College of Agriculture and Life Sciences

Extension Agent and County NCCE Director Positions

PeopleAdmin Application Process

“SOP” (Standard Operating Procedures) Guidelines

DRAFT January 20, 2005

REVISED January 24, 2005

Edited role names for new NCCE titles. Minor edits for processing procedure changes.

PeopleAdmin is a web-based recruitment and applicant tracking utility which was made available to the University for all new SPA employment searches during the week of June 13, 2004, and to Cooperative Extension on February 1, 2005. The software utility is designed with sufficient flexibility so as to be responsive to the nuances of processing requirements at the various colleges and administrative units on campus. To this end, it is necessary that we clarify these processes and roles that will be used in NC Cooperative Extension. Please note that these guidelines have been developed based upon initial training on the system and may require some adjustment after we work in this environment. It is anticipated and hoped that any necessary changes will be minimal.

PeopleAdmin Systems Access:
The roles as defined below should be requested by the individuals who will hold them and a password will be assigned at the time of enrollment. For system access, please note your applicable OUCs and go to the following website:

https://jobs.ncsu.edu/hr

All requests for roles will be reviewed by University HR personnel and CALS Personnel to determine if the request is consistent with their title and role.

Each person requesting the roles should have individuals identified as “back-up” who requests the same role and acts solely as back-up. This role as back-up approver should be clearly discussed with those serving in this role and documented/understood as emails will be sent to all persons having any of the approved roles, both the primary person and the back-up. Those whose role is “primary” will be responsible for approving the action; those who are not primary should ignore the email notifications that are triggered by the system, unless notified by the primary approver that they will be out of the office. It is then the responsibility of the back-up to review the actions and
make the appropriate decision. Individuals in back-up roles should clearly understand
the expectations in this capacity as defined by their primary approver.

ROLES:

Departmental Representative (NCCE Department Rep):
The **NCCE Department Rep** role is designed for the District Administrative Assistant
to enter any vacancy under their district’s OUC range. As noted below, the person in
this role may function as a pseudo **NCCE Hiring Official** where managers are
unable to use the on-line screening process. Should this be the case, the system
must be maintained/updated as the screening process moves forward through input
by the true position supervisor.

As a result of the variations in the roles, the District Administrative Assistant should
sign up for dual roles as both a **NCCE Department Rep** and a **NCCE Hiring
Official** for their OUCs.

Hiring Official (NCCE Hiring Official):
The **NCCE Hiring Official** role will be assigned to the District Extension Director.
The system is designed for the **NCCE Hiring Official** to be the person who will be
responsible for screening the applications and making the hiring decision. Please
note that the **NCCE Department Rep** should set up all facets of the search process
and assign the role to a particular **NCCE Hiring Official**, but it will be the **NCCE
Hiring Official**’s responsibility to use the system for the full screening process to
ensure that the workflow of the process is maintained.

**NCCE Hiring Officials** will only have access to vacancies that they have created or
for which they have been noted as the **NCCE Hiring Official**. Other vacancies for
other NCCE Hiring Officials within their home OUC will not be available to them.

It is not necessary for a **NCCE Hiring Official** to request an ID until recruitment is
initiated, but it is necessary that a **NCCE Hiring Official** have their role established
within the system so that they can be selected as the **NCCE Hiring Official** from a
drop-down list when completing the position requisition.

It is not necessary that a **NCCE Hiring Official** have a formal “back-up” in the form
of another **NCCE Hiring Official**. The **NCCE Department Rep** can fulfill this role if
necessary.

Director (NCCE Director):
This role will be assigned to the NCCES Director of County Operations for final offer
approval.
Affirmative Action Officer (NCCE AA Officer):
This role is designed for the Associate Director of CALS Personnel with appropriate back-up approvals to ensure the timely movement of requests. No other requests for this role will be allowed outside of the College of Agriculture and Life Sciences.

Please note that this is the last point to which all Cooperative Extension requests should be routed. The NCCE AA Officer role is the ONLY action that will send the request to NCCE Human Resources for final review.

HUMAN RESOURCES (NCCE Human Resources):
This role is designed for the County Operations Employment Coordinator of CALS Personnel to review applications upon submission, requisition postings, and final offer approval.

PROCESSING:

Notice of Staff Vacancy (Requisition Request):

1. Initiated by the NCCE Department Rep, after securing any departmental specific approvals for the position being requested to fill. When the NCCE Department Rep initiates the action and assigns a NCCE Hiring Official, the action must be “approved” by the NCCE Hiring Official. NCCE Hiring Official approval is required before the action can be forwarded to the NCCE Human Resources for approval. As position requisitions are established, the system will prompt you to decide if you want to activate Guest Users. Guest Users are those persons who might need access to that particular job requisition/applicants to assist in the screening process, e.g., county managers, county employees, county commissions, etc. If the Guest User option is turned on, the system will provide you with access information (including a unique login ID and password which is applicable to this position requisition only). This access information can be provided on an as needed basis to those individuals who have a need to assist in the applicant screening process. Those having the Guest User role cannot make changes to any data and are essentially able to “read only.”

2. The NCCE Hiring Official will flag the action to be sent to the NCCE Human Resources for review by selecting “approve and send to NCCE Human Resources.”

3. The NCCE Human Resources will review the action and approve or deny based on that review. For approval, mark “Approve and Send to NCCE Human Resources.” If denied, the NCCE Human Resources will mark “Deny and Return to NCCE Hiring Official” and forward a separate email to the NCCE Hiring Official and the NCCE Department Rep indicating the issues.

4. Once approved, the action is reviewed by NCCE Human Resources and posted as required. The position will post from the 1st of the month to the 1st of the following month or the 15th of the month to the 15th of the following month.
Interim/Final Recruitment Reports:

1. The **NCCE Hiring Official** will review the applicants on-line and update the system as the screening process evolves.
2. After the posting period has ended, and any time after that point, when the **NCCE Hiring Official** feels that a sufficient pool exists for screening, the **NCCE Hiring Official** will assign the interim disposition codes to all of the applicants on the system and will send the Interim Report Request to the **NCCE AA Officer** by either:
   a. “Submit Interim Report – Posting Closed.” With this option, the **NCCE Hiring Official** will not received any further applications. The applicant pool can be reopened by **NCCE Human Resources**. To do so, the **NCCE Hiring Official** will need to send a manual email to reopen the applicant pool.
   b. “Submit Interim Report – Posting Open.” With this option, the **NCCE Hiring Official** will continue to receive applications until **NCCE Human Resources** is notified with a manual email to close the applicant pool.
3. The **NCCE AA Officer** will review the action and approve or deny based on that review. For approval, mark “Approve.” If denied, the **NCCE AA Officer** will mark “Deny and Return to NCCE Hiring Official” and forward a manual email to the **NCCE Hiring Official** and the **NCCE Department Rep** indicating the issues. **NCCE Hiring Official** will review/correct and resubmit as is appropriate.
4. **NCCE Department Rep** sends out letters to those applicants that will not be interviewed.
5. At this point, the **NCCE Hiring Official** is able to set up interviews for the candidate pool.
6. After the interviews have been conducted, the **NCCE Hiring Official** will assign the final disposition codes to all of the candidates on the system and will send the Final Report Request to the **NCCE Director** to either:
   a. “Submit Final Report to NCCE Director.” The applicant pool can remain open or be closed at this point.
   b. Return to Step 2 and repeat the procedures. If the applicant pool has been closed, the **NCCE Hiring Official** will need to send a manual email to **NCCE Human Resources** to reopen the applicant pool.
7. The **NCCE Director** will review the action and approve or deny based on that review. For approval, mark “Approve and Send to NCCE AA Officer.” If denied, the **NCCE Director** will mark “Deny and Return to NCCE Hiring Official” and forward a manual email to the **NCCE Hiring Official** and the **NCCE Department Rep** indicating the issues. **NCCE Hiring Official** will review/correct and resubmit as is appropriate.
8. The **NCCE AA Officer** will review the action and approve or deny based on that review. For approval, mark “Approve and Send to NCCE Human Resources.” If denied, the **NCCE AA Officer** will mark “Deny and Return to NCCE Hiring Official” and forward a manual email to the **NCCE Hiring Official** and the **NCCE Department Rep** indicating the issues. **NCCE Hiring Official** will review/correct and resubmit as is appropriate.
9. NCCE Human Resources will review and upon approval, a system-generated email will be sent to NCCE Hiring Official.

10. At this point, the NCCE Hiring Official is able to extend the offer of appointment for consideration by the candidate.

11. Upon acceptance of the offer by the candidate, the NCCE Hiring Official sends a manual email confirmation of acceptance to NCCE Human Resources.

12. NCCE Human Resources will systematically fill the position within the PeopleAdmin program. At this point, all of the applicants will be able to view his/her final status through the PeopleAdmin system.

13. NCCE Department Rep sends out letters to those candidates interviewed but not offered employment.

**Special Note: Along with step 13, the official offer letter is sent to the selected candidate for hire. Since the hiring action is completed in another software program (HRIM), the procedures for hire will not be included here.**