



Overview of the Recruitment Process

College of Charleston
Office of Human Resources

The logo of the University of California, featuring a red square with a white emblem of a classical building with columns, flanked by two olive branches, and the year 1770 at the bottom.

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Accessing PeopleAdmin

- Go to: <https://jobs.cofc.edu/hr/>
- Select “SSO Authentication” and login with your College username and password.
- See User Groups (*slides 3-4*) to know which user group to select.
- For Update and Request to post, select the **Position Management** module.
- To perform actions on an already posted job, select the **Applicant Tracking System** module.
- To access either of these modules, click the three dots in the left-hand corner.

The logo of the University of Wisconsin-Madison, featuring a red shield with a white building and the year 1770, flanked by two white oak leaves.

User Groups

- **Supervisor/Manager:** Direct supervisor of the position being hired. *(Utilize this user group to request a posting.)*
- **Second Level Supervisor/Manager:** If there is an additional supervisor between the direct supervisor and the Approving Authority. *(Contact Human Resources to ensure role has been properly assigned.)*
- **Applicant Manager:** Person responsible for drafting and moving the posting or hiring proposal through PeopleAdmin. *(Could be the Supervisor/Manager or another designated employee.)*

The seal of the University of California, featuring a building with columns, a sun, and the year 1770, surrounded by a laurel wreath.

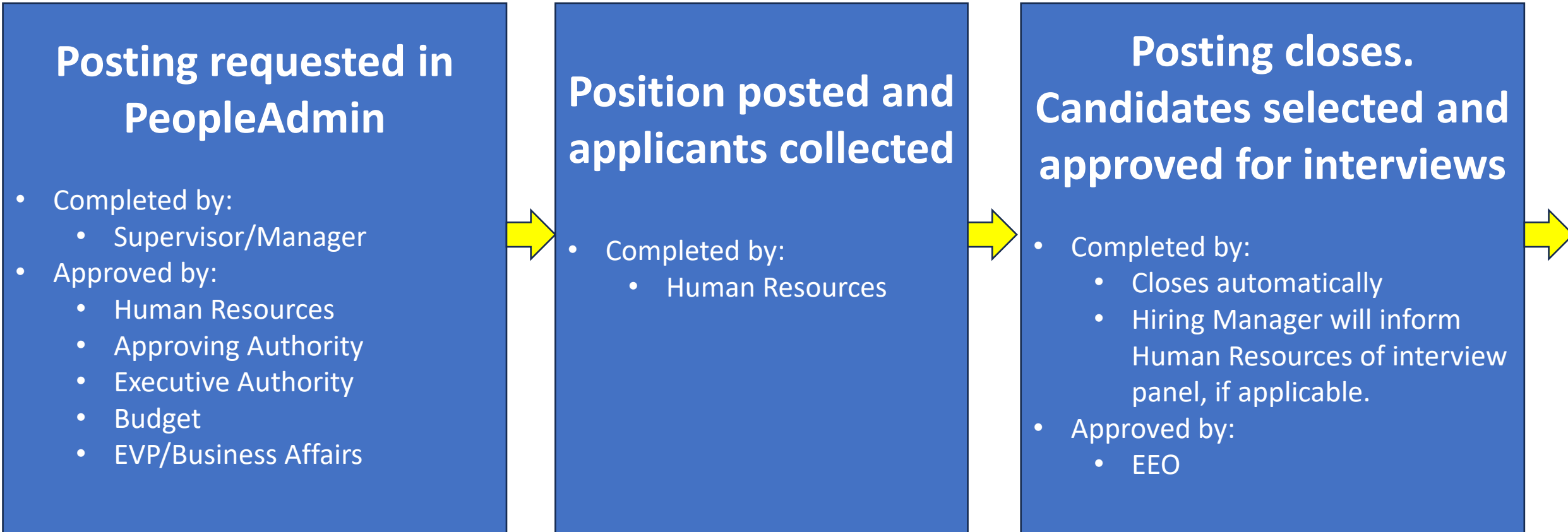
User Groups, continued

- **Approving Authority:** Supervisor to the Supervisor/Manager group.
- **Executive Authority:** Executive Vice President/Provost.
- **EEO:** Office of Equal Opportunity Programs.
- **Search Committee Member:** A person who has been asked to serve on a search committee. *(Utilize this user group to gain access to all applicants and their application materials for any position to which you have been designated as a search committee member.)*



Hiring Process Workflow*

*See detailed workflows for [Update and Request to Post](#) (Slide 3) and [Hiring Proposals](#) (Slide 2) under the Supervisor's Toolkit.





Hiring Process Workflow, continued

Hiring Proposal prepared and approved

- Completed by:
 - Applicant Manager
- Approved by:
 - Approving Authority
 - EEO
 - Executive Authority
 - Human Resources
 - Budget
 - EVP/Business Affairs



Offer extended, start date and salary negotiated, if applicable, background check conducted

- Completed by:
 - Human Resources



Online Human Resources Orientation Onboarding planned and conducted

- Completed by:
 - Human Resources
 - Supervisor/Manager

The Recruitment Process in 9 steps*



*For more information, see individual step-by-step [screenshot guides](#).

Description (note: steps completed in PeopleAdmin System)	Notes
Step 1: Request Update and Post in the Position Management Module	<ul style="list-style-type: none"> Update the position, as necessary. (See Request and Update to Post guide for updating position descriptions.)
Step 2: Send Update and Post for HR Initial Review	<ul style="list-style-type: none"> HR may send back for revisions. HR will send through approval process. (see workflow) When it has been through workflow, HR will prepare the posting and notify the Supervisor/Manager.
Step 3: Approve Posting	<ul style="list-style-type: none"> Talent Acquisition and Data Coordinator will post position. Talent Acquisition and Data Coordinator will send panel instructions on how to view application. Applicants will apply through system.

The Recruitment Process in 9 steps, continued



Description (note: steps completed in PeopleAdmin System)	Notes
Step 4: Select Applicants for Interviews and change status	<ul style="list-style-type: none"> • DO NOT SCHEDULE INTERVIEWS UNTIL EEO HAS APPROVED INTERVIEWEES. • The Applicant Manager is the only one who changes the status of applicants.
Step 5: Schedule Interviews	<ul style="list-style-type: none"> • The department schedules interviews at the convenience of the Supervisor/Manager, search committee, and candidates.
Step 6: Conduct Interviews and select preferred candidate	<ul style="list-style-type: none"> • See Staff Recruitment to view Interview Guidelines in the Supervisor's Toolkit.



The Recruitment Process in 9 steps, continued

Description (note: steps completed in PeopleAdmin System)	Notes
Step 7: Change status of remaining applicants and select reason for not interviewing	<ul style="list-style-type: none">• The Applicant Manager is the only one who changes the status of applicants.
Step 8: Prepare Hiring Proposal (Applicant Manager)	<ul style="list-style-type: none">• Second and third choice candidates may be listed.• The Applicant Manager is the only one who changes the status of applicants.• The Hiring Proposal will automatically go through the workflow. (Unless HR sends it back to the Applicant Manager for revisions.)• Associate Director for Employment Services will notify the Supervisor/Manager when approvals are complete, you may track the progress in PeopleAdmin.• Associate Director of Employment Services will make offer, prepare formal offer letter, conduct background check and notify Supervisor of progress.



The Recruitment Process in 9 steps, continued

Description (note: steps completed in PeopleAdmin System)	Notes
Step 9: Prepare Onboarding materials	<ul style="list-style-type: none">• See Supervisor's Guide to Onboarding.

[Frequently Asked Questions](#) (FAQ's)