

Filling Classified & 1500 Hour Wage Vacant Positions

The following steps provide guidelines for submitting requests for filling vacancies. Steps may vary based on individual department approval process.

Prior to using People Admin (PA) you must be set up as a user. To request a user ID, complete the People Admin Access Request form and submit to personnel. Forms are available by clicking on "create user" at <https://jobs.vt.edu/hr>.

User types

- **Admin User:** Typically an individual in an administrative position who works directly with a department head and/or a senior manager and is responsible for personnel activity.
 - **Hiring Manager:** A line manager who is responsible for filling vacancies within their area/unit.
 - **Department Head:** Typically has principle responsibility for a business unit and supervises line managers.
 - **Senior Management:** An individual with budgetary and personnel signature authority within a department. May be a Dean or Vice President or act as a Dean or Vice President in the approval of personnel actions.
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Option 1 – Traditional (Paper) Process

Admin User (acts as a representative for senior management)

1. All necessary documents (P112, Org Chart and supporting document) are created by the hiring manager and sent through the "normal" approval channels within the department in paper form.
 2. Approved paper forms are given to the PA Admin User for that area
 3. The Admin User creates the posting electronically in People Admin, attaches necessary documents and forwards to personnel.
 - a. To create a posting see "creating a posting" in the hiring managers user guide.
 - b. Complete all fields that apply see "note about fields on the posting" in hiring manager user guide for field details.
 4. A staffing specialist in Personnel Services will review, approve and post the position.
 - a. If there are changes needed in the ad or the P112, they will be sent back electronically to the Admin User through PA.
 5. An original, signed, paper copy of the P112 must be received by the staffing specialist **before** the ad will post.
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Documents to be returned to your staffing specialist

- Original signed employment application of successful candidate
- Original P3A for the successful applicant (salaried positions only)
- Original completed and signed Applicant Interview Record listing all applicants interviewed as well as screening criteria if applicable
- Copy of the interview questions (without responses)
- Copies of offer letter for the successful applicant & rejection letters for the unsuccessful applicants
- Copy of the work sample guidelines and criteria (if applicable)

Documents to be maintained by department

- Original interview notes and reasons for non-selection for each applicant
- Original reference check notes

Departments must retain any screening, interviewing, reference check, and selection notes for a period of three (3) years from the date the position is filled or action completed, then destroy by shredding.

In order to utilize Option 1 you will need to designate the following users and their departments:

1. The "Admin User" responsible for creating posting for each department.
2. The person who is responsible and has authority for approving recruitment activity

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Option 2 – Hybrid Process

Admin User → Dept Head → Senior Management

1. All necessary documents (P112, Org Chart and supporting documents) are maintained or sent to the admin user by the hiring manager.
2. The Admin User creates the posting electronically in People Admin, attaches necessary documents and forwards electronically to the designated department head.
 - a. To create a posting see "creating a posting" in the hiring managers user guide.
 - b. Complete all fields that apply see "note about fields on the posting" in hiring manager user guide for field details.
3. The department head user edits or approves and forwards to the senior management user
4. The senior management user approves and forwards to personnel services.
5. A staffing specialist in Personnel Services will review, classify (if new position), approve and post the position.
 - a. If there are changes needed in the ad or the P112, they will be sent back electronically to the Admin User through PA.

A signed P112 is not needed in Personnel Services for either new or existing positions being filled.

Documents to be returned to your staffing specialist

- Original signed employment application of successful candidate
- Original P3A for the successful applicant (salaried positions only)
- Original completed and signed Applicant Interview Record listing all applicants interviewed as well as screening criteria if applicable
- Copy of the interview questions (without responses)
- Copies of offer letter for the successful applicant & rejection letters for the unsuccessful applicants
- Copy of the work sample guidelines and criteria (if applicable)

Documents to be maintained by department

- Original interview notes and reasons for non-selection for each applicant
- Original reference check notes
- P112 requesting to fill a vacancy.

Departments must retain any screening, interviewing, reference check, and selection notes for a period of three (3) years from the date the position is filled or action completed, then destroy by shredding

In order to utilize Option 2 you will need to designate the following users and their departments:

1. "Admin User(s)" responsible for creating posting
2. "Department Head" users
3. The "Senior Management" user responsible for approval and forwarding to personnel.

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Option 3 – Electronic Process (Paperless)

Hiring Manager → Dept Head → Senior Management

6. All necessary attachments (P112, Org Chart and supporting documents) for the area/unit are maintained by the hiring manger.
7. The Hiring Manager User creates the posting electronically in People Admin, attaches necessary documents and forwards to the designated department head.
 - a. To create a posting see "creating a posting" in the hiring managers user guide.
 - b. Complete all fields that apply see "note about fields on the posting" in hiring manager user guide for field details.
8. The department head user edits or approves and forwards to the senior management user
9. The senior management user approves and forwards to Personnel Services.
10. A staffing specialist in Personnel Services will review, classify (if new position), approve and post the position.
 - a. If there are changes needed in the ad or the P112, they will be sent back electronically.

A signed P112 is not needed in Personnel Services for either new or existing positions being filled.

Documents to be returned to your staffing specialist

- Original signed employment application of successful candidate
- Original P3A for the successful applicant (salaried positions only)
- Original completed and signed Applicant Interview Record listing all applicants interviewed as well as screening criteria if applicable
- Copy of the interview questions (without responses)
- Copies of offer letter for the successful applicant & rejection letters for the unsuccessful applicants
- Copy of the work sample guidelines and criteria (if applicable)

Documents to be maintained by department

- Original interview notes and reasons for non-selection for each applicant
- Original reference check notes
- P112 requesting to fill a vacancy.

Departments must retain any screening, interviewing, reference check, and selection notes for a period of three (3) years from the date the position is filled or action completed, then destroy by shredding.

In order to utilize Option 3 you will need to designate the following users and their departments:

1. "Hiring Manager(s)" and area of responsibility
2. "Department Head" users
3. The "Senior Management" user responsible for approval and forwarding to personnel.