

# PeopleAdmin HR – Managing *Part-Time Instructor* Postings

This document is intended to help Academic Department Chairs manage Part-Time Instructor postings/pools in partnership with Human Resources. If you need a new pool posting created, you may either create a posting record yourself (refer to help document on creating postings) or contact Human Resources.

In this guide, you will find the following:

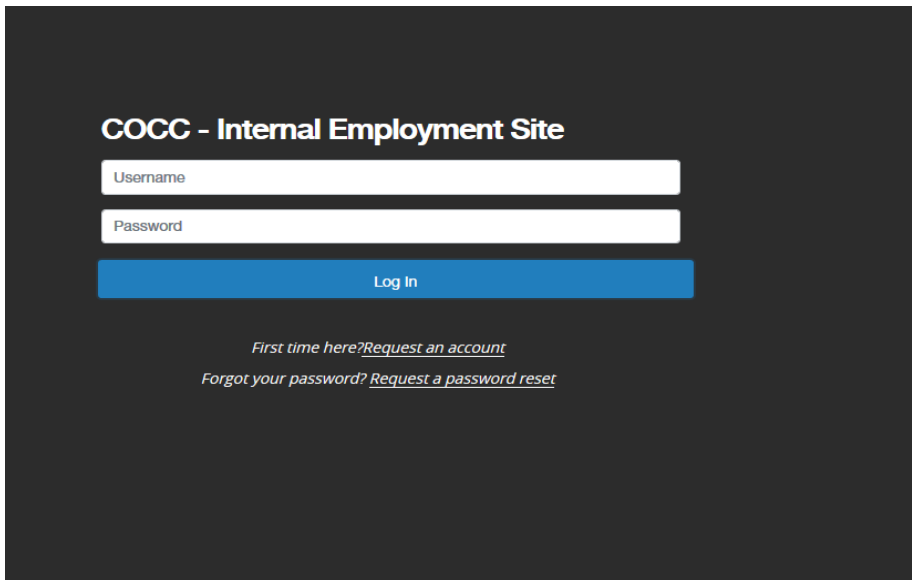
- [Getting Started](#)
- [Managing the Recruitment](#)
- [Viewing Applications](#)
- [Viewing Multiple Applications at One Time](#)
- [Managing Individual Application Records](#)

## GETTING STARTED

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Use your unique Manager username/password to login into PeopleAdmin. If you have never accessed PeopleAdmin Recruit, or forgot your username/password, please contact HR.

Open an Internet browser and enter the URL/web address to access the internal hiring site: <http://jobs.cocc.edu> or access the site through the COCC web site at [Employees/Resources/PeopleAdmin HR](#).



## MANAGING THE RECRUITMENT

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**When the job is posted**, the department Chair and department Administrative Assistant will receive an email from HR notifying them that the posting is open. HR will include instructions on how to access the system. Typically, PT instructor positions are posted as “Open Until Filled” or a fiscal year period and applicants are not reviewed by HR except to check for preferred veteran status.

**Chairs are responsible for periodically reviewing applicants in their pool(s).** Our goal is to assist you to keep your applicant pool cleaned up/current while also providing feedback to applicants that will not be considered.

**While the position is posted**, anyone with authorized access to the posting may view applications at any time.

# VIEWING APPLICATIONS

"PT Live" 69 x Delete this search? Selected records 0 x Clear selection?

← Previous 1 2 3 Next →

Actions ▾

	Position Title:	Posting Number:	Department	Active Applications	Workflow State	Closing Date:	Position Type/Employee Class:	(Actions)
<input type="checkbox"/>	PART-TIME INSTRUCTOR OF FRENCH (POOL)	06001442	World Languages and Culture	2	Posted/Live	06/30/2019	Part-Time Instructor	Actions ▾
<input type="checkbox"/>	PART-TIME INSTRUCTOR OF Outdoor Leadership (POOL)	06001443	Health & Human Performance	7	Posted/Live	06/30/2019	Part-Time Instructor	GENERAL View Posting View Applicants
<input type="checkbox"/>	PART-TIME INSTRUCTOR OF CHEMISTRY (POOL)	06001449	Science	2	Posted/Live	06/30/2019	Part-Time Instructor	TRACKING Watch
<input type="checkbox"/>	PART-TIME INSTRUCTOR OF ENGINEERING (POOL)	06001450	Science	0	Posted/Live	06/30/2019	Part-Time Instructor	SHARING f t in
<input type="checkbox"/>	Part-Time Instructor for Native American Language (Pool)	06001454	World Languages and Culture	1	Posted/Live		Part-Time Instructor	
<input type="checkbox"/>	Part-time Instructional Lab Assistant - MATC	06001453	Natural & Industrial Resources	1	Extended Posting / Refresh Posting	06/30/2019	Temporary PT Hourly	
<input type="checkbox"/>	Part-Time Instructor of Business (POOL)	06001472	Business	1	Posted/Live	06/30/2019	Part-Time Instructor	

To view the applications, click on the **Actions** button to the right of the posting line. The menu will expand to show several options. Select **View Applications**.

**We encourage you to view applications online rather than print the materials, but if you do print them out you are responsible for securing those documents because of the personal information contained on them. These copies should be destroyed (shredded or returned to HR) at the end of the recruitment.**

You will see all of the applicants listed from the **Applicants Tab**. You can edit the columns you see and the order they appear by using the search/save search function and the indicators that appear as you hover over the column title bar (move left/move right/remove). The details of how to do this are not within this document. In this view, you see the applicant name, date, documents uploaded by the applicants, and applicant status.

Posting: Part-time Instructor of Human Development (POOL) (COCC) Edit

Current Status: Closed/Removed from Web

Position Type: COCC      Created by: Rebecca Oprish  
 Department: Social Science      Owner: Manager

Take Action On Posting ▾  
 ★ See how Posting looks to Applicant  
 Print Preview (Applicant View)  
 Print Preview  
 Remove from Watch List

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

Saved Searches ▾      Search      More Search Options ▾

Ad hoc Search      Ad hoc Search 10      Save this search?      Selected records 0      Clear selection?

Actions ▾  
(Actions)

	First Name:	Last Name:	Workflow State (Internal)	Degree:	Personal Information: City:	Personal Information: State:	Personal Information: Telephone Number:	Email Address:	(Actions)
<input type="checkbox"/>			Application Received	Master's, Bachelor's Degree, Other					Actions ▾
<input type="checkbox"/>			Application Received	Bachelor's Degree, Master's					Actions ▾
<input type="checkbox"/>			Application Received	J.D., Bachelor's Degree					Actions ▾

To view one application, click on the applicant's first name or use the **Actions** drop down on the applicant line. To **view multiple applications** at one time, select the checkboxes next to the applicant names or to view ALL, select the checkbox on the title by next to first column name and then in click the upper **Actions** drop down to view several options. See details below.

## VIEWING MULTIPLE APPLICATIONS AT ONE TIME

You may view a single application by clicking on an applicant's name, however, this method can be time consuming if you have multiple applications to review. Instead, you can open one file with multiple applications together using the **Download Applications as PDFs** option. **This function also allows you to include the supporting documents (all or just some) in the file that is created.**

This function allows you to open one file containing all of the applications so you can simply scroll through them quickly.

1. If you want to view ALL applications, click on the check box next to the first column name in the heading bar. This will place a check in all of the boxes for all applicants. If you only want a few from the list, check the box next to the applicants individually that you wish to view together.
2. Next, hover over the upper **ACTIONS** button in the top corner above the title bar, and then select **Download Applications as PDFs** on the drop-down menu.

The screenshot shows the 'Applicants' section of a software interface. At the top, there are navigation tabs: Summary, History, Settings, Applicants, Reports, Hiring Proposals, and Background Checks. Below these is a search bar with 'Saved Searches' and 'More Search Options' buttons. A table of applicants is displayed with columns for First Name, Last Name, Workflow State (Internal), Degree, Personal Information: City, Personal Information: State, Personal Information: Telephone Number, and Email Address. A red arrow points to the first column header, which has a checkmark. To the right of the table, an 'Actions' dropdown menu is open, with a red circle around the 'Actions' button and a red arrow pointing to the 'Download Applications as PDFs' option.

*Note: If you just want to open a single document for an applicant, click on the document to open.*

3. A selection box will appear so that you may indicate what you would like to include/view. If you just want the applications without the supporting documents, select **Only These Document Types** and then check "Application Data". If you want to view some documents, but not all, continue to check the boxes of what you want included.

If you want everything the applicant supplied, leave the selection at **Application and All Documents**. Note – if you view ALL, it will take a few minutes for the file to be created for viewing so be sure you want to do that. Click the **SUBMIT** button to create the file.

The dialog box titled 'Select the document type(s) to use.' has two main options: 'Application and All Documents' (selected with a radio button) and 'Only These Document Types' (unselected). Under 'Only These Document Types', there is a list of document types with checkboxes: Application Data, Resume/Vitae, Cover Letter, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, College Transcript 1 (unofficial), College Transcript 2 (unofficial), College Transcript 3 (unofficial), College Transcript 4 (unofficial), US Military DD 214, Other Document 1, Other Document 2, Other Document 3, Other Document 4, Other Document 5, Teaching Philosophy/Evidence of Teaching Potential, Placement File, if applicable, Award Overview, License or Certification, Reference Worksheet, Exercise Materials/Document, and Certification Document. A red arrow points to the 'Application and All Documents' radio button. At the bottom are 'Submit' and 'Cancel' buttons.

## MANAGING INDIVIDUAL APPLICANT RECORDS

To better manage the applicants in your pool, you should review new applications at least once a month and make a decision on each at that time (should they stay in the pool for future consideration? Should they be interviewed now? Should they be removed because you do not want to consider them?).

People Admin has several applicant statuses (workflow states) available to you that will help you with managing applicants. When an application is initially received, the applicant is notified and their workflow state appears as "Application Received." **Once you have reviewed an application, you should update their status (workflow state)**, which will allow you to easily see which applicants are new and how you ranked each when you reviewed them.

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Take Action On Posting

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

Ad hoc Search

Ad hoc Search 10 Save this search? Selected records 0 Clear selection?

	First Name:	Last Name:	Workflow State (Internal)	Degree:	Personal Information: City:	Personal Information: State:	Personal Information: Telephone Number:	Email Address:	Actions
<input type="checkbox"/>			Application Received	Master's, Bachelor's Degree, Other					Actions
<input type="checkbox"/>			Application Received	Bachelor's Degree, Master's					Actions
<input type="checkbox"/>			Application Received	J.D., Bachelor's Degree					Actions

After reviewing an application, click on the upper **Actions** button above the title bar for **Move in Workflow** options. Note that most workflow states are not visible to applicants (they just see "in progress" from their account) and they receive no email communications. If a workflow state is tied to an email notification, you will see "immediate email" on the line with the name of the workflow state (see workflow screenshot below).

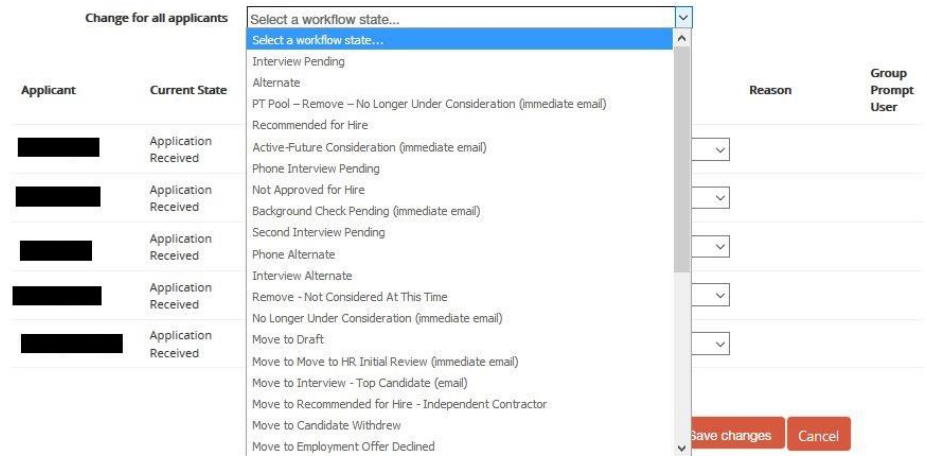
Summary | History | Settings | Applicants | Reports | Hiring Proposals | Background Checks

Ad hoc Search

Ad hoc Search 10 Save this search? Selected records 10 Clear selection?

	First Name:	Last Name:	Workflow State (Internal)	Degree:	Personal Information: City:	Personal Information: State:	Personal Information: Telephone Number:	Email Address:	Actions
<input checked="" type="checkbox"/>			Application Received	Master's, Bachelor's Degree, Other					Actions
<input checked="" type="checkbox"/>			Application Received	Bachelor's Degree, Master's					Actions
<input checked="" type="checkbox"/>			Application Received	J.D., Bachelor's Degree					Actions
<input checked="" type="checkbox"/>			Application Received	Master's, Certificate, Bachelor's Degree					Actions
<input checked="" type="checkbox"/>			Application Received	Master's, Bachelor's Degree					Actions
<input checked="" type="checkbox"/>			Application Received	Master's, Bachelor's Degree, Associate Degree					Actions

- GENERAL
  - Review Screening
  - Question Answers
  - Download Screening
  - Question Answers
  - Export Applicants without Email
  - Export results
- BULK
  - Move in Workflow
  - Email Applicants
  - Download Applications as PDF



Workflow states available to Managers – select the appropriate workflow and Save Changes

**Use the following workflow states to manage your applicant pool:**

(Note, you will **not** use *Application Received* workflow - the applicant already passed this state)

**Interview Pending** = use this workflow state when you want to contact the person for an interview now (even if not hiring until later). This status does *not* generate an email to the applicant. You’ll then make another status decision after you talk with them.

**PT Pool – Remove – No Longer Under Consideration (immediate email)** = Use this workflow state when you want to permanently remove an applicant from your pool. Selecting this status *will* send an email to the applicant that basically says “...thank you, but you are no longer under consideration...”

**Active-Future Consideration (immediate email)** = use this workflow state when you want to consider the applicant for the future, but not right now. This status *will* generate an email to the applicant that you will consider them in the future, but you have no immediate need at the moment.

**Alternate** = you may use this workflow state in several ways or not at all. Whichever way you choose, you should *be consistent in your usage* or you will just be confused.

- (1) You could use this status to note that you have reviewed the application (it’s not new), but you haven’t quite decided what you want to do next with them. This status does *not* send an email to the applicant. If you decide you want to send them an email to keep them active, update them to *Active-Future Consideration* or you can removed them using the remove status.
- (2) You could use the status after you have done an interview and you want to consider them for a future position.

**Recommend for Hire** = use this workflow state when you ready to make an offer to the applicant. Updating to this status will notify HR to start the required BACKGROUND CHECK before a final offer is made. Once the candidate is approved by HR, HR will update the workflow to *Hired*. If the candidate is not approved, they should be moved to *PT Instructor-Remove-Not considered* to remove them from the active list and communicate to the applicant that they are no longer active for that job.