LOG-IN
People Admin 7.0 – Managers’ Log-in Page: www.jobs.musc.edu/hr

CREATING A POSITION DESCRIPTION
1. Confirm that you are in the Position Management section of the system (orange background).
2. In Position Management, hover over the Position Descriptions tab and select Non-Faculty.
3. Click the orange Create New Position Description button.
4. Select Non-Faculty Position Description as the request you would like to start.
5. Decide if you would like to start a PD from scratch or from a clone/copy.
   a. From Scratch: Choose your Department, then click the Start Position Description Request button.
   b. From a Clone/Copy: Choose the PD you would like to Clone/Copy by selecting the round selection button next to the title (in the Clone an existing Position Description section, below the Department field). Once you have a PD selected, click the Start Position Description Request button.
6. Complete all of the required fields in each page of the PD.
7. At the Position Description Request Summary page, hover over the orange Take Action On Position Description Request button, and select Send to C&C Review (move to Class & Comp Review PD Action); this will move your PD to the Class and Compensation Analysts for review/approval.

Note: You will receive an email when the PD is approved.
CREATING A POSTING
1. Confirm that you are in the Applicant Tracking section of the system (blue background).
2. Hover over the Postings tab and select the appropriate position type option (Non-Faculty or Faculty/Post-Doc).
3. Click the orange Create New Posting button.

Note: You can quickly create a new posting from the Shortcuts section on the home page (Create New Non-Faculty Posting or Create New Faculty/Post-Doc Posting).

4. Select Create from Position Description (Non-Faculty) or Create from Template (Faculty Post-Doc).
5. Search and select the position description (PD) or template you would like to use.
   a. Hover over the Actions link on the far right of the PD or template you would like to use, then select the Create From option.
6. Complete all of the required fields in each page of the Posting.
7. At the Posting Summary page, hover over the orange Take Action On Posting button, and select Submitted for Posting (move to Submitted for Posting); this will move the posting to the Employment Consultant for review/approval.

Note: You will receive emails when the posting is Opened/Reopened and Closed.

CREATING A HIRING PROPOSAL
1. Confirm that you are in the Applicant Tracking section of the system (blue background).
2. Locate the Posting for which you would like to request a hire.
   To Locate a Posting:
   o Hover over the Postings tab and click on the position type (Non-Faculty or Faculty/Post-Doc) associated with the posting for which you would like to hire.
   o Use the search option at the top of the page to locate the posting you would like to fill.
   o Once you have found the relevant posting, hover over the blue Actions option and select View Applicants.
3. From within the posting, view the application of the person you wish to hire, and confirm that their current status is Recommended for Hire.
4. From application summary page, click on + Start Hiring Proposal to begin the new hire/salary approval process.
5. Click the Start Hiring Proposal button on the next page.
6. Complete the Hiring Proposal. For Non-Faculty postings, if you do not have an opinion for the salary, leave the salary request section blank and your Employment Consultant will make a recommendation.
7. At the Hiring Proposal Summary page, hover over the orange Take Action On Posting button, and select one of the following:
   • Non-Faculty - Submitted for Posting (move to Employment Consultant Review)
   • Faculty/Post-Doc – Faculty/Temp Faculty Salary Confirmation (move to Employment Consultant Review) or Post-Doc Salary Confirmation (move to Post Doc Position Number Assignment).

Note: You will receive emails when the Hiring Proposal/salary offer is Approved.