

# FACULTY AND ACADEMIC PROFESSIONAL BENEFITED JOB OPENINGS

## UW PEOPLESOFT USER GUIDE

This script will walk you through the process of managing a job opening for a benefited faculty or academic professional position from designating search committee members to screening applicants to making an offer of employment. EPO is happy to consult at any stage of the process! Please call 766-3459 OR EMAIL [diversity-epo@uwyo.edu](mailto:diversity-epo@uwyo.edu)

*Make sure that you allow pop-ups for this site.*

<b>The Process At-A-Glance</b>	
<b><u>PART ONE: Finding the Job Opening and Entering Search Committee Members.....</u></b>	<b>pg.2</b>
<ol style="list-style-type: none"> <li>1. An Academic Position Request must first be approved (see the Academic Position Request User Guide). Following this approval, Human Resources (<a href="mailto:jobapps@uwyo.edu">jobapps@uwyo.edu</a>) will create a Job Opening within PeopleSoft HRMS and posts the advertisement on the UW Website.</li> <li>2. Once the job opening is created, search committee chair/delegate needs to enter all search committee members into the job opening within PeopleSoft HRMS to ensure access to application materials as candidates begin applying online. (OFCCP Training is required for all search committee members.)</li> </ol>	
<b><u>PART TWO: Reviewing applications and marking candidates for interview.....</u></b>	<b>pg. 10</b>
<ol style="list-style-type: none"> <li>3. As candidates apply, hiring/search committees can log in and view all application materials and begin screening applicants.</li> <li>4. The search chair or delegate indicates which candidates will be interviewed within PeopleSoft HRMS and sends an accompanying matrix to Employment Practices via email: <a href="mailto:diversty-epo@uwyo.edu">diversty-epo@uwyo.edu</a>. Employment Practices will attach the matrix to the job opening and the list of interviewees will go through an electronic approval chain.</li> <li>5. Once <i>initial interviews</i> are approved, the department can begin interviews. Second-round interviews can also be requested within the system (no matrix required for second round interviews.) Additional approvals (including a matrix) are required if additional candidates are selected for interview.</li> </ol>	
<b><u>PART THREE: Indicating the Top Candidates and Making a Job Offer.....</u></b>	<b>pg. 15</b>
<ol style="list-style-type: none"> <li>6. After the interview process, if top candidate/s are chosen, the search committee will email a final matrix to Employment Practices: <a href="mailto:diversty-epo@uwyo.edu">diversty-epo@uwyo.edu</a> indicating the top candidates, scores or comments demonstrating how the decision was reached and the amount of the final job offer. The top candidates are also indicated in the system in order of preference.</li> <li>7. Employment Practices will attach the final matrix to the job opening in PeopleSoft HRMS. To complete the hire, <b>the finalized job offer letter and offer amount should be sent to Human Resources at <a href="mailto:jobapps@uwyo.edu">jobapps@uwyo.edu</a></b> . HR will input this information into PeopleSoft HRMS and this will go through electronic approvals.</li> <li>8. Once the job offer is approved, Human Resources will initiate the hiring process including a background check.</li> </ol>	

**PART ONE:**

➤ **FINDING THE JOB OPENING AND ENTERING SEARCH COMMITTEE MEMBERS**

Once an Academic Position Request has been submitted and approved, Human Resources will create a Job Opening. This will allow the job to be posted/advertised and accept applicants. HR will notify Search Chairs when the Job Opening is complete.


**All search committee members must be entered into the job opening by the originator/Search Chair.**


Step	Notes	
1	Log in to PeopleSoft HRMS and begin by navigating to the Find Job Openings page. From the main menu, select <b>Recruiting</b> .	
2	Then click on <b>Find Job Openings</b>	
3	The <b>Find Job Openings</b> page should now display.	


## Find Job Openings


**Enter Search Criteria**


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**Job Opening ID:**  


**Status:**  


**Most Recent Activity:**  


**Job Opening Type:**  


**Hot Job:**  


**Display Jobs:**  

**Manager:**  


**Recruiter:**  

**Originator:**  

**Business Unit:**  

**Position Number:**  

**Title:**

**Recruitment Contact:**  

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[Browse Job Openings](#)
[Find Job Postings](#)

Step	Notes
4	To view an existing job opening, enter the job opening ID number or just click the <b>Search</b> button. This will show you all job openings that you have access to see.

## Find Job Openings

[View Job Opening Search Criteria](#)

16 Results Found

Search Results								Personalize	Find	View All	First	9-16 of 16	Last
<input type="checkbox"/>	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created					
<input type="checkbox"/>	<a href="#">Post Doc Res Assoc</a>	8212	Standard Requisition	Wyoming State Vet Lab	1	1		08/04/2016					
<input type="checkbox"/>	<a href="#">Ext Educator,Asst ETT</a>	8218	Standard Requisition	Agriculture C	1	1		08/09/2016					
<input type="checkbox"/>	<a href="#">Interim Assoc Dean/Assoc Prof</a>	8217	Standard Requisition	Agriculture C	1	1		08/09/2016					
<input type="checkbox"/>	<a href="#">Asst Professor</a>	8219	Standard Requisition	Cheney Intl Ctr/Student Health	1	1		08/09/2016					
<input type="checkbox"/>	<a href="#">Professor</a>	8215	Standard Requisition	Engineering	1	1		08/09/2016					
<input type="checkbox"/>	<a href="#">Lecturer,Associate ETT</a>	8221	Standard Requisition	Hoyt Hall	1	1		08/09/2016					
<input type="checkbox"/>	<a href="#">Lecturer,Assoc ETT</a>	8220	Standard Requisition	Hoyt Hall	1	1		08/09/2016					
<input type="checkbox"/>	<a href="#">Associate Professor</a>	8216	Standard Requisition	Physical Sciences	1	1		08/09/2016					

[Select All](#) [Deselect All](#)

[Create New Job](#) [Browse Job Openings](#) [Find Job Postings](#)

Step	Notes
5a	Click on the job opening you wish to view.
5b	<i>If you do NOT see the job opening you are searching for, but the position request was approved: Please call <b>Human Resources at 766-5612</b> to see if the opening has been created.</i>

Find Job Opening

**Job Opening**

[Print Job Opening](#)  
 Posting Title: Associate Professor      Job Opening ID: 8263  
 Job Opening Status: 010-Open      Job Type: Standard  
 Position Number: 0171      Assoc Professor  
 Business Unit: UNWYO University of Wyoming  
 Department: 21150      Music

[Save](#)      [Create New](#)      [Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)



[Manage Applicants](#)      [Find Applicants](#)      [Activity & Attachments](#)      [Job Opening Details](#)

[View Applicants](#)      [Screen Applicants](#)      [Interview Schedule](#)

Manage Applicants

Display:

Applicants Personalize | Find | View All | First 1-5 of 5 Last

Step	Notes	
6	The <b>Job Opening</b> page should now be displayed.	
7	<b>IMPORTANT: The first thing you need to do is to <u>enter the members of the search committee.</u></b>	
8	Click on the <b>Job Opening Details</b> tab.	



Approvals

**Assignments ?**  
To assign a Recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

**Recruiters ?**

*Name	Recruiter ID	Primary	
Deborah Marutzky	107775	<input checked="" type="checkbox"/>	
Taimi Kuiva	16548	<input type="checkbox"/>	
Janean Forsyth Lefevre	76057	<input type="checkbox"/>	
Mandy Davis	91907	<input type="checkbox"/>	

[+ Add Recruiters](#)      [+ Add Recruiter Team](#)

To assign a Hiring Manager to the Job Opening select the Add Hiring Managers hyperlink. To add a Hiring Manager Team containing one or more hiring managers to the Job Opening select the Add Hiring Manager Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

**Hiring Manager/Search Chair ?**

Name	Manager ID	Primary	
<input type="text"/>		<input type="checkbox"/>	

[+ Add Hiring Managers/Search Chair](#)      [+ Add Hiring Manager Team](#)

To assign an Interviewer to the Job Opening select the Add Interviewers hyperlink. To add a team of Interviewers select the Add Interviewer Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

**Interviewers/Search Committee ?**  
No Interviewers have been added to this Job Opening

[+ Add Interviewers/Search Committee](#)      [+ Add Interviewer Team](#)

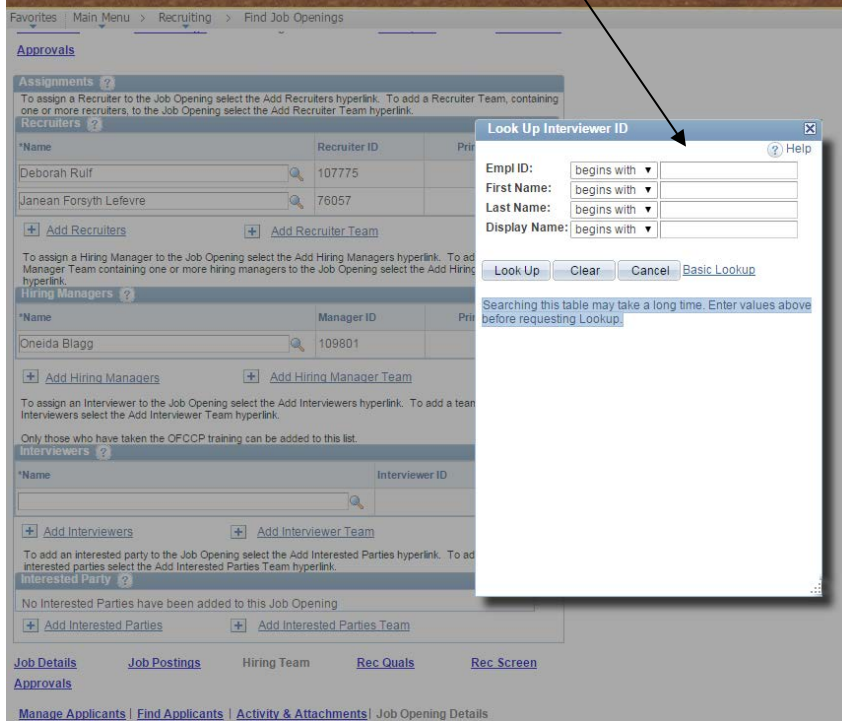
To add an interested party to the Job Opening select the Add Interested Parties hyperlink. To add a group of interested parties select the Add Interested Parties Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

**Interested Party ?**  
No Interested Parties have been added to this Job Opening

[+ Add Interested Parties](#)      [+ Add Interested Parties Team](#)

**ACADEMIC JOB OPENINGS**



Step	Notes	Notes
10	Click on the <b>Add Hiring Managers/Search Chair</b> link. Click on the magnifying glass icon and select the search committee chair. In some cases, there will be additional hiring managers that you can select. (** <b>PLEASE NOTE</b> ** You will only be able to add hiring managers/ search chairs who have received the UW-A Diverse Workforce (OFCCP) Training. For more information, visit <a href="http://www.uwyo.edu/hr/training/">www.uwyo.edu/hr/training/</a> .)	
11	Scroll down to the <b>Interviewers</b> section. Here you can add members of the search committee. (** <b>PLEASE NOTE</b> ** You will only be able to add members who have received the UW-A Diverse Workforce (OFCCP) Training. For more information, visit <a href="http://www.uwyo.edu/hr/training/">www.uwyo.edu/hr/training/</a> .) At any time, you can use the magnifying glass icon to search for members using employee id, first name or last name. (See below) Search committee members <i>must</i> be added here in order to see application materials.	
12	To add Interested Parties, click on the <b>Add Interested Parties</b> link. Click on the magnifying glass icon and select the appropriate person if applicable. <i>Please note:</i> Interested parties are individuals who have access to all application materials but are not part of the decision making team. This role can be useful for administrative support people who might be printing documents, or providing other support to the search.	
13	After you are finished selecting your <b>Hiring Team</b> , scroll to the bottom of the page and <b>Save</b> .	



**Assignments** ?

To assign a Recruiter to the Job Opening select the Add Recruiters hyperlink. To add a Recruiter Team, containing one or more recruiters, to the Job Opening select the Add Recruiter Team hyperlink.

**Recruiters** ?

*Name	Recruiter ID	Primary	
Deborah Rulf	107775	<input checked="" type="checkbox"/>	

[+ Add Recruiters](#)      [+ Add Recruiter Team](#)

To assign a Hiring Manager to the Job Opening select the Add Hiring Managers hyperlink. To add a Hiring Manager Team containing one or more hiring managers to the Job Opening select the Add Hiring Manager Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

**Hiring Managers** ?

*Name	Manager ID	Primary	
Scott Wiseman	114107	<input checked="" type="checkbox"/>	

[+ Add Hiring Managers](#)      [+ Add Hiring Manager Team](#)

To assign an Interviewer to the Job Opening select the Add Interviewers hyperlink. To add a team of Interviewers select the Add Interviewer Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

**Interviewers** ?

No Interviewers have been added to this Job Opening

[+ Add Interviewers](#)      [+ Add Interviewer Team](#)

To add an interested party to the Job Opening select the Add Interested Parties hyperlink. To add a group of interested parties select the Add Interested Parties Team hyperlink.

Only those who have taken the OFCCP training can be added to this list.

**Interested Party** ?

No Interested Parties have been added to this Job Opening

[+ Add Interested Parties](#)      [+ Add Interested Parties Team](#)

[Job Details](#)      [Job Postings](#)      Hiring Team      [Rec Quals](#)      [Rec Screen](#)

[Approvals](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | Job Opening Details

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 [Clone](#)   [Create New](#)   Previous Job Opening | [Next Job Opening](#) | [Job Opening List](#)

Step	Notes
14	Click the <b>Save</b> button.

**PART TWO:**

**➤ REVIEWING APPLICATIONS AND MARKING CANDIDATES FOR INTERVIEW**

Find Job Opening

**Job Opening**

Posting Title: Chief Research Pilot  
 Job Opening Status: 010-Open  
 Position Number: 2061  
 Business Unit: UNWYO University of Wisconsin  
 Department: 24010 Atmospheric Sciences

Job Opening ID: 7715  
 Job Type: Standard

Use these icons to view resumes and applications

Use this dropdown box to mark candidates for interview.

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details

View Applicants | **Screen Applicants** | Interview Schedule

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	*Take Action
<input type="checkbox"/>	<a href="#">Bilbo Baggins</a>	1053437	Ext	<a href="#">030-Screen</a>			11/02/2015 4:01PM	Select Action...
<input type="checkbox"/>	<a href="#">Orc Mordor</a>	1053439	Ext	<a href="#">030-Screen</a>			11/02/2015 4:24PM	Select Action...
<input type="checkbox"/>	<a href="#">Gandalf Wizard</a>	1053438	Ext	<a href="#">030-Screen</a>			11/02/2015 4:22PM	Select Action...

Select All | Deselect All | \*Group Action: Select Group Action... | Go

OR Use the "Group Action" dropdown menu to mark several interviewees at once:

<input checked="" type="checkbox"/>	<a href="#">paris qellar</a>	1062580	Ext	<a href="#">040-Mark</a>			09/09/2016 4:32PM	Select Action...
<input checked="" type="checkbox"/>	<a href="#">roy gilmore</a>	1062579	Ext	<a href="#">040-Mark</a>			09/09/2016 4:32PM	Select Action...

Select All | Deselect All | \*Group Action: Select Group Action... | Go

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluations
- Download Applicant Resume
- Edit Application
- Forward Applicant
- Link Applicant to Job
- Manage Interviews
- Mark Applicants for interview**

Step	Notes
15	Since the job has now been posted on the website, candidates will be able to apply online. You will soon be able to check back in and view applicants.
16	<p>To review application materials, you can click on the resume and application links. These are documents that can be downloaded or printed or simply viewed in PeopleSoft by search committee members.</p> <p>(Please Note: NOTE: Applicants must initially be screened on criteria <i>clearly</i> indicated in the job advertisement. For more information on conducting a fair, equitable search, please contact Employment Practices at 766-3459 or <a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a>)</p>










Step	Notes
17	Once the search committee has carefully reviewed all applicants (determining who meets the minimum qualifications, and how applicants score on preferred/desired qualifications) you can mark individual candidates to be interviewed.
18	<p>To mark a candidate for interview, use the dropdown "<b>Take Action</b>" menu and select "<b>Mark for Interview</b>". You can also mark several people at once for interview by checking the boxes next to all the people you want to interview and then using the "Group Action" dropdown menu (located at the bottom of the list of applicants), selecting "Mark Applicants for Interview" and clicking GO.</p> <p>This will take you to a screen listing all applicants marked for interview.</p>

 [Print Job Opening](#)

Posting Title: Assoc Professor  
 Job Opening Status: 010-Open  
 Position Number: 0227 Assoc Professor  
 Business Unit: UNWYO University of Wyoming  
 Department: 25800 Communication Disorders


Job Opening ID: 8211  
 Job Type: Standard

• Please see related content for any questions.

Applicants to				
Name	Resume	Application		
Marie Curie				
Smart Person				
happy jack				

Use **Save Changes** to go back and add more candidates for interview. Click **Submit** when finished.

**Save Changes** **Submit**

Comments 

[Return to Previous Page](#)

Step	Notes
19	To mark more candidates, select " <b>Save Changes</b> " And then return to the previous page.
20	Use the comments field for any additional notes. Click <b>Submit</b> when ready to submit interview list for approval. <b>Please note:</b> Comments will only be saved when the <b>Submit</b> button is clicked.

[Print Job Opening](#)  
 Posting Title: Chief Research Pilot  
 Job Opening Status: 010-Open  
 Position Number: 2061 Chief Research Pilot  
 Business Unit: UNWYO University of Wyoming  
 Department: 24010 Atmospheric Sciences

Click "ok" on the message below, then right-click on the small red arrow for a sample matrix.

Applicants to Interview		
Name	Resume	Application
Bilbo Baggins		
Orc Mordor		

**Interview Approval**

Status: Pending

Interview Approval

Approved: Brett Aron Wadsworth  
 Requester: 11/02/15 - 4:35 PM

Pending: Multiple Approvers  
 Hiring Manager/Search

Return to Previous Page

Click "ok" on the message below, then right-click on the small red arrow for a sample matrix.

**Message**

Matrix required (21700,73)

IMPORTANT: Please send the accompanying screening matrix via email to Employment Practices at diversity-epo@uwyo.edu. You may refer to the user guide for accessing the matrix template. Call 766-3459 for assistance.

OK

Right click here for sample matrix

[Print Job Opening](#)  
 Posting Title: Chief Research Pilot 7715  
 Opening Status: 010-Open Standard  
 Position Number: 2061 Chief Res  
 Business Unit: UNWYO University of  
 Department: 24010 Atmos

Actions  
 Sample Matrix (blank)  
 Sample Matrix (completed)

Applicants to Interview		
Name	Resume	Application
Bilbo Baggins		
Mordor		

**Interview Approval**

Step	Notes
21	After clicking <b>Submit</b> you will see the above message. At this time you should provide a screening matrix via email to <a href="mailto:diversity-epo@uwo.edu">diversity-epo@uwo.edu</a> . A matrix template can be located by right- clicking on the <b>small red triangle</b> next to the position title after clicking <b>OK</b> (see above)
22	After clicking "Submit" you will see the approval chain. You will receive email notification when your interview list has been approved. Once approved Employment Practices will attach your interview matrix to the job opening.  <b>PLEASE NOTE: If, after submitting, you select additional candidates at a later time, please enter them in the same manner. They will also need to be approved. Use this same process to request 2<sup>nd</sup> round interviews. However, a matrix is NOT required for 2<sup>nd</sup> round interviews.</b>

PART THREE:

➤ INDICATING THE TOP CANDIDATE/ MAKING A JOB OFFER

Once you have conducted all interviews and selected top candidates, you are ready to recommend a job offer.

Favorites Main Menu > Recruiting > Find Job Openings

[Print Job Opening](#)

Posting Title: Associate Professor Job Opening ID: 8263  
 Job Opening Status: 010-Open Job Type: Standard  
 Position Number: 0171 Assoc Professor  
 Business Unit: UNWYO University of Wyoming  
 Department: 21150 Music

[Skip 2nd Round Interviews](#)

- Choose candidates for a second round. If you don't need a 2nd round of interviews, click the Skip button to the right.
- Please see related content for any questions.

Applicants to Interview				
Name	Interview Approved	Resume	Application	Order of Preference
rory gilmore	09/09/2016			01
paris gellar	09/09/2016			02

**Selection Approval**

▶ Status: **Approved**

[Resubmit](#)

[Return to Previous Page](#)

Step	Notes
23	To indicate candidates acceptable for a job offer, in order of preference, navigate to the Mark for Interview Screen either by using the link sent in the auto email or by clicking any candidate's "Mark" disposition on the main Job Opening page.  Once on the Interview screen, you can indicate the order of preference for those candidates acceptable for hire.
24	After resubmitting for approval, you must email a second, final matrix to Employment Practices at <a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a> . This matrix should clearly show how the top candidate(s) has been determined among the finalists.

25	<p><b>IMPORTANT!</b> To complete the Job Offer Process- Email the FINALIZED offer letter to Human Resources (<a href="mailto:jobapps@uwyo.edu">jobapps@uwyo.edu</a>). Human Resources will upload the offer letter and initiate the Job Offer within PeopleSoft HRMS.</p> <p><i>Please note:</i> Follow your internal processes and procedures for arriving at the offer stage. Only the final offer amount should be communicated to Human Resources</p>	
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Step	
25	You will receive notification when the offer is approved. Upon approval and formal acceptance of the offer, contact HR to initiate a background check and the hiring process.