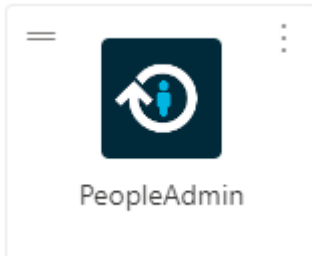
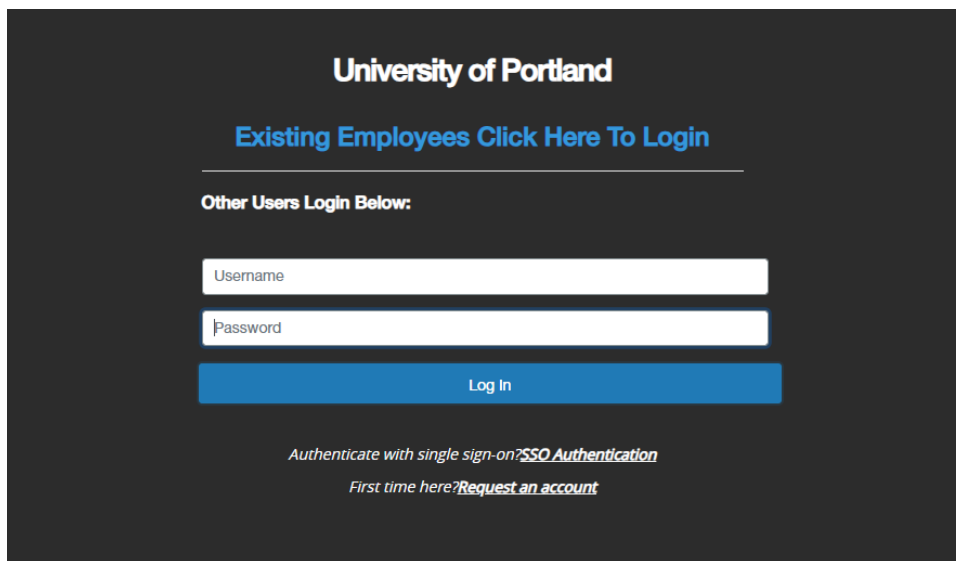


PeopleAdmin
Student Employment Job Posting Request Help Guide
Updated: July 2023

1. Accessing PeopleAdmin and Logging In

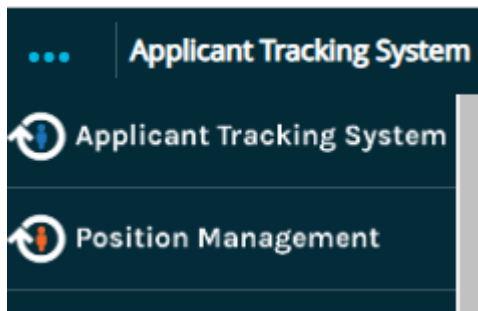


You can access PeopleAdmin through myapps.up.edu.

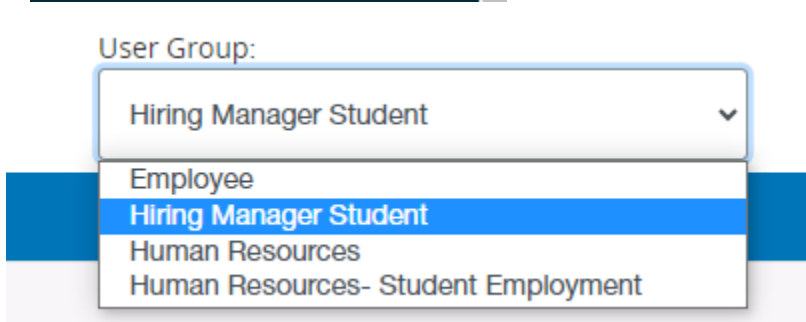


To log in, select “SSO Authentication.”

2. Accessing the Applicant Tracking System



Select the three blue dots in the top right corner, then select “Applicant Tracking System.”



If you have multiple user groups, you will need to select “**Hiring Manager Student**” from the User Group drop down option.

3. Submitting a Student Employment job posting request
Under the **Posting** drop down menu, select **Student**.

The screenshot shows the Applicant Tracking System interface. At the top, there is a navigation bar with 'Applicant Tracking System' on the left and 'Welcome, Claire Moore' and 'logout' on the right. Below this is the University of Portland logo and a 'User Group' dropdown menu set to 'Hiring Manager Student'. A main navigation bar contains 'Home', 'Postings', and 'Hiring Proposals'. The 'Postings' dropdown menu is open, showing 'Student' as the selected option. Below the navigation, there is an 'Inbox' section with tabs for 'Postings', 'Users', 'Hiring Proposals', 'Position Requests', and 'Special Handling Lists'. A search bar is present with the text 'There are no results to be displayed.' To the right, a summary box shows '0 Filled Postings Last 30 days' with a large '0' below it.

Select the red **+ Create New Posting** button toward the top corner of the screen.

The screenshot shows the 'Student Postings' page. At the top, there is a navigation bar with 'Applicant Tracking System' on the left and 'Welcome, Claire Moore' and 'logout' on the right. Below this is the University of Portland logo and a 'User Group' dropdown menu set to 'Hiring Manager Student'. A main navigation bar contains 'Home', 'Postings', and 'Hiring Proposals'. Below the navigation, there is a breadcrumb trail 'Postings / Student' and a large orange button labeled '+ Create New Posting'. The page title is 'Student Postings'.

Student Postings

[+ Create New Posting](#)

To add a new column to the search results, select the column from the drop down list.

[Saved Searches](#) [Search](#) [More Search Options](#)

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 Posting

Uses an existing posting as a template and automatically copies in most information.

To “copy” a previously posted position, select **“Create from Posting.”**

To submit a job request with a new student employment job description, select **“Create from Position Type.”**

4. Submitting a Student Employment job posting request from “Create a Position Type”

Complete required categories: **Job Title**, **Branch**, **Division**, and **Department**.



New Posting

Cancel

Create New Posting

* Required Information

Job Title *

Organizational Unit

Branch *

Division *

Department *

- Student Positions - Clerical
- Student Positions - Information Technology Services
- Student Positions - Marketing
- Student Positions - Recreational & Athletics
- Student Positions - Research Opportunities
- Student Positions - Student Services
- Student Positions - University Relations & Events

Select the relevant job alert categories from the bottom of the **Job Alerts** list.

Online Applications

Accept online applications?

Special offline application instructions



Cancel

Create New Posting

Do not touch the “Online Application” section. Select “**Create New Posting.**”

Input the required Position Information:

Student Employment will input the **Position Number**.

Select "Student Employment" under **Job Category**.

Example of **Terms and Hours**: "Approx. 5 hours per week"

Hourly Wage: "Portland Metro Minimum Wage (\$15.45/hour)"

Position Information

* Job Title

Position Number

* Job Category

This field is required.

* Terms and Hours

This field is required.

* Hourly Wage

This field is required.



* Job Summary

This field is required.



* Core Duties

This field is required.

The **Job Summary** should be a brief paragraph outlining the purpose of the position, general job descriptions, and supervisor information.

The **Core Duties** should be at least 5 bullet points outlining the job responsibilities of the student employment position. Please use action verbs and be specific.

NOTE RELATED TO DRIVING: For a student employment position to be qualified for driving, the driving requirement must be listed in the Core Duties.

ADA Checklist:

ADA Checklist

Mental Demands

- None of these Listed
- Analytical and Problem Solving
- Confidentiality
- Constant Interruptions
- Customer Contact
- Detailed Work
- Language
- Math
- Multiple Concurrent Tasks
- Reading Blue Prints
- Reading (documents or instruments)
- Reasoning
- Stress
- Training
- Verbal Communication
- Written Communication

- None of these Listed
- Carrying
- Attendance
- Cleaning
- Climbing
- Crawling
- Driving
- Kneeling
- Pulling

Please complete the optional **ADA Checklist**. This information is not displayed on the job board posting but is used for potential student employment accommodation requests. Then press “save and continue” at the bottom of the page.

Budget Information:

Editing Posting
✔ Position Details
Budget Information
✔ Supplemental Questions
✔ Documents Needed to Apply
✔ Search Committee
✔ Guest User
✔ Reference Collection
Summary

Budget Information

Save << Prev Save & Continue

Check spelling

* Required Information

Budget

- * Budget Account Name
This field is required.
- * Budget Fund Number
This field is required.
- * Budget Org
This field is required.
- * Timesheet Approver
This field is required.

Save << Prev Save & Continue

Complete the required **Budget** related fields. Please note, there can only be one **Timesheet Approver** attached to each job board posting.

Editing Posting

- Position Details
- Budget Information
- Supplemental Questions
- Documents Needed to Apply
- Search Committee
- Guest User
- Reference Collection
- Summary

Supplemental Questions

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

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 a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status

Supplemental Questions are optional multiple-choice questions that will be presented to the application as they submit their application. Follow the direction to select a question or add a new question. Supplemental questions are an opportunity to ask applicants about their scheduling availability. Select "Save and Continue."

Editing Posting

- Position Details
- Budget Information
- Supplemental Questions
- Documents Needed to Apply
- Search Committee
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- Summary

Documents Needed to Apply

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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Unofficial Transcript	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Teaching Philosophy Statement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

or

Selected the required and optional **Documents Needed to Apply**. We recommend requiring at least one of the documents. Select "Save and Continue."

Editing Posting

- Position Details
- Budget Information
- Supplemental Questions
- Documents Needed to Apply
- Search Committee
- Guest User
- Reference Collection
- Summary

Search Committee

Save << Prev Save & Continue

Assigning Search Committee Members
 Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member
 Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account
 If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
 If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

Search Committee Members

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

Add Existing User
Create New User Account

Save << Prev Save & Continue

Use the **Search Committee** page to allow additional staff/faculty members to review applications. The **Guest User** option should only be used with approval from Student Employment.

Reference Collection

Save << Prev Save & Continue

[Check spelling](#)

References

Minimum Requests

Maximum Requests

Recommendation Deadline

Provider Special Instructions

Confirmation Message To Provider

Save << Prev Save & Continue

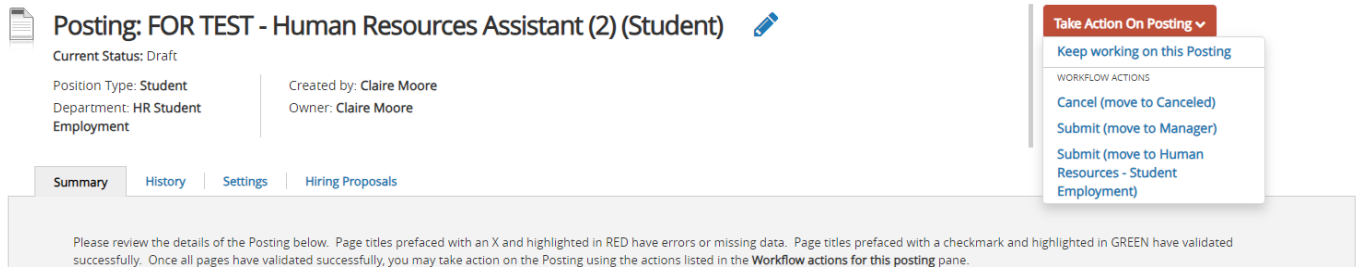
Input the **Minimum** and **Maximum Requests** for References. If left blank, the option to input references will still be presented to applications but will not be required.

Recommendation Deadline, Provider Special Instructions, and Confirmation Message to Provide should all be left blank, as the functionality is not relevant to Student Employment.

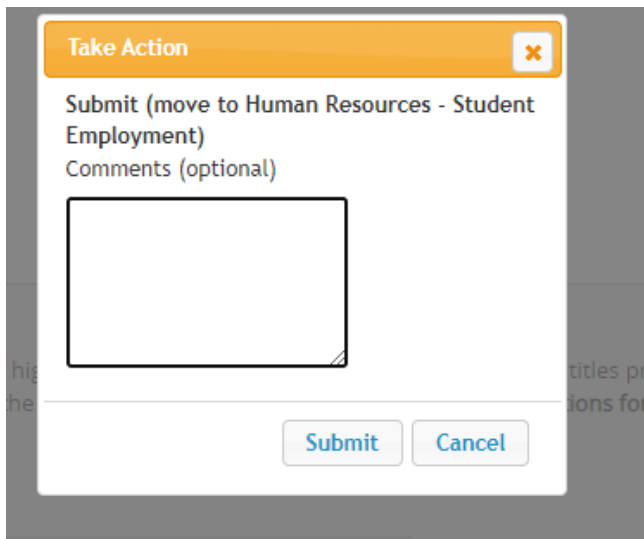
Select **"Save and Continue"** and review your job submission. Select the pencil icon next to a section to make an edit if needed.

5. Submitting the job posting request to Student Employment for review

Hover your mouse over the “Take Action on Posting” red drop-down menu in the top corner of the screen.



Then selection, “Submit (move to Human Resources – Student Employment)”



Input optional comments, then press “Submit.”
Once submitted, you will receive an email confirmation at the submission has been received and is pending for approval.