

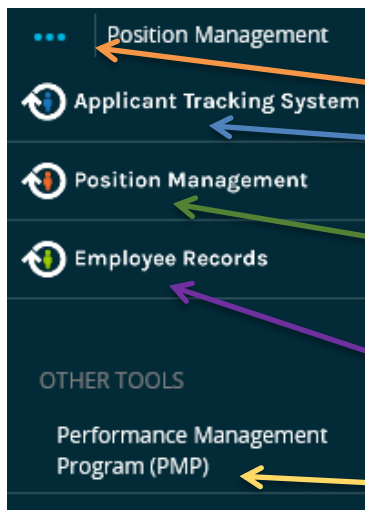
# Position Management & Applicant Tracking

## Quick Reference Guide



Office of Human Resource Management

Website address: <https://lsuhsc.peopleadmin.com/hr>



The **Main Menu** is designated by three blue dots (in the upper left corner of the screen). Click on the blue dots to access the modules for which you have user permission.

**Applicant Tracking System** - Initiate or view job postings, review applications, and/or initiate and approve a hiring proposal.

**Position Management** – Update or create new position descriptions (PD) and initiate a request to fill a position. All request for unclassified hiring must start with a review and approval of the PD.

**Employee Records** – Coming Soon! This module is under development for the Onboarding process.

The **Performance Management Program (PMP)** will direct you to the PMP site.

Applicant Portal: <https://lsuhsc.peopleadmin.com>



### Career Opportunities



Thank you for your interest in a career at LSU Health Sciences Center New Orleans. Located in the heart of the beautiful city of New Orleans, LSU Health Sciences Center offers a challenging academic environment with the best attributes of a health sciences center. We are committed to excellence through a talented and diverse faculty and staff. We appreciate your interest in joining our LSU Health New Orleans community.

As a campus of Louisiana State University, LSU Health New Orleans offers excellent benefits, including health care and retirement plans, tuition waiver, and generous sick and vacation leave. If you wish to apply for a position, please select a employee category below for information and instructions on how to apply.

Faculty	Unclassified Staff & Administrative Faculty	Civil Service - Classified	Students

For Support email: [PeopleAdminATS@lsuhsc.edu](mailto:PeopleAdminATS@lsuhsc.edu)

## Process Steps from Request to Fill to Offer Approval

### *Position Management (Position Description and Staffing Requisition)*

#### *Used for Unclassified & Administrative Faculty*

- Initiator Modifies an existing position description or creates a new position description
- Department Approver reviews and approves
- Budget reviews and ensures accurate accounting information and headcount availability
- School/Division Approver reviews and approves
- Compensation reviews the grade, salary range, and position specifications.
- Chancellor approves
- Compensation updates PeopleSoft and moves to Position Approved. Notice back to Initiator.

### *Posting (Process starts here for Faculty Positions)*

- Initiator or Department Approver begin a Posting. At this stage, name the Applicant Reviewer(s).
- HR Operations reviews
- Talent Acquisition finalizes and moves to Posted.

### *Applications*

- Posted jobs display for candidates to apply on the Applicant Portal.

### *Applicant Review*

- Applicant Reviewer reviews all applicants and moves through the stages
  - Did not meet minimum quals
  - Phone interview
  - Campus Interview
  - 2<sup>nd</sup> Campus Interview
  - Not Interviewed, not hired
  - Interviewed, not hired
  - Recommend For Hire
  - Hired

### *Hiring Proposal*

- Initiator or Department Approver receives notice of Recommend for Hire and initiates Hiring Proposal. Budget information is updated at this stage.
- Talent Acquisition reviews the proposal.
- If necessary, Compensation may review the proposal and send back to Talent Acquisition.
- Budget Approver reviews and Approves.
- If request is beyond HRM's recommendation, request is sent to the Dean/VC for approval.
- Initiator and/or Department Approver is Notified of Approval to Make Offer.
- Initiator or Department Approver moves status to Offer Accepted which kicks off Background Check. Department initiates onboarding/new hire paperwork.
- HR reviews by Compensation, Benefits, Talent Acquisition and HR Director.
- Chancellor reviews and approves.