



WSSU

PeopleAdmin 7.1 Users!

Welcome to the Winston-Salem State University Online Recruitment System. The Department of Human Resources has implemented this system in order to automate many of the functions of position management, employment application process, and performance management.

Access to the new system requires training! System access will not be permitted prior to completion of a hands-on training session. Hands-on training will include applicant tracking, position management, and more. Frequent session dates, times, locations, and registration training will be posted on our [Eventbrite page](#).

Position Management Module – Orange Color

The “Position Management” Module will automate all requests for position establishment, position changes, and salary adjustments for SPA, EPA Non-Faculty, Faculty, and Post-Doctoral positions. This position information then automatically populates the job postings for recruitment so you no longer enter duplicate information from scratch.

Position Management and Personnel Budget Action Form (Modify Position Description)

This process upgrade includes a new electronic/paperless feature for personnel and budget transactions. Now, the Position Management module not only serves as a warehouse for job descriptions, but completely replaces the “paper” **Personnel Budget Action Form (PBFA)** and eliminates the need for scanning, which was previously required in Version 5.8.

- **Applicant Tracking Module – Blue Color**

The “Applicant Tracking” Module allows users to review postings, review applications, create a guest user account for search committee member, and create the hiring proposal for the selected candidate.

- **Performance Management Module – Purple**

This module is used for performance evaluations, and is currently under construction.