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)
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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), select the Staff or Faculty tab, find the HR Services Menu channel (if this channel is missing, please contact Human Resources for assistance at x6032)
- Click on the PeopleTracker link in the HR Services menu

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.

![Image showing PeopleTracker interface](image)

**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.

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**Create Requisition**

To create a requisition, first complete the information on this screen, then click **Continue to Next Page>>**. Proceed through all sections completing all necessary information. To submit the requisition to human resources, you must click on the **Continue to Next Page>>** button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your requisition will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.*

**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

**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
- **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
Creating an Hourly Job Requisition (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Replacement, Reason For Leaving</td>
<td>record reason departing employee is leaving, if applicable</td>
</tr>
<tr>
<td>If Replacement, Name of New Employer</td>
<td>enter the name of the departing employee’s new employer, if applicable</td>
</tr>
<tr>
<td>If Replacement, New Salary (if known)</td>
<td>enter the new salary of the departing employee, if applicable</td>
</tr>
<tr>
<td>Index</td>
<td>this field is used to record the six digit cost code for departments that wish to request outside advertising.</td>
</tr>
<tr>
<td>Outside Advertisements</td>
<td>enter all the required information for outside advertising. Outside advertising is defined as using sources other than these included areas:</td>
</tr>
<tr>
<td></td>
<td>o Department of Workforce Services</td>
</tr>
<tr>
<td></td>
<td>o WSU Career Services</td>
</tr>
<tr>
<td></td>
<td>o Examples of outside sources: Standard Examiner, Salt Lake Tribune</td>
</tr>
<tr>
<td>Brief Summary of Job Description</td>
<td>Use this section to briefly summarize the position. Recommended length is 3-4 sentences</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.)

**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.), 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.)

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.)

**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.)

Figure 10

Documents
• Not used for hiring hourly employment
Click the button “CONTINUE TO NEXT PAGE>>”

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.)

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.)

**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.)

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>>”

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>DISQUALIFYING</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Response</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
</tr>
<tr>
<td>Some College</td>
<td></td>
</tr>
<tr>
<td>A Year Degree</td>
<td></td>
</tr>
<tr>
<td>Some Graduate Work</td>
<td></td>
</tr>
<tr>
<td>Masters Degree or higher</td>
<td></td>
</tr>
</tbody>
</table>
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>>"
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.