NAVIGATION & ACTIONS

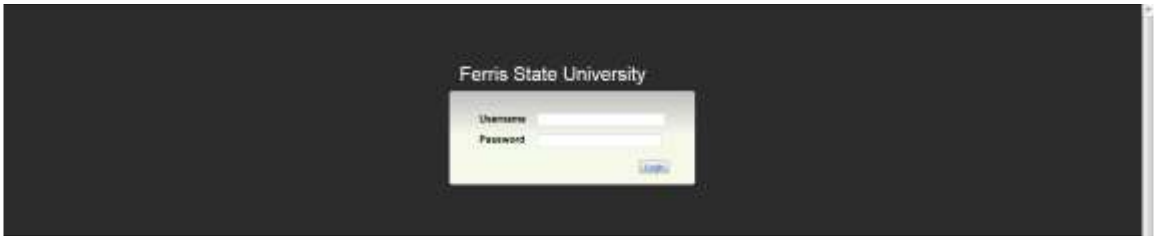
LOGIN

- Go to **`https://ferris-sb.peopleadmin.com/hr`**

NOTE: This is only for the training session as this is a sandbox environment.
The live site will be accessible through MYFSU.

For new PA 7 Site, after go-live, go to MYFSU, Workplace tab and in the Employment Channel, click on Administrative Users.

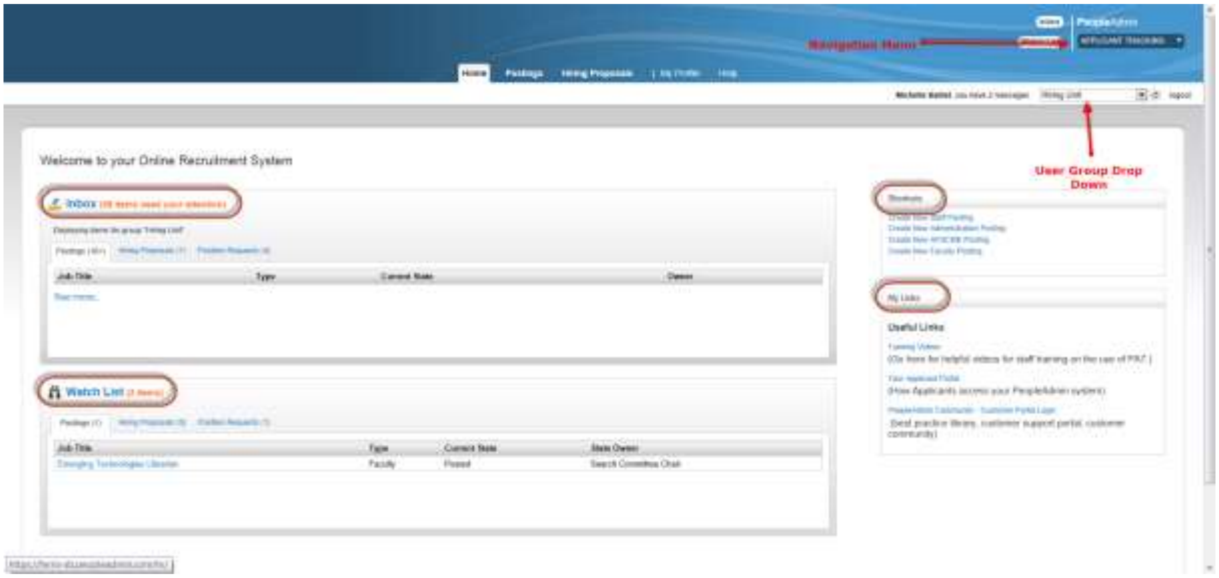
Fig 1: Login page for Ferris State University


Ferris State University
Username
Password
Login

HOME PAGE

When you log in, you will come to the Applicant Tracking home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.

Fig 2: Applicant Tracking Home page


PeopleAdmin
Navigation Menu
Home
Postings
Hiring Proposals
My Profile
Help
logout
Welcome to your Online Recruitment System
Inbox
Watch List
Job Title
Type
Current State
Owner
Emerging Technologies Librarian
Faculty
Posted
Search Committee Chair
User Group Drop Down
Shortcuts
My Links
Useful Links

USER GROUP DROP DOWN

Just to the right of your name in the upper right hand corner of the screen, this drop-down menu will only be available if you are assigned multiple User Groups, otherwise you will not have a drop-down available and you will simply be logged in as your default. Note: In order to change user types you must click the refresh button right next to the drop down. If you forget to hit the refresh button the change will not take place.

NAVIGATION MENU

At the top of the screen, you will see the navigation drop-down menu. If you hover over Applicant Tracking you will see the standard module options.

INBOX

The inbox is a notification area where the system will display any items that need you to take action upon.

WATCH LIST

The watch list displays any item that you have flagged to be put on your watch list.   It is a central place to status any and all work in process.   To remove something from your Watchlist , simply click on the Watchlist button select “Unwatch Position Request” from the actions dropdown for that particular item.

SHORTCUTS

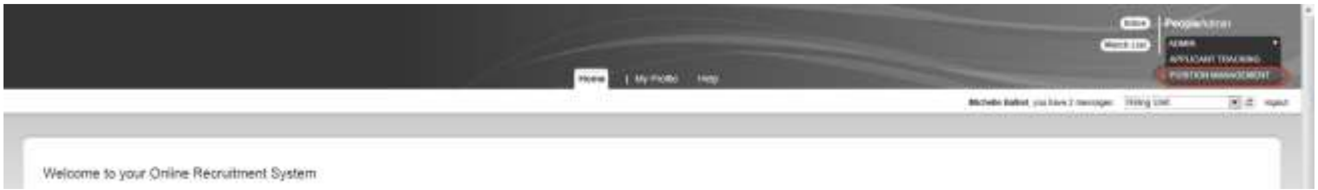
The Shortcuts section will display shortcuts to actions and information within the system and what you see will depend on your user permissions.

MY LINKS

The My Links section is a good resource for Training videos and quick access to the applicant portal. You can also quickly get to the PeopleAdmin customer portal, where you have access to PA 7 system resources.

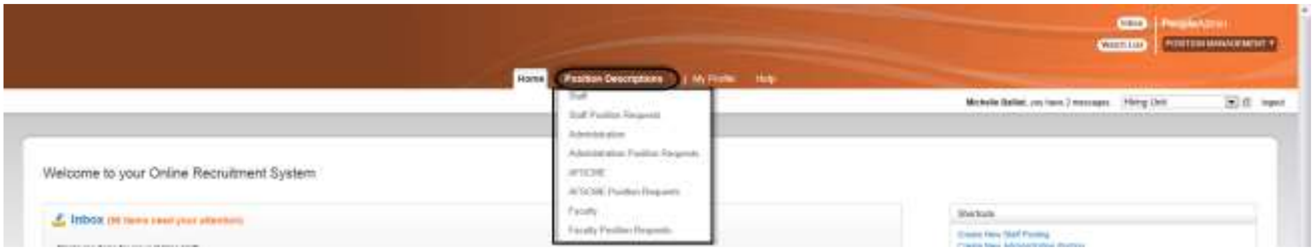
POSITION MANAGEMENT

Hover over the module selection drop-down menu and select *Position Management.*


Inbox
Watch List
PeopleAdmin
ADMIN
APPLICANT TRACKING
POSITION MANAGEMENT
Home
My Profile
Help

Welcome to your Online Recruitment System

POSITION DESCRIPTIONS


Inbox
Watch List
PeopleAdmin
POSITION MANAGEMENT
Home
Position Descriptions
My Profile
Help
Staff
Staff Position Requests
Administration
Administration Position Requests
AFSCME
AFSCME Position Requests
Faculty
Faculty Position Requests
Inbox
Shortcuts
Create New Staff Posting

Welcome to your Online Recruitment System

Hover over the *Position Descriptions* tab and click on the appropriate position type Position Descriptions library link.

This takes you into the Position Descriptions library where you can create new Position Descriptions or manage existing Position Descriptions.

STAFF: You can view staff position descriptions and begin a new action.

Positions classified as “STAFF” are: Part-time, Clerical (CTA), Police, and Nurse positions.

STAFF POSITION REQUEST: You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

ADMINISTRATION: You can view Administration position descriptions and begin a new action.

Positions classified as “Administration” are: Administrative and Administrative Support (both Just Cause and At Will)

ADMINISTRATION POSITION REQUEST: You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8

AFSCME: You can view AFSCME positions descriptions and begin a new action.

Positions classified as “AFSCME” are: AFSCME Union Positions only (Custodian, Skilled Trades, Dining)

AFSCME POSITION REQUEST: You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

FACULTY: You can view Faculty positions descriptions and begin a new action.

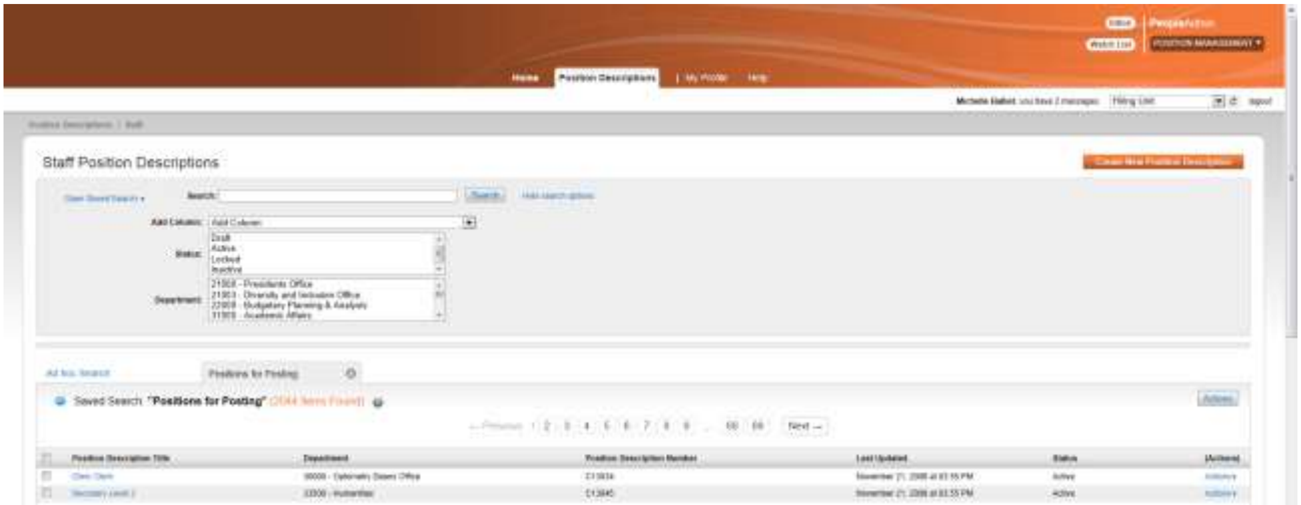
Positions classified as “FACULTY” are: Continuing Faculty (FFA), Temporary Full Time Faculty (FNTFO or Non FNTFO) and Adjunct Faculty (FNTFO of Non FNTFO)

FACULTY POSITION REQUEST: You can view actions which are in process or have been processed (completed). This takes the place of “Search Actions” which was in 5.8.

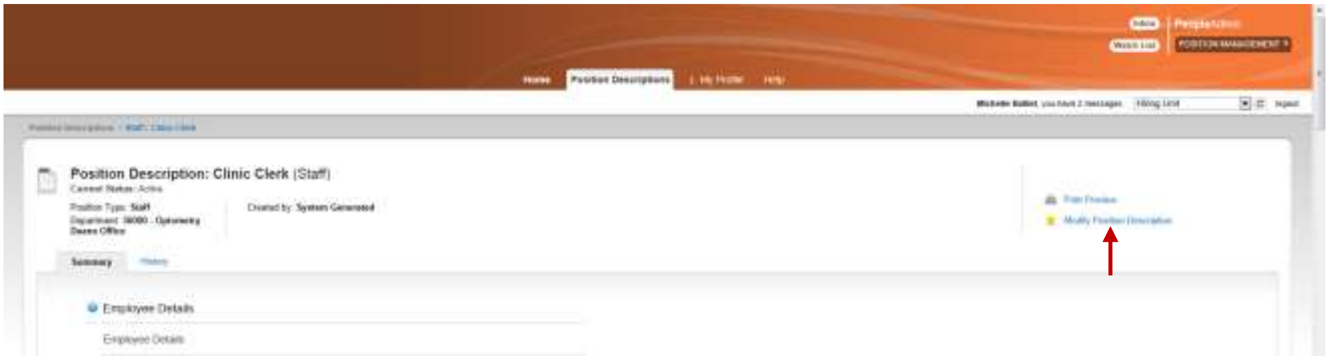
VIEW/EDIT EXISTING POSITION DESCRIPTIONS

This action will be used for Modify, Reclassify for vacant and non vacant positions. This will replace the 5.8 actions of **Request to Modify/Reclassify and/or Fill a Vacant Position, Request to Reclassify a Non-Vacant Position, Request to Modify a Non-Vacant Position Without Reclassification.**

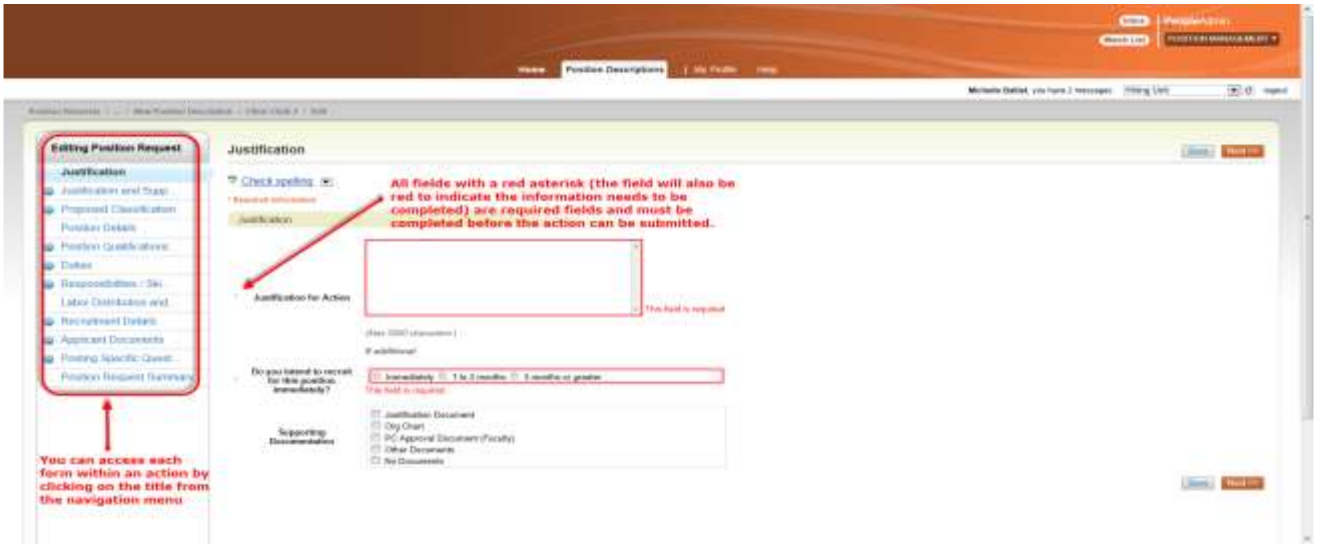
Hover over the *Position Descriptions link.* Choose a position description to review/edit.


Home
Position Descriptions
My Profile
Help
Staff Position Descriptions
Search
Add Column:
Status:
Draft
Active
Locked
Inactive
Department:
Positions for Posting
Saved Search "Positions for Posting"
Next →
Position Description Title
Department
Position Description Number
Last Updated
Status
Actions
Clinic Clerk
Active
Secretary Level I
Active

From the summary screen you can click any of the position descriptions listed (or search to find) to edit the Position Description.


Home
Position Descriptions
My Profile
Help
Position Description: Clinic Clerk (Staff)
Current Status: Active
Position Type: Staff
Created by: System Generated
Print Preview
Modify Position Description
Summary
History
Employee Details
Employee Details

Click on "Modify Position Description" to begin a new action on an existing position.


Home
Position Descriptions
My Profile
Help
Editing Position Request
Justification
Justification and Supp
Proposed Classification
Position Details
Position Qualifications
Duties
Responsibilities / Ski
Labor Distribution and
Recruitment Details
Applicant Documents
Posting Specific Quest
Position Request Summary
Justification
Check spelling
Justification for Action
This field is required
Do you intend to recruit for this position immediately?
Immediately
1 to 3 months
3 months or greater
This field is required
Supporting Documentation
Justification Document
Org Chart
PC Approval Document (Faculty)
Other Documents
No Documents
Next

All fields with a red asterisk (the field will also be red to indicate the information needs to be completed) are required fields and must be completed before the action can be submitted.

You can access each form within an action by clicking on the title from the navigation menu

To complete the action, you will enter all required information on each form. You can access each form by the left navigation or by clicking "Next".