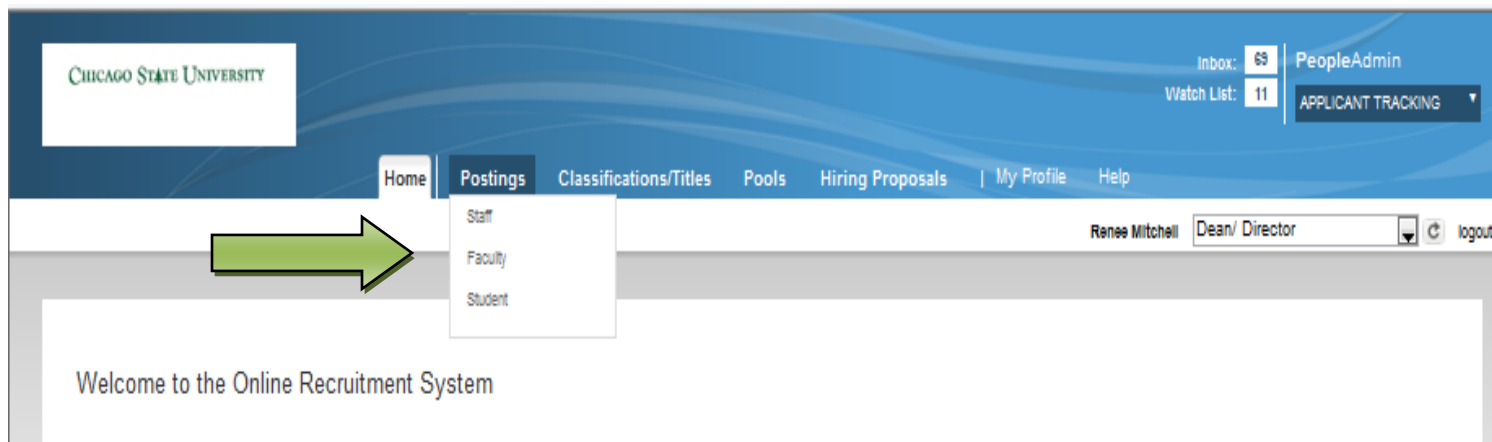# CHICAGO ST★TE UNIVERSITY

HIRING AUTHORIZATION

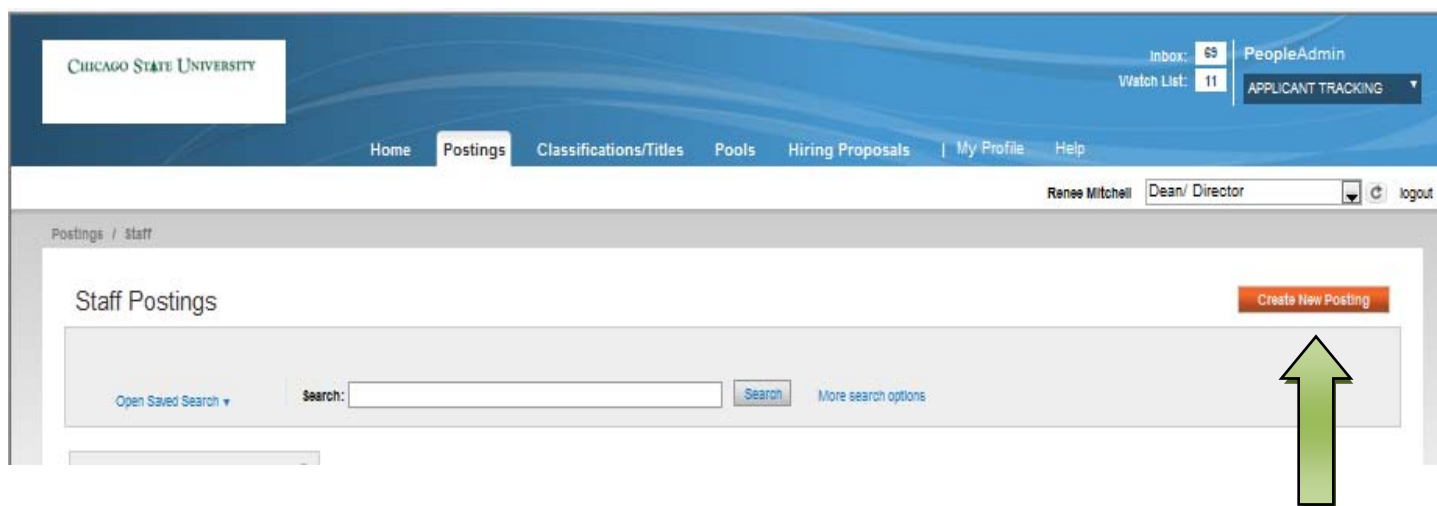**PEOPLEADMIN HR SYSTEM**

USER'S GUIDE

HIRING AUTHORIZATION FORM:

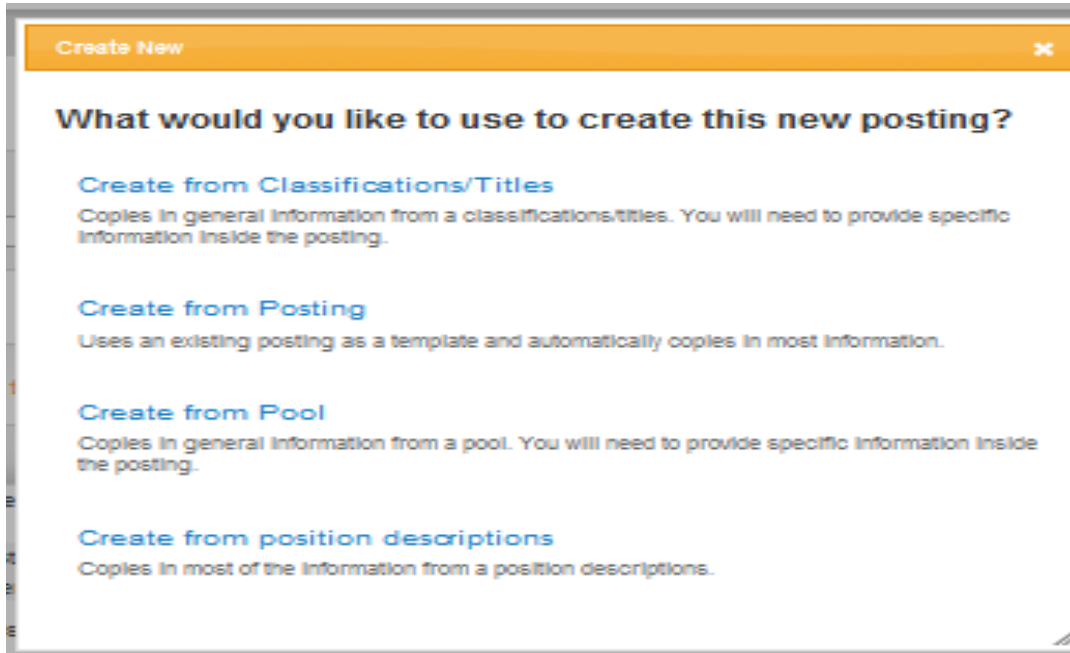## MAKING A REQUEST TO HIRE - ADMINISTRATOR, CIVIL SERVICE, SPECIAL HIRE

1. **Select the "Hiring Authorization Form" (Posting)**

2. **Determine whether you are hiring a Staff, Faculty or Student**

3. **Click the appropriate 'employee type'**

4. **Click "Create New Posting" to access the Hiring Authorization form**

Note: The system will ask you "What would you like to use to create this new posting?"

Consult HR prior to posting Administrator and Special Hire positions to determine the appropriate job title and description

5. **Select the method that you want to create the hiring authorization form**

   Create from Classification/Titles
   - Information from the Job Description library will be used to create the advertised job opportunity posting

   Create from Posting
   - Information from a previous job opportunity posting can be used as a template to create this request

   Create from Pool
   - This initiates a request to hire from the currently advertised pool postings

   Create from position descriptions
   - Information from current positions can be used to create the advertised job opportunity posting

6. Determine which item is most appropriate to use for the creation of your hiring authorization form (posting)

a) There is a search feature to narrow your options
b) There is also a feature "more search options" that allows you to view specific details of the items

7. Upon making your selection, click "Actions" to enable you to 'View' the details of your selection or 'Create From' to solidify your selection

8. Click "Create From" to initiate the hiring authorization form (posting)

Postings / Staff / New Posting

New Posting

Create New Posting   Cancel

* Required Information

Posting/Working Title   Office Administrator

Division *   Office of the President

College/ Area *   Human Resources

Department *   Human Resources

Applicant Workflow

When an application is submitted for this job, it should move to wh...ow?

Under Review by HR
Under Review by Department/Committee

Create New Posting   Cancel

9. **Identify what division, college/area, and department the position will report**

For Civil Service Positions – You MUST select "Under Review by HR" as the Applicant Workflow

10. **Click "Create New Posting"**

11. **Continue to complete the form by selecting a page from the left or "next"**

CHICAGO STATE UNIVERSITY

Inbox: 70   PeopleAdmin
Watch List: 11   APPLICANT TRACKING

Home   Postings   Classifications/Titles   Pools   Hiring Proposals | My Profile   Help

Posting was successfully created.

Postings / Staff / Office Administrator (Draft) / Edit: Posting Details

Editing Posting

Posting Details
Posting Specific Quest...
Applicant Documents
Posting Documents
Guest User
Search Committee Members
Search Committee Rankings
Funding Source Details
Summary

Form pages

Posting details

Posting Details   Save   Next >>

Check spelling

* Required Information

Position Information

Title   Office Administrator

Title Code   3253

Posting/Working Title   Office Administrator

Salary Range

FLSA   Please select

Employee Class   Please select

Position Control Number

Full-time/ Part-time   Please select

Posting Specific Questions

a) Add a question that you would like the applicants to answer

b) If you would like to "require" that the applicant answer the question in order to submit their application, click the "required" box

Applicant Documents

a) Click "Include" to indicate the documents you would like the applicant to provide with the application

b) Click "Require" in addition to "Include" if the applicant MUST provide in order to submit their application.

NOTE: HR will require official transcripts at the time of hire, BE CAUTIOUS not to "require" at the time of application, applicants may not have a scanned document to load into the system.

Posting Details

a) Complete the information under the posting details, REQUIRED fields are:

- Posting/Working Title
- Job Description
- Hiring Manager/Search Chair
- Number of Anticipated

Posting Documents

a) You have the option to attach documents that you would like to associate to this hiring authorization form

Guest User
** At this time, the Office of Human Resources is not approving guest users

Search Committee Member

NOTE:

As part of the posting form, you may identify search committee members. Utilizing the HR system will enable the search committee members to view applicant information and submit comments/recommendations electronically. Depending on the position, a search committee may not be necessary. However, if a search committee is required or desired, members should be identified during the creation of the initial posting. If a search committee is not identified at that time, HR will have to assist you in entering the search committee members into the system.

a) Enter the employee's first and last name, employee's email address OR click "search" to view employee's that may serve as committee members

b)   If you would like to have an individual (employee) participate on the search committee but they are not approved users, you may request access for this individual for the purpose of serving as committee member.

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Account Information

Please enter the following information to create an account for a new Search Committee Member.

First Name

Last Name

Email

Username

Submit

Save   << Prev   Next >>

Search Committee Ranking

CHICAGO STATE UNIVERSITY

Inbox: 70   PeopleAdmin
Watch List: 11   APPLICANT TRACKING ▼

Home   Postings   Classifications/Titles   Pools   Hiring Proposals | My Profile   Help

ⓘ Posting was successfully updated.   ✕

Postings / Staff / Office Administrator (Draft) / Edit: Search Committee Rankings

Editing Posting

- Posting Details
- ✓ Posting Specific Quest...
- ✓ Applicant Documents
- ✓ Posting Documents
- ✓ Guest User
- ✓ Search Committee Members
- Search Committee Rankings
- ✓ Funding Source Details

Search Committee Rankings   Save   << Prev   Next >>

Included Evaluative Criteria   Add a Criterion

Category	Description	Weight	Workflow State	Status
Uncategorized	Verify skills and proficiencies with computer programs.		Under Review by Department/Committee	active ⊗

Save   << Prev   Next >>

a) Search Committee members can identify and document evaluative criteria for the search

Funding Source Details

Inbox: 70   PeopleAdmin
Watch List: 11

APPLICANT TRACKING

Home   Postings   Classifications/Titles   Pools   Hiring Proposals | My Profile   Help

Posting was successfully updated.

Postings / Staff / Office Administrator (Draft) / Edit: Funding Source Details

Editing Posting

- Posting Details
- Posting Specific Quest...
- Applicant Documents
- Posting Documents
- Guest User
- Search Committee Members
- Search Committee Rankings
- Funding Source Details
- Summary

Funding Source Details

Save   << Prev   Next >>

Check spelling ▼

Funding Source Information

Funding Source Type	Please select ▼
	Please select
	Appropriated
	Grant Funded
	Non-appropriated
Funding Org	
Account Number	
Fund Code	
Percentage Funded	

☐ Remove Entry?

Add a Funding Source Information Entry

Save   << Prev   Next >>

Funding Source Type:
- Appropriated
- Grant Funded
- Non-Appropriated

Funding Org:
- xxxx
- xxxxGR (Grant Funded)

Fund Code:
- LG (Appropriated)
- LI (Non-Appropriate)
- 5xxxxx (Grant Funded)

Account Number:
- 11xxxxx (Appropriated)
- 3xxxxx (Non-Appropriated)

Percentage Funded:
- Should denote a dollar amount

Summary

a) Review the posting detail for accuracy and completion
b) Submit for approval