

## PeopleAdmin News and Updates , July 2004

Please feel free to contact HR/EO at [employ@ku.edu](mailto:employ@ku.edu) or 864-7417 with any questions about the information provided below.

### Which web site?

Please help us alert applicants to use the following location to view openings and submit applications: <https://jobs.ku.edu>.

Hiring Managers use a different location to log in to their user accounts: <https://jobs.ku.edu/hr>.

### Equal Opportunity:

Remember to refer to The Recruitment Guidelines for Unclassified Staff and Faculty. Even though PeopleAdmin is being used for unclassified staff searches, all guidelines for Equal Opportunity and Affirmative Action still apply. The handbook may be found at <http://www.ku.edu/~equalop/recruitment/>.

### PeopleAdmin User Accounts:

To obtain a PeopleAdmin hiring manager or administrative reviewer user account, you must complete **ALL** three of the following steps:

1. Attend training.
2. Submit the paper access form given to you in training.
3. Create a user account(s) on line at <https://jobs.ku.edu/hr> (\*Note – you will be instructed how to do this in training.)

Remember to not share username and password information. Each user must have their own account.

Hiring Manager accounts will rarely be approved for student employees and there must be sufficient justification.

**Guest User Accounts:** Guest user accounts must be established before submitting the requisition for approval. The system will not Hiring Managers to do so after this stage.

### Position Descriptions:

- If using an existing position number, be sure to double check the accuracy of the populated information (ie. Supervisor name, etc.)
- A text box has been added entitled Reason for Position Description Submission. This will furnish Sarah Campbell with information she needs and eliminates the need to notify her when position description is ready for approval. *Please complete this box to identify the reason for submitting this position description. If you are seeking a promotion, salary increase, etc., please make certain to include that information.*
- KUCR approval is needed if the position is grant funded.
- The department name should always be entered as it appears in HRSA. If you are inconsistent about entering the department name, you will have difficulty searching by this field.
- The option to create a position description from **\*\*SCRATCH\*\*** is now available again. The following warning is listed at the top of the page. Be sure to read it before using this feature. **\*\*\*WARNING: Only Create From Scratch if you do not have a current position number in your department to use. If you have an existing position already in your department, please use that position number and create your complete position description at the link From Posn Desc using that position number.**

**Requisition Statuses:** To find what the status of a requisition is, Hiring Managers should look at the posting status and check the notes under the notes/history tab.

**Ad Copy Guidelines:** Here are some guidelines for drafting ad copies.

### **CLASSIFIED Ad Copy**

If external advertising is desired, please indicate which newspaper(s) by using the “advertising details” tab when creating a Requisition. HR/EO can draft the ad for the hiring department or the department may provide specific wording in the space provided. At a minimum, the following information should be provided in any external advertising:

- Title
- University of Kansas
- Dept
- Required Qualifications (refer to State of Kansas Job Specifications for specific wording)
- Application deadline
- Direct applicants to go to <http://jobs.ku.edu> for more information or to apply on-line
- EO/AA Employer

### **UNCLASSIFIED Ad Copy**

At a minimum we need to include the following:

- Title
- Dept
- University of Kansas
- Required Qualifications-substantial ones
- Initial Review Date
- For more information or to apply on-line go to <http://jobs.ku.edu>
- EO/AA Employer

Here's a sample ad copy:

Research Assistant, Chemistry, University of Kansas. Required: Bachelors in Chemistry or related field and 2 years lab experience.

Initial review date: June 30, 2004. For more information or to apply on-line go to <http://jobs.ku.edu>. EO/AA Employer.

**Posting Student Jobs:** All student hourly and work study positions are now posted on the PeopleAdmin system.

**If you, or anyone in your department, plans to fill student hourly positions this August, you MUST create student hiring manager account on PeopleAdmin. Attending a training session is required to obtain a user account. Information about training sessions is at [http://www.ku.edu/%7Ekuhr/peopleadmin\\_signup.shtml](http://www.ku.edu/%7Ekuhr/peopleadmin_signup.shtml)**

Please share this information with anyone in your department who plans to post a student position and hire students this coming academic year. Campus personnel who contact Student Employment Services to post a job and discover that they don't have an account will be directed to their department's PRS staff person to post the job for them until they are able to attend training and open their own user account.

### **SEARCH WAIVERS** (Unclassified Staff)

1. The hiring manager creates and submits a position description through administrative channels for approval (including HR/EO). \*Reminder - System generated email notifications do not occur for position descriptions. The hiring manager must contact administrators and HR/EO when an approval is requested for the position description. Reference the position number and official job title in the communication.

2. Once the position description has been approved, the hiring manager submits a requisition through administrative channels (including HR/EO). The hiring manager should attach required documents including the candidate's resume. In the exceptional case that an electronic resume is not available, the candidate must complete the on-line application sufficiently to substitute for the resume. The hiring manager should indicate that an electronic resume is NOT available by entering a note to that effect in the Notes/History section of the requisition.

3. The hiring manager instructs the candidate to complete an on-line unclassified application (they do not apply to the position, but HR/EO will attach the application to the requisition).

4. After HR/EO reviews and approves, the requisition status is changed to "Ready for Hiring Proposal" (which generates an email notice to the department).

5. The department completes the "Hiring Proposal" tab and changes the requisition status to "Hiring Proposal Complete".

6. HR/EO generates the written offer.

### **GRANT-FUNDED VACANCIES OR SHARED POSITION VACANCIES WITH RESEARCH SECTOR - SPECIAL REVIEWERS**

If your department/unit is submitting a requisition for a vacancy that is grant-funded or has shared funding with the research sector, please be sure to select **BOTH** Sharon Anthony and Joanne Ebihara as Special Reviewers. This will ensure that if one person is out of the office, the other will be able to review your requisition.