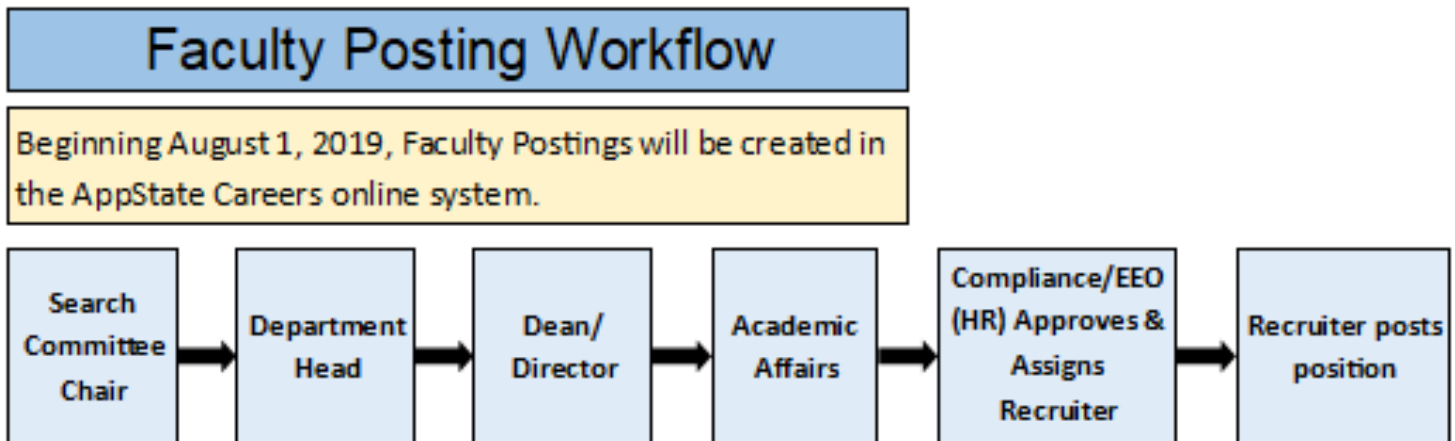


AppState Careers

Faculty Postings – User Guide

The purpose of this guide is to provide instruction and orientation to the AppState Careers system (PeopleAdmin) for the department to post a Faculty position using the Applicant Tracking Module.



Important Contacts

Human Resources:

Candace Silver	Talent Acquisition Specialist/Recruiter	silverch@appstate.edu	262-8699
Matthew Grieve	Talent Acquisition Specialist/Recruiter	grievem@appstate.edu	262-8698
Shelley Leder	Lead Talent Acquisition Specialist/Recruiter	leders@appstate.edu	262-6484
Nancy Crowell	Associate Director for Employment	crowellnd@appstate.edu	262-6520
Michelle Johnson	HRIS Administrator	Johnsonmr5@appstate.edu	262-8701

Academic Affairs:

Sandi Jones	Budgeting & Contracting Supervisor	jonesso@appstate.edu	262-7312
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Monica Harless	Budgeting & Contracting Business Officer	harlessmr@appstate.edu	262-7305


Go **A**pplicant Tracking **P**osition Management **P**erformance Management **S**treamlined & Sustainable **!**

TABLE OF CONTENTS

Topic	Page
1. Applicant Tracking Module	
1.1. Select Applicant Tracking System & User Group.....	3
1.2. Create Posting.....	3
Posting Details.....	5
Supplemental Questions.....	5
Applicant Documents.....	6
Search Committee Members	7
Evaluative Criteria.....	7
Guest User.....	8
Posting Documents.....	9
Summary	9

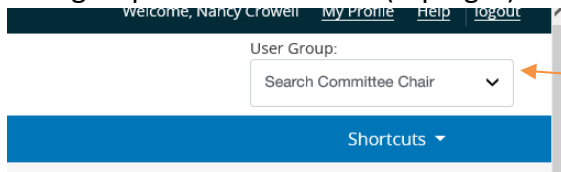
1 Applicant Tracking Module

1.1 Select Applicant Tracking Module & User Group:

- Log into the PeopleAdmin System using your AppState username and password www.jobs.appstate.edu/hr
- Click  (top left) and choose Applicant Tracking



- User group must be selected (top right).

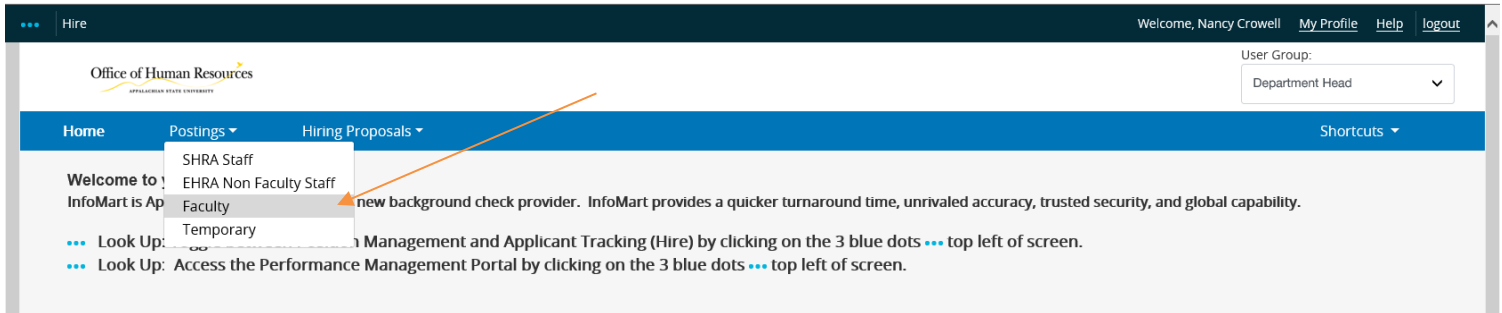


Users that can create postings are Search Chair, Department Head, Dean/Director, and Vice Chancellor.

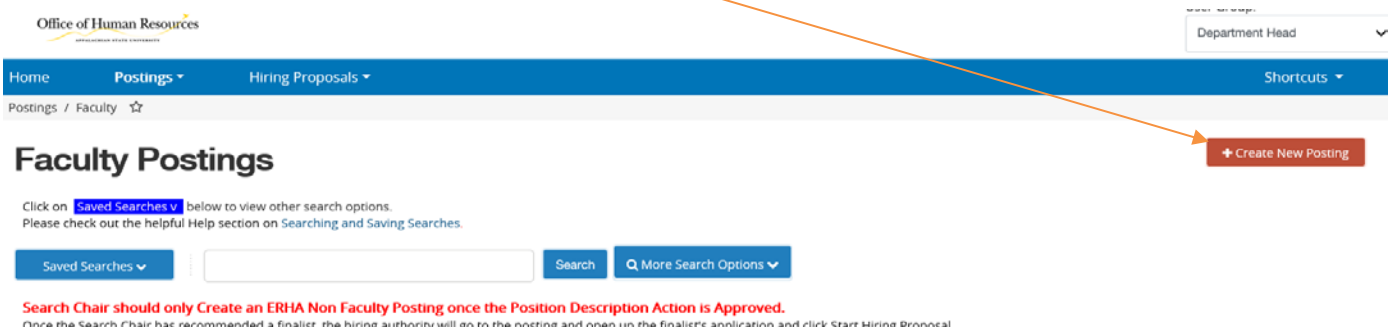
**If you receive a message at the top of the screen "Sorry, you don't have permission to access this object." Contact HR in order to obtain proper access to this posting.*

1.2 Create Posting

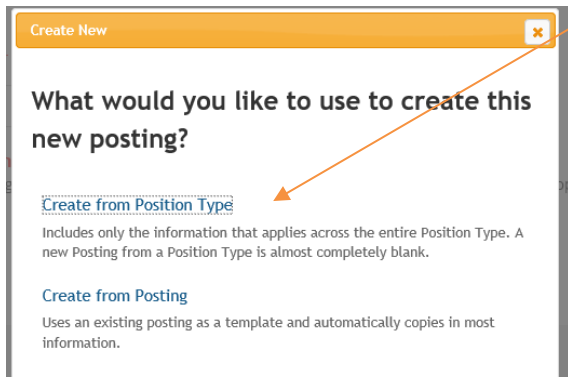
1. Navigate to the blue menu bar, choose Postings dropdown, and choose Faculty



2. Click the orange button to create a new posting



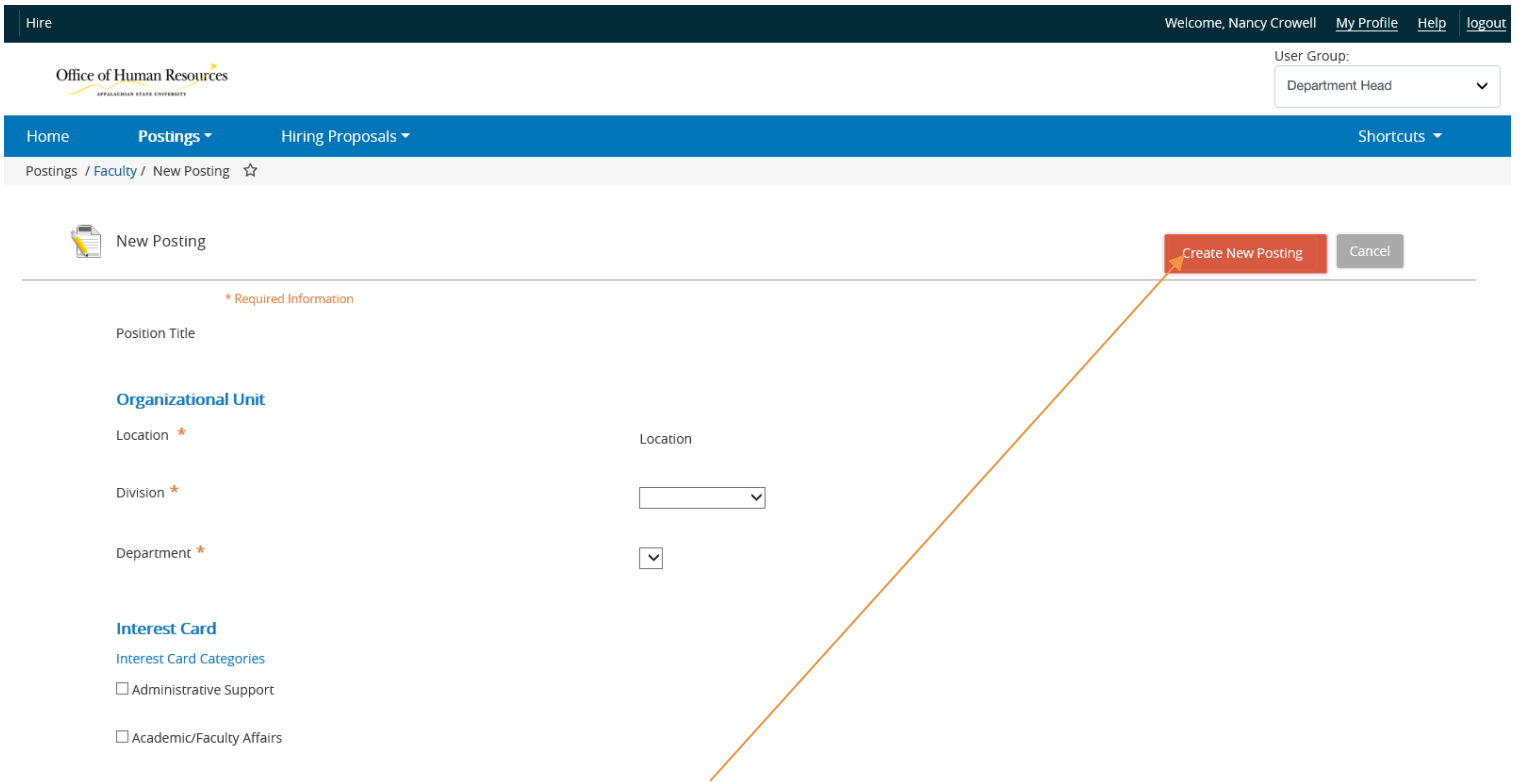
3. On the pop-up screen, choose Create from Position Type



4. On the next screen, complete:

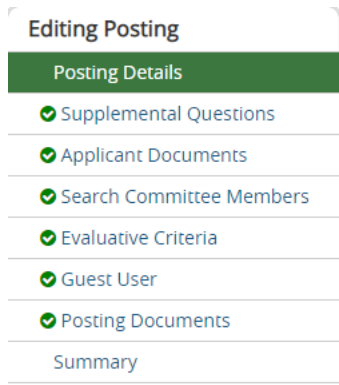
- Position Title
- Division
- Department

You will also be required to select an Interest Card Category. Interest Cards allow prospective employees to receive automatic emails when a position is posted in a specific category. We have created several Faculty Interest Cards, based on the college.



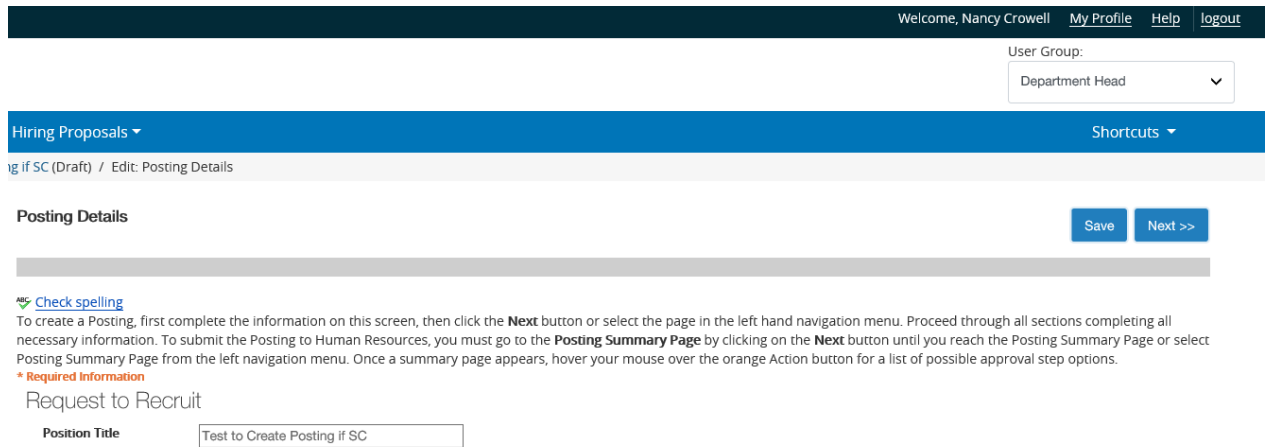
5. Select the orange button Create New Posting. This will initiate an edit mode outlined in the next step.

6. Let's review each tab on left hand side:



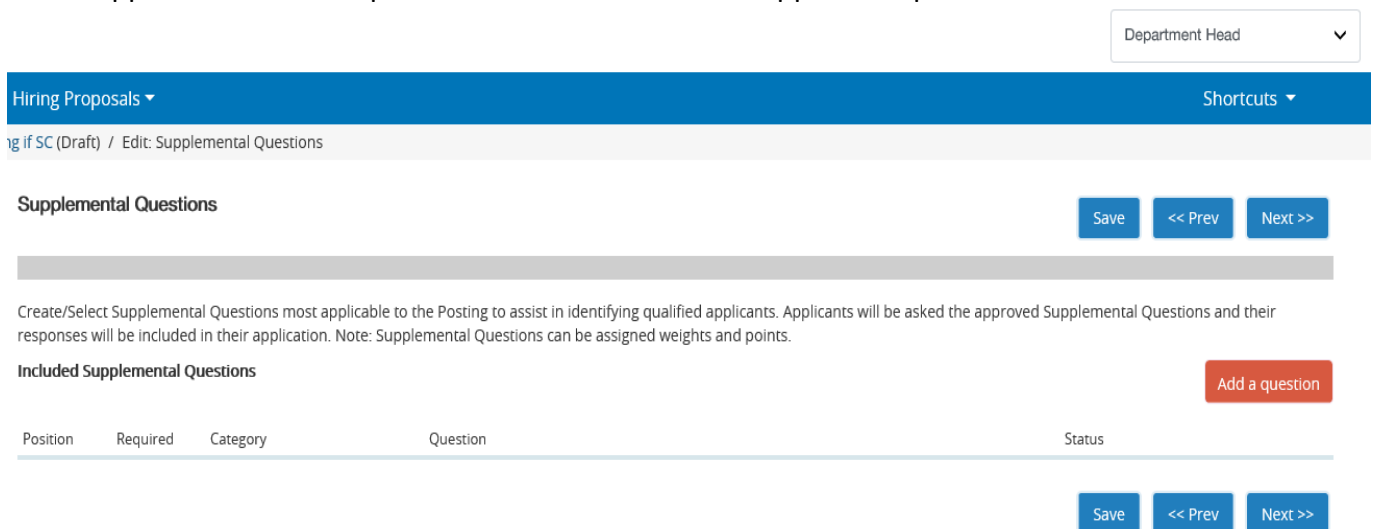
Once in a section, you may click Next, Prev, or Save to navigate between sections.

- **Posting Details:** Complete all the information (similar to Addendum C template)



Click Next to navigate to the next section.

- **Supplemental Questions (Optional):** Add or Create Open-Ended or Close-Ended questions for each applicant and the responses will be included in the application profile.



Enter keyword to locate questions in library or create a new action.

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Did you graduate from a four-year college or university with a major in Birth Kindergarten Education, Early Childhood Education, or Early Childhood Special Education with practicum/internship experience and related Teacher Certification (e.g., Birth-Kindergarten Certification)? If not, do you have a degree in a related field (Child Development, education) and two years of experience teaching young children?
<input type="checkbox"/>	Experience	Please describe the qualities you possess that would particularly qualify you to be an effective resource for a group whose primary responsibility is to create effective teaching and learning environments for faculty and students.
<input type="checkbox"/>	Experience	Do you have teaching experience?
<input type="checkbox"/>	Experience	List any activities (sports, health/fitness, arts & crafts, fine arts, etc.) that you could teach or assist with teaching as a short course or workshop.
<input type="checkbox"/>	Experience	Please describe any honors and awards you have received; volunteer or community organizations you have participated with; and/or any special qualifications that you wish to be considered (e.g., former SV participant, teaching experience, science fair participant, etc.)
<input type="checkbox"/>	Experience	Do you have a thorough knowledge of developmentally appropriate practices and educational techniques used in teaching preschool children 0 to 5 years of age?
<input type="checkbox"/>	Experience	Please describe your teaching philosophy, your image of the young child and how you view children, and your guidance and discipline philosophy.
<input type="checkbox"/>	Experience	Do you have a current NC teaching license?
<input type="checkbox"/>	Experience	How many years of instructional teaching experience do you have? Possible Answers: 1. 0-1 year 2. 2-3 years 3. 4-5 years 4. Over 6 years
<input type="checkbox"/>	Uncategorized	Do you have experience teaching a business career class?
<input type="checkbox"/>	Experience	Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)
<input type="checkbox"/>	Experience	Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)

Click Submit to add question

Experience **How many years of instructional teaching experience do you have?**
Possible Answers:
1. 0-1 year
2. 2-3 years
3. 4-6 years
4. Over 6 years

Uncategorized **Do you have experience teaching a business career class?**

Experience **Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)**

Experience **Do you have experience teaching & leading students in programming & management in a collegiate recreation program? (undergraduate experience counts)**

Experience **Do you have experience teaching, developing & leading students in a programming & management in collegiate recreation program? (Undergraduate does count)**

Experience **Please indicate your related experience and knowledge of developmentally appropriate practices and educational techniques used in teaching elementary children from grades K-5?**

Displaying all 14 Can't find the one you want? Add a new one

- **Applicant Documents:** Select Optional or Required Documents for applicants to attach when applying.

Hiring Proposals Shortcuts

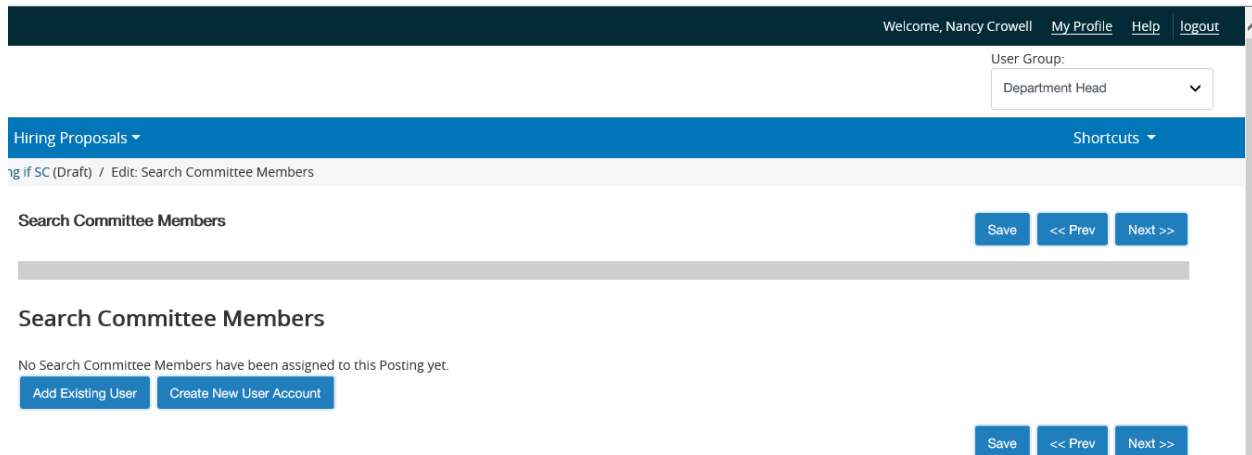
Viewing Draft / Edit: Applicant Documents

Applicant Documents

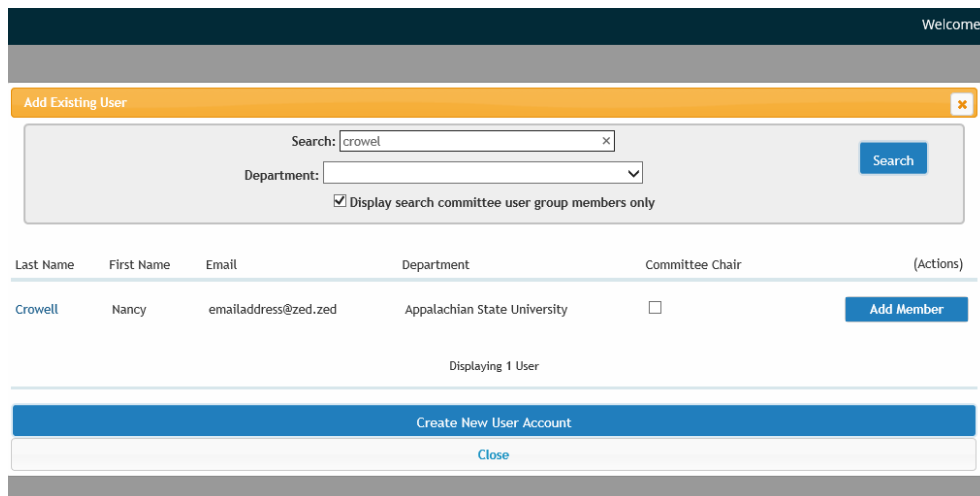
Select the documents to be required with this item, and those that may optionally be attached. Document types marked "Not Used" cannot be attached to this item.

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Transcripts 1 (Unofficial)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Search Committee Members:** Add each Search Committee Member which will give each member access to view the posting and the application materials. All AppState employees have the Search Committee User Group so they can be added by clicking on Add Existing User. Search Committee Members can also be added later if you do not know at the time of posting who will be on the Search Committee.



Once the employee is located, click Add Member. Continue adding other members in the same way. When all members are added, click 'Close' to view your complete Search Committee list.



- Evaluative Criteria (Optional):** The matrix/rubric can be built in the system by adding criterion (similar to adding or creating Supplemental Questions). Evaluative Criteria can also be added at a later time if you are not ready to add at the time of posting.



For more information on how to add Evaluative Criteria to your posting, please visit section [1.6 of our Search Committee Guide](#) on Evaluative Criteria or view our [Video Tutorial](#).

- **Guest User (Optional):** Non-AppState Employees who need access to view the posting and applications will need a Guest User Account.

Welcome, Nancy Crowell [My Profile](#) [Help](#) [Logout](#)

User Group:
Department Head

Hiring Proposals Shortcuts

g If SC (Draft) / Edit: Guest User

Guest User Save << Prev Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. **Guest Users will still need to contact the Hiring Manager or HR to receive the Guest User 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 << Prev Next >>

Click Create Guest User Account:

Enter guest user(s) email address(es). HR will approve and guest user will receive email with instructions.

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

Guest User Credentials
Guest users may view this posting by using these credentials.

Username
gu76607

Password
0b29DG Update Password

Email Addresses of Guest User Recipients
Email addresses (one per line)

- **Posting Documents:** If placing a print advertisement in a publication or in other areas, attach print ad in Additional Advertisement (EHRA and Faculty Postings Only). [Sample Ad for Faculty Positions](#)

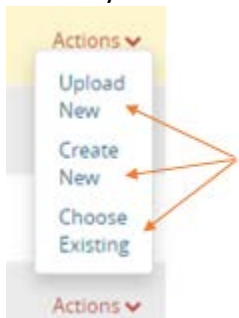
Posting Documents Save << Prev Next >>

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

Document Type	Name	Status	(Actions)
Marketing Plan			Actions ▾
Print Ad Text			Actions ▾
Additional Advertisement (EHRA and Faculty Postings Only)			Actions ▾
Interview Questions			Actions ▾
Job Posting Listservs			Actions ▾

Save << Prev Next >>

You may choose to Upload a document, Create a New document or Choose and Existing document



- **Upload New:** Will allow you to upload an existing document from your computer. PDF conversion process will occur.
- **Create New:** Will allow you to create the document using the Rich Text Editor on the next page.
- **Choose Existing:** Will allow you to choose an item from your library. *Please note, the item would need to

- **Summary:** Postings remain in Draft status and can continue to be edited/reviewed prior to submitting for approval. Take Action on Posting and submit to Academic Affairs. Once Academic Affairs approves the posting, it will be submitted to Compliance/EEO for review and HR will post the position. The Assigned Search Chair will receive an email that the position is posted with Search Chair instructions.

