Hiring Managers’ Manual
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GETTING STARTED

LOGIN PAGE

Go to www.jobs.musc.edu/hr

It is recommended that you use Firefox as your web browser when working in People Admin.

MUSC will be utilizing Single Sign-On (SSO); therefore, you will login with your MUSC NetID. Requesting a password reset must be done through OCIO x2-9700.

REQUESTING ACCESS TO PEOPLE ADMIN

Please call Human Resources at 2-7302 or 2-9825 to request new account approval.
NEW FEATURES

Below is a Highlight of the new site features.

**Back Button**- Internet browser Back Button is fully functional and can be used to navigate the system.

**Comments**- When working on any action in People Admin, users have the ability to leave comments for the next workflow state owner. Adding Comments is optional, and they will be viewable in both the system emails and the History tab. Comments will be viewable to all users with authorized access to the electronic file and cannot be erased.

**Guest User Account**- Guest Users may be notified of their account access by an automated email that is generated when you add the guest users’ email. These email are generated when a Posting is moved to an Opened status.

**Inbox**- The Inbox is found on your home page and presents the tasks that require your action. This includes items that are specifically assigned to a user and reflects the current state which requires your action. The Inbox does not include items that are currently assigned to other users.

**Multiple Windows/Tabs**- In this new version of People Admin, users are able to work in multiple windows &/or multiple tabs seamlessly.

**Save Function**- As a tab is completed, the system will save the work up to that point. You can exit the action at any time and the most recently completed tab will be saved. Selecting the Save button at the top or bottom of each page will also save the work before moving on to the next tab.

**Searches**- Each user has access to Saved Searches, as well as the ability to create and save personal searches specific to the user’s account. Additionally, the data within these searches can be personalized to reflect the user’s needs by adding new columns.

**Security of Data**- To ensure the security of the data provided by applicants, the system will automatically log the user out after 60 minutes if it detects no activity. However, anytime a user leaves their computer, it is strongly recommend that they save work in progress and logout of the system by clicking on the log out link located on the upper right side of the screen.

**Spell Check**- After completing entries on a tab, make use of the Spell Check feature. This feature will highlight, by underlining in red, the word(s) misspelled and you will then be able to change to correct spelling.

**Summary**- The summary page is provided as a document review of the posting to make sure you have completed all the required information before submitting further. An exclamation point is an indicator that a required field is not completed in a section of the action. Edit links at the top of each section allow access to modify the fields.

**Take Action Buttons** - When working on a position description, posting or applicant status, in order to move the action to the next step in the workflow, the user will always need to go to the Orange Take Action Button to move to the next workflow state.

**Watch List** - The Watch List is found on the Home page and allows users to determine what actions to “Watch”. It serves as an easy reference to monitor the workflow of certain processes that the user needs to be aware of, such as position description actions, postings or applicant flow.
BASIC SYSTEM NAVIGATION

NAVIGATION MENU

The key to the basic navigation of the site is that users will be able to transition between Position Management and Applicant Tracking modules. At the right top of the screen, you will see the navigation drop-down menu. By hovering over this drop-down menu you will see the two different options:

Applicant Tracking
(Blue Background)
Used to create Postings and review/process Applicants.

Position Management
(Orange Background)
Used to view and create new Position Descriptions.

USER GROUP DROP DOWN

Just to the right of your name in the upper right hand corner of the screen is another drop-down menu. This menu will only be available if you are assigned multiple User Groups, otherwise you will not have a drop-down available and you will simply be logged in as your default. In order to successfully switch user groups, after you select your group, select the refresh button to the right of the drop-down menu. Once the refresh button is chosen, a header at the top of the page should appear stating, “You are now viewing the system as a member of the (Specific) group.”
DEFAULT USER GROUP

If you have multiple user groups, you will have multiple views. You can default the user group you wish to see upon opening the application within My Profile. To set up your default user group, click on My Profile.

Then select the blue Edit link next to User Details.
At the bottom of the following page, you will see the **Preferred Group On Login** field. Select the Group you prefer. You can also change your default Navigation Menu, by selecting a new **Default Product Module**. When you have finished making your selections, click **Update User** to save your changes.
THE HOME SCREEN

All users will be presented with their Home page upon signing in. The options available to you on the homepage are based on permissions set-up for your specific user group. The Inbox, Watch List, Shortcuts, and Useful Links are all viewable from the Home screen.

INBOX

The Inbox is a notification area where the system will display any items that need you to take action. An action indicates moving the posting or description to the next workflow state. Within the Inbox, the first tab, called Postings, presents posting tasks that need an action taken. The second tab, called Hiring Proposals, presents hiring proposals requiring an action. The third tab, called Position Description Requests, displays position descriptions needing your action.
WATCH LIST
The Watch List section displays any item that you have flagged to be put on your Watch List. To remove something from your Watch List, select the blue heading **Watch List** from the Home page.

Then, from the Actions dropdown within the Watch List, for any particular item, select **Stop Watching Posting**. By selecting **View Posting**, you can see the full posting details.

SHORTCUTS
The Shortcuts section will display shortcuts to commonly used actions within the People Admin System.

MY LINKS
The My Links section displays useful links, including Your Applicant Portal, Job Classification Manual, Pay Bands, and Training Material links.
CREATING PERSONALIZED SEARCHES

Saved Searches can be created by the user for personal use throughout the system. To create a customized search, select **More Search Options** to the right of any Search field.

**ADD A COLUMN TO SEARCH RESULTS**

After the ‘More search options’ link is expanded, the system will display several search options, including an **Add Column** drop-down indicating fields that can be added to the search results. To add a new column, click on the desired field to be added. The selected field will appear in the far right of the search results. *Note: The availability of additional search fields varies depending on your location within the system.*

**SORT SEARCH RESULTS**

The search results can be personalized based on your preferences. Columns can be moved left or right, sorted, and removed.
Hovering over the top of the columns in the search results will make directional arrows and an X appear. These options will allow you to adjust the location of the columns, sort the information, or delete the columns.

SAVE A NEW SEARCH

To save a newly created search for later use, select **Save this search**? Provide the search with a name. You also have the option to create a default search by checking the box next to **Make it the default search**?
**Find a Saved Search**

To recall a Saved Search, hover over **Open Saved Search** at the left of the original search option. Any new searches that are created will be stored here.

**Deleting a Saved Search**

User-created Saved Searches can be deleted. To delete a Saved Search, select the located next to **Saved Search: "Your Saved Search" (1102 Items Found)**. Before you permanently delete a Saved Search, you will be asked to confirm your decision in a pop-up window.

The located next to the Search Name will only hide the Search; it will not delete it completely. Hidden/Saved searches can always be found under the Open Saved Search link.

*Note: System-wide Saved Searches are set by the Administrator and cannot be deleted.*
POSITION MANAGEMENT

Position Descriptions are found in the Position Management section. To access this section, hover over the Navigation Menu drop-down and select Position Management.

POSITION DESCRIPTIONS

Migration Note: PA Tracking Numbers are now referred to as Position Description Numbers.

Only Non-Faculty positions utilize Position Descriptions. Within the Position Descriptions tab, there are two options, Non-Faculty and Non-Faculty Position Description Requests. To see approved Position Descriptions or to create a new Position Description, choose the Non-Faculty option. To see Position Descriptions that have not yet been approved, select Non-Faculty Position Description Requests.

CREATING A NEW POSITION DESCRIPTION FROM SCRATCH

In Position Management, hover over the Position Descriptions tab and select Non-Faculty.

On the following page, click the orange Create New Position Description action button.
In the pop-up window that appears, select **Non-Faculty Position Description** as the position description request you would like to start.

On the following page, select the appropriate **Department** number. The Division field will populate automatically based on the Department selected. **Note: Hiring Managers and Departmental Contacts will only see the departments to which they are assigned. If you do not see the correct department(s), contact Human Resources.**

To move forward with the new Position Description request, no other information is required; therefore, simply select the orange button titled **Start Position Description Request.**
Proposed Title

The first part of the Position Description is the **Proposed Title** screen. This is where you will select a state title for your Position Description request. To choose a title, click the selection circle next to the title of choice. For example:

- **AA75**

The **Filter These Results** link at the top of this page will allow you to search for specific state titles and class codes, if needed.

Once the appropriate title/class code is selected, you can click the **Save** or **Next >>** buttons at the top or the bottom of the page to proceed. **Note:** Clicking on the blue text for any of the class codes will open a summary page for the state title selected. To return to the previous page, simply click the back button or close the new tab/window.
If you select the **Save** button, a summary of the selected classification will appear. If you find that you need to select a different state title before you send the Position Description to Human Resources, you can always select a new Template at the bottom of the Proposed Title page. To change the Template selected, be sure to select the **Save** button before moving on.
Proposed Job Details
On this page you will provide the details of the job. All sections outlined in red and/or marked with an asterisk are required. Click *Save* or *Next* when you have finished.

Proposed Purpose
In this section, you will define the purpose of the position. After you have filled out the required sections, click *Save* or *Next*. Note: The larger text boxes can be expanded in some browsers by dragging the bottom right hand corner. You can enter more text than the viewable screen initially makes available.
**Proposed Job Duties**

This page allows you to input proposed job duties for the Position. Simply click on the **Add Proposed Job Duties** button and fill out the fields. Once you have added all the duties, click **Save** or **Next**.

If you add too many job duty fields, click the check box directly below the duty or duties you would like to remove; they will be removed when you click **Save** or **Next**.

*Note: Be sure that all Job Duties listed add up to 100% in **Percent of Total Time** fields. The system will **NOT** total these values for you.*
**Supervisory Responsibilities**

On this page you will identify the state titles of the three highest subordinates supervised and the number of positions supervised under each state title. After you have filled in all the required information, click *Save* or *Next*.

**Position Documents**

On this page, you can upload documents that need to accompany the Position Description Request. To upload a document, hover over the document you would like to upload and select an *Action: Upload New, Create New, or Choose Existing.*
**Upload New**
Select the **Upload New** option to upload a document saved on your computer.

![Upload New](image)

**Create New**
Select the **Create New** option to create a new document from within the browser.

![Create New](image)
Choose Existing
Select the **Choose Existing** option to select a document that you have uploaded/created in the past.

![Image of Choose Existing option]

Funding/Comments
On this page you will provide the funding sources for the position. After you have filled in all the required information, click **Save** or **Next**.

![Image of Funding/Comments]

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Summary Page – Position Descriptions
This is the final page of the Position Description form. On this page you can review all the information you have provided and ensure that it is correct. You may click on any of the Edit links to edit a particular section. In order to submit the Position Description to Human Resources, hover over the orange Take Action On Position Description Request button in the upper right hand corner of the screen. From this menu, you may select the next step:

- Keep working on this Position Description Request – Saves PD as Draft
- Send to C&C Review (move to Class & Comp Review PD Action) – Sends PD to HR for approval.
- Send to Department Contact (move to Department Contact) – Sends PD to Dept Contact for review.
- Cancel (move to Action Cancelled) – Cancels PD request.

Note: Once you move the Position Description to another User or select Cancel, the orange action button will disappear and you can no longer make edits to the Position Description Request.
Creating a New Position Description from a Clone/Copy

In order to save time and energy, New Position Descriptions can be created from previously approved Position Descriptions. To begin creating a New Position Description from a Clone/Copy, hover over the Position Descriptions tab and select Non-Faculty.

Click the orange Create New Position Description action button.

In the pop-up window that appears, select Non-Faculty Position Description as the position description request you would like to start.
On the following page, scroll down to the lower half of the screen to the **Clone an existing Position Description?** section. Note: In order to quickly find a previously approved position description to Clone, click the **Filter These Results** link directly below the **Clone an existing Position Description?** title.

Select the appropriate Position Description by highlighting the round selection button next to the title.
After the Position Description you would like to Clone is selected, click the orange **Start Position Description Request** button. *Note: Department field does not need to be selected when you are creating a Cloned Position Description.*

To complete the Cloned Position Description, continue through the following steps just as you would if you were entering a New Position Description from Scratch. For further instruction please refer to [Proposed Title section (page 17)](#) and continue on from there.
HELPFUL HINTS – POSITION DESCRIPTIONS

As you fill in the required information throughout the Position Description Request, hit the button often to save your work. If you save your work and exit, the Position Description will be in Draft status, and will be found in the Non-faculty Position Description Requests section. You can come back to it in order to complete your request later.

The buttons will also save your work as it moves you to either the previous or next screens.

*Note: All required data, in all the steps must be complete before the Position Description can be submitted. If you are missing mandatory information, you will notice blue check marks missing from the section(s) lacking required information.
On the Position Description Summary Page, you may also notice that sections with missing data will have a yellow exclamation point by them.

**HOW TO FIND A POSITION DESCRIPTION**
To locate pending Non-Faculty Position Description requests, hover over the *Position Description* tab and select the *Non-Faculty Position Description Requests* option.

This takes you to the Non-Faculty Position Description Requests page where you can search for Position Descriptions in progress. *Note: Utilize the Saved Searches (found under the Open Saved Search link) to find pending Position Descriptions quickly.*
APPLICANT TRACKING

Job Postings, Applicants, and Hiring Proposals are found in the Applicant Tracking section. To access this section, hover over the Navigation Menu drop-down and select Applicant Tracking.

POSTINGS

Migration Note: Requisitions are now referred to as Postings; Requisition Numbers are now referred to as Posting Numbers.

CREATING A NON-FACULTY POSTING
You can quickly create a new posting from the shortcut link on the home page — Create New Non-Faculty Posting.

You can also begin a new Non-Faculty Posting, by clicking on Postings > Non-Faculty.
On the following page, click the orange **Create New Posting** button to begin a new Non-Faculty Posting.

In the pop-up window that appears, select **Create from Position Description**.

*Note: ALL Non-Faculty Postings must be created from an approved Position Description; you will never select Create from Template for Non-Faculty Postings.*
On the following screen, search for the position description you would like to use. (Most commonly, you can search for the **Position Description Number** that you received in the Position Description approval email.)

When you have located the Position Description you would like to post, hover over the **Actions** link on the far right, and select **Create From**.
Clicking on the blue text for any of the approved Position Descriptions will open a summary page. To return to the previous page, simply click the back button or close the new tab/window.

An example of the PD summary is below. You can also choose Create Posting from this Position Description from the PD summary page as well.
Initial Settings Page
The initial settings page allows you to begin a draft Posting. Much of the information will pre-populate from the position description; however, some fields can be edited.

Choose the Department or Home Unit where this position will exist. Department will already be populated if you have only one department assigned.

If you want to use the reference letter function, select Accept References. The reference letter function allows applicants to specify references who will be given instructions on how to upload confidential letters of recommendation online via the People Admin System. You can choose to have emails sent at specific steps in the workflow by selecting a workflow state or, if left blank, you can manually launch requests at a later time.

The Online Applications should, as a rule, always be selected. If deselected, applicants will not be able to submit an application. The Special Offline Application Instructions are optional and can be used for any special instructions to applicants. Please note they will appear at the very top of the job posting as well as within the job posting.

When all fields are complete, click the orange Create New Posting button to create a draft of the application.
Posting Details
The Posting Details page allows for the entry of posting specific information. Some fields on this page populate from the approved Position Description. Any fields marked with a red asterisk are required.

Click the Next button at the top or the bottom of the page to move on to the next section. Selecting Next will save all changes.

Note: The Quick Link at the bottom of the Posting Details page provides a direct path to the Posting for applicants. This can be useful when advertising your position online. This link will only work when the Posting is in an Open/Reopened status.

Quick Link  http://muscuniv-sb.peopleadmin.com/postings/22166
Job Duties
You may review the Job Duties associated with the Position Description on this page. The job duties come from the approved Position Description and cannot be edited by non-HR users. Job duties will be visible to applicants.

References
All fields in the References section are optional. This page allows you to accept reference letters through the PeopleAdmin system. Will this position accept online references? defaults from the initial settings page. You can indicate a minimum and maximum number of letters to accept.
**Applicant Documents**

This page allows you to define the documents that Applicants will provide during the application process. The documents that default as optional will depend based on the position type (Non-Faculty vs Faculty/Post-Doc).

The order the documents appear can be changed, though all Optional will appear together and all Required will be grouped together. If you change the order, you must select the *Save* or *Next* buttons.

![Image of Applicant Documents section](image)

**Posting Specific Questions**

Posting Specific Questions are pre-screening questions that can be asked of each applicant. Contact your Employment Consultant if you wish to use any Posting Specific Questions.
Guest user

In the Guest User tab, you can create a new guest user account by clicking the **Create Guest User Account** button.

Guest User accounts consist of a generic user name and password that provide the user(s) with VIEW ONLY access of the Posting. Guest user accounts are specific to each individual posting, and become active when the posting is Opened. Guest User accounts become inactive when the Posting is Filled or Withdrawn.

Also, when you choose to activate a Guest User, you have the option to enter the email addresses, one per line, of those whom you have identified as Guest Users. Emails are sent when your Employment Consultant moves the position to Opened.
Summary page - Postings

On the summary page you can review the Posting, See how Posting looks to Applicant, and see a Print Preview of both the internal and applicant views.

To move the Posting to forward in the workflow, hover over the orange Take Action on Posting button and choose the action that you would like to take. Submitted for Posting sends the Posting to your Employment Consultant, who will Open the Posting up for applicants to apply.

When you transition the requisition, you will have the opportunity to add a comment, which will appear in both the email that the Employment Consultant receives and in the history section of the posting. You can also flag it to appear
on your watch list, and this will display the posting in the Watch List on your Home screen.

Creating a Faculty/Post-Doc Posting
You can quickly create a new posting from the shortcut link on the home page – Create New Faculty/Post-Doc Posting.

You can also begin a new Faculty/Post-Doc Posting, by clicking on Postings > Faculty/Post-Doc.
On the following page, click the orange *Create New Posting* button to begin a new Faculty/Post-Doc Posting.

In the pop-up window that appears, select the only option available, *Create from Template.*
On the following screen, search for the Faculty/Post-Doc Template that you would like to use.

When you have located the classification title that you would like to post, hover over the **Actions** link on the far right, and select **Create From**.
Clicking on the blue text for any of the Faculty/Post-Doc Templates will open a summary page. To return to the previous page, simply click the back button or close the new tab/window.

An example of the PD summary is below. You can also choose Create Posting from this Template from the PD summary page as well.
From this point forward, the Faculty/Post-Doc Posting process is the same as the Non-Faculty Posting process. Please see the Initial Settings Page section (Pg 33) to continue with the Faculty/Post-Doc Posting process.
HOW TO FIND A POSTING
To locate a Non-Faculty or Faculty/Post-Doc Posting, hover over the **Postings** tab and select the appropriate position type, either **Non-Faculty** or **Faculty/Post-Doc**.

This takes you to the Postings page where you can search for any Postings, open or filled. **Note: Utilize the Saved Searches (found under the Open Saved Search link) to find Postings in various status.**
When you locate a Posting that you would like to view, hover over the blue Actions link associated with the posting and click one of the following options:

**View Posting**: View selected posting  
**View Applicants**: View the applicants who have applied to the selected posting  
**Watch**: Add selected posting to your Watch List  

*Note: If you right click and select Open in New Tab/Window, you can view applicants while keeping the postings window open.*
APPLICATIONS

STATUS APPLICATIONS
Applicant information can be viewed from within each job posting. From within the Posting, click on the Applicants tab.

In the Applicants section, all of the Active Applicants will be displayed.
To view an individual application, click on the applicant’s name (blue text) or hover over the blue *Action* button to the right of the applicant information and select *View Application*.

Resumes and Cover Letters may also be viewed via a link at the bottom of each application.
It is also possible to download a PDF file of all applications. To download an application file, choose the applicants you wish to download by selecting the check box to the left of each applicant. Then, select a *Bulk* action under the button (located at the top right of the applicant list).

*Download Applications as PDF* – Creates one large PDF file for all applicants selected.

*Create Document PDF per Applicant* – Creates one PDF file for each applicant.
There are two ways to status applicants, individually or in groups.

1) To status applicants individually, open one application, and use the **Take Action On Job Application** button at the top of the page to status the application.
2) To status applicants in a group, use the checkboxes to indicate which applicants you would like to status and hover over the Actions tab. Select the Move in Workflow option under the Bulk heading.

On the following screen, you may change each applicant’s status. You have the option to change each application individually or use the Change for all applicants option at the top of the page. Be sure to click Save changes after you have selected the appropriate status(es).
Upon selecting an applicant for Hire, you must begin a Hiring Proposal to notify your Employment Consultant. Continue to the Hiring Proposal section (Pg 52) for more information.

**WORKFLOW - APPLICATIONS**

*Note: Hiring Managers will only see applicants in status of Profile Received, Referred, Selected for Interview, and Recommend for Hire.*
**Hiring Proposals**

Hiring Proposals are required for ALL (Non-Faculty and Faculty/Post-Doc) new hire salary requests. To begin a hiring proposal, you must locate the posting and applicant you wish to hire. You can do this by hovering over the **Postings** tab and clicking on the Position Type (Non-Faculty or Faculty/Post-Doc) associated with the position for which you would like to hire.

Use the search option at the top of the page or use the page options to locate the position you would like to fill. Once you have found the position, hover over the blue **Actions** option and select **View Applicants**.
This takes you into the Applicant tab for that specific posting, showing a list of all current applicants. In order to start a Hiring Proposal for an applicant, his/her workflow status must be Recommended for Hire. The HR department also requires all other applicants to be statused. This means that only the applicant statused as Recommend for Hire will be visible in the Applicants tab. If needed, please refer to Status Applications (Pg 46) for further instructions on how to status applications.

Once an applicant has a Recommend for Hire status, hover over the blue Actions tab and select View Application (or click on the applicant's name link in blue).
When view the Job Application summary, select the **Start Hiring Proposal** option in the upper right hand corner.

On the following page, you will be directed to select the position description you are hiring; you will only have one option. Click the **Start Hiring Proposal** button to continue.
This will take you into the Hiring Proposal.

If you do not have an opinion for the Salary Request section, leave the Amount of Request field blank, and your Employment Consultant will make a recommendation. When you are finished, select the orange Next button (Next will save any changes).
HIRING PROPOSAL DOCUMENTS
You have the option to attach documents to the Hiring Proposal. The Hiring Proposal Documents page will allow you to upload a new document, create new document, or choose existing document. By hovering over the blue Action button next to the document type, you can choose one of the three options. After you have chosen the documents to be attached, click the orange Next button at the bottom right of the page.
SUMMARY PAGE – HIRING PROPOSAL
On the summary page, you can review the hiring proposal. To send the Hiring Proposal to HR, hover over the orange button and select the Send to Employment Consultant Review option. Your Employment Consultant will then receive an email notifying them that you have begun a Hiring Proposal and are requesting approval to make an offer.
APPROVALS – HIRING PROPOSALS

Approval of the Hiring Proposal will be received via email. (You can also check the current status of any Hiring Proposal by searching and viewing Hiring Proposals located in the Hiring Proposal tab, or via you Inbox or Watch List.) If a Hiring Proposal status begins with Approved to Extend Offer, all salary approvals have been received, and an offer may be made to the applicant.

Upon receiving an email that notifies you a salary has been approved (Approved to Extend Offer), you must log in and mark the Hiring Proposal as Salary Accepted or Salary Rejected in order to notify your Employment Consultant.

Any/all Hiring Proposals that need your attention can quickly be accessed from the Inbox.
HOW TO FIND A HIRING PROPOSAL
Hover over the Hiring Proposals tab and click on the Position Type associated with the Hiring Proposal you would like to view.

This takes you to the Hiring Proposals page where you can search for any Hiring Proposals.

To view any existing Hiring Proposals, hover over the blue Actions link associated with the Hiring Proposal you would like and select View, or simply select the blue text link of the Hiring Proposal.

Note: If you right click and select Open in New Tab/Window, you can view Hiring Proposal in another window.
Faculty/Post-Doc

People Admin 7.0

Faculty/Post Doc Hiring Proposals

START

Hiring Proposal Created

Hiring Manager

Department Contact (move to Department Contact) (Optional Step)

Hiring Proposal Cancelled

Administrator

Faculty/Temp Faculty Salary Confirmation (move to Employment Consultant Review)

Employment Consultant

FTE Management

Hiring Manager

Faculty/Salary Approved (move to Faculty Ready for FTE)

Faculty/Salary Approved (move to Faculty Ready for FTE)

Hiring Manager

FTE Assigned (move to Hire Approved)

Records Analyst

FTE Assigned (move to Hire Approved)

Hiring Manager

Temp Faculty Salary Approved (move to Temp Faculty Ready for Position Number)

Records Analyst

Position Number Assigned (move to Hire Approved)

Hiring Manager

Post Doc Salary Confirmation (move to Post Doc Position Number Assignment)

Records Analyst

Position Number Assigned (move to Hire Approved)

Hiring Manager

Hiring Proposal Created

Hiring Manager
**GUEST USER INSTRUCTIONS**

*Hiring Manager*s: Please see the [Guest User section on page TBD](#) for how to assign Guest User access. The instructions below are intended for those who are new to the system and only have Guest User access.

Guest User accounts are specific to each individual posting. They become active when the posting is opened and expire when the posting is filled. Guest User accounts may be shared with more than one user, and allow VIEW ONLY access to the posting and applications.

Should any questions arise, direct them to your Departmental Business Manager (i.e. Hiring Manager).

To log-in as a Guest User, visit the regular People Admin Manager’s login page: [www.jobs.musc.edu/hr](http://www.jobs.musc.edu/hr), and log-in with the Guest User account information that was provided to you. Guest User login information will usually be sent automatically, via email.

Upon logging in, you will immediately see the posting assigned to the Guest User Account. To view applications, click on the **Applicants** tab.
When the list of the applicants is displayed, you may click on the name(s) to display each individual application. Or, you may hover over the applicant’s individual Action button and select View Application.

Resumes and Cover Letters may also be viewed via a link at the bottom of each application.
Guest Users can also download a PDF file of all applications. To download an application file, choose the applicants you wish to download by selecting the check box to the left of each applicant. Then, select a *Bulk* action under the button (located at the top right of the applicant list).

*Download Applications as PDF* – Creates one large PDF file for all applicants selected.

*Create Document PDF per Applicant* – Creates one PDF file for each applicant.
Upon selecting either of the Bulk options, you will see the following screen appear:

Your selection will be based on personal preference:

**Application and All Documents** – Downloads the application and resume & cover letter (if applicable).

**Only These Document Types** – You have the ability to pick and choose exactly which documents are downloaded. Again, resumes and cover letters will only download if available.

Should any questions arise, direct them to your Departmental Business Manager (i.e. Hiring Manager).

Always communicate with your Business/Hiring Manager throughout the hire process. This includes keeping them informed of which applicants are Not Selected for Interview, Selected for Interview, Not Recommended for Hire, and Recommended for Hire.