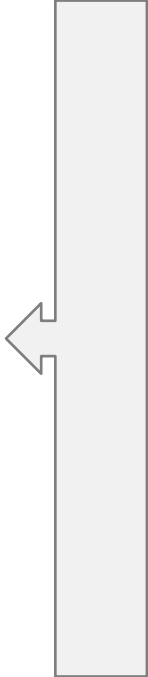


As search committees and/or hiring managers review and evaluate applicants the hiring managers should move applicant records into different statuses based on their current state in the recruitment process.



The screenshot displays the PeopleAdmin interface for Radford University. At the top, a navigation bar includes 'Welcome Amy', 'My Profile', 'Help', and 'Logout'. Below this, the 'User Group' dropdown menu is open, listing several roles: Employee, Administrative Management, Applicant Reviewer, Employer, Operational Manager, Originator, Search Committee Member, and Senior Management. The 'Employer' option is highlighted in blue. The main content area contains a welcome message and a list of navigation links: Position Management, Pending Management, Employee Records, and a reminder for HR creation. At the bottom, there are sections for 'Inbox', 'Boarding Tasks', 'My Filled Postings (Last 30 days)', and 'My Open Postings'. A search bar with a 'Filter' button is also visible.

Position Manager

- Applicant Tracking System
- Position Management
- Employee Self-Service

Position Descriptions

Classified Staff Position Search Results

To add a new column to the search results:

Saved Searches: [v]

Search: [v]

Add Column: Add Column

Status: [v]

Department: Department

Employee Last Name: [v]

Position Number: [v]

Employment Conditions: [v]
Must have a minimal background check
Must have FBI check (required for sensitive positions)
Must have a driver's license check
Must have a CDL license check

Modifying an Existing Position Description/ Request to Advertise

1. Complete Steps 1-7
2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).



3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select **Start** to Continue



4. You will now be able to edit/complete the fields for your position. Required fields are denoted by a *. These fields must be completed. You can continue to each section by selecting **Save & Continue** or you can select each section in the menu on the left hand side.

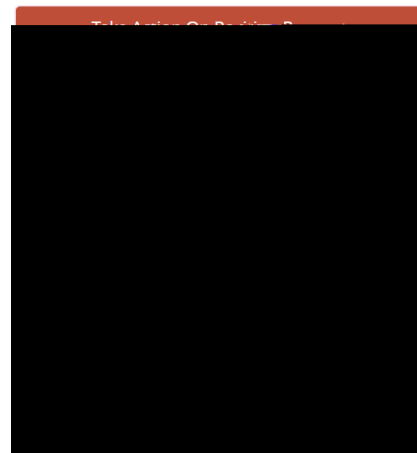


The tabs that have exclamation points next to them indicates that there is required information missing that must be completed before changing the status of the description action. NOTE* Make sure that you add in your Applicant Reviewer names. These can be added to or taken away at any point in the posting.

When you have completed all of the screens they will show a

5. From the final tab, Position Request Summary, hover over the **Take Action on Position Request** (Top right hand corner) and select the next appropriate next step. Please see an EXAMPLE below:

FROM		TO
Originator	>	Operational Management
Operational Management	>	Administrative Management
Administrative Management	>	Senior Management



End