



**PeopleAdmin Tools**

- **Initiate request**
- **Approve request**
- **Post Job**
  1. **Internal Hire/Recommended Hire** (a private link will need to be forwarded to your internal hire/recommended hire)
  2. **Externally advertise on jobs portal**

1. Log in to **PeopleAdmin (PA)**  
<https://jobs.oberlin.edu/hr/>  
**PeopleAdmin is also available on Overview for easy access.**

2. Review your **User Role**

User Group:

- User roles have difference access levels.
- To view definitions of roles click [here](#).
- Your default log in role may be changed by contacting HR.

3. Click **Postings Tab**. Select **Student Workers**



4. Click **Create New Posting Tab**



5. **Select 1 of the following options**

- ❖ **Create from Position Type** – starting from scratch.
- ❖ **Create from Template** – if a template has been created.
- ❖ **Create from Position** – use on existing position that was previously created in PA. If this option is chosen the same information will be copied over. Be sure to UPDATE/REVIEW ALL FIELDS to ensure your new request is accurate.

6. **Complete/Review Posting Info**

- ❖ **Position Title**
- ❖ **Organizational Unit** – *Select Division, Area & Department (these may default)*
- ❖ **Applicant Workflow** – *Select Under review by Hiring Manager*
- ❖ **References** – *Leave blank – No changes to this section.*

- **Reference Notification** – Leave blank
- **Recommendation Workflow** – Leave blank
- **Recommendation Document Type** - *No documents*

7. **Online Applications**

**Online Applications**

**Accept online applications?**

**!!DO NOT UNCHECK** - *Accept online applications. If unchecked an online application cannot be accepted.*

## Step 1: Student Worker Postings

### 8. Special Offline Applicant Instructions -

**\*Helpful Tip\*\***

Copy & Paste the following text into your text field.

You must be an enrolled student at Oberlin College & Conservatory to qualify.

This section may be revised at your discretion: A complete application will be comprised of 1) a Cover Letter; 2) a Resume; 3) List of References

Review of applications will begin on: insert date and will continue until insert date OR until the position is filled. May only be one or the other.

Questions about the position may be addressed to: your email address and title. You may or may not wish to include contact info.

- ❖ Position End Date (*Last day of work, if known*)
- ❖ Proposed Hourly Rate
- ❖ Proposed flat rate (DO NOT USE)
- ❖ ~~If flat, how many units of work?~~
- ❖ Hours per week
- ❖ Total weeks worked
- ❖ Total Compensation
- ❖ Open Date *When you would like to advertise your posting?* - OR - *When you would like your Internal/Recommended Hire to complete an application?*
- ❖ Close Date *When do you want to stop collecting applications?* - OR -
- ❖ Open Until Filled - *Would you like to continue collecting applications UNTIL the position is marked filled?*

### 9. Accepted Application Forms:

- **Student Short Application** Will not request Education & Experience History
- **Student Extended Application** Will request Education & Experience History

### 10. Click Create New Posting OR Cancel

Create New Posting

Cancel

### 11. Posting Details – This information is for INTERNAL purposes only. Applicants will NOT be able to view posting details.

#### Position Details

- ❖ Position Title
- ❖ Posting # (*will be automatically be generated*)
- ❖ Supervisor
- ❖ Supervisor Position Number
- ❖ Hiring Manager (*may be more than 1 person*)
- ❖ Desired Start Date (New Hire's 1<sup>st</sup> day of work)

### 12. Announcement Information – This is what the applicant will see.

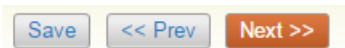
Job Summary	<input type="text"/>
Responsibilities	<input type="text"/>
Qualifications	<input type="text"/>
Quick Link for Posting	<a href="http://jobs.oberlin.edu/postings/1823">http://jobs.oberlin.edu/postings/1823</a>
Compensation	<input type="text"/>
Special Instructions to Applicants	<input type="text"/>

- ❖ **Special Instructions to Applicants** –Special Offline Applicant Instructions you indicated previously. See Step 8.

## Step 1: Student Worker Postings

**13. Position Budget Information** – Click add FOAP entry. More than 1 may be entered. If more than 1 applies, please be sure include how the funding will be split (percentage or flat amount must be included).

**14. Internal Hire/Recommended Hire** – USE **ONLY** when you have an internal or recommended hire, click ADD RECOMMENDED HIRE ENTRY. More than one person may be entered. If this does not apply to you, please proceed by clicking:



Internal Hire/Recommended Hire

[Check spelling](#)

I want to bypass the posting and recruiting process. Instead, I am recommending the following person to be hired.

Recommended Hire

Name of Recommended Applicant

Email of Recommended Applicant

Is this person related to an Oberlin College employee?

If so, who?

What is their relationship?

If other, please explain

Is this person a recent Oberlin College Student?

If yes, what is their graduation date?

Reason for Internal Hire/Recommended Hire

**15. Applicant Documents** – What is Required, Optional, or Not needed for this posting?

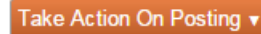
- ❖ [Cover Letter](#)
- ❖ [Resume](#)
- ❖ [List of References](#)

**16. Supplemental Questions** – This section will allow you to add questions to the application that are unique to the position. In addition, these questions can be given weights and/or disqualifiers to screen applicants and immediately disqualify those that do not meet the minimum requirements.

**17. Preview your Summary**

- ★ [See how Posting looks to Applicant](#)
- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)

**18. Click the Take Action on Posting button** to move through approval workflow.



- ❖ Your posting should be directed to next workflow process.



- ❖ To locate the **Student Worker Workflow** chart - login to the PA User Support site: [PeopleAdminSupport](#)
- ❖ After it has been approved, the **Supervisor/Hiring Manager** will receive an email with a posting status update.
- ❖ If your posting is **Approved-Internal** the designated Supervisor/Hiring Manager(s) are to forward the unique link to the Internal Hire/Recommended Hire(s). This will allow the collection of our online application.




- ❖ **HR Contact Info:** [HR.Staffing](#)
- ❖ Oberlin Jobs Portal <https://jobs.oberlin.edu/>


## Step 1: Student Worker Postings

### ❖ What is the status of my request?

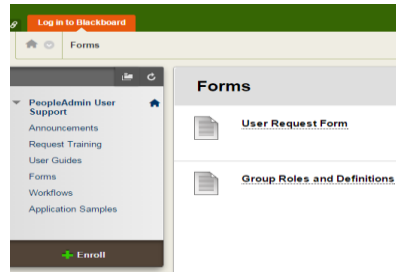
**EXAMPLE 1:** Approved Posted Externally on our applicant portal and any other advertising requests received.

 **Posting: Visiting Assistant Professor of East Asian Art History (Faculty)** [Edit](#)  
Current Status: Posted  
Position Type: Faculty | Created by: Amy Redden  
Department: East Asian Studies | Owner: HR Recruitment

**EXAMPLE 2:** Approved Posted Internally for your Internal Hire/Recommended

 **Posting: Viola (Faculty)** [Edit](#)  
Current Status: Approved - Internal  
This posting is not available to applicants via search results but may be accessed directly at <http://jobs.oberlin.edu/postings/1703>  
Position Type: Faculty | Created by: Greta Williams  
Department: Dean of Conservatory | Owner: HR Recruitment

- ❖ How do I get user access to PA? Ask your Manager to complete a User Request form. Send the form to <mailto:Human.Resources@oberlin.edu>



- ❖ Do changes need to be made? Contact the Employment Operations Rep. in HR

- ❖ How will I know if I am required to approve a step in workflow? The following email will be sent to you:

Greetings,

The below posting requires your attention as your role of {{posting\_\_cur

**Current Workflow State:** {{posting\_\_workflow\_state}}

**Title:** {{posting\_\_job\_detail\_\_job\_title}}

**Posting Number:** {{posting\_\_posting\_detail\_\_posting\_number}}

**Department:** {{posting\_\_organizational\_unit}}

**Job Summary:** {{posting\_\_job\_detail\_\_job\_description\_summary}}

**Previous User Comments (if applicable):**

{{posting\_\_workflow\_transition\_\_last\_note}}

Please login to {{posting\_\_user\_site\_quick\_link\_url}} to review this posti

Thank you,

Department of Human Resources  
Oberlin College and Conservatory

Check out the applicant portal to see all open posted positions at <https://jobs.oberlin.edu/>.

- ❖ I do not see my posting or have the Take Action button. Review your Role. All roles have various access levels. The Owner Role of your posting or application is what role you need to be logged in as in order to view or take action.