Human Resources Management
Presents
How to Create A Position Description
(formerly known as Position Requisition)
In
PeopleAdmin

Access PeopleAdmin

In the search engine type:

https://jobopps.alcorn.edu/hr/login

Enter your daily login credentials

User Name: prefix only
without @alcorn.edu
Password:

Alcorn State University

Username	Jane
Password	1234PASS

Log In

User Group:

Employee

Shortcuts ▾

Welcome to your Online Recruitment System

Alerts (2 alerts from the administrator)

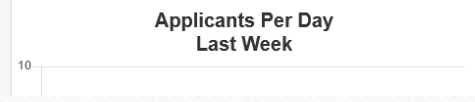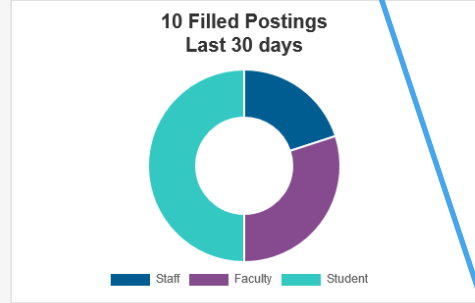| TYPE	MESSAGE
ℹ	New Hire dates are the 1st and 15th of the month.
ℹ	Please click on the link to the right to download the Request to Move Pooled Applicant(s) to Live Posting.

Inbox

Postings | Users | Hiring Proposals 4 | Position Requests | Onboarding Tasks | Special Handling Lists

SEARCH

[   ]   Filters

There are no results to be displayed.

**10 Filled Postings
Last 30 days**

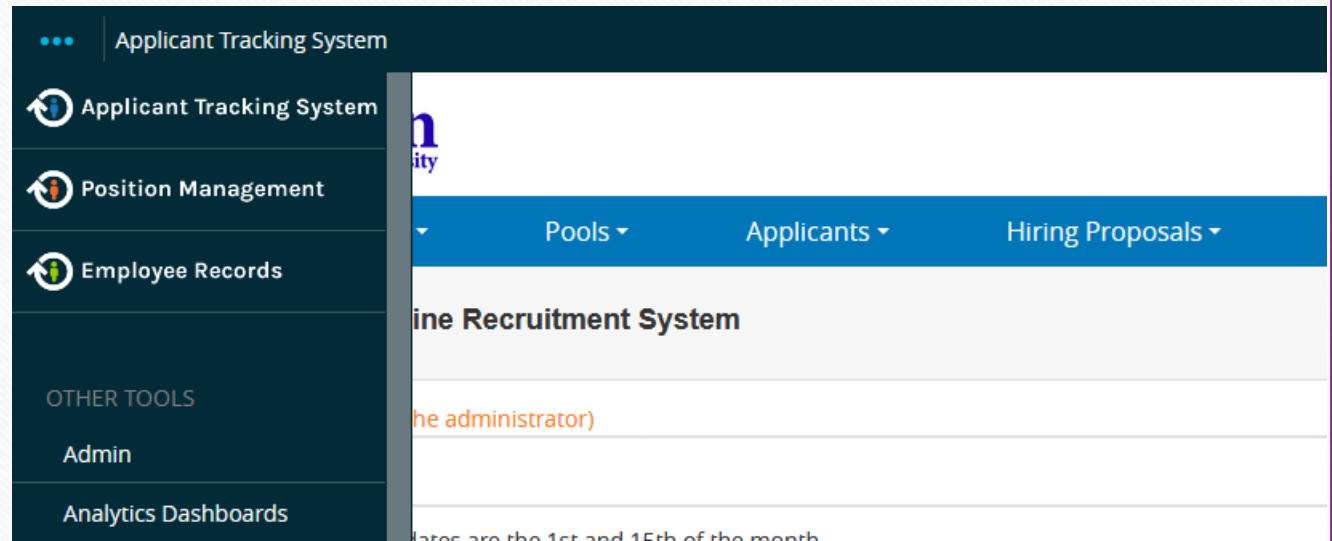■ Staff ■ Faculty ■ Student

**Applicants Per Day
Last Week**

10

From the home page in the top right corner

Select the drop down window and change your group status from:

**Employee
to
Hiring/Budget Authority**

In the top left corner, select the three dots

Next select Position Management

Applicant Tracking System

Applicant Tracking System

Position Management

Employee Records

OTHER TOOLS

Admin

Analytics Dashboards

Pools ▾   Applicants ▾   Hiring Proposals ▾

ine Recruitment System

he administrator)

Position Management

Alcorn State University

Home | Position Descriptions ▾ | Classifications ▾

- Staff
- Staff Position Requests
- Faculty
- Faculty Position Requests
- Student
- Student Position Requests

Welcome to y... stem

Alerts (2 a...

TYPE

ℹ New Hire dates are the 1st and 15th of the month.

ℹ Please click on the link to the right to download the Request to Move Pooled Applicant(s) to Live Posting.

- Select the Position Descriptions drop down window
- Next select the type of position description: **Staff, Faculty, or Student**

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Position Descriptions / Staff ☆

Staff Position Descriptions

+ Create New Position Description

Saved Searches ▾ | [   ] Search 🔍 More Search Options ▾

Position Description Library ✖

"Position Description Library" **1303** ✖ Delete this search? Selected records **0** ✖ Clear selection?   Actions ▾

← Previous **1** 2 3 4 5 6 7 8 9 ... 43 44 Next →

(Actions)

	Job Title	Position Description Number	Department	Last Updated	
☐	Test	2012001PD	Administration	October 26, 2020 at 11:24 AM	Actions ▾
☐	PD_AJ	1234	Academic Affairs Department	May 18, 2020 at 02:05 AM	Actions ▾

Select the Create New Position Description tab located in the top right hand corner.

Home   Position Descriptions ▼   Classifications ▼   Shortcuts ▼

Editing Position Request

● Classification

Position Justification

⊘ Position Details

⊘ Internal Position Docu...

⊘ Supplemental Questions

Position Request Summary

Classification

Save   Save & Continue

Classifications - Filter these results

Staff Classifications   ✖   "Staff Classifications" **486**   ✖ Delete this search?

← Previous   **1**   2   3   4   5   6   7   8   9   ...   16   17   Next →

(Actions)

	Classification Job Title	Classification Code	Classification Status	
○	Research Associate - Agriculture	Academic Research	Approved	Actions ▾
○	Secretary	Administrative Support	Approved	Actions ▾
○	Administrative Assistant	Administrative Support	Approved	Actions ▾

Search for the classification of the position you are creating by selecting filter these results tab above.

Classifications - Filter these results

Staff Classifications ✖   "Staff Classifications" 444 ✖ Delete this search?

Search Classifications ✖

[search box] Search

Add Column: [Add Column ▼]

Search   Cancel

7 8 9 ... 14 15 Next →

(Actions)

Classification Job Title   **Classification Status**

○ Research Associate - Agricult...   Approved   Actions ⌄

○ Secretary   ...port   Approved   Actions ⌄

- Enter the title of the position you are requesting in the search window
- Next select the search tab

- Select the classification for the position you are requesting.
- Then select the Save & Continue tab in the right hand corner of the page.

- Enter the justification of need information for the position you are requesting.
- Select the Save & Continue tab.

User Group:
Human Resources

Home | Position Descriptions ▼ | Classifications ▼ | Shortcuts ▼

Position Requests / ... / New Position Request - Staff / Administrative Assistant / Edit

Editing Position Request
- ✓ Classification
- ✓ Position Justification
- ✓ Position Details
- ✓ Internal Position Docu...
- ✓ Supplemental Questions
- Position Request Summary

Position Details

Save | << Prev | Save & Continue

☒ Check spelling
* Required Information

Position Request Details

Position Request Auto Number

Special Instructions

Special Application Instructions

Classification Details

Classification Title   Administrative Assistant

Job Code   5 - Clerical and Secretarial

Series Level   2 of 4

FLSA Status   Salaried Non Exempt

Position Information

* Job Title   Administrative Assistant

Employment Status   Please select ▾

Location   Please select ▾

- Enter the posting details.
- Once completed, select the Save & Continue tab.

Home | Position Descriptions ▾ | Classifications ▾ | Shortcuts ▾

Position Requests / ... / New Position Request / Administrative Assistant / Edit

Editing Position Request
- ✔ Classification
- ✔ Position Justification
- ✔ Posting Details
- ✔ Seated Employee
- ✔ Supervisory Position
- ✔ Internal Position Docu...
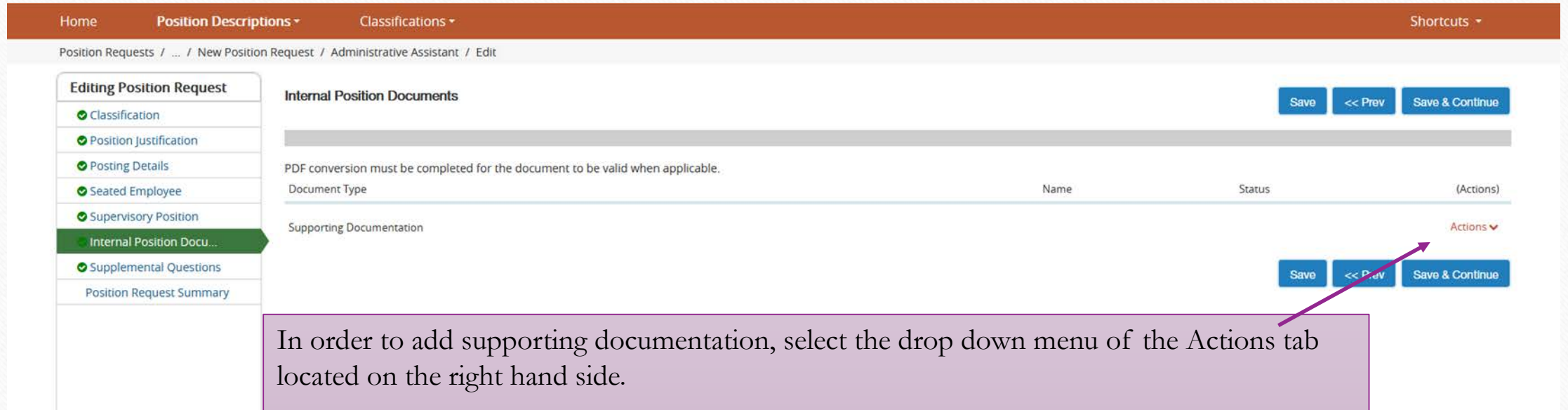- ✔ Supplemental Questions
- Position Request Summary

Internal Position Documents

Save | << Prev | Save & Continue

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Supporting Documentation			Actions ▾

Save | << Prev | Save & Continue

In order to add supporting documentation, select the drop down menu of the Actions tab located on the right hand side.

The supporting documentation includes:
- Letter of justification
- Funding source documents such as a grant award letter
- Job description

Then select one of the following:
- Upload New – scan and save documents as one document, then upload
- Create New
- Choose Existing

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Admin / Manage Documents ☆

Upload a Supporting Documentation

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you are ready to submit your document, click the **Submit** button.

Name [Supporting Documentatic]

Description [   ]

File to upload [Browse...] No file selected.

Write Supporting Documentation

[Submit]

- Type a description of the documents that you are uploading.
  For instance: Letter of justification, proof of funding and job description
- Browse to find the document you saved to upload or you can select
  Write Supporting Documentation.
  Remember you want to provide enough information for review and approval.
- Next select the submit button

- After uploading the supporting documentation, it will appear in the position request.
- Select the Save & Continue button.

Supplemental Questions: (optional)
- To help vet applicants, you may add a supplemental question for applicants to answer.
- Create questions regarding the required qualifications, education and job experience.
- Select **Add a question.**
- If you don't want to add a question, select **Save & Continue.**

- Select a supplemental question displayed or select Add a new one
- Then select Submit

Create a question as shown.

Name (Category):
- Education
- Experience
- Skills
- Knowledge
- Abilities

The questions you create should reference the requirements of the job.

Possible Answers:

Open ended answers are an option if the question requires the applicant to explain or give details.

Or

Predefined answers such as:
- Yes
- No
- Years of experience – 1 to 3 years secretarial experience
- No secretarial experience

Once you complete this section, select the Submit tab at the bottom of the page.

The screenshot content:

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *
Education

Status *   active   ← This is an HRM function

Category   Education   ← Select one of the categories Education or Experience

Question *
Do you have a bachelors degree?

Possible Answers

○ Open Ended Answers

⦿ Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: Yes   ✕
Possible Answer 2: No   ✕

Submit   Cancel

Position Requests / ... / New Position Request / Administrative Assistant / Edit

Editing Position Request

✓ Classification
Position Justification
✓ Posting Details
✓ Seated Employee
✓ Supervisory Position
✓ Internal Position Docu...
✓ Supplemental Questions
Position Request Summary

Supplemental Questions

Save   << Prev   Save & Continue

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.
Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status	
1	☑	Education	Do you have a bachelor's degree?	active	✕

☐ This question is removable.

Possible Answers: Predefined Options

	Answer	Points	Disqualifying
1.	Yes	25	☐
2.	No		☑

- Follow the instructions and view the sample question above.
- You can add as many questions as you would like.
- Refer to the essential job functions, minimum requirements, etc. when creating a question.
- Once you have completed this section, select Save & Continue.

Save   << Prev   Save & Continue

Alcorn State University

User Group:
Human Resources

Home | Position Descriptions ▾ | Classifications ▾ | Shortcuts ▾

Position Requests / ... / New Position Request / New Position definition / Summary

New Position Request: Administrative Assistant (Staff)   Edit
Current Status: Draft

Position Type: **Staff**   Created by: **Tarsha McCroy**
Department: **Human Resources**   Owner: **Tarsha McCroy**

Take Action On Position Request ▾

🖶 Print Preview
🔖 Add to Watch List

Summary | History | Settings

✅ Classification   Edit

None specified.

⚠️ Position Justification   Edit

Position Justification

Justification of Need	Former employee resigned

✅ Posting Details   Edit

Position Request Deatils

Position Request Auto Number	

Special Instructions

Special Application Instructions	

- Review the draft of the position request you created
- If you need to edit the position request, select the edit button above the area that needs editing and make the revisions.
- Once you are finished editing, select save and continue.

SUPPORT   NEW FEATURES 0

- If the new position request does not require revisions,
- Select **Take Action On Position Request Tab**
- Next, submit the request to the department for approval following the hiring workflow chart.
- A comments section will appear. Enter comments (optional) for the department to view for approval.

Alcorn State University

User Group: Human Resources

Home | Position Descriptions ▾ | Classifications ▾ | Shortcuts ▾

Position Requests / … / New Position Request / New Position definition / Summary | Search Results: Previ

New Position Request: Administrative Assistant (Staff) Edit

Current Status: Budget

Position Type: **Staff** Created by: **Tarsha McCroy**
Department: **Human Resources** Owner: **Budget**

Summary | History | Settings

✓ Classification Edit

None specified.

✓ Position Justification Edit

Position Justification

| **Justification of Need** | Employee resigned from position
Currently: blank |

✓ Posting Details Edit

MOVE DIRECTLY TO...

Creator
Supervisor
Title III
Grants/Contracts
Budget
VP/Dean
President
Human Resources
Position Approved
Canceled

Position Approved
Canceled

Please see the Take Action On Position Request
The position request can move forward to the next department for approval or returned to the Creator.
If the position request is returned, enter comments (explanation) for the return. Such as an action required or reason for denial.

New Position Request: Administrative Assistant (Staff)   Edit

Current Status: Budget

Position Type: **Staff**   Created by: **Tarsha McCroy**
Department: **Human Resources**   Owner: **Budget**

Summary | History | Settings

Workflow | Notes | Emails

Email Sent   December 17, 2020 at 11:51 AM
"Notification for Position Request " sent to 1 user

Email Sent   December 17, 2020 at 11:51 AM
"Notification for Position Request " sent to 1 user

Email Sent   December 17, 2020 at 11:51 AM
"Notification for Position Request " sent to 1 user

Performed "Override"   Tarsha McCroy (Human Resources)
Position Request status changed to "Budget". It has been in this state for 0 hours.   December 17, 2020 at 11:51 AM (CST)

Position Request Created   Tarsha McCroy (Human Resources)
It was in this state for 1 hour.   December 17, 2020 at 10:42 AM (CST)

Select the History tab when you want to view the workflows (actions) taken.
It will also show the date the request was created, current status and email notifications sent.

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User Group:
Human Resources

Home   Position Descriptions ▾   Classifications ▾   Shortcuts ▾

Position Requests / ... / New Position Request / Administrative Assistant / Summary   Search Results: Previ

New Position Request: Administrative Assistant (Staff)

Current Status: Position Approved

🖶 Print Preview

Position Type: **Staff**   Created by: **Tarsha McCroy**
Department: **Human Resources**   Owner: **Human Resources**

Summary   History

Once you receive notice that the position request is approved, you may create your posting.
If you need assistance, refer to
"How to Create A Posting" video and pdf file.
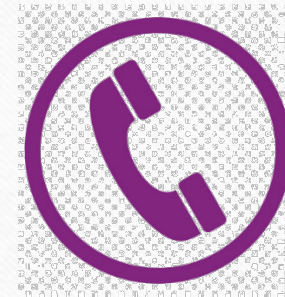
Congratulations!

You have completed:

"How to Create a Position Description Training!"

Questions?

Contact Us:
hrm@alcorn.edu

Or call
601-877-6188