

Slide 1 - Slide 1

Welcome to your Online Recruitment System

Inbox (0 items need your attention)

Displaying items for group "Requester".

Postings (0) Request for Offers (0) Actions (0)

Job Title	Type	Current State	Owner
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Watch List (5 items)

Postings (5) Request for Offers (0) Actions (0)

Job Title	Type	Current State	State Owner
Assistant Business Administrator	Staff	Required Posted	Human Resources Rep
Senior Project Manager	Staff	Extended Posting	Human Resources Rep

Shortcuts

[Create New Staff Posting](#)

My Links

Useful Links

[Training Videos](#)
(Go here for helpful videos for staff training on the use of PA7.)

[Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)

[PeopleAdmin MOPAC - Customer Portal Login](#)
(best practice library, customer support portal, customer community)

Completing the RFO Process

Slide notes

Welcome to OJS Upgrade Training: Completing the RFO Process

Slide 2 - Slide 2

Welcome to your Online Recruitment System

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Job Title	Type	Current State	Owner

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Slide notes

The RFO can be completed once the position has reached the minimum posting time, the posting is in closed status, all applicants have been dispensed accordingly and the selected candidate is under the status of "Selected Candidate." The Requester is the only level that can initiate the RFO.

To begin, click on the Postings tab, located on the Home Page.

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Staff Postings

Open Saved Search Search: Search More search options

Active Postings

Saved Search: "Active Postings" (3 Items Found) Actions

Job Title	Active Applications	Department	Grade	Posting Number	Workflow State	(Actions)
Senior Project Manager	Administrative/Professional 5	Facilities	UHE 110	2011066672	Extended Posting	Actions
Assistant Business Administrator	Administrative/Professional 1	Dean, Pharmacy	UHE 108	2011066673	Required Posted	Actions
Executive Administrative Assistant	Administrative/Professional 1	Human Development Lab School	123	2011-04S	Required Posted	Actions

Slide notes

You are now routed to the postings page, click on the job title to continue.

Slide 4 - Slide 4

Posting: Senior Project Manager (Staff)
 Current Status: Extended Posting

Position Type: **Staff** | Created by: **Ashley Waggoner**
 Department: **Facilities** | Owner: **Human Resources Rep**

★ See how Posting looks to Applicant
 Print Preview (Applicant View)
 Print Preview

Summary | History | Applicants | Reports | Request for Offers | Associated Template

Please **click the Applicants tab** posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

🚩 Posting Details

Position Information

Job Title	Senior Project Manager
Position Number	00013202
Posting Number	2011066672

Slide notes

Once you are in the job posting, click on the applicants tab to continue.

Slide 5 - Slide 5

Posting: Senior Project Manager (Staff)
 Current Status: Extended Posting

Position Type: **Staff** | Created by: **Ashley Waggoner**
 Department: **Facilities** | Owner: **Human Resources Rep**

★ See how Posting looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

Summary | History | **Applicants** | Reports | Request for Offers | Associated Template

Open Saved Search ▾ Search: Search More search options

Active Applications x

🔍 Saved Search: "Active Applications" (5 Items Found) Actions

Full Name	Application Date	Application Form	Supplemental question Score	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/> Burgundy, Ron	November 11, 2011 at 02:54 pm	Employment Application	0.0	Interviewed - Decision Pending	In Progress	Actions ▾
<input type="checkbox"/> Doe, Jane	December 13, 2011 at 08:40 am	External Application	0.0	Under Review by Manager	In Progress	Actions ▾
<input type="checkbox"/> Frog, Kern	December 13, 2011 at 08:58 am	Application	0.0	Under Review by Manager	In Progress	Actions ▾
<input type="checkbox"/> Clause, Santa	December 13, 2011 at 08:58 am	Internal Application	0.0	Selected Applicant	In Progress	Actions ▾
<input type="checkbox"/> Cinderella, Princess	December 14, 2011 at 10:42 am	External Application	0.0	Interviewed - Decision Pending	In Progress	Actions ▾

Slide notes

Once you are in the applicants section, click on the selected candidate to enter into their application. Only the department is able to change statuses. The candidate must be under the status of the Selected Candidate in order to start the RFO process.

Slide 6 - Slide 6

YOU ARE THE PRIDE

Home Postings Request for Offers My Profile Help

Ashley Waggoner, you have 0 messages. Department [dropdown] [refresh] logout

Postings / ... / Senior Project Manager (Extended Posting) / Applicant Review / Santa Clause Selected Applicant

Job application: Santa Clause (Staff)

Current Status: Selected Applicant
Application form: Internal Application

Full name: Santa Clause
Address:
1 Christas Drive
Northpole , CA
Username: **santa**
Email: **santa@thenorthpole.com**
Phone (Primary): **111-111-1111**
Phone (Secondary): **222-222-2222**
Position Type: **Staff**
Department: **Facilities**

Created by: **Santa Clause**
Owner: **Requester**

- ★ View Posting Applied To
- ★ Preview Application
- + Start Request for Offer

Click to start the RFO process

Summary Recommendations (0 of 0) History

Slide notes

Once you are in the job application section of the candidate, click on Start Request for Offer to continue.

Slide 7 - Slide 7

The screenshot displays the University of Houston PeopleAdmin interface. At the top left is the University of Houston logo with the tagline 'YOU ARE THE PRIDE'. The top right shows the user 'PeopleAdmin' with an 'Inbox' button and a dropdown menu for 'APPLICANT TRACKING'. A navigation bar includes 'Home', 'Postings', 'Request for Offers', 'My Profile', and 'Help'. Below this, a message for 'Ashley Waggoner, you have 0 messages.' and a 'Department' dropdown are visible. The main content area shows a breadcrumb trail: 'Postings / ... / Applicant Review / Santa Clause (Selected Applicant) / New Request for Offer'. The primary heading is 'Starting Request for Offer'. Below this, it states 'Applicant: Santa Clause' and 'Posting: Senior Project Manager'. A button labeled 'Start Request for Offer' is followed by the text 'or Cancel'. Two red callout boxes are present: one pointing to the 'Cancel' text with the instruction 'Click to "Cancel" button to stop the operation', and another pointing to the 'Start Request for Offer' button with the instruction 'Click to "Start Request for Offer" button'.

Slide notes

Click on the Start Request for Offer to continue, or stop the operation by clicking on Cancel.

Slide 8 - Slide 8

Editing Request for Offer

Request For Offer

Job Compliance Folder

Request for Offer Summary

Request For Offer
Save Next >>

ABC [Check spelling](#) ▼

* Required Information

Request For Offer

First Name	Santa
Last Name	Clause
* Internal Candidate?	Please select ▼
* PeopleSoft ID	<input type="text"/>
	<small>Enter N/A if not an internal hire</small>
* Salary Exception?	Please select ▼
* Previous Incumbent Salary	<input type="text"/>
* Proposed Starting Salary	<input type="text"/>
	<small>12 months at 100% FTE</small>
* Expected Hire Date	<input type="text"/>
Justification For Exception	<div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p style="color: red; font-size: small;">Any salary exception which includes a salary above the midpoint, promotion, lateral move, demotion, or salary over \$100,000 must include a justification for the exception and declare what the exception is under the drop down menu.</p> </div>

Fill out all RFO information

Click the 'Next' button to continue

Slide notes

Fill out the RFO information. The name of the selected candidate is auto generated. The internal candidate question is answered by a drop down menu, and the rest of the form is the same from the older system. If the candidate is an internal candidate, provide their PeopleSoft id, if not, simply enter "NA." Any salary exception which includes a salary above the midpoint, promotion, lateral move, demotion, or salary over \$100,000 must include a justification for the exception and declare what the exception is under the drop down menu.

Continue to the next section by selecting next or by utilizing the menu on the left hand side of the page.

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Actions / ... / Request for Offer / / Edit

Editing Request for Offer

- Request For Offer
- Job Compliance Folder**
- Request for Offer Summary

Job Compliance Folder Save << Prev Next >>

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

Document Type	Name	Status	(Actions)
Compliance Checklist			Actions ▾
Interview Documents			Actions ▾
Other			Actions ▾

To upload or create a document, click on the Actions button next to the desired Document Type.

Save << Prev Next >>

Slide notes

The Job Compliance Folder is the same as the old system where you will be able to attach/upload the Compliance Checklist. A new feature will include the ability write in memos from the page regarding the hire (create new). To upload or create a document, click on the Actions button next to the desired Document Type.

Once completed, click Next to review the summary of the RFO.

Slide 10 - Slide 10

Request for Offer: Santa Clause (Staff) [Edit](#)

Current Status: Draft

Position Type: **Staff**
 Department: **Facilities**
 Applicant: [Santa Clause](#)
 Posting: [Senior Project Manager](#)

Created by: **Ashley Waggoner**
 Owner: **Ashley Waggoner**

[Take Action On Request For Offer](#) [Print Preview](#)

Review Information

Request For Offer [Edit](#)

Request For Offer

First Name	Santa
Last Name	Clause
Internal Candidate?	No Currently: blank
PeopleSoft ID	NA Currently: blank
Salary Exception?	No Currently: blank
Previous Incumbent Salary	35,000 Currently: blank
Proposed Starting Salary	35,000 Currently: blank

Slide notes

Once you have reviewed the RFO, and all the information is correct, click onto the “Take Action on Request for Offer” to submit to the department.

The approval levels will still be the same: Requester, Department, College/Division, Executive, and Employment.