NATS Management Portal
(NOVA’s applicant tracking system)
PeopleAdmin
Hiring Manager's Guide
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New/Modify Position Action

*used for Classified Staff, Administrative Faculty, Teaching Faculty, Wage Positions

Diagram:

- Hiring Manager (Dean/Director)
- Budget
- VP Provost (HR)
- Approved (HR)
Create a New Position

1. Select the Product Module of Position Management.

2. Select the role of Manager and click the Refresh button.

3. Select the Position Descriptions tab, and choose Main.

**NOTE:** Main position descriptions live under Main. Main Actions are requests that are passing through the system. These will sit here until approved.
4. The **Positions Library** appears next. Press the **Create New Position Description** button.

![Create New Position Description button](image)

5. Click the **New Position Description** link.

![New Position Description](image)

The first fields you will see are:

6. **Working Title** - Fill in the Working Title.
7. **Organizational Unit /Division** – Select the Organizational Unit /Division from the Division drop-down box. (defaults based on the user’s system security)
8. **Department** – Select the **Department from the Department drop-down box**. Select the department in which the position will reside.

**NOTE:** The user will only see the **Organizational Unit and Department** to which their account is tied.
9. Click the **Start Action** button.

![Screenshot of start action process](image)

10. Select a **Role Title** by clicking the radio button next to the **Role Title**. If you are unsure of the Class, you may skip this step and HR will fill it in for you.

11. Click the **Next** button.

![Screenshot of role title selection](image)

**NOTE:** To view the attributes of a Role Title, go to the Actions column and select **View Title**. You may also click on the Role Title link.

Selecting 'View Title' may result in a window that warns you that you will lose unsaved data. Click **Cancel**, **Save** the Position, and go to **Action > View Title** again.
12. To change the Role Title, select a Role Title from the list that shows on the page, and click the Save button.

Position Details Page

The Position Details Page will be displayed. The Position Details page is the start of the Position Form.

Budget/Funding Source
It is required that the Budget/Funding Source in the Budget Information section be filled in. These are required fields. If you do not know the Budget/Funding Source or the cost/center budget code, you must contact the Budget Office to acquire this information.

NOTE: None of the other fields is a required field. Fill in the information for fields that you know. If you are unable to fill in information for all fields, any required fields will be filled in by HR.
<table>
<thead>
<tr>
<th>Field</th>
<th>Notation about the field</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Information Section</strong></td>
<td></td>
</tr>
<tr>
<td>Budget/Funding Source</td>
<td>Select General Fund (Unrestricted) or Restricted - <strong>Required field</strong></td>
</tr>
<tr>
<td>FTE Status</td>
<td>Select 1, .5, or .25</td>
</tr>
<tr>
<td>Cost Center/Budget Code</td>
<td>Enter Cost Center/Budget Code - <strong>Required field</strong></td>
</tr>
<tr>
<td><strong>Position Information Section</strong></td>
<td></td>
</tr>
<tr>
<td>Classification Group/Occupation Family</td>
<td>Select Classification Type</td>
</tr>
<tr>
<td>Position Number</td>
<td>Enter the Position Number</td>
</tr>
<tr>
<td>Working Title</td>
<td>Will be automatically filled in. Can be Edited</td>
</tr>
<tr>
<td>Campus</td>
<td>Select Campus</td>
</tr>
<tr>
<td>Division</td>
<td>Select Division</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Select Full-Time or Part-Time</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Select Regular, Restricted, or Temporary</td>
</tr>
<tr>
<td>Regular Shift</td>
<td>Select Shift Type</td>
</tr>
<tr>
<td>Contract Number</td>
<td>Enter Contract Number</td>
</tr>
<tr>
<td>Supervises</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Months Worked</td>
<td>Select Months Worked</td>
</tr>
<tr>
<td>If Other, Months Worked</td>
<td>If Other, enter months</td>
</tr>
<tr>
<td>Hours worked per Week</td>
<td>Select Hours Worked</td>
</tr>
<tr>
<td>If Other, Hours worked per Week</td>
<td>If Other, enter hours</td>
</tr>
<tr>
<td>General Description of Position</td>
<td>Enter General Description of Position. This is the basic job description listing all the pertinent duties.</td>
</tr>
<tr>
<td>Description of Duties and Tasks</td>
<td>Enter Description of Duties and Tasks</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>Enter Essential Functions.</td>
</tr>
<tr>
<td>Marginal Functions</td>
<td>Enter Marginal Functions</td>
</tr>
<tr>
<td>Required Knowledge, Skills, and Abilities</td>
<td>Enter Required Knowledge, Skills, and Abilities</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>Enter Minimum Qualifications. This is the minimum education, certifications, experience, etc. necessary for this position.</td>
</tr>
<tr>
<td>Desired Qualifications</td>
<td>Enter Desired Qualifications. These are the qualifications that are not requirements but are seen as advantageous to the hiring manager.</td>
</tr>
<tr>
<td>Operation of a State Vehicle</td>
<td>Select Yes or No</td>
</tr>
<tr>
<td>Internal Hiring Range $</td>
<td>Enter Internal Hiring Range $</td>
</tr>
<tr>
<td>SOC</td>
<td>Enter SOC</td>
</tr>
<tr>
<td>(SEGAL, BOLD) MEDIANs 2010/11</td>
<td>Enter (SEGAL, BOLD) MEDIANs 2010/11</td>
</tr>
<tr>
<td><strong>Budget Information for PeopleSoft</strong></td>
<td></td>
</tr>
<tr>
<td>Distribution %</td>
<td>Enter the percent of distribution</td>
</tr>
<tr>
<td>Account Code</td>
<td>Enter Account Code: Required Field</td>
</tr>
<tr>
<td>Department ID</td>
<td>Enter Department ID</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Enter Fund Code: Required Field</td>
</tr>
<tr>
<td>Campus Code</td>
<td>Enter Campus Code</td>
</tr>
</tbody>
</table>

13. Click the **Add Budget Information for PeopleSoft Entry** button.

NOTE: If funding comes from multiple accounts, click the Add Budget Information for PeopleSoft Entry button to add as many accounts as necessary.

15. Click the Next button.

The Core Responsibilities & Physical Demands page will be displayed.
16. Click the Add Core Responsibilities Entry button.

17. Enter the Percentage of Time, Core Responsibility, and Measure.

NOTE: If there are multiple core responsibilities, click the Add Core Responsibilities Entry button to add as many core responsibilities as necessary.

18. Click the Add Physical Demands button.

19. Select the Physical Demands and Frequency.

NOTE: If there are multiple Physical Demands, click the Add Physical Demands button to add as many Physical Demands as necessary.
20. Click the Next button.

![Image](https://example.com/image.png)

The **Supervisor** page will be displayed. The **Supervisor** page designates to whom the position reports.

![Image](https://example.com/image.png)

21. Click the radio button next to the correct **Position Number**.
22. Click the Next button.

![Image](https://example.com/image.png)
23. If you do not see the desired Position Number, you can search for the Position Number by clicking the **Filter these results** link. Enter a description in the **Search** field and click the **Search** button.

![Filter these results link](image)

**NOTE**: The **Position Documents** page will be displayed. Filling in the information on the **Position Documents** page is optional.

![Position Documents page](image)

Additional documents can be uploaded by clicking the **Actions** button.

![Actions button](image)
24. Click the **Next** button.

**Position Documents**

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Chart</td>
<td>Actions+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td>Actions+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The Employee page will be displayed. Since this is a new position, there should not be an employee listed.

25. Click the **Next** button.

**NOTE:** The Action Summary page will be displayed.

26. From the drop-down options of the Take Action on Action button, select Dean/Director (move to Dean/Director).
27. Add any desired Comments and click the Submit button. Comments are optional.

NOTE: The Add this action to your watch list? Checkbox must be selected if you desire to add the position to your watch list.

The following bar will be displayed at the top on the page letting you know that the position has been successfully transitioned. Click the x icon to close the bar. If this bar is red you will see an error message.

NOTE: By clicking the Home tab and then clicking the Actions tab of your Watch List, you will be able to the status of the position.
**Edit a Position**

In the event this Position Action is sent back to you, an email will come to your NVCC email, and the Action will appear in your PeopleAdmin Inbox window. To make the requested edits navigate to the Position.

1. Select the **Product Module** of **Position Management**
2. Select the **Role** of **Manager**
3. Within the **Inbox** window, click the **Actions** tab
4. Click on the **Position** title
5. Click the **Edit** link on the **Position Action** and make your edits, resubmit

**Modify a Position**

1. Select the **Product Module** of **Position Management**.

2. Select the role of **Manager** and click the **Refresh** button.

1. Select the **Position Descriptions** tab, and choose **Main**.

**NOTE**: **Main** position descriptions live under **Main**. **Main Actions** are requests that are passing through the system. These will sit here until approved.
2. Enter the **position title** in the **Search** box and click the **Search** button.

![Search Box](image)

3. Click the **Position Number** for the desired position.

![Position Details](image)

4. Click the **Modify Position Description** link.

![Modify Position](image)

5. Click the **Start** button.

![Start Button](image)

6. To change the **Class/Role Title**, scroll down the page and Select a **Role Title** by clicking the radio button next to the **Role Title**.

**NOTE:** If you do not need to change the **Class/Role Title** continue to Step 9.
7. Click the **Next** button.

![Image of a webpage showing a form with options to select role titles and view title.]

**NOTE:** To view the attributes of a Role Title, go to the **Actions** column and select **View Title**. You may also click on the Role Title link.

Selecting **'View Title'** may result in a window that warns you that you will lose unsaved data. Click **Cancel**, **Save** the Position, and go to **Action > View Title** again.

8. Make a selection from the **Purpose of this position modification** drop-down box.

![Image of a dropdown menu with options for position modification.

**Position Details**

**Check spelling**

**Modification Type**

**Purpose of this position modification**

- Please select
- Description
- Change Supervisor
- Change Employee
- Update Job Description
- Other
- Reallocation
- Re-Classification
- Repurpose of Position

**If Other, why?**

**Please describe in**

9. In the **Please describe in detail the action you'd like to complete** textbox, provide and define the action you would like to be taken.
10. Make any necessary changes to the 'Position Details' page.
11. Click the Next button.
12. Make any necessary changes to the 'Core Responsibilities & Physical Demands' page.
13. Click the Next button.
14. Make any necessary changes to the 'Supervisor' page.
15. Click the Next button.
16. Make any necessary changes to the 'Position Documents' page.
17. Click the Next button.
18. If this is a position that needs to be filled, do not associate an employee with the position.
19. Click the Next button.
20. From the drop-down options of the Take Action on Action button, select Dean/Director (move to Dean/Director).

NOTE: When the Dean/Director reviews the modified position prior to approval, the Dean/Director will be able to see the modifications that have been made to the position.

Example: The image below shows the Current Minimum Qualifications, before the modification, and the Minimum Qualifications after the modification. The text at the top of the text field reflects the modification.
Copy/Clone a Position

1. Select the Product Module of Position Management.

2. Select the role of Manager and click the Refresh button.

3. Select the Position Descriptions tab, and choose Main.

   **NOTE:** Main position descriptions live under Main. Main Actions are requests that are passing through the system. These will sit here until approved.

4. The Positions Library appears next. Press the Create New Position Description button.
5. Click the **New Position Description** link.

![Create New Position Description](image)

The first fields you will see are:

6. **Working Title** - Fill in the Working Title.
7. **Organizational Unit /Division** – Select the Organizational Unit /Division from the Division drop-down box. (defaults based on the user’s system security)
8. **Department** – Select the **Department from the Department drop-down box**. Select the department in which the position will reside.

**NOTE:** The user will only see the **Organizational Unit and Department** to which their account is tied.

9. Select a **Position Number** from the **Position Library**. Select a **Position Number** by clicking the radio button next to the **Position Number**.
10. Click the **Start Action** button.

11. The Class Title Page will be filled in to show the attributes of the **Copied/Cloned** position. To change the Role Title, select a Role Title from the list that shows on the page, and click the **Save** button.

12. Click the **Next** button.

**NOTE:** To view the attributes of a Role Title, go to the **Actions** column and select **View Title**. You may also click on the Role Title link.

Selecting **View Title** may result in a window that warns you that you will lose unsaved data. Click **Cancel**, **Save** the Position, and go to **Action > View Title** again.
13. The remaining steps in Copy/Cloning a Position are the same as the steps described for Creating a New Position. You will notice that many of the fields have already been filled in. You may edit, add or delete the field values directly from the form.

Managing Applications Pool

Key Points:
✓ A Manager may also be a member of an Interview/Search Committee.
✓ Applicant Dispositions: Below are three options available to a Manager, who can use any combination of the three as they see appropriate.
   - A Manager can move applicants along various workflow states (Interview, Not Hired, and send to Interview Committee). In doing so, Interview/Search Committee members and others can view and rank applicants.
   - A Manager can reject applicants instead of moving them along in the workflow.
   - A Manager can retain a number of applicants in the Manager Only Review state of moving them along in the workflow, or, instead of rejecting them.

NOTE: All applicants that are not screened out by the system go directly to the hiring manager for review.
Viewing Applications to a Postings

1. Select the Applicant Tracking Module

2. Change role to Manager and click the Refresh button.

3. Click the position from Postings of your Watch List.

4. Click the Applicants tab.

Reviewing Applicants:
On this page you have a number of options.
A. Review on applicant at a time
B. Review applicants 'in bulk'
C. Review or Download Screening Question Answers
D. Export Results

Search Results:
Workflow State Column: As a reminder, at this state, applicants are only visible to the Manager, and not Interview/Search Committee. Applicants will need to be moved to 'Reviewed by Manager' in order to be visible to the Interview/Search Committee.
Review one applicant at a time:
Click on the applicant's name or on the Actions button (in the applicant's row) and select View.

At the top of the application, you can do the following:
1. Scroll through the application
2. Take an action on the applicant
3. Go back to the listing of applicants
4. Go to the next applicant in the listing

At the bottom of the application are three links:
1. Link to the PDF resume
2. Link to download a PDF of the Application
3. Link to download a PDF of the Application and the attached documents

Viewing and Printing Applications 'in bulk':
1. Return to the applicants list.
2. From the Applicants tab, select all applicants
3. Click on Actions > Download Applications as PDF's
4. Select the documents
5. Click Submit
Review Screening Question Answers:
1. Return to the applicants list.
2. Select all applicants
3. Click Actions > Review Screening Question Answers
Exporting Results: (provides an Excel spreadsheet of the applicants)
1. Return to the applicants list.
2. Select all applicants
3. Click Actions > Export Results

Changing the Status of Applicants

Take Action on Applicant: (Interview)
Use the Interview (move to Interview) option when an interview committee is not required.

NOTE: Once an applicant has been moved to Interview status, the hiring manager has the ability to then move the applicant to the Recommend for Hire status.

1. Click on the applicant’s name or select the Actions link in the row of the applicant, select View Application.
2. In the Application view, select the Take Action on the Job Application button, select Interview (move to Interview).
3. Click the Submit button.

Take Action on all Applicants (Send to Interview Committee)
**Northern Virginia Community College**

Use the Interview Committee option when an interview committee is required.

**NOTE:** Once an applicant has been moved to the Interview Committee, the hiring manager cannot move the applicant to the Recommend for Hire status until the Interview Committee has evaluated and ranked the applicants.

1. From the Applicants tab, select all applicants.
2. From the Actions button, select Move in Workflow.

3. Select Interview Committee from the Workflow State drop-down.

4. Click the Save Changes button.

**NOTE:** When an applicant is selected for interview, an email will automatically be sent to all of the applicant's references. An email can also be sent manually by clicking the Recommendations tab and clicking the Send link for each reference.

Each recommendation that has been received will be displayed under the Recommendation tab.

**Take Action on Applicant: (Reject)**

1. Click on the applicant's name or select the Actions link in the row of the applicant, select View Application.
2. In the Application view, select the **Take Action on the Job Application** button, select **Not Hired (move to Not Hired)**.
3. Select a **reason** and click **Submit**.

**Viewing Applicant Evaluations (Hiring Manager)**
1. Select the **Applicant Tracking Module**

2. Change role to **Manager** and click the **Refresh** button.

3. Click the **position** from **Postings of your Watch List**.
4. Click the Applicants tab.

1. From the applicants list, select all applicants
2. From the Actions button, select Download Applicants Evaluations to download evaluations to an Excel spreadsheet or select Evaluate Applicants to see the evaluations of all applicants displayed on the screen.

Recommend for Hire
1. Select the Applicant Tracking Module.

2. Change role to Manager and click the Refresh button.

3. Click the Home tab.
4. Click the **position** from **Postings** of your Watch List.

5. Click the **Applicants** tab.

6. Click the name of the desired applicant.
7. From the **Take Action on Job Application** Action button, select **Finalist (move to Recommend for Hire)**, and then click the **Submit** button.

8. For applications that are not recommended for hire, select **Interviewed, Not Hired** from the **Take Action on Job Application** Action button.

9. Select a reason from the **Take Action Reason** drop-down, and then select the **Submit** button.
NOTE: The workflow state for the recommended candidate will now show Recommend for Hire. At this point, the applicant has been sent to Human Resources.

Hiring Proposal

The Human Resources Department (HR) will start the Hiring Proposal process. After the Hiring Proposal process has been initiated by HR the Hiring Manager will receive an email notification and will be required to return to NATS Management Portal to proceed with the Hiring Proposal process.

1. In the Inbox window, click the Hiring Proposals tab.
2. Click the Position Title.
3. Select Send Hiring Proposal to Dean/Director (move to Dean/Director) from the Take Action on Hiring Proposal Action button.

NOTE: The Dean/Director and the VP/Provost must also send the Hiring Proposal on to the next department in the Hiring Proposal Workflow. After the Hiring Proposal is sent through the workflow, HR will make the final review and extend an offer to the applicant.