

PeopleAdmin

Chancellor's Fellowship Posting and Applicant Process

Objective: To create one standard VCCS posting where all candidate applications are maintained, and viewable by all colleges.

Posting specifics: Posting will remain open July 1st -June 30th. Candidate applications will remain active through June 30th. Candidates will be required to reapply each fiscal year.

Please note: Only SSC ATS can alter or update the content of the posting or any posting specifics on the VCCS Fellowship posting.

Candidates will come in under College Review and are not to be moved through the hiring process on this posting. Once a candidate's application is reviewed by College HR and selected to move forward for an interview, they will be moved to a college-specific fellowship posting; please refer to the section below for guidance on [How to Copy Candidates to a posting](#)

Candidates that are identified for the **College-Specific Fellowship Position** will need to be moved to a **College-Specific Internal Posting** which will provide the Hiring Manager and Search Committee members access to the candidates. Candidates on the VCCS Fellowship posting should not be moved past Under Review by College HR. Please do not attempt to add a Hiring Manager or Search Committee member to the VCCS Fellowship posting.

How to review Candidate applications:

College HR Representatives will have access to the VCCS Fellowship posting and candidates by logging into PeopleAdmin, clicking on the posting, and selecting the Applicant tab.

* It is highly suggested to add this posting to your **watch list** so that it is easily accessible.

The screenshot shows the 'Watch List' section in PeopleAdmin. At the top, there are tabs for 'Postings' (selected), 'Hiring Proposals', and 'Position Requests'. Below the tabs is a search bar with the text 'SEARCH' and a button labeled 'Unwatch Postings'. A table below the search bar lists the following information:

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students) Fellowship	Adjunct	Posted	College HR

The screenshot shows the 'Applicants' section in PeopleAdmin. At the top, there are tabs for 'Summary', 'History', 'Settings', 'Applicants' (selected), 'Reports', and 'Hiring Proposals'. Below the tabs is a search bar with the text 'To add a new column to the search results, select the column from the drop down list.' and a button labeled 'All Applicants'. Below the search bar is a table with columns for Applicant Legal Last Name, Applicant Legal First Name, Documents, Posting Number, Workflow State (Internal), and Application Date.

Applicant Legal Last Name	Applicant Legal First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
Thomas	Ashley	Resume, Unofficial Transcripts, Curriculum Vitae, Cover Letter/Letter of Application	ADJ_133P	Under Review by College HR	July 10, 2020 at 03:07 PM
Hux	Elizabeth	Resume, Cover Letter/Letter of Application, Unofficial Transcripts	ADJ_133P	Under Review by College HR	July 10, 2020 at 03:21 PM
Royal	Melissa	Unofficial Transcripts, Other Document, Resume	ADJ_133P	Under Review by College HR	July 14, 2020 at 01:48 PM

Applicant profiles can be viewed by clicking directly on the applicant last name or by hovering over the ORANGE Action button after the name and selecting View Application.

The screenshot shows the 'Applicants' table in PeopleAdmin. The table has columns for Applicant Legal Last Name, Applicant Legal First Name, Documents, Posting Number, Workflow State (Internal), and Application Date. An orange 'Actions' button is visible next to the first row.

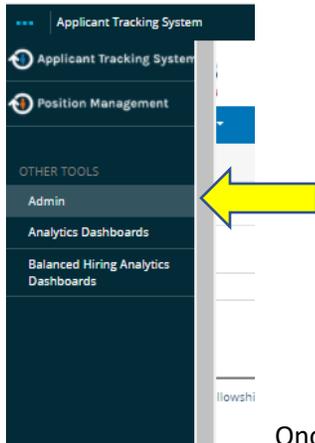
Applicant Legal Last Name	Applicant Legal First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
Thomas	Ashley	Resume, Unofficial Transcripts, Curriculum Vitae, Cover Letter/Letter of Application	ADJ_133P	Under Review by College HR	July 10, 2020 at 03:07 PM	Actions
Hux	Elizabeth	Resume, Cover Letter/Letter of Application, Unofficial Transcripts	ADJ_133P	Under Review by College HR	July 10, 2020 at 03:21 PM	GENERAL View Application
Royal	Melissa	Unofficial Transcripts, Other Document, Resume	ADJ_133P	Under Review by College HR	July 14, 2020 at 01:48 PM	ALL RIGHTS

DO NOT MOVE THE CANDIDATE THROUGH THE INTERVIEW PROCESS ON THIS POSTING.

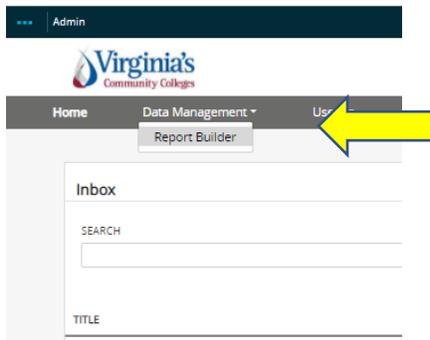
Report to Review and Share Candidates with Hiring Manager

College HR can access candidate applications by either clicking on each individual application as described above or by running the following report:

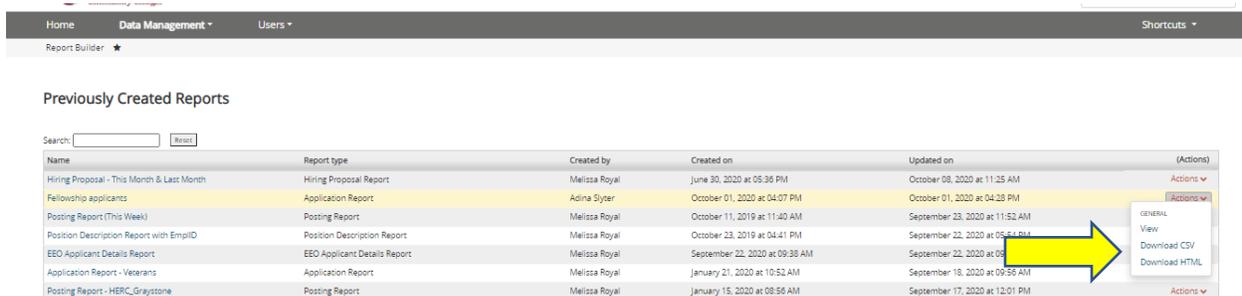
Log into the PeopleAdmin System and in the left-hand corner click on the three dots to access Admin:



Once in Admin, click on Data Management>Report Builder



Locate the Fellowship Applicants report and click on the ACTIONS button to Download CSV

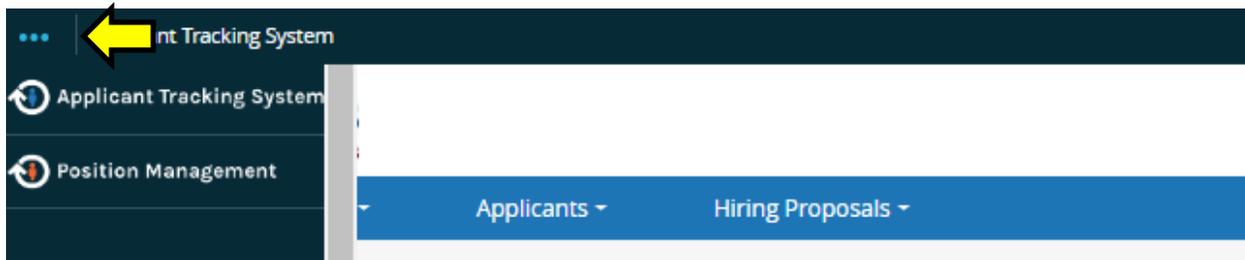


This report can be saved and shared. The report will provide candidate contact information, their desired college of interest, primary and secondary teaching discipline, and semesters they are available to teach.

Creating College-Specific Posting:

Once you have identified viable candidates for your college Fellowship program, you will need to create an internal college-specific posting by copying the Chancellor's Fellowship posting.

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

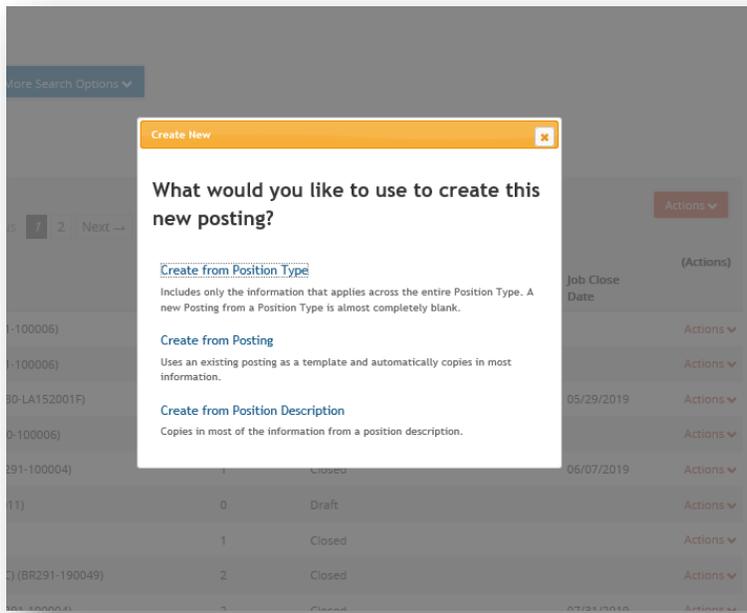


Select the **Postings** drop-down and click **position type ADJUNCT**. This takes you into the Postings list screen where you can create new postings for a position already approved or manage existing postings.



Create a New Posting

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



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 to Create From or View the listing and create posting from the summary screen])

Type Fellowship in the search field and the Chancellor's Teaching Fellowships posting will populate. Click on the orange "ACTIONS" button and choose View Posting.

Applicant Tracking System Welcome, Adina Slyter

Virginia's Community Colleges User G
Colle

Home Postings Applicants Hiring Proposals

Postings / Adjunct / New Posting From Posting

Adjunct Postings

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

Saved Searches fellowship Search More Search Options

Ad hoc Search Postings

Ad hoc Search 1 Save this search?

Working Title	Posting Number	Department	Active Applications	Workflow State	(Actions)
Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students)	ADJ_133P	Fellowship (Fellowship)	3	Posted	Actions GENERAL View Posting Create From



Click on **Create Posting from this Posting**

Applicant Tracking System Welcome, Adina Slyter My Profile Help

Virginia's Community Colleges User Group:
College HR

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Adjunct / Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students) (Posted) / Summary

Posting: Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students) (Adjunct)

Current Status: Posted
Position Type: Adjunct
Department: Fellowship (Fellowship)
Created by: Adina Slyter
Owner: College HR

Summary

- Create Posting from this Posting
- Create Posting Template from this Posting



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. The only fields you will update on this page are: College and Department

New Posting Create New Posting

* Required Information

Working Title Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students)

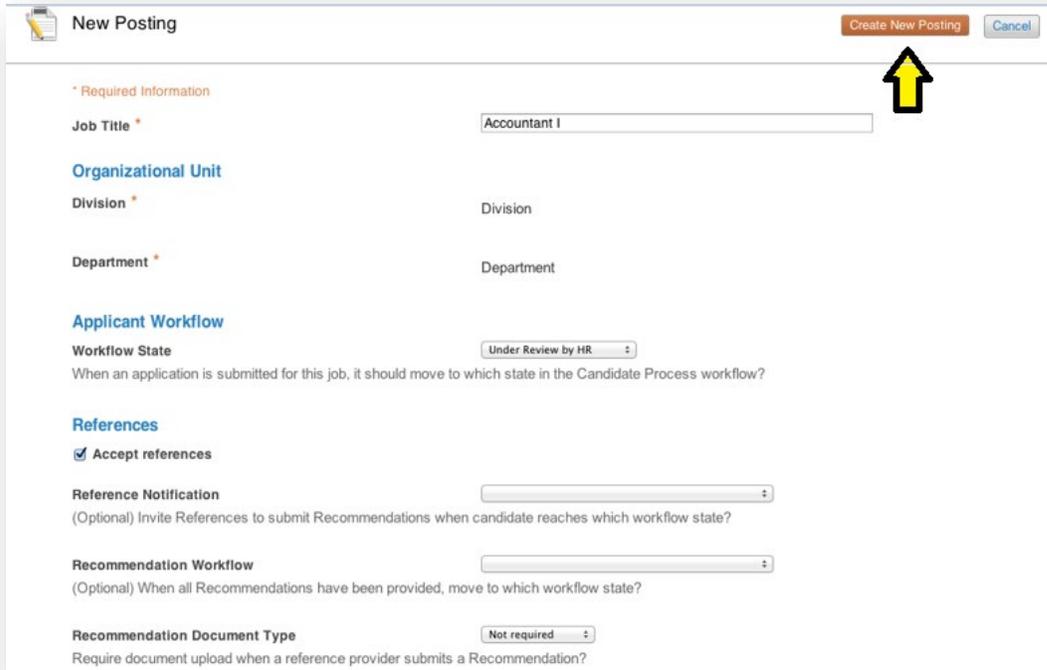
Organizational Unit

College * VCCS-Fellowship (VCCS-Fellowship)

Department * Fellowship (Fellowship)



- **Organizational Unit:** Choose the College and Department where this posting will exist. (**Note:** if you create from a previous posting or a position description this information will autofill)
- Click the orange **Create New Posting** button.



The screenshot shows a web form titled "New Posting" with a yellow arrow pointing to the "Create New Posting" button in the top right corner. The form is divided into several sections:

- Required Information:** Includes a "Job Title" field with the value "Accountant I".
- Organizational Unit:** Includes "Division" and "Department" fields, both currently empty.
- Applicant Workflow:** Includes a "Workflow State" dropdown menu with the value "Under Review by HR". Below it is a question: "When an application is submitted for this job, it should move to which state in the Candidate Process workflow?"
- References:** Includes a checked checkbox for "Accept references".
- Reference Notification:** Includes a dropdown menu for selecting a workflow state.
- Recommendation Workflow:** Includes a dropdown menu for selecting a workflow state.
- Recommendation Document Type:** Includes a dropdown menu with the value "Not required".

Posting Detail Information:

Update the Recruitment Type to **AGENCY**.

Physical Demands/Cognitive Requirements

Add Physical Demands/Cognitive Requirements Entry

Job Duties

Add Job Duties Entry

Posting Detail Information

Posting Number

* Recruitment Type

Public
Please select
Public
Agency
State

* Number of Vacancies

Desired Start Date

Update the Start date, end date, Supervisor Name and Contact information.

Job Duties

Add Job Duties Entry

Posting Detail Information

Posting Number

ADJ_183P

* Recruitment Type

Agency

* Number of Vacancies

Multiple

Desired Start Date

dd/mm/yy

Position End Date (if temporary)

dd/mm/yy

* Supervisor First Name

Craig

* Supervisor Last Name

Santicola

Job Open Date

07/01/2020

Job Close Date

06/30/2021

Open Until Filled

* Agency Website

jobs.vccs.edu

Contact Name

Kristin Iden

VCCS Contact

Email

kiden@fcc.edu

Phone Number

Advertising Sources:

Remove all advertising sources as this position was already advertised and you are posting this internally to move candidates from the VCCS posting into your college posting. You will need to update the three required fields below. Work Location City is an open text box.

Advertising Sources

Facebook
 LinkedIn
 Twitter

To select more than one field CTRL + right click

* Post to HERC?

* HERC Category 
This field is required.

* Work Location City
This field is required.

Select Graystone advertising here if you would like to advertise with Graystone.

Would you like to receive recommendations from Graystone concerning ad placement?

Please indicate where you would like the ad placed

AASHTO - American Association of State Highway and Transportation
Acte Job Bank
Ala Joblist

To select more than one field CTRL + right click

Contact Information for the person who will be working with Graystone on this posting

HM/Initiator:

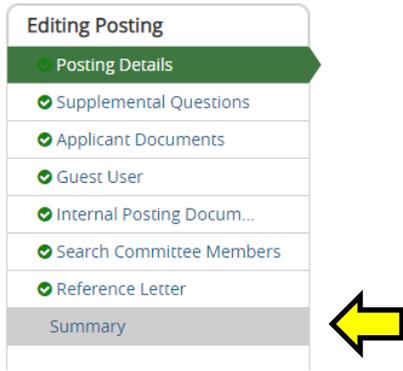
Please ensure you complete this field or the hiring manager/initiator will not be able to view posting, candidates, or receive a notification when the position posts.

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/5
HM/Initiator	Select Some Options

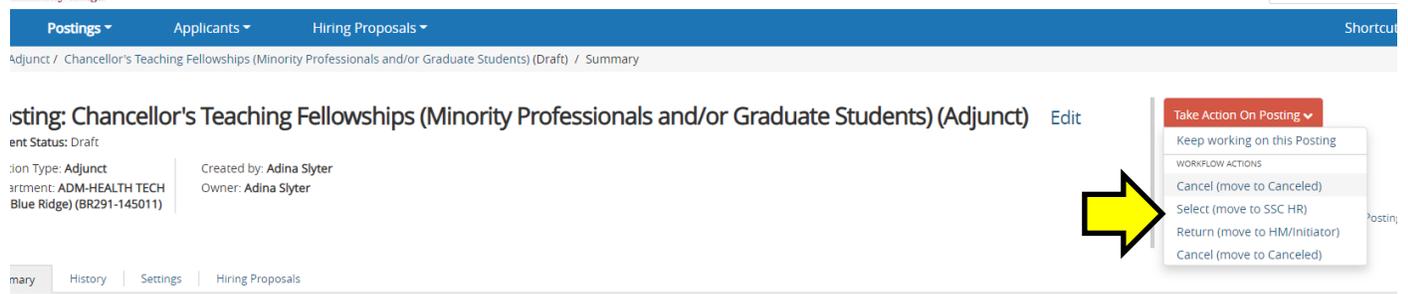
Click the blue **SAVE** button then Click on the green checked tab Search Committee Members on the left-hand side of the posting draft.

The screenshot shows the Virginia Community Colleges PeopleAdmin interface. At the top is the logo for Virginia Community Colleges. Below it is a navigation bar with 'Home' and 'Postings' (with a dropdown arrow). The breadcrumb trail reads 'Postings / Adjunct / Chancellor's Teaching'. The main content area is titled 'Editing Posting' and contains a vertical list of tabs: 'Posting Details', 'Supplemental Questions', 'Applicant Documents', 'Guest User', 'Internal Posting Docum...', 'Search Committee Members', 'Reference Letter', and 'Summary'. The 'Search Committee Members' tab is highlighted in green and has a yellow arrow pointing to it from the right.

Click the blue **SAVE** button and go to the **SUMMARY** tab on the left-hand side of the posting:



Click on the orange **TAKE ACTION ON THIS POSTING** and choose Move to SSC HR:



The posting will be reviewed by SSC HR and moved to Internal Post. Once posted you can move candidates from the VCCS posting to yours.

How to Copy Candidates to a posting:

College HR Representatives will have access to the posting and candidates by logging into PeopleAdmin, clicking on the VCCS Chancellor's posting, and selecting the Applicant tab.

* It is highly suggested to have both the VCCS and your College-specific postings to your **watch list** so that they are easily accessible.

Watch List

SEARCH

Unwatch Postings

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students) Fellowship	Adjunct	Posted	College HR
<input type="checkbox"/>	Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students) ADM-HEALTH TECH DIV (Blue Ridge)	Adjunct	Approved - Internal	College HR

Summary | History | Settings | Applicants | Hiring Proposals

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

Saved Searches [] Search [] More Search Options []

All Applicants []

"All Applicants" 3 [] Delete this search? Selected records 0 [] Clear selection?

Locate the applicant/s you wish to copy over to your College-specific posting by clicking on the box to the left of their name.

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

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

Saved Searches [] Search [] More Search Options []

All Applicants []

"All Applicants" 3 [] Delete this search? Selected records 0 [] Clear selection?

<input type="checkbox"/>	Applicant Legal Last Name	Applicant Legal First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input checked="" type="checkbox"/>	Thomas	Ashley	Resume, Unofficial Transcripts, Curriculum Vitae, Cover Letter/Letter of Application	ADJ_133P	Under Review by College HR	July 10, 2020 at 03:07 PM	Actions []
<input checked="" type="checkbox"/>	Hux	Elizabeth	Resume, Cover Letter/Letter of Application, Unofficial Transcripts	ADJ_133P	Under Review by College HR	July 10, 2020 at 03:21 PM	Actions []
<input type="checkbox"/>	Royal	Melissa	Unofficial Transcripts, Other Document, Resume	ADJ_133P	Under Review by College HR	July 14, 2020 at 01:48 PM	Actions []

Hover over the Large Orange ACTIONS button and select: Copy Applications to Posting

Revised 10-16-20

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

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

Saved Searches Search [More Search Options](#)

All Applicants ×

"All Applicants" 3 × Delete this search? Selected records 2 × Clear selection?

<input type="checkbox"/>	Applicant Legal Last Name	Applicant Legal First Name	Documents	Posting Number	Workflow State (Internal)	Application D
<input checked="" type="checkbox"/>	Thomas	Ashley	Resume, Unofficial Transcripts, Curriculum Vitae, Cover Letter/Letter of Application	ADJ_133P	Under Review by College HR	July 10, 2020
<input checked="" type="checkbox"/>	Hux	Elizabeth	Resume, Cover Letter/Letter of Application, Unofficial Transcripts	ADJ_133P	Under Review by College HR	July 10, 2020
<input type="checkbox"/>	Royal	Melissa	Unofficial Transcripts, Other Document, Resume	ADJ_133P	Under Review by College HR	July 14, 2020

Actions ▼

- GENERAL
 - Review Screening
 - Question Answers
 - Download Screening
 - Question Answers
 - Export Applicants without Email
 - Export results
- BULK
 - Copy Applications to Posting 
 - Move in Workflow

PeopleAdmin Better Talent. Better Future.
ccs-sb.peopleadmin.com/hr/postings/18734/job_applications#

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Scroll to find the posting you wish to copy the candidates over to and Select.

Select Posting ×

Select which Posting you would like to copy these Applications to

<input type="radio"/>	Working Title	Position Number	Posting Number
<input type="radio"/>	Biology Adjunct	284A1910	ADJ_011P
<input type="radio"/>	Biology Adjunct Instructor	297A0000	ADJ_099P
<input type="radio"/>	Biology Instructor Pool Academic Year 19/20	287A0000	ADJ_001P
<input type="radio"/>	Business Administration Adjunct	284A1916	ADJ_027P
<input type="radio"/>	Chancellor's Teaching Fellowships (Minority Professionals and/or Graduate Students)		ADJ_134P
<input type="radio"/>	Chemistry Adjunct	284A1911	ADJ_012P
<input type="radio"/>	Chemistry Adjunct	297A0000	ADJ_100P
<input type="radio"/>	Clinical Nursing Adjunct		ADJ_107P
<input type="radio"/>	Culinary Arts Adjunct - Instructor Pool 2019-2020	287A0140	ADJ_003P
<input type="radio"/>	Drafting/Computer Aided Drafting Adjunct	284A1903	ADJ_013P

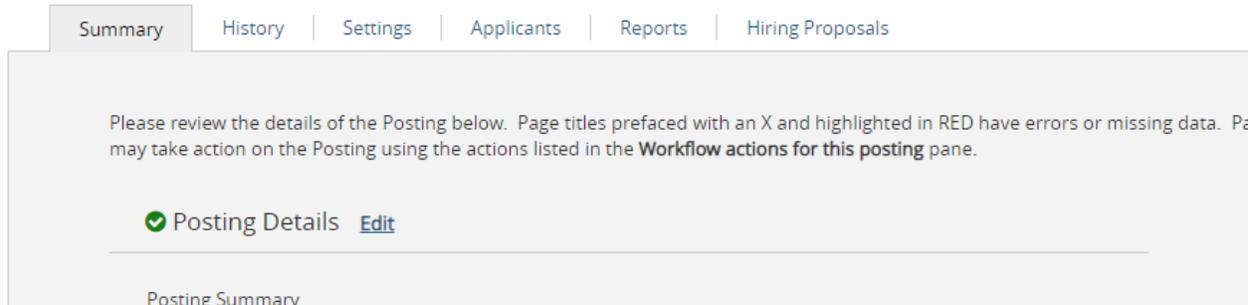
Select the workflow state you wish to move the candidates to keeping in mind that Search Committee Members will be unable to see applicants in the Under Review by College HR:

Go to your College-specific posting and click on the Applicant Tab to view the applicants you copied over.

You now can move the candidates through your interview process and create a Hiring Proposal for your final candidate.

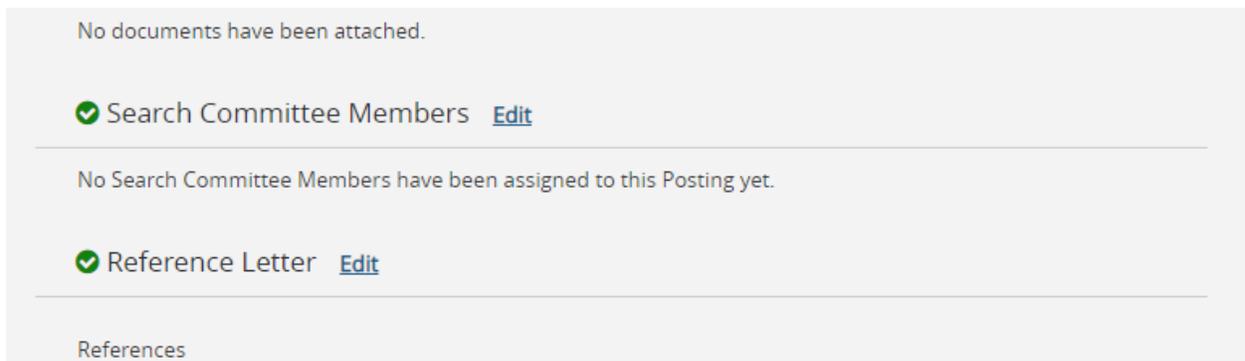
Adding a Search Committee Member:

Go to the Summary tab on the posting:



The screenshot shows a navigation bar with tabs: Summary (selected), History, Settings, Applicants, Reports, and Hiring Proposals. Below the tabs is a message: "Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Pa may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane." Below the message is a section titled "Posting Details" with a green checkmark icon and an "Edit" link. Below this section is a horizontal line and the text "Posting Summary".

Scroll down to Search Committee Members and click on edit:



The screenshot shows a section titled "No documents have been attached." Below this is a section titled "Search Committee Members" with a green checkmark icon and an "Edit" link. Below this section is a horizontal line and the text "No Search Committee Members have been assigned to this Posting yet." Below this is a section titled "Reference Letter" with a green checkmark icon and an "Edit" link. Below this section is a horizontal line and the text "References".

Click on the BLUE “ADD EXISTING USER” button:

The screenshot shows a sidebar on the left with a menu under 'Editing Posting'. The menu items are: Posting Details, Supplemental Questions, Applicant Documents, Guest User, Internal Posting Docum..., Search Committee Members (highlighted in green), Reference Letter, and Summary. The main content area is titled 'Search Committee Members' and contains the following text:

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system that have been previous user group in their account, you will need to find or create their account in the "New Search Committee Mer

New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user in the system to add

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search result: only a request; Human Resources will need to approve this user as a potential search committee member u

New Account
If you search for an existing account under the "New Search Committee Member" using the username or er created for them. Once you press the submit button, the requested user account will be pending review by I

Search Committee Members

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

[Add Existing User](#)

Enter the VCCS employee’s name in the Search field and click on the BLUE “Search” button. Un-check the “Display...” box under Department if you want to see all employees even if they do not yet have the Search Committee Member user group assigned to their profile.

The screenshot shows a search form titled 'Add Existing User'. It includes a search input field with the placeholder text 'Please enter at least 3 characters', a department dropdown menu, and a 'Search' button. Below the search fields is a checkbox labeled 'Display search committee user group members only' which is currently checked. At the bottom of the form, there is a table header with columns: Last Name, First Name, Email, Department, Committee Chair, and (Actions).

Identify the employee you wish to add and click the BLUE “Add Member” button:

Add Existing User ✕

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Slyter	Adina	12924843752119936330_1593679945_3132_2_emailaddress@zed.zed	VCCS	<input type="checkbox"/>	<input style="background-color: #0056b3; color: white; padding: 5px 10px;" type="button" value="Add Member"/>

Displaying 1 User

If the employee shows “pending” then you can click the Actions drop-down and select “Approve User” which will take you to the user profile and allow you to “Approve Request” click the back arrow on your browser twice to return to the posting. Once the employee has been added, click the BLUE “Save” button.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Adina Slyter	12924843752119936330_1593679945_3132_2_emailaddress@zed.zed	<input type="checkbox"/>	pending	Actions ▾

Add Existing User

Save

<< Prev

Save & Continue