

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.

Applicant Tracking System

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

User Group: Hiring Manager

Home Postings Hiring Proposals

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**.

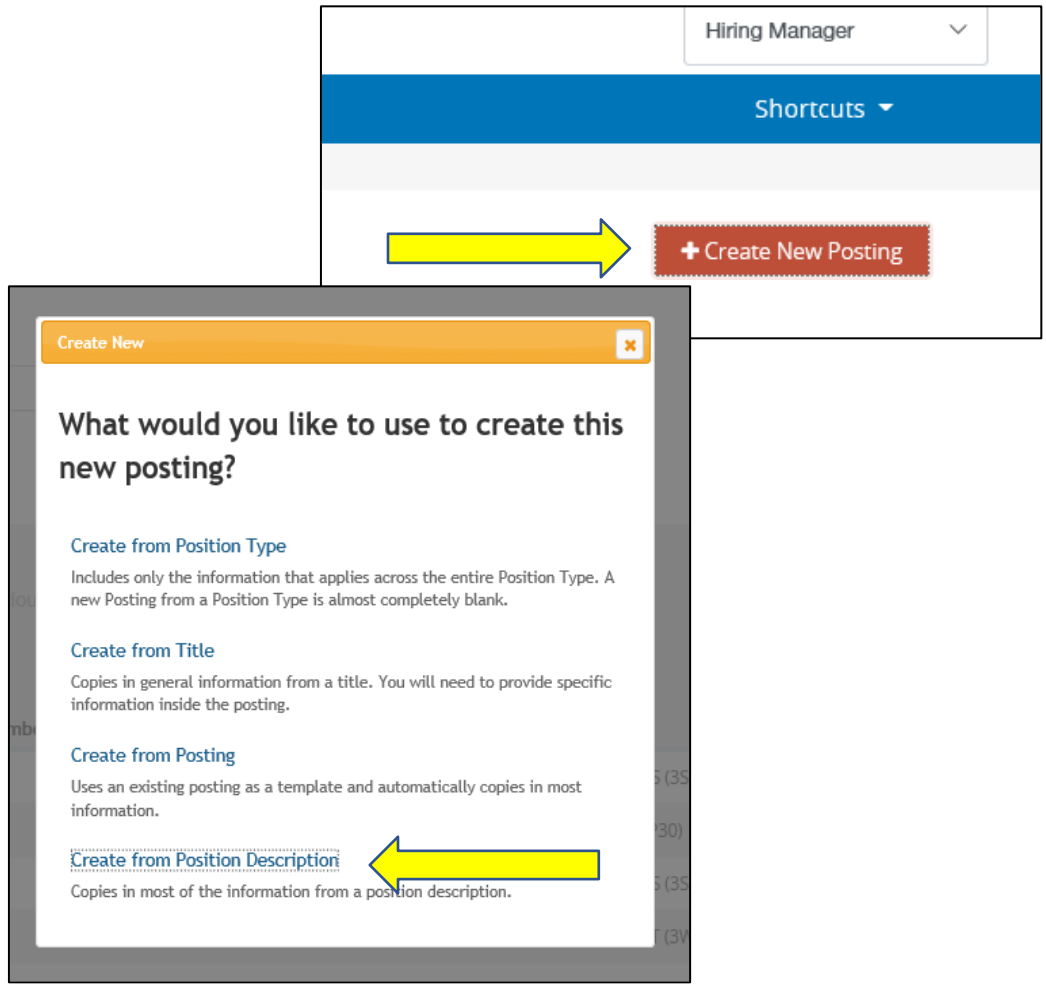
Applicant Tracking System

OLD DOMINION UNIVERSITY

Home Postings Hiring Proposals

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)

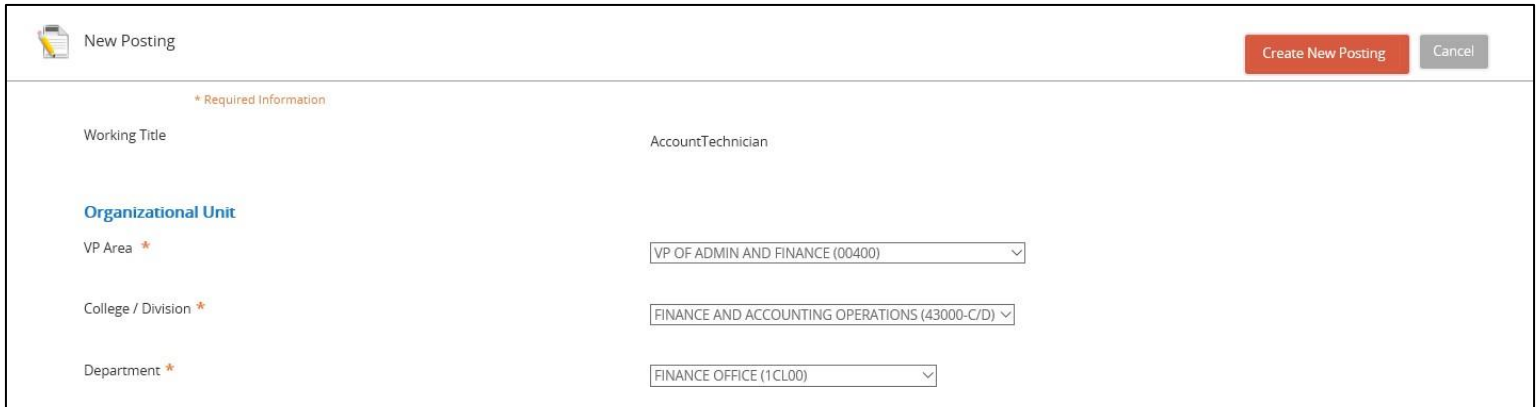
Current Status: Active
Position Type: Staff
Department: FINANCE OFFICE (1CL00)
Created by: System Account

- 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

Summary History Reports Associated Title

Role Selection

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**.



The screenshot shows the 'New Posting' form with the following fields and values:

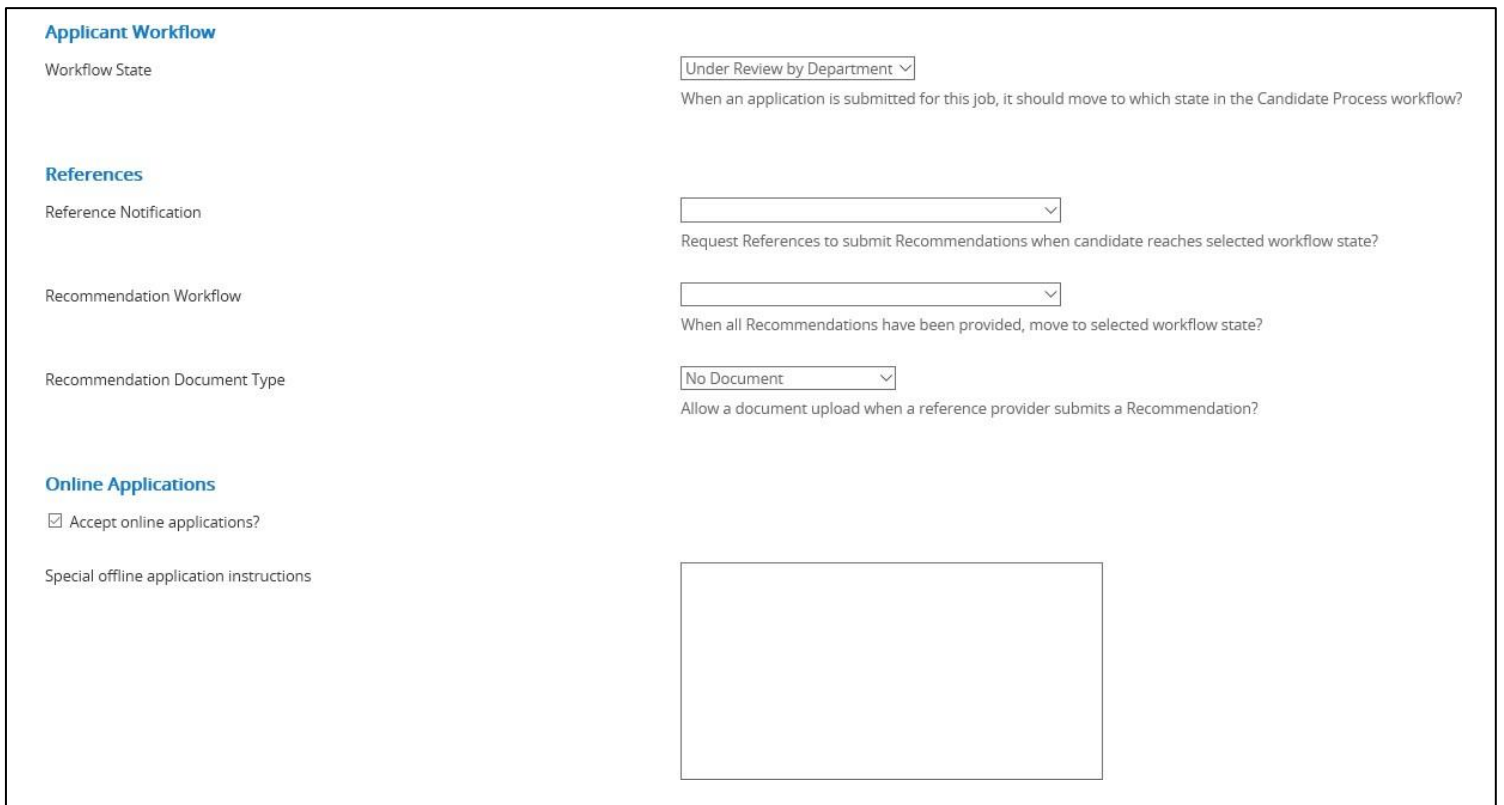
- Working Title:** AccountTechnician
- Organizational Unit:**
 - VP Area:** VP OF ADMIN AND FINANCE (00400)
 - College / Division:** FINANCE AND ACCOUNTING OPERATIONS (43000-C/D)
 - Department:** FINANCE OFFICE (1CL00)

Buttons for 'Create New Posting' and 'Cancel' are visible in the top right corner.

****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.



The screenshot shows the 'Applicant Workflow', 'References', and 'Online Applications' sections with the following fields and values:

- Applicant Workflow:**
 - Workflow State:** Under Review by Department
- 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
- Online Applications:**
 - Accept online applications?
 - Special offline application instructions:** (Empty text box)

- 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.

The screenshot shows a web form titled "Online Applications". It contains a checked checkbox labeled "Accept online applications?". Below this is a text area labeled "Special offline application instructions". At the bottom right of the form, there is a red button labeled "Create New Posting" and a grey button labeled "Cancel". A yellow arrow points to the "Create New Posting" button.

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.

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	<input type="checkbox"/> Salary non-negotiable \$ <input type="text"/>
	<input checked="" type="checkbox"/> Salary range between \$ <input type="text" value="27,004 - 35,000"/>
	<input type="checkbox"/> Salary is commensurate with education and experience and begins at \$ <input type="text"/>
	<input type="checkbox"/> 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

Job Open To

Hiring Manager

Open Date
All positions will be advertised for a minimum of five (5) work days (Monday - Friday)

Close Date

Open Until Filled

Special Instructions Summary

Criminal Background Check


College Home Page

Department Home Page

Equity Statement
Old Dominion University does not discriminate in admissions, treatment, employment or access (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, 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 who have access to the compensation information of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the contractor can demonstrate that the proceeding, hearing, or action, including an investigation conducted by the employer, or © 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	<input type="checkbox"/> Chronicle of Higher Education
	<input checked="" type="checkbox"/> HigherEd Jobs.com
	<input type="checkbox"/> The Virginian Pilot
	<input checked="" type="checkbox"/> The Richmond Times
	<input type="checkbox"/> The Daily Press
	<input type="checkbox"/> Student Affairs.com
	<input checked="" type="checkbox"/> Diverse Issues in Higher Ed
	<input type="checkbox"/> Flagship (Military based)

Method of Payment	<input type="checkbox"/> Small Purchase Corporate Card
	<input type="checkbox"/> Local Purchase Order (include LPO#) <input type="text"/>

* Primary contact (name & phone number)	<input type="text" value="Lorri Nelson, 683-7018"/>
* Alternate contact (name & phone number)	<input type="text" value="David Hawkins, 683-3060"/>

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	<input type="text" value="https://careerhq.nacubo.org/employers/"/>
Issue Date	<input type="text" value="08/26/2019"/>
<input type="checkbox"/> 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.

Position	Required	Category	Question	Status
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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.

Add	Category	Question
<input type="checkbox"/>	Education	Do you have an AOS in Asian philosophy?
<input type="checkbox"/>	Experience	Please describe your experience with preparing NCAA APR and GSR reports. Possible Answers: Open Ended
<input type="checkbox"/>	Experience	Do you have several years of experience in Division I Athletics compliance?
<input type="checkbox"/>	Experience	Indicate years of experience as a newspaper or publication editor or writer. Possible Answers: 1. Less than 1 year 2. 1-5 years 3. 5-10 years 4. More than 10 years

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.

electronic advising tools.

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

Submit Cancel

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 *

Category

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: *

Possible Answer 2: *

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
<input type="text" value="1"/>	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="2"/>	Curriculum Vitae	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="3"/>	Cover Letter/Letter of Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Contact Information for Professi...	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="6"/>	Writing Sample 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Unofficial Graduate Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="8"/>	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="9"/>	Published Article	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="10"/>	Media Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

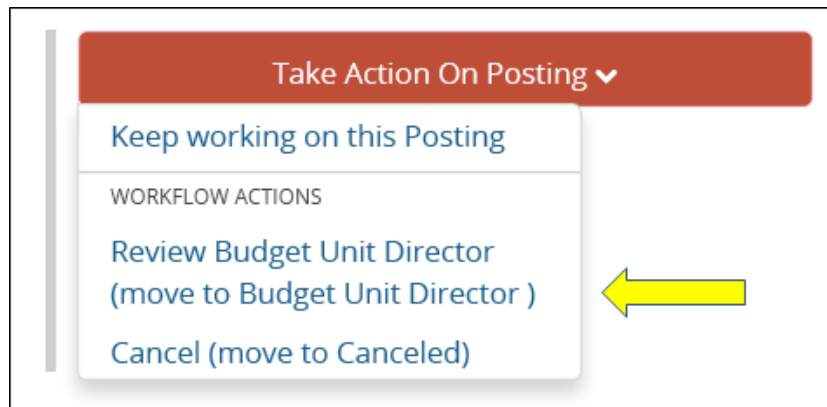
Job Title
Job Requisition Number
Position Type

✔ 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 and contains the text "Take Action" and a close button (an orange 'x' in a white square). The main content area has a white background and contains the text "Review Budget Unit Director (move to Budget Unit Director)". Below this text is a dropdown menu with "Mary Deneen" selected. Underneath the dropdown is the text "Comments (optional)" followed by a large, empty rectangular text input field. At the bottom of the dialog box, there are two buttons: "Submit" and "Cancel", both in blue text on a light gray background.

Posting Workflow

