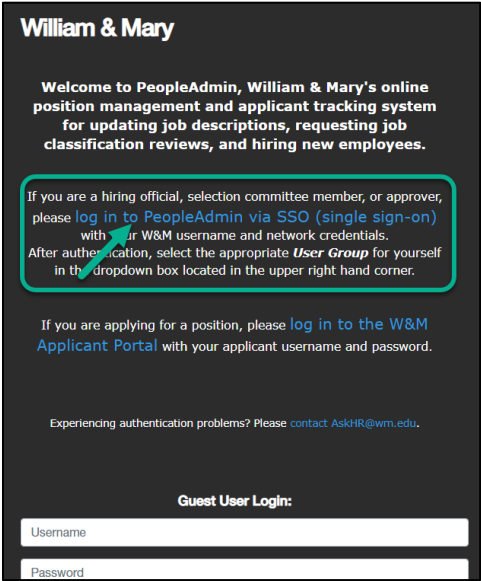


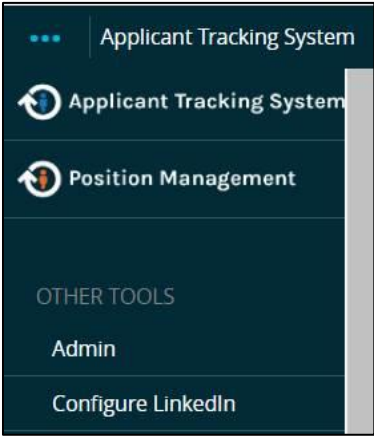
Creating a Posting

Staff/PPF PeopleAdmin

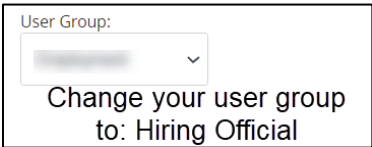
1. Login to PeopleAdmin using the link <https://www.wm.edu/offices/hr/managerssupervisors/peopleadmin/index.php> for log in to PeopleAdmin via SSO (single sign-on):



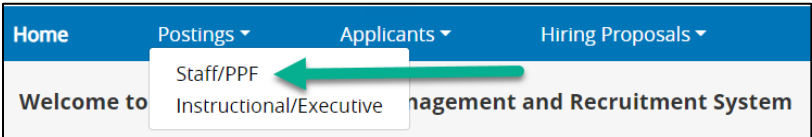
2. In the upper left hand corner, select Applicant Tracking:



3. In the upper right-hand corner, change your user group to Hiring Official:



4. On the blue ribbon at the top of the screen, click Postings > Staff/PPF



5. Click +Create New Posting:



6. Select *Create from Position Description*:

Create New

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Position Description

Copies in most of the information from a position description.

7. Using the search box, type in the approved position number. For more options, click *More Search Options* box then click search:

Staff/PPF Position Descriptions

Saved Searches

Search

Hide Search Options

Add Column:

Add Column

Status:

Draft

Active

Locked

Department:

Department

Division:

Employment Category:

Position Number:

Last Updated Date:

between

MM/DD/YYYY

and

MM/DD/YYYY

or

within

hours

before the report run date

8. Hove over Actions on the right-hand side and click *Create From*:

NOTE: If while hovering over actions your selections show other options outside of *View* and *Create From*, contact **Employment** before moving forward with this posting.

Ad hoc Search

Current Position Descriptions

Ad hoc Search


Save this search?

Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	Employee Last Name	(Actions)
											<div>Actions</div> <div>View</div> <div>Create From</div>

9. Fill out the posting details:

*** Applicant Tracking System

Welcome, Nicole PalmisanoMy ProfileHelpLogout

WILLIAM & MARY
FOUNDED 1776

User Group:
Employment

HomePostings▼Applicants▼Hiring Proposals▼Shortcuts▼

Postings / Staff/PPF / New Posting

New Posting

Create New Post

Position Title *

Organizational Unit

Location *

Division *

Department *

Required information which pulls over from the Position Description. No need to change.

Educational Media Assistant

Default Location-W&M

Division-Provost-Academic & Faculty Affairs

3W2000 Studio for Teaching & Learn Innovation

Cancel

Job Alert

Job Alert Categories

☐ Administrative & Managerial (EX: chiefs, VPs, senior leaders - plan, direct, and formulate policies, set strategy)

☐ Clerical & Secretarial (EX: receptionists, administrative assistants & coordinators, bookkeepers, clerks)

☐ Faculty Adjunct

☐ Faculty Full-Time (EX: instructional, research, tenure eligible, non-tenure eligible)

☐ Faculty Post Doc

☐ Maintenance (EX: custodians/housekeepers, groundskeepers, laborers)

☐ Marine Operations (EX: captains, divers, safety officers, marine mechanics, boat swains)

☐ Paraprofessional (EX: fiscal technicians, paralegals, human resources assistants, payroll technicians, library assistants)

☐ Professionals Academic (EX: academic advisors, admissions deans, assistant deans of students, career advisors)

☐ Professionals Athletics/Intramural (EX: head coaches, assistant coaches, outdoor recreation assistants, athletic trainers, club coaches, tennis pros)

☐ Professionals Facilities (EX: project managers, building officials, engineers, construction managers)

☐ Professionals Finance/Budget/Acting/Procurement (EX: accountants, bursars, comptrollers, analysts, procurement officers, auditors, payroll managers)

☐ Professionals Fundraising (EX: donor relations, gift giving, alumni relations, prospect analysts, fundraisers)

☐ Professionals Healthcare/Counseling/Wellness (EX: counselors, pharmacists, psychiatrists, psychologists, physicians, nurses)

☐ Professionals IT/Networking/Programming (EX: system engineers, programmers, network engineers, analysts, IT project managers, database administrators)

☐ Professionals Library Services (EX: librarians (with MLS or equivalent), curators)

☐ Professionals Marketing/Comm/Events/Media (EX: art directors, graphic designers, marketing managers, communications managers, directors of conference services, event planners)

☐ Professionals Other (EX: HR professionals; administrators, analysts, and project managers not listed in other professional categories)

☐ Professionals Research (EX: marine scientists, social scientists, environmental scientists, biologists)

☐ Protective Service (EX: law enforcement, security guards)

☐ Skilled Trades (EX: carpenters, plumbers, other skilled maintenance positions such as HVAC)

☐ Technical (EX: lab assistants and specialists, non-exempt IT positions; typically require some experience and skill or training; may be entry level)

Applicant Workflow

Workflow State

Under Review by Manager

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

Request References to submit Recommendations when candidate reaches selected workflow state?

When all Recommendations have been provided, move to selected workflow state?

No Document

Allow a document upload when a reference provider submits a Recommendation?

References

Reference Notification

Recommendation Workflow

Recommendation Document Type

Online Applications

☒ Accept online applications?

Special offline application instructions

Accepted Application Forms

☒ Staff/Hourly

☐ Executive/Professional

☐ Staff/Hourly (NYC & CA Only)

Position Description Documents

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

No documents found.

Job alerts will be selected by the Employment team

Are references required? If so, when?

If references are required, be sure to change the Recommendation Documentation Type to Recommendation

Double check the correct selection is made here. NYC & CA Only is not used

Create New Post

Cancel

2021
a g e

- 10. Click *Create New Posting*
- 11. Information will pull over from the approved Position Description. Do not change this information on the posting.
Enter all required information. If you do not know which benefits statement to choose, Employment will fill this in:

12. Click Save & Continue

13. The recommendations tab will populate. If recommendations are required for your posting, select yes in the required field. Please note that this feature will send a recommendation link to referees to submit a letter of recommendation.

Recommendations are not required for all postings. If you are unsure, please contact Employment.

- a. Minimum Number recommendation: 3
- b. Maximum Number recommendation: 3 to 4
- c. Assigned Cutoff Date: **leave blank** (entering a date here will cause issues)
- d. Email Reminder Days: Employment recommendation, 5 days
- e. Instructions to Reference Provider: leave blank

Posting was successfully updated.

Applicant Tracking System

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William & Mary

User Group: Employment

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Save

<< Prev

Save & Continue

Check spelling

Fill out this form if you want to request reference letters to be submitted directly through the secure portal. By using this reference letter feature the system will automatically email the reference provider a link allowing a letter of recommendation to be submitted.

Required Information

Recommendation and Requests

Will this position accept reference letters?

This field is required.

Minimum Number of Requests:

Please enter the minimum number of reference letters that may be submitted

Maximum Number of Requests:

Please enter the maximum number of reference letters that may be submitted

Assigned Cutoff Date:

MM/DD/YYYY

Please enter the last date that reference letters can be submitted

Email Reminder Days:

The number of days between each email reminder.

Instructions to Reference Provider:

Include additional instructions to reference providers.

Save

<< Prev

Save & Continue

14. Click Save & Continue

15. Supplemental Questions can be used to gain more information about a candidate. It is recommended that up to five (5) questions be listed. The supplemental questions can also include disqualifying questions. Disqualifying questions are questions with close-ended responses that are tied to your required qualifications. **For example**, if “must be able to lift 20lbs” is a required qualification and the applicant answers no, this would disqualify the applicant.

To select a question, click *Add a question* and search for a specific question:

*If the question you would like to add is missing, contact the Employment team.

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Posting was successfully updated.

Applicant Tracking System

Welcome, Nicole PalmisanoMy ProfileHelplogout

WILLIAM & MARY

CHARTERED 1693

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Supplemental Questions

Save<< PrevSave & Continue

Supplemental questions can assist with screening out and ranking applicants. These questions can help the applicant qualify or disqualify their own knowledge, skills and abilities. You can assign points to each closed-ended question which rank the applicants by points. Below are the instructions on how to add Supplemental Questions.

Adding New Posting Questions: Click on the link labeled Add New Supplemental Question a section will appear where you will create and categorize the question.

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 two columns where you can choose to include the question(s) as apart of the application process by selecting Included? for optional questions and Required? for mandatory questions.

Included Supplemental Questions

Add a question

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

Save<< PrevSave & Continue

16. Click Save & Continue

17. Guest User Access is used when Search Committee members are outside of the William & Mary community. For this access, contact the Employment team:

Posting was successfully updated.

Applicant Tracking System

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WILLIAM & MARY

CHARTERED 1693

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On this screen, you may create an account that will be used by members of the review committee.

Committee members who log in using this account may view applications and resumes for this requisition only, and are not able to take action on the applicants.

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username and Password. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users. .

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

Save<< PrevSave & Continue

18. Click Save & Continue

19. Select required and optional documents for your posting:

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Save & Continue

Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
1	Resume/Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Other Doc	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Other 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Other 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Other 4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other 5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Candidate Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Research Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Teaching Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Writing Sample	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Attachment 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

 or Cancel

Save

<< Prev

Save & Continue

PeopleAdmin

Better Talent. Better Future.

Copyright 2021 All Rights Reserved.

SUPPORT

NEW FEATURES

Help

20. Click Save & Continue
- a. Advertisements must be sent to Employment for approval.

b. **All advertisements must include the complete EEO statement for approval:** William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities

21. List the names of the Search Committee members and select the applicable areas of advertisement:

Posting was successfully updated.

Applicant Tracking System

Welcome, Nicole PalmisanoMy ProfileHelplogout

William & Mary

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Save<< PrevSave & Continue

Check spelling

Your search process must operate in a regulated, yet transparent environment in compliance with appropriate laws, statutes, regulations, policies and procedures. The Search Committee or Interview Panel is comprised of a diverse group of individuals. Search Committee members serving on Professional searches must complete the required EO and/or Safe Hire & Discrimination Training prior to serving and thereafter at least every two years. Those individuals serving on Staff searches are encouraged to complete this training.

Search and Selection

Each step of the hiring process should ensure all qualified candidates are respected and considered equally.

Names and Titles of Search Committee/Interview Panel members

Grace VanDivender, Chair, Department Head
Nicole Palmisano, Department Coordinator

Media Advertising

☒ W&M Employment Website

☐ Chronicle of Higher Ed (DC)

☐ Daily Press (Newport News)

☐ Richmond Times Dispatch

☐ Virginia Gazette

☐ Washington Post

☐ Graystone Group

☐ HigherEdJobs

☐ InsideHigherEd

☐ LatinosInHigherEd

☐ ScholarlyHires

☐ The Hispanic Outlook in Higher Education

☐ Women in Higher Education

☐ Academic Diversity

☐ Other (Please specify below)

Additional Advertising Sources

Please list any additional advertising sources, such as listservs, websites, journals or newsletters, or other resources as needed. Attach the Ad copy on the Internal Documents tab for review and approval prior to placement.

Save<< PrevSave & Continue

22. Click Save & Continue

23. Upload internal documents you would like to include in the posting. Frequently used: Search Waiver, important emails, grids:

Posting was successfully updated.

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Save<< PrevSave & Continue

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

Document Type	Name	Status	(Actions)
Job Advertisement Copy - for all searches			Actions
Search Waiver/Modification Request			Actions
Screening Search			Actions
Additional Documentation			Actions
HR Recruitment File (for HR use only)			Actions
Screening Grid			Actions

Save<< PrevSave & Continue

24. Click Save & Continue

25. Skip over Ranking Criteria by clicking Save & Continue

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Posting was successfully updated.

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Ranking Criteria

Save << Prev Save & Continue

Ranking Criteria allow interviewers to provide assessments of applicants on specific items at specific points in the workflow. This feature is used in combination with the Search Committee Member tab. Usually, these questions compare candidates to each other. Typical ranking criteria might include:

- How well did this candidate handle the interview process?
- How did this candidate's portfolio compare with those of the other candidates?
- How do you rate this candidate's teaching skills?

To create a ranking criteria:

1. Access the appropriate list of ranking factors.
2. From the Actions menu, select Create New. The Creating page opens.
3. Enter a name for the item. This is the label that is presented when a user selects this type of ranking factors on a posting. If you are creating a supplemental question, this is the only field that you must complete before saving a draft version of the question. For ranking criteria, you must also fill in the label and description.
4. Continue as you would for editing.
5. After you have defined the information for the item, select Create to apply your changes and view a summary page; or select Cancel to return to the list without saving your changes.

Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status
----------	-------------	--------	----------------	--------

Save << Prev Save & Continue

26. Add Search Committee Members by clicking Add Existing User:

Editing Posting

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Search Committee

Save << Prev Save & Continue

Search Committee Members

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

Add Existing User

Save << Prev Save & Continue

SUPPORT NEW FEATURES

27. Uncheck the box next to Display search committee user group member only. If this box is not unchecked you will only see employees who have served on search committees in the past:

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Add Existing User

Search: Please enter at least 3 characters Search

Department: Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member
...	<input type="checkbox"/>	Add Member

Uncheck the box next to Display search committee user group members only

Save << Prev Save & Continue

28. In the search field, type in the employees name you are looking for:
- If the employee is the committee chair, click the box under committee chair then click *Add Member*
 - If the Search Committee member is not the Committee Chair, simply click *Add Member*
 - Once you have added all committee members, close out by clicking the X in the orange banner
 - If the name you are looking for is not there, send a request to AskHR requesting the individual be added

Note: If you see multiple employees with the same first and last name, you can double check you have the correct one by matching their email address

Add Existing User

Search: vandivender

Department:

Search

☐ Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
VanDivender	Grace		William & Mary and VIMS	<input checked="" type="checkbox"/>	<div>Add Member</div>

Displaying 1 User

Create New User Account

Close

29. Once the *Add Existing User* box has closed, the page will reload and the members you have added will populate:

Note: committee members who have not served on a committee in the past will show as pending. Employment can approve them once the posting is sent for approval.

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Welcome, Nicole PalmisanoMy ProfileHelplogout

WILLIAM & MARY

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Save<< PrevSave & Continue

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Grace VanDivender		<input checked="" type="checkbox"/>	pending	Actions
Nicole Palmisano		<input type="checkbox"/>	pending	Actions

Add Existing UserCreate New User Account

Save<< PrevSave & Continue

30. Click Save & Continue
31. The posting Summary will load for your review:
- a. If edits need to be made, you can click the edit button next to the section to make your changes. Be sure to click save after changes are made. To get back to the Summary page, simply click summary on the left side of the page

32. Ready for Employment review?

- a. Send an email with the position number to the appropriate Employment team member:
 - i. Tabitha Pretlow: trpretlow@wm.edu
 - ii. Grace VanDivender: gvandivender@wm.edu
 - iii. Nicole Palmisano: npalmisano@wm.edu