# PeopleAdmin User's Guide

Purpose Statement:  This applicant tracking system will be used to create and submit postings to Employment, view the applications to your postings, and change the status of applicants selected to interview.

URL:  www.sdccdjobs.com/hr

**Create a User Account** (if you are new to using PeopleAdmin as a Hiring Manager/Supervisor)

1.  Go to www.sdccdjobs.com/hr
2.  First time here?  Click "Request an account"
3.  Complete the required fields.
    a.  Department:  Click the drop-down to select your campus/division and department
    b.  Requested Group:  Hiring Manager/Supervisor
4.  Click "Save"

Your request will be sent to the Employment Team to review/approve your account within two business days. Once you receive the email notification that your request has been accepted, you may now log in to the system with the username and password you created.

**Create a Posting (Colleges)**

1.  Please work with your Business Office Support Supervisor at your campus
    a.  City – Lydia Bakit
    b.  Mesa – Marco Chavez
    c.  Miramar – Elaine Vega
    d.  SDCCE – Rocio Lopez

**Create a Posting (District Divisions)**
1.  Please work with your Executive Assistant
    a.  Educational Services – Jessica Lee
    b.  Finance and Business Services – John "Jayme" Murphy
    c.  Institutional Innovation and Effectiveness – Ginger Davis
    d.  Development and Entrepreneurship – Angie Avila
    e.  People, Culture, and Technology Services – Karen Brown
    f.  Operations, Enterprise Services, and Facilities – Molly Solomon

**Create a Posting from a Template**
1.  Click to select the "Hiring Manager/Supervisor" User Group
2.  Click "Postings" and select Academic or Classified (depends on your position)
3.  Click the "+Create New Posting"
4.  Click "Create from Template"
5.  Enter the job title in the Search box and click Search
6.  Click "Create From" in the Actions drop down
7.  Complete the following fields
    a.  Location
        i.  District-wide Location is only used for Adjunct and NANCE postings

b. Department
c. Update "Special Instructions to Applicant"
d. Click "Create New Posting"

There are 4 pages to complete when creating a posting. The 4 pages are Posting Details, Posting Specific Questions, Required & Optional Applicant Documents, and Reference Requests. The instructions below will include the required fields for each of the 4 pages.

**Page 1 of 4:  Posting Details**
**Position Information**
1. Working Title
2. Recruitment Limits – please include language for restricted positions or grant funded positions
3. New Position or Replacement
4. If replacement, indicate name of former incumbent
5. Position Number
6. Indicate budget number(s)
7. Board Approval Date (if new position or if applicable)
8. Reason for Leaving
9. Other Reason for Leaving (if applicable)
10. Position Equivalent FTE
11. No. Months
12. Hours & Days of Assignment

**Department Information**
1. Location
    a. Facilities, College Police, and District Office Divisions, the Location is District, even though the physical location of the employee is at a campus
2. Department
3. Person Submitting Posting
4. Committee Chairperson
5. Search Chair (HR Confirmed)

**Posting Information**
1. The Position
2. Desired Qualifications (highly recommended)
3. Special Instructions to Applications
    a. Unofficial Transcripts can only be required or Academic postings
4. Tentative Timeline Subject to Amendments) (highly recommended)
    a. Adding a tentative timeline gives candidates advance notice if selected for an interview
5. Conditions of Employment (no action needed)
6. Additional Information (no action needed)
7. Contact(s) for this Posting
8. External advertising outside of the Standard Advertising sites
    a. Standard Advertising sites include the following:
        i. HigherEdJobs.com
        ii. InsiderHigherEd.com
        iii. ZipRecruiter.com
        iv. DiverseEducation.com

   v. ACCCA.org
   vi. VeteransinHigherEd.com
   vii. DisabledinHigherEd.com
   viii. HBCUconnect.com
   ix. Trabajamos.com
   x. CCJN.org
   xi. CCJobs.com
   xii. CCJobsNow.com
   xiii. CommunityColleges.AcademicKeys.com

9. GL to cover the cost of the additional advertisements
10. Posting Date
11. Closing Date or Open Until Filled
12. Click Save & Continue

**Page 2 of 4: Posting Specific Questions**
1. Click to Add a question
   a. Select a Category OR
   b. Enter keywords to search the supplemental question bank OR
   c. Click "Add a new one" to create a new supplemental question
      i. For **Name**, enter the job title or discipline of the position
      ii. For **Category**, select the category that best fits the question from the drop-down
      iii. Please be sure to proofread your question for spelling and grammar before submitting
      iv. For **Possible Answers**, select as appropriate
2. Click Submit
3. Click Save & Continue

**Page 3 of 4: Required & Optional Applicant Documents**
1. Select Optional or Required for each document that you would like the application to attach to their application
2. Click Save & Continue

**Page 4 of 4: Reference Requests**
1. Check box to "Accept References"
2. Complete the minimum and maximum number of references (optional)
3. Click Save & Continue

The posting is now ready to be forwarded to either the Campus Administrative/Business Office OR Campus President/District VC.  Please work closely with your Business Office Support Supervisor or Executive Assistant.

**Access applications for screening**

URL:  www.sdccdjobs.com/hr
Log in with your Username and Password

1.  Click "Postings"
2.  Select Academic or Classified
3.  Click the "Title" to open the job posting
4.  Click the "Applicants" tab
5.  Click applicant name to view the application and attachments
    a.  All applications are pre-screened for completeness and marked as either "Complete" or "Incomplete", based on whether or not the requested required documents were attached to the application
6.  Once you have completed screening the applications and recorded your scores on the screening spreadsheet, you may logout of PeopleAdmin

**Change applicant status to "Selected to Interview"**

URL:  www.sdccdjobs.com/hr
Log in with your Username and Password

1.  Click "Postings"
2.  Select Academic or Classified
3.  Click the "Title" to open the job posting
4.  Click the "Applicants" tab

To change the status of multiple applicants at the same time, check the box for each applicant, and then click "Actions", then "Move in Workflow."  Click the drop-down to **Change for all applicants** and select "Selected to Interview."  Follow the screen prompts to complete the changes.  Please be sure to click **Save**.