Originator (Hiring Manager) Training PA 7.6: Learning Objectives

Human Resources:
Compensation & Talent Acquisition
Welcome to Originator (Hiring Manager) Training PA 7.6

Human Resources:
Compensation & Talent Acquisition

jobs@uco.edu
Learning Objectives: By the end of today’s session, you should know:

Required

• How to Login to the upgraded PeopleAdmin 7.6
• How to Create a Position Description
• How to Create a Posting
• How to Modify a current position

Optional

• How to Approve a Position/Posting/Modification
  – Dean/Directors/VPs/Budget etc.
• How to View Applicants in the system
  – Originators/Committee Members/Guest Users
Originator (Hiring Manager) Training PA 7.6: Module 1 – Logging into the System
Type into internet browser:
https://jobs.uco.edu/hr

Click on the top BLUE link
Logging into the system

- Log in using the same username and password you use to log onto your computer each day!

https://jobs.uco.edu/hr
Select user type: “originator” (no longer hiring manager)

Select Module - “Position Description” or “Applicant Tracking” here

You can use the back button on your browser in this system!
Inbox = Current postings/hiring proposals etc., that are awaiting your approval.

Watch List = Any postings/proposals etc., you want to monitor or see what stage of the workflow they are in.
Useful Links = Such as how applicants see the system or access to PeopleAdmin 5.8 for previous IPP’s.

Shortcuts: Create New Faculty/Adjunct/Staff/Student Posting directly from this link
Welcome to your Online Recruitment System

Alerts (1 alert from the administrator)

<table>
<thead>
<tr>
<th>Type</th>
<th>Message</th>
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<tbody>
<tr>
<td></td>
<td>Dear Users, when you log in please go to: “My Profile &gt; Take Action on User &gt; Edit Profile &gt; Preferred Group on Login” and select your default group. If you require access to a “New User Group” (e.g. Originator), please email <a href="mailto:jobs@uco.edu">jobs@uco.edu</a>. If you need Dean/Director or VP access please contact <a href="mailto:cmoran@uco.edu">cmoran@uco.edu</a></td>
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Inbox (0 items need your attention)

Displaying items for group "Employee".

Useful Links

Click Here to access the old site
(for finalizing hiring decisions for closed positions, and FY13/14 IPPs only)

Training details and presentations
Set Profile

- Go to My Profile
- Click Edit link
- Choose group you want to be logged in with upon entering into the system each time – like Originator or Dean/Director
Originator (Hiring Manager) Access

Please note:
You will only be able to create a position description or post a position if you have “Originator” access.