



ADMINISTRATIVE JOB OPENING GUIDE

UW PEOPLESOFT USER GUIDE

This script will walk you through the process of managing a job opening for an administrative professional, at-will position from designating search committee members to screening applicants to making an offer of employment.

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

The Process At-A-Glance

PART ONE: Finding the Job Opening and Entering Search Committee Members.....pg.2

1. An Administrative Job Request must first be approved (see the Administrative Position Request User Guide). Following this approval, Human Resources (jobapps@uwyo.edu) will create a Job Opening within PeopleSoft HRMS and post the advertisement on the UW Website.
2. Once the job opening is created, search committee chairs/Hiring managers need 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.)

PART TWO: Reviewing applications and marking candidates for interview.....pg. 10

3. As candidates apply, hiring/search committees can log in and view all application materials and begin screening applicants.
4. The search chair/hiring manager indicates which candidates will be interviewed within PeopleSoft HRMS and sends an accompanying matrix to Employment Practices via email: diversity-epo@uwyo.edu. Employment Practices will attach the matrix to the job opening and the list of interviewees will go through an electronic approval chain.
5. Once initial interviews are approved, the department can begin interviews. The department may indicate candidates being brought in for additional interviews, which will go through a small departmental approval chain. Additional approvals are required if additional candidates are selected for first round interviews.

PART THREE: Indicating the Top Candidate and Making a Job Offer.....pg. 15

6. After the interview process, if a top candidate is chosen, the department will complete the final step and rank acceptable candidates, kicking off an approval chain. In addition, the search committee will email a final matrix to Employment Practices: diversity-epo@uwyo.edu indicating the top candidate(s), scores or comments demonstrating how the decision was reached and the amount of the final job offer. Once the final candidate selection is approved, the department may move forward with negotiation with the top candidate.
7. Employment Practices will attach the final matrix to the job opening in PeopleSoft HRMS. When the department has finalized an offer amount with the candidate, email a completed offer letter – including annualized salary to HR. Human Resources will also enter the job offer amount into PeopleSoft HRMS and this will go through electronic approvals.
8. Once the job offer is approved, Human Resources will initiate the background check and electronic hiring process.

Questions regarding the Administrative Job Opening and next steps can be directed to HR at 766-5612.

PART ONE:

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

Once an Administrative Position Request has been submitted and approved, Human Resources will create a Job Opening. This will allow the job to be posted/advertise and accommodate applicants.

All search committee members must be entered into the job opening.

| Step | | Notes |
|------|---|-------|
| 1 | Log in to PeopleSoft HRMS and begin by navigating to the Find Job Openings page. From the main menu, select Recruiting . | |
| 2 | Then click on Find Job Openings | |

| | | |
|---|--|--|
| 3 | The Find Job Openings page should now display. | |
|---|--|--|

Favorites Main Menu > Recruiting > Find Job Openings

Find Job Openings

Enter Search Criteria

Search
Reset

Job Opening ID:

🔍

Status:

▼

Most Recent Activity:

▼

Job Opening Type:

▼

Hot Job:

▼

Display Jobs:

▼

Manager:

🔍

Recruiter:

🔍

Originator:

🔍

Business Unit:

🔍

Position Number:

🔍

Title:

Recruitment Contact:

▼

Search
Reset

Create New Job
[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 Search button. This will show you all job openings that you have access to see. | |

Home | Wo

Favorites | Main Menu > Recruiting > Find Job Openings

Find Job Openings

View Job Opening Search Criteria

13 Results Found

| Search Results | | | | | | | | Personalize | Find | View All | 1-8 of 13 | First | Last |
|--------------------------|--------------------------------------|--------|------------------------|---------------------------|-----------------|--------------------|---------|-------------|------|----------|-----------|-------|------|
| <input type="checkbox"/> | Job Opening | ID Nbr | Type | Location | Target Openings | Available Openings | Hot Job | Created | | | | | |
| <input type="checkbox"/> | Director | 7629 | Standard Requisition | Wyoming Hall | 1 | 1 | | 10/27/2015 | | | | | |
| <input type="checkbox"/> | Research Associate I | 7601 | Standard Requisition | Knight Hall | 1 | 1 | | 08/25/2015 | | | | | |
| <input type="checkbox"/> | Data Assistant | 7584 | Continuous Job Opening | Knight Hall | 1 | 1 | | 08/20/2015 | | | | | |
| <input type="checkbox"/> | Web Developer Aide | 7583 | Continuous Job Opening | Knight Hall | 1 | 1 | | 08/20/2015 | | | | | |
| <input type="checkbox"/> | Publication Staff | 7582 | Continuous Job Opening | Knight Hall | 1 | 1 | | 08/20/2015 | | | | | |
| <input type="checkbox"/> | Office Aide | 7575 | Continuous Job Opening | Union/University Building | 1 | 1 | | 08/18/2015 | | | | | |
| <input type="checkbox"/> | Academic Coordinator | 7386 | Standard Requisition | Wyoming Hall | 1 | 1 | | 06/15/2015 | | | | | |
| <input type="checkbox"/> | Office Aide | 6779 | Continuous Job Opening | Union/University Building | 1 | 1 | | 09/03/2014 | | | | | |

Select All Deselect All Select Action... Go

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 Human Resources at 766-5612 to see if the opening has been created.</i> |

Favorites | Main Menu > Recruiting > Find Job Openings

Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: Member Stewardship Officer Job Opening ID: 7440
 Job Opening Status: 010-Open Job Type: Standard
 Position Number: 4371 Member Stewardship Officer
 Business Unit: UNWYO University of Wyoming
 Department: 28400 Wyoming Public Media

[Save](#) [Clone](#) [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:

Personalize | Find | View All | First 1-2 of 2 Last

| Select | Applicant Name▲ | ID | Type | Disposition▼ | Resume | Application | Last Updated | *Take Action |
|--------------------------|-----------------------------|---------|------|--------------------------|--------|-------------|-------------------|-------------------|
| <input type="checkbox"/> | Donald Duck | 1049447 | Ext | 020-Appl | | | 09/25/2015 1:25PM | Select Action...▼ |
| <input type="checkbox"/> | Porky Pig | 1049449 | Ext | 020-Appl | | | 09/25/2015 1:26PM | Select Action...▼ |

[Select All](#) [Deselect All](#) *Group Action: [Go](#)

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

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

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

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

[Favorites](#) | [Main Menu](#) > [Recruiting](#) > [Find Job Openings](#)
[Print Job Opening](#)

Posting Title: Director **Job Opening ID:** 7629
Job Opening Status: 010-Open **Job Type:** Standard
Position Number: 5301 Director
Business Unit: UNWYO University of Wyoming
Department: 28040 English Language Center

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

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

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

[Approvals](#)

Opening Information

Job Opening Type: Standard Requisition
Created By: Deborah Rulf
Created: 31
***Openings to Fill:**
Target Openings:
Available Openings:
Establishment ID: University of Wyoming
Business Unit: University of Wyoming
Position Number: Director
Job Code: 1042 Director
Company: University of Wyoming
Department: English Language Center
Location: Wyoming Hall
Recruiting Location: Main Campus
[Add Additional Locations](#)

Status Code: 010-Open
Status Reason:
Status Date: 10/27/2015

| Step | Notes |
|------|---------------------------------------|
| 9 | Click on the Hiring Team link. |

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

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

[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 Rulf | 107775 | <input type="checkbox"/> | |
| Janean Forsyth Lefevre | 76057 | <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.

Hiring Managers ?

| *Name | Manager ID | Primary | |
|--------------|------------|-------------------------------------|--|
| Oneida Blagg | 109801 | <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.

Interested Party ?

No Interested Parties have been added to this Job Opening

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

Favorites | Main Menu > Recruiting > Find Job Openings

[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 Rulf | 107775 | <input type="checkbox"/> | |
| Janean Forsyth Lefevre | 76057 | <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.

Hiring Managers ?

| *Name | Manager ID | Primary | |
|--------------|------------|-------------------------------------|--|
| Oneida Blagg | 109801 | <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 ?

| *Name | Interviewer ID | |
|-------|----------------|--|
| | | |

[+ 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.

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

Look Up Interviewer ID

Empl ID: begins with

First Name: begins with

Last Name: begins with

Display Name: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Searching this table may take a long time. Enter values above before requesting Lookup.

| Step | | Notes |
|------|--|-------|
| 10 | <p>Click on the Add Hiring Manager 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. (**PLEASE NOTE** You will only be able to add hiring managers who have received the UW-A Diverse Workforce (OFCCP) Training. For more information, visit www.uwyo.edu/hr/training/.)</p> | |
| 11 | <p>Scroll down to the Interviewers section. Here you can add members of the search committee. (**PLEASE NOTE** You will only be able to add members who have received the UW-A Diverse Workforce (OFCCP) Training. For more information, visit www.uwyo.edu/hr/training/.) 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.</p> | |
| 12 | <p>To add Interested Parties, click on the Add Interested Parties 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.</p> | |
| 13 | <p>After you are finished selecting your Hiring Team, scroll to the bottom of the page and Save.</p> | |

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

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



| Step | Notes |
|------|-------------------------------|
| 14 | Click the Save button. |

PART TWO:

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

The screenshot shows the 'Find Job Opening' page in PeopleSoft. The job opening details for 'Chief Research Pilot' (ID: 7715) are visible. Below the details is the 'Manage Applicants' section, which contains a table of applicants. Three callout boxes provide instructions:

- Callout 1:** 'Use these icons to view resumes and applications' - points to the document icons in the 'Resume' and 'Application' columns of the applicant table.
- Callout 2:** 'Use this dropdown box to mark candidates for interview individually.' - points to the 'Select Action...' dropdown menu in the 'Take Action' column for the first applicant.
- Callout 3:** 'Use this dropdown box to mark candidates for interview as a group, utilizing the check-boxes next to each of their names. Click "Go" when done.' - points to the 'Select Group Action...' dropdown and the 'Go' button at the bottom of the applicant table.

| 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. Be sure to review the Application Questionnaire to determine if applicants meet the criteria for an interview based on Veteran Preference. Questions - call 6-5612 |
| 16 | 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. (Please Note: NOTE: Applicants must initially be screened on criteria clearly indicated in the job advertisement. For more information on conducting a fair, equitable search, please contact Employment Practices at 766-3459 or diversity-epo@uwyo.edu) |

| 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 | To mark a candidate for interview, use the dropdown "Take Action" menu and select "Mark for Interview" This will take you to a screen listing all applicants marked for interview. | |

HRTST **HRMS**

Favorites | Main Menu > Recruiting > Find Job Openings

[Print Job Opening](#)

Posting Title: Chief Research Pilot Job Opening ID: 7715
 Job Opening Status: 010-Open Job Type: Standard
 Position Number: 2061 Chief Research Pilot
 Business Unit: UNWYO University of Wyoming
 Department: 24010 Atmospheric Sciences

| Applicants to Interview | Resume | Application | |
|-------------------------|--------|-------------|--|
| Name | | | |
| Bilbo Baggins | | | |
| Orc Mordor | | | |

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 “ Save Changes ” And then return to the previous page. | |
| 20 | Use the comments field for any additional notes. Click Submit when ready to submit interview list for approval. | |

The screenshot displays the 'Job Opening' details for 'Chief Research Pilot'. A red circle highlights a small red arrow icon next to the 'Chief Research Pilot' text. A blue callout box points to this icon with the text: 'Click “ok” on the message below, then right-click on the small red arrow for a sample matrix.' A 'Message' dialog box is overlaid on the screen, containing the text: '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.' Below the message box, the 'Interview Approval' section shows a flow from 'Approved' (Brett Aron Wadsworth) to 'Pending' (Multiple Approvers). A 'Return to Previous Page' link is visible at the bottom left.





Right click here for sample matrix

 [Print Job Opening](#)

ing Title: Chief Research Pilot 7715
 Opening Status: 010-Open Standard
 tion Number: 2061 Chief Res
 ness Unit: UNWYO University of
 artment: 24010 Atmos

Actions

- Sample Matrix (blank)
- Sample Matrix (completed)

| Applicants to Interview | | |
|-------------------------|---|---|
| Applicant Name | Resume | Application |
| o Baggins |  |  |
| Mordor |  |  |

Interview Approval

| Step | Notes |
|------|--|
| 21 | After clicking Submit you will see the above message. At this time you should provide a screening matrix via email to diversity-epo@uwyo.edu . A matrix template can be located by right- clicking on the small red triangle next to the position title after clicking OK (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. 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. Nothing is required for subsequent interviews with the same candidates. |

PART THREE:

➤ **INDICATING THE TOP CANDIDATE/ MAKING A JOB OFFER**

Once you have conducted all interviews and selected a top candidate, you are ready to make 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

• 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.

[Skip 2nd Round Interviews](#)

| 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 | <p>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.</p> <p>Once on the Interview screen, you can indicate the order of preference for those candidates acceptable for hire. To indicate which candidate will be receiving a job offer, you must email a second, final matrix to Employment Practices at diversity-</p> |

| | | |
|----|--|--|
| | <p>epo@uwyo.edu. This matrix should clearly show how the top candidate has been determined among the finalists.</p> <p>***Email a drafted Administrative Appointment letter using the template provided by Legal, including an annualized salary amount to HR: jobapps@uwyo.edu, or to a Staffing Partner directly.</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> | |
| 24 | <p>IMPORTANT! To complete the Job Offer Process- Email the FINALIZED offer amount and drafted Appointment Letter to Human Resources (jobapps@uwyo.edu). HR will 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> | |

| Step | |
|------|--|
| 25 | <p>You will receive notification when the offer is approved. Upon approval, Human Resources will contact you to initiate the hiring process, including starting background check and providing the department with fringe benefit information.</p> |