



WEBER STATE
UNIVERSITY

PeopleTracker:

Submitting a Hiring Requisition for an Hourly Position

PeopleTracker is located in the Staff or Faculty tab in the eWeber portal (www.weber.edu)

Table of Contents

What is PeopleTracker?	3
Logging into PeopleTracker	3
Beginning a Job Requisition	4
Navigation/Tips	5
Creating an Hourly Job Requisition	6
Posting Details	6
ADA Essential Job Functions	11
Documents	12
Template Level Questions.....	12
Posting Specific Questions.....	13
Disqualifiers.....	18
Guest User	19
View Requisition Summary/Preview	20
Using a Template/Getting Help.....	21

What is PeopleTracker?

PeopleTracker combines multiple Human Resource functions into one program. Users may access and manage:

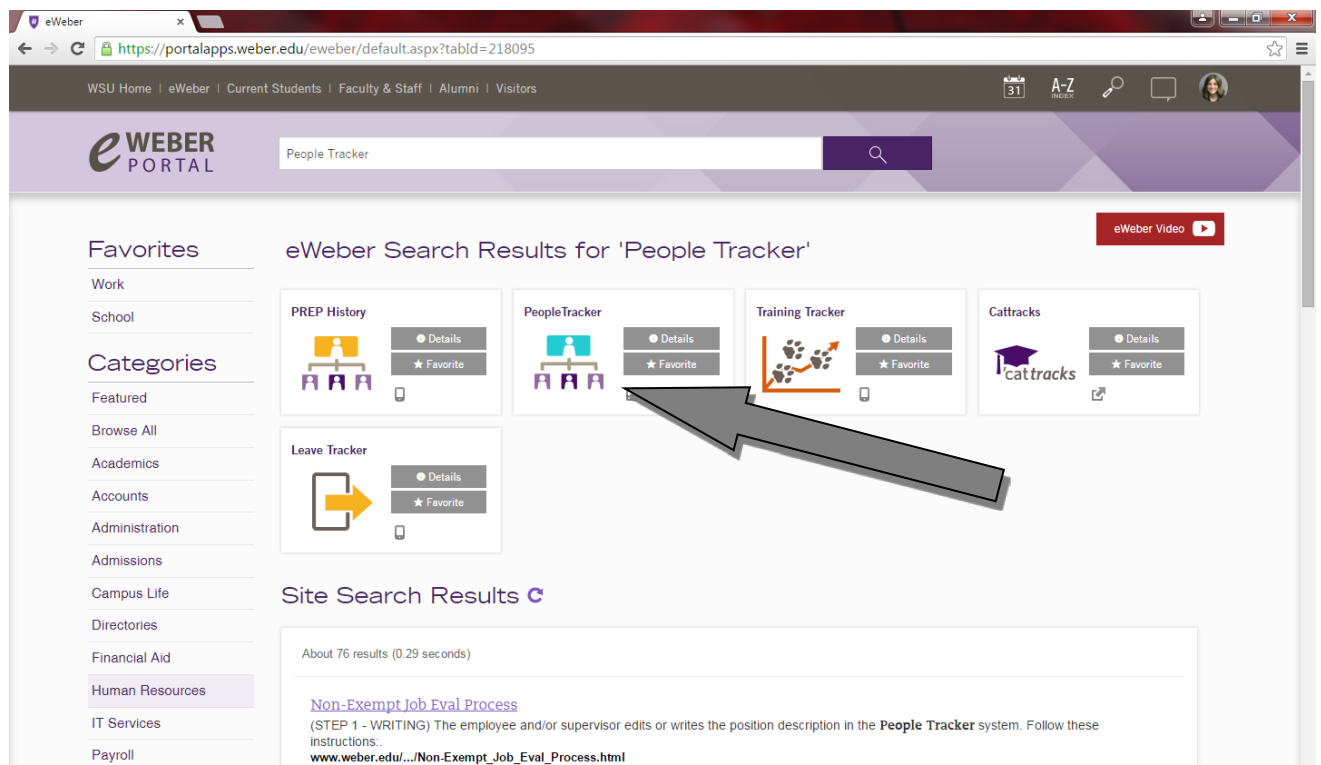
- Position Descriptions
- Performance Review and Enrichment Program (PREP)
- Job Postings

Logging into PeopleTracker

To log into People Tracker:

- Log in to the eWeber Portal (www.weber.edu), under the Human Resources Category select the PeopleTracker application.

Figure 1



Beginning a Job Requisition

Use the purple bar on the left side of your screen to begin the requisition process. Users have three options under the heading “CREATE REQUISITION”:

- FROM TEMPLATE- this option reduces the users’ time spent entering data by accessing a partially completed form for a common position (see page 21).
- FROM SCRATCH- this option allows users to create a new job requisition by entering all of the required information
- FROM POSITION- this function is not used for Hourly job postings.



Figure 2

Click once on “FROM SCRATCH” under the heading “CREATE REQUISITION” in the purple bar.

NOTE: “FROM TEMPLATE” is discussed on page 21. “FROM POSITION” is not used for hourly employment requisitions.

Navigation/Tips

- Purple Bar – click on an item to leave requisitions and enter a different function. Users should always “Complete” or “Cancel” a document before navigating into a different area.
- Tabs- these indicate the different sections of a requisition. Click once on the underlined title to switch from one section to another.
- Buttons- click once to perform the option indicated on the button

Tips:

- All fields denoted with an asterisk must be completed before moving to the next section or tab.
- Use the tab button on your keyboard to navigate from one text field to the next text field. Pressing enter may activate a button and does not take you to the next section.

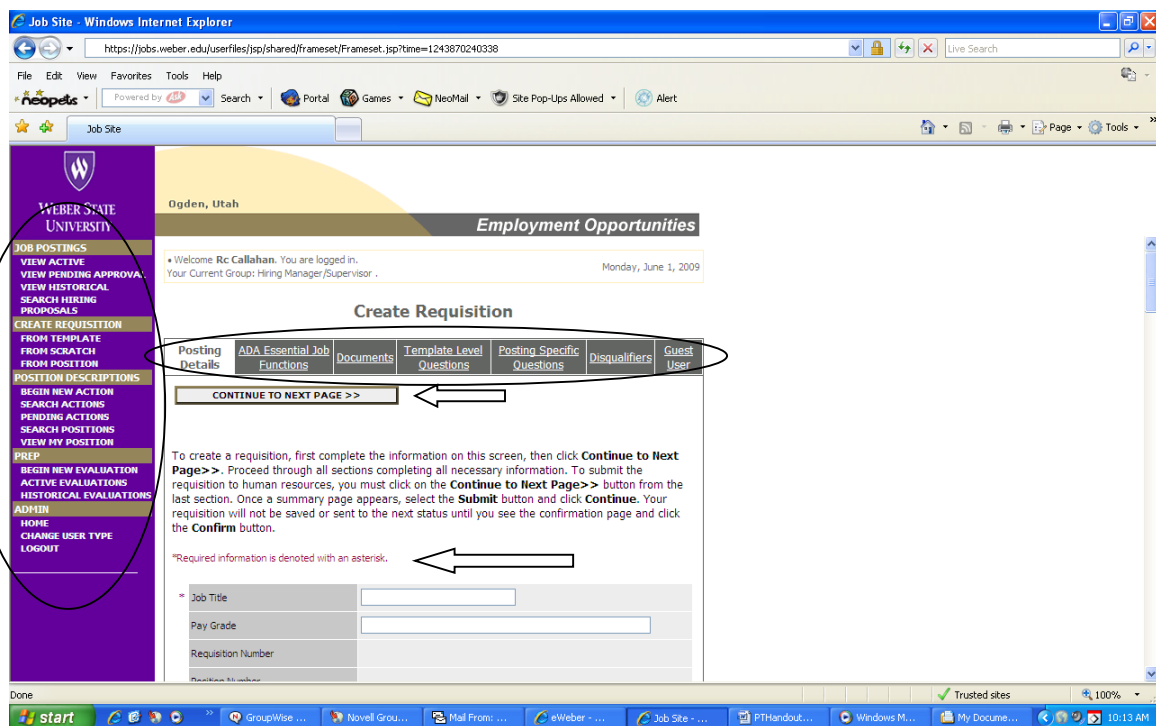


Figure 3

Let's begin the posting process. Click once in the “Job Title” text box. This should activate a cursor.

Creating an Hourly Job Requisition

The screenshot shows a web browser window titled 'Job Site - Windows Internet Explorer' with the URL 'https://jobs.weber.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1243870240338'. The page is for 'Weber State University' in 'Ogden, Utah' and is titled 'Employment Opportunities'. On the left is a purple sidebar with navigation links: 'JOB POSTINGS', 'VIEW ACTIVE', 'VIEW PENDING APPROVAL', 'VIEW HISTORICAL', 'SEARCH HIRING PROPOSALS', 'CREATE REQUISITION', 'FROM TEMPLATE', 'FROM SCRATCH', 'FROM POSITION', 'POSITION DESCRIPTIONS', 'BEGIN NEW ACTION', 'SEARCH ACTIONS', 'PENDING ACTIONS', 'VIEW MY POSITION', 'PREP', 'BEGIN NEW EVALUATION', 'ACTIVE EVALUATIONS', 'HISTORICAL EVALUATIONS', 'ADMIN', 'HOME', 'CHANGE USER TYPE', and 'LOGOUT'. The main content area is a form for creating a job requisition. The form fields include: 'Job Title' (text input), 'Pay Grade' (text input), 'Requisition Number' (text input), 'Position Number' (text input), 'Department' (dropdown menu, currently 'Not Assigned'), 'FLSA' (dropdown menu), 'Responsible Hiring Manager/Supervisor' (a selection interface with 'Not Selected' and 'Selected' boxes, and arrows to move names between them; names in 'Not Selected' include Callahan, R; Hirst, Holly; Nelson, Cherie; Tarbow, Norman; Yetter, Jill), 'Hourly Pay Rate' (text input), 'Tenure Track' (dropdown menu, currently 'No Response'), 'New/Replacement' (dropdown menu, currently 'No Response'), 'If Replacement, name of current employee' (text input), and 'If Replacement, Separation Date' (text input). The bottom of the browser window shows a taskbar with various open applications and the system clock at 10:29 AM.

Figure 4

Posting Details

- *Job Title: complete job title. Example: Computer Lab Technician
- Pay Grade: leave blank for hourly employment
- Requisition Number: system will assign a number upon successful completion of field entries.
- Position Number: not applicable to hourly positions
- *Department: use the drop down box to select a department. Only departments the user is allowed to access will be shown.
- FLSA: leave blank for hourly employment
- *Responsible Hiring Manager/Supervisor: highlight user name by clicking once on text in the “not selected” box. Click the single arrow once to pull the name over into the “selected” box.
- Hourly Pay Rate: enter the minimum wage for the position. This can be entered as a flat rate or a wage range. Example: Flat rate= \$7.25 per hour, Wage range= \$7.25 - \$10.00 per hour or Depending on Experience (DOE)
- Tenure Track: leave as “No Response” for hourly employment
- New/Replacement: Indicate whether this is a new position in the department or if a replacement is needed because of a recent employee departure.
- If Replacement, name of current employee: name the departing employee if applicable

- If Replacement, Separation Date: give the ending date of the departing employee, if applicable

The screenshot shows a web browser window titled "Job Site - Windows Internet Explorer" with the URL "https://jobs.weber.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1243870240338". The page displays the Weber State University logo and the text "Ogden, Utah" and "Employment Opportunities". On the left is a sidebar with a purple background containing navigation links: JOB POSTINGS, VIEW ACTIVE, VIEW PENDING APPROVAL, VIEW HISTORICAL, SEARCH HIRING PROPOSALS, CREATE REQUISITION, FROM TEMPLATE, FROM SCRATCH, FROM POSITION, POSITION DESCRIPTIONS, BEGIN NEW ACTION, SEARCH ACTIONS, PENDING ACTIONS, SEARCH POSITIONS, VIEW MY POSITION, PREP, BEGIN NEW EVALUATION, ACTIVE EVALUATIONS, HISTORICAL EVALUATIONS, ADMIN, HOME, CHANGE USER TYPE, and LOGOUT. The main content area is a form with the following sections: "If Replacement, Reason For Leaving" (text input), "If Replacement, Name of New Employer" (text input), "If Replacement, New Salary (if known)" (text input), "Index" (text input), "Outside Advertisements" (text area), "Brief Summary of Job Description" (text area), and "Minimum Qualifications" (which includes sub-sections for Education and Experience, each with a text area). The bottom of the browser window shows the Windows taskbar with various open applications and the system clock at 10:55 AM.

Figure 5

Posting Details (cont.)

- If Replacement, Reason For Leaving: record reason departing employee is leaving, if applicable
- If Replacement, Name of New Employer: enter the name of the departing employee's new employer, if applicable
- If Replacement, New Salary (if known): enter the new salary of the departing employee, if applicable
- Index: this field is used to record the six digit cost code for departments that wish to request outside advertising.
- Outside Advertisements: enter all the required information for outside advertising. Outside advertising is defined as using sources other than these included areas:
 - Examples of outside sources: KSL, Standard Examiner, Salt Lake Tribune
- Brief Summary of Job Description: Use this section to briefly summarize the position. Recommended length is 3-4 sentences
- Minimum Qualifications: a minimum qualification is a statement that can be answered positively or negatively that can disqualify an individual from applying for this position. Enter the minimum qualifications in the appropriate boxes based on category.
An example of a minimum qualification in the "Experience" category: three years experience in a Human Resource department.

Creating an Hourly Job Requisition (cont.)

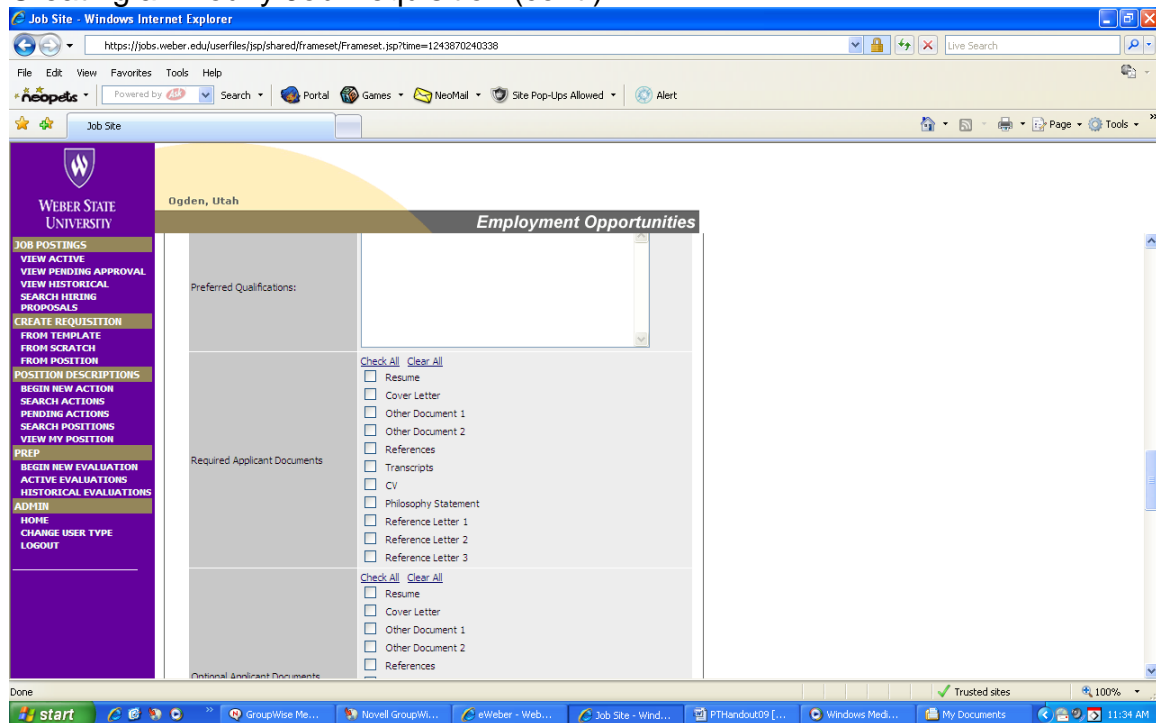


Figure 6

Posting Details (cont.)

- Preferred Qualifications: a preferred qualification is anything above and beyond the minimum qualifications. These qualities may add merit to the applicant.
- Required Applicant Documents: click once on the box of each document required. Any documents selected need to be attached by potential candidates before an application may be submitted.
- Optional Applicant Documents: click once on the box of each document that needs to be requested from applicants. Neglecting to attach these documents will not delay the application process.

Creating an Hourly Job Requisition (cont.)

The screenshot shows a web browser window displaying the Weber State University Job Site. The page is titled "Employment Opportunities" and is for Ogden, Utah. The left sidebar contains a navigation menu with options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING APPROVAL", "VIEW HISTORICAL", "SEARCH HEREING", "PROPOSALS", "CREATE REQUISITION", "FROM TEMPLATE", "FROM SCRATCH", "FROM POSITION", "POSITION DESCRIPTIONS", "BEGIN NEW ACTION", "SEARCH ACTIONS", "PENDING ACTIONS", "SEARCH POSITIONS", "VIEW MY POSITION", "PREP", "BEGIN NEW EVALUATION", "ACTIVE EVALUATIONS", "HISTORICAL EVALUATIONS", "ADMIN", "HOME", "CHANGE USER TYPE", and "LOGOUT". The main content area is a form for creating a job requisition. The form includes fields for "Classification Type" (set to "No Response"), "FTE" (set to "No Response"), "Percent of Time" (set to "No Response"), "If other, please specify" (a text box), "Number of Months" (set to "No Response"), "If other, please specify" (a text box), "Notes/Instructions to Applicants" (a large text box), and "Notes to HR" (a large text box).

Figure 7

Posting Details (cont.)

- Classification Type: Select "Hourly/Work Study" from the drop down menu
- FTE: N/A
- Percent of Time: Select "Other (Please Specify Below)" for hourly positions
- If other, please specify: Be specific about the hours and days this position is needed at the workplace. For example: Monday – Thursday from 1p-3p. If the hours constantly change, enter "as needed."
- Number of Months: Enter the number of months this position is needed. This is based on the position, not the individual. In most cases, users select 12.
- If other, please specify: explain the details surrounding choosing "Other" in the "Number of Months" field.
- Notes/Instructions to Applicants: type any specific instructions related to the application process. Examples of what to include in this section: who to call for an interview, what is the deadline, what are the steps involved in the application process, etc.
- Notes to HR: Use this section to instruct Human Resources on the specifics of the posting. Such as how long to keep the job open (2 day min. 1 month max.), whether or not this position warrants the creation of a template or to request the creation of a pooled position (call HR at x6032 for more information).

Creating an Hourly Job Requisition (cont.)

The screenshot shows the Weber State University Job Site interface. The left sidebar contains navigation links for Job Postings, Create Requisition, Position Descriptions, Prep, and Admin. The main content area is titled 'Employment Opportunities' and displays a form for Ogden, Utah. The form is divided into sections: 'HR USE ONLY' with fields for Annual Salary, EEO Category, Job Open Date, Minimum Posting Date, and Job Close Date; 'Pass Message' and 'Fail Message' text areas; 'Application Types Accepted' with checkboxes for Staff Application and Faculty/Staff Data Form; and 'Background Check?' with a dropdown menu. A 'CONTINUE TO NEXT PAGE >>' button is at the bottom of the form.

Figure 8

Posting Details (cont.)

- **HR USE ONLY:** the following fields can only be edited by the Human Resource staff:
 - Annual Salary
 - EEO Category
 - Job Open Date
 - Minimum Posting Date
 - Job Close Date
- **Pass Message:** message sent to applicant if minimum qualifications are met
- **Fail Message:** message may be sent to applicants depending on responses to disqualifying questions posted on the application template.
- **Application Types Accepted:** choose Staff Application or Faculty/Staff Data Form
 - **Staff Application**= full application requiring entry of educational and occupational experience
 - **Faculty/Staff Data Form**= abbreviated application that doesn't require information typically found on a resume
- **Background Check?** - select Yes or No. Check with the department head or HR if unsure of the correct response

Click the button "CONTINUE TO NEXT PAGE>>"

Creating an Hourly Job Requisition (cont.)

Job Site - Windows Internet Explorer

https://jobs.weber.edu/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1243886566465

File Edit View Favorites Tools Help

Powered by neopix Search Portal Games NeoMail Site Pop-Ups Allowed Alert

Job Site

WEBER STATE UNIVERSITY

Ogden, Utah

Employment Opportunities

Create Requisition - Lab Assistant

Posting Details ADA Essential Job Functions Documents Template Level Questions Posting Specific Questions Disqualifiers Guest User

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

NOTE: Consistent and reliable attendance is an essential function of all positions.

*Required information is denoted with an asterisk.

Comparing - judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

No Response

Copying - transcribing, entering, or posting data.

No Response

Computing - performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

No Response

Compiling - gathering collating, or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is

No Response

Done

start GroupWise Me... Novell GroupWi... eWeber - Web... Job Site - Wind... PTHandout09 [Windows Medi... My Documents 2:16 PM

Figure 9

ADA Essential Job Functions

- Select the appropriate response for each section regarding the frequency individuals in this position are required to perform the following functions:
 - Comparing
 - Copying
 - Computing
 - Compiling
 - Analyzing
 - Coordinating
 - Synthesizing
 - Negotiating
 - Communicating
 - Instructing
 - Interpersonal
 - Standing, Walking, Sitting, Climbing, Balancing, Stooping
 - Kneeling, Crouching, Crawling
 - Reaching, Handling, Fingering, Feeling
 - Talking, Hearing, Control of Others
 - Etc...

Click the button "CONTINUE TO NEXT PAGE>>"

Creating an Hourly Job Requisition (cont.)

Job Site - Windows Internet Explorer

https://jobs.weber.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1243886566465

File Edit View Favorites Tools Help

Powered by neopets Search Portal Games NeoMail Site Pop-Ups Allowed Alert

Job Site

Ogden, Utah

Employment Opportunities

Welcome Rc Callahan. You are logged in.
Your Current Group: Hiring Manager/Supervisor . Monday, June 1, 2009

Create Requisition - Lab Assistant

Posting Details	ADA Essential Job Functions	Documents	Template Level Questions	Posting Specific Questions	Disqualifiers	Guest User
On this tab, you may attach and view documents.						
2 Records						
Attach / Remove	Document Type	Attached Document ("Type", "Date", "Time")	View Document			
Attach	Other	Not Attached				
Attach	Search Materials	Not Attached				

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

CANCEL PREVIEW REQUISITION

Figure 10

Documents

- Not used for hiring hourly employment

Click the button "CONTINUE TO NEXT PAGE>>"

Job Site - Windows Internet Explorer

https://jobs.weber.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1243886566465

File Edit View Favorites Tools Help

Powered by neopets Search Portal Games NeoMail Site Pop-Ups Allowed Alert

Job Site

Ogden, Utah

Employment Opportunities

Welcome Rc Callahan. You are logged in.
Your Current Group: Hiring Manager/Supervisor . Monday, June 1, 2009

Create Requisition - Lab Assistant

Posting Details	ADA Essential Job Functions	Documents	Template Level Questions	Posting Specific Questions	Disqualifiers	Guest User
Template Level Questions						
How did you hear about this posting						
ANSWER						
No Response						
Workforce Services						
WSU Website						
Newspaper (please specify)						
Personal Contact						
Professional Publication (please specify)						
Professional Association (please specify)						
Professional Listserve (please specify)						
Other Website (please specify)						

Figure 11

Template Level Questions

- Question asked in every application. Cannot be edited.

Click the button "CONTINUE TO NEXT PAGE>>"

Creating an Hourly Job Requisition (cont.)

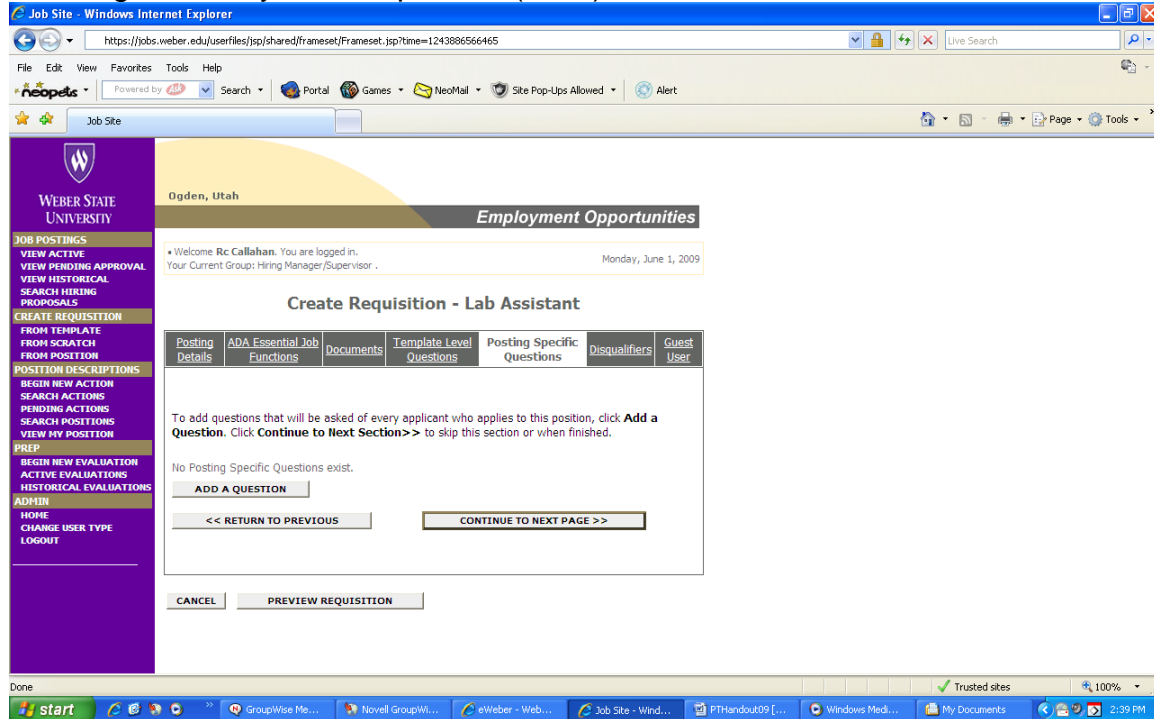


Figure 12

Posting Specific Questions

- This area is used to add questions to the posting. Questions should be designed to filter through perspective applicants. There are two ways to add a question to a posting. First, users can search the database for questions that are commonly used. Second, users can create a unique question.

Click "ADD A QUESTION"

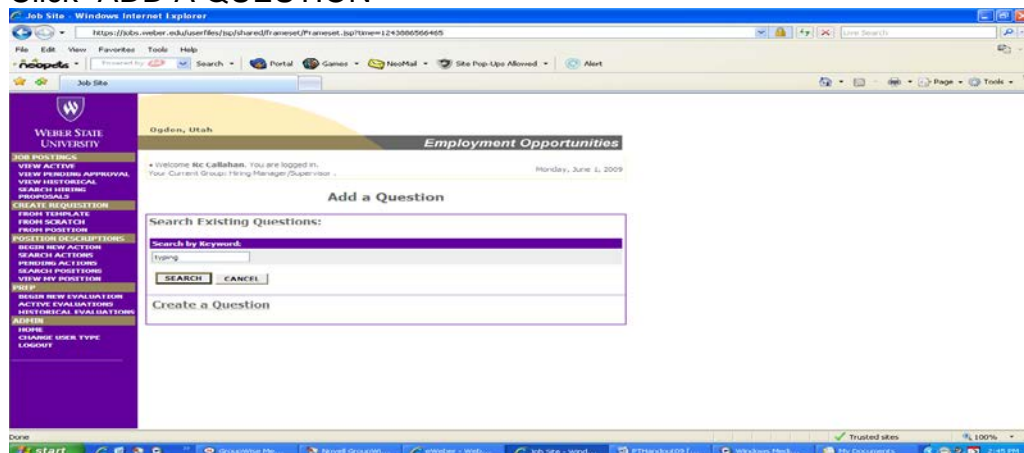


Figure 13

Searching for a question

- Type a keyword to search for questions. Such as *typing*.

Click “SEARCH”
Creating an Hourly Job Requisition (cont.)

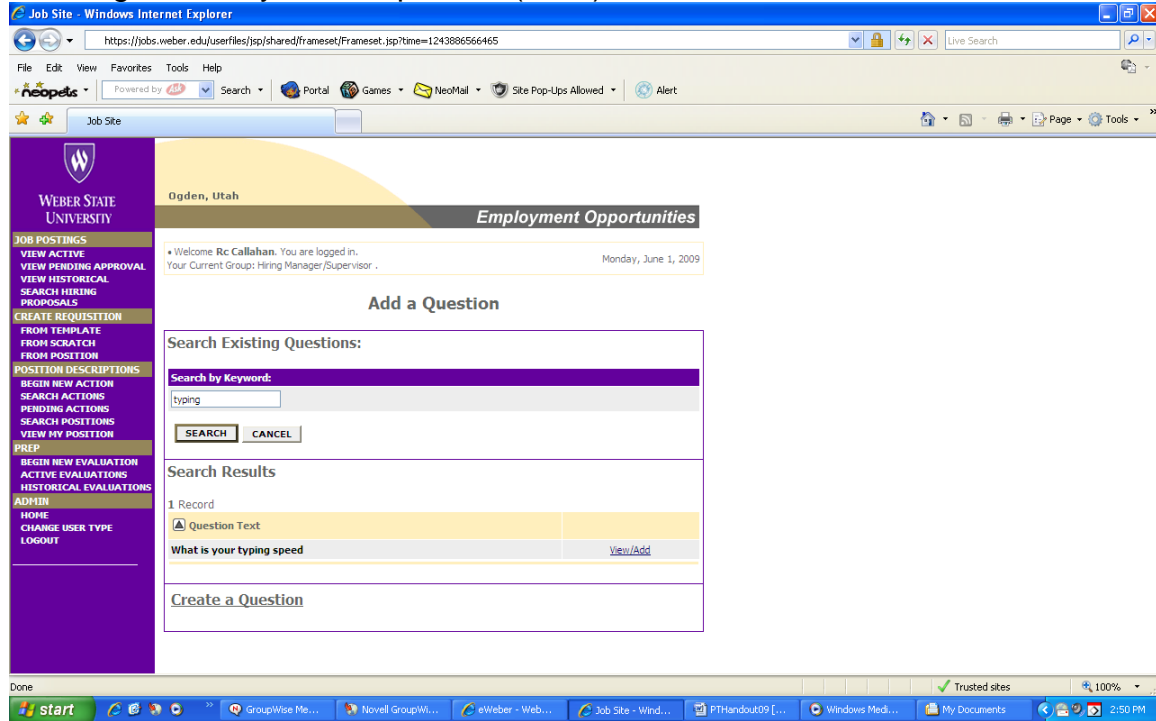


Figure 14

- Select a question from the results by clicking “View/Add”

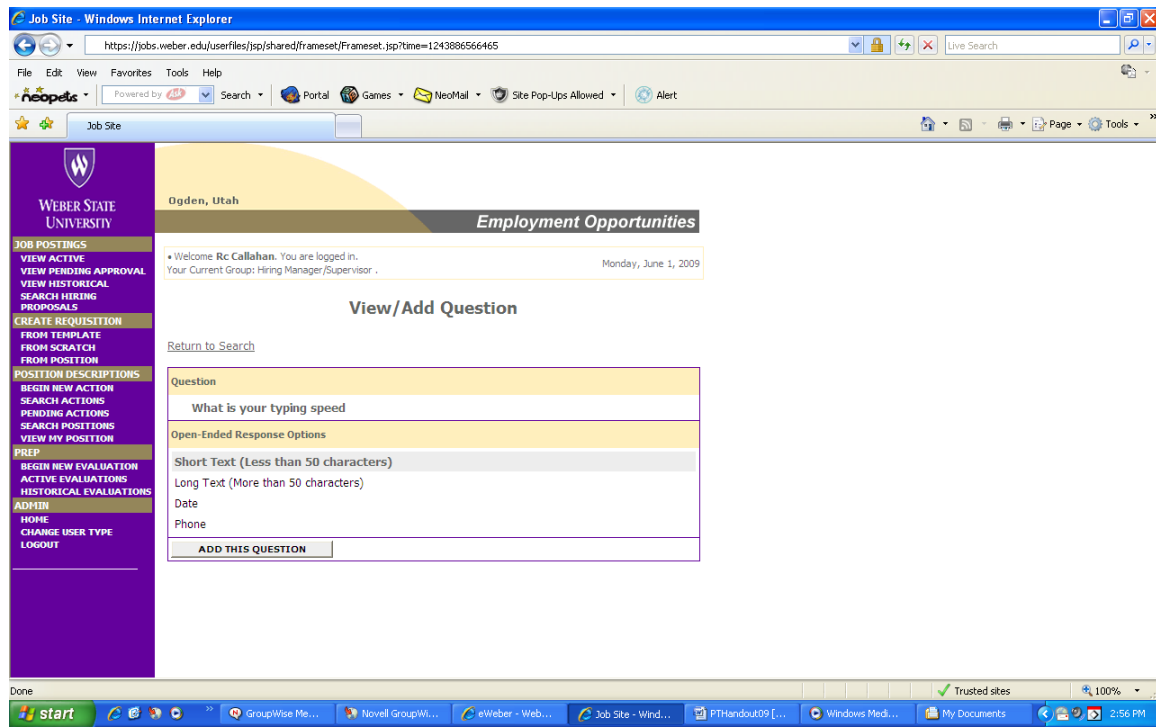


Figure 15

- Review the question details and click “ADD THIS QUESTION” if satisfied. Otherwise click “Return to Search”

Creating an Hourly Job Requisition (cont.)

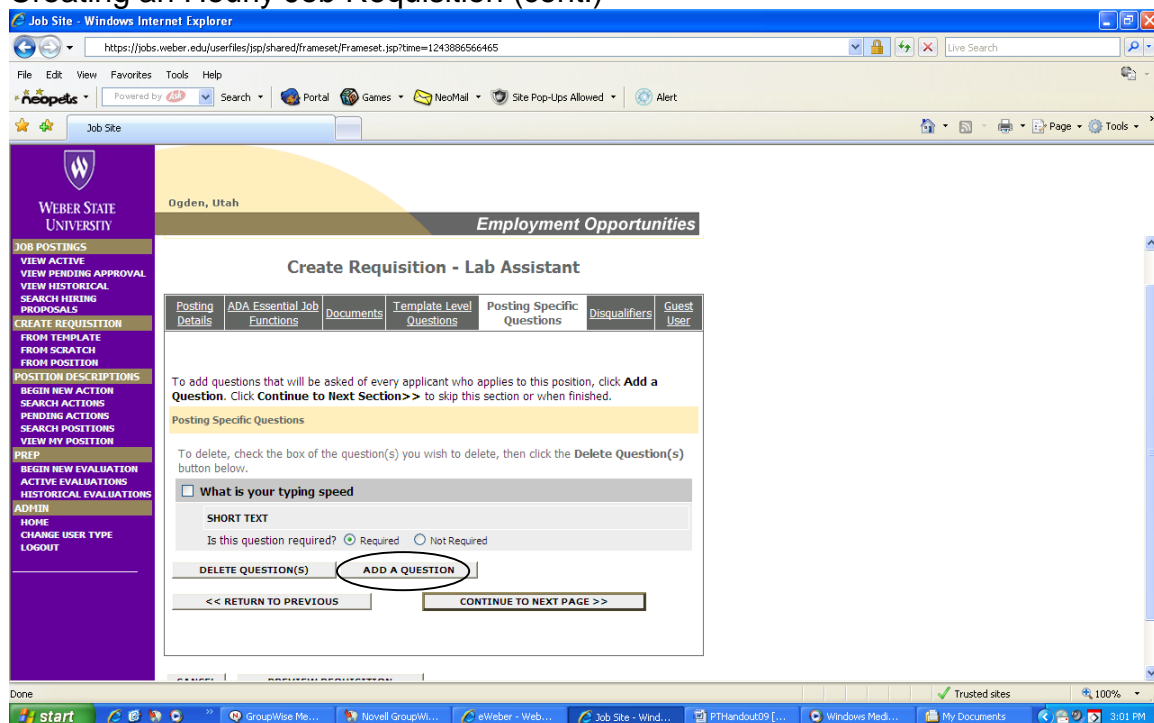


Figure 16

Creating a Unique Question

- Click “ADD A QUESTION” from the “Posting Specific Questions” tab main page

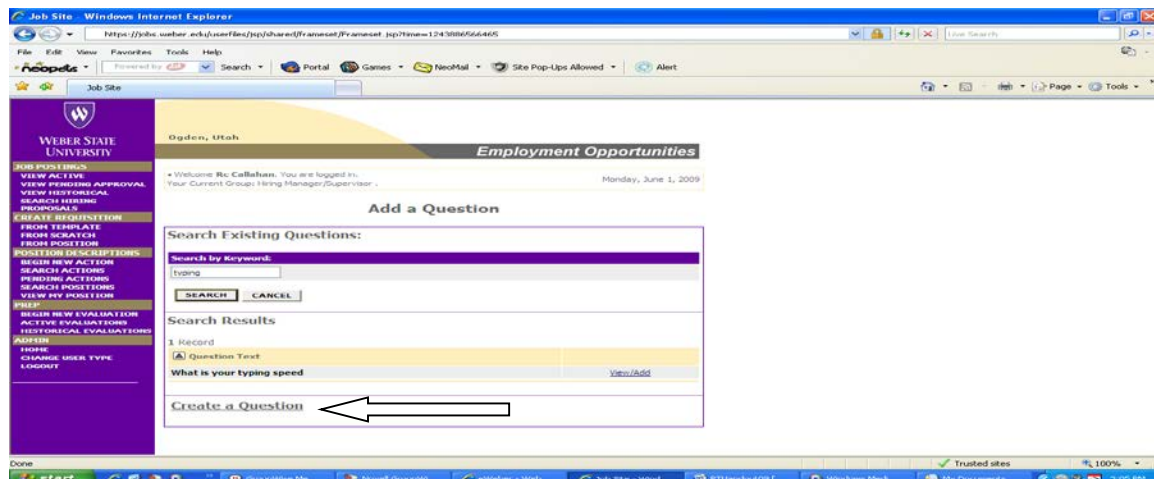


Figure 17

- Click “Create a Question”

Creating an Hourly Job Requisition (cont.)

The screenshot shows a web browser window displaying the Weber State University Job Site. The page is titled "Employment Opportunities" and is for the location "Ogden, Utah". The left sidebar contains a navigation menu with options like "JOB POSTINGS", "VIEW ACTIVE", "VIEW PENDING APPROVAL", "VIEW HISTORICAL", "SEARCH HERE", "PROPOSALS", "CREATE REQUISITION", "FROM TEMPLATE", "FROM SCRATCH", "FROM POSITION", "POSITION DESCRIPTIONS", "BEGIN NEW ACTION", "SEARCH ACTIONS", "PENDING ACTIONS", "SEARCH POSITIONS", "VIEW MY POSITION", "PREP", "BEGIN NEW EVALUATION", "ACTIVE EVALUATIONS", "HISTORICAL EVALUATIONS", "ADMIN", "CHANGE USER TYPE", and "LOGOUT".

The main content area is titled "Question" and contains the following fields and options:

- Please enter question text:** A text input field with the placeholder text "What is your highest level of education?".
- Please select answer type:** Two radio button options:
 - ☒ Closed-Ended (e.g. Do you have experience working in an office environment?)
 - ☐ Open-Ended (e.g. Describe any work experience relevant to this Posting.)
- Closed-Ended Answers:**
 - Display No Response As:** A dropdown menu with "No Response" selected.
 - Possible Responses (up to 7):** A list of seven text input fields containing the following text:
 1. High School
 2. Some College
 3. 4 Year Degree
 4. Some Graduate work
 5. Masters Degree or higher
 - 6.
 - 7.
- Open-Ended Answers:**
 - Open-Ended Answer Type:** Four radio button options:
 - ☒ None
 - ☐ Short Text (Text < 50 characters)
 - ☐ Long Text (Text > 50 characters)
 - ☐ Phone
 - ☐ Date

At the bottom of the form are two buttons: "SUBMIT QUESTION" and "CANCEL".

Figure 18

- Enter the question text in the top box
- Select closed or open-ended for question type
 - Closed-ended questions – enter the possible responses
 - Type possible responses (up to 7)
 - Open-Ended questions – select answer type
 - None – selected if using a close-ended question
 - Short Text – applicant allowed a maximum of 50 characters to respond
 - Long Text- applicant may exceed 50 characters when responding to question
 - Phone- used for phone number formatted responses
 - Date- used for date formatted responses
- Click “SUBMIT QUESTION” or “CANCEL”

Creating an Hourly Job Requisition (cont.)

Job Site - Windows Internet Explorer

https://jobs.weber.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1243886564465

File Edit View Favorites Tools Help

Powered by NeoPets Search Portal Games NeoMail Site Pop-Ups Allowed Alert

Job Site

Ogden, Utah

Employment Opportunities

Posting Details ADA Essential Job Functions Documents Template Level Questions Posting Specific Questions Disqualifiers Guest User

To add questions that will be asked of every applicant who applies to this position, click **Add a Question**. Click **Continue to Next Section>>** to skip this section or when finished.

Posting Specific Questions

To delete, check the box of the question(s) you wish to delete, then click the **Delete Question(s)** button below.

☐ **What is your typing speed**

SHORT TEXT

Is this question required? ☒ Required ☐ Not Required

☐ **What is your highest level of education? ([Edit](#))**

ANSWER

No Response
High School
Some College
4 Year Degree
Some Graduate work
Masters Degree or higher

Is this question required? ☒ Required ☐ Not Required

Done

start GroupWise Me... Novell GroupW... eWeber - Web... Job Site - Wind... PTHandout09 [Windows Med... My Documents 3:15 PM

Figure 19

Review of Specific Questions

- All the questions posted are now viewable on the “Posting Specific Questions” tab
 - Select “required” or “not required” for each question
 - selecting “required” will force the applicant to answer the question before moving to the next step in the application process
 - Check the box next to any questions that need to be removed and click “Delete Question(s)”

Click “CONTINUE TO NEXT PAGE>>”

Creating an Hourly Job Requisition (cont.)

Job Site - Windows Internet Explorer

https://jobs.weber.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1243886566465

File Edit View Favorites Tools Help

Powered by Search Portal Games NeoMail Site Pop-Ups Allowed Alert

Job Site

Odgen, Utah

Employment Opportunities

Template Level Questions

How did you hear about this posting

ANSWER	DISQUALIFYING
No Response	<input type="checkbox"/>
Workforce Services	<input type="checkbox"/>
WSU Website	<input type="checkbox"/>
Ne response (please specify)	<input type="checkbox"/>
Personal Contact	<input type="checkbox"/>
Professional Publication (please specify)	<input type="checkbox"/>
Professional Association (please specify)	<input type="checkbox"/>
Professional Listserve (please specify)	<input type="checkbox"/>
Other Website (please specify)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Posting Specific Questions

What is your highest level of education?

ANSWER	DISQUALIFYING
No Response	<input type="checkbox"/>
High School	<input type="checkbox"/>
Some College	<input type="checkbox"/>
4 Year Degree	<input type="checkbox"/>
Some Graduate work	<input type="checkbox"/>
Master's Degree or higher	<input type="checkbox"/>

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

Figure 20

Disqualifiers

- Check the box next to any response that would disqualify a candidate from the position

***IMPORTANT:** Anything that disqualifies a candidate must be listed in the minimum qualifications section of the "Posting Details" tab.*

Click "CONTINUE TO NEXT PAGE>>"

Creating an Hourly Job Requisition (cont.)



Figure 21

Guest User

- Use this section to activate a user name and password that can be used by anyone that needs to access applicant information for this position.

Click “Activate Guest User”

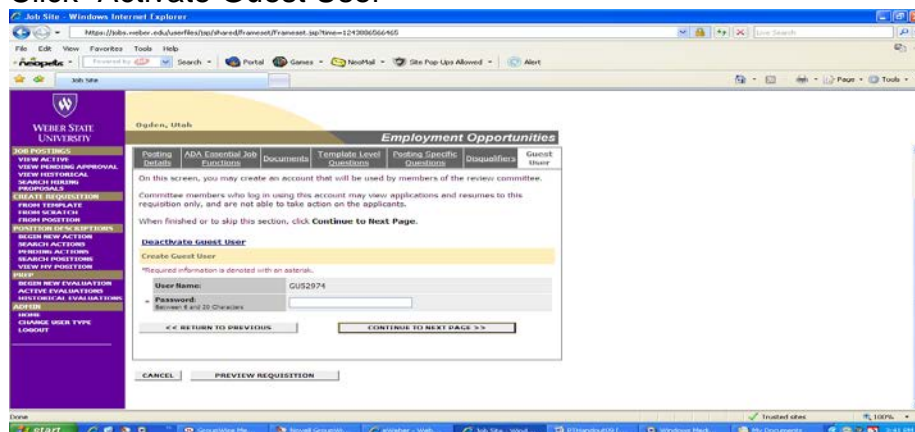


Figure 22

- Make note of the user name. Create a 6-20 character password
- Note: guest users must log in at <https://jobs.weber.edu/hr> (type exactly as shown)

Click “CONTINUE TO NEXT PAGE>>”

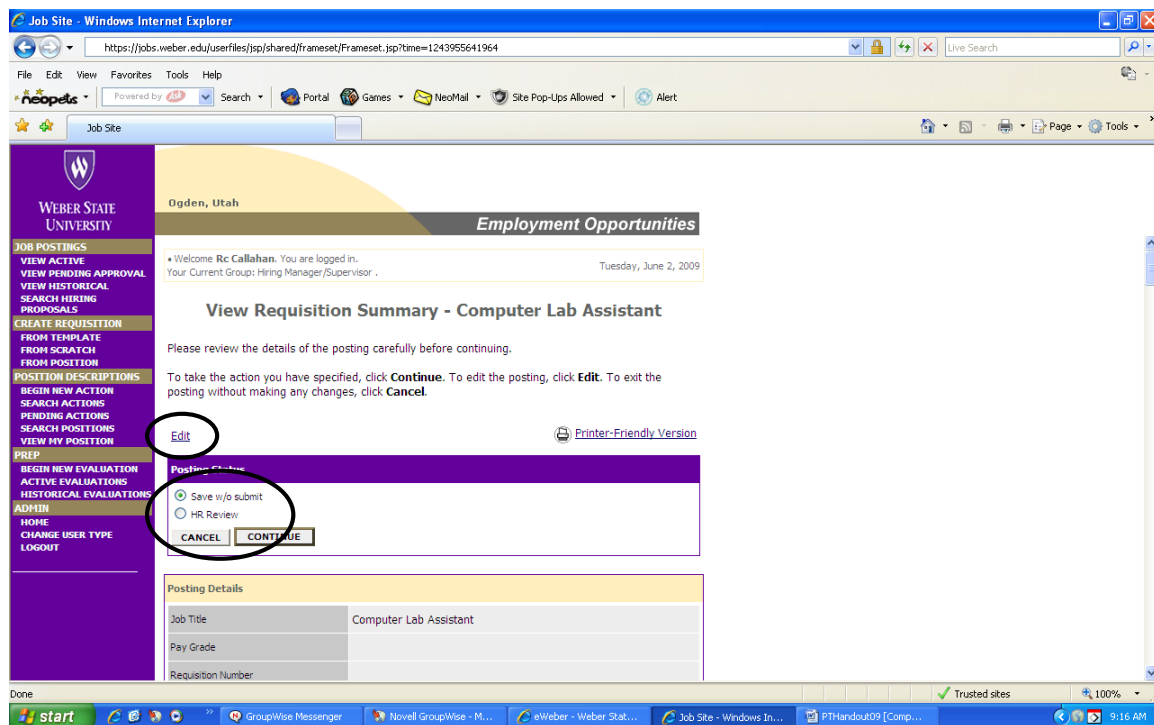


Figure 23

View Requisition Summary/Preview

This screen is accessed by clicking "CONTINUE TO NEXT PAGE>>" from the "Guest User" tab or clicking "PREVIEW REQUISITION" at the bottom of each tabbed section.

- Scroll down to preview the requisition request
- Select "Edit" to go back and make changes to the form
- Once form is correct, users have two options:
 - Save w/o submit: sends the current job requisition to the pending approval area without submitting a copy to Human Resources. The requisition can be accessed through "View Pending Approval" in the purple bar and the status changed to "HR Review"
 - HR Review: sends the current job requisition to Human Resources for review. Once reviewed, Human Resources will post the job online.

Click "CONTINUE"

Note: Users may be asked to "CONFIRM" request. Once confirmed, requisitions submitted for approval are sent to HR. Please allow 1-2 business days for processing. Once the job is activated, it will be listed in the "VIEW ACTIVE" area along with all applicant information. When a qualified applicant is chosen for the position, please follow the appropriate hiring procedures.

Using a Template

Templates are available to reduce the data entry needed for frequently hired hourly positions. Users select a template and certain text fields are completed automatically by the system. Once the template is chosen and the text is inserted, the process to complete the requisition request is the same as creating one from scratch.

NOTE: Templates or Pooled Positions are created by Human Resources. Contact the HR department for all requests.

Getting Help

- Check to see if your question can be answered by this manual.
- Internet browser or connection issues
 - Call Technical Support at ext. 7777
- Procedural issues regarding Hourly Employment
 - Call Julie Hamilton at ext. 6032

Administrative Services
Human Resources Department
Miller Administration Building, Room 111
801-626-6032
Mail Code 1016