

User Guide



PEOPLEADMIN

A PowerSchool Company

VCCS/PeopleAdmin User Guide

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SECTION I: GETTING STARTED

Objectives

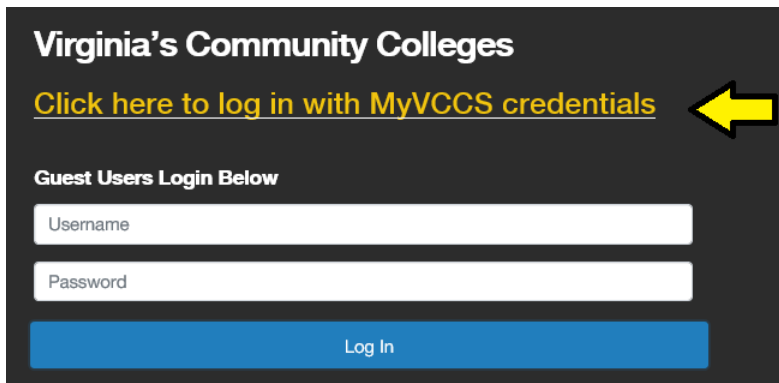
This document will guide you through the business processes in the system. It will lay the foundation for you to be able to understand how PeopleAdmin functions and to help you understand how business processes are achieved. At the end of this guide you will be able to accomplish the following things:

- Create and approve a new User.
- Create and approve a request for a new Position Description.
- Search for and modify a Position Description.
- Create and post a new Posting.
- Apply to a Posting.
- Review Applicants.
- Create and approve a Hiring Proposal to hire an Applicant.

Logging In

Open your browser and go to <https://jobs.vccs.edu/hr> to log in.

Select '[Click here to log in with MyVCCS credentials](#)'.



Things to know about logging in:

VCCS Employees:

You will always log in using the link for your MyVCCS credentials. This will take you to the correct log in screen.

Guest Users: Log in using the Guest User login information provided to them. Use the white username and password box.

Another way to log in is through the MyVCCS at <https://my.vccs.edu> or college portal. Log in with your single sign-on and select the PeopleAdmin tile to access the Applicant Tracking System.



Home Page

When you log in, you will see the home page. The menu and other options available to you will correspond to your user permissions.

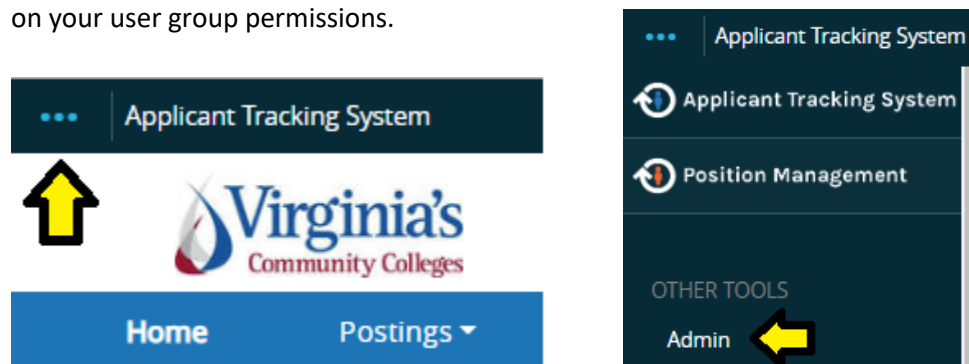
The screenshot shows the Applicant Tracking System home page for Virginia's Community Colleges. At the top, there is a dark blue header with the system name and user information. Below this is a blue navigation bar with the Virginia's Community Colleges logo and a 'Shortcuts' dropdown. The main content area is divided into several sections: an Alerts section with one alert from the administrator; an Inbox section with tabs for Postings, Users, Hiring Proposals, Position Requests, and Special Handling Lists; a Watch List section with similar tabs; and a My Filled Postings/My Open Postings summary. A 'My Links' section is partially visible at the bottom right. Red circles with numbers 1 through 6 are overlaid on the page to highlight specific features: 1 points to the User Group dropdown, 2 to the Inbox tab, 3 to the Watch List tab, 4 to the module drop-down, 5 to the Virginia's Community Colleges logo, and 6 to the My Links section.

Things to know about the Home page:

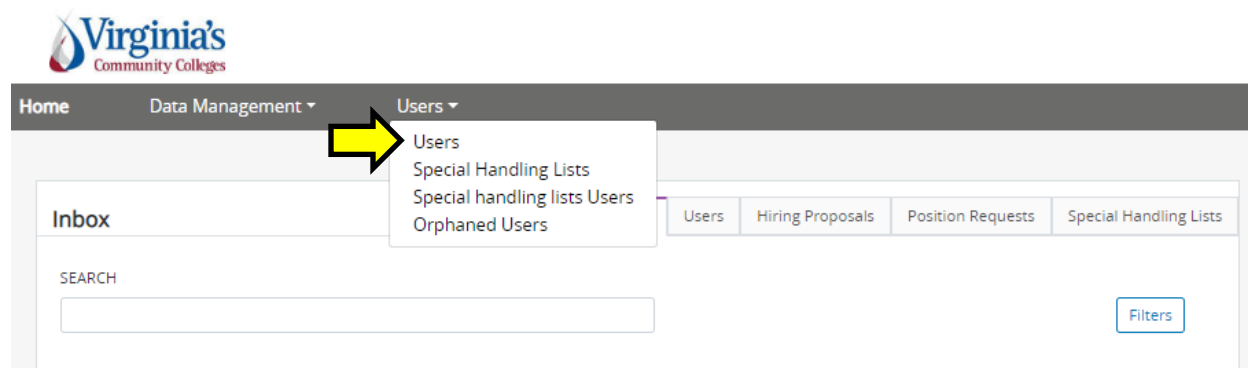
- 1 **User Group Selection** (below the **logout** link in the upper right corner of the screen):
 - This menu is only available if you are assigned more than one permission group. It allows you to change the permission group you are using at the moment. If you want to change your default access, see “Edit My Profile” instructions.
- 2 **Inbox:**
 - This notification area displays any items that you need to take action on. If you note a number on one of the inbox tabs, this indicates you have an assignment and requires your attention.
- 3 **Watch List:**
 - This notification area displays any items that you have flagged for watching – for example, if you have access to multiple postings as Search Committee Member or College HR you may have an interest in following these job postings even when you are not required to take action.
 - The tabs you see in the Inbox and Watch List areas will depend on your user permissions.
- 4 **Modules/ Home Page**
 - At the top left section of the screen, the module drop-down shows which part of the system you are in right now. When you first log in, you are in the Applicant Tracking System module as an Employee. You can change your default module in your personal profile (see “Edit My Profile” instructions). If you click the three dots you will see the modules available to you. The modules available depend on your user permissions and the way your system is configured.
 - The Home page appears in all modules, with a different color bar at the top for each module. The **Blue bar** is the Applicant Tracking System and the **Orange bar** is Position Management. You’ll return to the Home page when you change to a different module. The **Grey bar** is for Admin.
- 6 **My Links** – this will bring you directly to the applicant website and training materials.

User Administration (for HR only)

Click the module selection drop-down menu and select **ADMIN** to open the administration module. This is where you can manage users and user permissions, adjust settings, work with reports, and automated system emails, and handle other system management tasks. The options that are available will depend on your user group permissions.



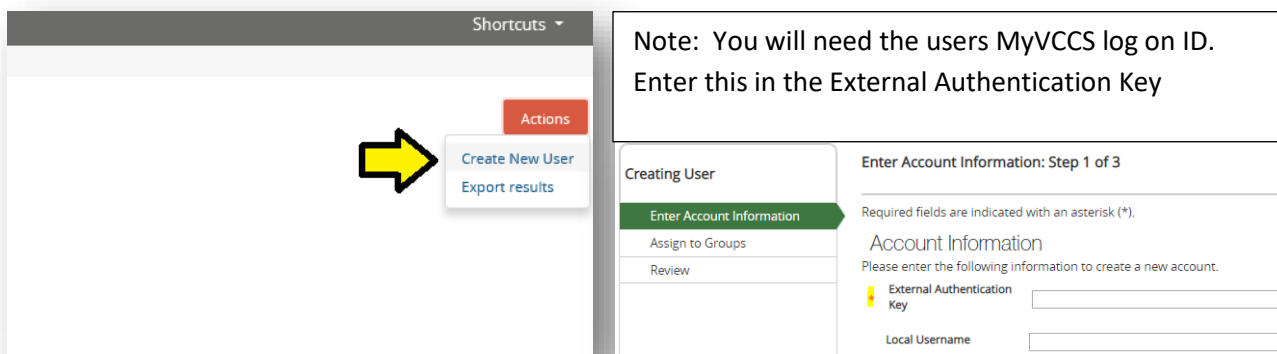
Select the **Users** tab, and select the **Users** option from the menu. This takes you to the Users page where you can create new users or manage existing users.



Create a new user

Note: Generally, you will not need to create a new user in the system because the integration with our HRMS will manage this process. In the rare event that a user must be created manually, the following steps outline this process.

1. Hover your mouse over the orange **Actions** button and click **Create New User**.



2. Enter the user's account information. The system will help you complete the new user information by walking you through the tabs.
3. Assign the user to permission groups and specific departments/divisions/locations within the organization. For now, assign this user to the Employee permission group and choose an organizational unit.
4. When you reach the summary screen, you can open the **manage emails** tab to update the automated system emails that the user receives. You will also be able to update and add groups using the groups tab.

Change the new user's status

Hover over the orange **Take Action on User** button and click **Update Status**.

Things to know about user status:

- **Pending:** Default status when user is created
- **Approved:** User is active employee
- **Deactivated:** User takes leave of absence, will return

See a user's profile

Search and click the name of any user to open their user profile.

Proxy in as another user

Sometimes you need to see what the user sees in order to help them solve a problem. HR has the ability to login as any user.

- To do this from the Users list, hover over the **Actions** link for that user and select **Login as this User**.
- To do this from the user's profile, hover over the **Take Action on User** button and choose **Login as this User**.

This allows you to see items as that user sees them. If you take any action while logged in as that user, the system will correctly show that you were the person who took that action.

SECTION II: POSITION MANAGEMENT

Position Management Module

Click the module selection drop-down menu and select **Position Management** to open the PM module. Starting with Classifications, we will walk through creating and using these items.

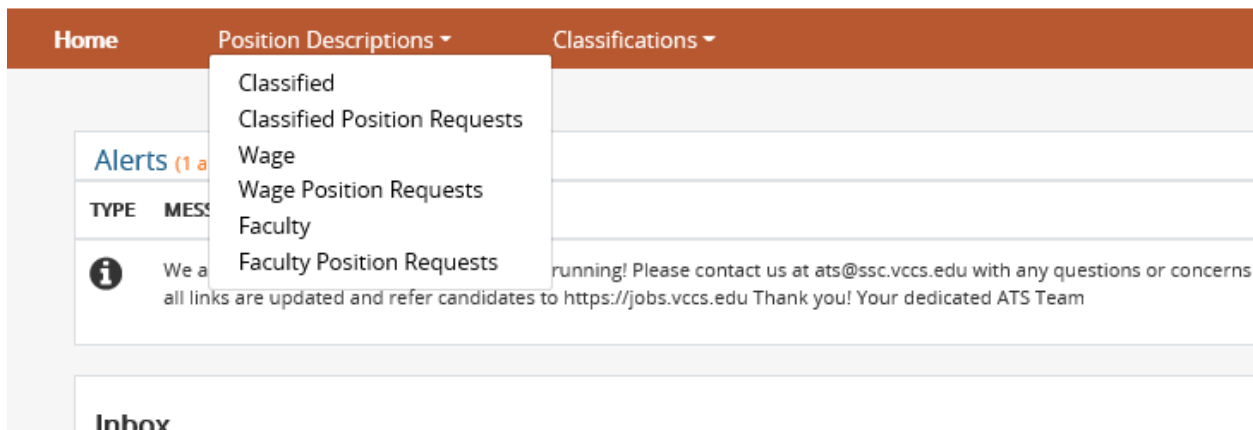
Classifications

Classifications is an area of the system that allows you to view information on a higher level about a position description. Information displayed here will connect to a position description. Updates to classifications will not be required, as the items will feed over from HRMS.

Position Descriptions

In this area, **only HR** can directly edit a position description. Here, positions are created or modified by performing position requests. These position requests are viewed under the position description drop down in the main menu.

Select the **Position Descriptions** tab. This will show you the Position Description list where you can select the position description to work on.

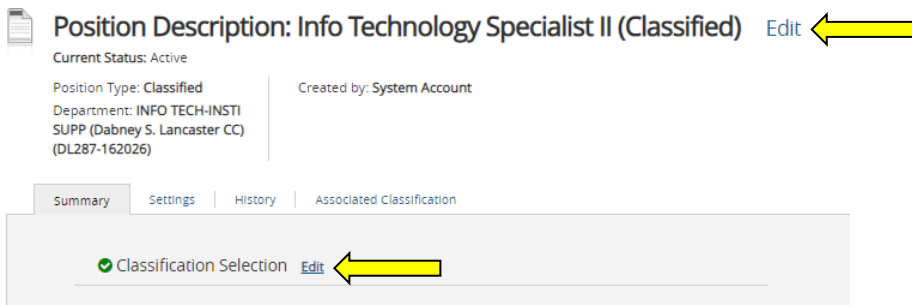


View/Edit existing Position Description (for HR Only)

After selecting the position type, hover over the **Actions** link to the right of the existing PD and click **View**.

<input type="checkbox"/>	Working Title	Position Number	Last Name	First Name	Department	Supervisor	Status	Actions
<input type="checkbox"/>	Info Technology Specialist II	28700014			INFO TECH-INSTITI SUPP (Dabney S. Lancaster CC)	12 month - Administrative - In	Active	View Edit

From the summary screen, you can click any of the **Edit** links to edit the position description. This method should only be used by Human Resources for minor changes to a Position Description. For changes that require approval, see “Modify Position Description” instructions.



Be sure to click “Save” after making any changes.

The status of the position description can be changed from active to inactive or vice-versa by hovering over the orange **Take Action on Position Description** button and choosing the status (**Note:** this is only available if you are logged in as Human Resources). Generally, you will not need to change the status of the position since this is managed through the integration with HRMS.

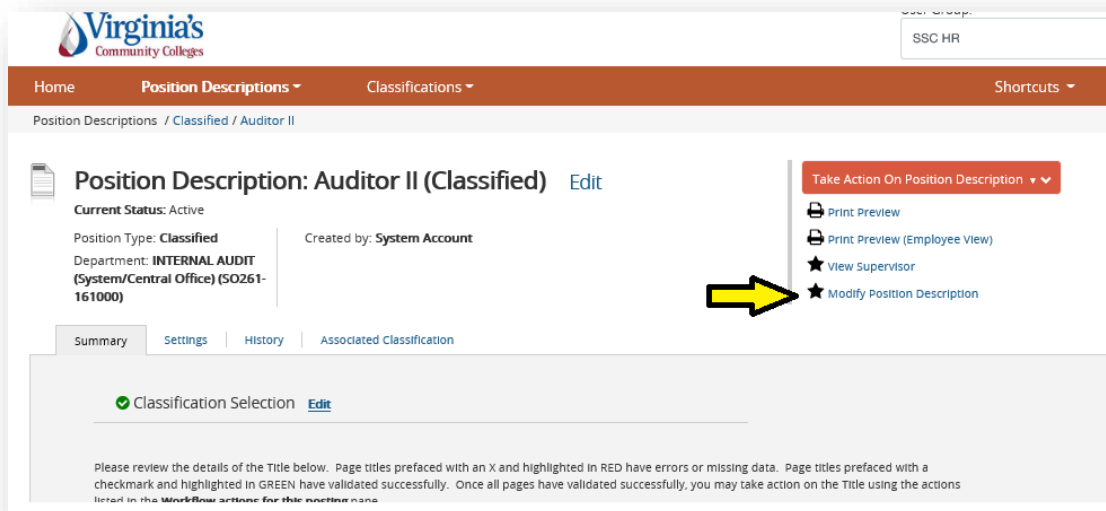
Modify a Position Description

You will use this method for position modifications that require approval.

Click on the **Position Descriptions** drop-down to select the type of the position you wish to modify.



Use the search bar to find the specific position you will be modifying. Click on **Actions** to view the position, then click on **Modify Position Description** in the upper right part of the page.

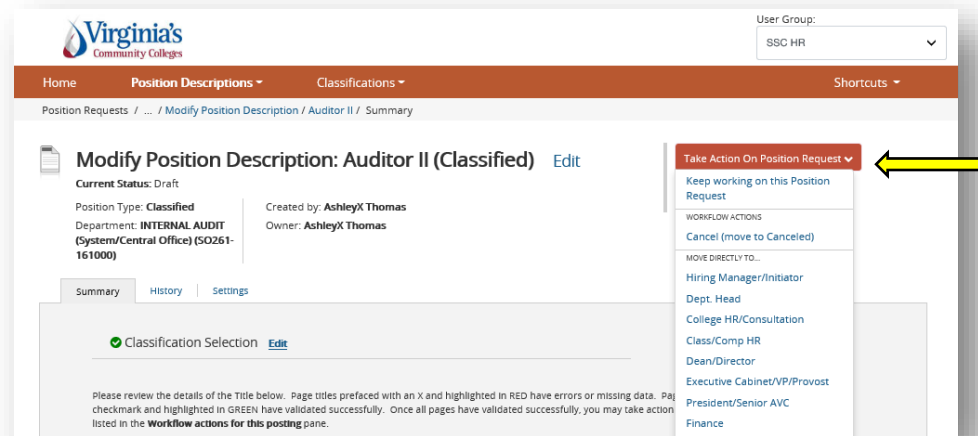


Click **Start** on the next page. Once it has been started, this position request will lock the position description from other updates until the position request has completed. If the position request is not completed initially and you need to continue working on it at a later time, be sure to click the “View Outstanding Position Request” link. In the event you do not wish to move forward with edited changes, click the orange **Take Action of Position Description** button and select “Cancel”. This will unlock the position for future editing.

Make any necessary updates to the Position Description by clicking on each of the links to the left and ensuring that a green check mark appears next to each section. Click “**Save**” to ensure all modifications are included in the update.



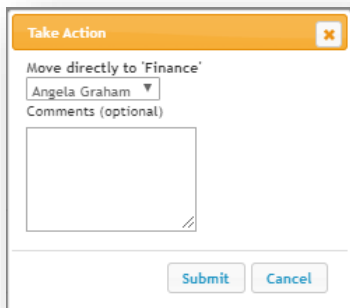
To move the position request along in the workflow, hover over the orange **Take Action on Position Request** button and choose the action that you would like to take.



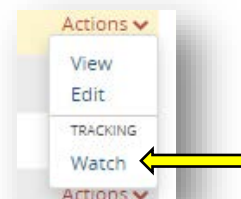
- *Keep working on this Position Request*: will keep position request saved where you leave off and allows you to pick it back up again.

- *Workflow Actions*: provides you the next step in the VCCS workflow state
- *Move Directly to*: provides you additional steps to either go forward or send back to a previous workflow state.

When you transition the action, you will have the opportunity to choose a specific individual in the workflow and to add a comment. The comment will appear in the email sent to that specific individual and in the history of the position. If you cannot locate the appropriate individual, then choose your College HR who will route as needed.



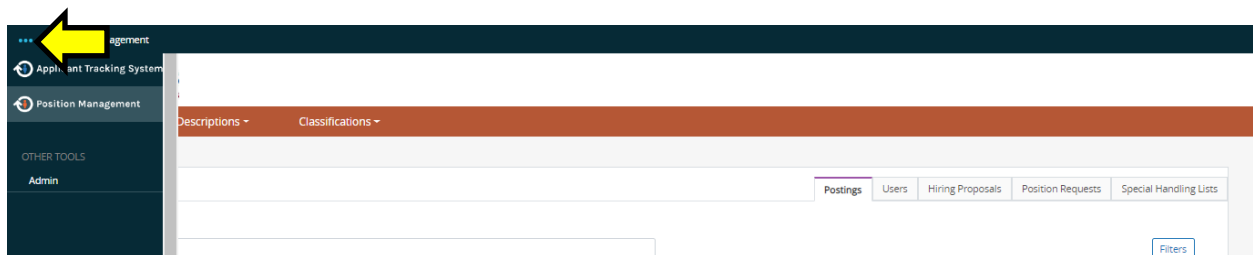
While the position request is in progress, it can be located by hovering over or clicking the Position Description menu item and select the position type **Position Requests**. An additional method of tracking your positions requests that are in progress, is to add to your Watch List by hovering over Action and selecting "Watch".



Create a New Position Description:

Begin from the Position Management module:

In the upper left corner, click the three blue dots to select **POSITION MANAGEMENT** module.



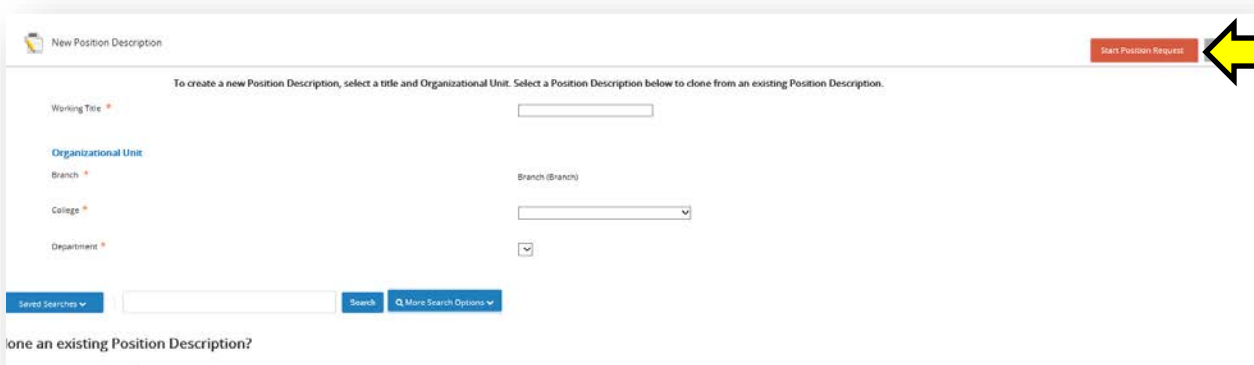
In this area, you will be able to view Classifications (Role Codes/Titles) and Position Descriptions. All active positions for your college are available here.

From the search screen, click the orange **Create New Position Description** button. You'll be able to start a new position request. **Only create a new position if you are unable to locate an open (un-seated) position and role code that cannot be modified.**



Initial Page:

Enter a position title and then select the location, division and department. You may also choose to clone an existing position in the system. Click **Start Position Request**.



Classification:

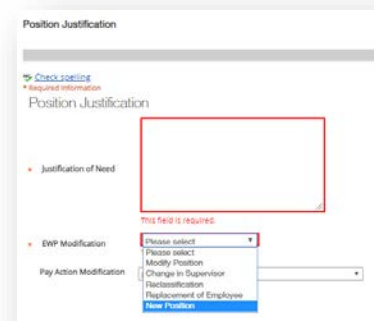
Search for and choose the classification (role title/role code) to which this position should be associated. The filter option is used to quickly identify the appropriate code. Click **Next**. As the request goes through the workflow, users will be able to see the classification selected. They will also have the opportunity to change the selected classification if needed.

Position Justification:

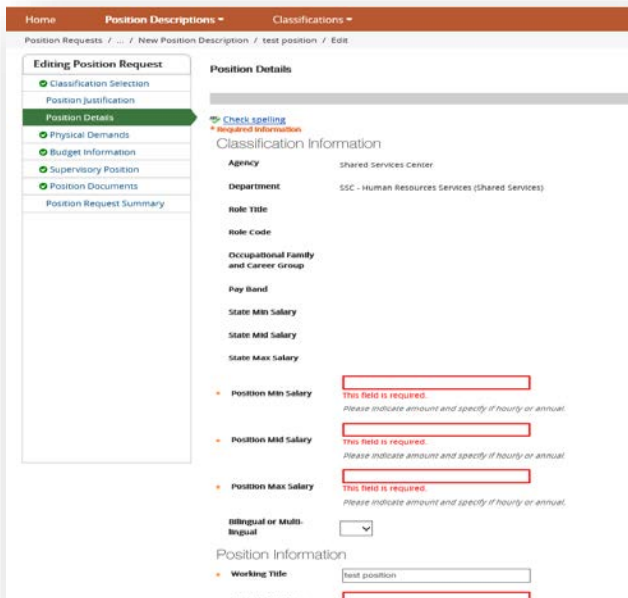
Fill in the information on the form including reason for new position and select "New Position" under EWP Modification. Click **Next**.

Position Details:

Fill in the information on the form and click **Next**. **Note:** Information from the EWP can be copied and pasted into the Job Description, Required Qualifications, KSA's and Preferred Qualification sections.

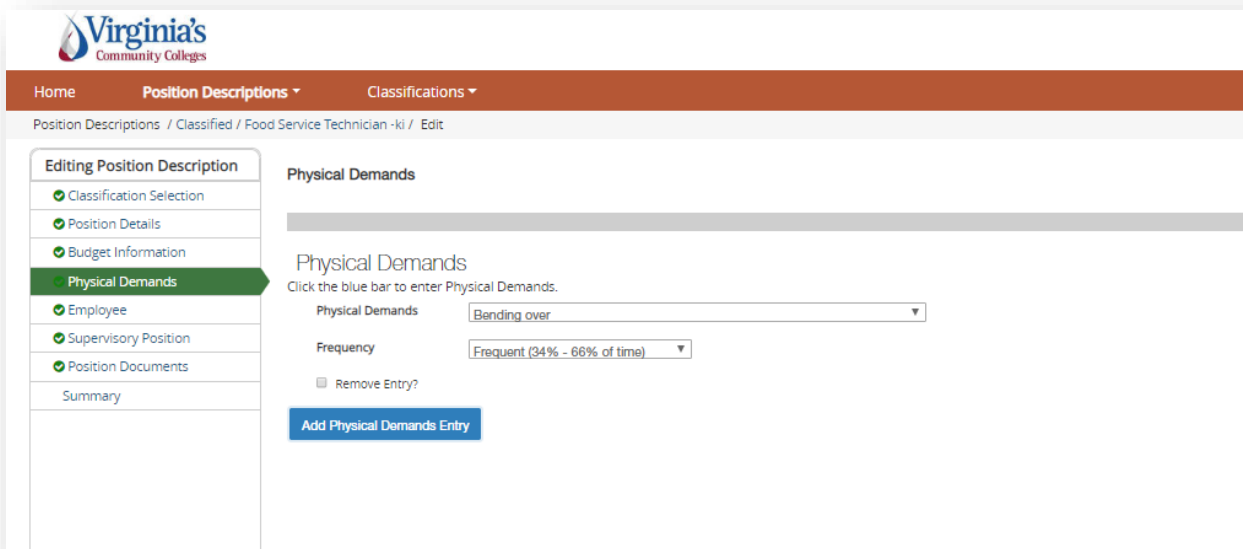


An * means this is a required field. Green checkmarks ✓ shows the step is completed.



Physical Demands/Cognitive Requirements:

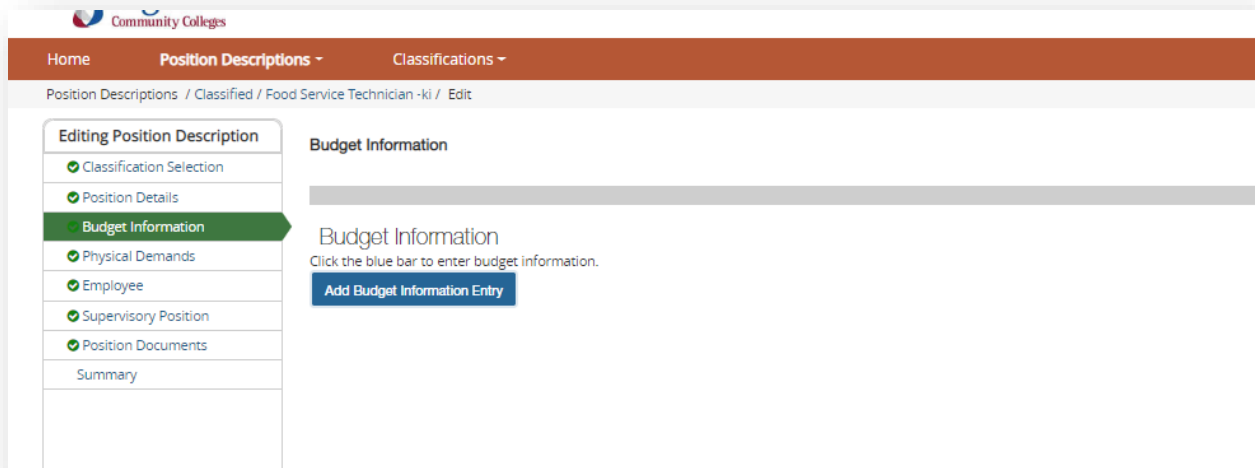
Use the **blue bar** to add Physical Demands/Cognitive Requirements associated with the position and click **Next**. **Note: You will need to click blue bar for each requirement**



Budget Information:

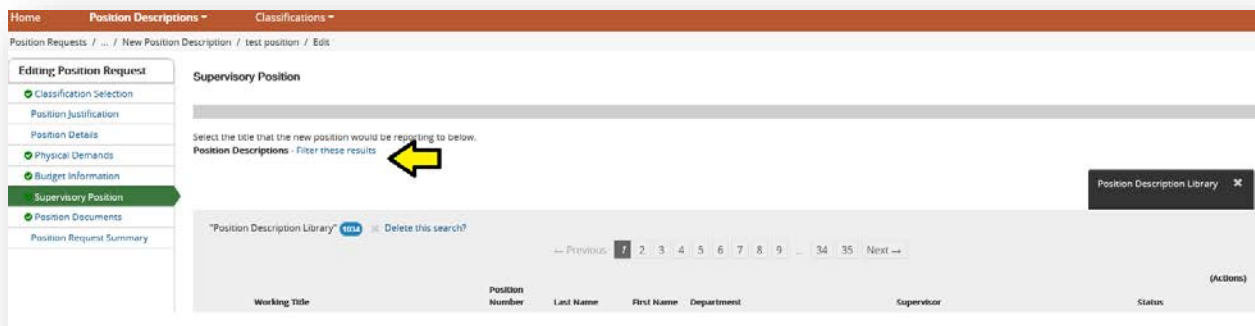
Click the **blue bar** to add Budget information associated with the position and click **Next**.

Note: The information here should match HRMS (e.g. Department number should be the same in both locations).

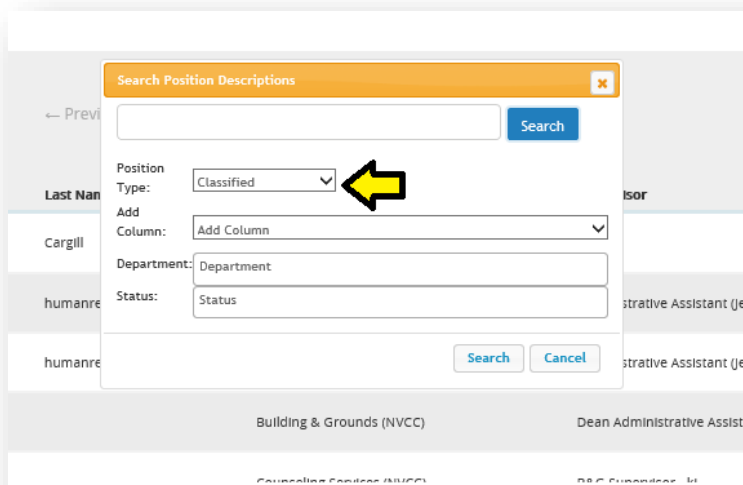


Supervisory Position:

Here you can search for and choose the position that supervises the position you are creating. This will build a hierarchy in the system. If you need to search for your position, you can click on **Filter these Results** to perform your search. Select the supervisor’s position and click **Next**.



When searching for the position supervisor, the ***position type needs to be the position type of the supervisor not the position that is being modified.***




Position Documents:

Add documents needed for each position and click **Next**. If documents are already uploaded to a position the modifier should verify that those documents are up to date.

Position Request Summary:

Review the position description information.

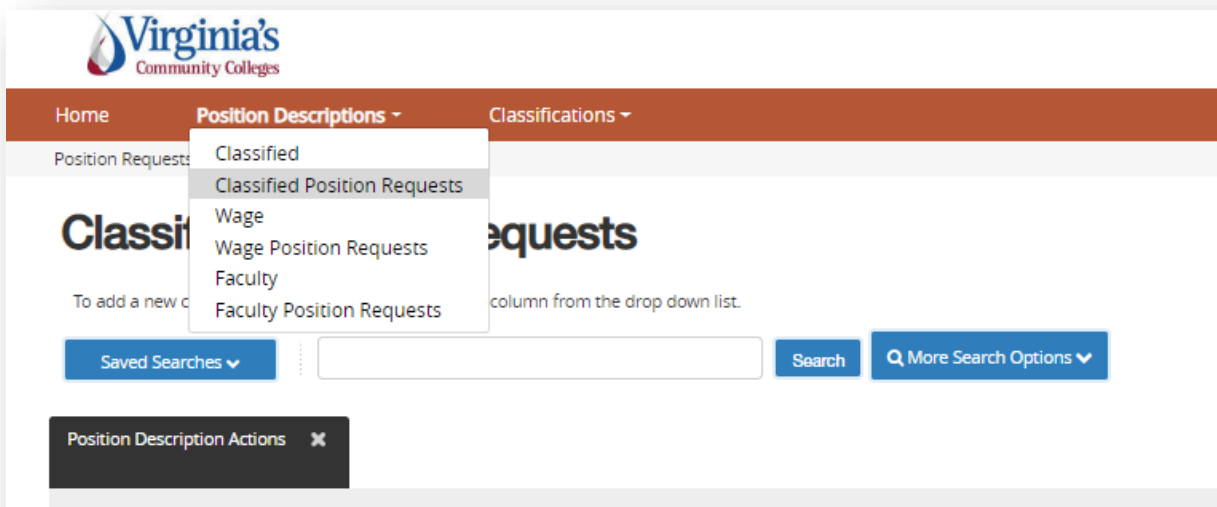
Click on **Take Action on Position Request** to move the position request in workflow to ensure that all approvers that need to see the position for approval before approving and adding this new position into the position library. Any sections marked with an orange **exclamation mark** will require completion before the Position Request can be moved in the workflow. Include a statement regarding the approval in the comments box that appears.

Note: In the example below, Position Justification shows a  symbol indicating it is not complete. If you see this, click Edit and complete the section.

When creating a New Position College HR will need to enter a placeholder in the Position Number field since that will not be available until the position is transitioned to SSC HR to create that Position Number in HRMS. SSC HR will then update the position number in PeopleAdmin and transition back into the workflow.

Moving Position Description Requests in the Workflow

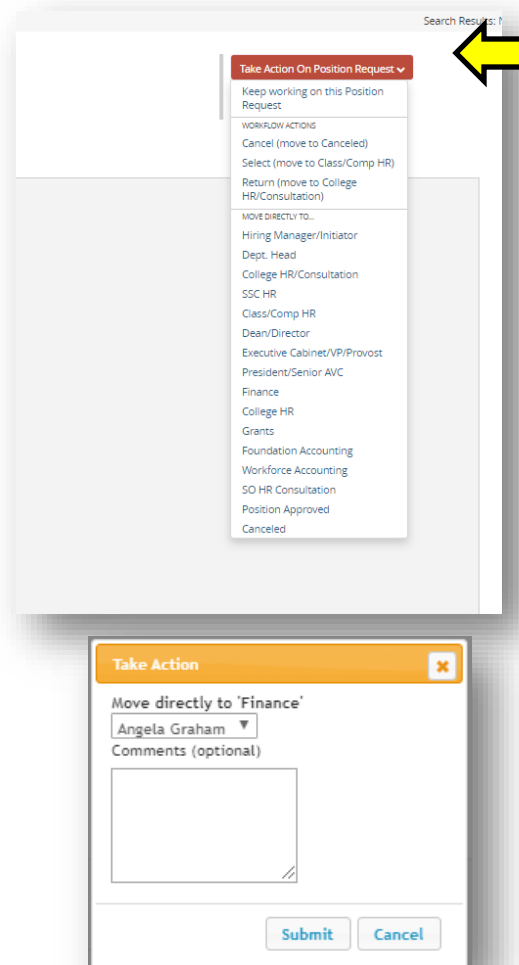
To find a position requests, click the **Position Descriptions** drop down to open its menu, and select the **appropriate type Position Request(s)**.



To move the position request along in the workflow, hover over the orange **Take Action on Position Request** button and choose the action that you would like to take.

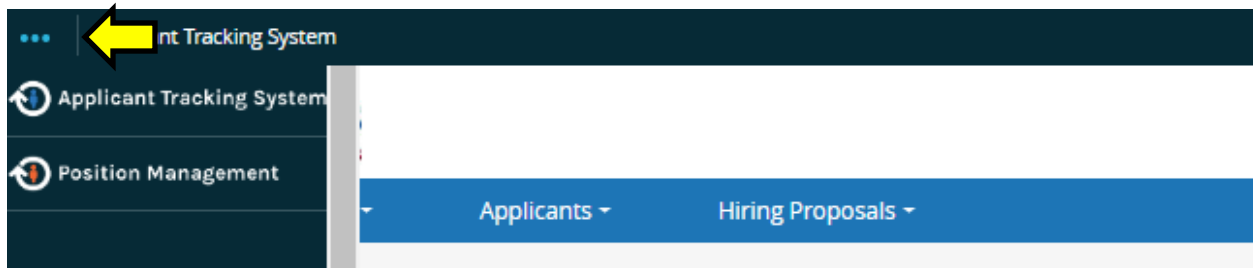
- **Keep working on this Position Request** - will keep position request saved where you leave off and allows you to pick it back up again.
- **Workflow Actions** – provides you the next step in the VCCS workflow state
- **Move Directly to (only available for College HR users)** - provides you additional steps to either go forward or send back to a previous workflow state
- When you transition the action, you will have the opportunity to choose a specific individual in the workflow and to add a comment. The comment will appear in the email sent to that specific individual and in the history of the position. If you cannot locate the appropriate individual, then choose your College HR who will route as needed.

To find actions again, hover over or click the Position Description menu item and select the **Position Requests** link it to see all position requests.



SECTION III: APPLICANT TRACKING SYSTEM

Select the module from the drop-down menu (three dots) in the upper left hand corner and select Applicant Tracking System. The bar at the top of the page will turn BLUE.



Postings

Select the **Postings** drop down and click **position type**. This takes you into the Postings list screen where you can create new postings for a position already approved or manage existing postings.

A screenshot of the 'Classified Postings' screen. The title 'Classified Postings' is at the top left. To the right is a red button '+ Create New Posting'. Below the title is a search bar with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'More Search Options' dropdown. Below the search bar is a dark grey button 'Postings w/Posted Close Date'. Below that is a summary bar: '"Postings w/Posted Close Date" 69 Delete this search? Selected records 0 Clear selection?'. Below the summary bar is a table with columns: Working Title, Posting Number, Department, Active Applications, Workflow State, Job Close Date, and (Actions). The table contains four rows of data.

	Working Title	Posting Number	Department	Active Applications	Workflow State	Job Close Date	(Actions)
<input type="checkbox"/>	Administrative Assistant	S001P	0100 - PETTY CASH (BRCC) (BR291-100006)	3	Closed		Actions
<input type="checkbox"/>	Administrative Assistant	S014P	0100 - PETTY CASH (BRCC) (BR291-100006)	0	Closed		Actions
<input type="checkbox"/>	Advising Assistant Rockstar - ki	S002P	Counseling Services (NVCC) (NV280-LA152001P)	0	Closed	05/29/2019	Actions
<input type="checkbox"/>	Academic Advisor - ki		0100 - PETTY CASH (NVCC) (NV280-100006)	0	Draft		Actions

View/Edit existing Postings

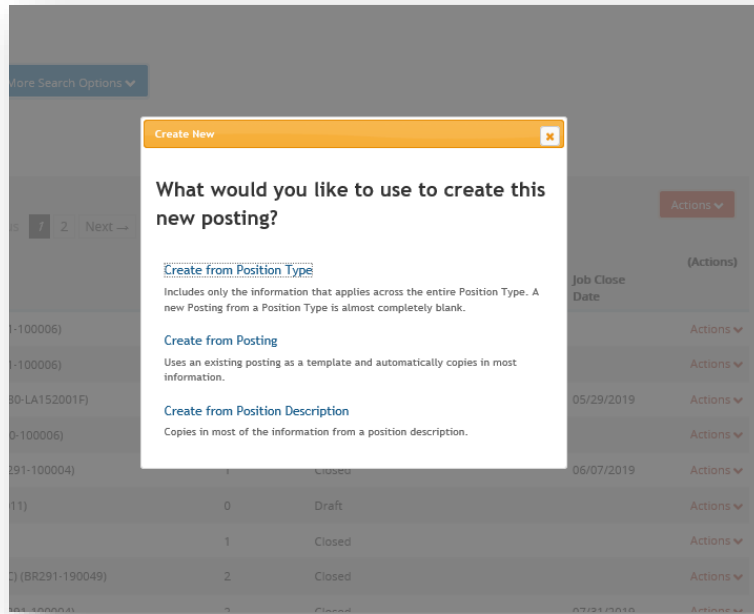
Locate the position you wish to review. Hover over the **Actions** link associated with a specific posting and you will see the following options:

- *View Posting*: View selected posting
- *View Applicants*: View list of applicants who have applied to the selected posting
- *Watch*: Add selected posting to your **Watch List** for quick reference

Create a New Posting

Click the orange **Create New Posting** button. Choose how the posting will be added.

Note: Create from Position Type is only to be used for Adjunct or FWS.



Choices for creating postings:

Create from Position Type: **ONLY** for Adjunct or FWS

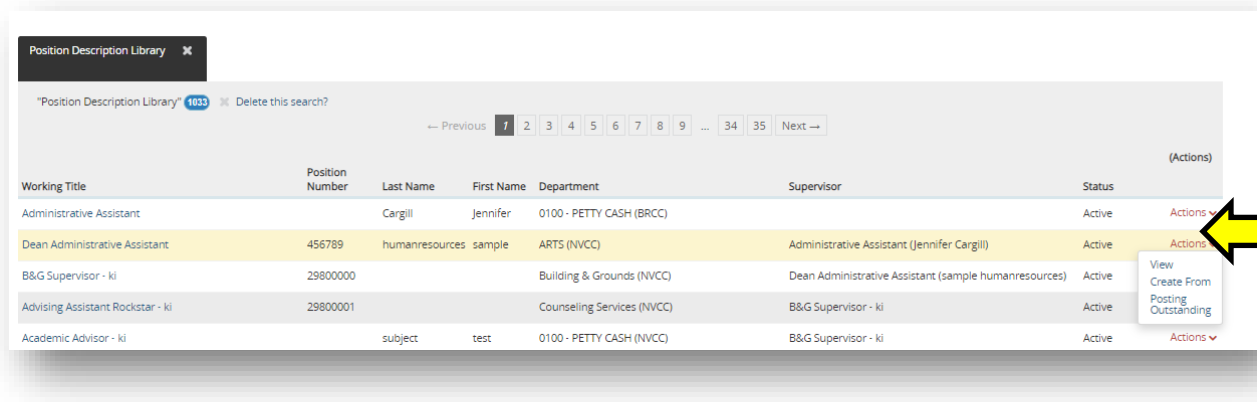
- Creates a posting with minimal information auto-filled.

Create from Posting:

- Creates a posting by auto-filling information from an existing posting with which you can make any necessary changes.

Create from Position Description:

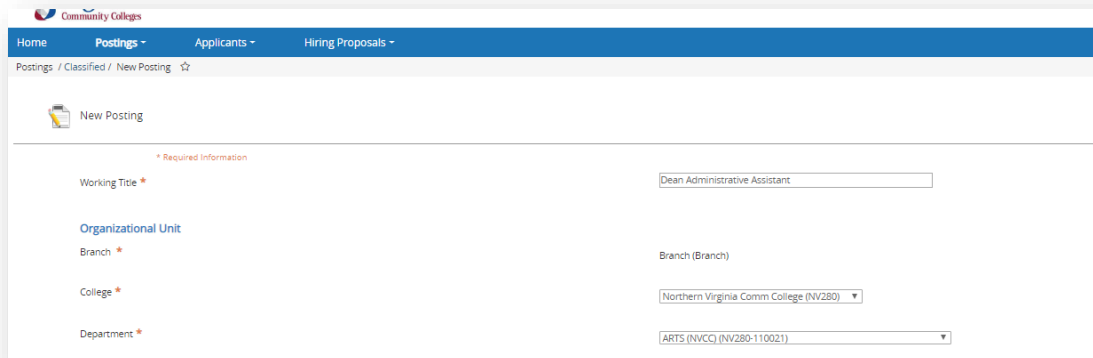
- Creates a posting by auto-filling information from an **existing position**. (**Note:** If you choose to create from a Position Description or Posting, you will be directed to the list screen. Hover over the Actions link and choose Create From or View the listing and create posting from the summary screen])



Posting Process

Initial Page:

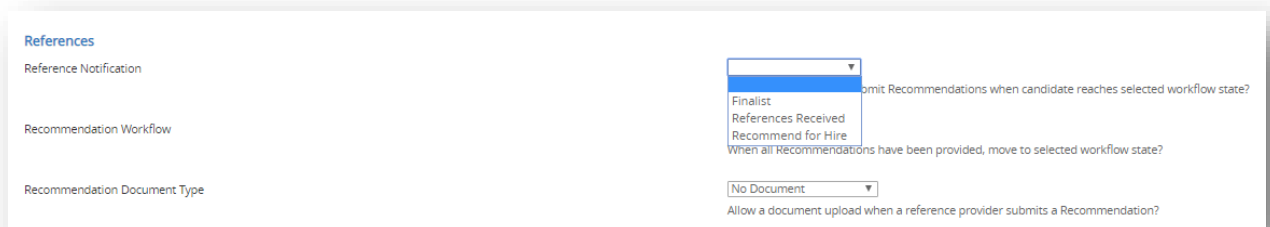
The initial settings page allows you to save a draft in the system so that you can locate and work on it at a later time. Enter a **Working Title** on this page.



The screenshot shows the 'New Posting' form in the Community Colleges system. The form is titled 'New Posting' and includes a navigation bar with 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. The breadcrumb trail is 'Postings / Classified / New Posting'. The form fields are:

- Working Title * (Dean Administrative Assistant)
- Organizational Unit (Branch (Branch))
- College * (Northern Virginia Comm College (NV280))
- Department * (ARTS (NVCC) (NV280-110021))

- **Organizational Unit:** Choose the College and Department where this posting will exist. (**Note:** if you create from a previous posting or from position description this information will autofill)
- **Applicant Workflow:** Choose the initial Workflow State an applicant will be sent to when applying to this posting. This allows you to determine on a posting by posting basis if HR should initially screen applicants. If HR is not initially screening applicants, you will chose “Review by Committee”
- **References:** If you want to use the reference form function, this field will auto generate a link to a reference form to send to the applicant’s reference providers at the selected workflow state. Select the workflow state where you would want to obtain the references. Document Type will be “No Document” for the VCCS electronic reference form. If the college wants to call references leave these fields blank.



The screenshot shows the 'References' section of the form. It includes the following fields:

- Reference Notification
- Recommendation Workflow (Dropdown menu open, showing options: Finalist, References Received, Recommend for Hire)
- Recommendation Document Type (No Document)

- Select whether to **accept online applications**. This box is defaulted so all applicants can submit an online application otherwise you will need to provide candidates specific instructions for applying.
- **Supporting Documents**. Check this box if you would like the applicant to upload supporting documents to their application
- **Position Description Documents**. If documents were previously associated with the position description, you can select them to be including with the posting.

- Click the orange **Create New Posting** button.

New Posting

*** Required Information**

Job Title * Accountant I

Organizational Unit

Division * Division

Department * Department

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

Accept references

Reference Notification

(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?

Recommendation Workflow

(Optional) When all Recommendations have been provided, move to which workflow state?

Recommendation Document Type Not required

Require document upload when a reference provider submits a Recommendation?

Posting Details:

Fill out the fields. Any field outlined in red and/or marked with a * red asterisk is a required field. Click **Next**. **Note:** An asterisk may be on the left or the right of a field.

Home Postings Applicants Hiring Proposals

Postings / Classified / B&G Supervisor - ki (Draft) / Edit: Posting Details

Editing Posting

- Posting Details
- Supplemental Questions
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee Members
- Reference Letter
- Summary

Posting Details

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or scroll through all sections completing all necessary information. To submit the Posting to Human Resources, click the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the top navigation bar. Hover your mouse over the orange Action button for a list of possible approval step options.

*** Required information**

Posting Summary

Role Title Test Classified Classification

Role Code 123456

* FLSA Exempt

Pay Band 50

* Working Title B&G Supervisor - ki

* Position Number 29800000

Agency Northern Virginia Comm College

Department Building & Grounds (NVCC)

Work Location Code 298

* Hiring Range

This field is required.

HM/Initiator:

Please ensure you complete this field or the hiring manager/initiator will not be able to view posting or receive notification when the position posts.

Fail Message: Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Quicklink for Posting: <http://vccs-sb.peopleadmin.com/postings/5852>

HM/Initiator: Select Some Options

Supplemental Questions:

This allows you to add more questions that you would like the applicant to answer when applying for this position. To add a question, click the orange **Add a Question** button and a box will appear. You can either choose from questions that populate from previous postings by clicking the **Add** check box, or add a new question by clicking the **Add a new one** link. To add a new question, provide a name and the question.

- **Open Ended Answers:**
Will appear as a text box
- **Predefined Answers:**
You can predefine answers for the applicant to choose. More boxes will appear as you tab.

Once you add the question to the posting, you can click on the **blue question link** and specify if you want an answer choice to be disqualifying. If candidate answers and does not meet qualifications they will receive an email upon completion of application that they did not meet the minimum requirements for the posting.

Virginia's Community Colleges

User Group: College HR

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Classified / Admin and Office Spec III (College HR) / Edit: Supplemental Questions

Editing Posting

- Posting Details
- Supplemental Questions**
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee Members
- Reference Letter
- Summary

Supplemental Questions [Save] << Prev Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions [Add a question]

Position	Required	Category	Question	Status
----------	----------	----------	----------	--------

[Save] << Prev Next >>

Applicant documents:

Here you can choose which documents for the applicant to include. To have the document optional, click **Optional**. To require the document, you must click **Required**.

The screenshot shows the 'Applicant Documents' page in the Virginia's Community Colleges system. The page is titled 'Applicant Documents' and includes a 'Save' button and navigation buttons '<< Prev' and 'Next >>'. The main content area contains a table with columns for 'Order', 'Name', 'Not Used', 'Optional', and 'Required'. The table lists five document types, each with a radio button for selection.

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter/Letter of Application	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Unofficial Transcripts (Optional)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Guest user:

Guest users are for others outside of VCCS that may partake in the interview process.

In this tab you can create a new guest user. This will create a generic user name and password that you can give guests to enable view only access to the posting. Enter an email address for each guest and a notification containing the guest user login credentials will be emailed to those users.

The screenshot shows the 'Guest User' page in the Virginia's Community Colleges system. The page is titled 'Guest User' and includes a 'Save' button and navigation buttons '<< Prev' and 'Next >>'. The main content area contains instructions on how to create a guest user account and a 'Create Guest User Account' button.

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](#)

Internal Posting Documents:

This allows users to attach additional documents to the posting for consideration during the approval process. These documents are configurable and you will be able to choose what documents you would like to attach on postings.

The screenshot shows the 'Internal Posting Documents' configuration page in the Virginia's Community Colleges system. The page is titled 'Internal Posting Documents' and includes a 'Save' button and navigation buttons '<< Prev' and 'Next >>'. The main content area contains instructions on how to add documents to the posting, including a list of supported document types (.doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx) and a note that PDF conversion must be completed for the document to be valid when applicable. Below the instructions is a table with columns for 'Document Type', 'Name', 'Status', and '(Actions)'. The table lists 'Marketing Plan' and 'Print Ad Text' with 'Actions' links next to them. A 'Save' button and navigation buttons '<< Prev' and 'Next >>' are located at the bottom of the table.

Search Committee:

You can assign members to the search committee on this page. You can search for existing search committee members using the search at the top. All employees should already have a PeopleAdmin account but not all will have search committee user access. **You should not have to create a new user.** If an employee does not populate it means that they do not have the **Search Committee user group** attached to their profile. Uncheck 'Display search committee user group members only' to show all users. If you need to add someone who does not have a Search Committee user group you can still add them and they will show pending until approved by College HR.

The screenshot shows the 'Search Committee Members' configuration page in the Virginia's Community Colleges system. The page is titled 'Search Committee Members' and includes a 'Save' button and navigation buttons '<< Prev' and 'Next >>'. The main content area contains instructions on how to assign search committee members, including a section for 'Assigning Search Committee Members' and a section for 'New Search Committee Member'. Below the instructions is a section for 'Existing Account' and a section for 'New Account'. At the bottom of the page, there is a section for 'Search Committee Members' with a message stating 'No Search Committee Members have been assigned to this Posting yet.' and two buttons: 'Add Existing User' and 'Create New User Account'.

Search Advocates

A Search Advocate is part of the Search Committee user group. If the Search Advocate does not have a myVCCS account, they need to be added as a guest user. Hiring Managers should be engaging the assigned Search Advocate at the beginning of a vacancy announcement.

A Search Advocate:

- Enters the process once a vacancy is announced or created and is always on a Search Committee.
- Works with the hiring manager on position description, vacancy announcement, responsibilities, etc.
- Acts as a consultant on a search committee, helps develop interview questions, sits on panel, and circles back with applicants

Reference Letters:

This section is where you can specify the reference requirements. This section is here even if you do not choose to accept reference forms in the settings page. You will need to identify how you wish to obtain reference checks so that SSC HR can monitor any delays.

Summary page:

On the summary page you can review the posting, see how the posting looks to applicants and see a print preview of both the internal and applicant view of the posting. HR can also activate a guest user on this page. You can also move the posting in the workflow for its approvals, as necessary.

Workflow:

To move the posting along in the workflow, hover over the orange **Take Action on Posting** button and choose the action that you would like to take.

When you transition the posting, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the posting. You can also flag it to appear on your watch list and this will display the posting in the Watch List on your home screen.

The screenshot shows the 'Reference Letter' configuration page. It includes a 'Check spelling' link, a 'References' section with a dropdown menu for 'Reference Check' (currently set to 'College Call Reference'), and a 'Reference Check Instructions' text area. At the bottom, there is a 'Minimum Requests' field set to '3'.

The screenshot shows the 'Posting: Admin and Office Spec III (Classified)' summary page. A 'Take Action On Posting' dropdown menu is open, showing options like 'Keep working on this Posting', 'Return (Move to SSC HR)', 'Draft', 'Publish', 'Close', 'Flag', 'Republish', 'Extended Posting', and 'Cancelled'. The page also displays various posting details such as 'Posting Summary', 'Job Title', 'Job Code', 'FLSA', 'Pay Band', 'Working Title', and 'Position Number'.

SECTION IV: REVIEW APPLICANTS

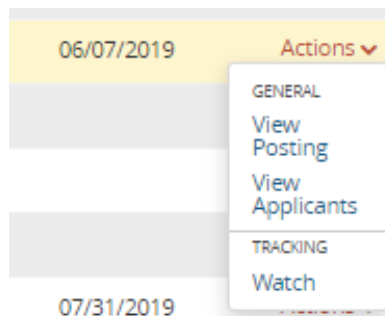
You can review applicants by posting, or you can locate specific applicants without locating the postings to which they have applied.

Applicant Review by Posting

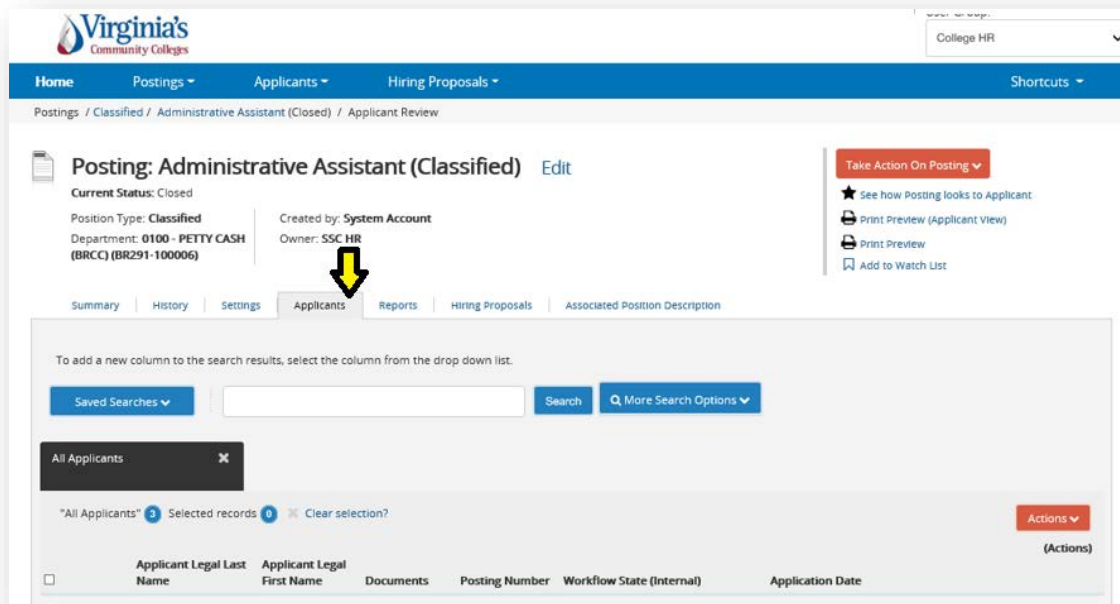
Navigate to the posting where you wish to review applicants. To do this:

Select the **Postings** drop-down.

- Select the position type. The postings search screen will populate.
- Search for the posting you wish to view.
- Use the orange **Action** drop-down to choose *view posting* or *view applicants*.



- View applicants will direct you to all applicants for that position. If you choose view posting, click the **Applicants** tab in the posting to see a listing of applicants that have applied.

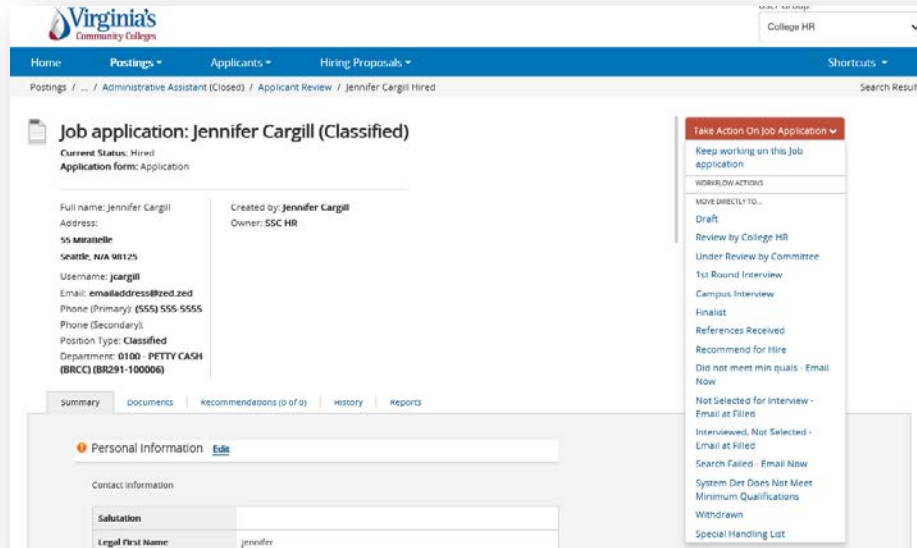


The screenshot shows the Virginia Community Colleges HR system interface. The page title is "Posting: Administrative Assistant (Classified)". The "Applicants" tab is selected and highlighted with a yellow arrow. The interface includes a search bar, a table of applicants, and various action buttons. The table has columns for "Applicant Legal Last Name", "Applicant Legal First Name", "Documents", "Posting Number", "Workflow State (Internal)", and "Application Date".

Workflow:

To move the applicant along in the workflow, after selecting the applicant, hover over the orange **Take Action on Job Application** button and choose the action that you would like to take.

You will also be able to return to the previous owner or skip ahead in the process in some instances, if specified in workflow.



Applicant Review by Applicant Search

Select the **Applicants** drop down and search applicants by clicking **Applicant Search**. The applicant search allows you to see all applicant accounts in the system. When viewing an individual applicant you will be able to see all postings that applicant has applied to.

Alternatively, you may also perform a search of applications by clicking the **Applications** for the position type you want to search within. This will take you into the list view for each option.



Note: These searches are typically only available to Human Resources or Administrative users. These are global cross posting searches. Each departmental user will typically only see applicants on the postings they have access to.

Application Search

General Actions:

After selecting the position type, hover over the orange **Actions** button where you have the following:

- **Export Results:** Export the current list view into an Excel document
- **Move in Workflow:** Move all selected applicants to a specific workflow state
- **Email Applicants:** Send a bulk email out to selected applicants
- **Download applications as PDF.**

View Applications: Hover over the **Actions** link next to a specific application and click the **View** option.

View/Edit existing Applicant:

Hover over the **Actions** link and click one of the following options:

- **View Applicant:** View selected applicant (You can also view the applicant by clicking on the blue **Last Name link** in the left column)
- **Edit Applicant:** Edit the Login and Contact Information for the applicant

SECTION V: HIRING PROPOSAL

When an applicant is selected, the next step is the hiring proposal.

Creating a Hiring Proposal

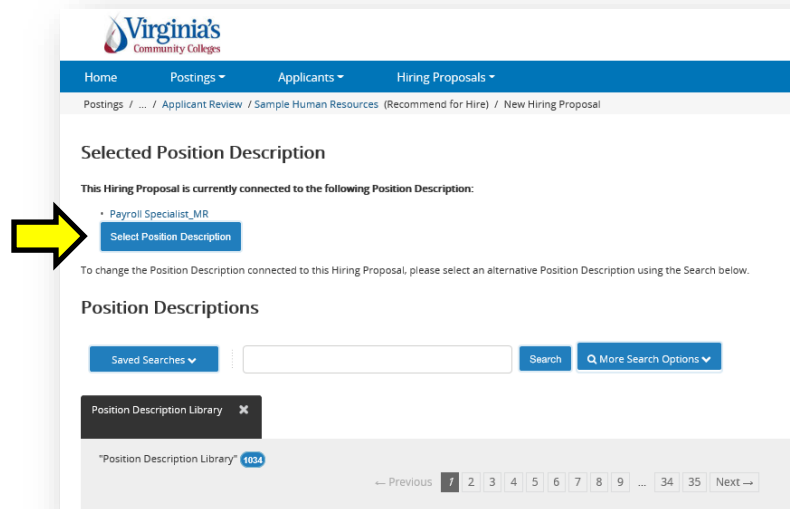
Once the applicant is moved to the appropriate state (Recommend for Hire) you will start a hiring proposal. A link will appear in the upper right hand side of the summary screen for that application to **Start PD Hiring Proposal**. A green plus will be beside the link.

The screenshot displays the Virginia's Community Colleges Applicant Review interface. The top navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', and 'Shortcuts'. The breadcrumb trail indicates the path: 'Postings / ... / Payroll Specialist_MR (Closed) / Applicant Review / Sample Human Resources Recommend for Hire'. The main content area shows the job application details for 'Sample Human Resources (Classified)', with a current status of 'Recommend for Hire'. Applicant information includes full name, address, username, email, phone numbers, position type, and department. A 'Take Action On Job Application' dropdown menu is visible on the right, containing options: 'View Posting Applied To', 'Preview Application', 'Edit Application', 'Start PD Hiring Proposal' (highlighted with a yellow arrow), and 'Reactivate'. The bottom of the page features a navigation bar with 'Summary', 'Documents', 'Recommendations (0 of 0)', 'History', and 'Reports'.

Once you click the link, the system will take you to a search page for position descriptions. If your posting was created from a position description, the name will appear near the top of the page under **“Selected Position Description”**. If you want to hire into a different position description or if your

posting was not created from a position description you can search and choose the position description to hire into. Click the **Select Position Description** button to start the hiring proposal.

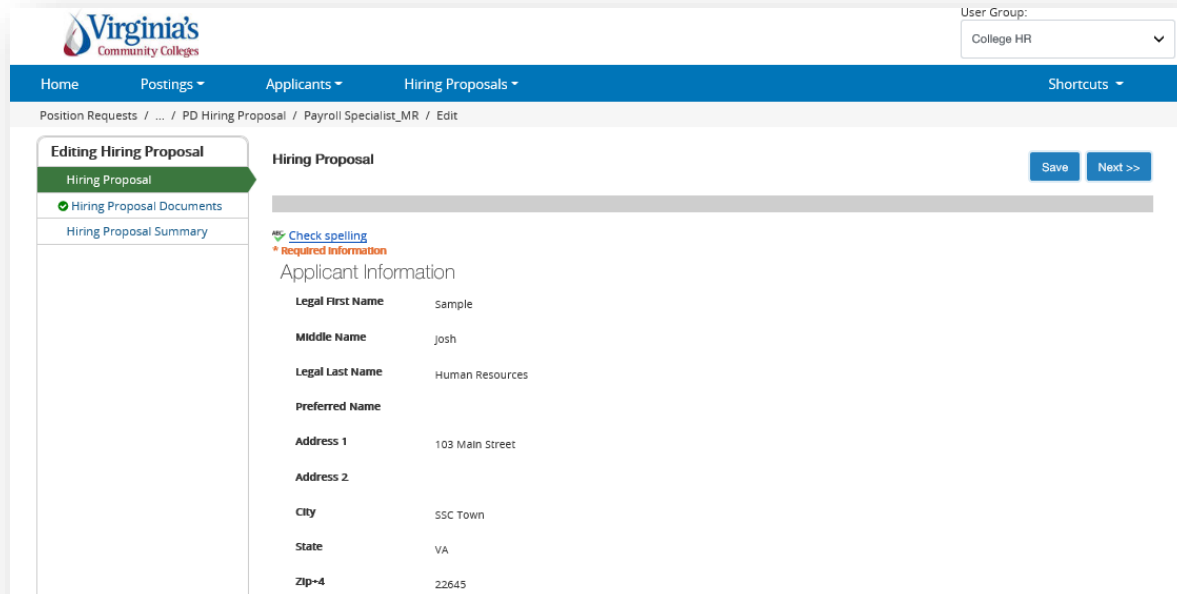
Note: If a Hiring Proposal already exists for this position number you will receive the following warning:
This Position Description already has a Hiring Proposal in process.



Hiring Proposal:

Fill out the necessary fields. **HR must confirm that the applicant's name matches the legal name as it appears on the Social Security Card. Also ensure that the applicant's employee ID (if available), state ID (if available), Date of Birth (if available), and Social Security Number (if available) are included.**

All applicant and position information should auto-fill and is not editable within the Hiring Proposal. If you need to change the information, do so within the applicant record or position record. Click **Next**.



Hiring Proposal Documents:

Attach documents to the hiring proposal if needed for approval.

Virginia's Community Colleges

User Group: College HR

Home Postings Applicants Hiring Proposals Shortcuts

Position Requests / ... / PD Hiring Proposal / Payroll Specialist_MR / Edit

Editing Hiring Proposal

- Hiring Proposal
- Hiring Proposal Documents**
- Hiring Proposal Summary

Hiring Proposal Documents

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
105-023	Interview and Selection Report		Actions
105-047	Proposal for New Faculty Appointment (Full-Time)		Actions
105-047A	Proposal for Adjunct Faculty Initial Appointment		Actions
105-070	Pay Action Worksheet (PAW)		Actions
105-077	Personnel information Form		Actions

Hiring Proposal Summary:

On the summary page you can review the hiring proposal and see a print preview of the hiring proposal.

Virginia's Community Colleges

User Group: College HR

Home Postings Applicants Hiring Proposals Shortcuts

Classified / ... / Sample Human Resources (Recommend for Hire) / PD Hiring Proposal / Summary

PD Hiring Proposal: Sample Human Resources (Classified) Edit

Current Status: Draft

Position Type: Classified
Department: PAYROLL (BRCC) (BR291-161009)
Applicant: Sample Human Resources
Posting: Payroll Specialist_MR

Created by: AshleyX Thomas
Owner: AshleyX Thomas

Summary History Settings Reports

Hiring Proposal Edit

Applicant information

Legal First Name	Sample
Middle Name	josh
Legal Last Name	Human Resources
Preferred Name	

Take Action On Hiring Proposal

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Select (move to Class/Comp HR)
- Return (move to Dept. Head)
- Return (move to Hiring Manager)
- MOVE DIRECTLY TO:
- Hiring Manager
- Dept. Head
- College HR/Consultation
- Class/Comp HR
- Dean/Director
- Executive Cabinets/VP/Provost
- President/Senior AYC
- Finance
- Grants
- Foundation Accounting

You can then move the hiring proposal through the workflow until it is approved. At that point the applicant is seated as an employee into the position.

Workflow:

To move the hiring proposal along in the workflow, hover over the orange **Take Action on Hiring Proposal** button and choose the action that you would like to take.

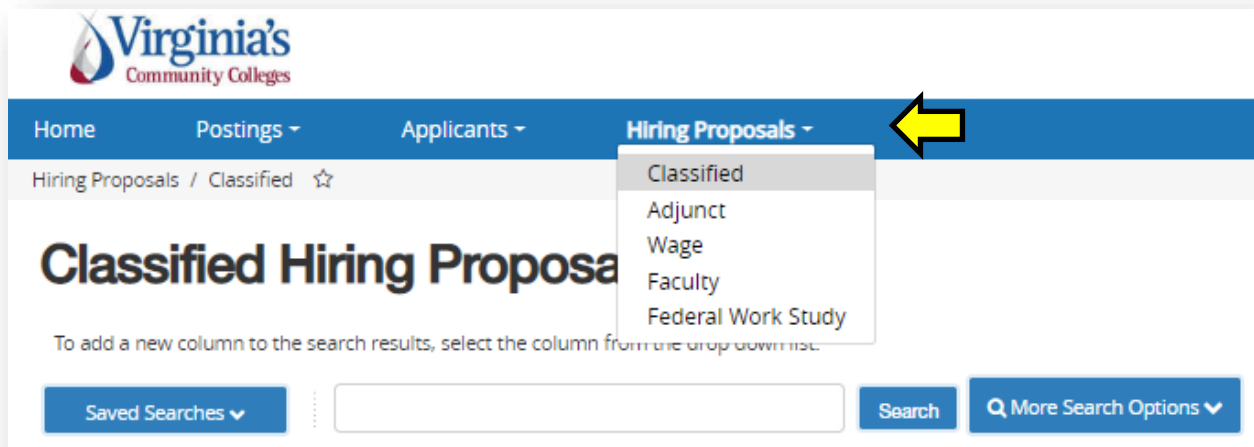
When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can flag it to appear on the watch list. This will display the hiring proposal in the Watch List (home screen).

Final steps:

Once the hiring proposal is approved, the applicant is moved into the Hired status. **College HR must then go back into the posting and mark it as Filled. This will generate “position has been filled” emails to all other candidates.**

Search and Manage Hiring Proposals

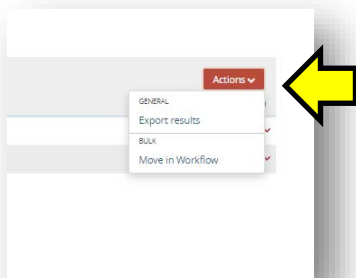
Select the **Hiring Proposals** drop down and click the **position** option. This takes you into the Hiring Proposals list screen for the selected position type where you can manage existing hiring proposals.



General Actions:

Hover over the orange **Actions** button where you have the following options:

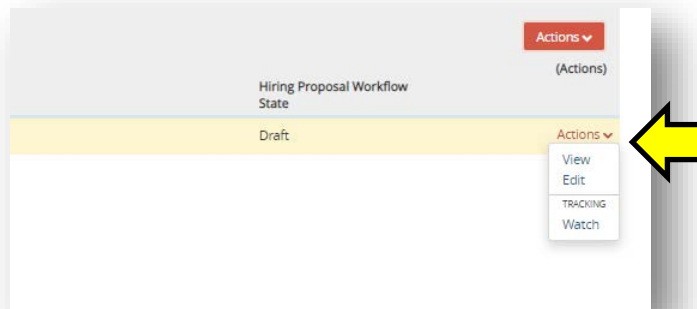
- **Export Results:** Export the current list view into an Excel document
- **Move in Workflow:** Move all selected hiring proposals in BULK to a specific workflow stage



View/Edit existing Hiring Proposals:

Hover over the **Actions** link next to a specific applicant and click one of the following options:

- **View:** View selected hiring proposal (can also click the **blue link in the left column** of the list)
- **Edit:** Edit selected hiring proposal (only if it is NOT in a final/approved workflow state)



Frequently Asked Questions (FAQ's)

Applicant Tracking System (ATS)

Q: What is an Applicant Tracking System (ATS)?

A: An Applicant Tracking System (ATS) is a web-based recruitment, applicant tracking, selection, and hiring solution designed specifically for Higher Education.

Q: Why do we need an ATS?

A: To increase efficiency, gain economies of scale, reduce risk, and increase our applicant pool.

College HR

Q: What if there are multiple people in one user group?

A: College HR will have admin rights to alter user groups, as needed. If someone is promoted, College HR can add a user group. An employee can be in multiple user groups and multiple employees can be in the same user group.

Q: Is there a place to attach the EWPs?

A: Yes

Q: Is an item considered approved if a user moves it back or forward?

A: Yes, but it is suggested that notes are added in the text box (e.g. type 'approved' or type notes back to HR for record keeping history). It will be assumed approved if there are no notes.

Q: How does this information flow into PMIS for brand new positions?

A: The Onboarding Team enter into PMIS when the hire is finalized.

Q: Are User Groups defined as everyone that goes into the system (including committees) or does it refer to hiring managers?

A: All employees are in the system as EMPLOYEE. Anyone that needs access to a position or candidate for review or approval will need to have additional user groups assigned accordingly.

Q: Will this new system application match the new state application requirements?

A: Yes

Q: Who will be assigning position numbers if it is not a new position?

A: All active position numbers in HRMS will be loaded into PeopleAdmin. If the position is not seated, the position number will still be there but the employee name will be blank. If it is a brand new position, SSC will be creating those position numbers in HRMS. Please notify the SSC ATS Team if there is a particular number that your College HR department needs to use for new positions.

Q: When an employee is hired, will they go into the PeopleAdmin system?

A: The new employee will go into the Applicant Tracking System as 'employee only'. HR will then be able to add him or her to one or more user groups.

Q: Who has the ability to deactivate committee members?

A: College HR has the ability to modify user groups and the user groups that are assigned.

Q: What is the time-frame for posting on the Virginia Job Board?

A: Once 'post' is selected, it will be ready to send over to the Virginia Job Board via the nightly feed.

Q: How do I post an Internal Position?

A: There are 2 ways to post an internal position. The first is to the internal job board. There is a tab in the ATS that indicates only those with Single Sign-on credentials are able to apply. The second option is to post the position publicly but to add verbiage that it is for internal candidates only. It is also suggested to add a supplemental question asking if the applicant is a current employee.

Q. How do I make changes to a posting once it has been published?

A: College HR will need to contact SSC HR with any updates to postings once they have been published. This is to assure that the posting is updated on all sites correctly. College HR will have the ability to add and remove search committee members once a posting has been publish.

Q. Why do I need to manually post in RMS?

A: DHRM is working with PeopleAdmin to correct a disconnect in the integration between DHRM Hub (jobs.agencies.virginia.gov) and RMS (jobs.virginia.gov) and until then, we highly suggest you continue to post directly to RMS to ensure your postings receive full exposure to applicants.

Hiring Managers/Initiator:

Q: Will training be provided?

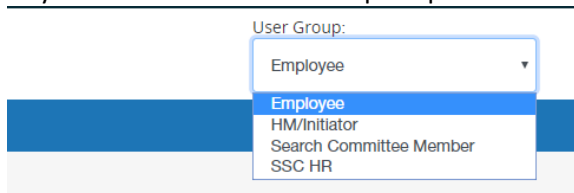
A: Yes, College HR will conduct training and/or designee as hiring needs arise. This will allow more individualized training sessions. Quick Reference Guides will also be provided for your reference on the SSC internet site. There is a quick link to this page on in the ATS under links. Formal Equal Employment Opportunity (EEO) training will be required of each interview committee member via the Commonwealth of Virginia Learning Center (COVLC) prior to participation on a committee.

Q: How do I log-in?

A: Use your MyVCCS ID and password to log into the system. <https://jobs.vccs.edu/hr>
There is a link above the sign-in box to sign in with your MyVCCS credentials. That link will take you to the screen to log-in.

Q: What will I be able to see once logged in?

A: You will log in as EMPLOYEE. Your role in the system determines what you will have available to you. Click on the User Group drop down in the upper right hand corner to change your role



Although this is a system used across the VCCS footprint, each College can only see their own information.

Q: How will I be notified of items needing review or approval?

A: A workflow email will be sent providing easy access to items that need review/approval. Emails will be in your campus email box. The email will provide the status, position title, department, and a login quick link for your convenience.

Q: Will I be able to prioritize and/or watch a recruit closely, if necessary?

A: Yes, you will have the ability to “Watch list” items for quick access on your home page. This will allow you to follow the progress of positions, applicants etc.

Q: Will I be able to use supplemental questions (SQs)?

A: Yes, you will have the ability to add SQs that your applicants will answer regarding their qualifications. You will also have a library of available supplemental questions readily available. You will be able to manage the supplemental questions by organizing, adding a point value, and disqualifying an applicant based on predefined answers.

Q: If we are editing a job, will PeopleSoft integration override the edit?

A: No, when you start to modify a position, it is locked.

Q: Will I be able to require specific applicant documents?

A: Yes, you will be able to choose if a submitted document is not being used, optional, or required.

Q: When a position is created, will the ATS generate a link that can be used?

A: Yes, each posting will have a quick link at the bottom.

Q: Is Classification the same as Role title?

A: Yes

Q: Can multiple job duties be added?

A: Yes, you can click the blue button **'Add Job Duties Entry'** to enter in your job duty. If you have more you can click the button again and additional boxes will populate.

Q: Why does committee member show pending? Can we deactivate committee members?

A: A Hiring Manager can add search committee members, however, College HR will need to approve that addition (or deactivate) if that employee does not already have that role. The system will show pending until that approval is provided.

Q: It is Mandatory to include a supervisors' name? Is it visible to the applicant?

A: No

Committee Members:

Q: Will training be provided?

A: Yes, you should receive Equal Employment Opportunity (EEO) training before being able to serve on a search committee. Your College HR representative will be able to assist you with this process.

Q: What if I need a committee member external to my agency?

A: You will have the option to give "guests" read-only access to view the posting and applications. Once the position is filled, the guest will no longer have access.

Q: Will I be able to provide feedback within the system?

A: Yes, feedback can be provided within the PeopleAdmin ATS.

Q: Can search committee members vary by posting?

A: Yes, each posting can designate a unique search committee.

Q: What will committee members be able to see once logged into the system?

A: Committee members will be able to see applicants for his or her assigned postings.

Applicants:

Q: Where do I go to apply for a job?

A: VCCS websites have links for all postings: Postings made prior to 9/30/19 in addition to postings made within the new applicant portal (after 10/1/19).

Q: Will my current application and supporting documents transition into the new system?

A: No, you will need to create an account in our new applicant website <https://jobs.vccs.edu/>.

Q: Will I be able to update my application or supporting documents?

A: Yes, once an account is established and you have applied for a job, you will be able to update your resume or other information.

Q: If I have an application submitted for a current opening today, do I have to re-submit my application in the new system?

A: No, any existing job you have applied for will remain open in our previous process/site.

Q: Will I be able to receive notifications?

A: Yes, you will be able to enroll through your account for alerts on the types of jobs you are looking for (even if a job is not currently available in that field). You are also able to submit an applicant interest card in order to begin receiving notifications when new postings are open to applications. You have the ability to unsubscribe from these notifications through your account at any time.

Q: Will I receive confirmation that my application was received?

A: Yes, a page will appear indicating that your application was submitted.

Q: Am I eligible to apply for positions within other VCCS agencies?

A: Yes, once logged in to your account, you can choose from all participating VCCS agencies.

Q: What if I have additional questions once logged in?

A: Click on the Help option on the left menu.

Q: Does the system allow applicants to upload a resume that will prefill the application?

A: No, the system does not pre-fill at this time. After applicants apply for one position, he or she will have an account with VCCS. Information will be stored for use at a later time, if needed.