
or Cancel
Save
<< Prev
Save & Continue


Applicant Tracking System
Welcome, Test Login
My Profile
Help
logout
Shepherd University
User Group:
Human Resources
Home
Postings
Applicants
Hiring Proposals
Shortcuts
Postings / Staff / ADMIN SEC-SR (Draft) / Edit: Guest User
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

gu0582

Password

Mv8HQ2 | 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.

Search Committee

Save | << Prev | Save & Continue

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.

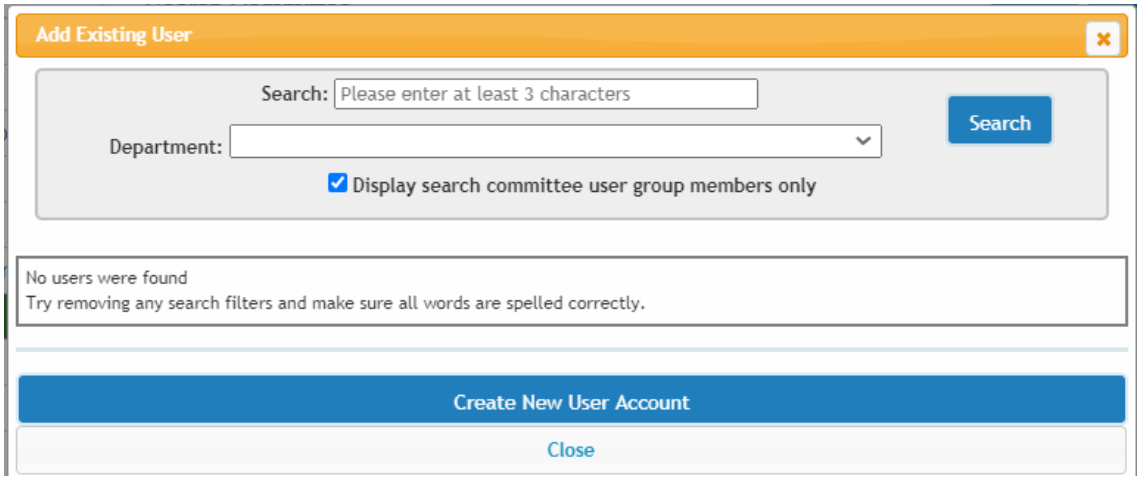
New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested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

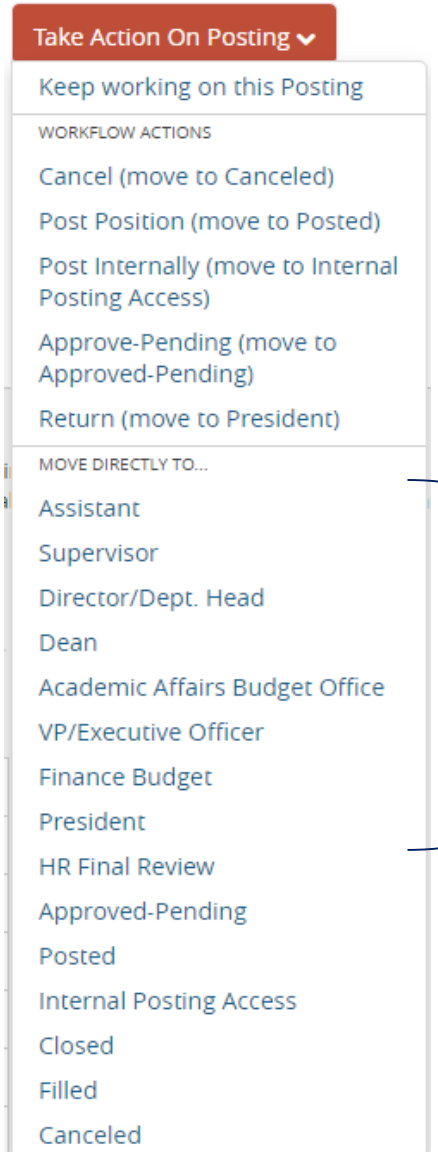
Search Committee Members

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

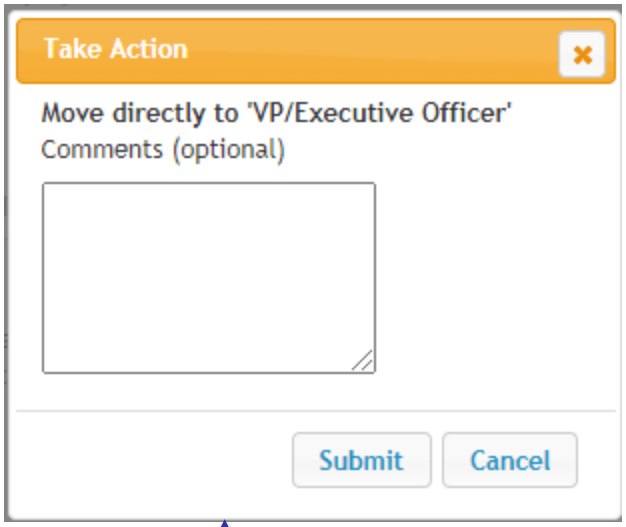
Add Existing User | Create New User Account

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.





Select the correct recipient from the list.



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.