
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

PEOPLEADMIN 7

FACULTY/LIBRARIANS ADMINISTRATORS

User's Guide

Introduction

Welcome to the George Washington University PeopleAdmin 7 Faculty/Librarian Employment System (PA7). Schools, academic departments and libraries will use the system to:

1. Create a position posting (Recruitment Plan)
2. Collect and review applications
3. Seek approval of the “shortlist” of candidates
4. Create a Hiring Proposal
5. Disposition Applicants (assign a selected or not selected status at the end of the process)

The system is designed to benefit users by facilitating:

- Automatic solicitation of applicant demographic data
- Faster processing of employment information
- Up-to-date access to information regarding all Postings
- Detailed screening of applicant qualifications via posting-specific questions
- Collection and storage of applicant materials

Faculty Recruitment and Personnel Relations (FRPR) has provided this document to assist users in understanding and using the PA7 system.

Your Web Browser

The PA7 System is designed to run in a web browser over the Internet. The system supports browser versions of Internet Explorer (8 and above), Mozilla Firefox and Google Chrome. Since older browser versions are less powerful than newer versions, the appearance of certain screens and printed documents may be slightly askew.

The site also requires users to have Adobe Acrobat Reader installed. There is a free download available at www.adobe.com.

We recommend that users do not use a browser’s “Back” or “Forward” button to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

Security of Applicant Data

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes of inactivity. Therefore, we strongly recommend saving any work in progress and logging out of the system when it is not in use.

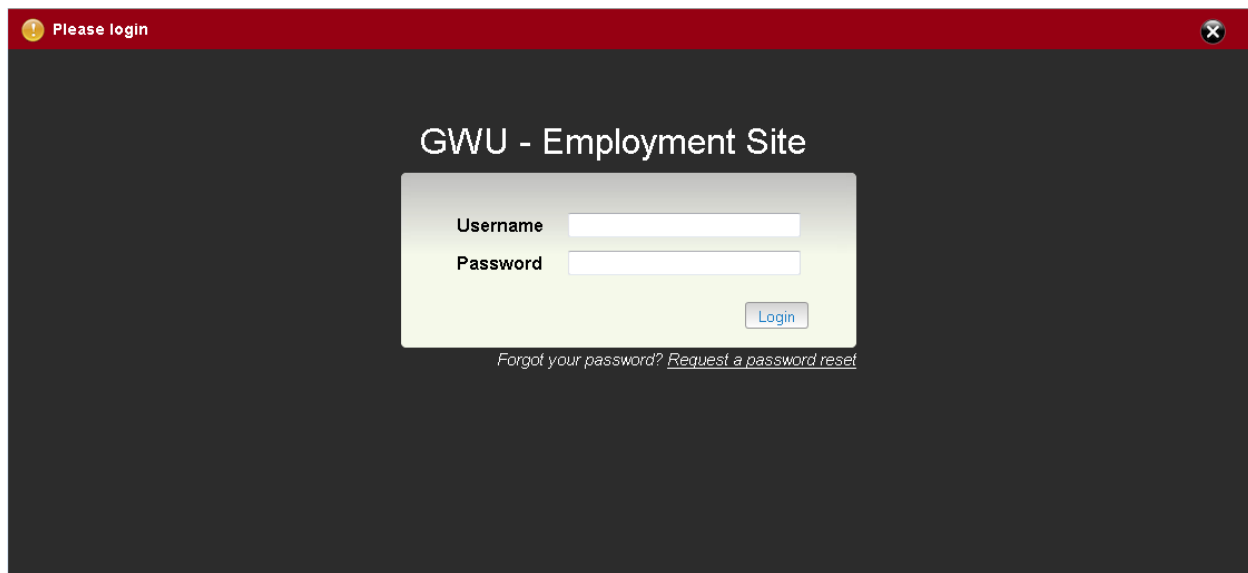
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User ID and Password

To gain access to the PA7 Faculty Librarian Employment System (PA7) you will need a User ID and Password. To obtain a User ID and Password for PA7, you must complete the User Access Request Form found on our website <https://provost.gwu.edu/faculty-recruitment-personnel-relations> and forward it to FRPR. If you are already a PA7 Staff user, you will use the same username and password to log on to the Faculty/Librarian Employment site.

To log in to the PA7 Faculty/Librarian Employment System please go to <https://www.gwu.jobs/hr/sessions/new>



Please login

GWU - Employment Site

Username

Password

Login

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

Finding Your Way: Common System Features

The PA7 System is organized in three modules (Applicant Tracking, Position Management and Administrative) with several sections within each module (Postings, Hiring Proposal, etc.). Your system privileges determine the modules you can access and the dropdown tabs available to you in each module. There are common features on all pages:

Navigation Banner – the area at the top of the screen containing the tabs to major sections of the site – Home, Postings, Applicants, Hiring Proposals, My Profile and Help.

Also located in the Navigation banner is a dropdown menu that allows individuals with multiple user roles to change roles. If you are a Dean user and need to change your role to Department Fac/Lib user, click on the drop down menu and select the desired role and click on the refresh button on the right.

Breadcrumb Navigation – appears horizontally in the grey area under the navigation banner and provides links to each previous section the user visited prior to the current page. This provides a trail for the user to follow back to any previous section. For example:

Postings/**Faculty/Librarian/Assistant/Associate Professor (SMPA 11-01) (Internal Posting)**/Edit: Recruitment Plan

Sidebar Menus – appear on the left and right side of the main work area as appropriate. They provide links to sections within the system or to helpful resources.

- **Shortcuts** – This section highlights a quick link to initiating a Faculty/Librarian or Staff (if applicable) Posting (only available on the Home Page).
- **Useful Links** – This section highlights links to FAQs and other information that may be helpful in understanding the recruitment process and navigating through PA7.

Work Area – The center portion of the screen that presents the main information and controls for different modules within PA7. The information in the work area changes depending on the module the user is working in.

Inbox – holds a list of Postings and Hiring Proposals requiring the user's attention.

Watch List – A user will use their Watch List to pay special attention to a list of Postings or Hiring Proposals selected by the user.

Finding Your Way: Home Page Features

Department Fac/Lib, and Dean/ Library Director View

Once you have logged in, you will land on the Home screen. On the Home screen there are several important features that users will draw on for guidance and to initiate actions. For Faculty/Librarian recruitment purposes, you must be in the Applicant Tracking module.

Welcome to your Online Recruitment System

Inbox (125 items need your attention)

Displaying items for group "Department/Hrcp".

Postings (25) Hiring Proposals (39) Actions (61)

Job Title	Type	Current State	Owner
Research Assistant	Staff	Department Review	Department/HRCP
Research Assistant - TEST	Staff	Department Review	Department/HRCP
Research Assistant	Staff	Department Review	Department/HRCP
Development Manager	Staff	Department Review	Department/HRCP
Project Manager, Office of Real Estate	Staff	Department Review	Department/HRCP

Watch List (1 item)

Postings (1) Hiring Proposals (0) Actions (0)

Job Title	Type	Current State	State Owner
Senior Education Specialist	Staff	Posted	Department/HRCP

Shortcuts

- Create New Staff Posting
- Create New Faculty/Librarian Posting

My Links

Useful Links

- Help
- Your Applicant Portal (How Applicants access your PeopleAdmin system)
- Working Conditions and Physical Demands
- GW Background Screening Policy FAQs
- Background Screening Hiring Mgr SOP
- PeopleAdmin 7 (PA7) FAQ's

Accessing the Appropriate Module

In the screenshot above, you can find the name of the module the user is working in listed at the top right corner of the navigation banner. Clicking the small triangle next to the listed module will display a drop down menu from which you can select and access the different modules (Position Management, Administration). The main features in each module are:

Work Area

The work area of the home page presents a view of your watch list. You can also access your watch list from any page in the system through the watch list link in the navigation banner at the top of the screen.

Inbox

Your inbox presents your tasks within the system. These include items that are specifically assigned to you in their current state and items that do not have individual owners but that you are authorized to act on. Your inbox does not include items that are currently assigned to other people.

Watch List

Your watch list allows you to follow the progress of your postings or hiring proposals. By default, each posting you create is placed on your watch list. When a posting is filled or canceled, it is automatically removed from your watch list. You can also choose to stop watching a posting at any time.

Getting Started: Creating a Posting

STEP 1: Department Fac/Lib initiates New Faculty/Librarian Posting

The process to fill a faculty or librarian position begins in the PA7 system with the creation of a Posting (Recruitment Plan). There are two options to create a new Posting: on the Home Screen: click on the Postings tab at the top of the screen, click Faculty/Librarian – OR – click on the “Create New Posting” link located under the shortcut menu on the right hand column. Then click on “Create from Position Type.”

DEAN/LIBRARY DIRECTOR ROLE USERS ONLY. You must click on the refresh button when changing roles.

Home Postings Hiring Proposals My Profile Help

Michael Stewart, you have 0 messages. Department/HRCP

Faculty/Librarian Postings

Open Saved Search Search: Search More search options

Active Posting (default) Saved Search: "Active Posting (default)" (15 Items Found)

Academic Title:	Rank/Title:	Active Applications	Department	Posting Open Date:	Workflow State	(Actions)
Faculty Test Position		0	499999 Test Org		Cancelled	Actions
					Cancelled	Actions
					Draft	Actions
					Cancelled	Actions
					Cancelled	Actions
					Draft	Actions
					Closed	Actions
					Cancelled	Actions
					Dean/Lib. Dir. Review	Actions
					Cancelled	Actions
					Cancelled	Actions
					Cancelled	Actions
					Cancelled	Actions
					Cancelled	Actions
					Draft	Actions

Home Postings Applicants Hiring Proposals My Profile Help

Carissa Walter, you have 0 messages. Faculty Recruitment

Faculty/Librarian Postings

Open Saved Search Search: Search More search options

Ad hoc Search Saved Search: "Active Posting (default)" (15 Items Found)

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 created from a Position Type is almost completely blank.
- Create from Existing Posting
Uses an existing Posting as a template and automatically copies in most information.

On the New Posting screen, complete the required fields:

- * Academic Title
- * Vice President
- * Department/School
- * Banner Org Code/Department Name

After entering the required information, click “Create New Posting” and complete the Recruitment Plan form as prompted.

The screenshot shows the 'New Posting' form in the HRIS System. The form is titled 'New Posting' and has a 'Create New Posting' button and a 'Cancel' button. The form is divided into sections: 'Required Information', 'Organizational Unit', 'Vice President', 'Department/School', and 'Banner Org Code/ Dept Name'. The 'Banner Org Code/ Dept Name' field is a dropdown menu with three options: '180104 ESIA STUDENT SERVICES', '180103 ESIA OFFICE OF THE ASSOCIATE DEAN', and '180102 ESIA GRADUATE ADMISSIONS'. A blue arrow points to the dropdown menu, and a text box says 'You will only see Banner Orgs you have access to.' Another blue arrow points to the 'Create New Posting' button.

A. Recruitment Plan

The following fields in the Recruitment Plan are required:

- Academic Title
- Rank
- Emergency Designation
- Position Status
- Position Type
- Contract Type
- Minimum Qualifications
- Assigned Organizational Area
- Work Address of Position
- Campus Location
- Division/Vice President
- College/School

NOTE: Some fields on the following pages may not be applicable to faculty/librarian positions. The PA7 Faculty/Librarian system is built on the Staff Recruitment platform. As a result some fields are not applicable to faculty/librarian positions and cannot be removed or hidden.

Editing Posting

Recruitment Plan

- Documents
- Guest User
- Applicant Documents
- Posting Specific Quest...
- Summary

↑
If you forget where you are in the system, you may use the left side bar as a guide.

Recruitment Plan

Save Next >>

ABC Check spelling

* Required Information

I. RECRUITMENT PLAN

Posting Number:

Position Number:

* Academic Title: FacultyPosting2 test

- Professor
- Associate Professor
- Assistant Professor
- Associate Research Professor
- Assistant Research Professor
- Research Professor
- Research Instructor
- Instructor
- Clinical Education Instructor (SON)
- Teaching Professor
- Teaching Associate Professor
- Teaching Assistant Professor
- Teaching Instructor
- Adjunct Professor (RPT)
- Adjunct Instructor (RPT)
- Librarian I
- Librarian II
- Librarian III
- Librarian IV
- Non-standard academic ranking
- Open Rank
- Multiple Rank (Select ranks above)

Rank:

check all that apply

Administrative Title:

* Discipline: Please select can't be blank

Specialty:

* Emergency Designation: No

Telework:

* Position Status:

- Preapproved - New
- Preapproved - Replacement
- Requires Approval

can't be blank

* Position Type: Faculty

Contract Type:

- With Tenure
- Tenure Track
- Non-Tenure Track
- Special Service
- Visiting
- Research
- Librarian
- Regular Part Time

can't be blank

Check all that apply

Contract Term: Please select

Appointment Period:

Enter term start date mm/dd/yyyy through term end date mm/dd/yyyy

Proposed Start Date:

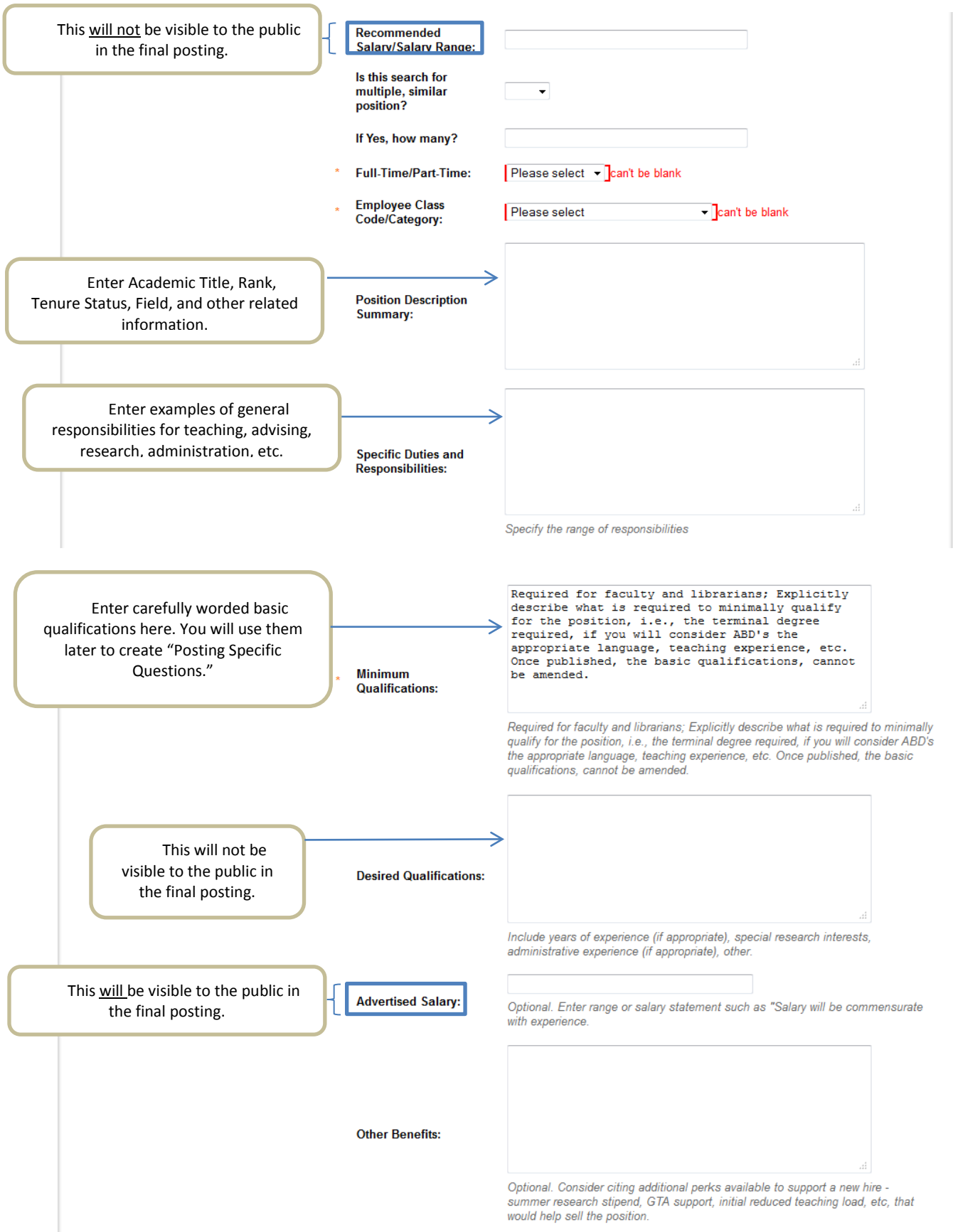
Selection determines where the posting appears



THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON DC

- Home
- Search Jobs
- Create Account
- Login
- Quick Posting Searches
 - Administrative/Professional
 - Senior Management
 - Support Staff
 - Technical
 - Research
 - Skilled Crafts
 - Colonial empl.
 - Faculty
 - Librarians

Attention Applicant!
The George Washington University (GW) has n...
returning applicants will need to create a new...
on any jobs that you previously applied to...
to any of the positions currently posted...
new look, feel, and features available now on G...
begin searching for job openings, please c...
create an account by clicking the "Create Acco...
Thank you for your interest in a career with
...
founded in 1821, GW is the largest institution c...
include ten academic units, with a full-time equ...
part-time employees (faculty and staff). The G...
respect, service and teamwork. As the largest...
support the teaching, research, and public ser...



HRIS System - :: Posting Edit :: People...

Brief description of the department and school.

Other Information:

Provide a brief description of the department and school. Use this section to promote the department and school and to encourage people to apply.

Special Instructions to Applicants:

Department Link:

Posting Open Date:

Posting Close Date:

Open Until Filled:

EEO Statement: The George Washington University is an Equal Employment/Affirmative Action Employer.

Quick Link: <http://gwu-sb.peopleadmin.com/postings/5151>

Pass Message

Pass Message department will contact you to arrange an interview. If you are not contacted, please understand that we earnestly appreciate your interest in GW, and encourage you to continue visiting our website to review the listing of additional vacant positions. We wish you much success in your career search and thank you for considering making The George Washington University your employer of choice!

Fail Message

Thank you for your interest in working at the George Washington University. It appears that you do not meet the minimum job-related qualifications as stated in the position description related to this posting. Please feel free to review other postings more closely aligned with your background and experiences.

Our best wishes to you as you explore other potential opportunities.

II. DEPARTMENT INFORMATION

Assigned Organizational Area: University

Work Address of Position: 2130 H Street
e.g. 2033 K Street NW Suite 220 Washington, DC 20052

Campus Location: Foggy Bottom

Division/Vice President: Provost and Executive Vice President for Academic Affairs (AA)

College/School: Elliott School of International Affairs (ESIA)

III. SEARCH COMMITTEE

Note: Please promptly notify Faculty Recruitment and Personal Relations about any changes in the search committee's composition.

[Add III. SEARCH COMMITTEE Entry](#)

IV. ADVERTISING (For Staff Postings Only)

For all vacancies, position(s) will be advertised at no cost in the following:

National Association for the Advancement of Colored People

National Congress of American Indians

Office on Latino Affairs (bilingual newsletter)

Additionally, for all

In this section departments may request additional required but difficult-to-upload applicant materials such as hard copy books, tapes, videos, art portfolios etc.

In this section librarians will notify applicants about background screening requirements for the finalist.

This does not apply to Faculty/Librarian Positions, which are open until filled.

Departments will include a Quick Link in published announcements to direct applicants to a specific position on the GWJobs website.

List search committee member's name, race, gender and contact phone number here. Please also identify the chair and Diversity Advocate as appropriate. Note that you will be required to enter their email addresses in the "Guest Users" section.

HRIS System - :: Posting Edit :: People...

Additionally, for all vacancies in Maryland, position(s) will be advertised at no cost in the following:

Maryland Workforce Exchange, Montgomery County
 Maryland Workforce Exchange, Prince George County

Additionally, for all vacancies in Virginia, position(s) will be advertised at no cost in the following:

Virginia Employment Commission, City of Alexandria
 Virginia Employment Commission, City of Fairfax

If you plan to advertise externally, indicate the advertising sources:

The Chronicle of Higher Education
 InsideHigherEd (no cost)
 HigherEdJobs.com (no cost)
 Washington Post
 Mid-Atlantic HERC (no cost)

Please list any other external advertising sources not listed above:

Advertising cost(s) to be charged to Banner Index Number:

If you did not choose to advertise externally, your account will not be charged.

Not applicable to Faculty/Librarians.

V. RECRUITMENT & OUTREACH ACTIVITIES (For Faculty and Staff)

List print publications or websites where position announcements will appear. Special criteria apply when using web-only venues for position announcements. Please see https://provost.gwu.edu/sites/provost.gwu.edu/files/downloads/Guidelines-for-Placement_Positions%20Announcements.doc for guidelines on placing position announcements.

At least one position announcement must appear in the Chronicle of Higher Education or a discipline-specific professional journal, print or web-based. All position announcements must explicitly state the basic qualifications for the position, the application procedure and include the following statements: 1) "Review of applications will be on Month/Day/Year and will continue until the position is filled." (The review date must be at least 30 days following the first day the announcement will appear in a primary, web-based professional journal or 30 days following the print publication date of the primary professional journal); 2) "Only complete applications will be considered." and 3) "The George Washington University is an Equal Opportunity/Affirmative Action Employer."

Print Publication/Electronic Announcements:

Posting Deadline Date:

Publication Date:

Remove Entry?

[Add V. RECRUITMENT & OUTREACH ACTIVITIES \(For Faculty and Staff\) Entry](#)

Applicable to Faculty/Librarians. Please note, to ensure as broad a search as possible, departments are strongly encouraged to place announcements in venues likely to generate the strongest, most diverse applicant pool.



B. Documents

In this section, departments may create a document using the PA7 word processing feature or attach drafts of external position announcements on this screen for FRPR approval.

Documents

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

Document Type	Name	Status	(Actions)
Advertising Draft (External)			Upload Draft Create New Choose Existing
Faculty Memo 1			
Faculty Memo 2			
Faculty Memo 3			

Click here to attach drafts.

Upload a Advertising Draft (External)

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: Advertising Draft (Extern)

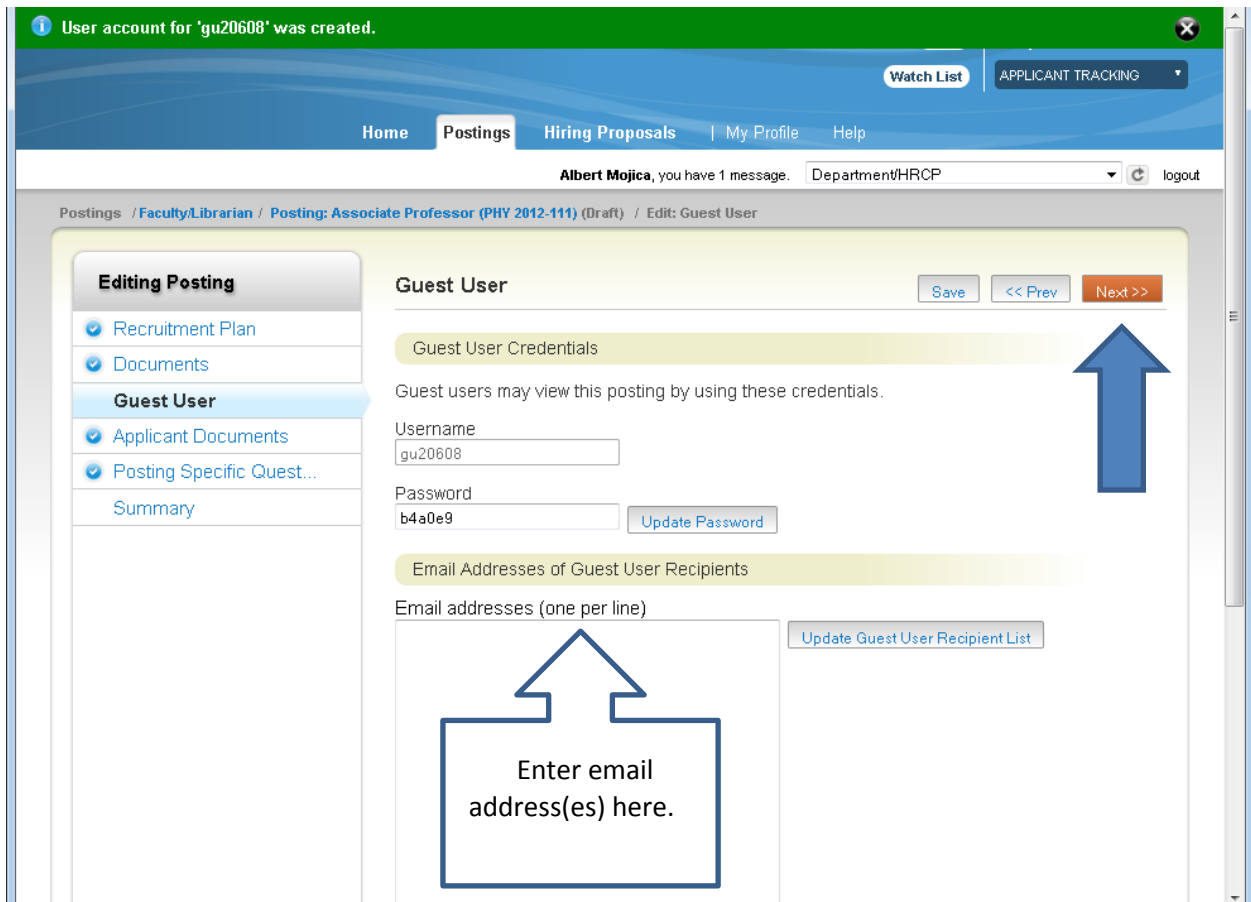
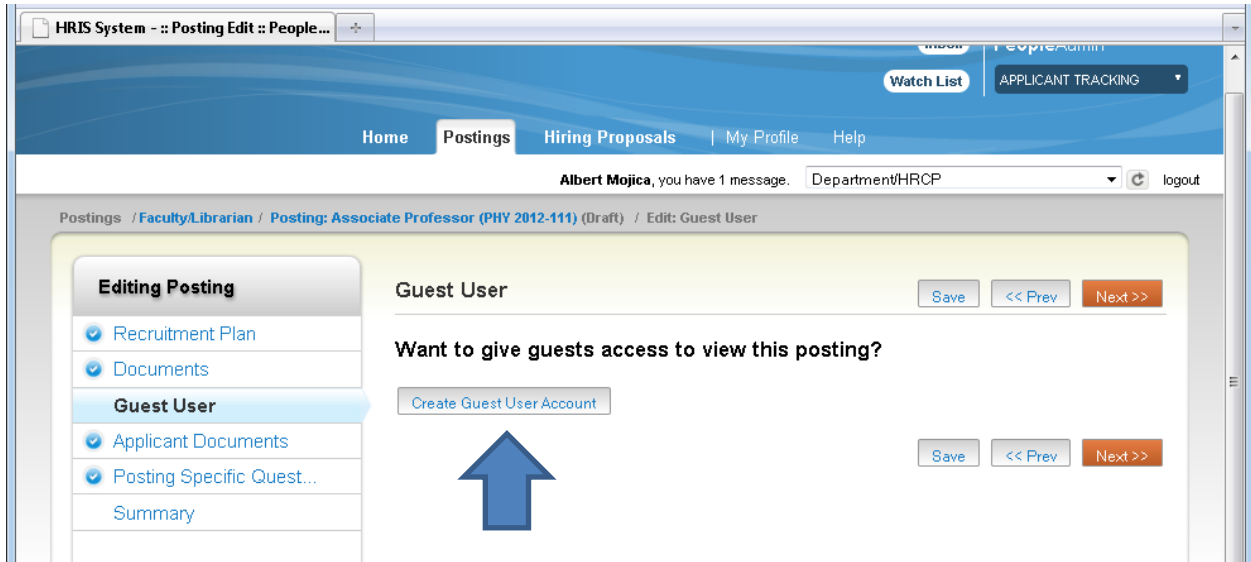
Description:

File to upload:

Attach draft and click the submit button.

C. Guest User/Search Committee Members

On this screen, enter the email addresses for each search committee member. Please note that access will be activated by FRPR by the application review date.



D. Applicant Documents

On the Applicant Documents screen, you will identify the documents you will require of applicants by clicking “Included?” AND “Required?.” Once completed, click SAVE and NEXT. This will land you on the “Posting Specific Questions” screen.

Please consider carefully what is actually required to evaluate an applicant at the initial stages of the process and what additional materials might be reserved for requests from candidates invited to campus for interviews. This will promote collecting information on an “as needed” basis, reduce the volume of materials at the early stages and avoid applicants running into issues related to uploading long lists of documents.

If a required uploadable document does not appear on the list below or is not already requested, check “Other Documents Refer to Special Instructions to Applicants” below and click SAVE and return to the “Special Instructions” field on the Recruitment Plan to add the required document. In addition, if requesting multiple copies of a similar document (e.g., summaries), use the “Special Instructions” section to request that applicants combine them in a single PDF or document.

To return to the “Special Instructions” field, click on the “Recruitment Plan” tab located on the left sidebar. This will land you at the beginning of the Recruitment Plan. Then scroll down to find and amend the “Special Instructions” field. Then click on “Posting Specific Questions” on the left sidebar to move to the next section.

The screenshot displays the 'Applicant Documents' section of a web application. The page has a blue navigation bar at the top with links for Home, Postings, Hiring Proposals, My Profile, and Help. Below the navigation bar, the user's name 'Michael Stewart' and message count 'you have 0 messages' are visible, along with a dropdown menu for 'Department/HRCP' and a 'logout' link. The main content area is titled 'Applicant Documents' and contains a table with the following columns: Order, Name, Included?, and Required?. The table lists 16 documents, with the 14th document, 'Other Documents Refer To Special Instructions To Applicants', circled in yellow. A blue arrow points to the 'Next >>' button in the top right corner. A yellow oval highlights the instruction 'For Required documents, you must check both "Required" and "Included"'. The page also features a 'Save' button and a '<< Prev' button in the top right corner, and a 'Save' button and 'or Cancel' text in the bottom left corner.

Order	Name	Included?	Required?
1	Curriculum Vitae	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Resume	<input type="checkbox"/>	<input type="checkbox"/>
3	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
4	Transcript	<input type="checkbox"/>	<input type="checkbox"/>
5	Statement Of Teaching Interest	<input type="checkbox"/>	<input type="checkbox"/>
6	Statement Of Research Interest	<input type="checkbox"/>	<input type="checkbox"/>
7	Letter Of Recommendation 1	<input type="checkbox"/>	<input type="checkbox"/>
12	Assessment Of Skills Relevant To Basic Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
13	Names And Contact Information For References	<input type="checkbox"/>	<input type="checkbox"/>
14	Other Documents Refer To Special Instructions To Applicants	<input type="checkbox"/>	<input type="checkbox"/>
15	Statement Of Teaching And Research Interest	<input type="checkbox"/>	<input type="checkbox"/>
16	Course Evaluations Or Summaries	<input type="checkbox"/>	<input type="checkbox"/>

E. Posting Specific Questions

Create closed-ended qualifying questions based on minimum qualifications listed in the Recruitment Plan and in published position announcements. Qualifying questions must be designed to automatically disqualify job seekers who do not satisfy a basic qualification. Avoid compound questions such as, “Do you have a record of scholarly publications and evidence of teaching excellence?” Consider instead, “Do you have a record of scholarly publications, such as books or journal articles?” Libraries will need to include a question related to an individual’s willingness to undergo a background screening if s/he is a finalist.

Once you have selected or created questions you may rank them by renumbering the “Position” field or simply by dragging and dropping the line.

After adding questions you must click on Save.

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

Status

Category

Question

Possible Answers

Open Ended Answers

Predefined Answers

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

Possible Answer 1:

Possible Answer 2:

Possible Answer 3:

Possible Answer 4:

After submitting a question, you must click on SAVE above.

Posting Summary

After clicking NEXT you will land on the Posting Summary screen.

Carefully review Posting information to ensure accuracy. If no changes are required, forward the Posting to Dean/Library Director for approval by hovering over the “Take Action on Posting” button and clicking on “Dean/Lib. Dir. Review (move to Dean/Lib. Dir. Review).” A dialogue box will appear prompting for any additional notes or comments to be included.

The screenshot displays the 'Posting Summary' interface for 'FacultyPosting2 test (Faculty/Librarian)'. The page includes a navigation bar with 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. The user is identified as Michael Stewart, and the current status is 'Draft'. The 'Take Action On Posting' dropdown menu is open, showing options: 'Keep working on this Posting', 'Dean/Lib. Dir. Review (move to Dean/Lib. Dir. Review)', and 'Initiator Review (move to Initiator Review)'. A 'Take Action' dialog box is open, showing a 'Comments (optional)' field. A blue arrow points from the 'Take Action On Posting' button to the dialog box. A yellow box highlights the 'Comments (optional)' field with the text: 'When submitting the Posting or other actions you may provide additional notes or comments in this box.'

On the Posting Summary screen above, there are helpful special features you may want to use.

Edit: Allows you to go back to a specific section to make changes.

Current Status: Shows the current status of the posting or hiring proposal: Draft, Posted/Internally Posted, etc.

History: Gives a detailed, chronological snapshot of actions taken on a posting or hiring proposal and identifies the users that have “touched” the posting/hiring proposal.

Settings: Allows you to review and adjust the school/department/Banner information.

STEP 2: “Dean/Lib. Dir. Review (move to Dean/Lib Dir. Review)”

When notified that the Posting is awaiting their attention, the Dean/Library Director reviews the Posting.

From the Home screen:

If changes are necessary, the Dean/Library Director can either return the Posting to the Department Fac/Lib through workflow by clicking on the tab “Take action on Posting” and selecting “Return to Department (Move to Department Review) – OR – s/he may edit the Posting by clicking the “Edit” button located under the Posting’s title. Once satisfied with the Posting Summary, the Dean/Library Director submits it to FRPR for review and approval by clicking on the “Take action on Posting” and selecting the appropriate action.

The screenshot displays the HRIS System interface in a Mozilla Firefox browser. The address bar shows the URL: <https://gwu-sb.peopleadmin.com/hr/postings/5151>. The user is logged in as Albert Mojica, viewing the system as a member of the Dean/Lib. Director group. The main content area shows a posting titled "Posting: Associate Professor (PHY 2012-111) (Faculty/Librarian)" with a current status of "Dean Review". The "Take Action On Posting" dropdown menu is open, showing options: "Keep working on this Posting", "Submit to Faculty Recruitment (move to Faculty Recruitment Review (With RP))", and "Return to Department (move to Department Review)". The "Recruitment Plan" section is visible, and a "Take Action" dialog box is open, showing the "Submit to Faculty Recruitment (move to Faculty Recruitment Review (With RP))" option selected. The dialog box also includes a "Comments (optional)" field and a checkbox for "This posting is currently in your watch list. Uncheck this box to remove it".

STEP 3: “Submit to Faculty Recruitment (move to Faculty Recruitment Review (With RP)” and “Post (move to Posted)”

Once the draft Posting has been submitted to and approved by FRPR for review, it will be posted on <https://www.gwu.jobs> website. If the draft Posting needs additional work, FRPR will return it to the department for necessary revisions. Once the Posting is approved and posted the GW jobs website, the workflow status of the Posting will change to “Posted”.

Applying to a Faculty/Librarian Posting

Job Seeker applies to a Posting

Prospective jobseekers will visit the [gwu.jobs](http://www.gwu.jobs) site to apply for a position.

The screenshot shows the George Washington University Employment Portal. The header includes the university logo and the text 'The George Washington University Employment Portal'. A search bar is visible with the text 'Search Jobs | 164 jobs'. Below the search bar, there are fields for 'Keywords', 'Posted Within', 'Position Type', and 'Pay Grade'. The search results section shows 'Search Results | 30 jobs' and a table of results. The first result is 'Posting: Associate Professor (PHY 2012-111)' with a position type of 'Faculty' and a department of '180104 ESIA STUDENT SERVICES'. The second result is 'test 011312' with a position type of 'Faculty' and a department of '130215 VIRGINIA CAMPUS PROGRAMS'.

Working Title	Position Type	Department
Posting: Associate Professor (PHY 2012-111)	Faculty	180104 ESIA STUDENT SERVICES
test 011312	Faculty	130215 VIRGINIA CAMPUS PROGRAMS

Deans and department chairs will access www.gwu.jobs to view the applicant pool as people begin to apply. It is important to carefully and frequently scrutinize the make-up and size of the applicant pool to determine if additional, active outreach is necessary prior to the review date.

Depending on their responses to qualifying questions, jobseekers will become bonafide GW applicants to a faculty/librarian position. Each person who completes an application will be notified of their status by an email thanking them for their interest and indicating whether they have successfully applied for a position (an applicant) or whether they have been disqualified because they do not satisfy all basic qualifications.

Viewing Applicants and Moving Applicants in Workflow

Department Fac/Lib Tasks

Once a pool of applicants is collected and the “review of applications date” arrives, the department, search committee members and other users will be able to view the applicant pool, search for specific applications, download and print applications, and generate applicant reports as appropriate.

Viewing the Applicant Pool

From the Postings tab you will be able to see all of your active Postings and the total number of applicants for each one. To view applicants and print applications for a specific Posting, locate the Posting in your "Watch List" on your Home screen --OR-- click on the "Postings" tab located on the navigation banner. Once located, click on the Posting. This will take you to the Posting Summary screen. On summary screen, click on the "Applicants" tab to view the list applicants.

Deans and department chairs will have access to the applicant pool as people begin to apply. This allows careful and ongoing scrutiny of the make-up and size of the applicant pool to determine if additional, active outreach is necessary prior to the review date.

The screenshot displays the PeopleAdmin interface. At the top, there is a navigation banner with 'Home', 'Postings', and 'Help' tabs. A blue arrow points to the 'Postings' tab. Below the banner, the breadcrumb trail reads 'Postings / Faculty/Librarian / Associate/Full Professor (IBU 11-01) (Posted) / Summary'. The main content area shows the details for the posting 'Associate/Full Professor (IBU 11-01) (Faculty/Librarian)'. It includes fields for 'Current Status: Posted', 'Position Type: Faculty/Librarian', 'Banner Org Code/ Dept Name: 141701 ADMIN-INTERNATIONAL BUSINESS', 'Created by: Bayram Abbasov', and 'Owner: Department/HRCP'. There are three action links: 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', and 'Print Preview'. Below this, there are tabs for 'Summary', 'History', 'Applicants', and 'Reports'. A blue arrow points to the 'Applicants' tab. Under the 'Applicants' tab, there is a 'Recruitment Plan' section with a table of details.

I. RECRUITMENT PLAN	
Posting Number:	Faculty 000219- 2011
Position Number:	
Academic Title:	Associate/Full Professor (IBU 11-01)
Rank:	Professor, Associate Professor
Administrative Title:	

Searching for a Specific Applicant

To search for a particular applicant by name, from the Home screen, click on Applicants, then select Applicant Search. Use the Search text box (below the “Applicants” heading) to enter the applicant’s name. The “More Search Options” tab allows you to expand the search to include other specific information.

HRIS System - Job applica x
https://www.gwujobs/hr/postings/7009/job_applications
PeopleAdmin FRPR GWEmail Other bookmarks

Postings / Faculty/Librarian / Associate/Full Professor (IBU 11-01) (Posted) / Applicant Review

Posting: Associate/Full Professor (IBU 11-01)
(Faculty/Librarian)
Current Status: Posted

Position Type: Faculty/Librarian Created by: Bayram Abbasov
Banner Org Code/ Dept Name: 141701 ADMIN-INTERNATIONAL BUSINESS Owner: Department/HRCP

Summary | History | **Applicants** | Reports

Open Saved Search Search: Search More search options

Active Applicant (default s...)

Saved Search: "Active Applicant (default search)" (15 Items Found) Actions

Full Name	Documents	Posting Number	Workflow State (External)	Workflow State (Internal)	(Actions)
Wilhelms, Raif	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
Francis, Conrad	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
Ostapenko, Nikolai	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
Miroshnik, Victoria	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
Leung, Ricky	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
Ding, Hui	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions

Downloading and Printing Applications

To download an application or group of applications, click on the box to the left of an applicant's name. A check mark (v) will appear by each name selected. Hover over the "Actions" tab to the right of the "Active Applicants" heading and select "Download Applications as PDF" and follow the instructions. The "Download Applications as PDF" combines all applicants into one file. The operation may take a few moments. Once the PDF file is generated, you may save it to your desktop or print it.

Postings / Faculty/Librarian / Associate/Full Professor (IBU 11-01) (Posted) / Applicant Review

Posting: Associate/Full Professor (IBU 11-01)
(Faculty/Librarian)
Current Status: Posted

Position Type: Faculty/Librarian Created by: Bayram Abbasov
Banner Org Code/ Dept Name: 141701 ADMIN-INTERNATIONAL BUSINESS Owner: Department/HRCP

Summary | History | **Applicants** | Reports

Open Saved Search Search: Search More search options

Active Applicant (default s...)

✓ Saved Search: "Active Applicant (default search)" (15 Items Found) Actions

<input type="checkbox"/>	Full Name	Documents	Posting Number	Workflow State (External)	Wc (In	(Actions)
<input checked="" type="checkbox"/>	Wilhelms, Ralf	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input checked="" type="checkbox"/>	Francis, Conrad	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input type="checkbox"/>	Ostapenko, Nikolai	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input type="checkbox"/>	Miroshnik, Victoria	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input type="checkbox"/>	Leung, Ricky	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
<input type="checkbox"/>	Ding, Hui	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions

GENERAL
Review Supplemental Question Answers
Download Supplemental Question Answers
Export results
BULK
Download Applications as PDF
Create Document PDF per Applicant

https://www.gwu.jobs/hr/postings/7009/job_applications?dialog=select-document-type-menu

(Faculty/Librarian)
Current Status: Posted

Position Type: Faculty/Librarian Created by: Bayram Abbasov
Banner Org Code/ Dept Name: 141701 ADMIN-INTERNATIONAL BUSINESS Owner: Department/HRCP

Summary | History | **Applicants** | Reports

Open Saved Search Search: Search More search options

Active Applicant (default s...)

✓ Saved Search: "Active Applicant (default search)" (15 Items Found) Actions

<input type="checkbox"/>	Full Name	Documents	Posting Number	Workflow State (External)	Wc (In	(Actions)
<input checked="" type="checkbox"/>	Wilhelms, Ralf	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input checked="" type="checkbox"/>	Francis, Conrad	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input type="checkbox"/>	Ostapenko, Nikolai	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input type="checkbox"/>	Miroshnik, Victoria	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Un	
<input type="checkbox"/>	Leung, Ricky	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
<input type="checkbox"/>	Ding, Hui	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
<input type="checkbox"/>	Lavitskii, Marc	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
<input type="checkbox"/>	Orlowski, Charles	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions
<input type="checkbox"/>	Orlowski, Charles	Resume, Other Documents Refer to Special Instructions to Applicants	Faculty 000219- 2011	In Progress	Under Review	Actions

Select the document type(s) to use.

Application and All Documents

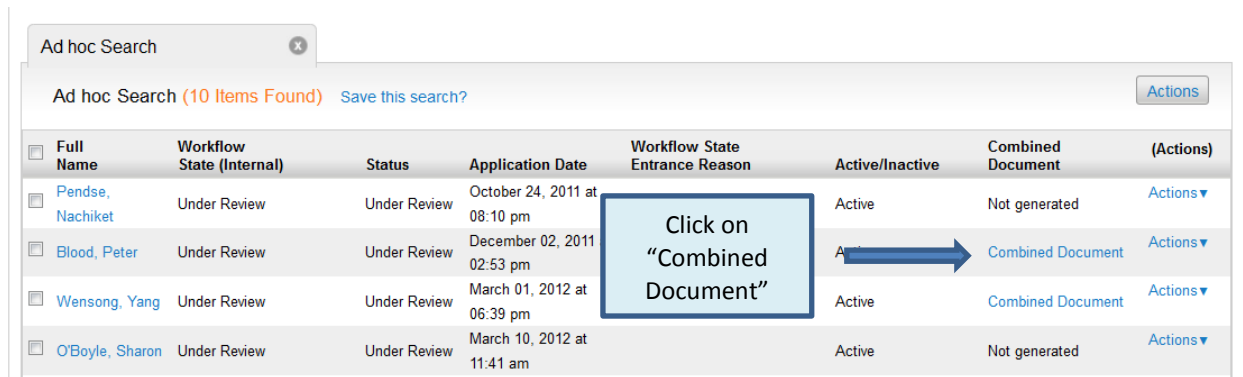
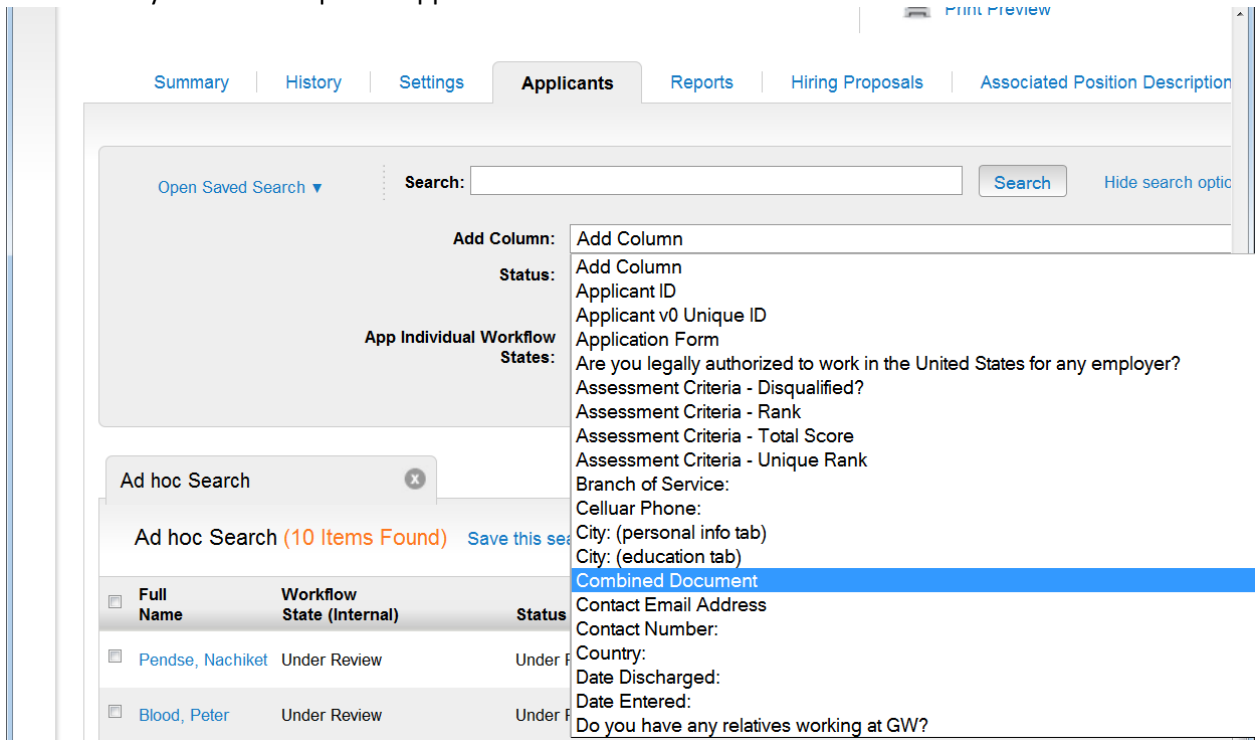
Only These Document Types

- Application Data
- Resume
- Other Documents Refer to Special Instructions to Applicants

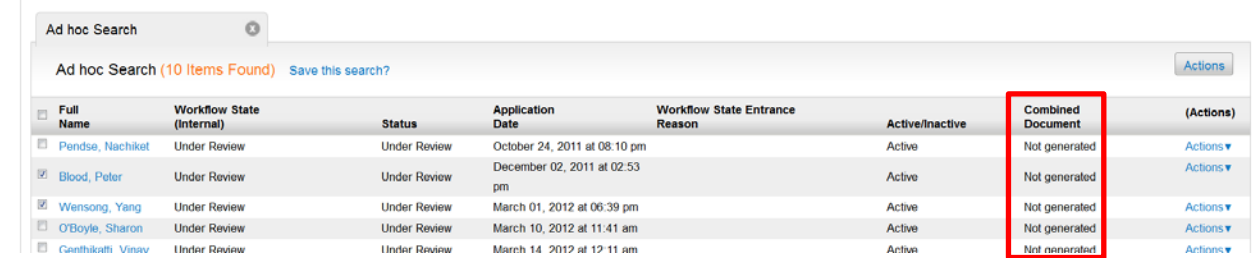
Submit Cancel

If you would like the system to generate a PDF per applicant, click on “Create Document PDF per Applicant”. To use this feature, follow the steps below.

1. Select the applicants for which you would like to view documents by clicking on the box next to the applicant’s name.
2. Hover over the “Actions” tab to the right of the “Active Applicants” heading and select "Create Document PDF per Applicant".
3. Scroll up to the “Search” menu and click on “More search options”.
4. Select “Combined Document” from the “Add Column” field. The page will automatically refresh and the applicants you selected in (Step 1) will have a link entitled “Combined Document”. This is a compilation of all of the applicants’ documents. The advantage of this feature is that it allows you to select specific applicants.



Note: If you add the field before you click on “Create Document PDF per Applicant” you will see the following:



Generating Applicant Reports

To run applicant reports, click on the "More search options" link to the right of the search box. Then use the drop down menu to select the information fields you would like to include. Once the page is automatically refreshed, you may hover over the "Actions" tab and select "Export results." This will export your results to a table in Microsoft Excel.

The image displays two screenshots of the HR Information Systems interface, illustrating the steps to generate an applicant report.

Top Screenshot: Shows the "Posting: Test Posting Associate Professor (MAE 2012-112) (Faculty/Librarian)" page. The "Applicants" tab is selected. A search box is visible with the "More search options" link highlighted by a blue arrow.

Bottom Screenshot: Shows the same page with the "Add Column" dropdown menu open. The menu lists various fields that can be added to the report, including: Add Column, (Applicant Detail User Parent) Salutation, Active/Inactive, Applicant ID, Applicant v0 Unique ID, Application Date, Application Form, Assessment Criteria - Disqualified?, Assessment Criteria - Rank, Assessment Criteria - Total Score, Assessment Criteria - Unique Rank, City: (personal info tab), Combined Document, Contact Email Address, Contact Number, Country, Draft Application?, Email Address, Ethnicity - First Name, and Add Column. A blue arrow points to the "Add Column" option in the dropdown menu.

The interface includes a navigation bar with "Home", "Postings", "Applicants", "Hiring Proposals", "My Profile", and "Help". The user is logged in as "Carissa Walter" with 0 messages. The current page is "Applicant Review" for the "Test Posting Associate Professor (MAE 2012-112) (Cancelled)".

The search results table shows one item found for the "Active Applicant (default search)" filter:

Full Name	Documents	Search Proposal Number	Workflow State (External)	Workflow State (Internal)	(Actions)
Smith, John		Faculty 000239- 2011	Position Withdrawn	Recommend for Interview (Shortlist)	Actions

HRIS System - Job applic. x

https://www.gwu.jobs/hr/postings/7939/job_applications

PeopleAdmin | GWEmail | FRPR | Registration: Login

Postings / Faculty/Librarian / Test Posting Associate Professor (MAE 2012-112) (Cancelled) / Applicant Review

Posting: Test Posting Associate Professor (MAE 2012-112) (Faculty/Librarian) [Edit](#)

Current Status: Cancelled

Position Type: **Faculty/Librarian** | Created by: **Albert Mojica**
 Banner Org Code/ Dept Name: **499999 Test Org** | Owner: **Omnipotent**

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

Open Saved Search ▼ Search: Search [Hide search options](#)

Add Column: ▼

Status: ▼

Active Applicant (default s...)

Saved Search: "Active Applicant (default search)" (1 Item Found) [Actions](#)

Full Name	Documents	Search Proposal Number	Workflow State (External)	Workflow (Internal)
Smith, John		Faculty 000239- 2011	Position Withdrawn	Recomm (Shortlist)

GENERAL

- Review Supplemental Question Answers
- Download Supplemental Question Answers
- Export Applicants without Email
- Export results

BULK

- Workflow
- Export Applicants
- Download Applications as PDF
- Create Document PDF per Applicant
- Reactivate Applications

Required PA 7 Action Item: “Recommend for Interview (Shortlist)”

Once the search committee has reviewed and evaluated the applicant pool and generated a short list of candidates to invite for campus interviews, the next step is the review and approval of the shortlist by the Dean/Library Director.

To recommend candidates for interviews, the Department Chair/HRCP must change the candidates' status in workflow to forward the list for review and approval. On the Home screen, click on the Postings tab, select “Faculty/Librarians”. On the Postings screen, click on the specific Posting in the “Active Postings” list. On the Postings screen, click on the “Applicants” tab located below the Posting’s title.

The screenshot shows the HRIS System interface for 'Faculty/Librarian Postings'. The top navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. The 'Postings' tab is selected. Below the navigation bar, there is a search bar and a list of postings. A blue arrow points to the 'Faculty/Librarian' tab in the top navigation bar. Another blue arrow points to the 'Applicants' tab in the sub-navigation bar below the posting title.

Academic Title	Rank/Title	Active Applications	Department	Posting Open Date	Workflow State	(Actions)
Associate Professor (MAE 2010-03)		0	171103 MECHANICAL & AEROSPACE ENGINEERING		Filled	Actions
Assistant Professor of Physics PHY 10-03		0	152801 ADMINISTRATION-PHYSICS		Filled	Actions
Professor, Deputy Director, and Director of Clinical Training PPSY 10-01		0	153201 ADMINISTRATION-PSYCHOLOGY		Filled	Actions
Assistant Prof of Counseling Clinical Mental Health Counseling CHD 10-01		0	161501 ADMIN-COUNSELING, HUMAN & ORG STUD		Filled	Actions
Clinical Educator Instructor EDH 10-03C		0	109102 Undergraduate Nursing		Filled	Actions
Instructor of Anesthesiology ANE 10-01A		0	816301 ANESTHESIOLOGY-GME INSTRUCTION		Filled	Actions
Assistant/Associate Professor of Environmental and Occupational Health/Global Health EOH 08-02		0	872311 ENVIRONMENTAL OCCUPATIONAL HEALTH		Filled	Actions
Assistant Professor in Statistics STA 10-01		0	154101 STATISTICS		Filled	Actions
Assistant Professor of Higher Education Administration EDL 10-01A		0	161801 new EDUCATIONAL LEADERSHIP		Filled	Actions
Associate Professor-Biochemistry and Molecular Biology (BMB 10-02)		0	813111 BIOCHEMISTRY		Filled	Actions
Teaching Instructor in Arabic (CLA 10-01A)		0	153402 LANGUAGE CENTER		Filled	Actions
Associate Professor ANT 10-01		0	151601 ADMINISTRATION-ANTHROPOLOGY		Filled	Actions
Assistant Professor of Accountancy- ACC 10-01		0	141101 ADMINISTRATION-ACCOUNTANCY		Filled	Actions
Assistant/Associate Professor Information Security IAF 10-04		0	180113 INST SECURITY & CONFLICT STUDIES		Filled	Actions
Associate Professor Biochemistry and Molecular Biology (BMB 10-01)		0	813111 BIOCHEMISTRY		Filled	Actions
Assistant/Associate Professor (BMR 11-01)		25	152501 ADMIN-SCHOOL OF MED & PUBLIC AFPA		Internal Posting	Actions
Assistant Prof. 11, Open Ram (2) (BMR 11-02)		30	152501 ADMIN-SCHOOL OF MED & PUBLIC AFPA		Internal Posting	Actions
Open Ram		7	141801 ADMIN-MARKETING, LOGIST & OPER MGMT		Internal Posting	Actions
Assoc		3	180112 INST INTL ECONOMIC POLICY		Internal Posting	Actions
Assistant P		3	180429 INSTITUTE FOR INTNL ECONOMIC POLICY		Internal Posting	Actions
Assistant P		7	180429 INSTITUTE FOR INTNL ECONOMIC POLICY		Internal Posting	Actions
Assistant P		13	141151 ADMINISTRATION-ACCOUNTANCY		Internal Posting	Actions

The screenshot shows the HRIS System interface for the 'Applicants' page of a specific posting. The top navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. The 'Applicants' tab is selected. Below the navigation bar, there is a search bar and a list of applicants. A blue arrow points to the 'Applicants' tab in the sub-navigation bar.

Posting: Posting: Associate Professor (PHY 2012-111) (Faculty/Librarian)

Current Status: Posted

Position Type: Faculty/Librarian
Banner Org Code/ Dept Name: 100104 ESA STUDENT SERVICES
Created by: Albert Mojica
Owner: Department/HRCP

Summary History Settings **Applicants** Reports Hiring Proposals

Open Saved Search Search: More search options

Active Applicant (default search) Saved Search: "Active Applicant (default search)" (3 Items Found)

Full Name	Documents	Posting Number	Workflow State (External)	Workflow State (Internal)	(Actions)
Sweeney, Michael		Faculty 000085- 2011	In Progress	Under Review	Actions
Mathews, Jane		Faculty 000085- 2011	In Progress	Under Review	Actions
Chang, Jin		Faculty 000085- 2011	In Progress	Under Review	Actions

From the “Applicants” screen you can move applicants/candidates on the shortlist in workflow in bulk or individually.

To move applicant(s)/candidate(s) individually or in bulk, check the box(es) to the left of the name of the applicant(s)/candidate(s) you wish to move in workflow. Hover over the “Actions” tab to the right of the “Active Applicants” heading and select “Move in Workflow”.

You can change the status of applicants individually or in bulk, please see example below. Once you have changed their status in workflow, click on “Save Changes”. Depending on the number of applicants you are moving in workflow, it may take up to 10 minutes for your changes to take effect.

The image consists of two screenshots from the HRIS System interface. The top screenshot shows the 'Applicants' page for a specific posting. It features a table of active applicants with checkboxes in the left margin. A dropdown menu labeled 'Actions' is open, showing options like 'Move in Workflow' (highlighted with a red box) and 'Download Applications as PDFs'. The bottom screenshot shows the 'Bulk Workflow Status Change' page. It has a dropdown menu to 'Change for all applicants' set to 'Recommend for Interview (Shortlist)'. Below is a table with columns for Applicant, Current State, New State, and Reason. A 'Save changes' button is highlighted with a blue arrow, and a dropdown menu for the 'Reason' column is open, showing 'Does Not Meet Minimum Qualifications' (highlighted with a green box).

Applicant	Current State	New State	Reason
Michael Stewart	Under Review	Recommend for Interview (Shortlist)	
Jane Mathews	Under Review	Recommend for Interview (Shortlist)	
Jim Chung	Under Review	Not Selected - Send Email	Does Not Meet Minimum Qualifications

Required PA 7 Action Item: "Shortlist Approved (move to Shortlist Approved- Schedule Interview)"

Once a candidate is labeled in workflow as "Recommended for Interview," the Dean/Library Director will receive an email prompting him/her to approve an action. Dean/Library Director can choose one of the following options for each applicant:

- Shortlist Approved (move to Shortlist Approved-Schedule Interview)
- Pending Shortlist (move to Pending Shortlist): for those individuals on the shortlist awaiting the Dean's approval for interview
- In the pending status, the application goes back to the department. The applicant remains under review and the department can recommend the applicant for an interview in the future if needed.

The screenshot displays the HRIS System interface for managing job applications. The top navigation bar includes 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. The user is logged in as 'Albert Mojica, you have 1 message. Dean/Lib. Director'. The main content area shows the 'Applicants' tab for a job posting titled 'Posting: Associate Professor (PHY 2012-111) (Faculty/Librarian)'. The current status is 'Posted'. The position type is 'Faculty/Librarian' and the banner org code/dept name is '180104 ESIA STUDENT SERVICES'. The owner is 'Department/HRCP'. The 'Applicants' tab is active, showing a search bar and a table of active applicants. The table has columns for 'Full Name', 'Documents', 'Posting Number', 'Workflow State (External)', and 'Workflow State (Internal)'. Two applicants are listed: Michael Stewart and Jane Mathews, both with a 'Recommend for Interview' status. An 'Actions' menu is open over the table, with 'Move in Workflow' highlighted. Below the table, there is a 'Bulk Workflow Status Change' section. The 'Change for all applicants' dropdown is set to 'Shortlist Approved - Schedule Interview'. A table below shows the current and new states for the two applicants. The 'Save changes' button is highlighted with a blue arrow.

Applicant	Current State	New State	Reason
Michael Stewart	Recommend for Interview (Shortlist)	Shortlist Approved - Schedule Interview	
Jane Mathews	Recommend for Interview (Shortlist)	Shortlist Approved - Schedule Interview	

Creating a Hiring Proposal

Department Fac/Lib Tasks

STEP 1: "Finalist/Recommend for Hire (move to Finalist Recommended for Hire (Begin HP))"

The screen shot below shows how the department moves the candidate to "Finalist/Recommended for hire" status after a successful interview. To move a candidate to "Finalist/Recommended for hire" status, locate the Posting in your "Watch List" on your Home screen --OR-- click on the "Postings" tab located on the navigation banner. Once located, click on the Posting. This will take you to the Posting Summary screen.

- A) On the Summary screen, click on the "Applicants" tab under the Posting title to view the list of applicants. Locate the candidate, hover over the "Actions" link to the right of the candidate's name and select "View Application." On the selected application, hover over the "Take Action on Job Application" tab and select "Finalist Recommended for Hire (move to Finalist/Recommended for Hire (Begin HP)); then click on Submit in the "Take Action" dialogue box.

The image consists of two screenshots from the HRIS system. The top screenshot shows the 'Posting: Associate Professor (PHY 2012-111)' page. The 'Applicants' tab is selected, and a table lists one applicant: Jane Mathews. A blue arrow points to the 'Applicants' tab, and another points to the 'View Application' link in the 'Actions' column. The bottom screenshot shows the 'Job application: Jane Mathews' page. A blue arrow points to the 'Take Action On Job Application' dropdown menu, and another points to the 'Finalist Recommended for Hire (move to Finalist/Recommended for Hire (Begin HP))' option. A 'Take Action' dialog box is open, showing the selected action and a 'Submit' button, with a blue arrow pointing to the 'Submit' button.

Required PA 7 Action Item: "Start Faculty Hiring Proposal"

- B) Once the candidate is moved to "Finalist/Recommended for Hire" status, a green symbol will appear under the "Take Action on Job Application" tab, prompting you to start a Hiring Proposal.
- C) Click on "Start Faculty Hiring Proposal"; you will land on the Hiring Proposal screen.

The image displays two overlapping screenshots of the HRIS System interface. The top screenshot shows the 'Job application: Jane Mathews (Faculty/Librarian)' page. The 'Current Status' is 'Finalist/Recommended for Hire (Begin HP)'. A blue arrow points to the 'Start Faculty Hiring Proposal' link in the 'Take Action On Job Application' dropdown menu. The bottom screenshot shows the 'New Hiring Proposal' screen, where a blue arrow points to the 'Start Faculty Hiring Proposal' button. The page content includes: 'Starting Faculty Hiring Proposal', 'Applicant: Jane Mathews', and 'Posting: Posting: Associate Professor (PHY 2012-111)'. The interface includes navigation tabs like 'Home', 'Postings', and 'Hiring Proposals', and a user profile for Albert Mojica.

- D) On the Hiring Proposal screen, complete the following required fields:
- * Rationale for Selecting this Candidate Over Others Based on Basic/Preferred Qualifications
Please take the time to carefully and fully explain the rationale for selection.
 - Academic Rank
 - * Position Reports to
Contract Type

Editing Hiring Proposal

Hiring Proposal

- Documents
- Hiring Proposal Summary

Hiring Proposal

Save Next >>

Required Information

Hiring Proposal

Auto Tracking Number: _____

Candidate First Name: Jane

Candidate Last Name: Mathews

Posting Number: Faculty 000085- 2011

Approved Position Number: _____
To Be completed by Faculty Personnel

Rationale for Selecting this Candidate Over Others Based On Basic/Preferred Quals:

Academic Rank: Please select

Academic Title: Posting: Associate Professor (PHY2012-111)

Administrative Title: _____

Proposed Salary: _____

Start Date: _____

Employee Class Code/Category: F2 - UV Faculty - 9 MO - RFT

Position Reports to: _____
To be completed by the Department. If unknown, refer to Banner, department budget, or contact Faculty Recruitment

*The explanation should go beyond “satisfied the basic qualifications” and should compare/contrast the candidate to others, including a statement of what job-related attributes “tipped the scales” in favor of the proposed candidate.

*Enter the position number of your Dean/Library Director. Contact FRPR for assistance, if necessary

Contract Type:

- With Tenure
- Tenure Track
- Non-Tenure Track
- Special Service
- Visiting
- Research
- Librarian
- Regular Part Time

Contract Term:

Appointment Period:
Provide Start and End Date for Time Limited or Renewable Appointment Positions. Format: mm/dd/yyyy

Tenure Notification Date:
Applies only to Tenure Track positions

Will the candidate need Visa sponsorship?

E) Once the Hiring Proposal is complete, a department/library will attach supporting documents required by Deans/Library Directors, FRPR and Faculty Personnel to complete the appointment process.

Bayram Abbasov, you have 0 messages. Faculty Recruitment

Actions / ... / Faculty/Librarian Hiring Proposal / Edit

Editing Hiring Proposal

- Hiring Proposal
- Documents**
- Hiring Proposal Summary

Documents

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

Document Type	Name	Status	(Actions)
Reference Check 1 (Staff)			Actions
Faculty/Librarian - Dean/Chair Agreement			Actions
Librarian - Draft Appointment Letter			Actions
Faculty/Librarian - Degree verifications			Actions
Faculty/Librarian - Dated copy of print announcements			Actions
Faculty/Librarian - Dated copy of electronic announcements			Actions
Faculty/Librarian - Reference Letters and/or Summaries			Actions
Faculty - Evaluation Criteria for NTT/Special Service			Actions
Faculty/Librarian - Visual identification (gender and race) of interviewed candidates			Actions
Reference Check 2 (Staff)			Actions
Faculty - Special instructions for Appointment Letter			
Faculty/Librarian - Other			

- F) Department Fac/Lib reviews Hiring Proposal summary and forwards it to the Dean/Library Director for approval.

The screenshot displays the HRIS System PeopleAdmin interface in a Mozilla Firefox browser. The page title is "HRIS System - :: Action Show :: PeopleAdmin - Mozilla Firefox". The browser address bar shows "peopleadmin.com" and the URL "https://gwu-sb.peopleadmin.com/". The page header includes "Inbox", "PeopleAdmin", "Watch List", and "APPLICANT TRACKING". The navigation menu has "Home", "Postings", "Hiring Proposals", "My Profile", and "Help". A message notification says "Albert Mojica, you have 1 message." and the department is set to "Department/HRCP".

The main content area shows a "Faculty Hiring Proposal: Jane Mathews (Faculty/Librarian)" with a "Current Status: Draft". Key details include:
Position Type: Faculty/Librarian
Banner Org Code/ Dept Name: 180104 ESIA STUDENT SERVICES
Applicant: Jane Mathews
Posting: Posting: Associate Professor (PHY 2012-111)
Created by: Albert Mojica
Owner: Albert Mojica

A "Take Action On Hiring Proposal" dropdown menu is open, showing workflow actions:
Keep working on this Hiring Proposal
Cancel Hiring Proposal (move to Canceled)
Dean/Lib. Director (move to Dean/Lib. Director)

A blue arrow points from the "Dean/Lib. Director" option to a "Take Action" dialog box. The dialog box has the title "Take Action" and the action "Move directly to 'Dean/Lib. Director'". It includes a "Comments (optional)" text area, a checked checkbox for "Add this hiring proposal to your watch list?", and "Submit" and "Cancel" buttons.

The background form shows fields for "Auto Tracking Number", "Candidate First Name: Jane", "Candidate Last Name", "Posting Number", "Approved Position Number", "Rationale for Selecting this Candidate Over Others Based On Basic/Preferred Quas:", "Academic Rank", and "Academic Title".

Dean/Library Director Tasks

STEP 2: "Dean/Lib. Dir. (Move to Dean/Lib. Dir.)"

Dean/Library Director will receive an email prompting the review and approval of the Hiring Proposal. On the Home screen, the Dean/Library Director locates the Hiring Proposal from the "Inbox" or the "Hiring Proposals" tab (see screenshot below). Click on the hiring proposal as appropriate. This will land you on the Hiring Proposal Summary screen.

Review the hiring proposal to determine if changes are necessary. If no changes are needed, hover over the "Take Action On Hiring Proposal" tab and select "Faculty Recruitment (move to Faculty Recruitment for Candidate(s) Review)". Click on "logout" in the right corner when finished.

The screenshot displays the HRIS system interface. The top navigation bar includes the George Washington University logo, "Inbox", "PeopleAdmin", "Watch List", and "APPLICANT TRACKING". The main navigation menu contains "Home", "Postings", "Applicants", "Hiring Proposals", "My Profile", and "Help".

The "Hiring Proposals / Faculty/Librarian" page shows a search bar and a table of proposals. A blue arrow points to the "Hiring Proposals" tab in the navigation menu. Another blue arrow points to the "Assistant Professor of Honors and History" proposal in the table.

Academic Title	Candidate First Name	Candidate Last Name	Posting Number	Department	Status	(Actions)
Assistant Professor of Honors and History	Thomas	Hagood	Faculty 000175- 2011	101401 UNIVERSITY HONORS PROGRAM	Draft	Actions

The "Hiring Proposal Summary" page for Jane Mathews is shown below. It includes details such as Position Type (Faculty/Librarian), Banner Org Code/Dept Name (180104 ESIA STUDENT SERVICES), and Applicant (Jane Mathews). A "Take Action On Hiring Proposal" dropdown menu is visible, with "Faculty Recruitment (move to Faculty Recruitment for Candidate(s) Review)" circled in red. The "logout" button in the top right corner is also circled in red.

Faculty Recruitment and Faculty Personnel Tasks

STEP 3: “Faculty Recruitment (move to Faculty Recruitment for Candidate(s) Review)” and “Faculty Personnel/Faculty Affairs (move to Faculty Personnel Review)”

Once Faculty Recruitment reviews and approves the Hiring Proposal, Faculty Personnel will receive an email prompting the review of the Hiring Proposal and drafting of appointment letter for the Provost’s review and approval. Once the Provost signs the appointment letter, Faculty Recruitment will send the letter to the prospective faculty member/librarian.

Bayram Abbasov, you have 0 messages. Faculty Recruitment | C | logout

Faculty/Librarian / ... / Bayram Abbasov (Finalist/Recommended for Hire (Begin HP)) / Faculty/Librarian Hiring Proposal / Summary

Faculty/Librarian Hiring Proposal: Bayram Abbasov
(Faculty/Librarian) [Edit](#)
Current Status: Faculty Recruitment for Candidate(s) Review

Position Type: Faculty/Librarian Created by: Michael Stewart
Banner Org Code/ Dept Name: 499999 Test Org Owner: Faculty Recruitment

Applicant: Bayram Abbasov
Posting: Assistant Professor of Finance

Summary | History | Settings

Hiring Proposal [Edit](#)

Hiring Proposal

Auto Tracking Number: HP - 000017

Take Action On Hiring Proposal

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Faculty Personnel/Faculty Affairs (move to Faculty Personnel/Faculty Affairs Review)**
- Returned to Dean (move to Dean/Lib. Director)
- Return to Department (move to Department Review)

MOVE DIRECTLY TO...

- Draft
- Department Review
- Dean/Lib. Director
- Faculty Personnel/Faculty Affairs Review
- Offer Accepted/Hire Approved
- Canceled
- Not Approved for Hire

STEP 4: “Offer Accepted/Hire Approved”

Faculty Personnel will indicate on the system when the offer is accepted and the hire is approved. You may now disposition interviewed, not hired candidates.

John Personnel, you have 0 messages. Faculty Personnel/Faculty Affairs | C | logout

Faculty/Librarian / ... / Bayram Abbasov (Finalist/Recommended for Hire (Begin HP)) / Faculty/Librarian Hiring Proposal / Summary

Faculty/Librarian Hiring Proposal: Bayram Abbasov
(Faculty/Librarian) [Edit](#)
Current Status: Faculty Personnel/Faculty Affairs Review

Position Type: Faculty/Librarian Created by: Michael Stewart
Banner Org Code/ Dept Name: 499999 Test Org Owner: Faculty Personnel/Faculty Affairs

Applicant: Bayram Abbasov
Posting: Assistant Professor of Finance

Summary | History | Settings

Hiring Proposal [Edit](#)

Hiring Proposal

Auto Tracking Number: HP - 000017

Take Action On Hiring Proposal

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Return to Faculty Recruitment (move to Faculty Recruitment for Candidate(s) Review)
- Offer Accepted/Hire Approved (move to Offer Accepted/Hire Approved)**

This concludes the process.

HOME PAGE – the landing screen after you log-in

- Inbox – actionable list of Postings and Hiring Proposals requiring the user’s attention
- Watch list – a list of Postings or Hiring Proposals closely watched.

NAVIGATION BANNER – the top of the screen is the area containing the tabs to major sections of the site – Home, Postings, Applicants, Hiring Proposals, My Profile and Help.

BREADCRUMB NAVIGATION – appears horizontally in the grey area under the navigation banner and provides links to each previous section the user navigated through to get to the current page. This provides a trail for the user to follow back to any previous section. For example:

Postings/[Faculty](#)/[Librarian](#)/[Assistant Professor of Physics](#)/[Edit: Recruitment Plan](#)

SIDEBAR MENUS – appear on the left and ride side of the main work area as appropriate. They provide links to sections within the system or helpful resources.

WORKFLOW – sequence of steps in the faculty/librarian recruitment process, serving as a virtual representation of actual work.

MOVING IN WORKFLOW – changing an applicant’s status on the system. All applicants are initially “Under Review” status.

WORK AREA – The portion of the screen that presents controls for different tasks, and differs from page to page.

POSTING – composite of items listed below that results in a position announcement on The George Washington University Employment Portal.

- **RECRUITMENT PLAN** – an authorization to search and place position announcements.
- **DOCUMENTS** – users upload items such as drafts of external announcements in this section.
- **GUEST USER** – search committee members’ access is requested in this section.
- **APPLICANT DOCUMENTS** – specify required documents from applicants.
- **POSTING SPECIFIC QUESTIONS** – close ended screening questions based on the actual basic qualifications for the position.
- **SUMMARY** – preview of entered information.

HIRING PROPOSAL – composite of items that result in a recommendation for hire. For instance evidence of compliance with the approved Recruitment Plan and relevant University policies and procedures, verification of academic degrees and the rationale for selecting the recommended candidate, including but not limited to verifying the candidate’s credentials are consistent with the Posting qualifications.

User Roles

User Roles are system based permissions to perform certain actions assigned for specific job functions.

Department Role	PA7 User Role	Functions	Approver of Request
Department Chair, Program Director and Designated Staff	DEPARTMENT FAC/LIB	Create Postings and Hiring Proposals; Move to Dean/Library Director Review	Department Chair, Program Director or Library Director
Search Committee Members	GUEST USER	View Posting specific applications	Faculty Recruitment
Deans, Library Directors and Designated Staff	DEAN/LIBRARY DIRECTOR	Create/review Postings and Hiring Proposals; Move to Faculty Recruitment Review	Dean, Library Director and Designees
Faculty Recruitment	FACULTY RECRUITMENT	Review Postings and Hiring Proposals; Move Hiring Proposals to Faculty Personnel	Assistant Provost for Faculty Recruitment and Personnel Relations, Recruitment Partner
Faculty Personnel	FACULTY PERSONNEL	Draft appointment letters	Director, Faculty Personnel and Designees