



**Position
Action
Performance
Evaluation &
Recruitment
System**



Movin' on-line.....

Old Dominion University Certifying a Position Description

REVIEWER'S GUIDE

.....

May, 2007



PeopleAdmin, Inc.
1717 W. 6th Street
Austin, TX 78703
512-997-2500

TABLE OF CONTENTS.....

INTRODUCTION	3
GETTING STARTED	4
http://jobs.odu.edu/hr	4
POSITION DESCRIPTION ACTIONS	7
Certifying a Position Description.....	7
Submitting a Certification back to the Supervisor.....	11 or 15
Returning to a "Saved Without Submitting" Action	13
LOGGING OUT	12 or 16
WORKFLOW	17

INTRODUCTION

.....

Welcome to the Old Dominion University Position Description System. The Human Resources Department has implemented this system in order to automate many of the paper-driven aspects of the classification/compensation process.

You will use this system to:

- Approve new classified employees' position descriptions within 30 days of their hire date
- Approve classified employees' position descriptions at the beginning of the new annual performance cycle each year

The system is designed to benefit you by facilitating:

- Faster processing of classification/compensation actions
- Up-to-date access to information regarding all positions under your supervision

The Human Resources Department is providing these training materials to assist with your understanding and use of this system.

Your Web Browser

PAPERS is designed to run in a web browser over the Internet. The system is compatible with Internet Explorer 6.0 and higher and Firefox Mozilla 2.0 and higher. The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Please **do not** use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

Security of Information

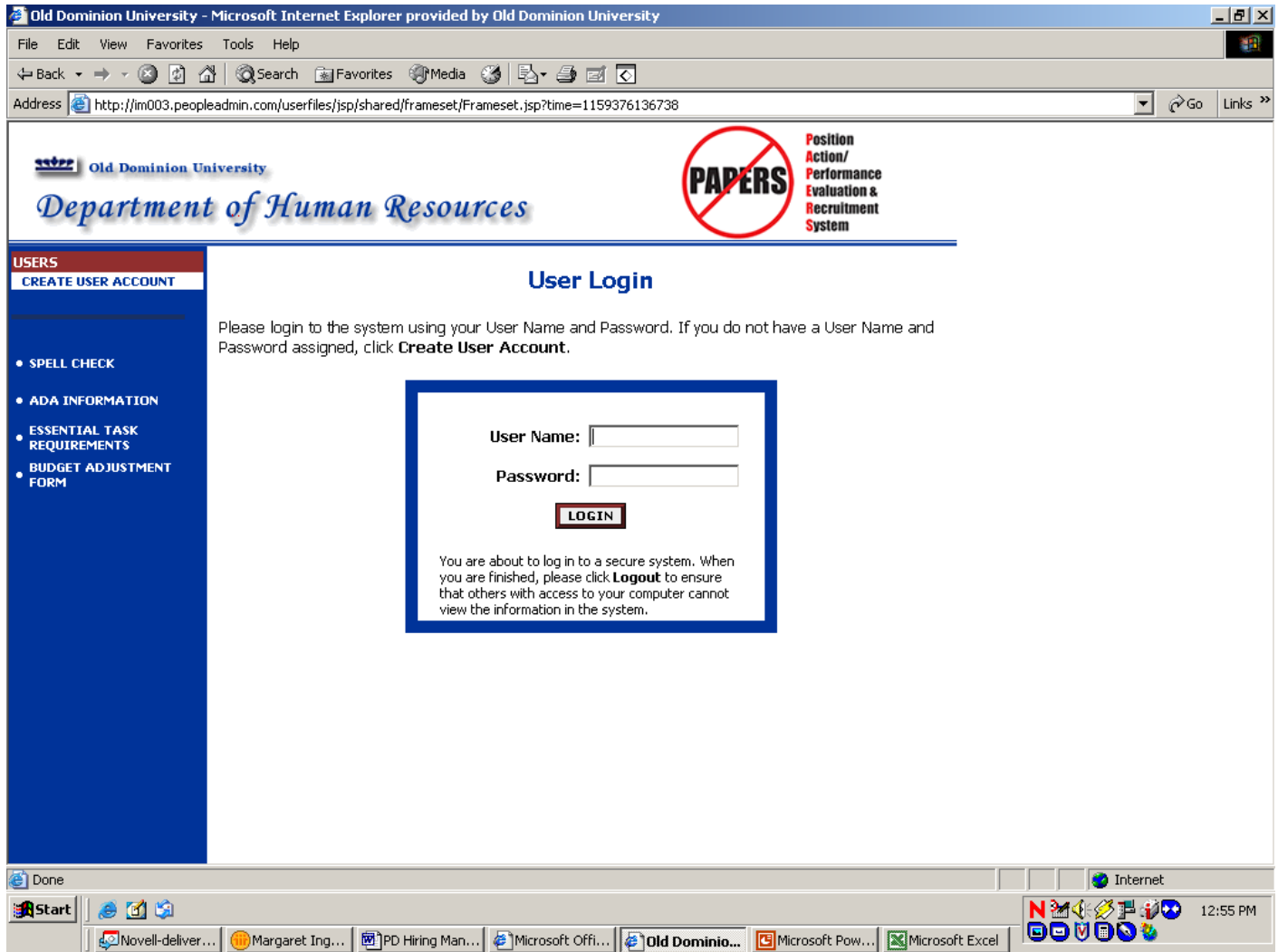
To ensure the security of the information in the system, it **will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer, we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

GETTING STARTED

.....

<http://jobs.odu.edu/hr>

You will receive an e-mail message from one of the staff you supervise telling you that you have a certification action waiting. Click on the link in the e-mail and the following screen will appear:



If you have used the system before as a Hiring Manager for a recruitment, enter your username and password and click on **Login**. To approve a position description, you must be logged in with the User Type of **Reviewer**. If the user type of Hiring Manager (or Employee – if you are a classified employee) appears at the top of the screen, an option of **Change User Type** will be listed in the navigation bar on the left of the screen. Click on this link and change your user type to **Reviewer**. (**Go to page 6 of these instructions.**)

If you are entering the site **for the first time**, you must create your own account by clicking on the **Create User Account** link in the navigation bar on the left of the screen. After you click this link, the following screen will appear:

Old Dominion University - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Old Dominion University
Department of Human Resources

PAPERS
Position
Action/
Performance
Evaluation &
Recruitment
System

USERS
CREATE USER ACCOUNT

Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Create User

* Username

* Password

* Confirm Password

* First Name

* Last Name

Employee ID

Title

Phone Number

Email

Department

1) Click on the name of your department and click the top arrow (>) to select - please only select your own department(s).
2) Selected department(s) appear in the right hand box.

Not Selected

- Sample Office
- 1AA00-VP Acad Aff
- 1AA05-University Planning
- 1AA06-Undergraduate Conl
- 1AA07-Model UN
- 1AA10-Faculty Senate
- 1AA51-Consortium FTE
- 1AD00-Admissions Office

Selected

Not Assigned

User Status

Submit for Approval

CANCEL **CONTINUE**

Enter a user name and password, along with the rest of the requested information. Include comments as to why you are requesting an account.

Please remember your user name and password. You will need them each time you log in to the system.

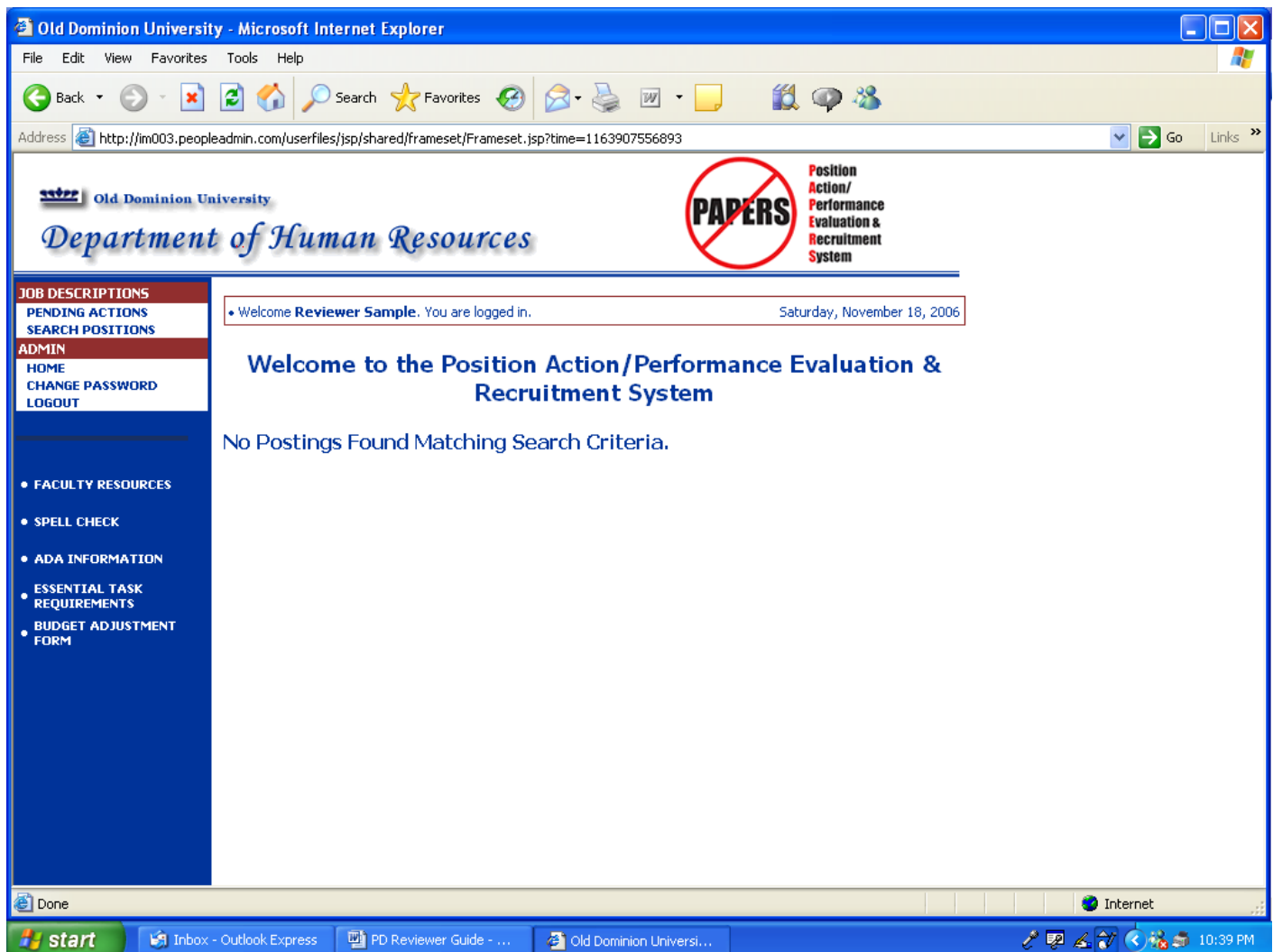
After completing this form, click **Continue**, and you will be asked to review your information. After you have reviewed it, click **Submit**. Your request will then be sent to the Human Resources Department, which will approve your account.

Once HR notifies you that your request has been approved, you will then be able to log in to the system with your user name and password. (This approval could take up to 24 hours.)

WELCOME SCREEN

Upon logging in, the following screen will welcome you to the **Position Action/Performance Evaluation and Recruitment System**. (**PAPERS**)

PAPERS includes our on-line application system. If there are pending recruitments for which you are the hiring manager, they will appear on this screen. If there are not any pending recruitments, the following message will appear. (This is a system message that we cannot block from appearing.) **PLEASE DISREGARD THIS MESSAGE AND MOVE ON TO THE INSTRUCTIONS ON THE NEXT PAGE.**



POSITION DESCRIPTION ACTIONS

.....

The on-line position description replaces the paper Employee Work Profile (EWP). Each fall, after evaluations of classified employees have occurred, new position descriptions, on which the employee will be evaluated the following year, will be certified in the system. Also, within 30 days after their hire date, position descriptions for new classified employees will be certified in the system. **Paper EWPs will no longer be completed.**

Position Description options are listed as different actions in the on-line system. These instructions are for **Certifying a Position Description.**

To approve the certification action, click on the **“Pending Actions”** link in the **Job Descriptions** section of the navigation bar on the left of the screen. The following screen will appear:

The screenshot shows a web browser window titled "Old Dominion University - Microsoft Internet Explorer provided by Old Dominion University". The address bar shows the URL: <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1159376229689>. The page content includes the Old Dominion University logo and "Department of Human Resources". A navigation bar on the left lists "JOB DESCRIPTIONS", "PENDING ACTIONS", "SEARCH POSITIONS", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". A "PAPERS" logo with a red circle and slash is also present. The main content area displays "Pending Actions" and "Pending Requests" with a table containing one record:

Position Title	Request Number	Status	Action Type	Date of Last Action
Architect/Engineer View	000169	Certification Submitted to Reviewer	Employee Certify Position Description	09-27-2006

Click on **“View”** under the **Position Title** in the first column.

The position description will be displayed on the following screen:

The screenshot shows a web browser window titled "Old Dominion University - Microsoft Internet Explorer". The address bar shows the URL: <http://training095.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1169750746014>. The page header includes the Old Dominion University logo and the text "Department of Human Resources". A red "PAPERS" stamp is overlaid on the header. The main content area is titled "View/Edit Employee Certify Position Description" and displays a table with the following columns: Position Details, Work Description and Performance Plan, Core Responsibilities / Major Job Functions, Special Assignments, University/Departmental Competencies, Development Plan, Confidentiality and Compliance Statement, Physical Demands Form, Comments, and Request History Summary. Below the table, there is a "CONTINUE TO NEXT PAGE >>" button and a note: "*Required information is denoted with an asterisk." The form fields are as follows:

Employee First Name:	MARGARET
Employee Last Name:	INGE
Employee ID Number:	
Employee:	Inge, Margaret
Position Number:	00294A

The left sidebar contains navigation links for "JOB POSTINGS", "JOB DESCRIPTIONS", "ADMIN", and "FACULTY RESOURCES". The bottom of the screen shows the Windows taskbar with several open applications, including "Novell-delive...", "Margaret Ing...", "PD Reviewer...", "Microsoft Excel", "Oracle Applic...", "Oracle Devel...", and "Old Dominio...". The system clock shows "1:47 PM".

You should scroll through each section of the position description using the arrow on the lower right side of the screen. Clicking on **Continue to Next Page** will move you to the next section. Please read all the information carefully, especially the **Development Plan**.

You can make edits to any section of the position description as well as enter comments regarding these edits (or other issues) at the end of the position description. You will also have the option of returning the position description to the supervisor requesting that he/she make edits so you should make some comments here about the edits you have either entered or are requesting.

However, the in-depth discussion of all edits should be done verbally, separate from this on-line process.

When you reach the **Comments** tab, the following screen will appear:

Old Dominion University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1163907556893> Go Links

Old Dominion University
Department of Human Resources

Position Action/Performance Evaluation & Recruitment System

• Welcome **Reviewer Sample**. You are logged in. Saturday, November 18, 2006

View/Edit Employee Certify Position Description

Position Details	Work Description and Performance Plan	Core Responsibilities / Major Job Functions	Special Assignments	University/Departmental Competencies	Development Plan	Confidentiality and Compliance Statement	Physical Demands Form	Comments	Request History Summary
------------------	---------------------------------------	---	---------------------	--------------------------------------	------------------	--	-----------------------	----------	-------------------------

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Hiring Manager Comments:	position description is accurate
Reviewer Comments:	I agree that position description is accurate.
Human Resources Comments:	
Employee Comments:	these are my comments

Done Internet

start Inbox - Outlook Express PD Reviewer Guide - ... Old Dominion Universi... 10:41 PM

Enter your comments and click on **Continue to Next Page**.

Note: All comments you enter will be viewable not only by you, but by the Supervisor, the Employee, and Human Resources' staff.

The History Summary will appear:

The screenshot shows a web browser window titled "Old Dominion University - Microsoft Internet Explorer". The address bar shows the URL: <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1163907556893>. The page header includes the Old Dominion University logo and the text "Department of Human Resources". A red circle with a slash over the word "PAPERS" is visible, along with the text "Position Action/Performance Evaluation & Recruitment System".

The main content area is titled "View/Edit Employee Certify Position Description". It features a navigation menu on the left with options like "JOB DESCRIPTIONS", "PENDING ACTIONS", "SEARCH POSITIONS", "ADMIN", "HOME", "CHANGE PASSWORD", and "LOGOUT". Below the menu are links for "FACULTY RESOURCES", "SPELL CHECK", "ADA INFORMATION", "ESSENTIAL TASK REQUIREMENTS", and "BUDGET ADJUSTMENT FORM".

The main content area displays a welcome message: "Welcome Reviewer Sample. You are logged in." followed by the date "Saturday, November 18, 2006". Below this is a table with the following columns: "Position Details", "Work Description and Performance Plan", "Core Responsibilities / Major Job Functions", "Special Assignments", "University/Departmental Competencies", "Development Plan", "Confidentiality and Compliance Statement", "Physical Demands Form", "Comments", and "Request History Summary".

Below the table, a text block states: "This page lists the history of the request. You can see at what date and time the status of the position description was changed, as well as by whom." This is followed by a table with the following data:

History	Modified By
11-18-2006 10:38 PM <i>Certification Submitted to Reviewer</i> View Summary	Hiring Manager Sample

At the bottom of the page, there are three buttons: "<< RETURN TO PREVIOUS", "SAVE AND STAY ON THIS PAGE", and "CONTINUE TO NEXT PAGE >>".

This History Summary shows the steps of the process so far.

Click on **Continue to Next Page**.

The following screen will appear:

Old Dominion University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://training095.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1169750746014

Old Dominion University
Department of Human Resources

Position Action/Performance Evaluation & Recruitment System

• Welcome **Margaret Inge**. You are logged in. Thursday, January 25, 2007
Your Current Group: Reviewer.

View Employee Certify Position Description Summary

To change the status of this action, choose from the statuses below:

[Edit](#) Printer-Friendly Version

Action Status

Save
 Disapprove and Return to Supervisor for Editing
 Approve and Submit Certification to Supervisor

Position Details

Employee First Name:	MARGARET
Employee Last Name:	INGE
Employee ID Number:	
Employee:	Inge, Margaret

You have the options to **“Save”** the action or **“Disapprove and Return the Position Description to the Supervisor for Editing”** or **“Approve and Submit Certification to Supervisor.”**

If you want to return the position description to the supervisor for editing, click on **“Disapprove and Return the Position Description to the Supervisor for Editing”** and then click on **Continue**. The supervisor will receive an e-mail notifying him/her that the position description has been returned. **It is recommended that you have a verbal discussion with the supervisor separate from this on-line system about the edits you are requesting rather than trying to enter all the information into the Comments tab.** The supervisor will re-submit the position description to you after making the requested edits and the process described on pages 7-11 will occur again.

If you are ready to approve and submit the position description back to the supervisor, click on “**Approve and Submit Certification to Supervisor.**” Then click on **Continue** and then **Confirm** and **go to page 13 of these instructions.**

If you want to save the action and come back to it later, click on **Save** and **go to page 13 of these instructions.**

If you submitted the certification of the position description back to the supervisor, the following screen will appear:

The screenshot shows a web browser window with the address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1159376229689>. The page header includes the Old Dominion University logo and the text "Department of Human Resources". A red "PAPERS" stamp is overlaid on the header. The main content area displays a confirmation message: "Welcome Reviewer Sample. You are logged in. Wednesday, September 27, 2006". Below this, the heading "Pending Actions" is followed by a green checkmark and the text: "The status of Action has successfully been changed to Certification Submitted to Supervisor." A table titled "Pending Requests" contains one record:

Position Title	Request Number	Status	Action Type	Date of Last Action
Architect/Engineer I View	000169	Certification Submitted to Supervisor	Employee Certify Position Description	09-27-2006

Note the statement following the **green check mark** on the above screen. (above the Pending Requests box) This confirms that the action was submitted back to the Supervisor. An e-mail will be sent to the Supervisor notifying him/her that an action is waiting for him/her to either edit and return to you or to submit to an employee.

If this is the last (or only) position description certification which you need to submit back to a Supervisor, you can now logout of the system by clicking on the **Logout** link in the **Job Descriptions** section of the navigation bar on the left of the screen.

If you need to review and approve more position description certifications, click on the **Pending Actions** link in the **Job Descriptions** section of the navigation bar on the left of the screen and go back to page 7 of these instructions and follow the process again.

Returning to a “Saved Without Submitting” Action:

If you saved the action without submitting it and are now ready to complete the action, you will need to **Login (see page 4)**, and click on the **Pending Actions** link in the **Job Descriptions** section of the navigation bar on the left of the screen. **(Disregard the “No Postings Found...” Message.)**

Old Dominion University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail New Tab

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1163907556893> Go Links

Old Dominion University
Department of Human Resources

PAPERS Position Action/Performance Evaluation & Recruitment System

Welcome Reviewer Sample. You are logged in. Saturday, November 18, 2006

Welcome to the Position Action/Performance Evaluation & Recruitment System

No Postings Found Matching Search Criteria.

JOB DESCRIPTIONS
PENDING ACTIONS
SEARCH POSITIONS
ADMIN
HOME
CHANGE PASSWORD
LOGOUT

FACULTY RESOURCES
SPELL CHECK
ADA INFORMATION
ESSENTIAL TASK REQUIREMENTS
BUDGET ADJUSTMENT FORM

Done Internet

start Inbox - Outlook Express PD Reviewer Guide - ... Old Dominion Universi... 10:39 PM

The following screen will appear:

Old Dominion University - Microsoft Internet Explorer provided by Old Dominion University

File Edit View Favorites Tools Help

Address <http://im003.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1159376229689> Go Links >>

Old Dominion University
Department of Human Resources

PAPERS
Position Action/ Performance Evaluation & Recruitment System

• Welcome **Reviewer Sample**. You are logged in. Wednesday, September 27, 2006

Pending Actions

Pending Requests

1 Record

Position Title	Request Number	Status	Action Type	Date of Last Action
Architect/Engineer I View	000169	Certification Submitted to Reviewer	Employee Certify Position Description	09-27-2006

Start | Novell-deliver... | Margaret Ing... | PD Reviewer ... | Microsoft Offi... | Old Dominio... | Microsoft Pow... | Microsoft Excel | Internet | 12:58 PM

Click on **View** under the Position Title of the appropriate position.

The following screen will appear:

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'PAPERS' system interface for Old Dominion University. The browser's address bar shows the URL: `http://training095.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1169750746014`. The page header includes the Old Dominion University logo and the text 'Department of Human Resources'. A red circle with a diagonal slash over the word 'PAPERS' is positioned in the top right corner. Below the header, a navigation menu on the left lists options such as 'JOB POSTINGS', 'VIEW OPEN', 'VIEW PENDING', 'VIEW HISTORICAL', 'JOB DESCRIPTIONS', 'PENDING ACTIONS', 'SEARCH POSITIONS', and 'ADMIN'. The main content area features a welcome message for 'Margaret Inge', the current date 'Thursday, January 25, 2007', and the title 'View Employee Certify Position Description Summary'. A message prompts the user to change the status of the action, with an 'Edit' link and a 'Printer-Friendly Version' link. The 'Action Status' section contains three radio button options: 'Save' (selected), 'Disapprove and Return to Supervisor for Editing', and 'Approve and Submit Certification to Supervisor'. Below these options are 'CANCEL' and 'CONTINUE' buttons. The 'Position Details' section displays a table with the following information:

Position Details	
Employee First Name:	MARGARET
Employee Last Name:	INGE
Employee ID Number:	
Employee:	Inge, Margaret

The Windows taskbar at the bottom shows the Start button, several open applications including 'Novell-dell...', 'Margaret I...', 'PD Review...', 'Microsoft ...', 'Oracle Ap...', 'Oracle De...', and 'Old Domi...', and the system tray with the time '2:23 PM'.

If you are ready to approve and submit the position description back to the supervisor for routing to the employee, click on “**Approve and Submit Certification to Supervisor.**” Then click on **Continue** and then **Confirm**.

The following screen will appear:



Note the statement following the **green check mark** on the above screen. (above the Pending Requests box) This confirms that the action was submitted back to the Supervisor. An e-mail will be sent to the Supervisor notifying him/her that an action is waiting for him/her to submit to an employee.

If this is the last (or only) position description certification which you need to submit back to a Supervisor, you can now logout of the system by clicking on the **Logout** link in the **Job Descriptions** section of the navigation bar on the left of the screen.

If you need to submit more position description certifications back to a Supervisor, click on the **Pending Actions** link in the **Job Descriptions** section of the navigation bar on the left of the screen and go back to page 7 of these instructions and follow the process again.

PD CERTIFY WORKFLOW

