

PAPERS7 User Guide



CLASSIFIED/HOURLY

CREATING A POSTING

Hiring Manager/Budget Unit Director

Department of Human Resources

September 2019

Creating a Posting for Classified/Hourly Recruitment: Hiring Manager/Budget Unit Director View

1. Once successfully logged into the system and in the **Applicant Tracking System** module as either the **Hiring Manager** or the **Budget Unit Director**, you will be presented with the home screen below.

The screenshot shows the Applicant Tracking System home screen. At the top, there is a dark blue header with the text "Applicant Tracking System" and a user greeting "Welcome, Pamela Harris" with links for "My Profile", "Help", and "logout". Below the header is a navigation bar with "Home", "Postings", "Hiring Proposals", and "Shortcuts". The main content area is titled "Welcome to your Online Recruitment System". It features a dashboard with several widgets: "Inbox" with tabs for "Postings" (578), "Users" (94), "Hiring Proposals" (5), "Position Actions" (7), "Employment Tasks", and "Special Handling Lists"; a search bar; a table of tasks; and two summary cards on the right. The "My Filled Postings" card shows 32 filled postings, and the "Open Postings" card shows 70 open postings. A pie chart shows the "Average days your inbox tasks wait".

Applicant Tracking System

Welcome, Pamela Harris [My Profile](#) [Help](#) [logout](#)

OLD DOMINION UNIVERSITY

User Group: Hiring Manager

Home Postings Hiring Proposals Shortcuts

Welcome to your Online Recruitment System

Inbox Postings 578 Users 94 Hiring Proposals 5 Position Actions 7 Employment Tasks Special Handling Lists

SEARCH Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Associate Director of Admissions UNDERGRADUATE ADMISSIONS	Canceled	1602
Director, Peninsula Higher Education Center PENINSULA HIGH ED CTR	Canceled	1580
Community and Student Success Director	Canceled	1658

My Filled Postings
Last 30 days
32

Open Postings
70

Average days your inbox tasks wait

2. Hover under **Postings**. A drop-down menu will appear. Select **Staff**.

This screenshot shows the "Postings" dropdown menu. The menu is open, displaying three options: "Teaching and Research Faculty", "Administrative/Professional Faculty", and "Staff". A yellow arrow points to the "Staff" option.

Applicant Tracking System

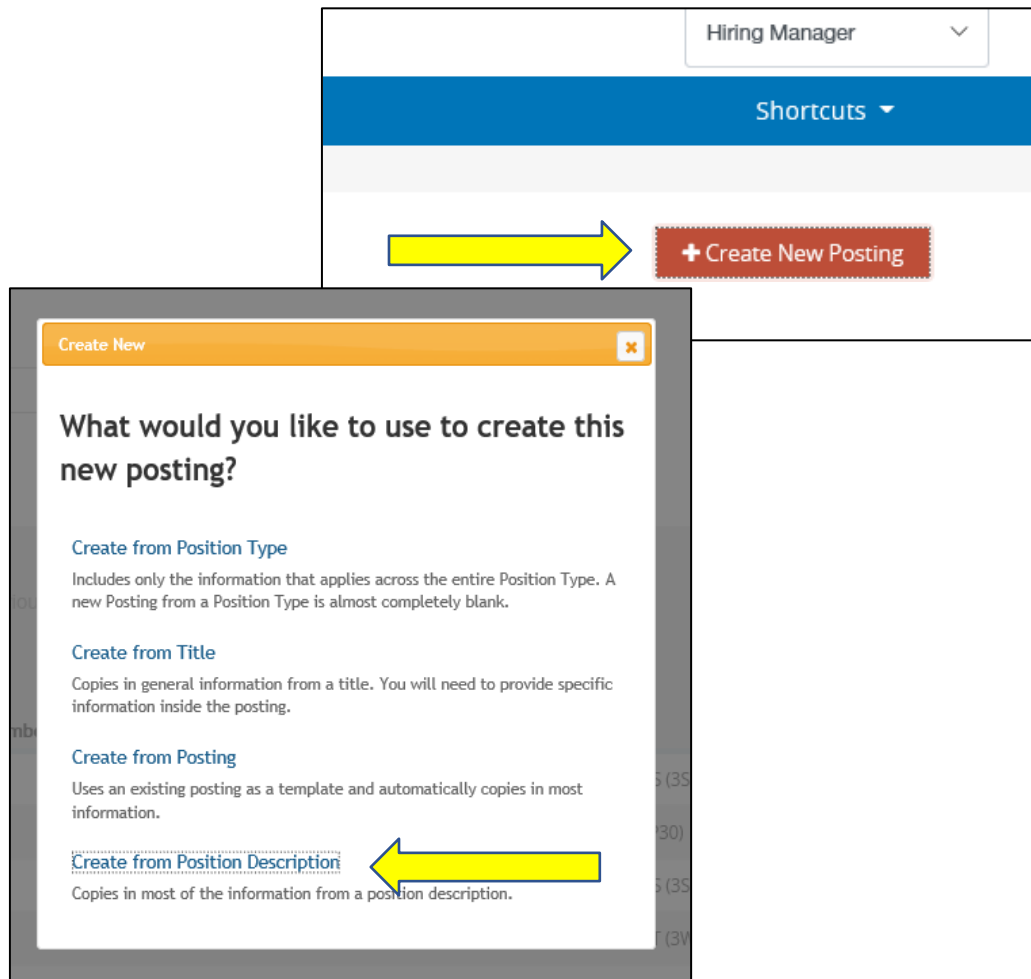
OLD DOMINION UNIVERSITY

Home Postings Hiring Proposals

Welcome to

Teaching and Research Faculty
Administrative/Professional Faculty
Staff

3. On this page, select **Create New Posting** and a dialogue box will appear with several choices. Select **Create from Position Description**.



****If an hourly position description is not currently loaded in PAPERS, then **Create from Title** can be used and the subsequent areas from the position description can be copied and pasted into the applicable areas on the posting. Or, the hiring manager can also request the position description be loaded into PAPERS, and then the Create from Position Description option can be used.**

4. The **Staff Position Descriptions** page lists all the positions for which you are Hiring Manager. Click on the working title of the position description to be used for the new posting.

[Home](#) [Postings](#) [Hiring Proposals](#) [Shortcuts](#)

[Postings](#) / [Staff](#) / [Create from Position Description](#) ☆

Staff Position Descriptions

[Saved Searches](#) [Search](#) [More Search Options](#)

Position Descriptions

"Position Descriptions" 4

Working Title	Position Number	Department	Status	(Actions)
AccountTechnician	00014A	FINANCE OFFICE (1CL00)	Active	Actions
HOUSEKEEPING WORKER	00150A	HOUSING MAINTENANCE (1PP28)	Active	Actions
Staffing & Operations Specialist	00227A	HUMAN RESOURCES (1PE00)	Active	Actions
Roofer/General Maintenance	00777A	STRUCTURAL (1PP26)	Active	Actions

5. The following screen will appear. Click the **Create Posting from this Position Description** next to the green plus sign.

[Home](#) [Postings](#) [Hiring Proposals](#) [Shortcuts](#)

[Position Descriptions](#) / [Staff](#) / [AccountTechnician](#)



Position Description: AccountTechnician (Staff)

Current Status: Active

Position Type: Staff

Department: FINANCE OFFICE (1CL00)

Created by: System Account

[Summary](#) [History](#) [Reports](#) [Associated Title](#)

✔ Role Selection

 Print Preview

 Print Preview (Employee View)

 **Create Posting from this Position Description**

 View Supervisor

 Redefine Classified Position Description

 Update Classified Position Description

 Redefine Hourly Position Description

6. On the **New Posting** screen, the required information is denoted by an asterisk (*). Please verify the appropriate information in the required fields, including: **Working Title**, **VP Area**, **College/Division**, and **Department**.

 New Posting Create New Posting Cancel

*** Required Information**

Working Title AccountTechnician

Organizational Unit

VP Area * VP OF ADMIN AND FINANCE (00400)

College / Division * FINANCE AND ACCOUNTING OPERATIONS (43000-C/D)

Department * FINANCE OFFICE (1CL00)

****Although the **Working Title** field is an open text box (not displayed in testing sample), it should not be changed without prior approval from HR Class & Comp. Any unapproved changes made to this field will be reverted to its original state by the HR Recruiter.**

****The **Organizational Unit** fields are drop-down menus. These are pre-populated from the position description and allow you to select the most appropriate choice from the list. This also should not be changed without prior approval from HR Class & Comp. Any unapproved changes made to this field will be reverted to its original state by the HR Recruiter.**

7. Also, on the New Posting screen will be the **Applicant Workflow**, **References**, and **Online Applications** section.

Applicant Workflow

Workflow State Under Review by Department

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type No Document

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

☒ Accept online applications?

Special offline application instructions

- The Applicant Workflow state should remain under the default setting of **Under Review by Department**. This changes what status view the applicant will see when searching for their candidacy status in the Posting.
- The References drop-down menus should also remain under their individual default setting.
- The Online Applications box will be checked by default as an indicator to accept online applications. The **Special offline application instructions** box should be left blank.

8. The **Create New Posting** button will appear at the bottom of the page. Click this button to continue.

Online Applications

☒ Accept online applications?

Special offline application instructions

Create New Posting

Cancel

9. From this point, you will see various navigation shortcuts appear on the left side of the webpage. If it is necessary to leave the system, click Save and you will be able to return to the posting later. These shortcuts will allow you to return to the section last completed. The next several pages will detail each of the shortcuts and information required.

Shortcut Headings

- Posting Details:** This is where you will detail the conditions of employment, annual salary/hourly rate, job type, responsible Hiring Manager, job open/close date, and any special instructions to applicants.
- Advertising Publications:** This is where you will specify any advertising requests for the posting.
- Supplemental Questions:** This is where you may select preapproved questions to ask the applicant in order to assist with screening and properly determining their KSAs. These may be open- or closed-ended. Please contact your HR Recruiter for assistance.
- Applicant Documents:** This is where you will designate the documents needed from each candidate to help assess their qualifications for the position including items such as cover letter, resume, or other documents.
- Posting Documents:** This is where you will upload documents to have the posting approved, including the organizational chart and budget adjustment form (if required).
- Guest User:** This is where you may elect to use Guest User access in the applicant review process. Individuals other than the Hiring Manager may use these credentials to have access to all the candidates for the posting.
- Summary:** This is where you will review the posting in its entirety before submitting for HR Recruiter review and approval. You may return to any section to perform edits as needed.

Home Postings Hiring Proposals Shortcuts

Postings Draft / AccountTechnician (Draft) / Edit: Posting Details

Editing Posting

- Posting Details
- Advertising Publicatio...
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Guest User
- Summary

Posting Details

[Check spelling](#)

To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

*** Required Information**

Position Information

HR Recruiter

Working Title AccountTechnician

Role Title Admin and Office Spec III

Role Code 19013

Pay Band 03

Position Number 00014A

Department FINANCE OFFICE

Location Norfolk, VA

Type of Position Classified

Type of Job

EEO Category C Technicians

FLSA Non-Exempt

Save Next >>

9a. At the top of the Posting Details page, you will see the information from the most recently updated position description auto populated. The only field that will allow for editing is the Working Title and Conditions of Employment sections. Keep the Working Title as-is and use the Conditions of Employment section to list pertinent information with regards to your Posting, such as hours or other required items for being hired.

*** Required Information**

Position Information

HR Recruiter

Working Title AccountTechnician

Role Title Admin and Office Spec III

Role Code 19013

Pay Band 03

Position Number 00014A

Conditions of Employment

This position is designated as sensitive. A fingerprint-based criminal history check will be required of the final candidate.

Working hours are 8:00am to 5:00pm Monday through Friday.

This field is required.

You will also enter the salary to be advertised, choosing from one of four options:

- A non-negotiable amount (the exact salary for the position)
- A range between two figures (usually the low and high point that the position is budgeted for)
- A beginning salary (the low point that allows figuring in education and relevant experience)
- No salary (language “commensurate with education and experience” is used instead)

Annual Salary/Hourly Rate	☐ Salary non-negotiable \$	
	☒ Salary range between \$	27,004 - 35,000
	☐ Salary is commensurate with education and experience and begins at \$	
	☐ Salary commensurate with education and experience	

9a. (con't). At the bottom of the Posting Details tab, you will input information specific to your Posting to include:

- Posting audience: general public, ODU employees only, or state employees only
- Identifying the Hiring Manager: the person who will be responsible for the position in PAPERS7.
- Selecting an open and close date: must be a minimum of five business days.
- Listing special instructions for applicants: to include writing samples and references, among others.
- Department's homepage (if applicable): optional tool to provide candidates with more information on the department in which the position being advertised is in.

Posting Detail Information	
Job Requisition Number	
Org Code/Department	1CL00 FINANCE OFFICE
★ Job Open To	General Public
★ Hiring Manager	Nelson, Lorri
Open Date	08/26/2019
	All positions will be advertised for a minimum of five (5) work days (Monday – Friday)
Close Date	09/06/2019
Open Until Filled	No
★ Special Instructions Summary	Please submit a cover letter and resume.
Criminal Background Check	The final candidate is required to complete a crimin
College Home Page	https://www.odu.edu/
Department Home Page	https://www.odu.edu/finance
Equity Statement	Old Dominion University does not discriminate in admissions, treatment, employment or access (pregnancy), political affiliation, veteran status, family medical and genetic information, sexual or disabilities are encouraged to apply.
Pay Transparency Nondiscrimination Provision	The contractor will not discharge or in any other manner discriminate against employees or applicants. However, employees who have access to the compensation information of other employees or applicants to individuals who do not otherwise have access to compensation information, unless proceeding, hearing, or action, including an investigation conducted by the employer, or if con
Quick Link for Internal Postings	http://odu-sb.peopleadmin.com/postings/10610



The last part of the Posting Details section provides a short link which can be used for easily accessing your Posting. This is especially helpful if you are doing external advertising or need to quickly redirect a candidate to apply for your position.

9b. The Advertising Publication or Web Site page will allow you to enter information about additional advertising options. The University can place advertisements in newspapers, other publications and web sites. The Hiring Manager will have the option to select from the list below or add in their own advertising publications. Check any boxes in which you would like to advertise your Posting.

You will also be required to list the names and contact information for two representatives who can authorize payment for advertising publications for your department. It is imperative that two names and phone numbers are listed to ensure timely advertisement processing.

* Required Information

Advertising Publication or Web Site

Advertising Publication/Web Site

☐ Chronicle of Higher Education

☒ HigherEd Jobs.com

☐ The Virginian Pilot

☒ The Richmond Times

☐ The Daily Press

☐ Student Affairs.com

☒ Diverse Issues in Higher Ed

☐ Flagship (Military based)

☐ In-column or Display ad for each publication

Method of Payment

☐ Small Purchase Corporate Card

☐ Local Purchase Order (include LPO#)

*

Primary contact (name & phone number)

*

Alternate contact (name & phone number)

If the publication you are adding is not on the list, select **Add Advertising Publication Entry** and list the website and issue date in which you would like to advertise

Advertising Publication

Advertising Publication/Web Site

Issue Date

☐ Remove Entry?

Add Advertising Publication Entry

9c. The Supplemental Questions page provides the opportunity to add specific supplemental questions to the application process. These questions assist in assessing the applicants' qualifications for the position. They are a helpful tool in evaluating candidates for interview. However, they are not a required part of the process. To add questions, click on the **Add a question** button located at the top middle-right of the screen.

This will open the Available Supplemental Questions dialogue box with a list of approved questions. These can be searched by keyword or category. Some questions will be open-ended, while others are closed and will require the applicant to select the most appropriate answer from the choices provided. To select a question from the list, click the box next to the question in the Add column and click Submit.

To add a question that is not listed, click on the Add a question button again. At the bottom of the screen, click the Add a new one link.

9c. (con't). A new dialogue box will open that will provide the fields to enter information about the newly established question, to include Name, Category, the text of the Question, and Possible Answers. Select the appropriate radio button if the question is open-ended or closed-ended. When complete, click on the Submit button at the bottom of the dialogue box. All questions are subject to review and approval from the HR Recruiter.

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 *

Cash Handling

Category

Experience

Question *

Do you have cash handling experience?

Possible Answers

Open Ended Answers

Predefined Answers

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

Possible Answer 1:Yes

Possible Answer 2:No

Possible Answer 3:

9d. The Applicant Documents page will allow you to select which documents the applicants should provide with their application for this posting. You may select multiple documents types as well as specifying which ones should be required and/or optional.

Cover letters and resumes are optional but highly recommended. Other documents may be chosen from the list by clicking on the radio button to change the selection from Not Used to either Optional or Required in the corresponding column.

Applicant Documents				
Order	Name	Not Used	Optional	Required
1	Resume	☐	☐	☒
2	Curriculum Vitae	☐	☒	☐
3	Cover Letter/Letter of Application	☐	☒	☐
4	Teaching Philosophy	☒	☐	☐
5	Contact Information for Professi...	☒	☐	☐
6	Writing Sample 1	☒	☐	☐
7	Unofficial Graduate Transcripts	☒	☐	☐
8	Other Document	☒	☐	☐
9	Published Article	☒	☐	☐
10	Media Portfolio	☒	☐	☐

9e. The Posting Documents screen allows you the opportunity to provide documents to support the posting request. These include a current organizational chart (required) and advertisement (optional). The budget adjustment form is not required. The documents on this page were typically included with the E-O1 form. Other supporting documents that can be submitted include memos and requested advertisement wording.

On the far right of the screen in the Actions column, click the **Actions** button to enable the drop-down menu. This will provide you with the options to Upload a New document, Create a New one using the systems text editor, or Choose an Existing file already loaded into the system from a previous posting. In most cases, the appropriate choice will be to Upload New. Click on the text to enable the link.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▼ Upload New Create New Choose Existing
Budget Adjustment Form			
Memo			
Advertisement			Actions ▼

9f. The Guest User page will give you the opportunity to set up access for a guest user. This should be used when someone other than the Hiring Manager will review applications (i.e. an interview committee). These individuals will not have access to change statuses in PAPERS7, but will assist the Hiring Manager with the applicant review process. Click on **Create Guest User Account**, and this will open the next screen where you can complete the necessary information.

Want to give guests access to view this posting?

Create Guest User Account

On this screen, you will be asked to create a Username and Password for this guest account. The password can be catered to the Posting if necessary. You will also list the e-mail addresses of all those who will serve as a guest user. The system will generate an e-mail notifying them of the access and directions to the website. The same username and password will be used by all guest users for this posting.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu144332

Password

BMFh5?

Update Password

Email Addresses of Guest User Recipients

Email addresses (one per line)

dchawkin@odu.edu

9g. The Summary page will allow you to view the Posting in its entirety.

Posting: AccountTechnician (Staff)

[Edit](#) [Delete](#)

Current Status: Draft

Position Type: Staff

Department: FINANCE OFFICE (1CL00)

Created by: Lorri Nelson

Owner: Lorri Nelson

Take Action On Posting

★ See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Add to Watch List

Summary

History

Settings

Hiring Proposals

Associated Position Description

Please review the details of the 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 **Edit** link next to 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

Edit

Position Information

HR Recruiter	
Working Title	AccountTechnician
Role Title	Admin and Office Spec III
Role Code	19013

Next to each section heading, you will either see an orange exclamation mark or a blue check mark. The exclamation mark indicates required information is missing. Clicking on the Edit button next to the heading will open that section for you to complete the required information. A blue check mark indicates that the section is complete.

❗ Posting Details

Edit

Posting Details

Job Title
Job Requisition Number
Position Type

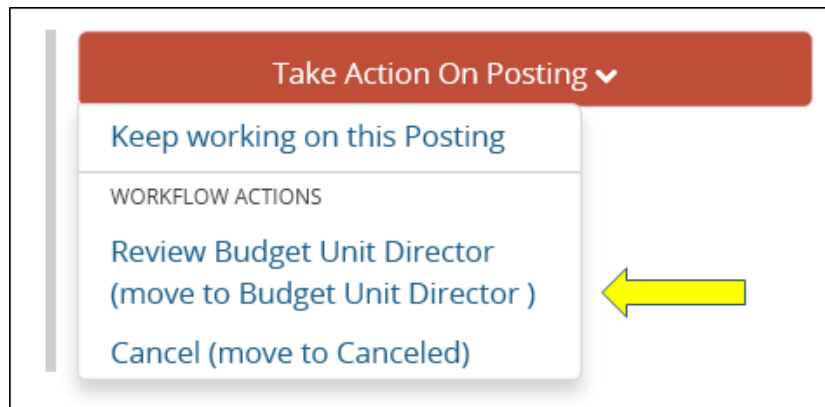
✔ Posting Details

Edit

Posting Details

Job Title
Job Requisition Number
Position Type

9g. (con't). After reviewing the Posting Summary and updating any needed information, you are ready to move the Posting along in the workflow. Look to the middle top right of the screen and click the orange **Take Action on Posting** button and select the **Review Budget Unit Director** option.



NOTE: Selecting the **Keep Working on this Posting** link will save the Posting so that you may return later to complete the action.

This will open a **Take Action** dialogue box. This is an opportunity to add comments for the Budget Unit Director to review related to the Posting. Add any comments in the text field. These comments will become a permanent part of the Posting record and cannot be edited or removed once added. These comments will also be viewable by all parties associated with this Posting.

Click the Submit button and the Posting will move into the Budget Unit Director's workflow for approval.

A screenshot of a "Take Action" dialog box. The title bar is orange with the text "Take Action" and a close button (X). The main content area has a title "Review Budget Unit Director (move to Budget Unit Director)". Below the title is a dropdown menu showing "Mary Deneen" with a downward arrow. Underneath is a label "Comments (optional)" followed by a large, empty text input field. At the bottom of the dialog are two buttons: "Submit" and "Cancel".

Posting Workflow

