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Login Information:
1. Website address: https://gonzaga.peopleadmin.com/hr
2. You will login with your current network login information.
Introduction & Home Page:
Once you have logged into PeopleAdmin, the Home Page will display an inbox, watch list, and other items where you easily navigate to actions which need your attention. Below is a detailed list of the Home Page and the functions available:

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Location</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>💌 Inbox</td>
<td>CENTER of Home Page upon log in</td>
<td>Displays all items requesting your attention (approval/review).</td>
</tr>
<tr>
<td>🕵️‍♂️ Watch List</td>
<td>BOTTOM of Home Page upon log in</td>
<td>Displays any request you are watching (postings, position actions) for easy access.</td>
</tr>
<tr>
<td>◀️ My Profile ▶️ Help</td>
<td>Columns at TOP of screen</td>
<td>Used to update your user account details and online help for using the system.</td>
</tr>
<tr>
<td>Position Type Selection</td>
<td>Upper RIGHT hand corner of screen</td>
<td>Used to toggle between the Position Management, Applicant Tracking and Performance Management modules.</td>
</tr>
<tr>
<td>User Group Selection</td>
<td>Upper RIGHT hand corner next to your name</td>
<td>Displays the user groups available to you and the arrow will toggle you into each user group.</td>
</tr>
<tr>
<td></td>
<td>Upper RIGHT hand corner of screen</td>
<td>Used to navigate to the employee portal for Performance Management.</td>
</tr>
</tbody>
</table>

Module Type Definitions

- **POSITION MANAGEMENT**
  Used to view Position Descriptions, submit New Position Actions, Modify Position Actions and Job Description updates.

- **APPLICANT TRACKING**
  Used to view Postings, Applicants and complete Hiring Proposals.

- **PERFORMANCE**
  Used by HR for administrative tasks for Performance Management.
**User Group Definitions**

**Employee:** Able to view assigned position descriptions.

**Hiring Manager:** Initiates a new position action or modify position description action. Reviews applicants per posting and approves hiring proposals for new hires. Forwards action onto Dept. Head/Dean depending on workflow.

**Dept. Head/Dean:** Can initiate a new position action or modify position description action. Approves actions sent from the Hiring Manager user group. Forwards action onto Divisional Budget or Human Resources, depending on workflow.

**Divisional Budget:** Reviews and approves budget and funding sections on actions. Forwards action onto the Area Vice President user group.

**Area Vice President:** Can initiate a new position action or modify position description action. Approves actions sent from the Divisional Budget user group. Forwards actions onto Human Resources for initial review.

**Grants-Spnsrd Research:** Reviews and approves grant funded position actions.

**Grants Accountant:** Reviews and approves grant funded position actions.

**Budget:** Reviews and approves all position actions for budget confirmation.

**EVP:** Reviews and approves all position actions on behalf of the President.

**Search Committee member:** Invited by Hiring Manager to participate in review of candidates and/or interviews.

**Please note:** Individuals may have only one user group or may be assigned to more, depending on their role within the approval process for actions. **

*See workflows on page 23.*
Position Management Module

Core Functions of the Position Management Module

- View and update your Staff position descriptions
  o Hover over ‘Position Descriptions’ and click Staff

- Access active position description requests
  o Hover over ‘Position Descriptions’ and click Staff Actions
Creating a New Position

1. Verify you are in the ‘Position Management’ module and either ‘Hiring Manager’, ‘Dept. Head/Dean’, or ‘Area Vice President’ user group.

2. Hover over ‘Position Descriptions’ and click Staff.

3. Click the **Create New Position Description** button at the top right corner.

4. You will receive a pop-up window to choose the action you would like to start. Click on **New Position Description**.

5. Enter the proposed Position Title.

6. The Organization Unit section will default unless you have responsibility for more than one department. You will then select from the drop down list.

7. If you have an existing position description within your department(s) you wish to copy or ‘clone’, choose that position description from the list at the bottom of the page. This will pull in pertinent information from the ‘cloned’ position description into this action and allow for edits.

8. Click the **Start Action** button.

9. Classification Title - Will be completed by Human Resources. Click **Next** to continue.

10. Complete all required information in each of the sections which are listed on the left hand side of the screen (Editing Actions). Please note that if you ‘cloned’ from an existing position description many of the fields will be prepopulated and ready for you to edit if applicable.
11. The following is a list of the sections within a new position action that will need to be completed. The sections with a check mark next to the section indicate all required fields have been completed.

- **Position Details**
- **Funding**
- **Supervisor**
- **Position Documents**
- **Posting Information**
- **Posting Supplemental Q...**

**State justification for new position request and indicate timing of request (mid-year or fiscal year). Enter position details such as hours per week, months per year, and essential functions. Guide to writing position description can be found on the Home Page under My Links.**

**Identify funding sources for this position and if additional funding is needed. Grant funding is also identified in this section.**

**Select supervisor’s position from list.**

**Upload an organizational chart for the new position action.**

**Identify search committee information and recruiting sources (if applicable).**

**Screening questions we ask candidates when they apply for the position. A new question can be created, but will need to be reviewed by Human Resources prior to posting for recruitment.**

12. After completing all of the sections you will then review the information entered on the Action Summary page. On this page you can check all of the information you entered into the action for accuracy or make additional edits if necessary.

13. To take action, hover over the Take Action on Action button at the top right hand corner of the page and select one of the following:

- Keep working on this Action
- Cancel Action (move to Canceled)
- Department Head/Dean (move to Department Head/Dean)
- Canceled (move to Canceled)

*Please note, to save this request and submit later, please select ‘Keep working on this action’. If there are additional approvers within the department, you will need to select the appropriate action per the workflow.*
14. You will receive a pop up window ‘Take Action’ which will send an email in Outlook to the next approver to notify them they have an action pending. Please note, comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click **Submit**.

15. You will receive a green bar on the top of your page that will state the action was successfully transitioned.
Position Management Module

Updating an Existing Job Description Only (for a current incumbent):

1. Verify you are in the ‘Position Management’ module and either ‘Hiring Manager’, ‘Dept. Head/Dean’, or ‘Area Vice President’ user group.

2. Hover over ‘Position Descriptions’ menu and select Staff.

3. Search for and select the position description you wish to update.

4. Click the Job Description Update Only link within the position summary (upper right hand corner).

5. Click Start on the update position description page.

6. Classification Title - Will be completed by Human Resources. Click Next to continue.

7. The following is a list of the sections within the Job Description Update Only Action that will need to be completed. The sections that have a check mark indicate all required fields have been completed.

   This is where you will update position details and select your modification reason.
8. After completing all of the sections to update the job description you will find a summary of changes on the Action Summary page. On this page you can review all of the information you entered into the request for accuracy prior to taking action, or make additional edits if necessary.

9. To take action, hover over the Take Action on Action button at the top right hand corner of the page and select one of the following:

*Please note, to save this request and submit later, please select ‘Keep working on this action’. If there are additional approvers within the department, you will need to select the appropriate action per the workflow.

10. You will receive a pop up window ‘Take Action’ which will send an email in Outlook to the next approver to notify them they have an action pending. Please note, comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click Submit.

11. You will receive a green bar on the top of your page that will state the action was successfully transitioned.
Replacing/Modify an Existing Position Request

1. Verify you are in the ‘Position Management’ module and either ‘Hiring Manager’, ‘Dept. Head/Dean’, or ‘Area Vice President’ user group.

2. Hover over ‘Position Descriptions’ and select Staff.

3. Search for and select the job description you wish to replace.

4. Click the Modify Position Request link within the position summary (upper right hand corner).

5. Click Start.

6. Classification Title - This is to be completed by Human Resources. Click Next to continue.

7. The following is a screen shot of the sections within a Modify Position Request request that will need to be completed. The sections that have a check mark next to the section indicate all required fields have been completed.

   - Classification Title
   - Position Details
   - Funding
   - Supervisor
   - Position Documents
   - Posting Information
   - Posting Supplemental Q...
   - Action Summary

   This is where you will update position details and select your modification reason. Please see step 8 for modification instructions.

   Identify funding sources for this position and if you need to request additional funding. Grant funding is also identified in this section.

   Supervisor will default, update if applicable.

   Upload new organizational chart if different from original.

   Identify search committee information and recruiting sources (if applicable).

   Screening questions we ask candidates when they apply for the position. A new question may be created, but will need to be reviewed by Human Resources prior to posting for recruitment.
8. Position Details: Modification Reason Section

- Is this a replacement request only? [Yes]
- Select reason for modification, this is a multi-select field. For replacement only, select Replacement.
- What is the purpose of this position modification?
- Please select all that apply:
  - Replacement
  - Extension of Temporary or Fixed-term assignment
  - Change in Hours/Week
  - Change in Months/Year
  - Update Job Description
  - Individual Evaluation (Promotion Request)
  - Department Restructure

- What is the timing of this request? [Mid Year Request]
  - Please select if this action is for new fiscal year budget process or is a mid-year activity.

- Justification for This Request
  - Outline the purpose for your justification.

9. After completing all of the sections you will find yourself on the Action Summary page. On this page you can review all of the information you entered into the action for accuracy and make edits if necessary.

10. To take action, hover over the Take Action on Action button at the top right hand corner of the page and select one of the following:

   - *Please note, to save this request and submit later, please select ‘Keep working on this action’. If there are additional approvers within the department, you will need to select the appropriate action per the workflow.*
11. You will receive a pop up window ‘Take Action’ which will send an email in Outlook to the next approver to notify them they have an action pending. Please note, comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click Submit.

12. You will receive a green bar on the top of your page that will state the action was successfully transitioned.
Approving a Position Action:

1. Verify you are in the ‘Position Management’ module and in the correct user group for approval.

2. Click on the Actions tab in the Inbox (located on Home Page).

3. Locate the title of the Position Description in your Inbox you wish to take action on. Click on the title.

4. You will then be directed to a Summary Page where you can review for accuracy. If corrections need to be made to the action, edit or send back to the appropriate user group.

5. You may then ‘Take Action’ on the Action by using the drop-down menu on the upper right hand side of the page.

   - Please note, to save this request and submit later, please select ‘Keep working on this action’. If there are additional approvers within the department, you will need to select appropriate action per the workflow.

6. You will receive a pop up window ‘Take Action’ which will send an email to the next approver to notify them they have an action pending. Please note comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click Submit.

7. You will receive a green bar on the top of your page that will state the action was successfully transitioned.
Applicant Tracking Module

Core Functions:

- Approve a posting for recruitment (Hiring Manager and/or Dept. Head/Dean only)

- View Job Postings and Applications
  - Hover over ‘Postings’ and click **Staff**
**Applicant Tracking Module**

**Approving a Posting for Recruitment:**

Human Resources will work with the Hiring Manager to establish the recruitment plan and then forward the action to the Hiring Manager for final posting approval.

1. Verify you are in the ‘Applicant Tracking’ Module and either in the ‘Hiring Manager’ or ‘Dept. Head/Dean’ user group.

2. Click on the Postings tab in the Inbox.

3. Locate and click on the title of the Posting in your Inbox you wish to take action on.

4. You will then be directed to a Summary Page where you can review for accuracy. If corrections need to be made, select Edit and make the corrections.

- Human Resources will call the hiring manager once the position action has been approved to finalize posting details such as open and close date.

- Supplemental questions carry over from the position action. These can be added, changed, or modified prior to posting.

- For staff positions: cover letter and resume are required documents for an application to be considered complete.

- Guest User would be a student or an external community member.

- Employees the hiring manager would like to provide access to the applications and/or participate in interviews.

- Ranking criteria can be utilized by the search committee to evaluate candidates.

- Letters of recommendation will be utilized for Sr. Leadership searches only.
5. You may then take action on the Posting by using the drop-down menu on the upper right hand side of the page.

*Please note, to save this request and submit later, please select ‘Keep working on this Posting’. If there are additional approvers within the department, you will need to select appropriate action per the workflow.

6. You will receive a pop up window ‘Take Action’ which will send an email in Outlook to the next approver to notify them they have an action pending. Please note, comments will be tied to the historical record of this action. Check the box to include the action on your watch list and then click Submit.

7. You will receive a green bar on the top of your page that will state the posting was successfully transitioned.
View Job Postings and Applicants:
1. Verify you are in the ‘Applicant Tracking’ module and either the ‘Hiring Manager’ or ‘Search Committee Member’ user group.

2. Hover over ‘Postings’ and select Staff.

3. Locate the posting and click the ‘Actions’ menu and choose either view postings or view applicants.
**Applicant Tracking Module**

**Reviewing Applicants:**

1. Verify you are in the ‘Applicant Tracking’ module and either the ‘Hiring Manager’ or ‘Search Committee Member’ or user group.

2. Hover over ‘Postings’ and select **Staff**.

3. Locate the posting and click the ‘Actions’ menu and choose view applicants.

4. To view a single applicants’ application, click on the applicant name.

5. To perform bulk functions on applicants, select multiple applicants by checking the boxes to the left of the applicant’s name.

6. Click the **Actions** button in the upper right hand corner of the table for more applicant review options.

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**Options:**

- **Review Supplemental Question Answers** allows you to see applicant’s results.
- **Download Supplemental Questions Answers** allows you to export into Excel for further review.
- **Export Results** allows you to export the table of selected applicants into Excel.
- **Move in Workflow** to update the status of multiple applications in the workflow.
- **Download Applications as PDF** will let you choose which documents to combine into a single PDF file (from the selected applicants).
- **Create Document PDF per Applicant** will take the selected applications and create one PDF document with their applications and documents.
Applicant Tracking Module

Changing Applicant Statuses:

1. Verify you are in the ‘Applicant Tracking’ module and the ‘Hiring Manager’ user group.

2. Hover over ‘Postings’ and select Staff.

3. Locate the posting and click the ‘Actions’ menu and choose view applicants.

4. Either click on the applicants name or click the ‘Actions’ menu for each application and select ‘View Application’.

5. Select ‘Take Action on Job Application’ and select the state you wish to change the applicant to from the menu.

6. Make your selection and then confirm by clicking submit in the Take Action pop-up window.

7. Continue the steps until all applicants have been reviewed and moved through all the workflow actions to update their status. See workflow on page 24 for guidance.

8. You may also move candidates in bulk. Click in the check mark by each name for the candidates you would like to bulk move in the workflow.
9. Once a Hiring Manager has identified the candidate to hire, select **References Received** in the ‘Take Action’ on Job Application’. This will allow Human Resources to identify applicant as top candidate and begin the Hiring Proposal and Employment Events.
Applicant Tracking Module

Approving Hiring Proposal:
1. Verify you are in the ‘Applicant Tracking’ module and the appropriate user group.

2. Click on the ‘Hiring Proposals’ tab in the inbox.

3. Click on the job title to review the summary and make edits if needed or return to the workflow for changes. This workflow replaces the approval queue in Banner for New Hire and Re-Hire EPAFs.

4. To take action on the hiring proposal, hover over the Take Action on Hiring Proposal button at the top right hand corner of the page and select one of the available options:

   - WORKFLOW ACTIONS
   - Keep working on this Hiring Proposal
   - Return to HR (move to HR Review)
   - Send to Area VP (move to Area VP)
   - Cancel Hiring Proposal (move to Canceled)
**User Group Definitions:**

**Hiring Manager:** Initiates a new position action or modify position description action. Reviews applicants per posting and approves hiring proposals for new hires. Forwards action onto Dept. Head/Dean, depending on workflow.

**Dept. Head/Dean:** Can initiate a new position action or modify position description action. Approves actions sent from the Hiring Manager user group. Forwards action onto Divisional Budget or Human Resources, depending on workflow.

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**Grants Accountant:** Reviews and approves grant funded position actions.

**Budget:** Reviews and approves all position actions for budget confirmation.

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User Group Definitions:

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**Dept. Head/Dean:** Can initiate a new position action or modify position description action. Approves actions sent from the Hiring Manager user group. Forwards action onto Divisional Budget or Human Resources, depending on workflow.

**Divisional Budget:** Reviews and approves budget and funding sections on actions. Forwards action onto the Area Vice President user group.

**Area Vice President:** Can initiate a new position action or modify position description action. Approves actions sent from the Divisional Budget user group. Forwards actions onto Human Resources for initial review.

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**Grants Accountant:** Reviews and approves grant funded position actions.

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**EVP:** Reviews and approves all position actions on behalf of the President.
**APPLICANT TRACKING MODULE**

Staff Requisitions/Postings

*If Dept. Head/Dean approval is not needed.

- Human Resources
- Department (Hiring Manager)
- Dept. Head/Dean (Dept. Head/Deans)
- Human Resources

**APPLICANT TRACKING MODULE**

Applicants (Staff)

- Under Review by HR (HR)
- Under Review by Dept. /Committee (Hiring Manager)
- Round 1: Interviewed (Hiring Manager)
- Round 2: Interviewed (Hiring Manager)
- Check References (HR)
- Reference Received (HR)
- Recommend for Hire (HR)
- Hired

- System Did not Meet Min Grade (HR)
- HR Did not Meet Min Grade (HR)
- Not Interviewed Not Selected (Hiring Manager)
- Interviewed Not Selected (Hiring Manager)
- Withdrawn
- Position Canceled (HR)

**POSITION MANAGEMENT MODULE**

Staff: Faculty Lead Study Abroad Workflow

Grants-Spurd. Research
1. Hiring area will originate at Dept. Head/Dean level and send to HR with a comment stating the position is for FLSA as well as who to add as the Hiring Manager.

2. HR will add the Hiring Manager and send it to the Hiring Manager for review.

3. The workflow will then continue as outlined above.
Performance Management Module

LOGGING IN & HOME PAGE

1. Log in: https://gonzaga.peopleadmin.com/hr/ then use your regular GU login and password.

2. Click on “Go to Employee Portal” in the upper right corner.
Performance management information and resources may be found at www.gonzaga.edu/hr/performancemanagement

Components of the performance management module include:

1. Review of Position Description – Employee and Supervisor together
2. Set Objective Plan on the front end of evaluation period
3. Employee Acknowledgements
4. Mid-Year Check-In – between Employee and Supervisor
5. Employee Self-Review – focus on development and narrative
6. Supervisor Review – based on understood Objective Plan with rating score
7. Multi-Rater Feedback
8. Progress Notes
9. Reviewing Officer – ensures higher level involvement
10. Email notifications throughout evaluation period
Employee Portal

1. Click on your action item(s)
2. Complete appropriate steps/content for the specific action
   a) Performance Management System resources may be found at www.gonzaga.edu/hr

Frequently Asked Questions

Q. Who should I call if I have questions?

A. Please call Human Resources at x5996 to be directed to someone who can help you.

Q. Where can I find more information about Gonzaga’s Performance Reviews?

A. Go to http://www.gonzaga.edu/hr and then click on Performance Management and then click on Performance Reviews and Resources

Q. What should I do if I need to update a position description?

A. Position Descriptions can be found in the Position Management module within PeopleAdmin at https://gonzaga.peopleadmin.com/hr. For complete directions, see page nine of the PeopleAdmin Training Guide- Staff on our website: www.gonzaga.edu/hr, click Compensation, and click the link to the guide (PeopleAdmin Training Guide: Staff).

Q. Is there “spell-check”?

A. Spell-check is available depending on your internet browser. Firefox is recommended.

Q. What if I can’t see all the information on the screen due to my browser settings?
A. Be sure your window is fully maximized on your screen as some buttons are on the far right side of the screen. Also, you can increase your window resolution via the [Ctrl] and [+] keys, or decrease it via the [Ctrl] and [-] keys.

Q. When should I save?

A. It is a good idea to save if you encounter an interruption or when leaving your computer. Clicking the Next button will also save as you work through the form tabs. The system will “time-out” after 60 minutes.

Q. What if my employee is on leave during a specific task that is coming due?

A. Try to complete any open tasks early, prior to your employee’s leave. If you are not able to complete the task, the task will be “overdue” and you can catch up on the task upon your employee’s return, if it is within the annual review cycle. If the end of the annual review cycle is near, the supervisor should complete the performance review and the employee should sign a hard-copy when back from leave.

Q. What if my employee is a 9-month or 10-month employee?

A. Supervisors should plan ahead, and complete the performance review process prior to their employee leaving for the summer.

Q. How can I learn about training resources on having difficult conversations?

A. Go to www.gonzaga.edu/eod for a listing of current training opportunities.

Q. What should I do if I have additional questions about performance management or the module?

A. Please contact Heather Murray at murrayh@ Gonzaga.edu or x6829.