



***RiderHires* General User Guide**

(PeopleAdmin 7.0)

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WELCOME AND FUNCTIONALITY

Human Resources is pleased to introduce **RiderHires**, the University's new recruitment system. With increased functionality, streamlined workflows, and paper forms now in electronic format, this new system is easy to use and provides an integrated approach to the recruitment process.

Organization Structure and Relationships

Please Note: ALL functionality of **RiderHires** is based on the organizational structure of the University and relationships within the structure. Changes to the structure or position relationships should be sent immediately to recruitment@rider.edu to ensure that the system operates properly. Specifically the system operates using the following relationships:

Level 1: Divisional Unit and Department

Level 2: Department and Position Description

Level 3: Position Description and Supervisor assigned that Position Description

Level 4: Position Description and Employee seated in that Position Description

Titles

Each Position Description in **RiderHires** has a Classification Title which is generic and a Position Title which is specific in nature. For example, a classification title might be Manager, whereas a position title might be Manager, Human Resources.

Classifications

Each Position Description is assigned a Classification. Classifications group like positions together by combining the Classification Title, Position Type, Employment Group, FLSA identifier and Grade into a Classification Identifier.

Approval Authority

Workflows allow for three levels of approval; therefore, not all Direct Supervisors will have Hiring Manager authority. However, access will be given to the position posting and applicants via a Guest User or Search Committee Member. The reason for this limited authority is that, for example, if there is a department in the organizational structure that has 3 hiring managers, each of those hiring managers would have access to each other's position description because they would have access to the department and all positions within that department.

Position Descriptions

Most position descriptions are found within the department in which the position resides. Supervisory positions are most often found one level up in the organization structure. For example, the position description for a Division Head would not reside in the Division but would reside in President's Administration.

Actions

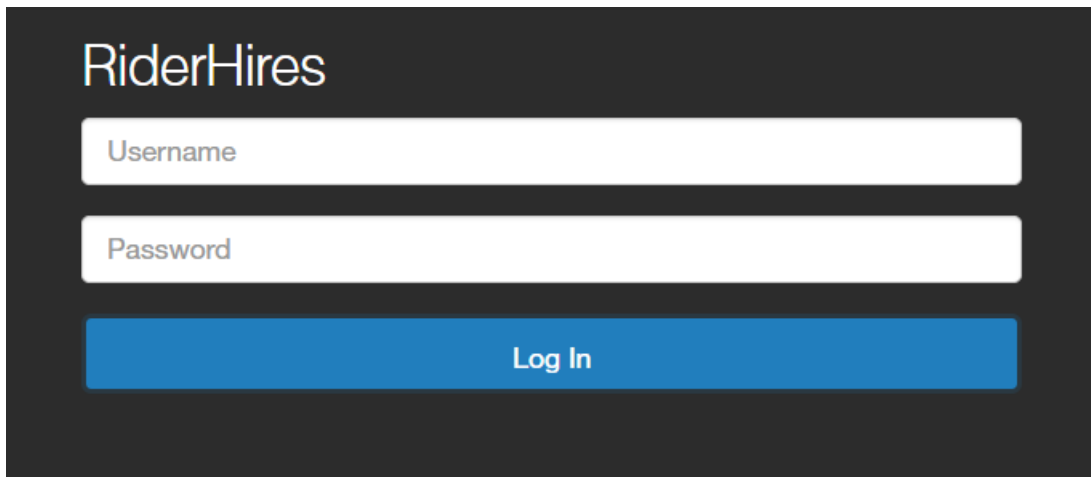
Actions in the system can be started by any of the General User Groups: Hiring Manager/Chair; Department Head/Dean or Division Head.

Employees and Supervisors

Employees are seated in Position Descriptions and supervisors are identified for each Position Description.

LOGIN

You can access **RiderHires** at either <https://rider.peopleadmin.com/hr> or via the HR website at <https://www.rider.edu/offices-services/human-resources> and clicking on **RiderHires**. You will see the secure login screen below. To access the site, enter your University EasyPass username and password.

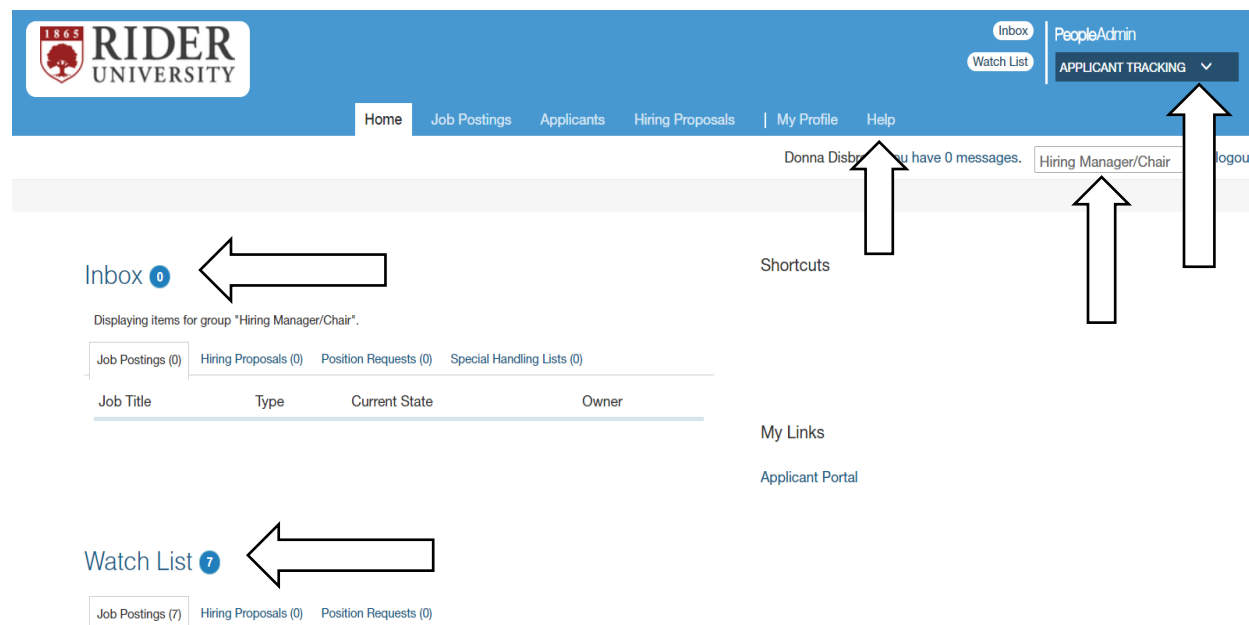
The image shows a login interface for RiderHires. It has a dark gray background. At the top left, the text "RiderHires" is displayed in a white, sans-serif font. Below this, there are two white input fields. The first field is labeled "Username" in a light gray font. The second field is labeled "Password" in a light gray font. Below these fields is a blue rectangular button with the text "Log In" in white, centered on the button.

If you experience any issues, please contact Recruitment at ext. 5225 or via email at recruitment@rider.edu.

INTRODUCTION

Home Page

Once you are logged into the site, the Home page will display an Inbox, Watch List, and other links that allow you to navigate to other areas of the system.



INBOX: Displays all items requiring your attention (approval/review).

WATCH LIST: Displays any request you have added to your Watch List for easy access (i.e., Postings, Hiring Proposals, etc.). Items can be added to your Watch List during the approval process for the action.

HELP: Provides online help for using the system.

USER GROUP: Displays the user group(s) available to you.

MODULE: Allows you to toggle between the system's modules.

SYSTEM ALERTS: From time-to-time, there may be alerts to advise you of issues with the system. These alerts will appear above the Inbox.

User Groups

There are nine User Groups in **RiderHires**. User groups are assigned based on your role within the University's organization structure and approval authority within **RiderHires**. The General Employee user groups are:

- **Hiring Manager/Chair**
- **Department Head/Dean**
- **Division Head**

There are also System user groups that have additional authority in the system. They are **Budget, Compensation, HRIS, Human Resources** and **Recruitment**.

There is also an **Employee** User Group that allows for individuals to be associated with a specific position description. Please note: This user group has no functionality within the system.

Modules

RiderHires has two main modules – Position Management and Applicant Tracking.

The **Position Management** module (**orange banner**) is the central repository for all University position descriptions. In the **Position Management** module, General Employee User Groups have the ability to:

- Create new position descriptions
- Update current position descriptions
- View position descriptions
- Print position descriptions
- Submit a request to recruit for a position
- View position requests

The **Applicant Tracking** module (**blue banner**) is the central repository for all University postings, applicants and hiring proposals. In the **Applicant Tracking** module, General Employee User Groups have the ability to:

- Approve postings
- View postings
- View application materials
- Print application materials
- Change the status of applicants
- Create hiring proposals

Employment Groups

Position descriptions are separated into three employment groups in *RiderHires*:

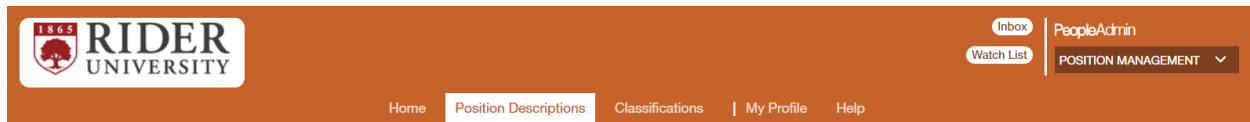
Non-Bargaining: full-time and part-time positions not governed by the AAUP or AFSCME Bargaining Agreement.

AAUP: full-time and part-time Faculty, Librarians, Athletic Coaches and Trainers governed by the AAUP Bargaining Agreement.

AFSCME: full-time and part-time positions governed by the AFSCME Bargaining Agreement which includes: Administrative Specialist, Associate and Assistant; Office Specialist, Associate and Assistant; and Accounting Specialist, Associate and Assistant.

By using these Employment Groups, the system has the ability to allow for specific workflows that streamline the approval process.

POSITION MANAGEMENT (orange banner)



View Position Description

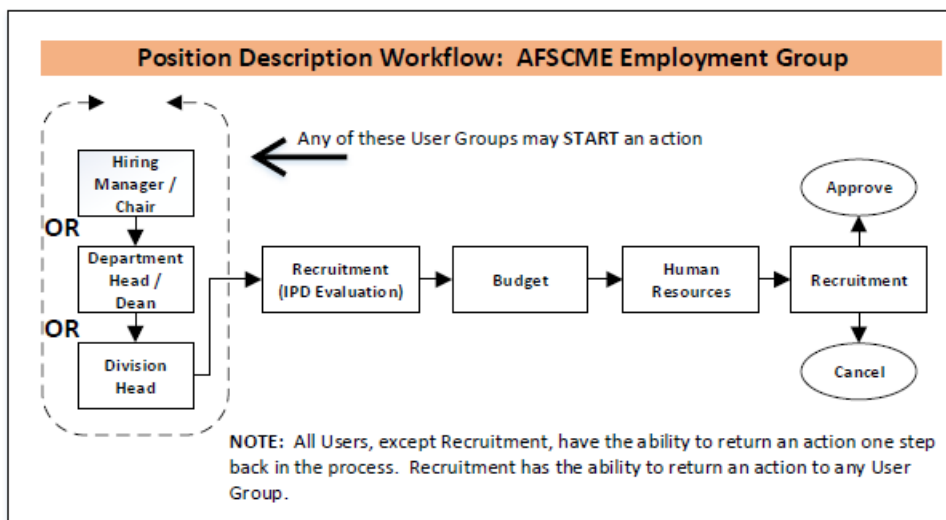
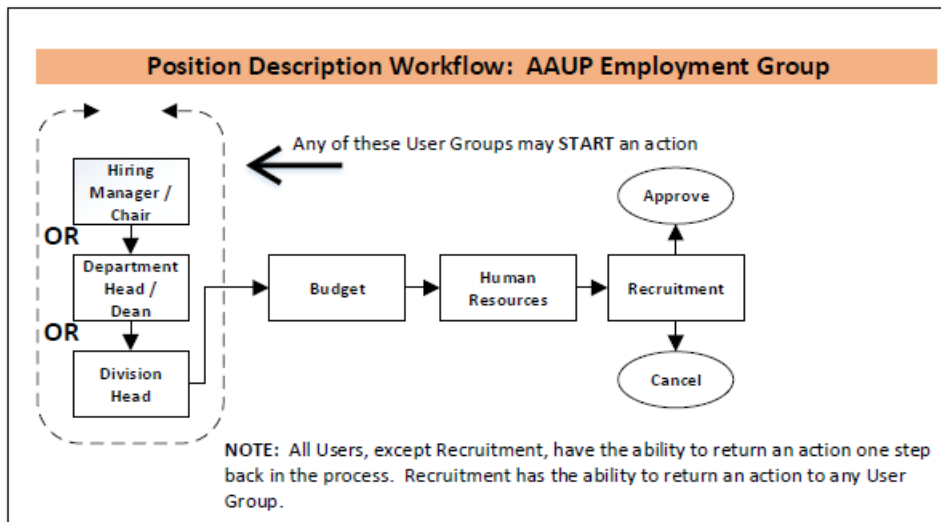
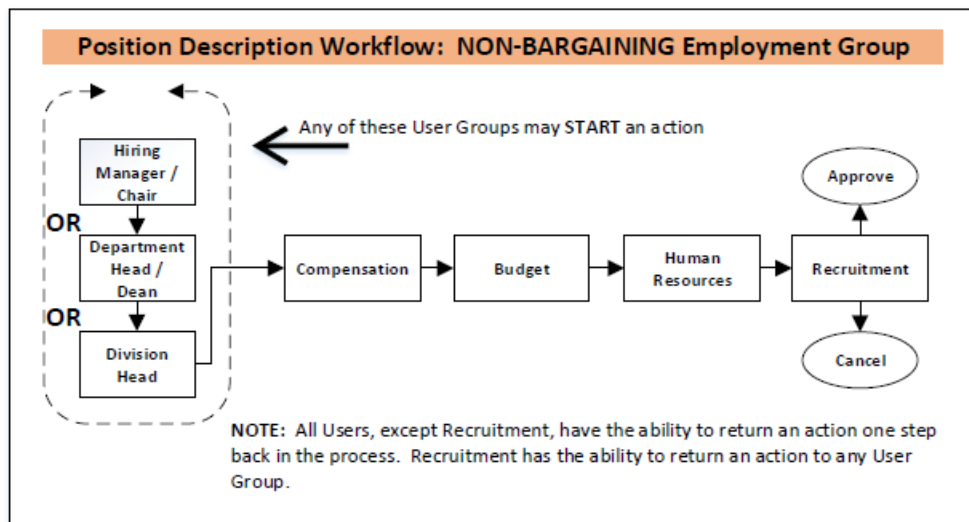
- Verify that you are in the Position Management module (orange banner).
- Hover over Position Descriptions along the top orange banner to select the appropriate Employment Group.
- *Please Note: You will be able to view only those positions that are assigned to you.*
- Select the position description by clicking on the Position Number or Position Title.
- Scroll down the page to view the position description.
- To exit the position description view click the back arrow.

Print Position Description

- Verify that you are in the Position Management module (orange banner).
- Hover over Position Descriptions along the top orange banner to select the appropriate Employment Group.
- *Please Note: You will only be able to view those positions that are assigned to you.*
- Select the position description by clicking on the Position Number or Position Title.
- To print the position description, click on Print Preview located at the top right above the position title. Then right click and click print.
- To exit the Print Preview click the back arrow.

Workflows

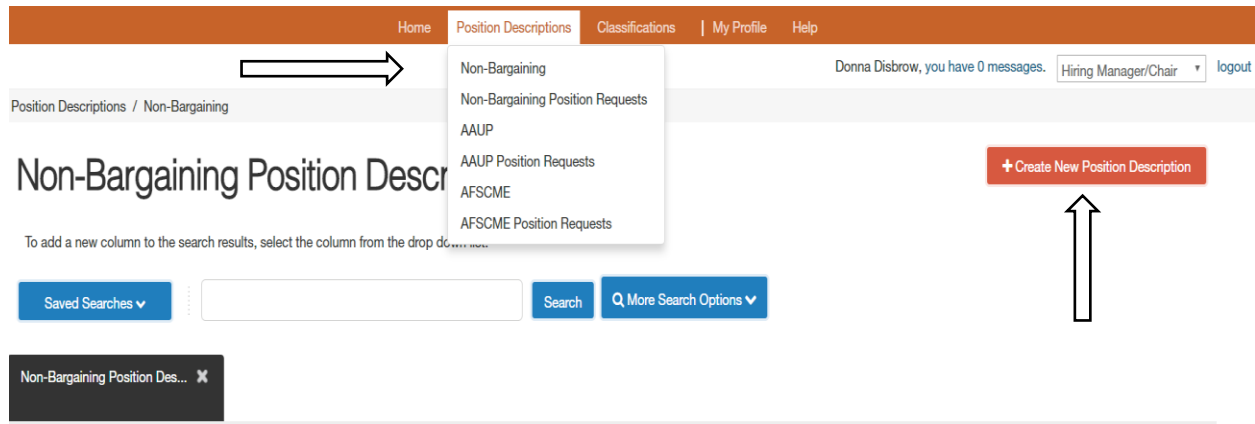
Each Employment Group has a specific workflow that allows for the minimum number of approvals per action. The **Position Description** workflows in the **Position Management** module are as follows:



Create a New Position Description

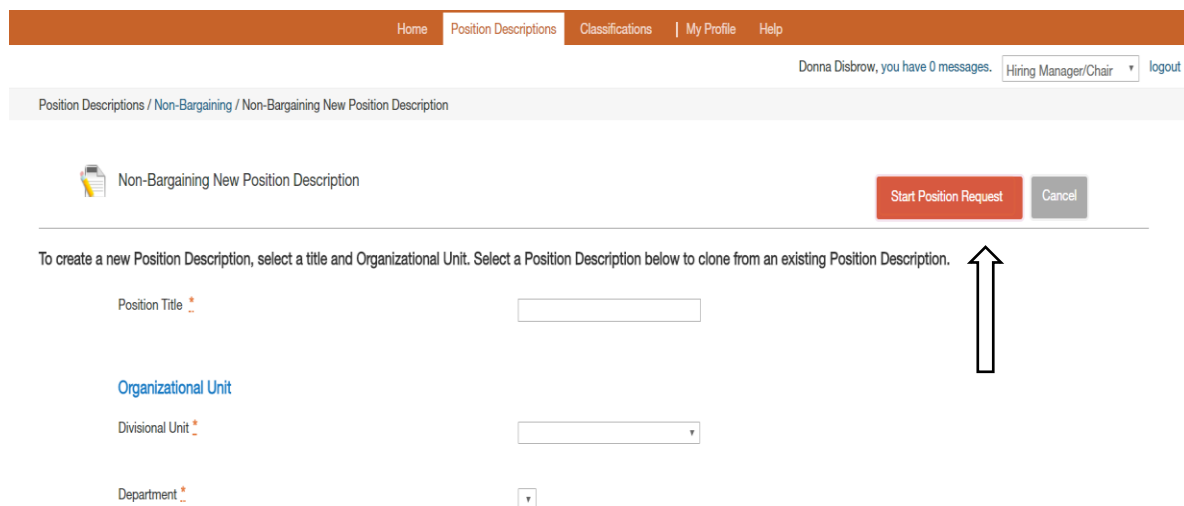
To create a new position description be sure you are in the Position Management module (orange banner) as a Hiring Manager/Chair, Department Head/Dean or Division Head.

Create New Position Description - Step 1



- Hover over Position Descriptions along the top orange banner to select the appropriate Employment Group.
- Select the Employment Group for the position you are creating (Non-Bargaining, AAUP or AFSCME).
- Click on the Create New Position Description in the upper right corner.

Create New Position Description - Step 2: Start Position Request



- For Position Title, type a working title for the position. The title should be as descriptive as possible. Please Note: After the evaluation process through Compensation the title may change.
- Select the Divisional Unit from the drop-down menu.
- Once the Divisional Unit is selected, only those departments under that Unit will appear. Select the Department.
- Click Start Position Request.

Create New Position Description - Step 3: Create New Position Details

Home | Position Descriptions | Classifications | My Profile | Help

Donna Disbrow, you have 0 messages. Hiring Manager/Chair logou

Position Requests / ... / Non-Bargaining New Position Description / dscdf / Edit

Editing Position Request

Create New Position De...

Classification

Position Details

Seated Employee

Supervisory Position

Position Request Summary

Create New Position Details

Save Next >>

Check spelling

* Required Information

Explanation for New Position

Explanation

This field is required.
(Please explain the reason for this new position.)

Does this Request Require a Posting?

This field is required.

Save Next >>

- Provide a brief explanation of why you are initiating a new position.
- Select if the action requires a posting.
- Click Next.
- This will take you to Classification. Please Note: The classification will be completed by Recruitment before final approval.
- Click Next.

Create New Position Description - Step 4: Position Details

- Position Details will have between four and six sections for completion depending on the Employment Group selected:
 - Non-Bargaining: Position Information; Key Job Functions/Duties; Budget Responsibility; Supervision; Knowledge, Skills and Experience; and Physical Demands
 - AAUP: Position Information; Budget Responsibility; Supervision; Knowledge, Skills and Experience; and Physical Demands

- AFSCME: Position Information; Key Job Functions/Duties; Knowledge, Skills and Experience; and Physical Demands
- Required fields are in red and there is help text under some of the text boxes to assist you in completing this form.

Special Note for Position Details: *To add Key Job Functions/Duties for the Non-Bargaining Employment Group, click on the blue Add Key Job Functions/Duties Entry tab.*

Action Number

Key Job Functions/Duties

Minimum of 1 entry required.

Add Key Job Functions/Duties Entry

Budget Responsibility

Special Note for Position Details: *Once you click on the blue Add Key Job Functions/Duties Entry tab, cells to populate will appear above the blue tab. Continue to click the blue tab to add multiple functions/duties.*

Action Number

Key Job Functions/Duties

Minimum of 1 entry required.

Level of Importance Please select ▼ *

Key Job Function *

(Briefly describe the function, for example, Project Management)


Key Duties to Accomplish Function *

(Briefly describe the key duties to accomplish this function.)

☐ Remove Entry?

Add Key Job Functions/Duties Entry

Budget Responsibility



- Once this Position Details section is complete, click Next

Create New Position Description - Step 5: Supervisory Position

- To select the appropriate supervisory position, filter the results by clicking on Filter these results.

Editing Position Request

Create New Position De...

Classification

Position Details

Seated Employee

Supervisory Position

Position Request Summary

Supervisory Position

Save << Prev Next >>

Position Descriptions - Filter these results

Non-Bargaining Position Des...

Ad hoc Search

Ad hoc Search Selected records: 0 Clear selection?

← Previous 1 2 3 4 5 6 7 8 9 ... 14 15 Next →

Position Number	Position Title	Divisional Unit	Department	Created Date	Last Updated	Status	Supervisor
-----------------	----------------	-----------------	------------	--------------	--------------	--------	------------

(Actions)

- Once you click on Filter these results, search options will be available such as name and position number. *Please Note: To access a supervisor in another Employment Group, click on that Employment Group to search for the supervisor.* For example, the supervisor for an AFSCME position description will be found either in the Non-Bargaining or AAUP Employment Group.

NEW POSITION

Supervisory Position

Position Description

Search Position Descriptions

Search

Employment Group: Non-Bargaining

Add Column

Add Column

Status: Draft Active Locked Inactive

- Once complete, click Next.

Create New Position Description - Step 6: Position Request Summary

- The Position Request Summary summarizes all of the elements of the Position Description.
- If all information is complete, you will see a check mark inside of a green button.
- If there is missing information in a particular section, you will see an exclamation point inside of an orange circle.
- Click on the Edit button for that section to complete the missing information and click Save.

- Click on the Position Request Summary.
- If there is still information that is missing, click on the Edit button for that section and repeat the instructions above until all information is complete.
- Once all sections have a check mark, click the Take Action on Position Request.

Create New Position Description - Step 7: Take Action on Position Request

Take Action On Position Request ▼

- The actions available to you are based on your User Group in the workflow.
- General User Groups will be able to: Cancel the request; Submit for Approval to the next approver in the workflow; or Deny and Return to the previous user in the workflow.
- If you click Submit or Deny you will have an opportunity to send comments in the automated email to the user that has been selected.
- Adding this action to your Watch List is automatically check for you. If you do not want to add it to your Watch List, uncheck the box.

Take Action

Submit for Approval (move to Department Head/Dean)

Comments (optional)

☒ Add this position request to your watch list?

Submit

Cancel

Modify a Position Description

To modify a position description you must be in the Position Management module (orange banner) as a Hiring Manager/Chair, Department Head/Dean or Division Head.

Modify a Position Description - Step 1: Search for Position

The screenshot shows the 'Position Descriptions' tab selected in the top orange banner. Below the banner, the user is logged in as Donna Disbrow. The page title is 'Non-Bargaining Position Descriptions'. A search bar contains the text '400057'. A table of search results is displayed with the following columns: Position Number, Position Title, Divisional Unit, Department, Created Date, Last Updated, Status, and Actions. The first row shows position number 400057, titled 'Recruitment & Employment Administrator', under the 'Human Resources' department. An arrow points to the '400057' in the Position Number column.

Position Number	Position Title	Divisional Unit	Department	Created Date	Last Updated	Status	Actions
400057	Recruitment & Employment Administrator	Human Resources	Human Resources Administration	October 23, 2017 at 08:00 PM	October 23, 2017 at 08:59 PM	Active	Actions

- Hover over Position Descriptions along the top orange banner to select the appropriate Employment Group.
- Select the Employment Group for the position you are creating (Non-Bargaining, AAUP or AFSCME).
- Search for the position you would like to modify by typing the position number or position title in the search box. *Please Note: Only those positions for which you have system authority will be visible to you.*
- Click on the position number
- The position description will open on your screen.
- To begin, click on the Modify Non-Bargaining Position Description in the upper right side.

The screenshot shows the 'Position Description: Recruitment & Employment Administrator (Non-Bargaining)' page. The page includes a sidebar with a document icon and a 'Print Preview' button. The main content area displays the position details: 'Current Status: Active', 'Position Type: Non-Bargaining', 'Department: Human Resources Administration', and 'Created by: System Account'. An arrow points to the 'Modify Non-Bargaining Position Description' link in the top right corner.

Modify a Position Description - Step 2: Start Modify

Position Descriptions / Non-Bargaining / Modify Non-Bargaining Position Description

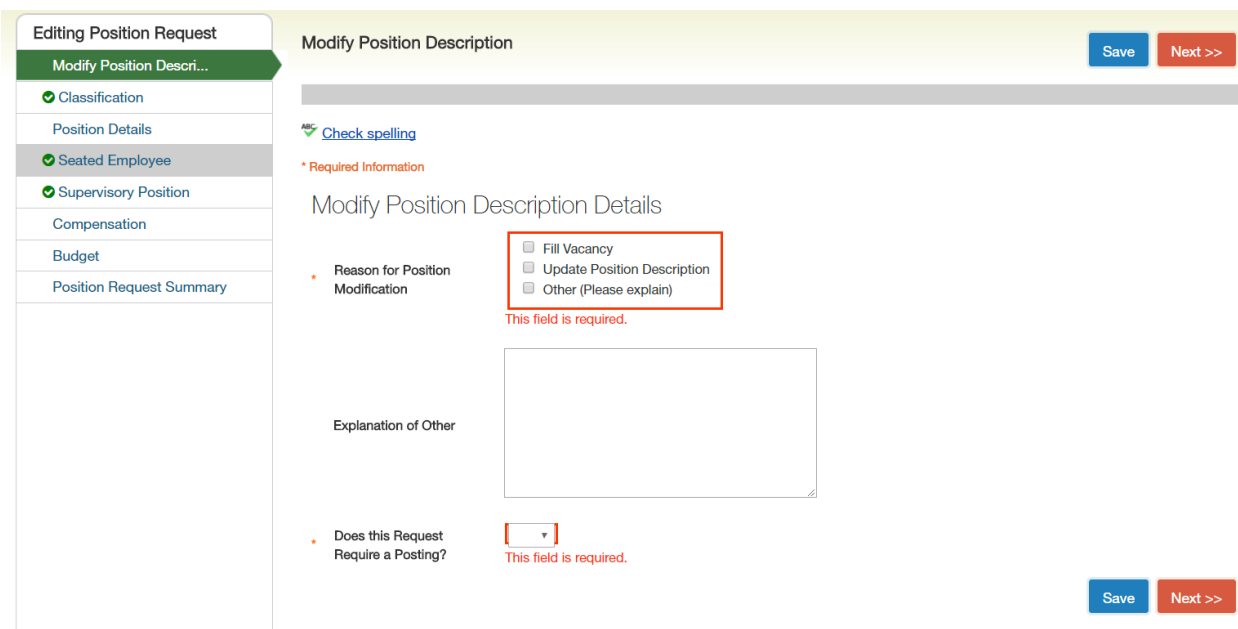
Start Modify Non-Bargaining Position Description Position Request on Recruitment & Employment Administrator?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.



- After you click modify, a new screen will appear asking if you want to start the request. *Please Note: Once the action has been started, it will lock the position description from other updates or actions until this action is completed.*
- Click Start.

Modify a Position Description - Step 3: Modify Position Description



- There are three options for the Reason for Position Modification:
 - Fill Vacancy: if you are filling the position and not changing the position description
 - Update Position Description: if you are making changes to the body of the Position Description
 - Other (Please explain): if you are making changes to the Title, Division, Department - indicate the type of change in Explanation of Other
- Select if the request requires a posting.
- Click Next.
- This will take you to Classification. *Please Note: The classification will be completed by Recruitment before final approval.* Click Next.

Modify a Position Description - Step 4: Position Details

Position Requests / ... / Modify Non-Bargaining Position Description / Recruitment & Employment Administrator / Edit

Editing Position Request

✓ Modify Position Descri...

✓ Classification

Position Details

✓ Seated Employee

✓ Supervisory Position

Compensation

Budget

Position Request Summary

Position Details

Save << Prev Next >>

Check spelling

This Position Description is used to document key responsibilities, qualifications, and physical demands of a position which are used as the basis for determining the title, salary grade, and Fair Labor Standards Act exemption status. It is essential that the requested information be completed accurately.

* Required Information

Position Information

Position Number

400057

Position Title

Recruitment & Employment Administrator

Manages the following: recruitment for multiple employee groups; pre-employment

- The Position Details that are currently in the system will display on the Position Details screen.

Knowledge, Skills and Experience

Required Knowledge, Skills and Experience

Bachelor's degree, preferably in Human Resources, with at least 5 years' experience in Recruitment. Individual must also possess: the ability to meet deadlines and manage multiple tasks simultaneously; strong written and verbal communication skills; excellent attention to detail, accuracy and organization skills; the ability to act

(Describe the minimum education, skills and experience required to successfully complete the duties of this position.)

Preferred Knowledge, Skills and Experience

(Describe the preferred education, skills and experience required to successfully complete the duties of this position.)

- Make changes by deleting the information currently in a cell and typing directly into that cell. You can also cut and paste or copy and paste from other documents directly into **RiderHires**.
- Once complete, click Next.

Knowledge, Skills and Experience

Required Knowledge, Skills and Experience

Bachelor's degree with at least 5 years' experience in Recruitment. Individual must also possess: the ability to meet deadlines and manage multiple tasks simultaneously; strong written and verbal communication skills; excellent attention to detail, accuracy and organization skills; the ability to act decisively and in collaboration with

(Describe the minimum education, skills and experience required to successfully complete the duties of this position.)

Preferred Knowledge, Skills and Experience

Degree will preferably be in Human Resources;

(Describe the preferred education, skills and experience required to successfully complete the duties of this position.)

Modify a Position Description – Step 5: Seated Employee

Seated Employee

Save

<< Prev

Next >>

Vacate Position

Details

First Name	Lucia
Last Name	Jammer

- To remove an individual that is currently seated in a position, click Vacate Position.
- *Please Note: Only vacate the position if you are filling a vacancy.*
- Click Next.
- If you are only making changes to the Position Description but the individual seated in the position will remain, Click Next.

Modify a Position Description – Step 6: Supervisory Position

Editing Position Request

Modify Position Descri...

Classification

Position Details

Seated Employee

Supervisory Position

Compensation

Budget

Position Request Summary

Supervisory Position

Save

<< Prev

Next >>

Selected Supervisor

Job Title	Director, Employment and Employee Relations view
Position Number	400021
Position Type	Non-Bargaining
Org Unit	Human Resources Administration
First Name	Donna
Last Name	Disbrow
Email	emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

- If the supervisor is being changed, click on Filter these results to find the new supervisor.
- Once you click on Filter these results, you will have search options available to you such as name and position number. *Please Note: To access a supervisor in another Employment Group, click on that Employment Group to search for the supervisor.* For example, the supervisor for an AFSCME position description will be found either in the Non-Bargaining or AAUP Employment Group.

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November 2017

NEW POSITION

Supervis

Position D

Search Position Descriptions

Search

Employment
Group: Non-Bargaining
Add
Column: Add Column
Status:

Draft
Active
Locked
Inactive

- Once complete, click Next.

Modify a Position Description – Step 7: Compensation and Budget Tab

Editing Position Request

- ✓ Modify Position Descri...
- ✓ Classification
- Position Details
- ✓ Seated Employee
- ✓ Supervisory Position
- Compensation**
- Budget
- Position Request Summary

Compensation

Save << Prev Next >>

Check spelling

* Required Information

Compensation Details

- Market Rate This field is required.
(Amount or Non-Benchmark)
- Hiring Range % This field is required.
- Hiring Range Amount This field is required.
- Compensation Grade This field is required.
(NG-14)

Comments

Editing Position Request

- ✓ Modify Position Descri...
- ✓ Classification
- Position Details
- ✓ Seated Employee
- ✓ Supervisory Position
- Compensation
- Budget**
- Position Request Summary

Budget

Save << Prev Next >>

Check spelling

* Required Information

Budget Details

- Funding Source 1 This field is required.
(Include account, subcode and amount or percent.)
- Funding Source 2 (Include account, subcode and amount or percent.)
- Funding Source 3 (Include account, subcode and amount or percent.)
- Funding Source 4 (Include account, subcode and amount or percent.)

Comments

- Compensation and Budget information will typically be entered by Compensation and Budget during Create New Position Description. Because this is a new system, this step did not occur as the information was downloaded from the previous system.
- All of the cells outlined in red require a response. In each cell, please type TBD. This will allow you to move the action forward. Click Next once completed.
- If the cells on Compensation and Budget are already populated, please click Next as no action is required on your part.

Modify a Position Description – Step 8: Position Request Summary



Take Action On Position Request ▼

Modify Non-Bargaining Position Description : Recruitment & Employment Administrator (Non-Bargaining) [Edit](#)

Current Status: Draft

Position Type: Non-Bargaining
Department: Human Resources
Administration

Created by: Donna Disbrow
Owner: Donna Disbrow

[Summary](#) | [History](#) | [Settings](#)

✓ Modify Position Description [Edit](#)

Modify Position Description Details

Reason for Position Modification	Update Position Description
Explanation of Other	
Does this Request Require a Posting?	No Currently: blank

✓ Classification [Edit](#)

- The Position Request Summary will detail both the current information and any changes that were made.
- For example, within the Required Knowledge, Skills and Experience, the top portion indicates the changed text and the bottom portion or Currently, indicates the revised text.

Knowledge, Skills and Experience

Required Knowledge, Skills and Experience	<p>Bachelor's degree with at least 5 years' experience in Recruitment. Individual must also possess: the ability to meet deadlines and manage multiple tasks simultaneously; strong written and verbal communication skills; excellent attention to detail, accuracy and organization skills; the ability to act decisively and in collaboration with colleagues and supervisor; independent judgment; and the ability to establish relationships with internal and external stakeholders.</p> <p>Currently: Bachelor's degree, preferably in Human Resources, with at least 5 years' experience in Recruitment. Individual must also possess: the ability to meet deadlines and manage multiple tasks simultaneously; strong written and verbal communication skills; excellent attention to detail, accuracy and organization skills; the ability to act decisively and in collaboration with colleagues and supervisor; independent judgment; and the ability to establish relationships with internal and external stakeholders.</p>
Preferred Knowledge, Skills and Experience	<p>Degree will preferably be in Human Resources.</p> <p>Currently: blank</p>

- If all information is complete, you will see a check mark inside of a green button.
- If there is missing information in a particular section, you will see an exclamation point inside of an orange circle.
- Click on the Edit button for that section to complete the missing information and click Save.
- Click on the Position Request Summary.
- If there is still information that is missing, click on the Edit button for that section and repeat the instructions above until all information is complete.
- Once all sections have a check mark, click the Take Action on Position Request.

Modify a Position Description – Step 9: Take Action on Position Request

Take Action On Position Request ▼

- The actions available to you are based on your User Group in the workflow.
- General User Groups will be able to: Cancel the request; Submit for Approval to the next approver in the workflow; or Deny and Return to the previous user in the workflow.
- If you click Submit or Deny you will have an opportunity to send comments in the automated email to the user that has been selected.
- Adding this action to your Watch List is automatically check for you. If you do not want to add it to your Watch List, uncheck the box.

Take Action

Submit for Approval (move to Department Head/Dean)

Comments (optional)

☒ Add this position request to your watch list?

Submit

Cancel