Hiring Adjuncts

**CREATING THE POSTING (NO POSITION DESCRIPTION REQUIRED!)**

Confirm that you are in the **Hire** module (blue). If not, click to select that module.

Confirm that your user type is **Adjunct Initiator**. If not, click on to select that user type.

Click the **Create New Adjunct Posting** under the home page’s shortcuts menu.

If this is your first adjunct pool position, select **Create from Position Type**. If you are posting from a template you have already created, select **Create from Posting**.
Enter the working title (strongly recommended that you include the adjunct pool date in this field) and organizational information. When complete, click on Create New Posting.

Fill out all required fields on the Position Details tab and click “Next”.

Position Details

- Proposed Start Date
- Working Title
- Position Number
- Representation

Position Summary

Brief Description of PSU/School/Dept
Add Screening Questions

To add supplemental questions to the application in order to better assess qualifications or to use as a tool to filter applicants, choose “Add a question”. You will have the option of selecting existing
questions or creating your own. You can also choose whether or not the answer is required and whether it is an open or closed answer. Once done, save and then click “next”.

**Documents Needed To Apply**

On the **Applicant Documents** tab, select any required or optional materials you would like applicants to submit as part of their application. If you choose “Other” or would like to provide details on a certain document you are asking the applicant’s to provide, you may put that information in the **Additional Information** box of the Position Details tab.

![Applicant Documents Tab](image)

**Guest Users**

You will only enter a guest user on the “Guest User” tab if a non-PSU employee is reviewing applications. Please note that Guest Users are only able to view applications and cannot take action on any applicant.

Click on the **Create Guest User Account**, the system will generate a Username and password. If you want to change the password, update the password and then click **Update Password**. You can enter the e mail addresses of anyone you want to send the guest user credentials to and when finished, you would click on the **Update Guest User Recipient List**.
Search Committee Members

This is where you will list any Search Committee Members who may need to be assigned to this posting. You can list as many members as you want. Click on Add Existing User and then search by name or department. You will need to select one member to be the Committee Chair.

The final tab of the posting is the Summary Tab. Here you will be able to view the entire posting. If you are satisfied with everything, hover over the “Take Action on Posting” button and select “Submit to Dept Head/Chair”.

The system will generate an e-mail to the next approver and this posting will appear in their inbox for their approval. The posting will continue through the approval process until HR posts the position.
Searching Postings

To search for postings in the system, you will go to the **Posting** tab on the top menu. The system will return your default posting search results. You can customize your search results based on how you interact with the view the posting data. There is a keyword search where you can type in a word and search for the posting. The most common fields are indexed for the keyword search. The **Add Column** feature allows you to index additional fields in your search results.

![Image of search options](image)

To Search For Items On A Page

1. The **text search box** allows you to search for specific words or names
2. Select **more search options** to expand the search tools area
3. Use the searching and filtering tools to narrow down the results that the system presents:
   a. You can **add columns** if the information you need is not included on the page
   b. Use **advanced filters** to further narrow down the results
4. Use the **column controls** to organize and sort the search results:
   a. **Move a column to the left or to the right** using its left and right controls
   b. **Delete a column** using its delete control if you do not want to display it. If you need to add it back later, use the add columns control to do so
   c. **Order the search results by sorting a column** in ascending or descending order using its up and down controls

You can use all these tools in any order.
Search Tips

- Text search is not case sensitive
- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words
- To exclude search results, use the – character. For example, to search for postings that contain the word “director”, but not “athletic”, enter **director – athletic**, placing a space before the – character.
- To search for a phrase that contains a dot or a space, enclose the entire phrase in quotation marks: “**director – athletic**”
- **You can’t do a search** that only specified what not to return, such as – **coordinator**
- **You can’t do a search** for a word or phrase that was selected from a drop down list, such as the name of a state, but you can using **filtering** to find the information.

Exporting and Saving

To export search results
1. Set up the search or open a saved search
2. From the Actions menu, select Export Results. The search results are saved in .xls format.

To save a search
When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as a default search. Non-administrative users can only save personal searches.
1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Save This Search**. The Saved Search area expands.
2. Give the search a name that will help you remember its purpose
3. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this default search**.
4. Select **Save this Search**. The search tab refreshes to present the name you have given the search. The tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

To delete a saved search
1. Access the list of items you need to search
2. From the **Open Saved Search** menu, select the search you want to run. A new tab presents the search results.
3. Select the **Delete (X)** control placed just after the name of the search and the number of the search results returned. A message asks you to confirm that you with the delete the saved search.

**Reviewing the Applicant Pool**

Select the **Postings** tab from the home page. Search for/locate the posting for which you need to review applicants and hover over **Actions** next to the posting. Select **View Applicants** from the drop down.
To view an applicant’s documents one at a time
1. Locate the applicant of interest from the complete list of applicants on the posting
2. Select the document of interest

To view one applicant’s application materials together
1. For the applicant of interest, select **Generate** or **View** in the Combined Document column

To view a collection of applicant documents
You can select and review more than one applicant document at a time.
1. On the posting’s **Applicants** tab, check the boxes to select the applicant or applicants of interest
2. Do one of these things:
a. See the selected applicants’ materials together: From the **Actions** menu, select **Download Applications as PDF**. In the dialog box, select the types of documents you want to view, then select **Submit**.

b. See the selected applicants’ materials separately: From the **Actions** menu, select **Create Document PDF per Applicant**.

### Changing the Status of Applicants

While reviewing an application, you can change the status of applicants as you review their credentials, interview them, and make a final decision. To change the status of one applicant, click the **Take Action on the Job Application** button.

### Changing the Status of Multiple Applicants

**To move a group of applicants to a new workflow state**

1. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.
2. From the **Actions menu**, select **Move in Workflow**. The Editing Workflow State page will open.
3. Do one of these things:
   a. Use the Change for all applicants box to select the workflow state for all the applicants you selected, or
   b. For each applicant listed on this page, select the new workflow state
4. Select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.
5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.

### HIRING PROPOSALS

Adjunct Initiator  
Dept Chair
When an applicant has gone through the evaluation process and becomes the Recommend for Hire, a link to begin the hiring proposal will appear. The Adjunct Initiator will be able to begin the hiring proposal by Start Hiring Proposal link.

To Approve a Hiring Proposal or Move it in the Workflow

1. From the Hiring Proposals menu, select the Adjunct position type

2. Locate and open the hiring proposal for the applicant of interest
3. Open the Take Action on Hiring Proposal menu and move it to the appropriate workflow state. A confirmation box opens.
4. If required, provide an explanation for moving the applicant to this workflow state.
5. Select Submit to move the hiring proposal to the selected workflow state.