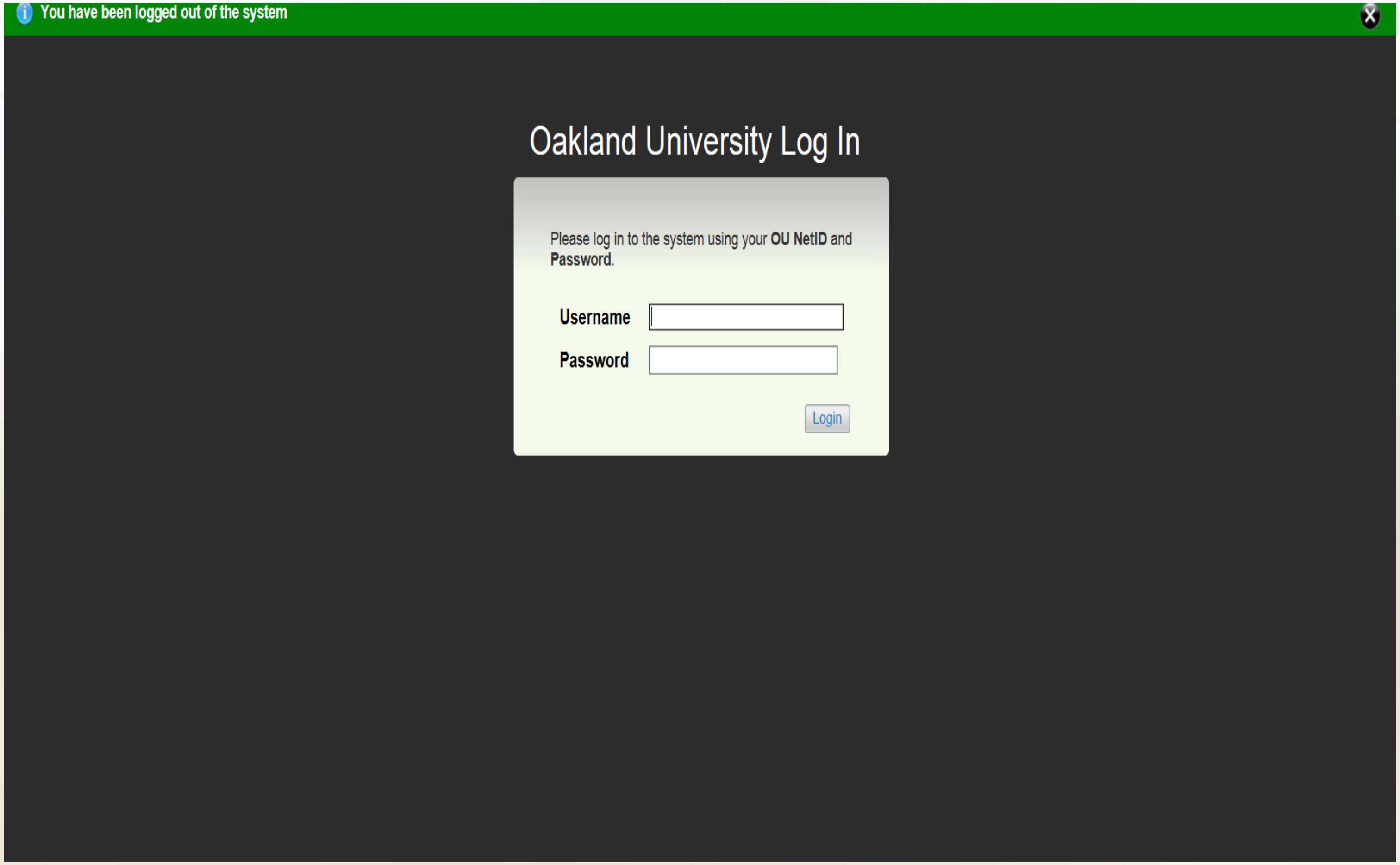
Creating a Staff Employment Requisition in the TEAMS (PeopleAdmin) System

Important Notes

- Most fields on the requisition are populated from information drawn from the position description.
- You must first create or update the position description. Refer to the Manager's Toolkit for information on how to edit the position description or contact UHR –Compensation.
- Position descriptions must be approved before changes will transfer to the new employment requisition.

Log into the TEAMS system at https://jobs.Oakland.edu/hr
using your NetID and password.


You have been logged out of the system

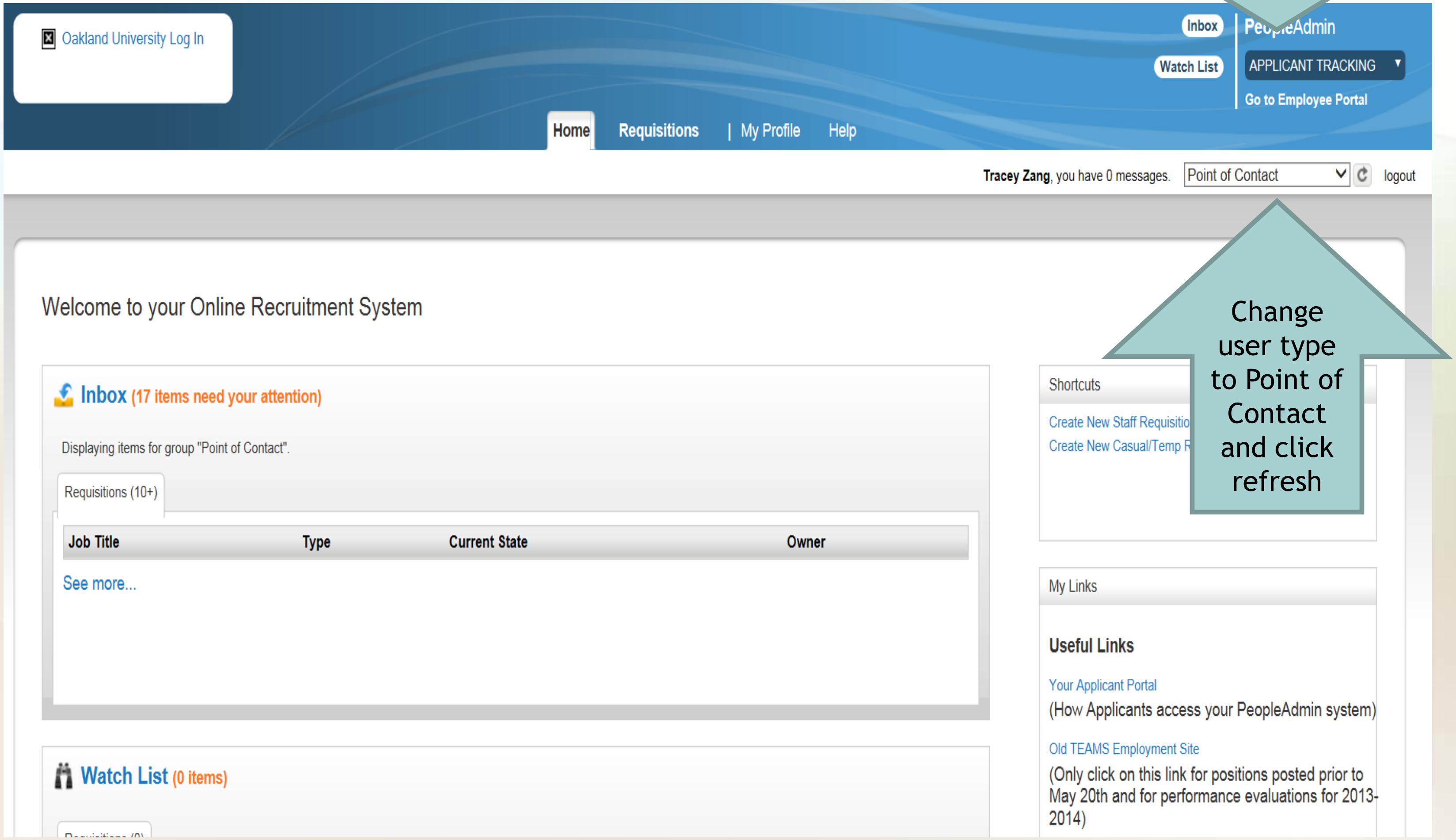
Oakland University Log In

Please log in to the system using your **OU NetID** and **Password**.

Username
Password
Login

POINT OF CONTACT

Need to be in Applicant Tracking Module


Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
| My Profile
Help
logout
Shortcuts
Create New Staff Requisitio
Create New Casual/Temp R
My Links
See more...

Tracey Zang, you have 0 messages.

Point of Contact

Welcome to your Online Recruitment System

Inbox (17 items need your attention)

Displaying items for group "Point of Contact".

Requisitions (10+)

Job Title	Type	Current State	Owner

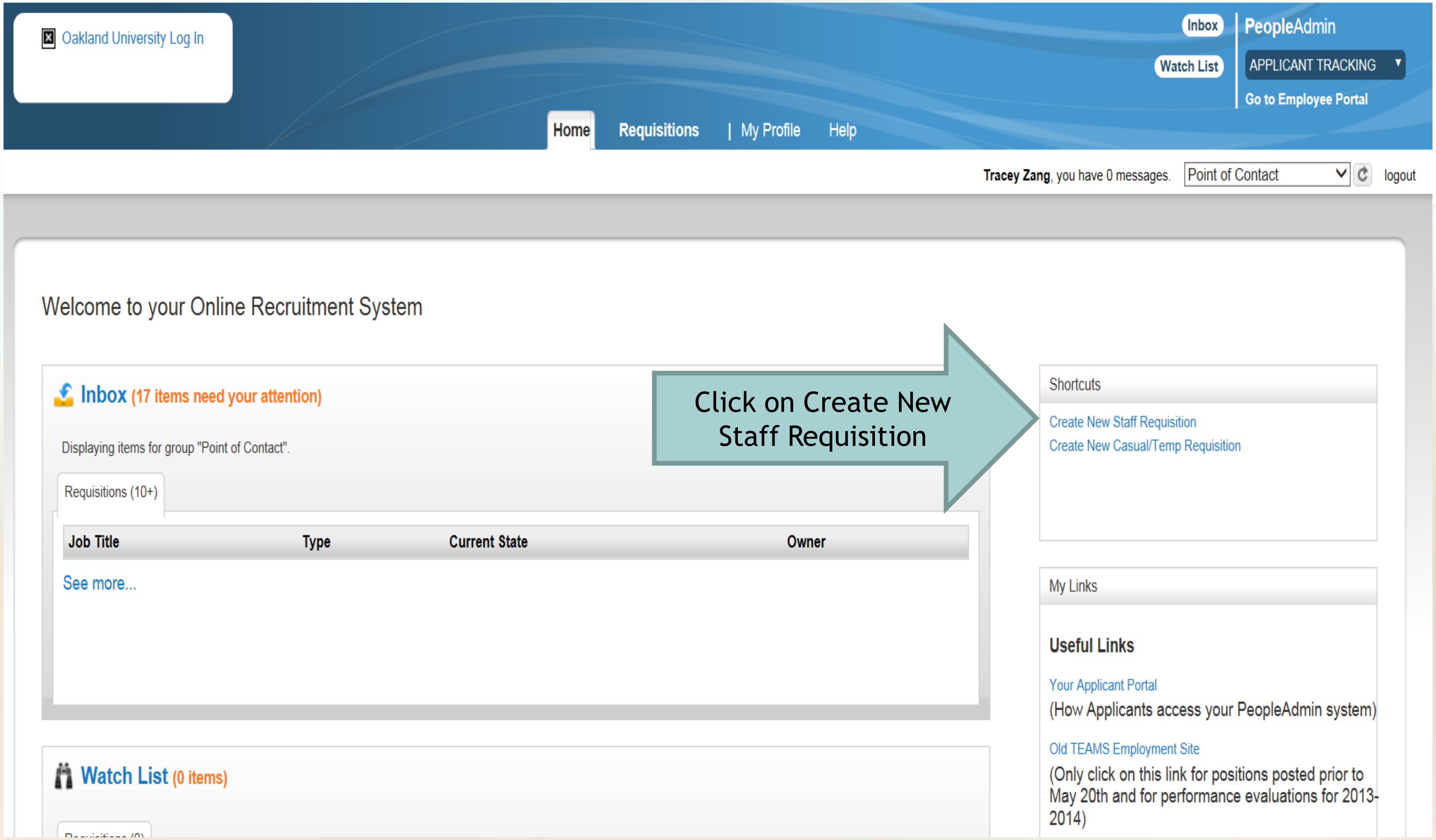
Useful Links

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

Old TEAMS Employment Site
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

Watch List (0 items)

Change user type to Point of Contact and click refresh



Click on Create New Staff Requisition

Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
My Profile
Help
Point of Contact
logout
Requisitions (10+)

Tracey Zang, you have 0 messages.

Welcome to your Online Recruitment System

Inbox (17 items need your attention)

Displaying items for group "Point of Contact".

Job Title	Type	Current State	Owner

See more...

Watch List (0 items)

Shortcuts

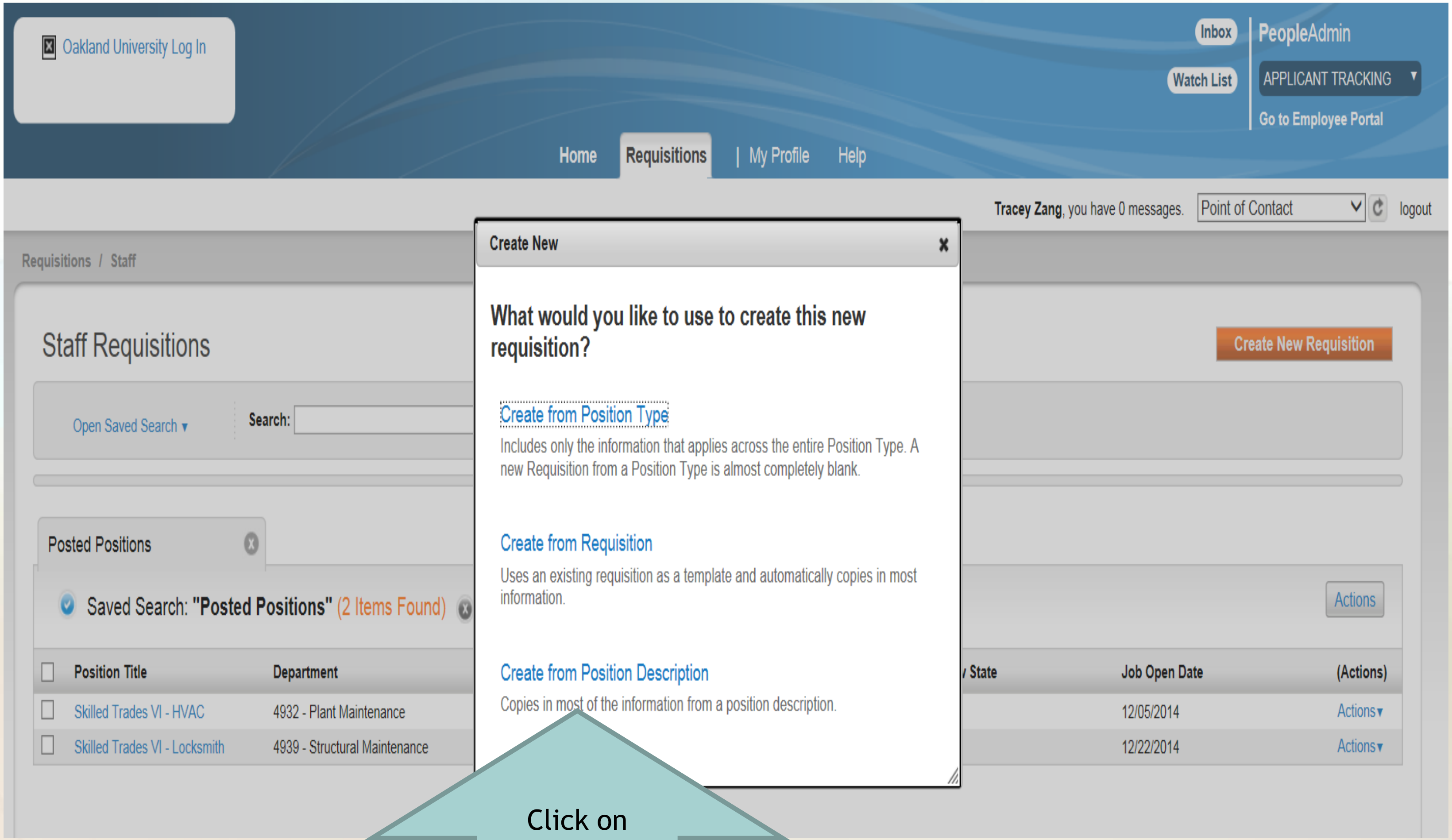
Create New Staff Requisition
Create New Casual/Temp Requisition

My Links

Useful Links

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

Old TEAMS Employment Site
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)


Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
My Profile
Help
Point of Contact
logout
Requisitions / Staff
Staff Requisitions
Create New Requisition
Open Saved Search ▾
Search:
Posted Positions
Actions

Tracey Zang, you have 0 messages.

Saved Search: **"Posted Positions"** (2 Items Found)

☐	Position Title	Department	State	Job Open Date	(Actions)
☐	Skilled Trades VI - HVAC	4932 - Plant Maintenance		12/05/2014	Actions ▾
☐	Skilled Trades VI - Locksmith	4939 - Structural Maintenance		12/22/2014	Actions ▾

Create New ✖

What would you like to use to create this new requisition?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Requisition from a Position Type is almost completely blank.

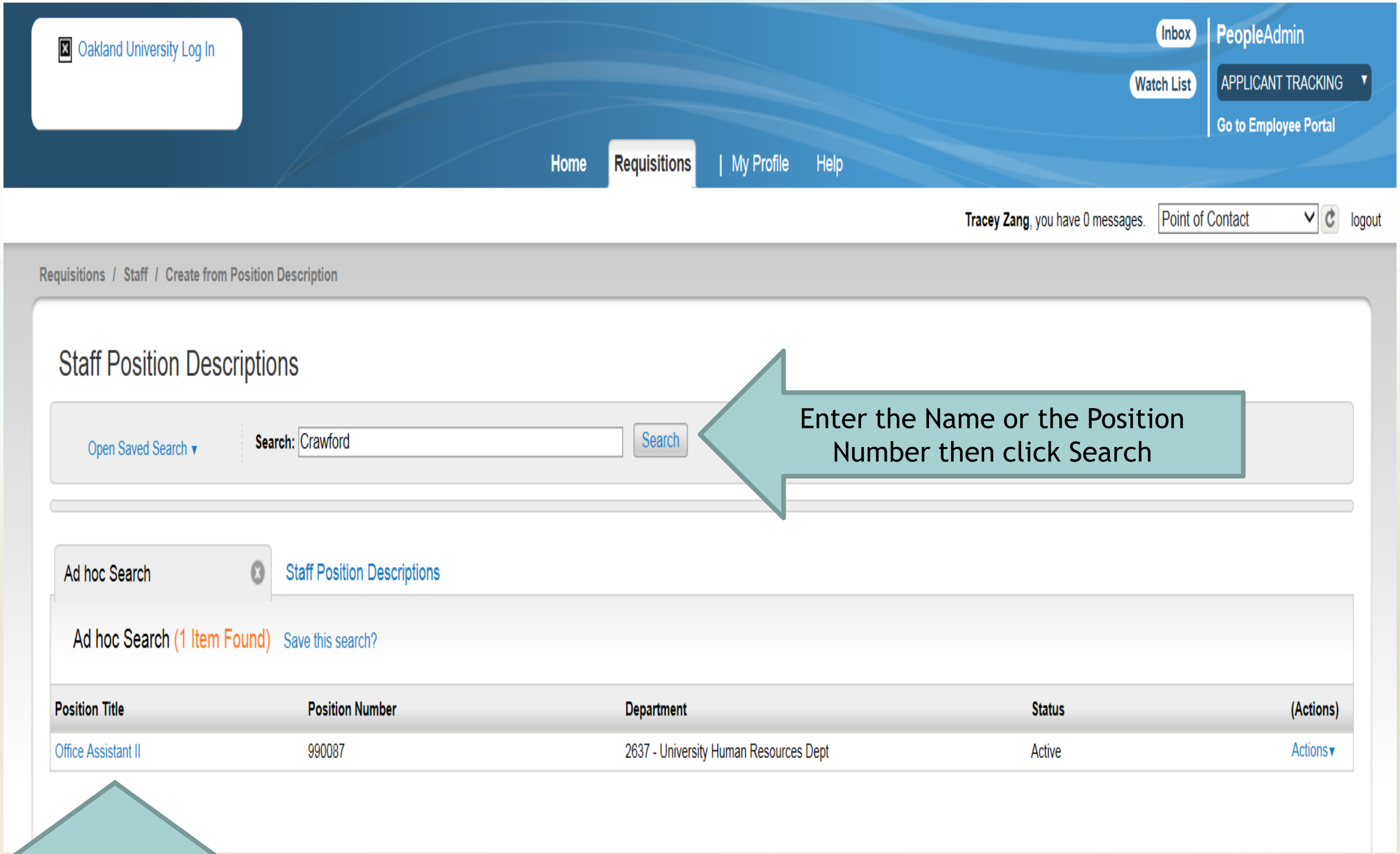
Create from Requisition

Uses an existing requisition as a template and automatically copies in most information.

Create from Position Description

Copies in most of the information from a position description.

Click on Create from Position Description


Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
My Profile
Help
Point of Contact
logout
Requisitions / Staff / Create from Position Description
Open Saved Search ▾
Search
Ad hoc Search
Staff Position Descriptions
Save this search?
Actions ▾

Tracey Zang, you have 0 messages.

Staff Position Descriptions

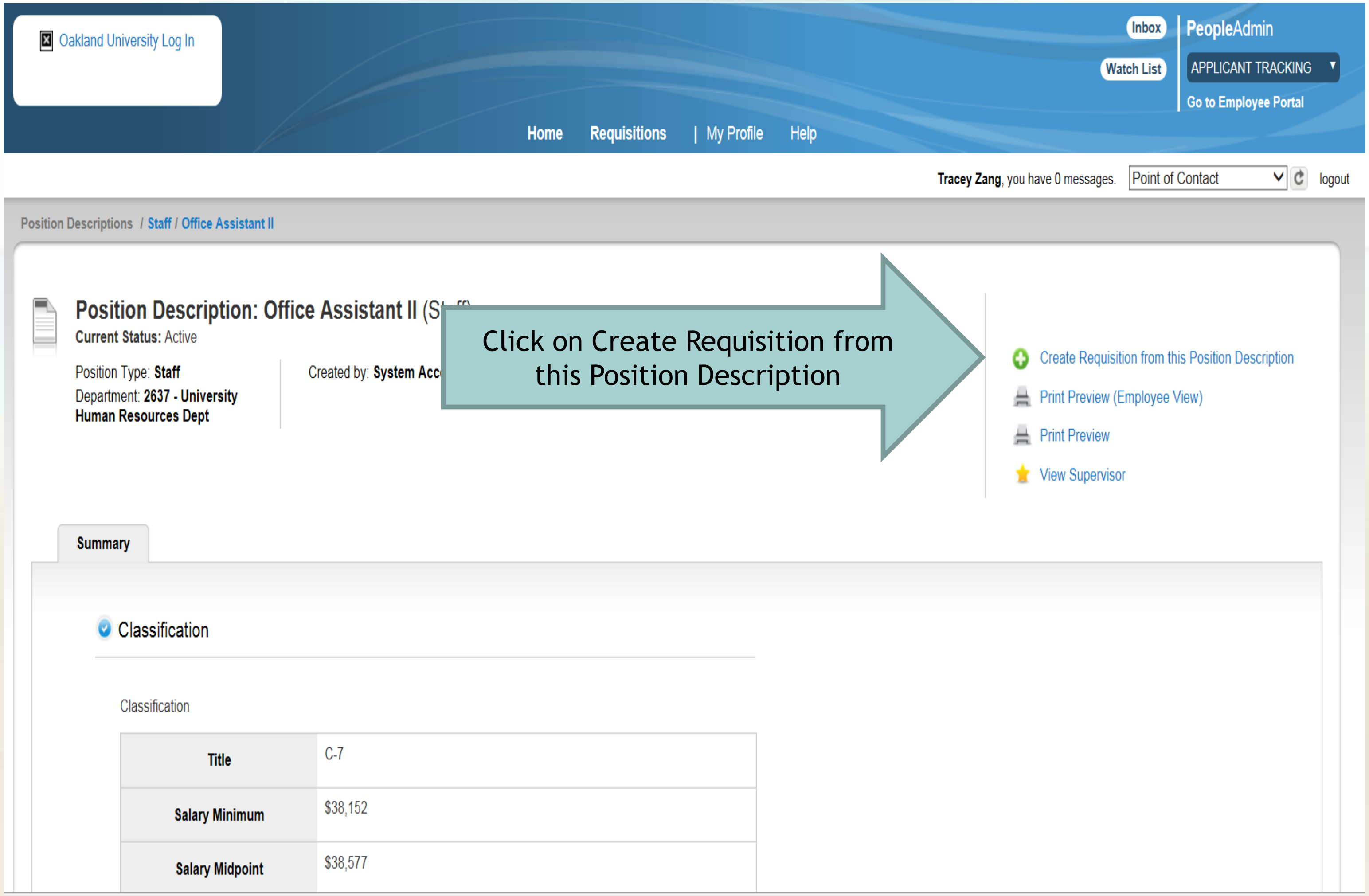
Search: Crawford

Ad hoc Search (1 Item Found)

Position Title	Position Number	Department	Status	(Actions)
Office Assistant II	990087	2637 - University Human Resources Dept	Active	Actions ▾

Enter the Name or the Position Number then click Search

Click on the Position Title



Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
| My Profile
Help
Point of Contact
logout

Tracey Zang, you have 0 messages.

Position Descriptions / Staff / Office Assistant II

Position Description: Office Assistant II (S

Current Status: Active

Position Type: **Staff**

Department: **2637 - University Human Resources Dept**

Created by: **System Acc**

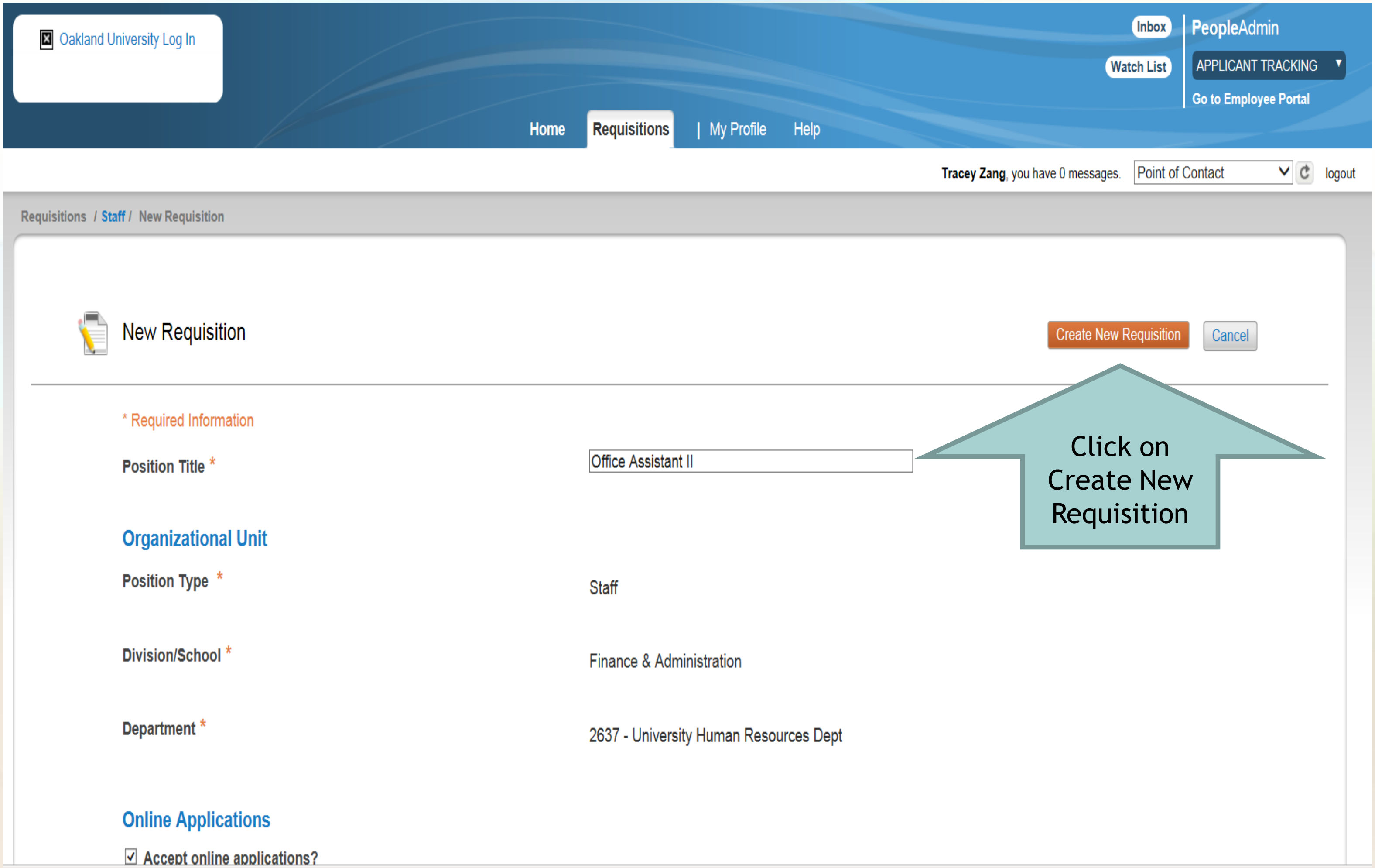
Create Requisition from this Position Description
Print Preview (Employee View)
Print Preview
View Supervisor
Summary

Classification

Classification

Title	C-7
Salary Minimum	$38,152
Salary Midpoint	$38,577

Click on Create Requisition from this Position Description


Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
| My Profile
Help
Point of Contact
logout
Create New Requisition
Cancel

Tracey Zang, you have 0 messages.

Requisitions / Staff / New Requisition

New Requisition

* Required Information

Position Title *	Office Assistant II

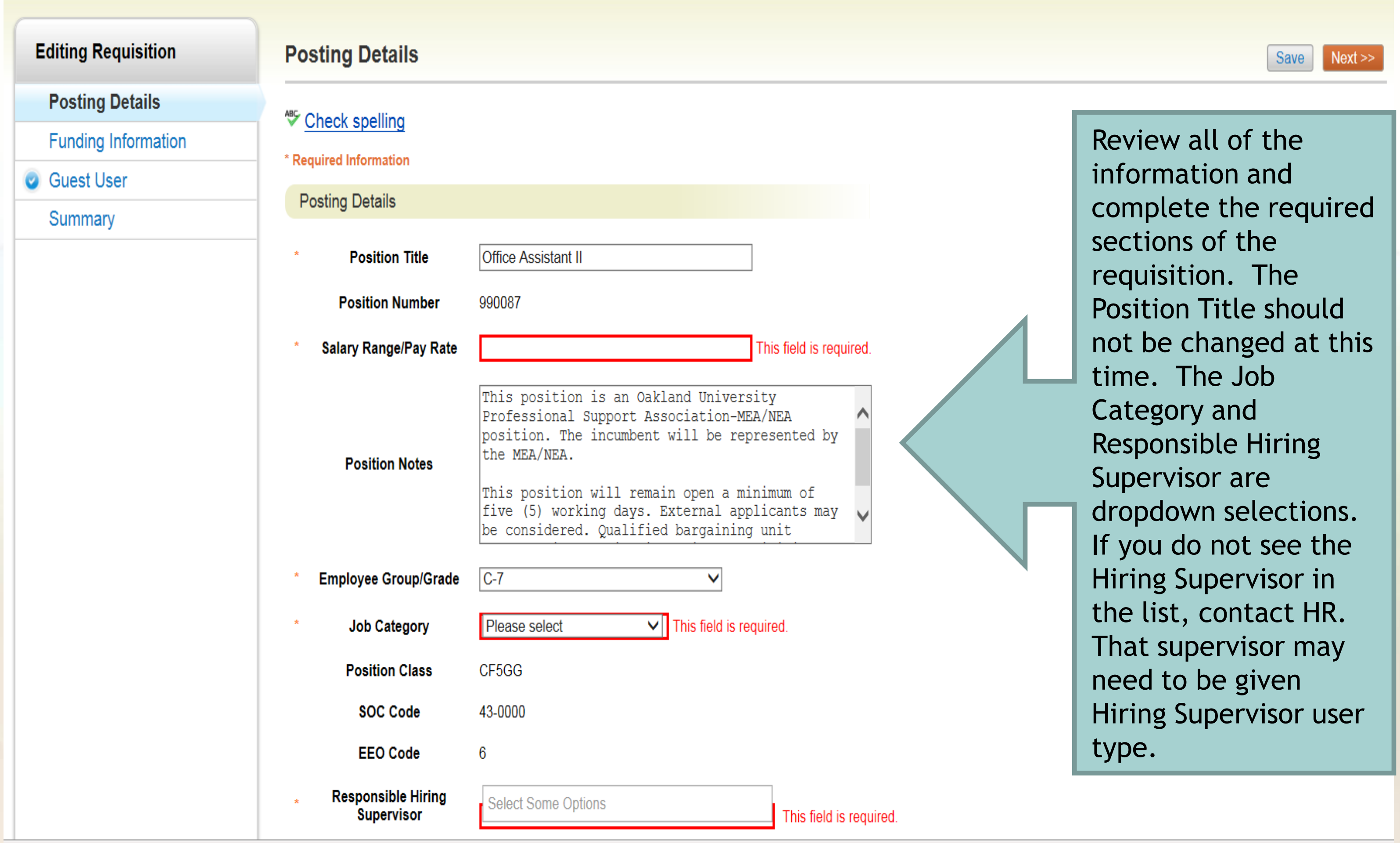
Organizational Unit

Position Type *	Staff
Division/School *	Finance & Administration
Department *	2637 - University Human Resources Dept

Online Applications

☑ Accept online applications?

Click on Create New Requisition



Posting Details

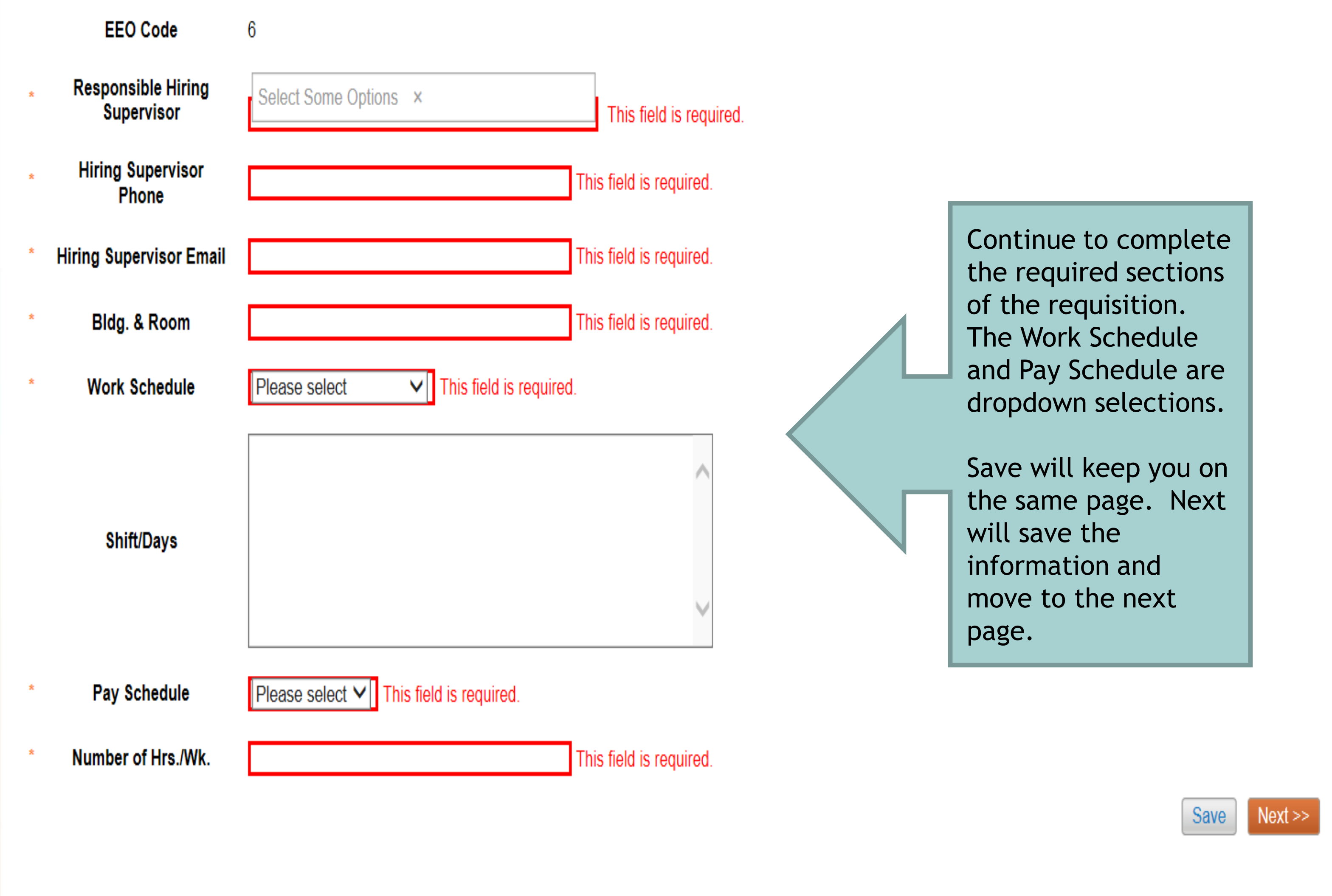
Check spelling

* Required Information

Posting Details

* Position Title	Office Assistant II
Position Number	990087
* Salary Range/Pay Rate	This field is required.
Position Notes	This position is an Oakland University Professional Support Association-MEA/NEA position. The incumbent will be represented by the MEA/NEA. This position will remain open a minimum of five (5) working days. External applicants may be considered. Qualified bargaining unit
* Employee Group/Grade	C-7
* Job Category	Please select — This field is required.
Position Class	CF5GG
SOC Code	43-0000
EEO Code	6
* Responsible Hiring Supervisor	Select Some Options — This field is required.

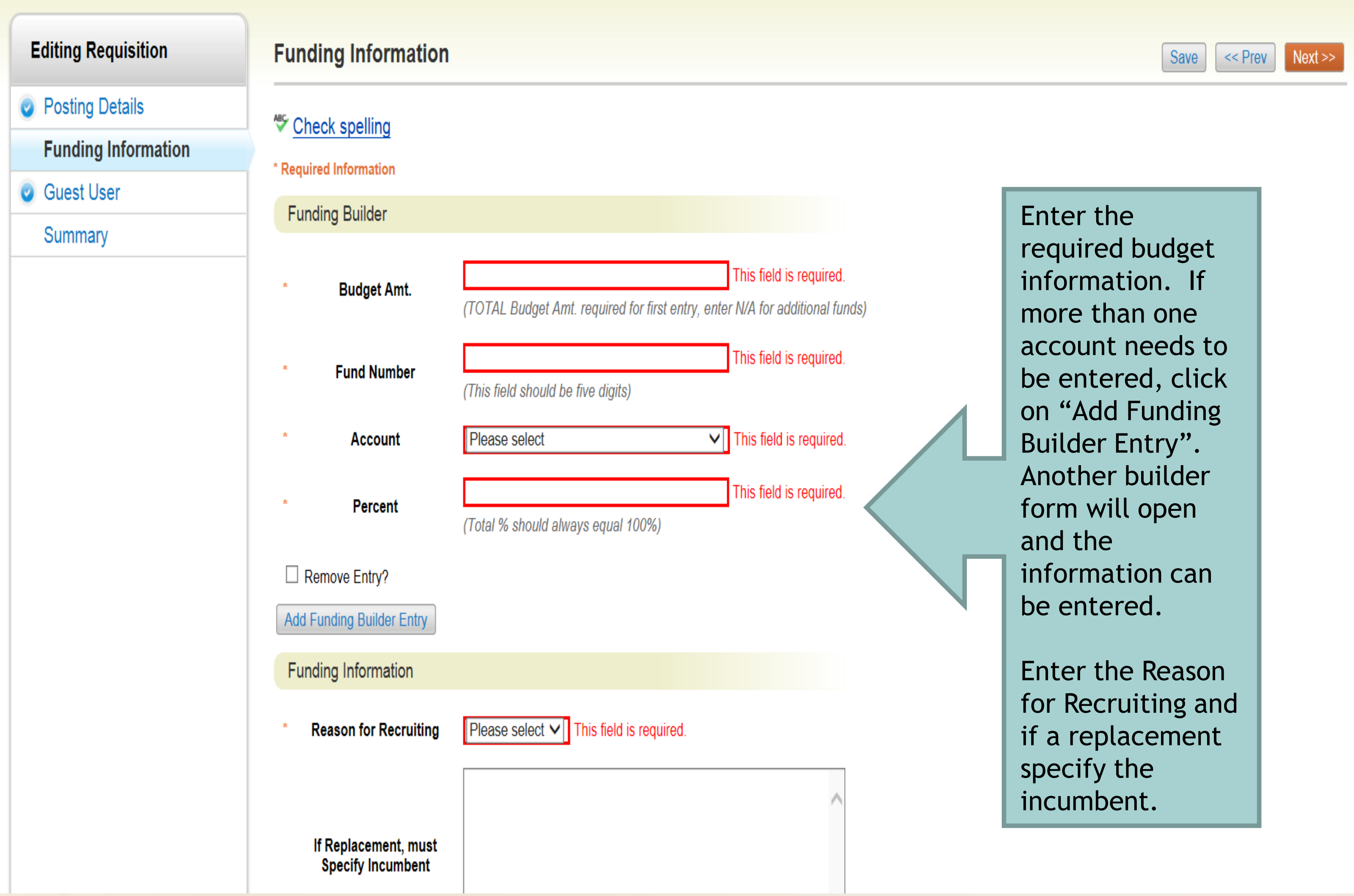
Review all of the information and complete the required sections of the requisition. The Position Title should not be changed at this time. The Job Category and Responsible Hiring Supervisor are dropdown selections. If you do not see the Hiring Supervisor in the list, contact HR. That supervisor may need to be given Hiring Supervisor user type.



	EEO Code	6	
*	Responsible Hiring Supervisor	Select Some Options ×	This field is required.
*	Hiring Supervisor Phone		This field is required.
*	Hiring Supervisor Email		This field is required.
*	Bldg. & Room		This field is required.
*	Work Schedule	Please select	This field is required.
	Shift/Days		
*	Pay Schedule	Please select	This field is required.
*	Number of Hrs./Wk.		This field is required.

Continue to complete the required sections of the requisition. The Work Schedule and Pay Schedule are dropdown selections.

Save will keep you on the same page. Next will save the information and move to the next page.


Editing Requisition

Posting Details

Funding Information

Guest User

Summary

Funding Information

* Required Information

Funding Builder

* **Budget Amt.**	This field is required. (TOTAL Budget Amt. required for first entry, enter N/A for additional funds)	
* **Fund Number**	This field is required. (This field should be five digits)	
* **Account**	Please select This field is required.	
* **Percent**	This field is required. (Total % should always equal 100%)	

☐ Remove Entry?

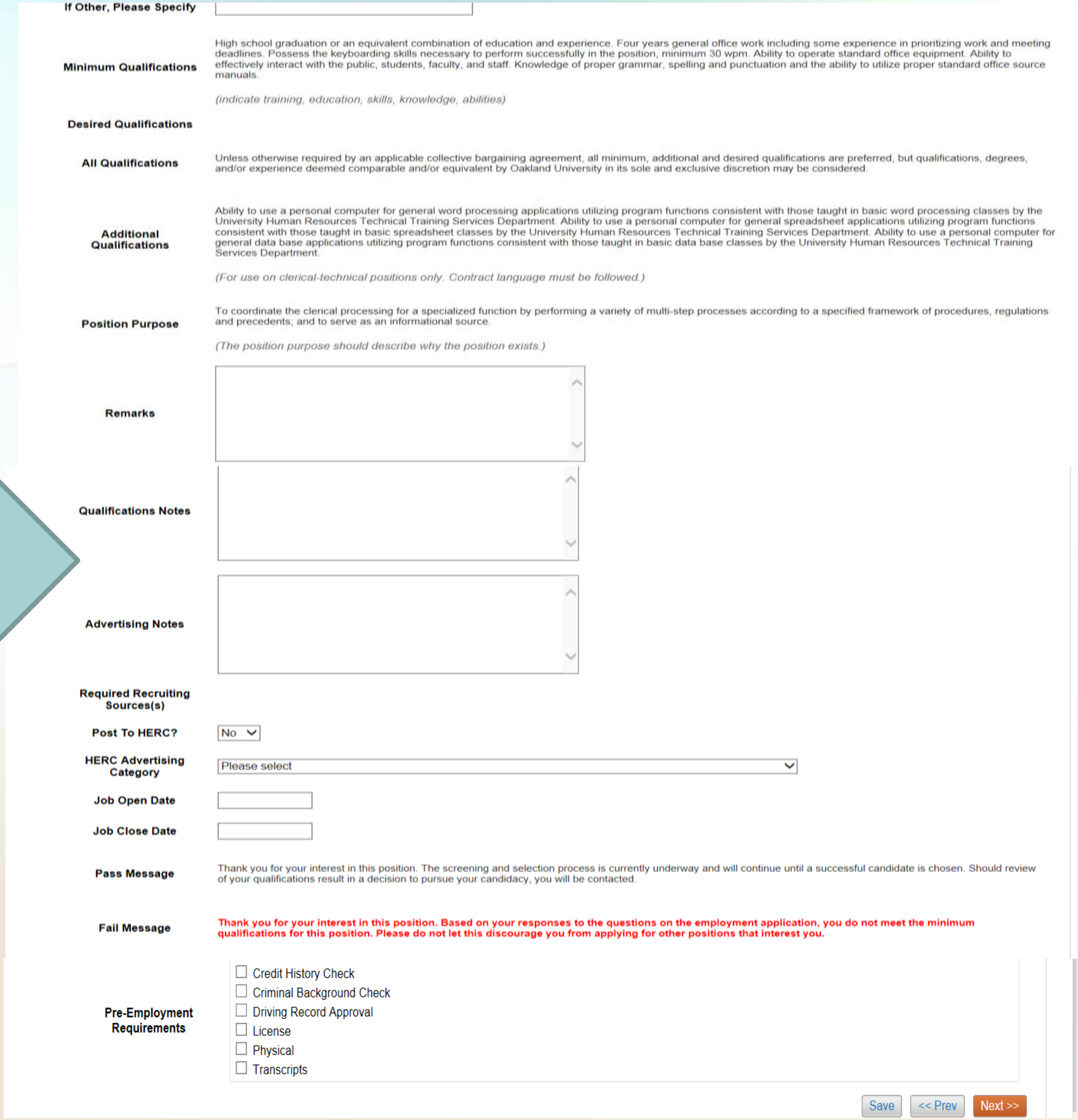
Funding Information

* **Reason for Recruiting**	Please select This field is required.
If Replacement, must Specify Incumbent	

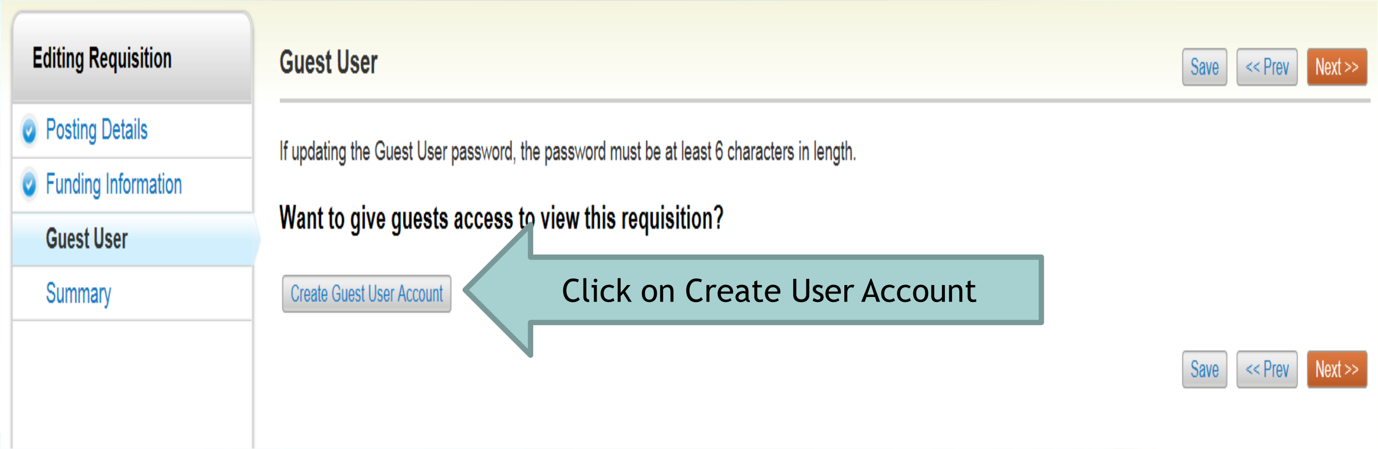
Enter the required budget information. If more than one account needs to be entered, click on "Add Funding Builder Entry". Another builder form will open and the information can be entered.

Enter the Reason for Recruiting and if a replacement specify the incumbent.

Most of the information is carried over from the position description. The Job Open Date is completed by HR when the requisition is ready to post. HERC is also completed by HR at the time of posting.



If Other, Please Specify	
Minimum Qualifications	High school graduation or an equivalent combination of education and experience. Four years general office work including some experience in prioritizing work and meeting deadlines. Possess the keyboarding skills necessary to perform successfully in the position, minimum 30 wpm. Ability to operate standard office equipment. Ability to effectively interact with the public, students, faculty, and staff. Knowledge of proper grammar, spelling and punctuation and the ability to utilize proper standard office source manuals. *(indicate training, education, skills, knowledge, abilities)*
Desired Qualifications	
All Qualifications	Unless otherwise required by an applicable collective bargaining agreement, all minimum, additional and desired qualifications are preferred, but qualifications, degrees, and/or experience deemed comparable and/or equivalent by Oakland University in its sole and exclusive discretion may be considered.
Additional Qualifications	Ability to use a personal computer for general word processing applications utilizing program functions consistent with those taught in basic word processing classes by the University Human Resources Technical Training Services Department. Ability to use a personal computer for general spreadsheet applications utilizing program functions consistent with those taught in basic spreadsheet classes by the University Human Resources Technical Training Services Department. Ability to use a personal computer for general data base applications utilizing program functions consistent with those taught in basic data base classes by the University Human Resources Technical Training Services Department. *(For use on clerical-technical positions only. Contract language must be followed.)*
Position Purpose	To coordinate the clerical processing for a specialized function by performing a variety of multi-step processes according to a specified framework of procedures, regulations and precedents; and to serve as an informational source. *(The position purpose should describe why the position exists.)*
Remarks	
Qualifications Notes	
Advertising Notes	
Required Recruiting Sources(s)	
Post To HERC?	No
HERC Advertising Category	Please select
Job Open Date	
Job Close Date	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	**Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.**
Pre-Employment Requirements	☐ Credit History Check ☐ Criminal Background Check ☐ Driving Record Approval ☐ License ☐ Physical ☐ Transcripts

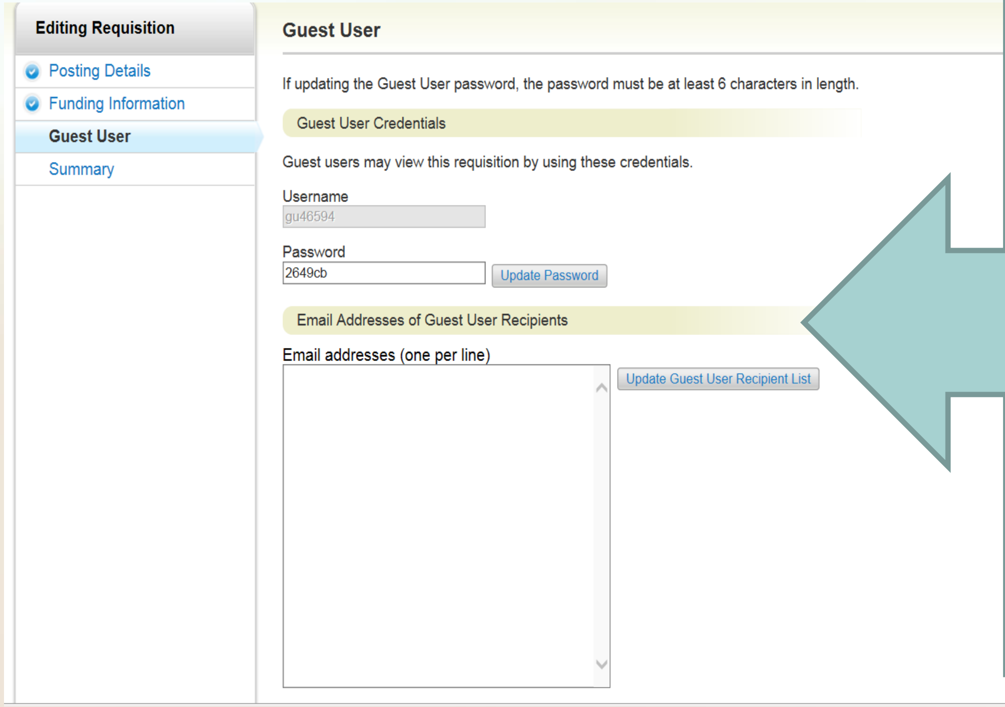

Editing Requisition
Posting Details
Funding Information
Guest User
Summary
Save
<< Prev
Next >>
Create Guest User Account
Save
<< Prev
Next >>

Guest User

If updating the Guest User password, the password must be at least 6 characters in length.

Want to give guests access to view this requisition?

Click on Create User Account


Editing Requisition
Posting Details
Funding Information
Guest User
Summary
Update Password
Update Guest User Recipient List

Guest User

If updating the Guest User password, the password must be at least 6 characters in length.

Guest User Credentials

Guest users may view this requisition by using these credentials.

Username: gu46594

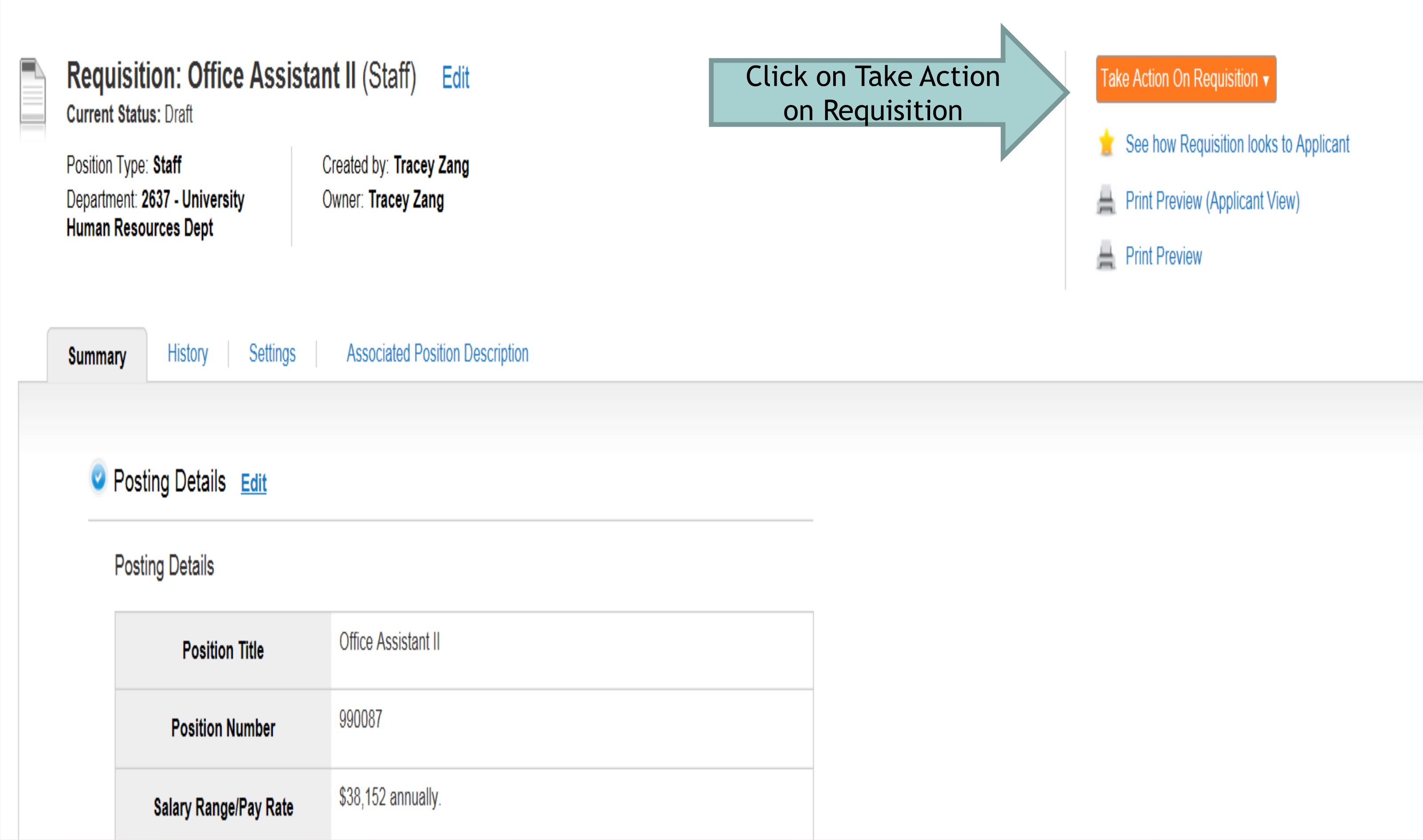
Password: 2649cb

Email Addresses of Guest User Recipients

Email addresses (one per line)

The system automatically generates a Username and Password. The Password can be changed. Click on Update Password if changed.

Enter the email addresses of anyone who will be on the interview committee. Click on Update Guest User Recipient List. The list is then activated by HR.



Click on Take Action on Requisition

Requisition: Office Assistant II (Staff) Edit

Current Status: Draft

Position Type: **Staff**

Department: **2637 - University Human Resources Dept**

Created by: **Tracey Zang**

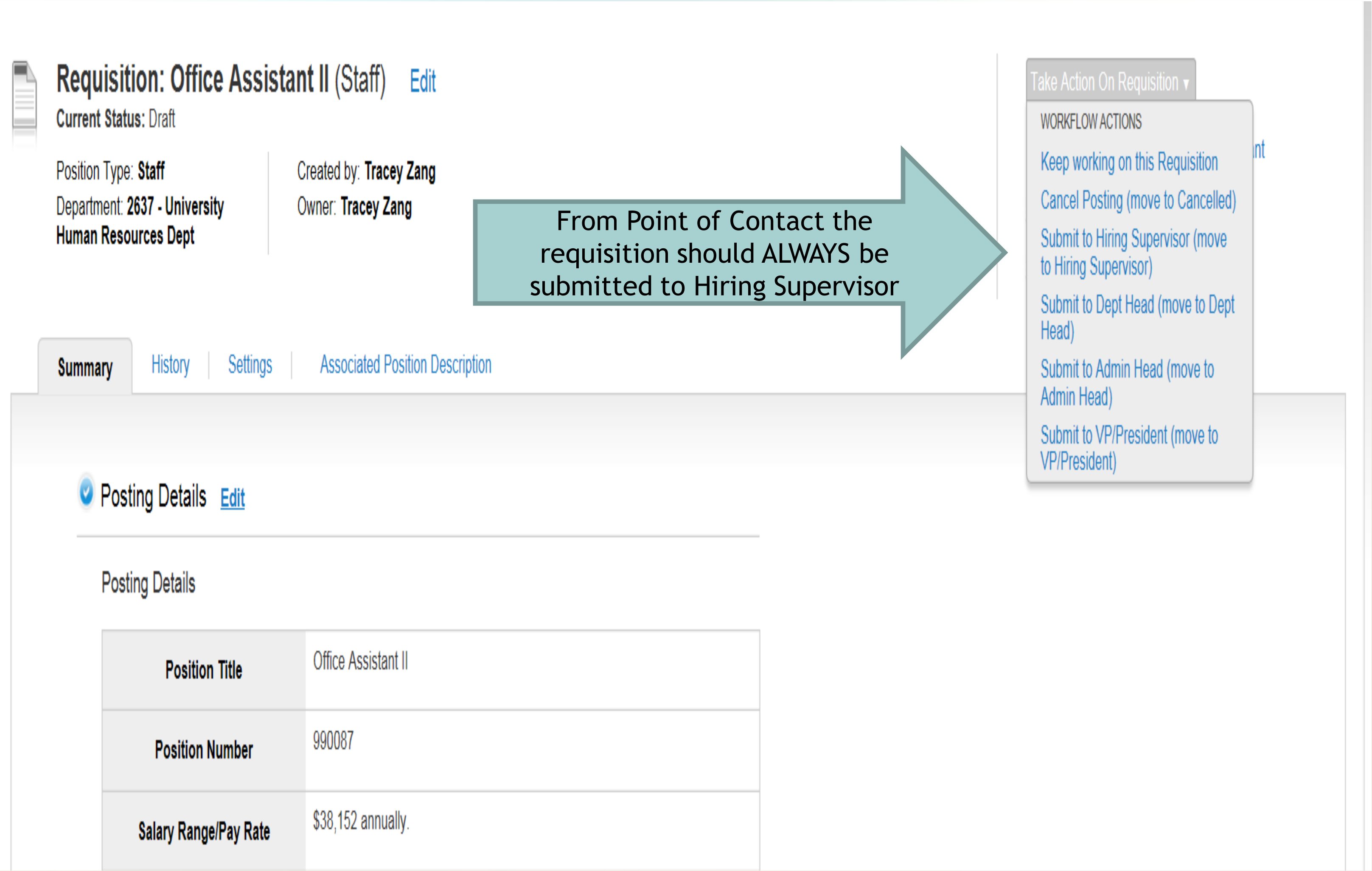
Owner: **Tracey Zang**

Take Action On Requisition ▾
See how Requisition looks to Applicant
Print Preview (Applicant View)
Print Preview
Summary
History
Settings
Associated Position Description

Posting Details Edit

Posting Details

Position Title	Office Assistant II
Position Number	990087
Salary Range/Pay Rate	$38,152 annually.



Requisition: Office Assistant II (Staff) Edit

Current Status: Draft

Position Type: **Staff**

Department: **2637 - University Human Resources Dept**

Created by: **Tracey Zang**

Owner: **Tracey Zang**

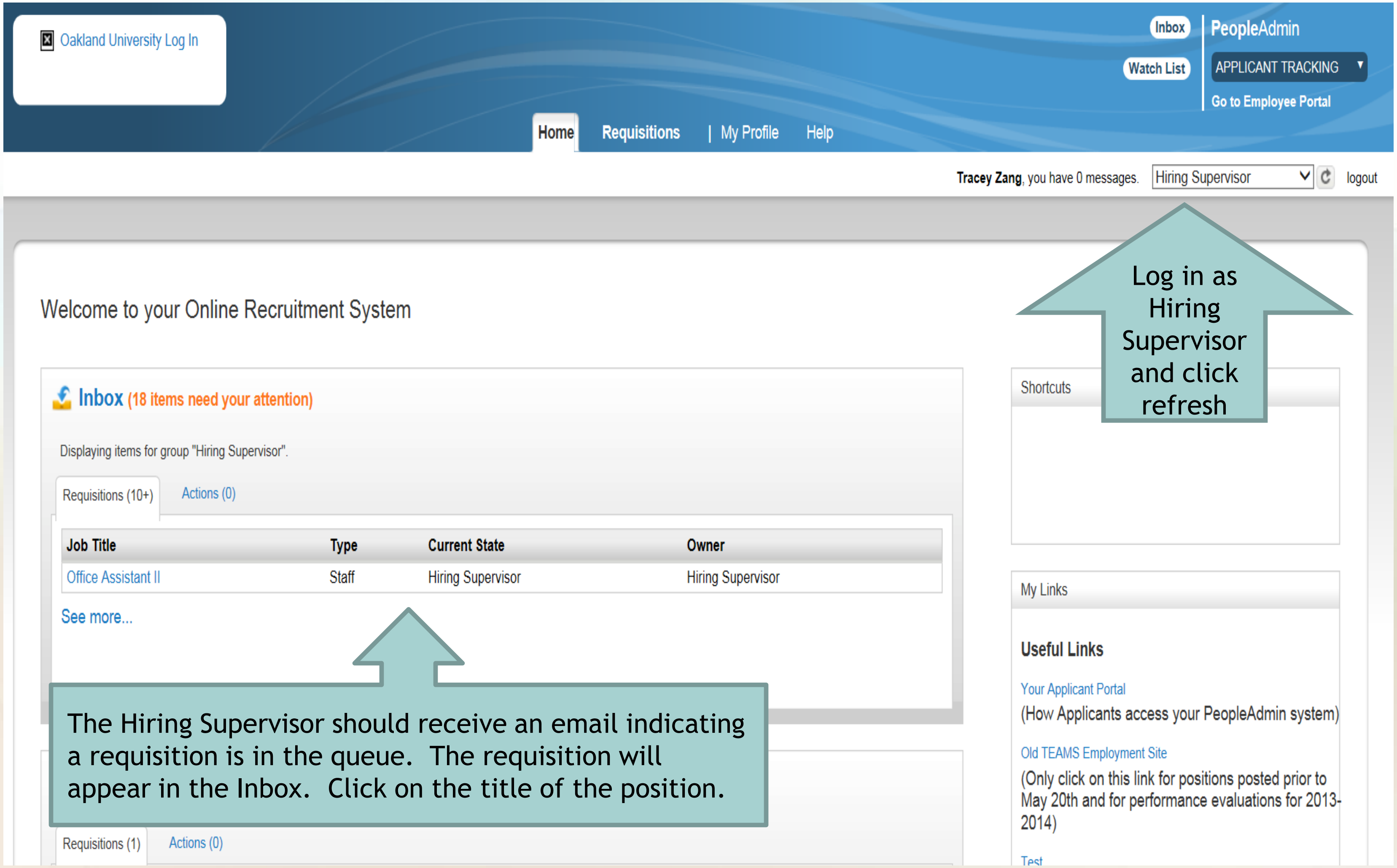
Take Action On Requisition ▾
WORKFLOW ACTIONS
Keep working on this Requisition
Cancel Posting (move to Cancelled)
Submit to Hiring Supervisor (move to Hiring Supervisor)
Submit to Dept Head (move to Dept Head)
Submit to Admin Head (move to Admin Head)
Submit to VP/President (move to VP/President)
Summary
History
Settings
Associated Position Description
Posting Details Edit

From Point of Contact the requisition should ALWAYS be submitted to Hiring Supervisor

Posting Details

Position Title	Office Assistant II
Position Number	990087
Salary Range/Pay Rate	$38,152 annually.

HIRING SUPERVISOR



Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Home
Requisitions
| My Profile
Help
logout
Shortcuts
My Links

Tracey Zang, you have 0 messages. Hiring Supervisor

Welcome to your Online Recruitment System

Inbox (18 items need your attention)

Displaying items for group "Hiring Supervisor".

Requisitions (10+) Actions (0)

Job Title	Type	Current State	Owner
Office Assistant II	Staff	Hiring Supervisor	Hiring Supervisor

See more...

Requisitions (1) Actions (0)

Useful Links

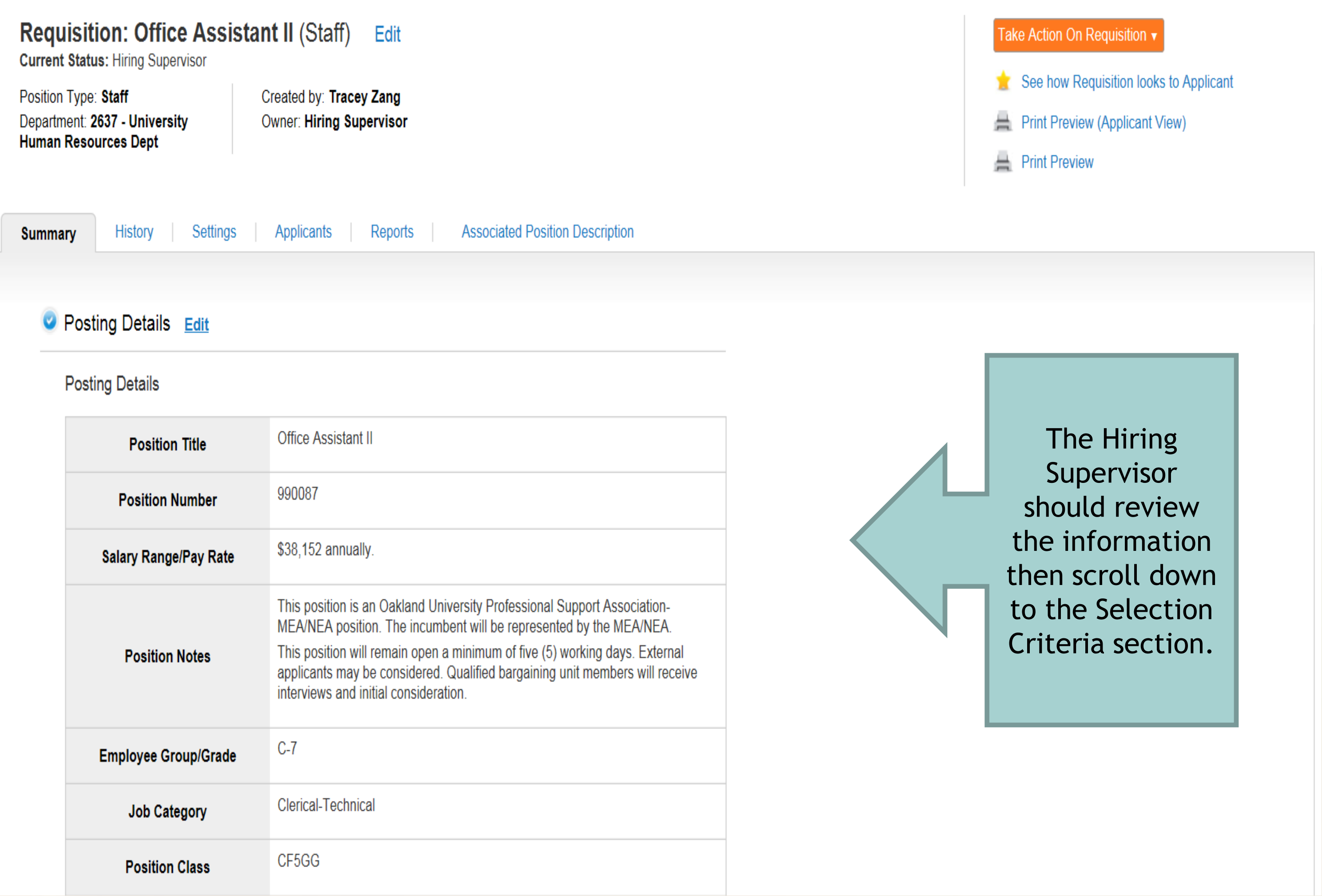
Your Applicant Portal
(How Applicants access your PeopleAdmin system)

Old TEAMS Employment Site
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

Test

Log in as Hiring Supervisor and click refresh

The Hiring Supervisor should receive an email indicating a requisition is in the queue. The requisition will appear in the Inbox. Click on the title of the position.



Requisition: Office Assistant II (Staff) Edit

Current Status: Hiring Supervisor

Position Type: **Staff**
Department: **2637 - University Human Resources Dept**

Created by: **Tracey Zang**
Owner: **Hiring Supervisor**

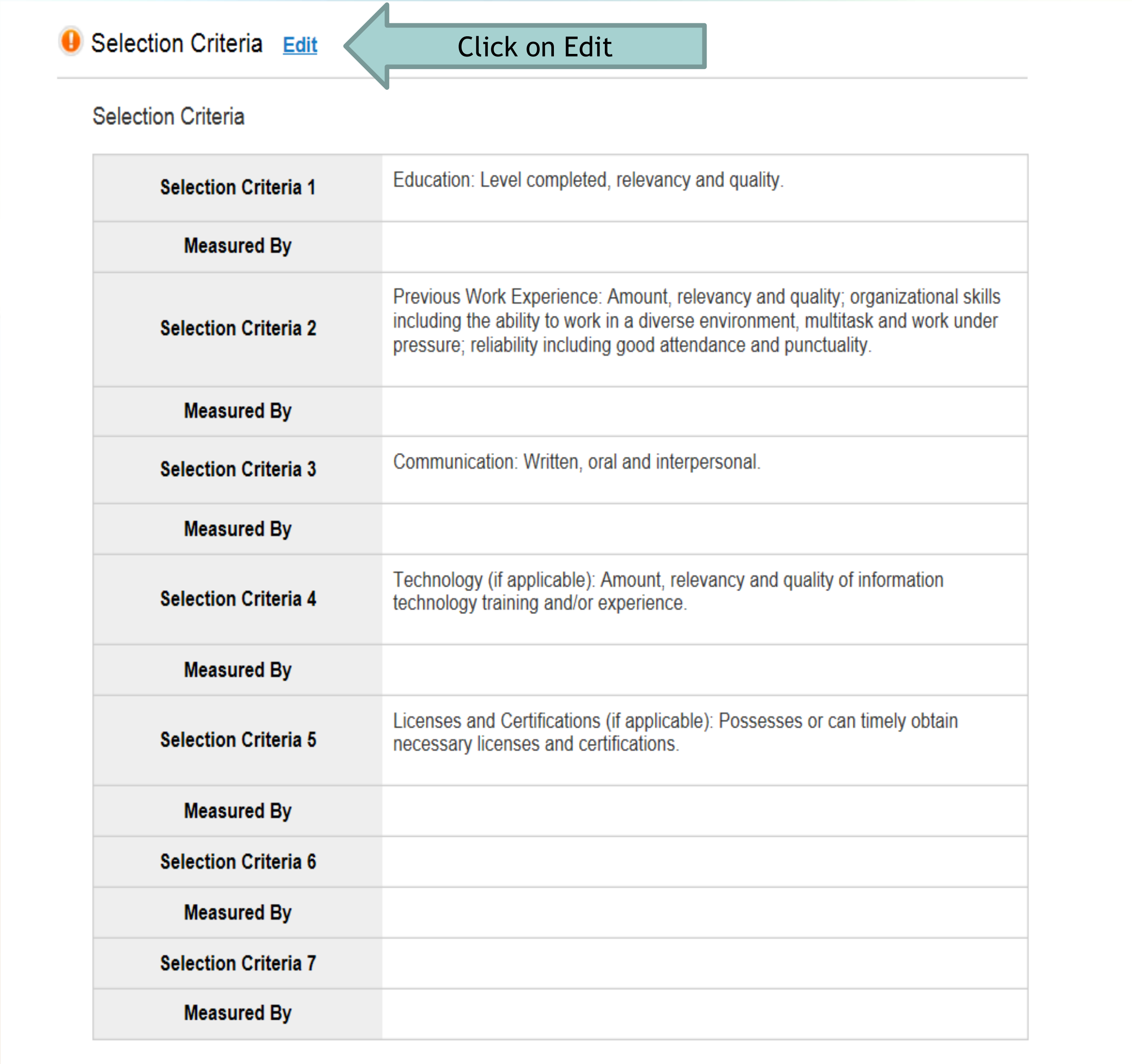
Take Action On Requisition ▾
See how Requisition looks to Applicant
Print Preview (Applicant View)
Print Preview
Summary
History
Settings
Applicants
Reports
Associated Position Description

Posting Details Edit

Posting Details

Position Title	Office Assistant II
Position Number	990087
Salary Range/Pay Rate	$38,152 annually.
Position Notes	This position is an Oakland University Professional Support Association-MEA/NEA position. The incumbent will be represented by the MEA/NEA. This position will remain open a minimum of five (5) working days. External applicants may be considered. Qualified bargaining unit members will receive interviews and initial consideration.
Employee Group/Grade	C-7
Job Category	Clerical-Technical
Position Class	CF5GG

The Hiring Supervisor should review the information then scroll down to the Selection Criteria section.

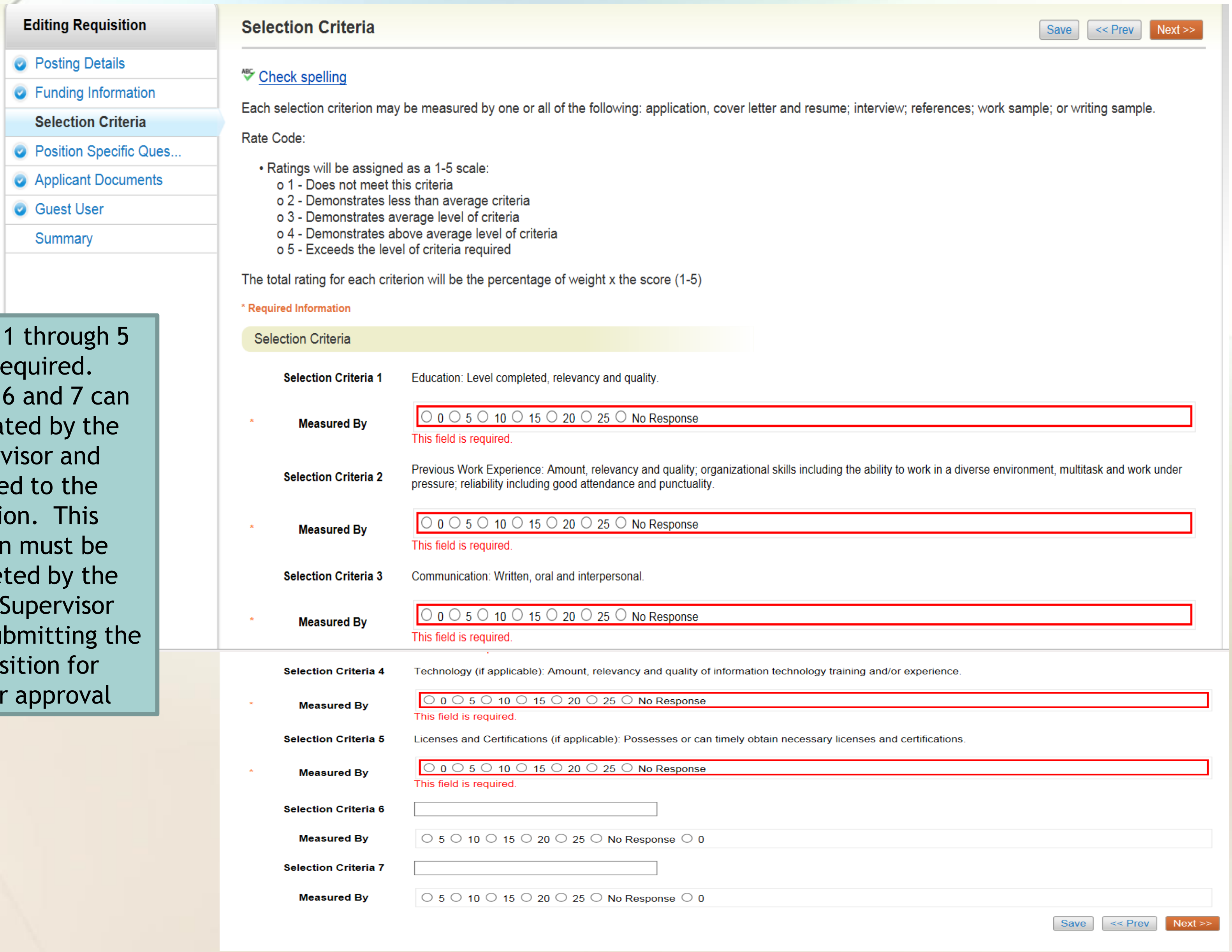


Click on Edit

Selection Criteria

Selection Criteria

Selection Criteria 1	Education: Level completed, relevancy and quality.
Measured By	
Selection Criteria 2	Previous Work Experience: Amount, relevancy and quality; organizational skills including the ability to work in a diverse environment, multitask and work under pressure; reliability including good attendance and punctuality.
Measured By	
Selection Criteria 3	Communication: Written, oral and interpersonal.
Measured By	
Selection Criteria 4	Technology (if applicable): Amount, relevancy and quality of information technology training and/or experience.
Measured By	
Selection Criteria 5	Licenses and Certifications (if applicable): Possesses or can timely obtain necessary licenses and certifications.
Measured By	
Selection Criteria 6	
Measured By	
Selection Criteria 7	
Measured By	



Selection Criteria

Check spelling

Each selection criterion may be measured by one or all of the following: application, cover letter and resume; interview; references; work sample; or writing sample.

Rate Code:

- Ratings will be assigned as a 1-5 scale:
  - 1 - Does not meet this criteria
  - 2 - Demonstrates less than average criteria
  - 3 - Demonstrates average level of criteria
  - 4 - Demonstrates above average level of criteria
  - 5 - Exceeds the level of criteria required

The total rating for each criterion will be the percentage of weight x the score (1-5)

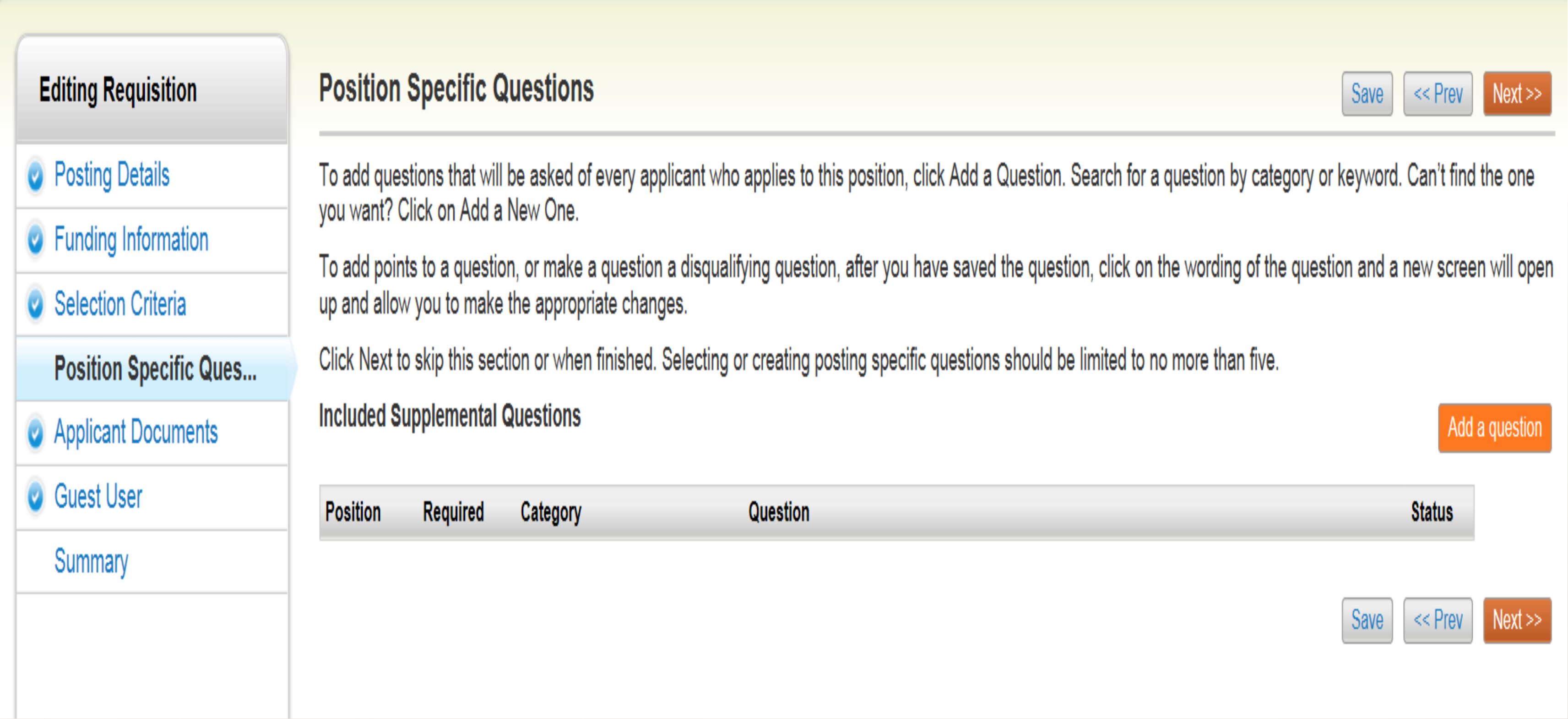
* Required Information

Selection Criteria

Selection Criteria 1	Education: Level completed, relevancy and quality.
* **Measured By**	○ 0 ○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response This field is required.
Selection Criteria 2	Previous Work Experience: Amount, relevancy and quality; organizational skills including the ability to work in a diverse environment, multitask and work under pressure; reliability including good attendance and punctuality.
* **Measured By**	○ 0 ○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response This field is required.
Selection Criteria 3	Communication: Written, oral and interpersonal.
* **Measured By**	○ 0 ○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response This field is required.
Selection Criteria 4	Technology (if applicable): Amount, relevancy and quality of information technology training and/or experience.
* **Measured By**	○ 0 ○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response This field is required.
Selection Criteria 5	Licenses and Certifications (if applicable): Possesses or can timely obtain necessary licenses and certifications.
* **Measured By**	○ 0 ○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response This field is required.
Selection Criteria 6	
Measured By	○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response ○ 0
Selection Criteria 7	
Measured By	○ 5 ○ 10 ○ 15 ○ 20 ○ 25 ○ No Response ○ 0

Criteria 1 through 5 are required. Criteria 6 and 7 can be created by the supervisor and related to the position. This section must be completed by the Hiring Supervisor before submitting the requisition for further approval

Questions can be added to postings. There are many approved questions entered into the system and can be searched by key words. Start by clicking on Add a Question.



Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
Save
<< Prev
Next >>
Add a question
Save
<< Prev
Next >>

Position Specific Questions

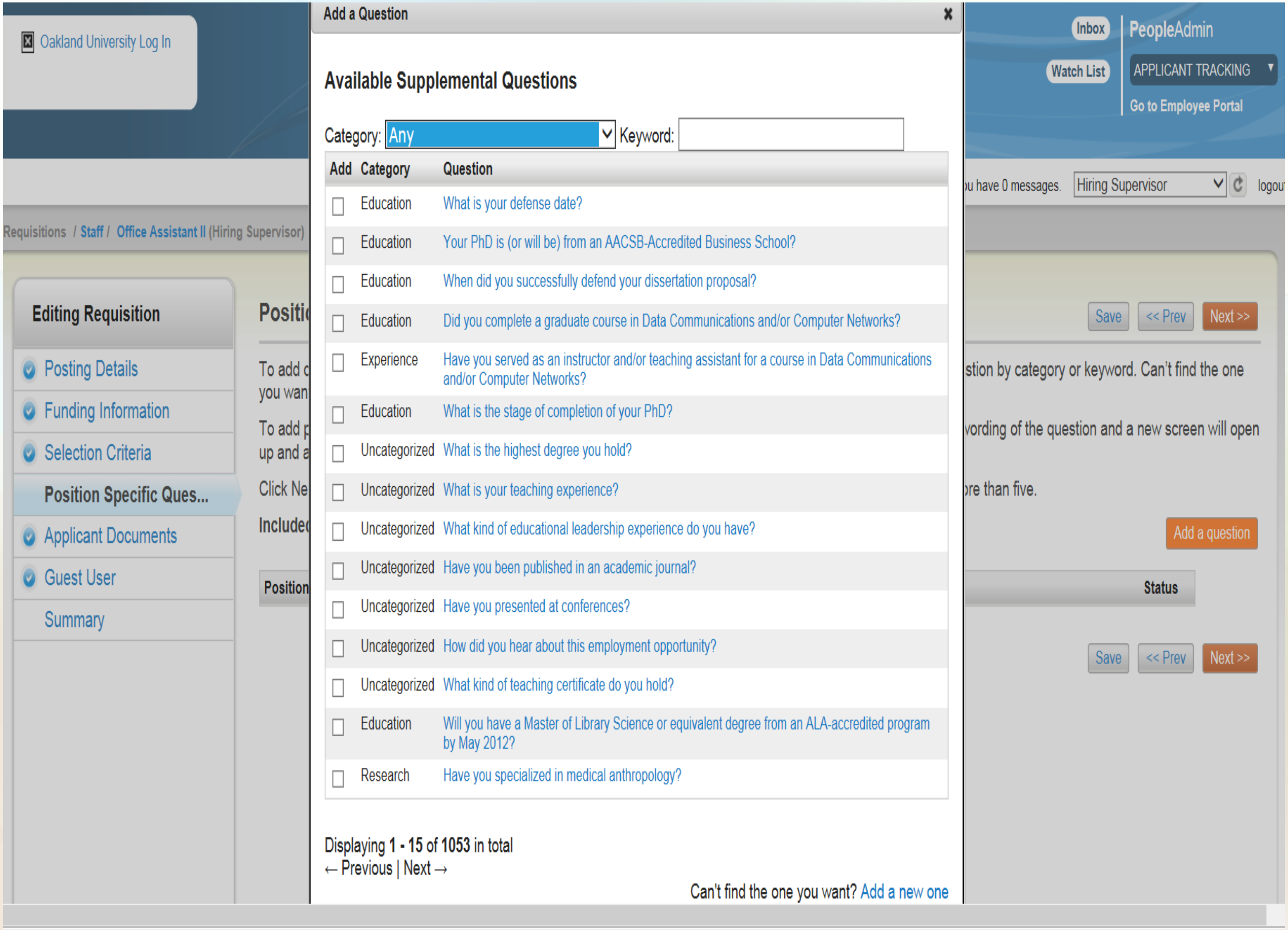
To add questions that will be asked of every applicant who applies to this position, click Add a Question. Search for a question by category or keyword. Can't find the one you want? Click on Add a New One.

To add points to a question, or make a question a disqualifying question, after you have saved the question, click on the wording of the question and a new screen will open up and allow you to make the appropriate changes.

Click Next to skip this section or when finished. Selecting or creating posting specific questions should be limited to no more than five.

Included Supplemental Questions

Position	Required	Category	Question	Status


Oakland University Log In
Inbox
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Watch List
APPLICANT TRACKING
Go to Employee Portal
u have 0 messages.
Hiring Supervisor
logou
Requisitions / Staff / Office Assistant II (Hiring Supervisor)
Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
Save
<< Prev
Next >>
Add a question
Status
Position

Positi

To add c … stion by category or keyword. Can't find the one you wan

To add p … vording of the question and a new screen will open up and a

Click Ne … re than five.

Include

Add a Question

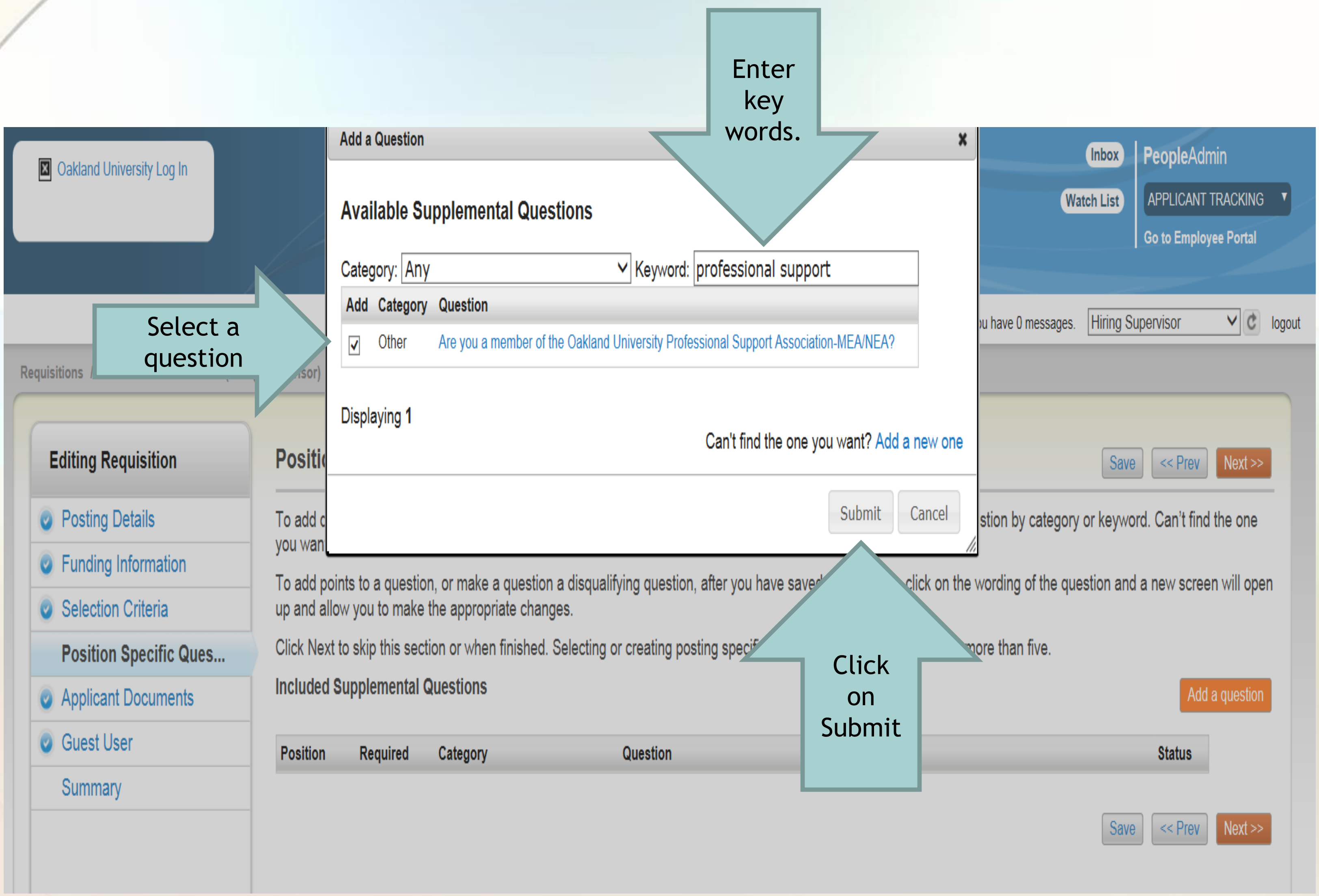
Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
☐	Education	What is your defense date?
☐	Education	Your PhD is (or will be) from an AACSB-Accredited Business School?
☐	Education	When did you successfully defend your dissertation proposal?
☐	Education	Did you complete a graduate course in Data Communications and/or Computer Networks?
☐	Experience	Have you served as an instructor and/or teaching assistant for a course in Data Communications and/or Computer Networks?
☐	Education	What is the stage of completion of your PhD?
☐	Uncategorized	What is the highest degree you hold?
☐	Uncategorized	What is your teaching experience?
☐	Uncategorized	What kind of educational leadership experience do you have?
☐	Uncategorized	Have you been published in an academic journal?
☐	Uncategorized	Have you presented at conferences?
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Uncategorized	What kind of teaching certificate do you hold?
☐	Education	Will you have a Master of Library Science or equivalent degree from an ALA-accredited program by May 2012?
☐	Research	Have you specialized in medical anthropology?

Displaying **1 - 15** of **1053** in total
← Previous | Next →

Can't find the one you want? Add a new one


Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
u have 0 messages.
Hiring Supervisor
logout
Requisitions
sor)
Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
Positi
Save
<< Prev
Next >>
Add a question

Enter key words.

Select a question

Click on Submit

Add a Question ×

Available Supplemental Questions

Category: Any Keyword: professional support

Add	Category	Question
☑	Other	Are you a member of the Oakland University Professional Support Association-MEA/NEA?

Displaying 1

Can't find the one you want? Add a new one

Submit Cancel

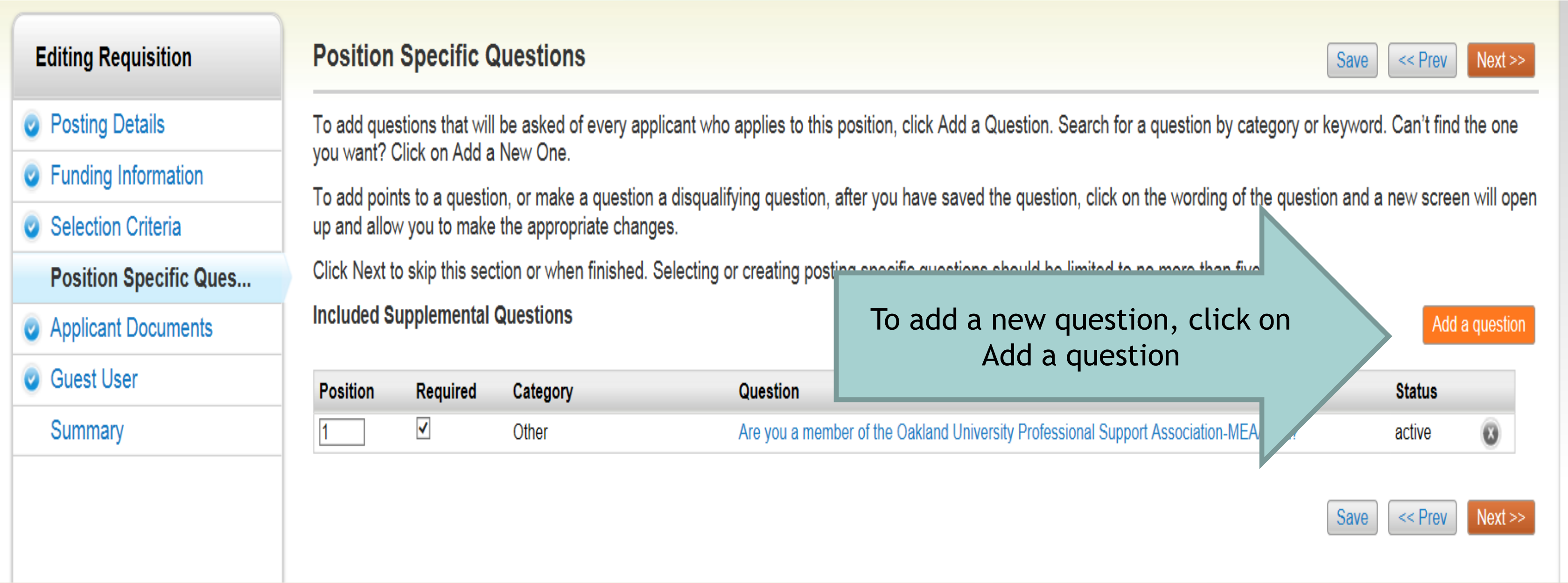
To add q stion by category or keyword. Can't find the one you wan

To add points to a question, or make a question a disqualifying question, after you have saved click on the wording of the question and a new screen will open up and allow you to make the appropriate changes.

Click Next to skip this section or when finished. Selecting or creating posting speci more than five.

Included Supplemental Questions

Position	Required	Category	Question	Status


Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
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<< Prev
Next >>
Add a question
Save
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Next >>

Position Specific Questions

To add questions that will be asked of every applicant who applies to this position, click Add a Question. Search for a question by category or keyword. Can't find the one you want? Click on Add a New One.

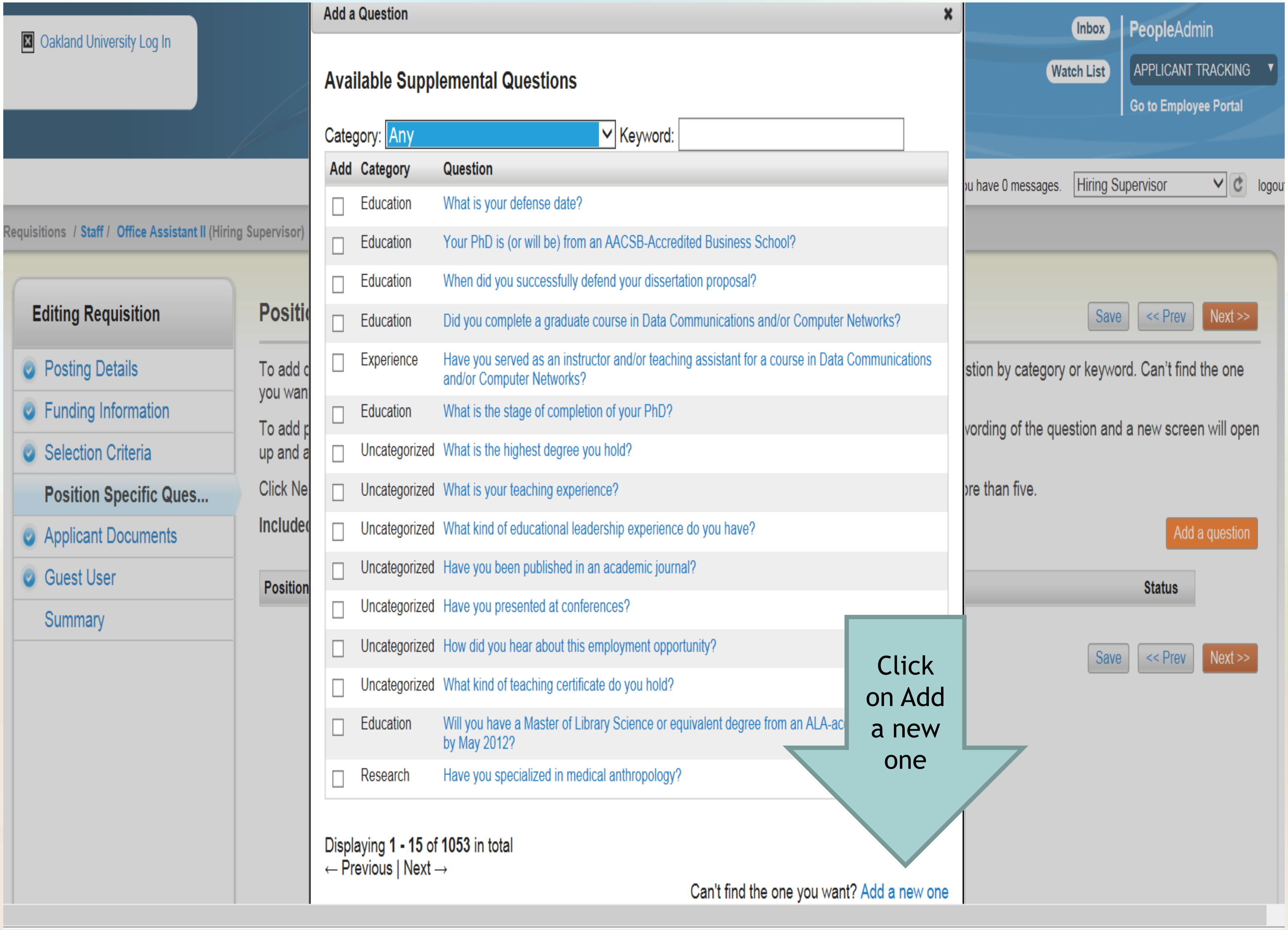
To add points to a question, or make a question a disqualifying question, after you have saved the question, click on the wording of the question and a new screen will open up and allow you to make the appropriate changes.

Click Next to skip this section or when finished. Selecting or creating posting specific questions should be limited to no more than five

Included Supplemental Questions

Position	Required	Category	Question	Status	
1	☑	Other	Are you a member of the Oakland University Professional Support Association-MEA	active	⊗

To add a new question, click on Add a question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Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
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Hiring Supervisor
logou
Requisitions / Staff / Office Assistant II (Hiring Supervisor)
Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
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<< Prev
Next >>
Add a question
Status

Add a Question

Available Supplemental Questions

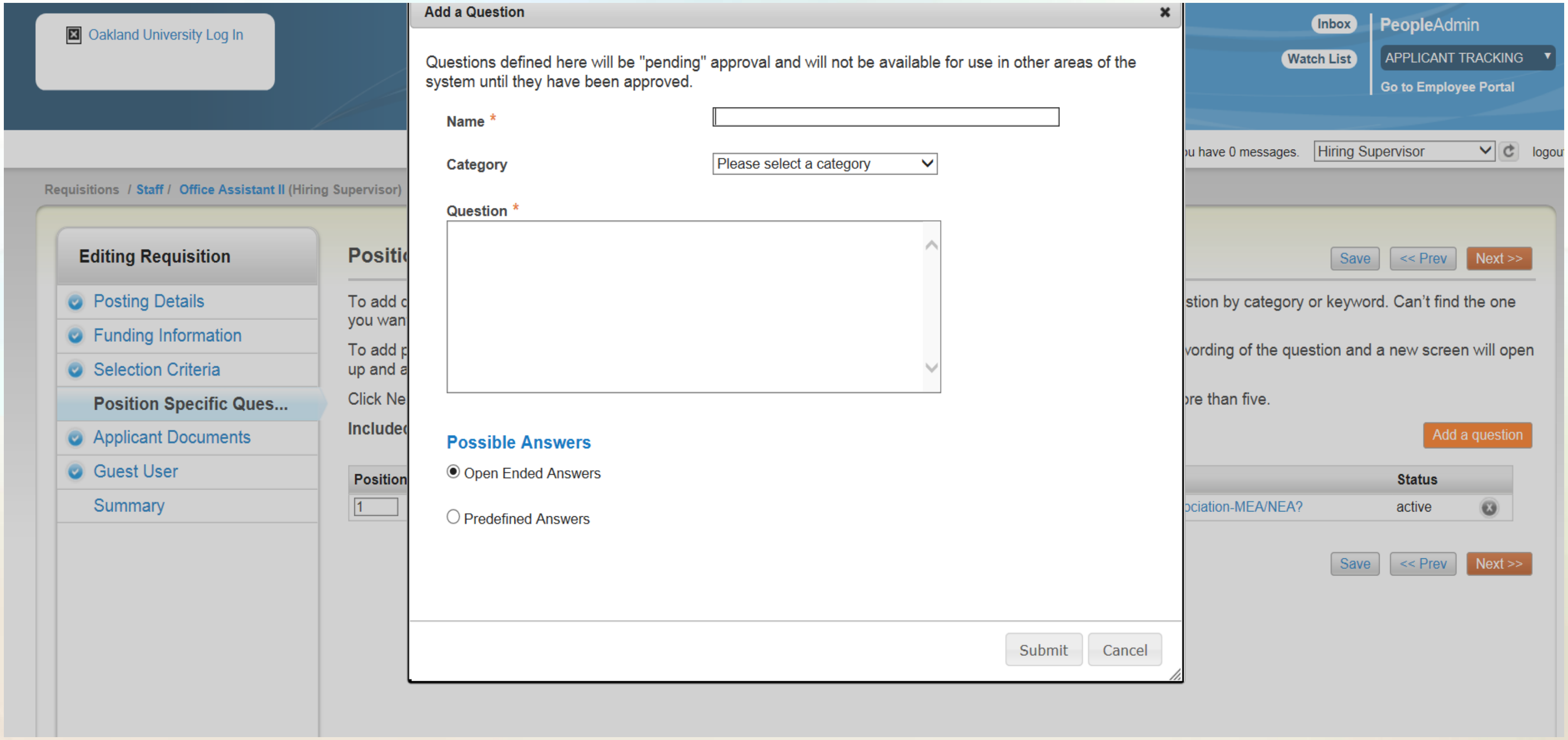
Category: Any Keyword:

Add	Category	Question
☐	Education	What is your defense date?
☐	Education	Your PhD is (or will be) from an AACSB-Accredited Business School?
☐	Education	When did you successfully defend your dissertation proposal?
☐	Education	Did you complete a graduate course in Data Communications and/or Computer Networks?
☐	Experience	Have you served as an instructor and/or teaching assistant for a course in Data Communications and/or Computer Networks?
☐	Education	What is the stage of completion of your PhD?
☐	Uncategorized	What is the highest degree you hold?
☐	Uncategorized	What is your teaching experience?
☐	Uncategorized	What kind of educational leadership experience do you have?
☐	Uncategorized	Have you been published in an academic journal?
☐	Uncategorized	Have you presented at conferences?
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Uncategorized	What kind of teaching certificate do you hold?
☐	Education	Will you have a Master of Library Science or equivalent degree from an ALA-ac by May 2012?
☐	Research	Have you specialized in medical anthropology?

Displaying 1 - 15 of 1053 in total
← Previous | Next →

Can't find the one you want? Add a new one

Click on Add a new one


Oakland University Log In
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Go to Employee Portal
Hiring Supervisor
logou
Requisitions / Staff / Office Assistant II (Hiring Supervisor)
Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
Save
<< Prev
Next >>
Add a question
Status
active

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category Please select a category

Question *

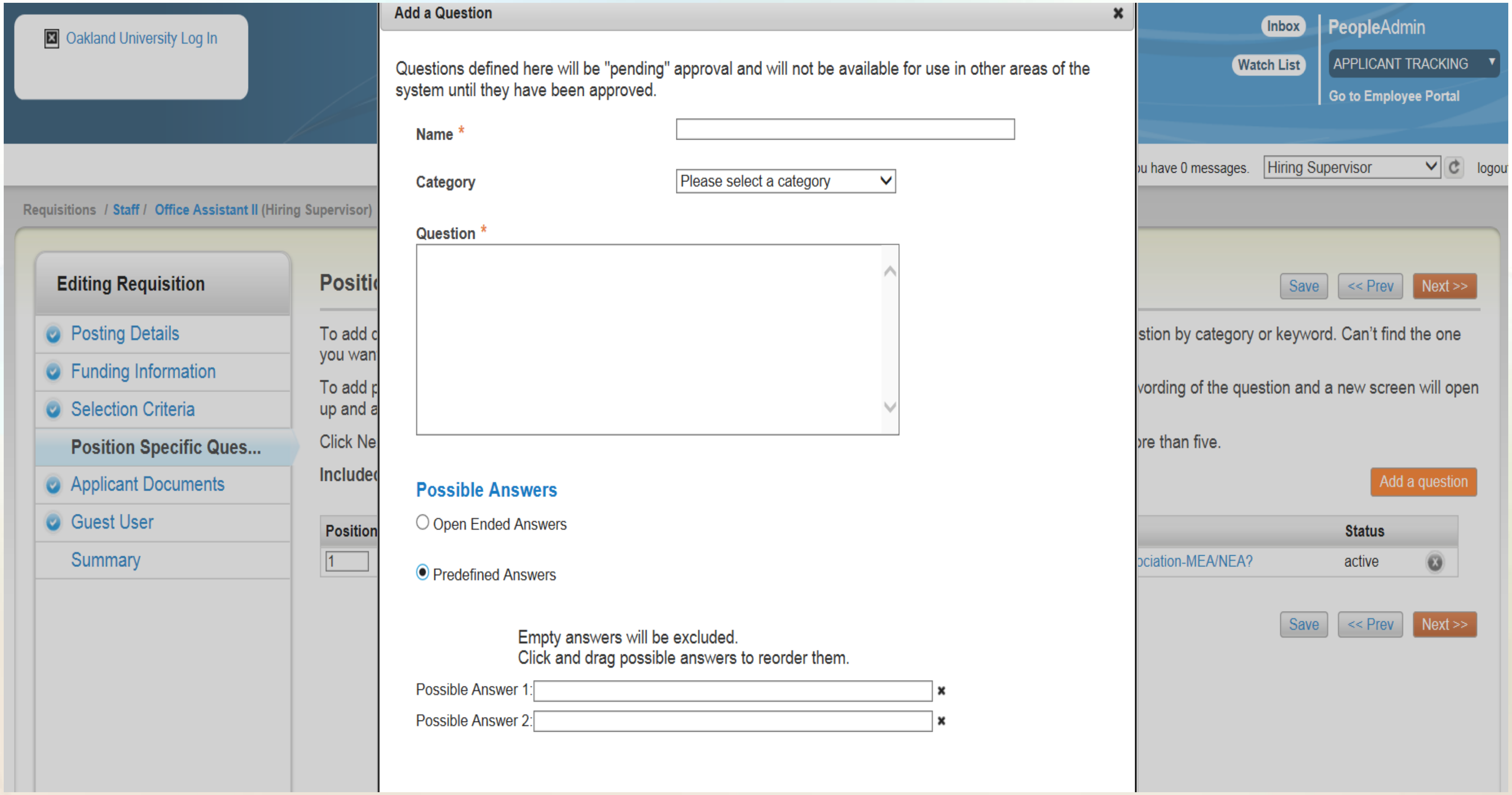
Possible Answers

● Open Ended Answers

○ Predefined Answers

Submit Cancel

Enter a Name for the question. Select a category for the question. Enter the question. Click on Submit. New questions are “pending” until UHR approves them before posting.


Oakland University Log In
Inbox
Watch List
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u have 0 messages.
Hiring Supervisor
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Requisitions / Staff / Office Assistant II (Hiring Supervisor)
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ore than five.
Add a question
Status
ociation-MEA/NEA?
active

Add a Question ✖

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Category Please select a category

Question *

Possible Answers

○ Open Ended Answers

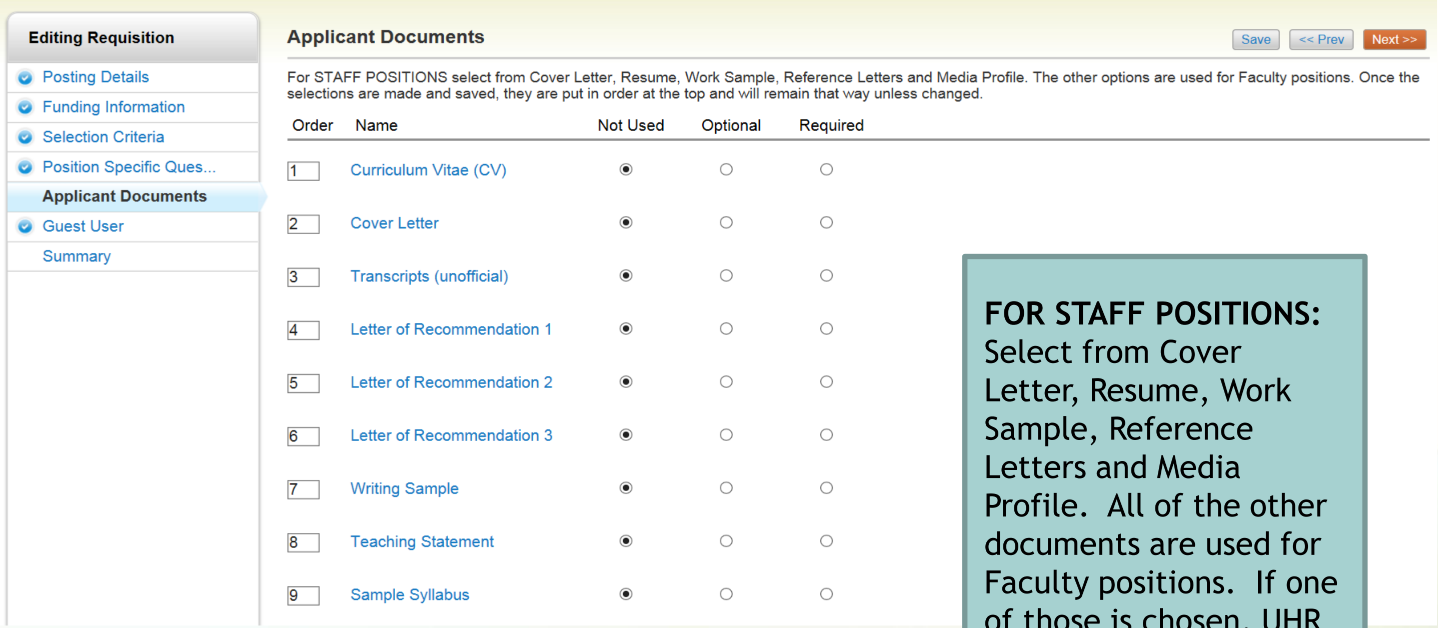
● Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: ✖

Possible Answer 2: ✖

If there are predefined answers, click on the radio button for Possible Answers, and enter the predefined answers. Click on Submit. New questions are "pending" until UHR approves them before posting.

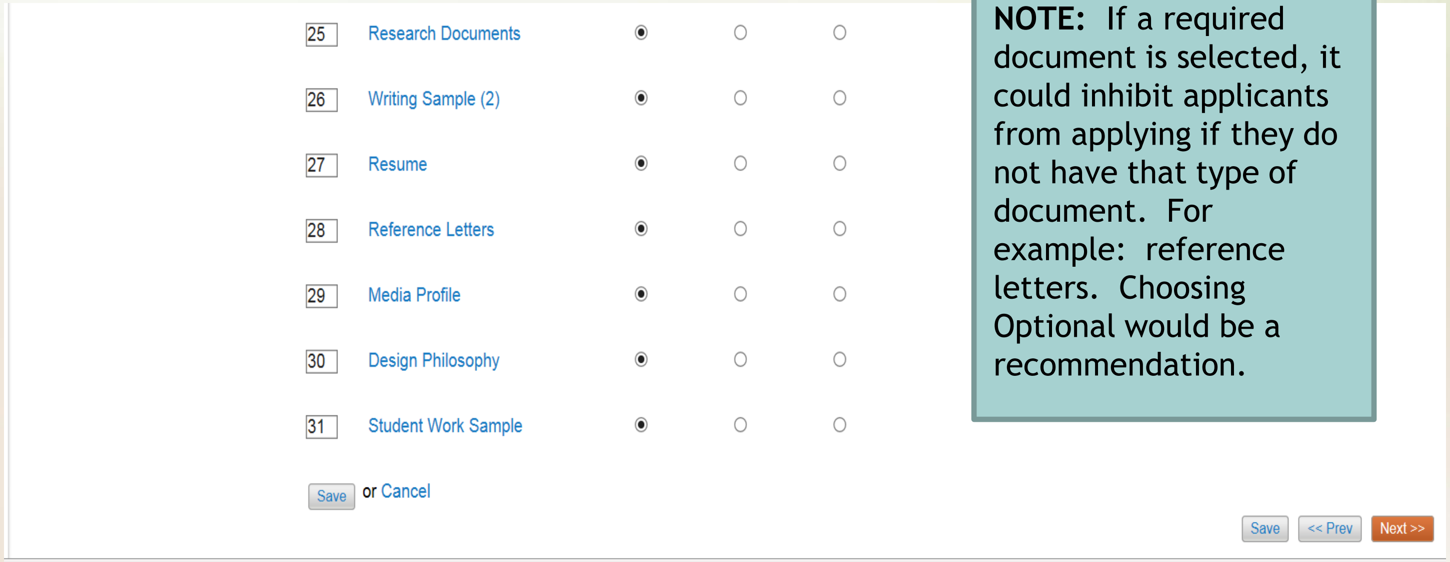


Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
Save
<< Prev
Next >>

Applicant Documents

For STAFF POSITIONS select from Cover Letter, Resume, Work Sample, Reference Letters and Media Profile. The other options are used for Faculty positions. Once the selections are made and saved, they are put in order at the top and will remain that way unless changed.

Order	Name	Not Used	Optional	Required
1	Curriculum Vitae (CV)	●	○	○
2	Cover Letter	●	○	○
3	Transcripts (unofficial)	●	○	○
4	Letter of Recommendation 1	●	○	○
5	Letter of Recommendation 2	●	○	○
6	Letter of Recommendation 3	●	○	○
7	Writing Sample	●	○	○
8	Teaching Statement	●	○	○
9	Sample Syllabus	●	○	○

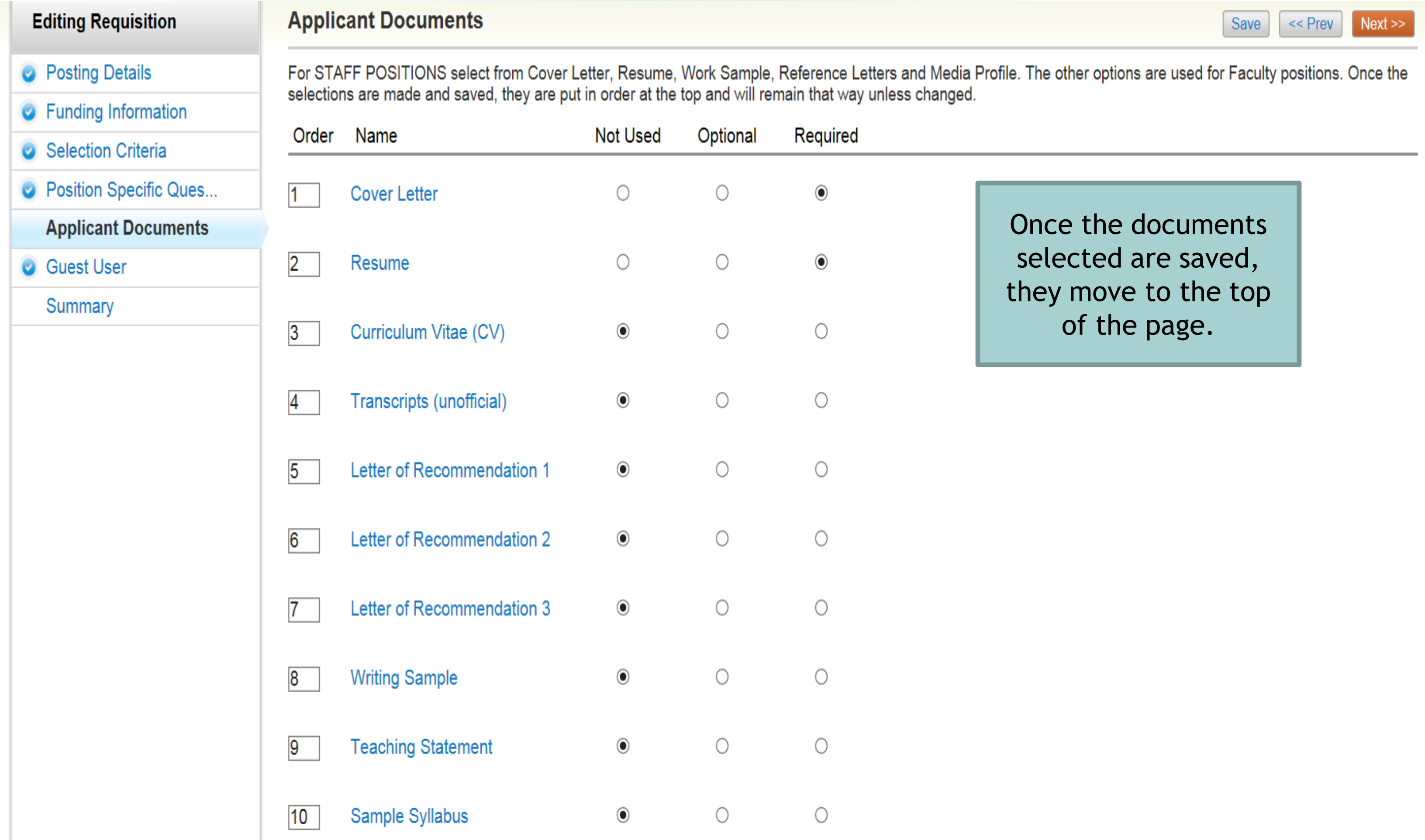


Save
or Cancel
Save
<< Prev
Next >>

Order	Name	Not Used	Optional	Required
25	Research Documents	●	○	○
26	Writing Sample (2)	●	○	○
27	Resume	●	○	○
28	Reference Letters	●	○	○
29	Media Profile	●	○	○
30	Design Philosophy	●	○	○
31	Student Work Sample	●	○	○

FOR STAFF POSITIONS: Select from Cover Letter, Resume, Work Sample, Reference Letters and Media Profile. All of the other documents are used for Faculty positions. If one of those is chosen, UHR will need to approve.

NOTE: If a required document is selected, it could inhibit applicants from applying if they do not have that type of document. For example: reference letters. Choosing Optional would be a recommendation.


Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
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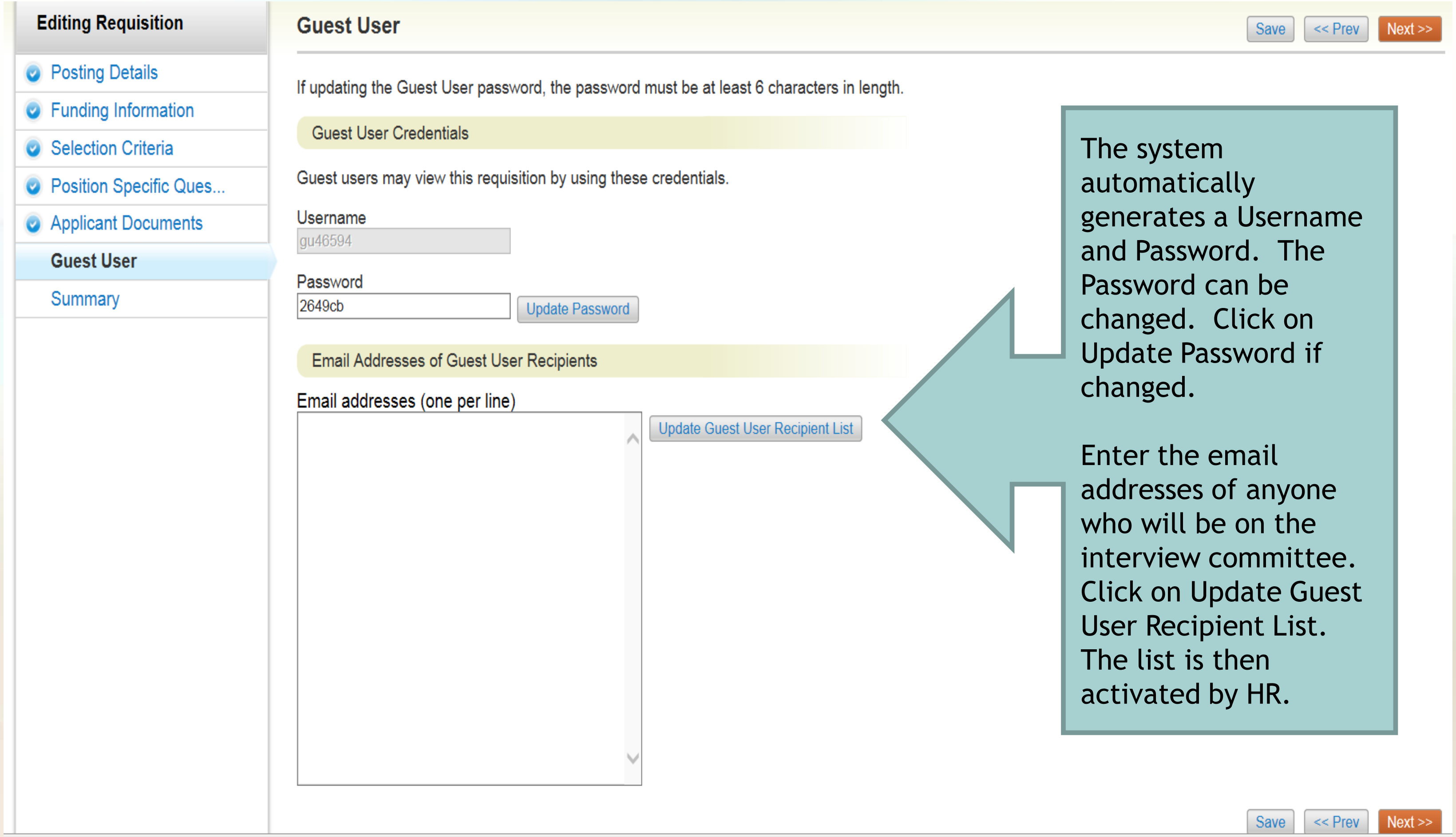
Next >>

Applicant Documents

For STAFF POSITIONS select from Cover Letter, Resume, Work Sample, Reference Letters and Media Profile. The other options are used for Faculty positions. Once the selections are made and saved, they are put in order at the top and will remain that way unless changed.

Order	Name	Not Used	Optional	Required
1	Cover Letter	○	○	●
2	Resume	○	○	●
3	Curriculum Vitae (CV)	●	○	○
4	Transcripts (unofficial)	●	○	○
5	Letter of Recommendation 1	●	○	○
6	Letter of Recommendation 2	●	○	○
7	Letter of Recommendation 3	●	○	○
8	Writing Sample	●	○	○
9	Teaching Statement	●	○	○
10	Sample Syllabus	●	○	○

Once the documents selected are saved, they move to the top of the page.


Editing Requisition
Posting Details
Funding Information
Selection Criteria
Position Specific Ques...
Applicant Documents
Guest User
Summary
Save
<< Prev
Next >>
Update Password
Update Guest User Recipient List
Save
<< Prev
Next >>

Guest User

If updating the Guest User password, the password must be at least 6 characters in length.

Guest User Credentials

Guest users may view this requisition by using these credentials.

Username: gu46594

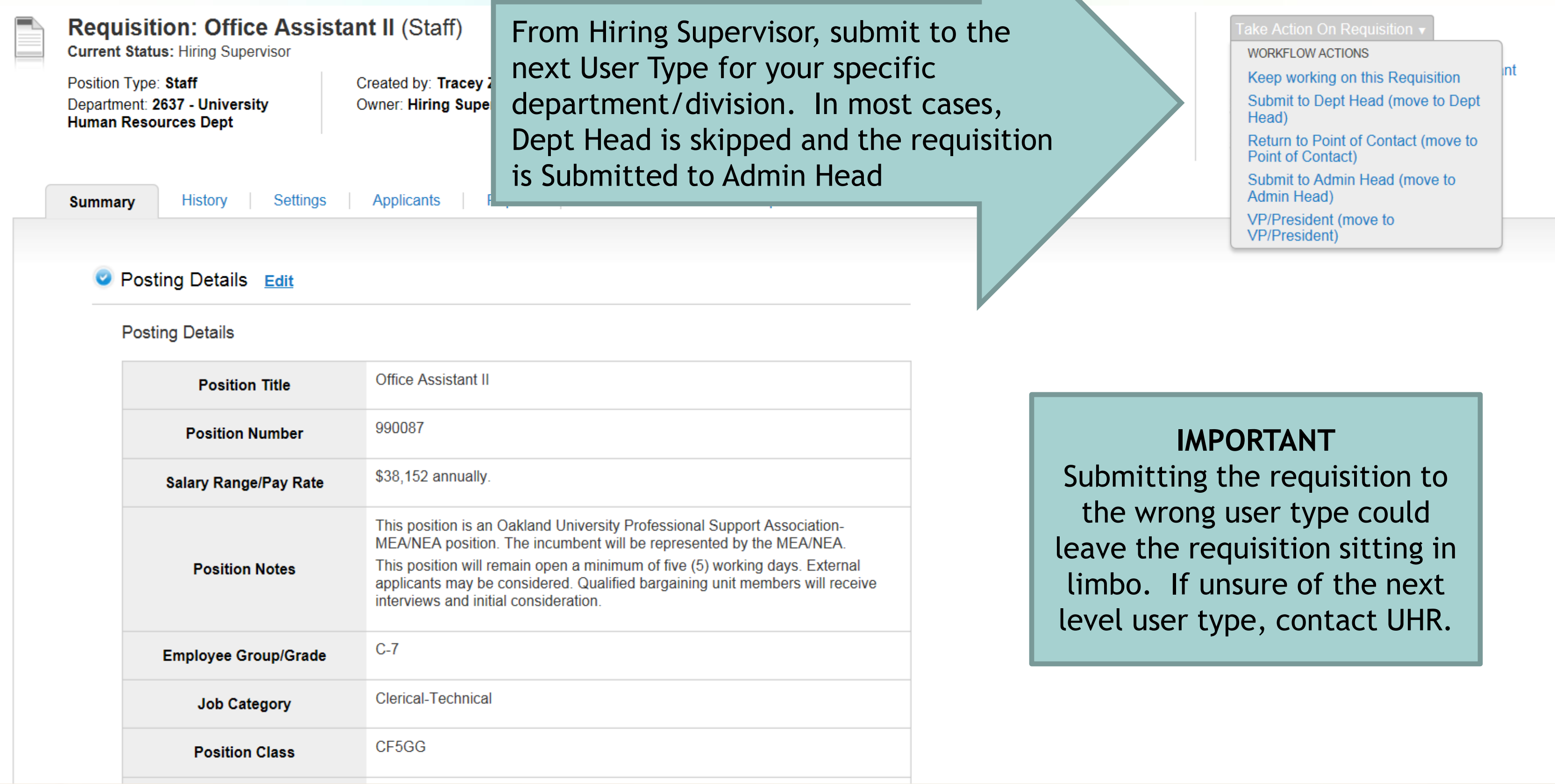
Password: 2649cb

Email Addresses of Guest User Recipients

Email addresses (one per line)

The system automatically generates a Username and Password. The Password can be changed. Click on Update Password if changed.

Enter the email addresses of anyone who will be on the interview committee. Click on Update Guest User Recipient List. The list is then activated by HR.



Requisition: Office Assistant II (Staff)

Current Status: Hiring Supervisor

Position Type: **Staff**
Department: **2637 - University Human Resources Dept**

Created by: **Tracey**
Owner: **Hiring Supe**

Summary
History
Settings
Applicants
Take Action On Requisition ▾
WORKFLOW ACTIONS
Keep working on this Requisition
Submit to Dept Head (move to Dept Head)
Return to Point of Contact (move to Point of Contact)
Submit to Admin Head (move to Admin Head)
VP/President (move to VP/President)

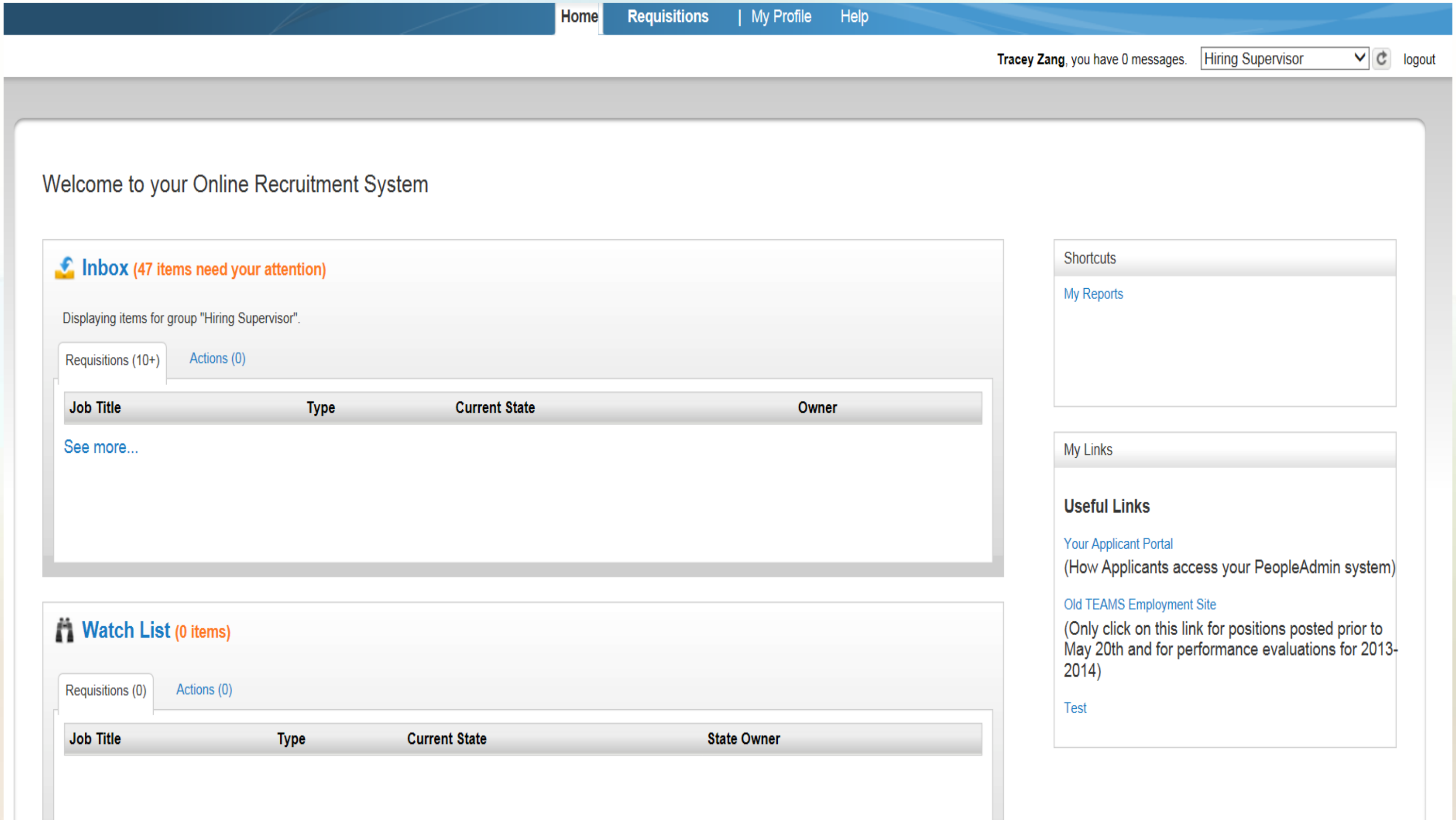
Posting Details Edit

Posting Details

Position Title	Office Assistant II
Position Number	990087
Salary Range/Pay Rate	$38,152 annually.
Position Notes	This position is an Oakland University Professional Support Association-MEA/NEA position. The incumbent will be represented by the MEA/NEA. This position will remain open a minimum of five (5) working days. External applicants may be considered. Qualified bargaining unit members will receive interviews and initial consideration.
Employee Group/Grade	C-7
Job Category	Clerical-Technical
Position Class	CF5GG

From Hiring Supervisor, submit to the next User Type for your specific department/division. In most cases, Dept Head is skipped and the requisition is Submitted to Admin Head

IMPORTANT
Submitting the requisition to the wrong user type could leave the requisition sitting in limbo. If unsure of the next level user type, contact UHR.



Tracey Zang, you have 0 messages. Hiring Supervisor

Welcome to your Online Recruitment System

Inbox (47 items need your attention)

Displaying items for group "Hiring Supervisor".

Requisitions (10+) Actions (0)

Job Title	Type	Current State	Owner

See more...

Watch List (0 items)

Requisitions (0) Actions (0)

Job Title	Type	Current State	State Owner

Shortcuts

My Reports

My Links

Useful Links

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

Old TEAMS Employment Site
(Only click on this link for positions posted prior to May 20th and for performance evaluations for 2013-2014)

Test

Whatever the user type, you can add the requisition to your Watch List for easy searching and accessing while the requisition is open. You can also see at any time where the requisition is sitting.