



STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

PeopleAdmin SelectSuite 7 Software Upgrade

Presented by SFA - Human Resources

October 17th – Go Live



sfasu.edu

Training Objectives

At the end of this training, you will be able to:

- 1. Log in to SelectSuite 7*
- 2. Be familiar with the “Functional Areas”*
- 3. Understand the User Types*
- 4. Understand life cycle of posting*
- 5. Create a posting*
- 6. Approve a posting*
- 7. Use search committee functions*
- 8. Use dispositions*
- 9. Understand site-triggers & automatic emails*
- 10. Complete hiring proposals*



What about current 5.8 postings?

- Current version:
 - Available for a few months
 - Finish current searches
 - All 5.8 postings will then be archived
- New postings:
 - New Site
 - October 17th
 - (Monitored by HR)



Training Materials – SFA HR Site

1. PowerPoint

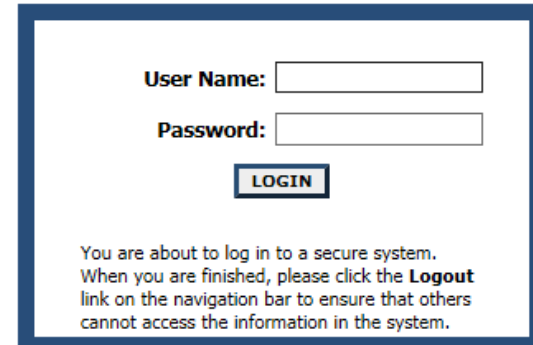
2. Quick Guides (How To's):

- Post a position
- Approve a posting
- Use search committee functions
- Assign disposition reasons
- Create hiring proposals
- Uploading search documents



Current 5.8 System

- Unique username and password to log in.
- Manual account creation.
- No reporting capabilities.
- No onboarding capabilities.
- Outdated look and feel.



User Name:

Password:

You are about to log in to a secure system.
When you are finished, please click the **Logout**
link on the navigation bar to ensure that others
cannot access the information in the system.



Highlights of SelectSuite 7

- Single Sign-on
- Updated look and feel
- Account creation is automatic
- Robust analytics and reporting capabilities
- Online onboarding for new employees
- Comparing and rating candidates is easier



Recruit & Hire

Onboard & Manage

Develop & Retain



Functionality	PeopleAdmin 5.8	SelectSuite 7
SelectSuite Analytics	N/A	Included
ReportBuilder	N/A	Included
Search Committee	N/A	Included
Evaluative & Ranking Criteria	N/A	Included
Data Purging	N/A	Included
Mobile-friendly Applicant Portal	N/A	Included
Resume Parsing	N/A	Included
Apply with LinkedIn + Vitae	N/A	Included
Social Recruiting & Sharing	N/A	Included
Back Button Support	N/A	Included
Chat Support	N/A	Included
Multiple Windows	N/A	Included

Single Sign-On SFA Credentials

Stephen F. Austin University

Password

Log In

Forgot your password? [Request a password reset](#)



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Home

Postings

Navigation

My Profile

Help

Rebecca Garrett, you have 0 messages.

User Type

Human Resources

logout

Inbox

Displaying items for group "Human Resources".

Postings (0)

Users (0)

Hiring Proposals (0)

Position Requests (0)

Special Handling Lists (0)

Job Title

Type

Current State

Owner

Data/Inputs/Content

Watch List 0

Postings (0)

Hiring Proposals (0)

Position Requests (0)

Job Title

Type

Current State

State Owner

Shortcuts

View Document Conversions

Report

Create New Administrative Staff

Posting

Create New Administrative Staff

Create New Student Posting

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

My Reports

Action Button(s)

My Reports

Action Required

Inbox 0

Displaying items for group "Human Resources".

Postings (0)

Users (0)

Hiring Proposals (0)

Position Requests (0)

Special Handling Lists (0)

Job Title

Type

Current State

Owner

Employees or jobs selected to watch

Watch List 0

Postings (0)

Hiring Proposals (0)

Position Requests (0)

Job Title

Type

Current State

State Owner

Shortcuts

View Document Conversions

Report

Create New Administrative Staff Posting

Create New Faculty Posting

Create New Student Posting

My Reports

Create Posting

Reports

My Links

Applicant Portal

Applicant Portal

User Types

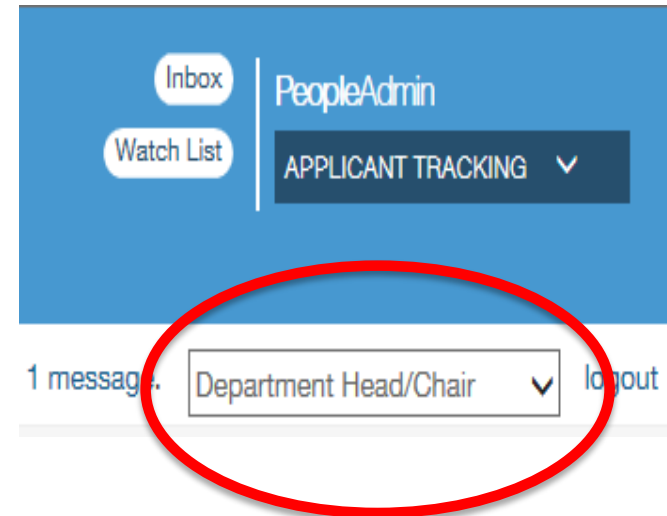
- **Applicant**: outside applicants will create username and password.
- **Employee**: automatically assigned to each new employee upon hire.



User Types

Assigned by HR:

- President
- Vice President/Provost
- Dean
- Department Head/Chair
- Budget
- University Marketing



Assigned by Department

(for Search Committees only):

- Search Committee Member
- Search Chair/Manager



PA 5.8 Faculty/Staff Approval Process

1. Chair/Dept. Head
2. HR Review
3. Chair/Dept. Head
4. Dean (if applicable)
5. Budget Office
6. VP/Provost
7. President
8. Human Resources
9. University Marketing (if exempt)
10. Human Resources
11. Posted



PA 5.8 Faculty/Staff Approval Process

1. Chair/Dept. Head → “Search Chair”
2. ~~HR Review~~
3. Chair/Dept. Head
4. Dean (if applicable)
5. Budget Office
6. VP/Provost
7. President
8. ~~Human Resources~~
9. University Marketing (if ~~exempt~~)
10. Human Resources
11. Posted

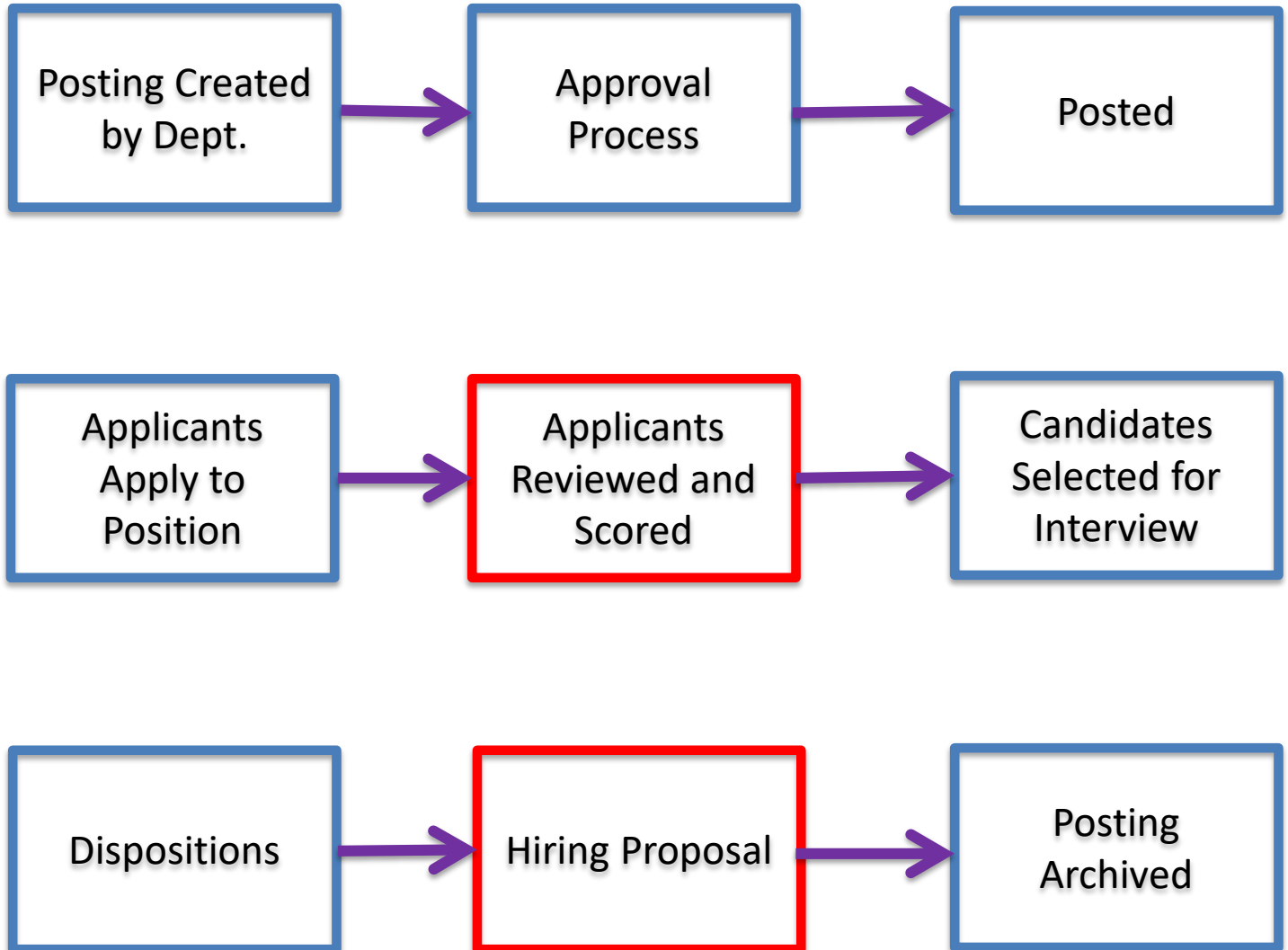


New Approval Process

1. Search Chair/Manager
 - “Posting Initiator”
2. Chair/Dept. Head
3. Dean (if applicable)
4. Budget Office
5. VP/Provost
6. President
7. University Marketing
8. Human Resources
9. Posted



Posting Life-Cycle



Demo – Creating a Posting



Creating a Posting

Shortcuts

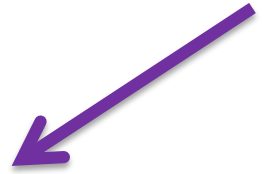
[View Document Conversions Report](#)

[Create New Administrative Staff Posting](#)

[Create New Faculty Posting](#)

[Create New Student Posting](#)

[My Reports](#)



Posting a job

Create New ✕

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Posting Template
Copies in information from a Posting Template



Posting a job

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Search

More Search Options ▾

Posting Templates ✕

"Posting Templates" 4 Selected records 0 ✕ Clear selection?

> ^ v ✕

Posting Name

FLSA

Salary Grade

Status

Last Status Update

Administrative Support Assoc

Non-Exempt

1

approved

September 28, 2015 at 03:00 PM



Posting a job



[Print Preview](#)



[Create Posting from this Posting Template](#)





New Posting

Create New Posting

Cancel

* Required Information

Position Title *

Administrative Support Assoc

Organizational Unit

Branch *

Finance and Administration Area

Division *

Finance and Administration Division

Department *

Please Select...

Applicant Workflow

Workflow State

Human Resources Initial Review

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document

Allow a document upload when a reference provider submits a Recommendation?

Complete the Fields

Editing Posting

✔ Position Details

Budget Information

✔ Supplemental Questions

✔ Documents Needed to Apply

✔ Internal Posting Docum...

✔ Search Committee Members

✔ Evaluative Criteria

Summary

Budget Information

ABC [Check spelling](#)

* Required Information

Budget Information

Is Replacement
Position?

This field is required.

If replacement, Previous
Incumbent Name

Salary Grade

1

Min Pay Rate

Mid Pay Rate

Max Pay Rate

Editing Posting

✔ Position Details

Budget Information

✔ Supplemental Questions

✔ Documents Needed to Apply

✔ Internal Posting Docum...

✔ Search Committee Members

✔ Evaluative Criteria

Summary

Add Search Committee Members

- All SFA employees will be in the system.
- Users may select committee members.
- Members will rank/review applicants.



Don't Forget the Budget Summary

Is there an approved budget for this position?

Budget Summary

Add Budget Summary Entry

Budget Summary

Position Number

Budget Fund Name

Budget Org

Budget Program

Amount

Percentage Funded

Budgeted Salary

Remove Entry?

Summary



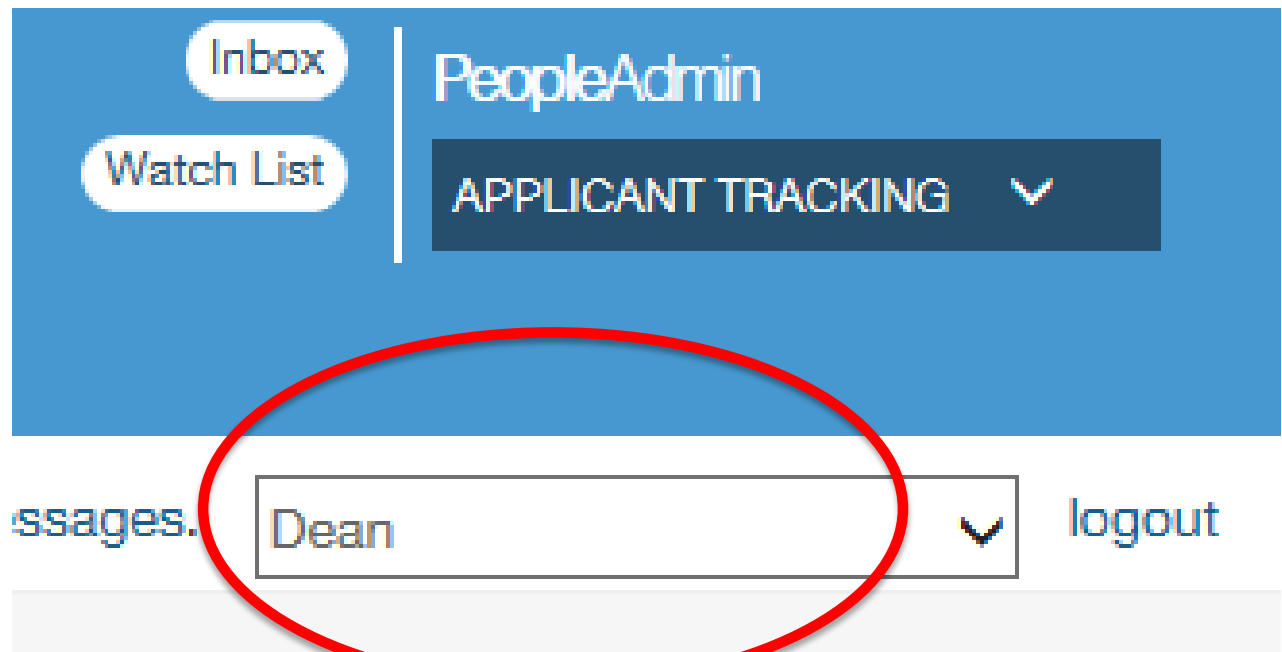
Budget Information [Edit](#)

Budget Information

Is Replacement Position?	
If replacement, Previous Incumbent Name	
Salary Grade	1
Min Pay Rate	
Mid Pay Rate	
Max Pay Rate	
Salary Information	
Is this a grant funded position only?	
Is there an approved budget for this position?	No

How to Approve a Posting - 1

- Be sure you are in the correct user type.
(top right)



The screenshot shows a blue header bar with navigation buttons on the left: 'Inbox' and 'Watch List'. On the right, it displays the user role 'PeopleAdmin' and a dropdown menu currently set to 'APPLICANT TRACKING'. Below the header, there is a white bar with a dropdown menu for user roles, currently showing 'Dean', and a 'logout' link. A red oval highlights the 'Dean' dropdown menu.



How to Approve a Posting - 2

Inbox 3

Displaying items for group "Dean".

Postings (3)

Hiring Proposals (0)

Position Requests (0)

Special Handling Lists (0)

Job Title	Type	Cur
Human Resources Representative	Administrative Staff	Dea
Administrative Support Assoc	Administrative Staff	Dea

[See more...](#)



Approving/Submitting Posting to Next Queue

Take Action On Posting ▼

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview



Search Committees- Evaluating Applicants

Take Action On Job Application ▼

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant



Search Committees- Evaluating Applicants

- Created within each posting
 - Ranking and scoring items will be saved for future postings under the “Create from Posting” option.
- Rank Criteria
- Scoring and Weighted Scoring
- Can replace screening matrix



General How well did this candidate perform in the interview?

Possible Answers:

1. Unacceptable
2. Below Average
3. Average
4. Above Average
5. Superior

Applicant workflow state Campus Interview ▼

General How do you rank this candidate's written communication?

General Please rate the candidate's quality of references.

General Describe a typical day...a typical week

Work Standard What are your standards of success in your job? What have you done to meet these standards?

Experience What leadership skills and experience do you have that would qualify you as an effective leader? Be specific.

Education How well does this candidate's education fit with this position?

General Please rate the level of awesome this candidate exudes.

Experience How well did the candidate describe their human resources experience as it relates to the job duties of the position -- employment, personnel records, maintaining personnel records

Education Does the candidate have a human resources certification -- SHRM-SCP, SHRM-CP, SPHR or PHR?

Experience Years Experience

Displaying all 12

Can't find the one you want? [Add a new one](#)



Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status	
General	Do you have a PHR Certification?		Draft	pending	X

Name PHR Certification Y/N

Label PHR Cert

Workflow State

Weight

Possible
Rankings

Yes

No

Save

<< Prev

Next >>



Dispositions

Take Action 

Select (move to Interviewed, Not Hired)

Reason (required)

Please select



Submit

Cancel



Dispositions

Accepted offer with another organization

Did not show for interview

Not considered after initial phone/web conference screen

Met requirements, but another individual had more relevant experience/education

Candidate well qualified - Will be considered if first choice declines

Poor or unprofessional responses to questions

Incoherent or incomplete responses to questions

Unprepared or uninterested

Did not demonstrate experience level required

Others were better suited- Education

Others were better suited- Experience

Candidate well qualified - Will be considered if first choice declines

Unable to contact

Did not pass background check

Unfavorable references

Withdrew application

Other

Position canceled



Hiring Proposal

- ★ [View Posting Applied To](#)
- ★ [Preview Application](#)
- ⊕ [Start ATS Hiring Proposal](#)



Hiring Proposal

Budget

Hiring Proposal Information

Hiring Proposal Number

Reason For Selection of Candidate

This field is required.

Recommended/Proposed Starting Salary

Actual Starting Salary

Proposed Starting Date

Actual Start Date

Is Background Check Required?

This field is required.

Please Provide Any Background Check Detail



Hiring Proposal

- Departments will be required to scan & upload their search committee materials to the hiring proposal
- HR will purge documents after 2 years
- Search Committee documents may include:
 - Phone interview notes
 - Face-to-face interview notes
 - Matrix (if printed copies used to rate candidates)
 - **Any other documents used in the hiring process**



Site Triggers & Automatic Emails

- HR can edit when/if applicants/employees receive emails
 - Triggers will be the same for all departments
- SFA Employees will receive emails when:
 - Posting needs to be approved
 - Added to search committee
 - Action needs to be taken



Site Triggers & Automatic Emails

- Applicants will receive emails when:
 - Not Interviewed, Not Hired
 - Interviewed, Not Hired
 - Fail Message (Did not meet minimum qualifications based upon answers to posting questions)
 - Position Canceled



Need Help?

- Help Link on Page
- Call HR
 - Nathan Pruitt: 1325
 - Becky Garrett: 1288
 - John Wyatt: 4075

