

## HOW TO APPROVE A PERSONNEL ACTION FORM (PAF)

Approvers will receive an e-mail notification from [employment@jjc.edu](mailto:employment@jjc.edu) when a PAF requires their review and approval. The notification message will say, "Requisition is at status of (Approver's title) for review".

Approvers should go to [employment.jjc.edu/hr](http://employment.jjc.edu/hr) to review the PAF for position title, grade, step, description of duties, salary and benefit account numbers (if applicable).

If the PAF information is correct and complete, Approver should approve and route to next approver. The common PAF routing should occur in the following order:

- Originator
- Dean/Administrator
- VP of Department
- VP of Business
- Human Resources

Please contact Human Resources for any questions or changes regarding routing.

If the PAF information is incorrect, the Approver should click the "Return to Originator for Review" option. Approvers will need to contact the originator to discuss the changes required.

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## How to Create and Approve a Personnel Action Form (PAF)

A GUIDE FOR ADMINISTRATORS,  
FACULTY  
AND STAFF

For more information visit

<http://www.jjc.edu/about/operational/human-resources>.

**JOLIET JUNIOR COLLEGE  
HUMAN RESOURCES DEPARTMENT**  
Efficient.....Effective.....Responsive

## CREATING A PERSONNEL ACTION FORM

To create a position posting or Personnel Action Form (PAF) login to the JJC online employment application system, People Admin

@ <http://employment.jjc.edu/hr>.

### Create PAF/Postings

To create a posting choose a link under the header Create PAF/Postings. Your options will be:

- From Previous
- From Scratch

The From Previous screen is used to fill existing employee vacancies. The From Scratch screen is used for a new position.

### From Scratch PAF/Postings

Complete all information on the Posting Details screen. Any fields marked with an asterisk (\*) are required fields. If these fields are not filled in, you will not be able to move forward in the system.

\*Note: A posting is not saved until you have completed the final step of the process, clicking Confirm on the final summary page. If you log out or click on a link on the left side before completing these steps, your information will be lost. Please be sure to proofread carefully, as certain fields you enter will appear on the online application site exactly as you enter it.

A cover letter and resume may be marked as required documents but transcripts and letters of recommendation should be marked optional. Copies of transcripts and letters of recommendation can be provided by the applicant directly to Human Resources rather than attached to the online application form. Use the Special Instructions to Applicants box to specify what documents the applicant will be required to submit, along with submission instructions.

After completing all information on the Posting Details Screen, click **Continue to Next Page**.

### Posting Specific Questions

Posting Specific Questions is an optional screen that provides an opportunity to ask a question or questions of every applicant to the position. The answers provided can be used to help qualify or rank the applicants.

To skip this step, click **Continue to Next Page**.

### Add a Question

To add a question to the application form, select **Add a Question** from the **Posting Specific Questions** screen.

The first step in adding a question is to review the existing list of questions that have been previously entered for other postings. You can narrow your search of the list by entering a keyword or choose to leave the field blank. After making your choice, click **Search** to retrieve the list of questions. To add an existing question from the list click **Add**. This process is repeated for any additional listed questions to be added.

If you do not find an applicable question from the list you may create a new question by clicking **Create a Question**.

### Create a Question

Enter the text of the question you want to ask all applicants. Select the answer type that will be required of the applicant: closed-ended or open-ended.

Closed-ended questions require a multiple choice answer. After selecting the "closed-ended" button enter the answer choices the applicants can choose from in the boxes labeled "Possible Responses". Examples of "possible responses" are Yes/No, True/False. Open-ended questions do not require a multiple choice answer. After selecting the "Open Ended" button, select one of the answer type choices from the right of the screen.

Click **Submit Question** to attach the question to the form. After you click Submit Question the next screen will provide a summary of the question(s) you have entered. From this screen you may continue to add more questions by repeating the Add a Question process or click **Continue to Next Page**.

Attached questions can be deleted or edited from the question summary screen. To remove a question you have entered click on the box next to the question.

The question summary screen is also where you have the ability to require an applicant to provide an answer to the question(s). The applicant will not be allowed to submit an application without answering a question that has been designated "Required".

### Points

The system allows the option of assigning points to closed-ended questions that were attached to the posting. To specify how many points an applicant should receive for each response, enter a number in the "Score" column. To have the system calculate the total points that an applicant can earn for all questions, click the **Recalculate** button. \*Clicking the **Reset** button returns all question values to 0. When finished, click **Continue to Next Page** or **Preview PAF/Posting**.

If you did not enter any questions or do not want to assign points to the responses **Continue to Next Page** or **Preview PAF/Posting**.

To review your full posting click **Preview PAF/Posting**. You may edit information by clicking **Edit**. After review and/or editing is complete select the appropriate routing and choose **Continue** to move to the confirmation screen. Select **Confirm** to complete submission of the Posting. \*Note: The details of your Posting are not saved until you have chosen **Confirm**.