PeopleAdmin

Approval Request for EXISTING Position

UNIVERSITY OF DETROIT MERCY

Existing Position Request

- Hiring Manager is Required to Complete a JDQ for all EXISTING positions if this position hasn't been posted in the last year
  - Blank JDQs are located on the HR website under Performance Communication System (PCS)

    (you will need this later)

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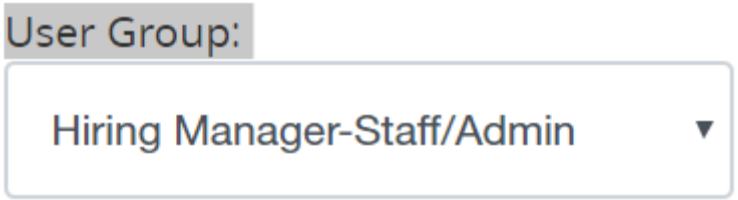
Log into PeopleAdmin

- https://udmercy.peopleadmin.com/hr/login
- If you need a user name and password, contact Human Resources

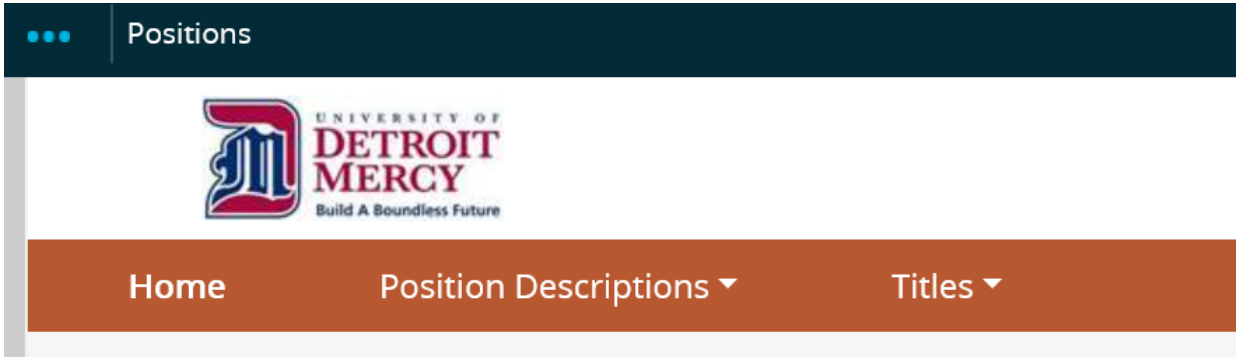
Ensure User Group is Set to "Hiring Manger – Staff/Admin"

Look for this box in the top right corner of the screen:



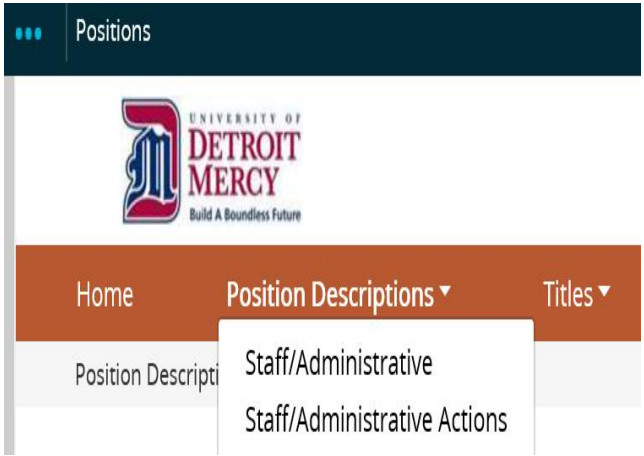
Ensure Screen is Set to "Positions" Module

Look for this box in the top left corner of screen:



Click the Position Descriptions Down Arrow & Choose "Staff/Administrative"

- As a Hiring Manager you will see a list of positions that report to you in PeopleAdmin but the position will not designate the current assigned employee
- Contact HR if you have questions about which position to choose



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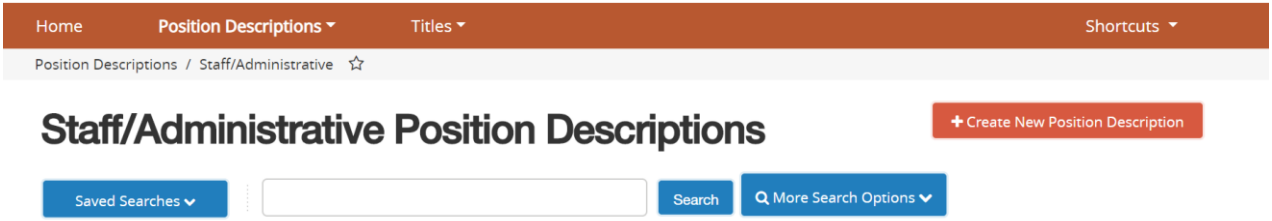
Search for Position Number

Input Position Number into the Blank Box and Click "Search"

Once the Position Populates, Click the Blue Position Number



Click “Modify and/or Post Position Description”

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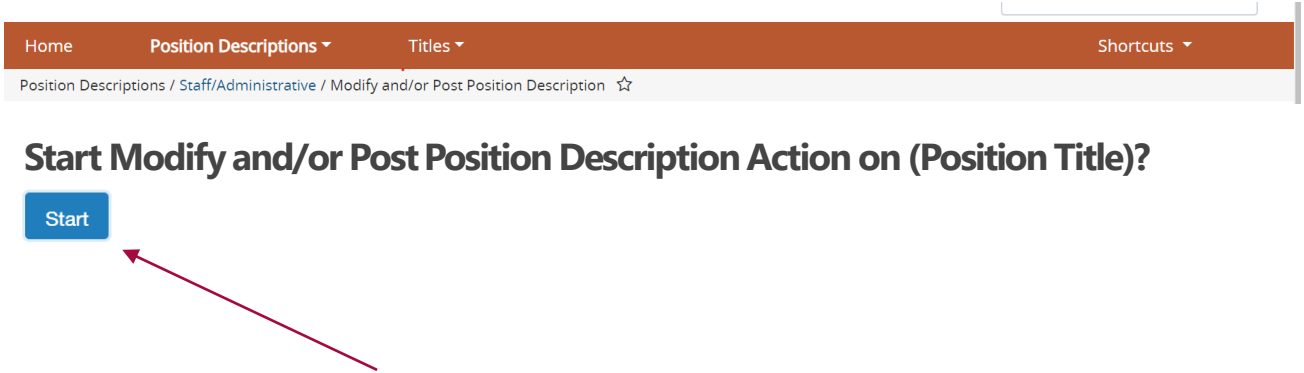
Click "Start"

***May be a slight delay to change screens



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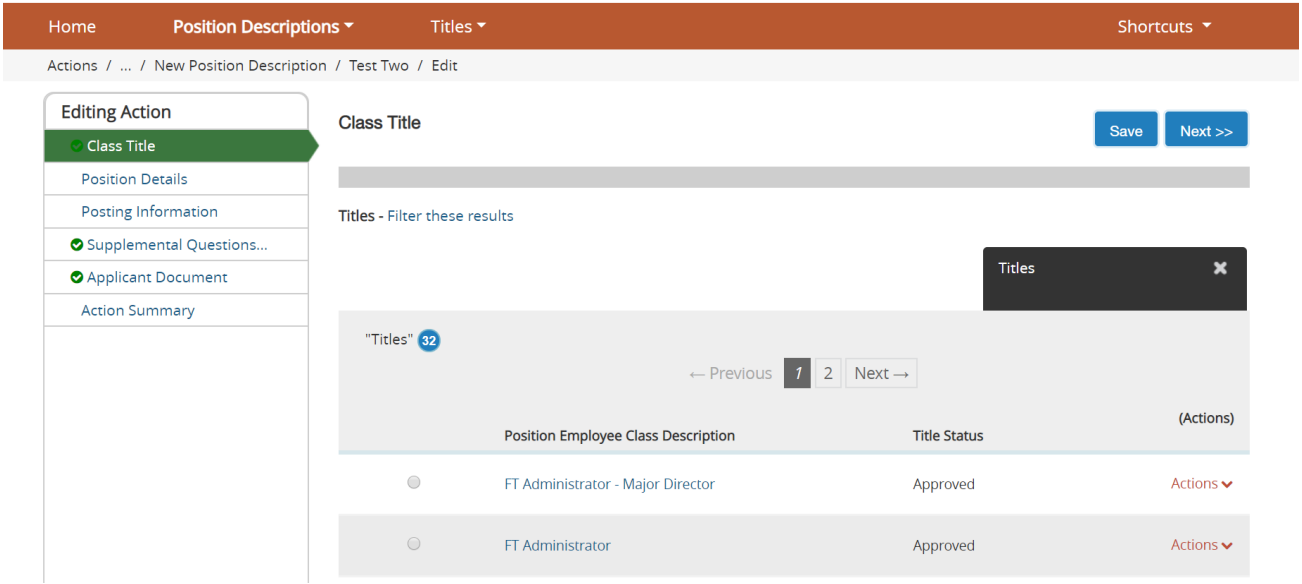
Class Title: Review and Edit as Needed by Selecting Appropriate "Position Employee Class Description" and click "Next"



Posting Details: You Must Select the "Reason for Action" and then Edit/Input Required Data & Click "Next"

- Complete the following fields on this page:
  - Justification for New Position
  - Position Status
  - Hours per Week
  - Position Summary
  - Essential Duties and Responsibilities
  - Minimum Qualifications
  - Knowledge, Skills and Abilities
  - Physical Requirements
  - Work Environment
  - Licenses/Certification (N/A if appropriate)
  - Maximum Budgeted Hourly Rate or Salary
  - "Add FOAPAL Entry"

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Posting Information: Edit/Input Required Data & Click "Next"

- Complete the required following fields on this page:
  - Open Date
  - Check box for "Open Until Filled"
  - Anticipated Start Date
  - Hiring Manager (full name)
  - Alternate Hiring Manager (if applicable)
  - Salary/Pay Information
    - "Commensurate with experience" appropriate for Administrative Positions
  - Anticipated Schedule
  - Select City/Campus

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Supplemental Questions for Posting:

Edit/Select Required Question and Click "Next"

- Click "Add a question" and follow prompts to select the five required questions of all applicants. On the next screen select "required" (radio button)
  1. How did you hear about this employment opportunity?
  2. What is your highest level of completed education?
  3. How many years of experience to you have in this type of position?
  4. Please read our foundation, mission and vision….
  5. Detroit Mercy enjoys a diverse student body, faculty, administration, and staff-diverse in ethnicity, religion, socioeconomic background, gender, age, education, and life experience…
- You may select other questions as you deem appropriate
- You may also create other questions in the system directly but HR will need to review first for approval

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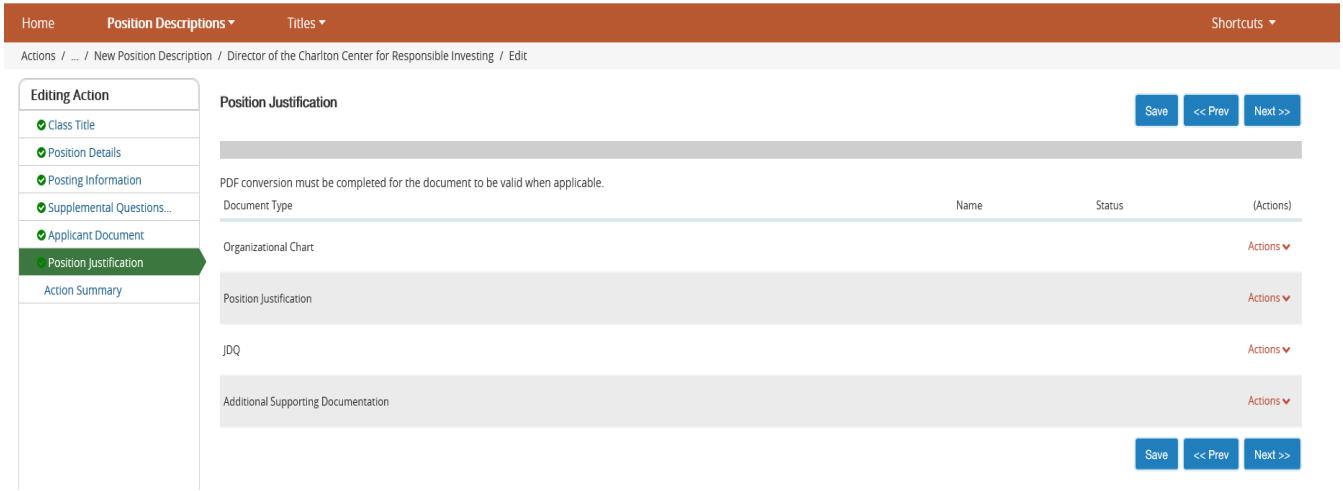
Applicant Document: Edit/Select Required Documents and Click "Next"

- Click "Required" button for the following document types. You may select other documents as you deem appropriate
  - Resume/CV
  - Cover Letter
  - Reference Contact Info 1
  - Reference Contact Info 2
  - Reference Contact Info 3
- If you want to use a required document other than the 5 listed above, please contact HR

Position Justification: Upload Position Justification, JDQ (if required) and any Supporting Documents and Click "Next"



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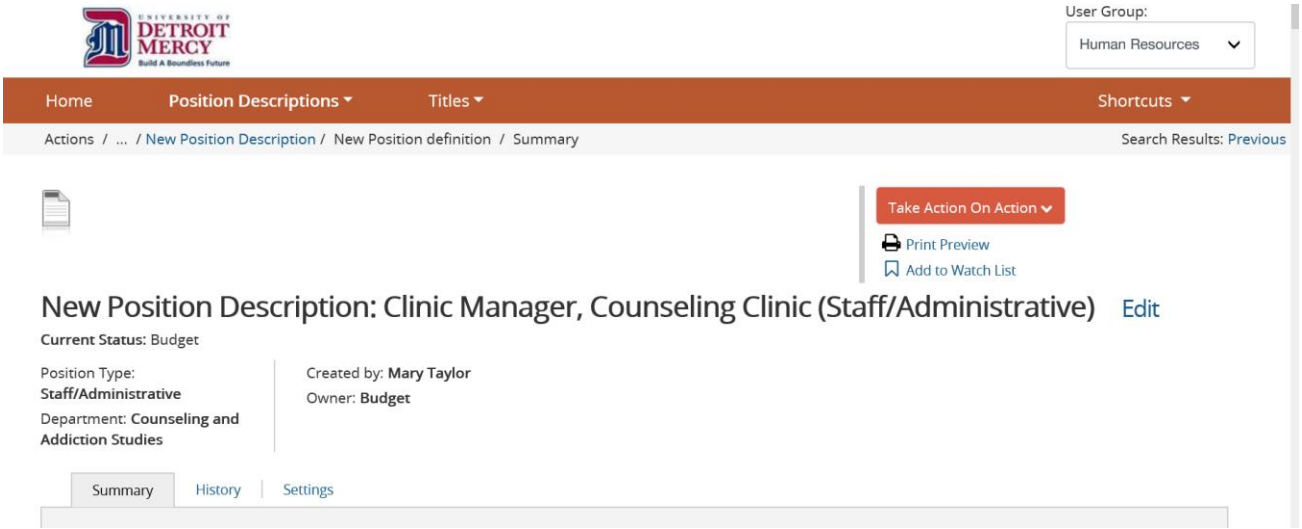
Action Summary: Review Position and Edit as Appropriate or "Send to HR Initial Review" (Use Orange Take Action on Action Button)



Next Steps:

- HR will review position requisition and input Salary Range for position at which point HR will either:

  (1) Send the position requisition back to the Hiring Manager for edits/clarification

  OR

  (2) HR will forward the position requisition to the Approving Authority for review and further approval

Review of PeopleAdmin Approval Process

- Hiring Manager initiates requisition in PeopleAdmin
- HR Initial Review (Compensation Review/JDQ Review)
- Approving Authority
- Budget
- Area VP
- VP of Finance (President's Council)
- HR Final Review (Position Posted Externally)

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