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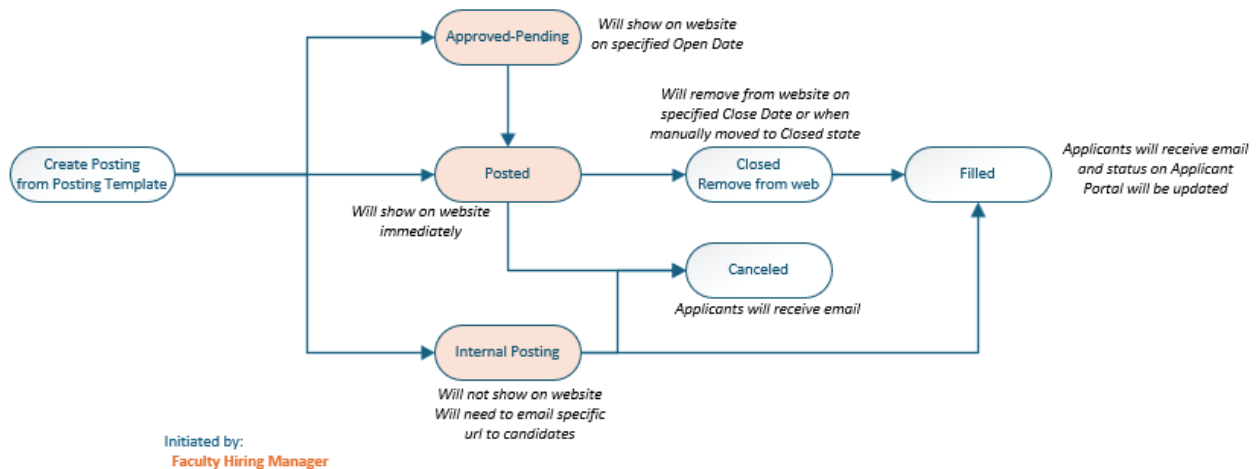
Postings

The current process for posting a faculty position begins with the dean obtaining approval from the Provost. Once approval has been granted, the designated college representative will submit by email the proposed job description using the college template to the Faculty Hiring Manager (FHM). The FHM will review, approve, and initiate the posting on PeopleAdmin. All full-time faculty positions will also be posted on Inside Higher Ed.

Posting Workflow

This is a diagram of the posting workflow in PeopleAdmin once the college template has been reviewed and approved, which happens outside of the system.

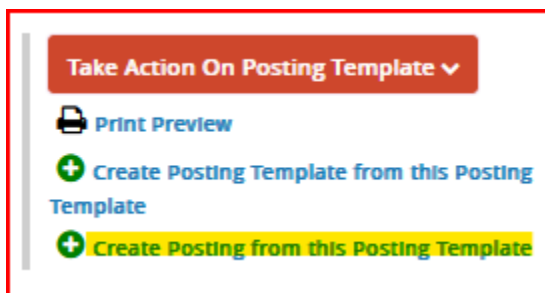
Faculty – Posting Workflow



Create a new posting from a posting template

The current process is that the Faculty Hiring Manager posts all full-time faculty positions. These are the steps for posting a position.

1. Login to People Admin – Applicant Tracking System
2. Select the User Group “Faculty Hiring Manager” to create a posting
3. From the blue menu bar, select Postings then Faculty Posting Templates
4. Select the desired college’s template for Faculty or Adjunct
5. In top-right, under orange button, select “Create Posting from this Posting Template”



Make changes to the template for a new posting:

- Enter the Title you want to display on the website
- Division should always be the Academic Affairs
- Sub-Division should be the College name
- Select the Department name for the posting
- Workflow State
 - For Permanent Faculty postings choose “Under Review by Search Committee”
 - For Adjunct Faculty postings choose “Under Review by Department Head”
- Check box to allow supporting documents to be attached
- Click the “Create New Posting” button

/ Postings / Faculty / New Posting ☆

New Posting Cancel Create New Posting

* Required Information

Winthrop Position Title *

Organizational Unit

Division *

Sub-Division *

Department *

Applicant Workflow

Workflow State

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

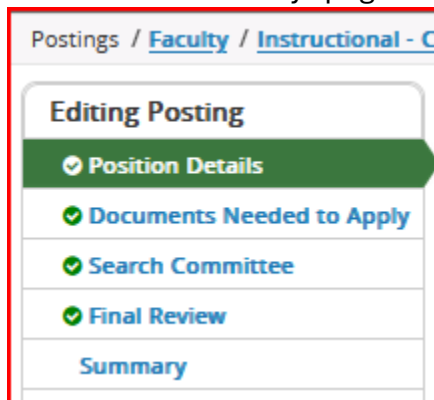
Supporting Documents

Allow supporting documents to be uploaded to applications?

Update the Posting Template for New Search:

Enter the following fields ONLY:

- Job Description
- Position Responsibilities
- Position Availability (use begin date for semester, like 8/16 or 1/1)
- Required Qualifications
- Preferred Qualifications
- Application Instructions (update date and any other info needed)
- Open Date (this is the date the posting will go live on the website)
- Application Review Date (anticipated review date for all applicants, candidates may continue to apply but may not get reviewed if not submitted by this date)
- Close Date (posting will no longer be available on the website; **can be added later if search and review of applicants is ongoing**)
- Click Save & Continue button to proceed to the next page. If you don't click either save button, changes will be lost. You can also move around the posting by using the left menu. The "Summary" page is where the posting action takes place.



Pre-populated fields should **not** be modified without approval by Academic Affairs office:

- About the College
- About Winthrop University
- Benefits (can be deleted for an adjunct)
- Background Check

Documents Needed to Apply:

By default the following are marked as Required, mark others as desired either Optional or Required. If a *required* document is not attached, the application cannot be submitted.

- Curriculum Vitae
- Faculty – All graduate transcripts

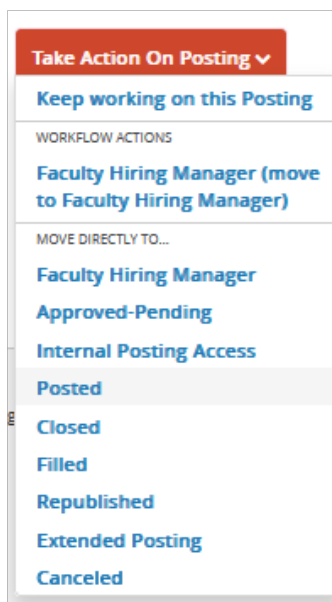
Search Committee. Can be added later. Be sure to mark one as Committee Chair. Deselect the checkbox labeled "Display search committee user group members only". When searching/selecting user, then click the blue Add Member button. If this is the first time for this person to be a search committee member, HR will need to approve the action. The FHM may be able to approve it in the Admin module/Users section. The member will receive an email like [this](#).

Guest Users. Can also be added later. You will need the email address for the non-Winthrop person to assist with reviewing applications. After adding the user, you will need to authorize them within the posting using the link under the Take Action button. The guest user will receive an email like [this](#).

Final Review. This section will be used by HR and Academic Affairs to sign off on review of grids and applicant's credentials, prior to the Dean deciding who to bring to campus.

Summary tab: review all details supplied then **TAKE ACTION** (orange button).

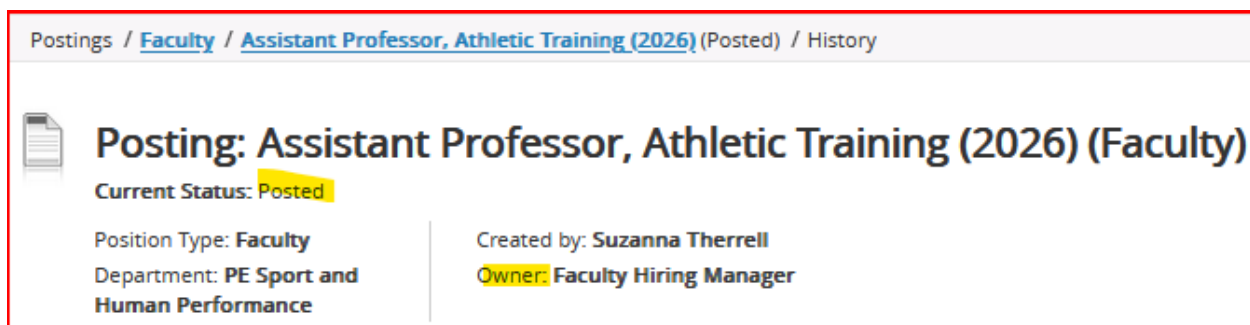
- Approved-pending (use when future Open date supplied; not today)
- Posted (to post immediately, open date should be today) You should add the posting to your Watch List for easy future access from the Home menu on any module
- Closed (removes from web only)
- Filled (triggers notices to all applicants and updates status on the applicant portal)



History Tab: Review the HISTORY tab to see where emails are sent and when actions take place. When the posting is POSTED, an email is sent to the person who created the posting. If search committee members are selected, they will also receive an email (after the user is approved).

Status of a Posting:

The status and owner of a posting shows at the top of the posting description:



To make changes to an active posting:

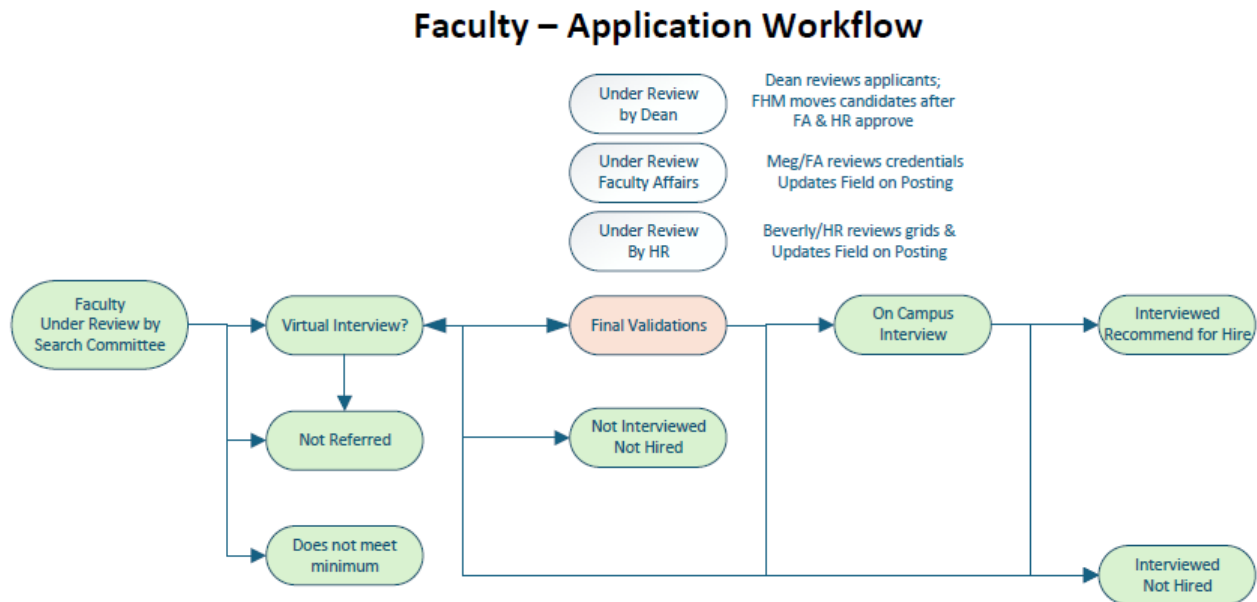
Access the posting, use the PENCIL icon to access update mode. Save changes. On Summary page, select the orange **Take Action** button, and select “Publish Changes to the Web”.

To close a posting:

Access the posting, on Summary page, select the orange **Take Action** button, and select “Close Posting”. This will remove the posting from the website. You can also modify the posting and add a “Close Date” for it to close automatically. Once an employee is hired, the posting should be marked as “filled”. Doing this will change the status on the applicant portal for all applicants so they will see “Not Selected” instead of “In Progress”. They will also receive an automated email that the posting was filled.

Processing Candidates/Applications

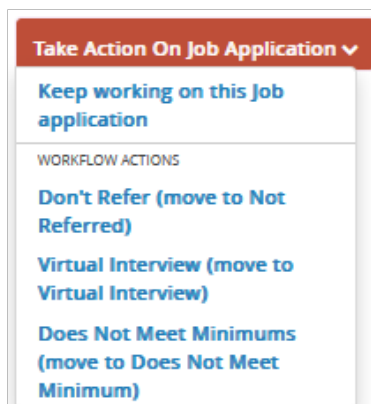
Workflow



Reviewing the Full-Time Faculty Applications

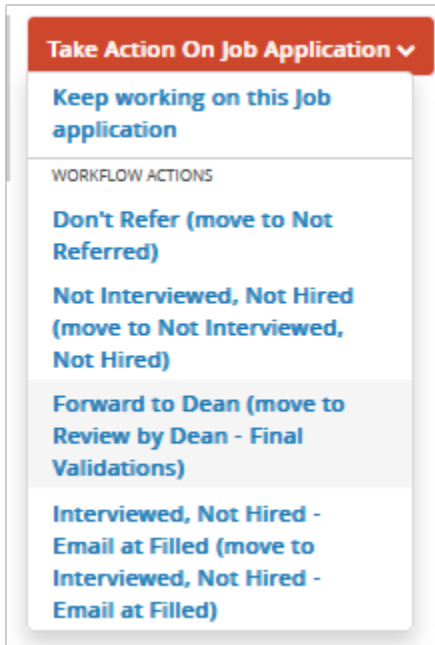
This process is for the **Search Chair**

1. Go to the posting (Applicant Tracking System/Postings/Faculty).
2. Go to the Applicants tab. All applicants will show on the default search list view. Click the person’s name to review their submitted details, including the application and any required supplemental documents. The Search Committee Chair should be the only one to **Take Action** for each applicant and process the movement and comments for each application.
 - Initial candidates will be in the “Review by Search Committee” status and may be moved to one of these initial workflow states:



- Virtual Interview workflow state. This status is to be used while reaching out to candidates to determine if they should be brought to campus for an interview with the Dean. If you DO speak with an applicant, one of the dispositions stating “Interviewed”

must be selected.



3. Final Validation

- Once you have chosen the candidates for the on-campus interviews, choose **Foward to Dean – Final Validation**
- This triggers the Review by Dean workflow state
 - An Automated email is sent to the Faculty Hiring Manger to coordinate HR Review checking search grids and Faculty Affairs (FA) checking credentials (see section on Final Review)
 - The Dean reviews applicants, emails the Provost for approval on the on-campus interviews
 - After approval by HR and FA, an email is sent to the deans approving the on-campus interviews
 - Dean schedules candidate to campus
- After on campus interviews, take action on **each** applicant to move to either
 - Interviewed, Recommend for Hire
 - Interviewed, Not Hired

*Note: All available Final Dispositions for candidates:

- Does not meet minimum
- Not selected
- Not referred
- Not interviewed
- Virtual interview/not hired
- On campus interview/not hired
- Hired
- Or remain in the “Under Review by Search Committee” until hiring is determined then move to appropriate final disposition.

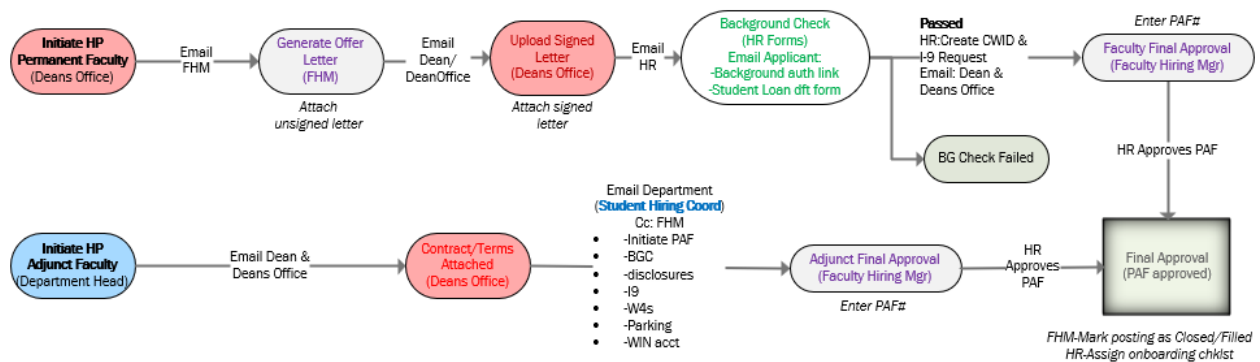
Reviewing the Adjunct Faculty Applications



1. Go to the posting.
2. Go to the Applicants tab. All applicants will show in the default search list.
3. Click the person's name to review the submitted details including the application and any required supplemental documents.
4. The Department Head should **Take Action** initially for each applicant and move them to the next step. For adjunct postings, applicants may remain in the "Under Review by Department" state for the academic year.
 - Initial candidates will be in the "Under Review by Department Head" status and may be moved to one of these final dispositions:
 - Adjunct Recommend for Hire
 - Adjunct Not Selected
5. After identifying a candidate as recommended for hire, an automated email will be sent to the Department Head for the next step, to initiate the Hiring Proposal in People Admin (see section on Hiring Proposals for more information).
6. An automated email will also be sent to the department admin (in the Student Hiring Coordinate group for your department) to initiate the ePAF and obtain all required paperwork for submission to Human Resources, as is currently done.

Hiring Proposals

Workflow



Full-Time Faculty

- The Hiring Proposal is initiated by the Dean’s Office after receiving acceptance of the unofficial offer.
 - Go to the Posting (Applicant Tracking System-Postings-Faculty)
 - Go to the Applicants tab
 - Select the applicant with the Workflow State of “Interviewed, Recommend for Hire”
 - In the upper right corner select the link labeled “Start Faculty ATS Hiring Proposal”
 - Complete the fields with all available and required information. Continue through the screens saving as you go. At the Summary screen, Take Action to Move to “Generate Offer Letter”.
- The office of Academic Affairs will Generate the Offer Letter and attach it to the Hiring Proposal then **Take Action** and send the hiring proposal back to the Dean’s Office in the “Signed Letter” status.
- The Dean’s Office will send the letter to the candidate, once the signed copy is returned, they will attach it to the hiring proposal (See section on Uploading Signed Appointment Letter) and then **Take Action** and move the hiring proposal to “Background Check”.
- HR will work with the candidate to get the background check submitted and the Student Loan Default form completed.
- Once the employee passes the background check, the hiring proposal will be moved by HR to “Faculty Final Approval”. At this stage, the Faculty Hiring Manager will enter any remaining information, including the PAF#, and once the PAF has been approved, will then **Take Action** and move it to “Final Approval”.
- HR will approve the hiring proposal (assuming the ePAF has already been approved). The employee will be seated in the position in People Admin and assigned the Onboarding checklist for new faculty members to complete the following actions:
 - WIN account request form
 - W-4 Federal
 - W-4 State (SC)
 - New Hire form
 - Direct Deposit setup instructions
 - Parking permit request instructions

- Faculty Hiring Manager/Search Committee: should ensure that all applicants have been assigned a final disposition.
- Faculty Hiring Manager should move the posting to Filled (assuming it was already marked as closed). Marking the posting as Filled will enable the system to email the applicants not selected and update their application status in the Applicant Portal.

Adjunct Faculty

- The Hiring Proposal is initiated by the Department Head (Chair) after receiving acceptance of the unofficial offer.
 - Go to the Posting (Applicant Tracking System-Postings-Faculty)
 - Go to the Applicants tab
 - Select the applicant with the Workflow State of “Recommend for Hire”
 - In the upper right corner select the link labeled “Start Faculty ATS Hiring Proposal”
 - Complete the fields with all available and required information. Continue through the screens saving as you go. At the Summary screen, **Take Action** to Move to “Dean’s Officer/Contract”.
- The Dean’s Office will receive an email requesting the contract/terms document to be generate and attached to the Hiring Proposal. They will then **Take Action** and send the hiring proposal Department Admin (person in the role of Student Hiring Coordinator) in the “Signed Letter” status.
- The Dean’s Office will send the letter to the candidate, once the signed copy is returned, they will attach it to the hiring proposal and then **Take Action** and move the hiring proposal to “Background Check”.
- HR will work with the candidate to get the background check submitted and the Student Loan Default form completed.
- Once the employee passes the background check, the hiring proposal will be moved by HR to “Faculty Final Approval”. At this stage, the Faculty Hiring Manager will enter any remaining information, including the PAF#, and once the PAF has been approved, will then **Take Action** and move the candidate to “Final Approval”.
- HR will approve the hiring proposal (assuming the ePAF has already been approved). The employee will be seated in the position in People Admin and assigned the Onboarding checklist for new faculty members to complete the following actions:
 - WIN account request form
 - W-4 Federal
 - W-4 State (SC)
 - New Hire form
 - Direct Deposit setup instructions
 - Parking permit request instructions
- Dean's Office: should ensure that all applicants have been assigned a final disposition.
- Dean’s Office should move the posting to Filled (assuming it was already marked as closed). Marking the posting as Filled will enable the system to email the applicants not selected and update their application status in the Applicant Portal.

Forms

Hiring Proposal Form

Hiring Proposal Form

Hiring Proposal

Applicant Information

First Name 
Middle Name 
Last Name 
Email 
Posting Number 
Winthrop Position Title
Hiring Proposal Number 
Approved Annual Salary *
Actual Start Date
Rank
Tenure
Credit toward promotion/ tenure
PAF #+
Confirmed Employee ID+

Faculty Application

Contact Information	General Information	Post High School Education
First Name *	Do you possess a valid driver's license?	School Name *
Middle Name	Applicant valid drivers' license	School City *
Last Name *	Desired Salary	School State *
Address1 *	How did you hear about this job opportunity? (select one) *	School Country
Address2	Comment by Search Committee Chair	School Date Attended From
City *	Educational History	School Date Attended To
State *	High School Education	Major *
Zip Code *	Did you graduate from high school or receive a GED Certificate? *	Degree Type
Primary Phone	Highest Level of Education Completed *	Degree Received?
Secondary Phone		Training and Additional Information
Email *		Computer Skills (hardware or software)
		Current Professional Licenses/Certifications/Registrations
		Other Skills or Talents related to the Position you are Applying for?
		Related Volunteer Experience
		Other Education/Training/Skills

Employment History	Documents Needed To Apply	Agency-wide Questions																																										
<p>Previous Employers</p> <table border="1"> <tr><td>Employer Name</td><td>🔒 *</td></tr> <tr><td>Employer Address</td><td>🔒</td></tr> <tr><td>Employer City</td><td>🔒 *</td></tr> <tr><td>Employer State</td><td>🔒 *</td></tr> <tr><td>Employer Country</td><td>🔒 *</td></tr> <tr><td>Employer Contact Phone</td><td>🔒</td></tr> <tr><td>Supervisor Name</td><td>🔒 *</td></tr> <tr><td>Type of Business</td><td>🔒</td></tr> <tr><td>Last Position Job Title</td><td>🔒 *</td></tr> <tr><td>Employment Start Date</td><td>🔒 *</td></tr> <tr><td>Employment End Date</td><td>🔒</td></tr> <tr><td>Number of Hours Worked/Week</td><td>🔒 *</td></tr> <tr><td>Duties</td><td>🔒 *</td></tr> <tr><td>Annual Salary</td><td>*</td></tr> <tr><td>Reason For Leaving</td><td>🔒 *</td></tr> <tr><td>Current Employer?</td><td>🔒</td></tr> <tr><td>If you become a finalist, may we contact this employer?</td><td>🔒</td></tr> </table>	Employer Name	🔒 *	Employer Address	🔒	Employer City	🔒 *	Employer State	🔒 *	Employer Country	🔒 *	Employer Contact Phone	🔒	Supervisor Name	🔒 *	Type of Business	🔒	Last Position Job Title	🔒 *	Employment Start Date	🔒 *	Employment End Date	🔒	Number of Hours Worked/Week	🔒 *	Duties	🔒 *	Annual Salary	*	Reason For Leaving	🔒 *	Current Employer?	🔒	If you become a finalist, may we contact this employer?	🔒	<p>Required Documents None</p> <p>Optional Documents None</p> <p>Professional References</p> <hr/> <p>Professional References</p> <p>Minimum THREE entries are required</p> <table border="1"> <tr><td>Name</td><td>🔒 *</td></tr> <tr><td>Email</td><td>🔒</td></tr> <tr><td>Phone Number</td><td>🔒</td></tr> <tr><td>How do you know this reference?</td><td>🔒</td></tr> </table> <p>Supplemental Questions</p> <hr/> <p>Required fields are indicated with an asterisk</p>	Name	🔒 *	Email	🔒	Phone Number	🔒	How do you know this reference?	🔒	<p>If hired, can you submit proof of your legal right to work in the United States? 🔒 *</p> <p>Do you now or will you in the future require sponsorship to work in the United States? 🔒 *</p> <p>Have you ever been convicted of a criminal offense? 🔒 *</p> <p>If yes, please list charge(s), indicate where you were convicted, the date, and the disposition status of the conviction. 🔒</p> <p>Are you currently employed by the State of South Carolina? 🔒 *</p> <p>If so, in which agency do you currently work? 🔒</p> <p>Do you have any relatives employed with the State of South Carolina? 🔒 *</p> <p>If yes, please provide below the name(s), relationship, and agency 🔒</p> <p>Have you ever been terminated from any job? 🔒 *</p> <p>If yes, please explain 🔒</p>
Employer Name	🔒 *																																											
Employer Address	🔒																																											
Employer City	🔒 *																																											
Employer State	🔒 *																																											
Employer Country	🔒 *																																											
Employer Contact Phone	🔒																																											
Supervisor Name	🔒 *																																											
Type of Business	🔒																																											
Last Position Job Title	🔒 *																																											
Employment Start Date	🔒 *																																											
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Number of Hours Worked/Week	🔒 *																																											
Duties	🔒 *																																											
Annual Salary	*																																											
Reason For Leaving	🔒 *																																											
Current Employer?	🔒																																											
If you become a finalist, may we contact this employer?	🔒																																											
Name	🔒 *																																											
Email	🔒																																											
Phone Number	🔒																																											
How do you know this reference?	🔒																																											

Voluntary Self-Identification of Disability Form

Voluntary Self-Identification of Disability

Voluntary Self Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 05/31/2023

Your Name 	
Today's Date 	
Employee ID 	

Why are you being asked to Complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

<ul style="list-style-type: none">• Alcohol or other substance use disorder (not currently using drugs illegally)• Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS• Blind or low vision• Cancer (past or present)• Cardiovascular or heart disease• Celiac disease• Cerebral palsy• Deaf or serious difficulty hearing• Diabetes	<ul style="list-style-type: none">• Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders• Epilepsy or other seizure disorder• Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome• Intellectual or developmental disability• Missing limbs or partially missing limbs• Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports	<ul style="list-style-type: none">• Nervous system condition, for example, migraine headaches, Parkinson's disease, or multiple sclerosis (MS)• Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities• Partial or complete paralysis (any cause)• Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema• Short stature (dwarfism)• Traumatic brain injury
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Voluntary Self-Identification of Protected Veteran Status form

Voluntary Self Identification of Protected Veteran Status

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. A "disabled veteran" is one of the following:
 - o a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - o a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an ["Am I a Protected Veteran?"](#) infographic provided by OFCCP.

Lookup Veteran Status 	
Name 	
Date 	

Why Are You Being Asked to Complete This Form?

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp

Email Templates

Email: Search Committee Member Assigned

Subject: You have been assigned as a Search Committee Member for a Faculty Posting

Hello,

You have been assigned as a search committee member for a faculty posting. Following is a brief outline of the position.

Job Title: Assistant Professor, Athletic Training (2026)

Job Description:

The Department of Physical Education, Sport, and Human Performance (PESH) at Winthrop University is seeking an innovative and involved tenure-track assistant professor to serve as Coordinator of Clinical Education and teach in an established Master of Science in Athletic Training program. The program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The individual will collaborate with other faculty to ensure that graduate students and undergraduate students interested in pursuing athletic training receive high quality didactic education and exceptional clinical experiences. We seek a candidate who will be an exemplary leader, teacher, scholar, and active participant in the college, on campus, with community partners, and in professional organizations.

Direct Link: <http://winthrop.peopleadmin.com/hr/postings/21017>

To access the posting:

- Click the "Direct Link" above (it should take you directly to the posting, but if it doesn't, follow the steps outlined below)
- Login, if prompted
- Once logged in, ensure your User Group (top right corner) is "Search Committee Member"
- On the "Applicant Tracking System" module, use the <...> in the top left corner if needed to access the location
- On the blue bar across the page, select POSTINGS then FACULTY
- Click on the link of the posting to see details. The "Active Applicants" column will show the number of candidates that are awaiting action.

Please contact Human Resources or Academic Affairs if you have any questions.

Thank you,

Human Resources/Academic Affairs

Email: Guest User

Subject: Your Guest User Account has been created

Hello,

You have been selected to be a member of the candidate review process for the "*Posting Job Title*" position. Please use the following log in information to review the applicant material.

User Name: *gu53445*

Password: *3Hn3D8*

Thank you,

Human Resources

Email: Faculty Applicant – Recommend for Hire – Notify Deans

Site Trigger: When the Candidate process enters the state Review by Dean - Final Validations, then email group Faculty Hiring Manager with email template Faculty Applicant - Review Grids/Select On Campus Interview.

Automated email is sent when a candidate is moved from Virtual Interview (by SC) to Final Validations (FHM).

Name:	Faculty Applicant - Recommend For Hire - Notify Deans Office
Type:	Application
From address:	noreply@winthrop.edu
CC:	
BCC:	
Subject:	Applicant Recommended for Hire

The following applicant was moved to "Recommend for Hire":
{{application__applicant_detail-custom1__custom_string_four}}

Name:	{{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}
Banner position:	{{posting__job_detail__job_number}}
Banner title:	{{posting__job_detail__job_title}}
Posting #:	{{posting__posting_detail__posting_number}}

The Search Committee chair may add a comment via the History tab, if needed.

Email: Notify Search Committee to Schedule the On-Campus Interview for Faculty Applicant

Site Trigger: When the Candidate process enters the state OnCampus Interview, then email group Faculty Hiring Manager with email template Faculty Applicant - Notify Search Committee to Schedule Visit.

This automated email is sent when an applicant moves in the workflow from “Final Validations – Review by Dean” (FHM) to “On Campus Interview” (SC).

Summary	Body
<hr/>	
Name:	Faculty Applicant - Notify Search Committee to Schedule Visit
Type:	Application
From address:	noreply@winthrop.edu
CC:	
BCC:	
Subject:	Faculty Posting - Schedule Visit

The following applicant was moved to "On Campus Interview". You'll receive this notice each time an applicant for this posting is selected.
**Faculty Hiring Manager should notify the Search Committee Chair to schedule on campus visit for this candidate.

Position title:	{{posting__job_detail__job_title}}
Posting #:	{{posting__posting_detail__posting_number}}
Search Committee Comment	{{application__applicant_detail-custom1__custom_string_one}}
Name:	{{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}
Phone #:	{{application__applicant_detail__primary_phone}}
Email Address:	{{application__applicant_detail__email}}

Email: Faculty Applicant Recommended for Hire – Notify Dean’s Office

Site Trigger: When the Candidate process enters the state Interviewed, Recommend for Hire, then email group Deans Office with email template Faculty Applicant - Recommend For Hire - Notify Deans Office.

This automated email is sent to the “Deans Office” when a candidate is moved in the Application Workflow from “On Campus Interview” to “Interviewed – Recommend for Hire”

Summary	Body
<hr/>	
Name:	Faculty Applicant - Recommend For Hire - Notify Deans Office
<hr/>	
Type:	Application
<hr/>	
From address:	noreply@winthrop.edu
<hr/>	
CC:	
<hr/>	
BCC:	
<hr/>	
Subject:	Applicant Recommended for Hire

The following applicant was moved to "Recommend for Hire":
{{application__applicant_detail-custom1_custom_string_four}}

Name:	{{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}
Banner position:	{{posting__job_detail__job_number}}
Banner title:	{{posting__job_detail__job_title}}
Posting #:	{{posting__posting_detail__posting_number}}

Email: Adjunct Faculty – Applicant Recommend for Hire – Notify Department

Site Trigger: When the Candidate process enters the state Adjunct Recommend for hire, then email group Department Head with email template Adjunct Faculty Applicant - Recommend For Hire - Notify Department.

This automated email is sent while processing Adjunct Faculty applications, if recommended for Hire. It will send an email to the “Department Head/Chair”. This person is the one who will initiate the Hiring Proposal in ATS. After moving to the next step, an email will be sent to the department admin (Student Hiring Coordinator role) to initiate all hiring requirements.

Summary	Body
<hr/>	
Name:	Adjunct Faculty Applicant - Recommend For Hire - Notify Department
<hr/>	
Type:	Application
<hr/>	
From address:	noreply@winthrop.edu
<hr/>	
CC:	
<hr/>	
BCC:	
<hr/>	
Subject:	Applicant Recommended for Hire
<hr/>	

The following applicant was moved to "Adjunct Recommend for Hire":

Name:	{{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}
Job title:	{{posting__job_detail__job_title}}
Posting #:	{{posting__posting_detail__posting_number}}
Posting Link:	{{posting__user_site_quick_link_url}}

- Go to the applicants tab of the Posting
- Select this applicant
- Under the orange Take Action button, select the option labeled "Start Faculty ATS Hiring Proposal"
- Complete required fields for: Begin Date, Salary, etc.

Email: Adjunct Faculty – Notify Department to initiate Hiring Requirements

Site Trigger: When the Hiring Proposal enters the state Adjunct final Approval, then email group Student Hiring Coordinator with email template Faculty Adjunct HP - Initiate PAF - Notify Department.

This automated email is sent when the Hiring Proposal moves from the “Review by Department Head” workflow state to the “Adjunct Final Approval” state. The Hiring Proposal will remain in this state until the ePAF has been approved by HR. The Faculty Hiring Manager will then move it to Final Approval and the candidate will then see the status of “Hired” on the applicant portal. At this point, the department should determine if the posting should be closed and marked as Filled. Other applicants will not see their status of “not selected” until the posting is marked as Filled. At which point, an automated email will also be sent to all applicants that were not selected.

Summary	Body
<hr/>	
Name:	Faculty Adjunct HP - Initiate PAF - Notify Department
Type:	Hiring Proposal
From address:	noreply@winthrop.edu
CC:	
BCC:	
Subject:	Adjunct Faculty Hiring Proposal Initiated

The following Adjunct FACULTY hiring proposal is at the status of: {{hiring_proposal_workflow_state}}
Applicant Name: {{hiring_proposal_job_application-applicant_detail-user_first_name}} {{hiring_proposal_job_application-applicant_detail-user_last_name}}
Position Title: {{hiring_proposal_job_title}}
Department: {{hiring_proposal_organizational_unit}}
CWID: {{hiring_proposal_job_application-applicant_detail-user_banner_id_detail}}
Begin Date: {{hiring_proposal_hiring_proposal_detail_start_date}}
Salary: {{hiring_proposal_hiring_proposal_detail_actual_starting_salary}}
Hiring Proposal Number: {{hiring_proposal_auto_number}}

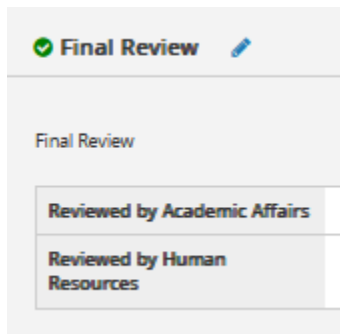
Department steps:

- Initiate ePAF
- Request Background Check
- Check I-9 status/Request New I-9
- Submit Student Loan Self-Disclosure Form
- Submit Federal W-4 and State W-4
- New Hire Information Form
- Request WIN account
- Direct Deposit (set up in Wingspan)
- Parking Pass (pay for via Wingspan)

Final Review

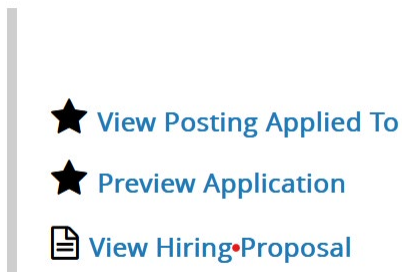
This step is for HR and Faculty Affairs to review applicant credentials.

1. Log in with user group "HR Review" or "Faculty Affairs."
2. Go to the Applicants tab.
3. Choose the Saved Search named "Faculty Grid."
4. Click on individual names to review credentials as needed.
5. Once credentials have been reviewed, navigate to the Posting.
6. In the "Final Review" section at the bottom, enter your notes and the date to confirm the review is complete.

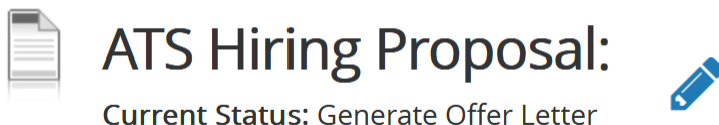


Uploading Signed Appointment Letter

1. Go to applicant
2. Choose View Hiring Proposal in the menu on the right



3. From the ATS Hiring Proposal Menu, select the pencil (edit) icon



4. From the edit menu, choose Hiring Proposal Documents

Editing Hiring Proposal

✓ Hiring Proposal

✓ Hiring Proposal Documents

5. In the Hiring Proposal Documents Menu, choose Faculty Offer Letter - Signed

Faculty Offer Letter - signed

Actions ▾

6. Then upload a scanned copy of the appointment letter.