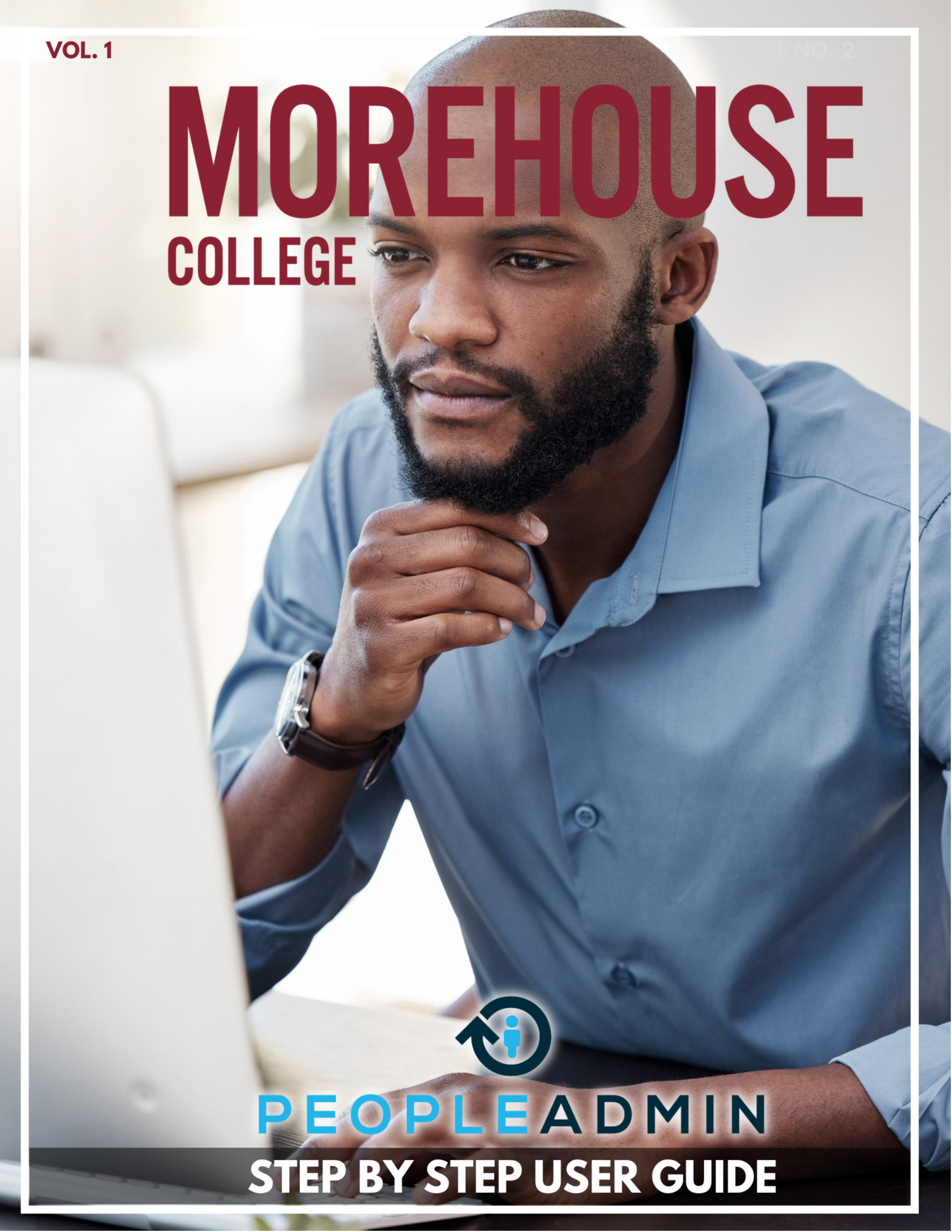
VOL. 1

ISSUE NO. 2

MOREHOUSE

COLLEGE



PEOPLEADMIN

STEP BY STEP USER GUIDE

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INTRODUCTION

The People Admin Applicant Tracking System will be used to streamline the hiring process for supervisors and simplify the applicant onboarding experience.

People Admin end-users will use this system to complete the following main tasks:
- Submit requisitions for new hires
- Create the new job descriptions for posting
- Request posting of positions
- Search and review applicants
- Communicate electronically with HR administrators, hiring managers, applicants, and others involved in the hiring process

People Admin help organize candidates for hiring and recruitment purposes. This allow Human Resources to collect information, organize applicants based on experience and skill set, and filter talent. The applicant tracking system will give supervisors the ability to see and follow the progress of a job posting (view candidates and hiring proposal processes).

Supervisor Benefits
- The ability for the supervisors to always see the progress of a posting (view posting, candidate, and hiring proposal processes while in motion)
- Centralized location for documents on an easy-to-use dashboard
- Eliminates manual process for receiving and reviewing applications
- Use of automated email templates to keep talent updated on application or employment status

Applicant Benefits
- Easy upload of vital information, work histories, education, and references directly from their profiles on websites such as Higher Ed and Linked-In
- Provides a digital onboarding process for gaining access to email, network, benefits, etc. upon hire.

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FACULTY WORKFLOW

Job Description and Job Requisitions

In People Admin, a job requisition and job description is prepared and submitted for approval to authorize hiring. Once approved, a posting is created to advertise and open the application window.

1 — FACULTY /ADJUNCT APPROVER

PROCESS 01
- Division Dean
- Job Description Approver
  Michael Johnson, HR
- Office of the Provost
  Dr. Juana Mendenhall (faculty)

2 — BUDGET& PLANNER APPROVER

PROCESS 02
- Tracie Young (institutional) or Richard Williams (grant)
- Undria Stalling (CFO)

3 — HR APPOVER

PROCESS 03

APPROVERS:
- Nidia Harris-Reed
- Adrian Cheatham
  "Position Approved" for hire

An approved job description and requisition is needed in order to post a position (Part B).

HR@MOREHOUSE.EDU

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FACULTY JOB POSTING WORKFLOW

Job Description and Job Requisitions

In People Admin, a job requisition and job description is prepared and submitted for approval to authorize hiring. Once approved, a posting is created to advertise and open the application window.

JOB POSTING → APPLICANTS APPLY ONLINE → BACKGROUND CHECK

1

PROCESS 01

- Admin or Hiring Manager creates posting from an approved requisition.
- Select internal or external posting options.
- Select hiring committee.
- Submit to HR to Post to the Morehouse website.

2

PROCESS 02

- If internal postings, send link directly to the applicants.
- Dept. Chair and hiring committee review applications.
- Hiring manager selects Finalists and moves to **interview pending** and then **interviewed**.
- Hiring manager moves selected candidate to **Request to Hire status.**

3

PROCESS 03

- Human Resources initiates Background Check.
- Successful Background check initiates Office of the Provost to send Job Offer. When signed, applicant is moved to Onboarding.
- Applicant is required to complete all onboarding paperwork before beginning work.

Adjunct positions do not get posted.
A single post may have multiple vacancies but every employee hired must be tied to an approved requisition (Part A).

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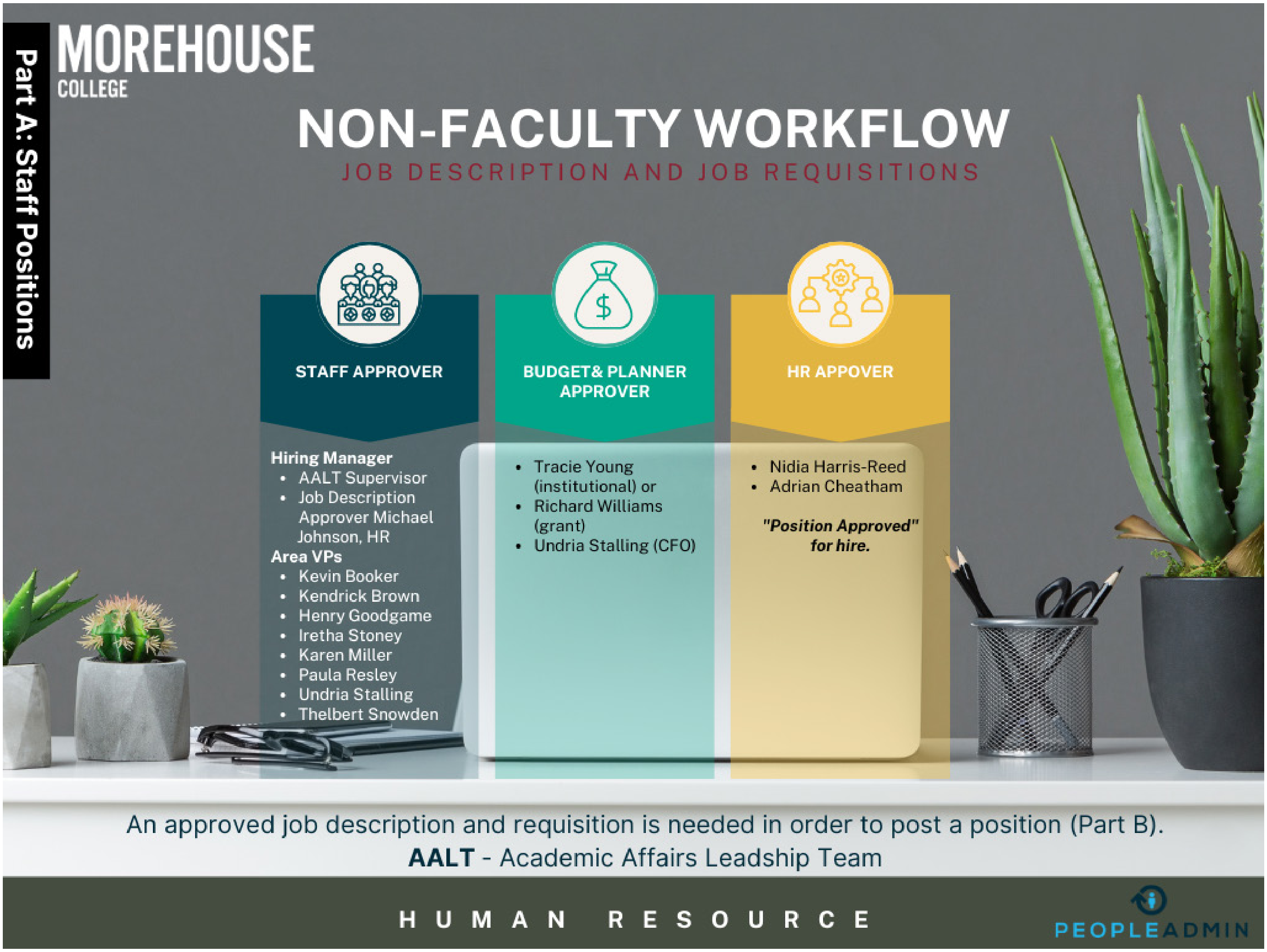

Part A: Staff Positions
MOREHOUSE
COLLEGE
NON-FACULTY WORKFLOW
JOB DESCRIPTION AND JOB REQUISITIONS
STAFF APPROVER
Hiring Manager
• AALT Supervisor
• Job Description Approver Michael Johnson, HR
Area VPs
• Kevin Booker
• Kendrick Brown
• Henry Goodgame
• Iretha Stoney
• Karen Miller
• Paula Resley
• Undria Stalling
• Thelbert Snowden
BUDGET& PLANNER APPROVER
• Tracie Young (institutional) or
• Richard Williams (grant)
• Undria Stalling (CFO)
HR APPOVER
• Nidia Harris-Reed
• Adrian Cheatham
"Position Approved" for hire.
An approved job description and requisition is needed in order to post a position (Part B).
AALT - Academic Affairs Leadship Team
HUMAN RESOURCE
PEOPLEADMIN

MOREHOUSE COLLEGE

NON-FACULTY POSTING WORKFLOW

JOB DESCRIPTION AND JOB REQUISITIONS

JOB POSTING

- Admin or Hiring Manager creates posting from an approved requisition.
- Select internal or external posting options.
- Select hiring committee.
- Submit to HR to Post to the Morehouse website.

APPLICANT APPLY ONLINE

- If internal postings, send link directly to the applicants.
- Hiring manager. review applications.
- Hiring manager selects Finalists and moves to **interview pending** and then **interviewed**.
- Hiring manager moves selected candidate to **Request to Hire status.**

BACKGROUND CHECK

- Human Resources initiates Background Check.
- Successful Background check initiates Office of the Human Resource to send Job Offer.
- Applicant is required to complete all onboarding paperwork before beginning work.

A single post may have multiple vacancies but every employee hired must be tied to an approved requisition (Part A).

HUMAN RESOURCE

PEOPLEADMIN

BEFORE YOU BEGIN

CHECK YOUR WEB BROWSER

PeopleAdmin Hire supports the following browsers:
- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
- Safari versions currently supported by the vendor

When an issue arises with a supported browser version, PeopleAdmin will consider fixing it in an upcoming release. Issues related to browser versions that are no longer supported will not be addressed.

ADOBE ACROBAT READER

The site requires installation of Adobe Acrobat Reader. This is a free download available at www.Adobe.com.

SECURITY OF APPLICANT DATA

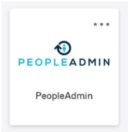
To ensure the security of the data provided by applicants, the system will automatically logout after 60 minutes if it detects no activity. However, it is strongly recommended that users save any work in progress and logout whenever away from the computer.

Submit Job Requisitions/ Job Descriptions for Aproval

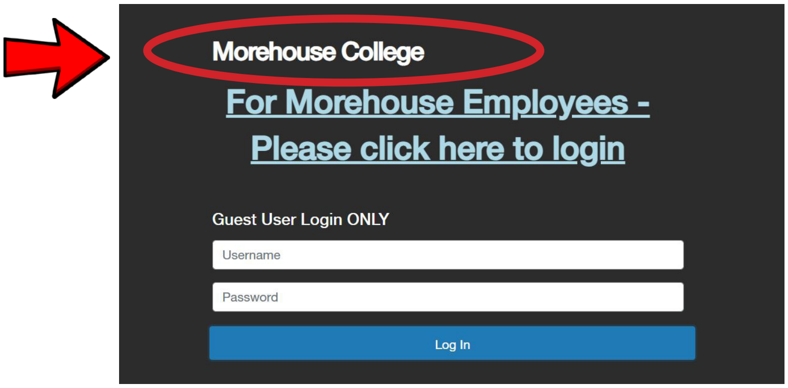
To access PeopleAdmin

1. Login to MyPortal - https://myportal.morehouse.edu/

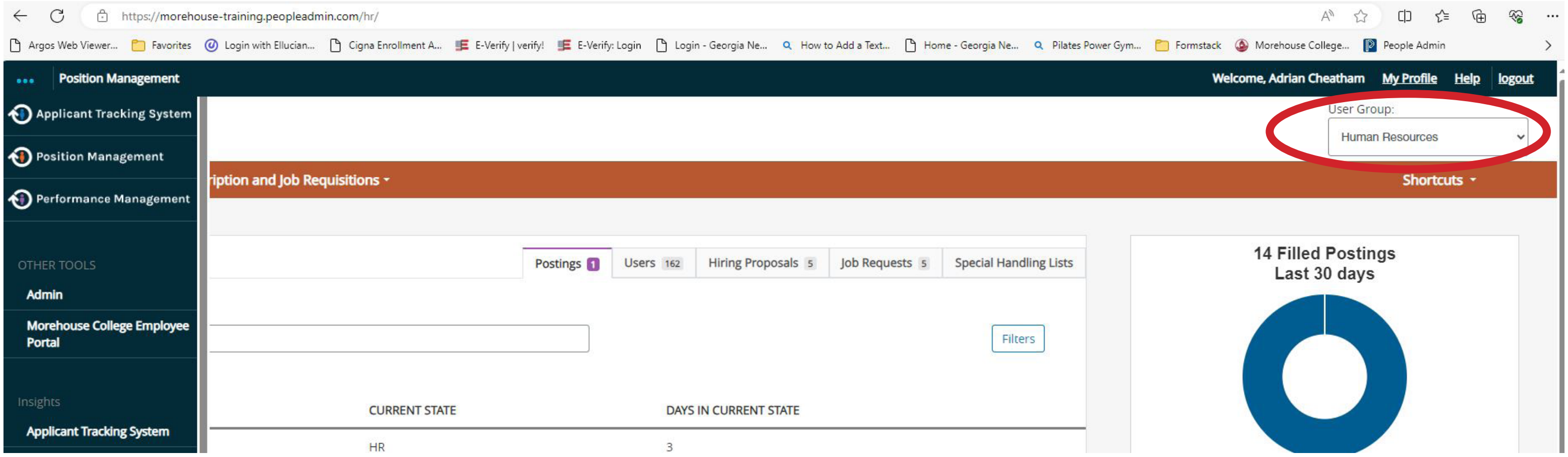
2. Select the PeopleAdmin icon



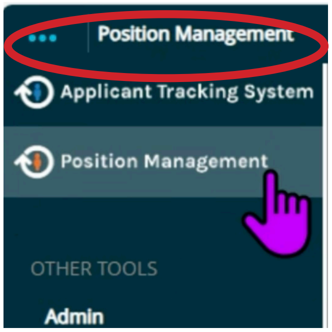
3. Click For Morehouse Employees to login.



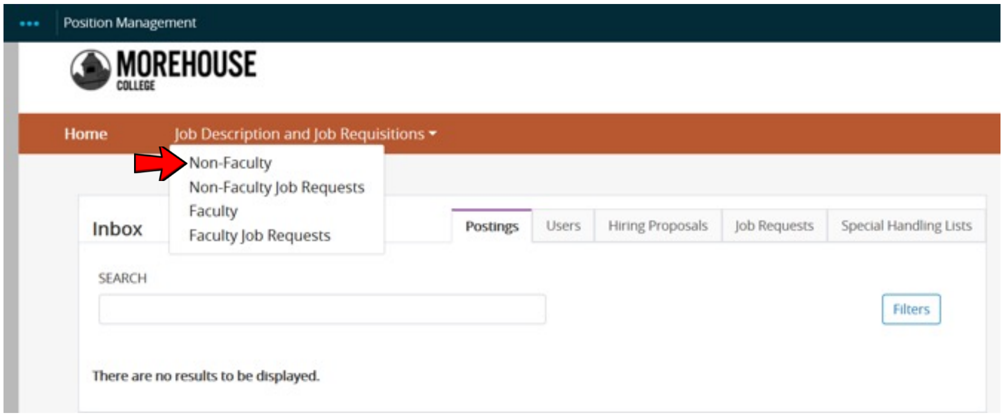
4. After logging in users will be directed to the welcome screen below. Confirm you are in the correct user group.



5. Position cursor over the ellipsis (...) in the top left corner of the screen and select **Position Management.**



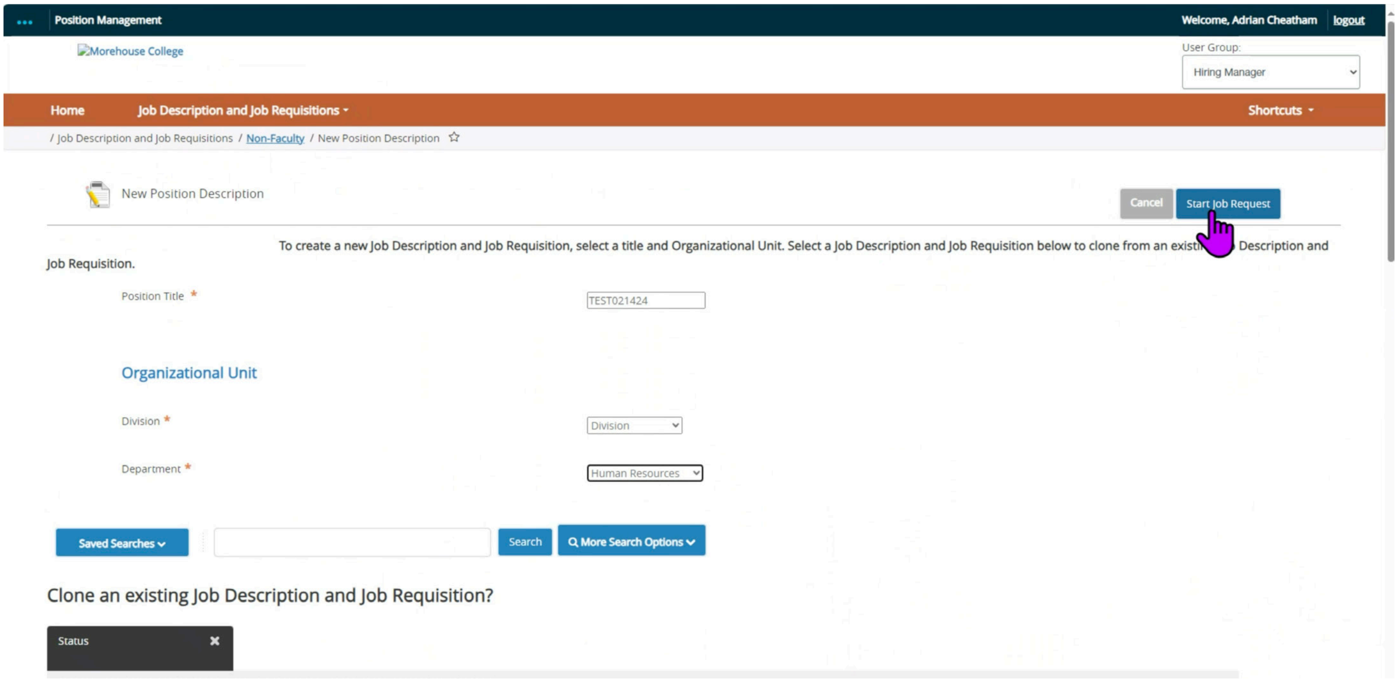
6. Position cursor over **Job Description and Requisitions** and click the appropriate position type. (Examples in this guide are based on the **Non-Faculty** option.)



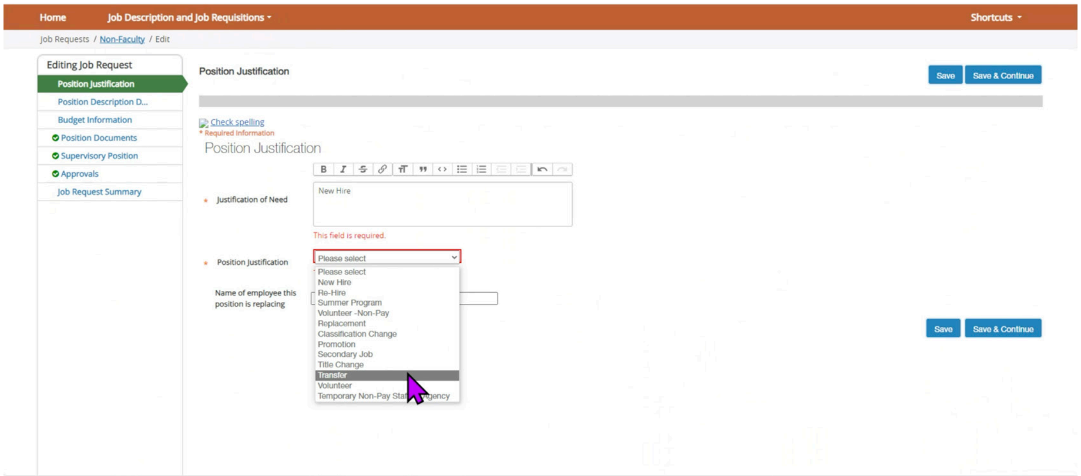
This option redirects you to the ***Position List*** *screen where you can create new positions or manage* existing positions.

7. On the **Non-Faculty Job Description and Job Requisitions** screen, click **Create New Job Description and Job Requisition** button.

8. Enter a **Position Title** and complete **Org Unit** fields (all fields are required). Once fields are complete, click **Start Job Request** (blue button at top right of screen).click **Create New Job Description and Job Requisition** button.

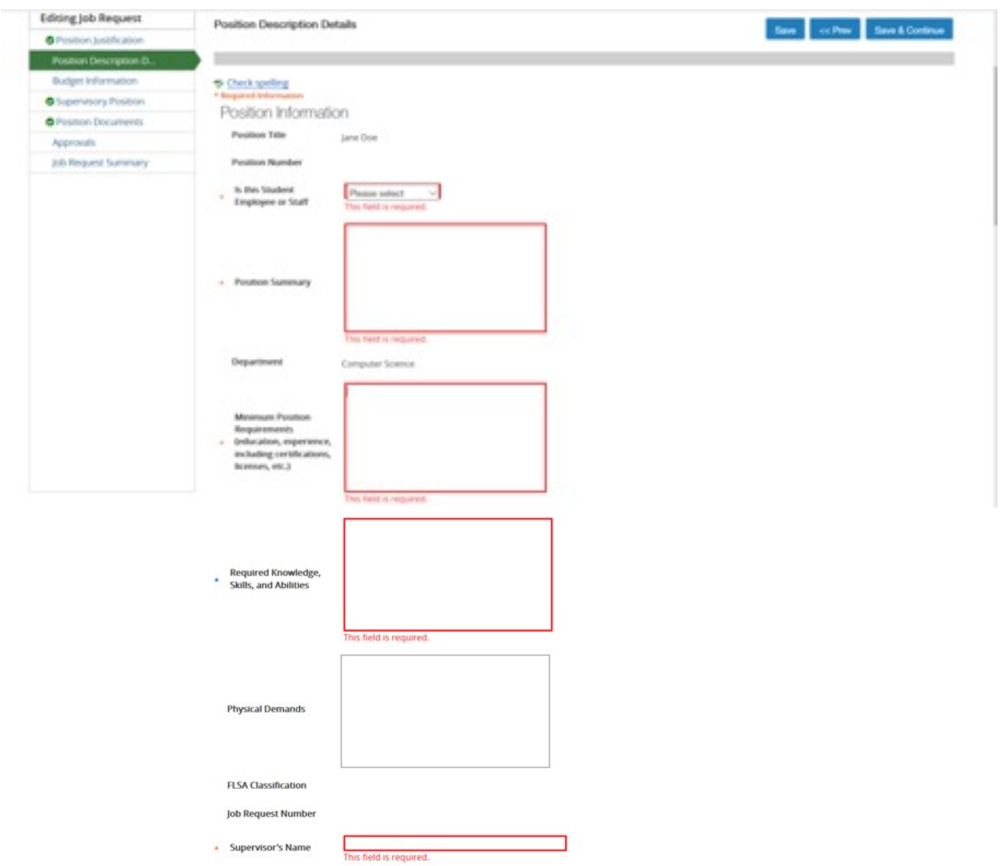


9. Enter the appropriate position justification detail in the **Justification of Need** & **Position Justification** field and click **Save & Continue.** (All fields with orange asterisks are required.)

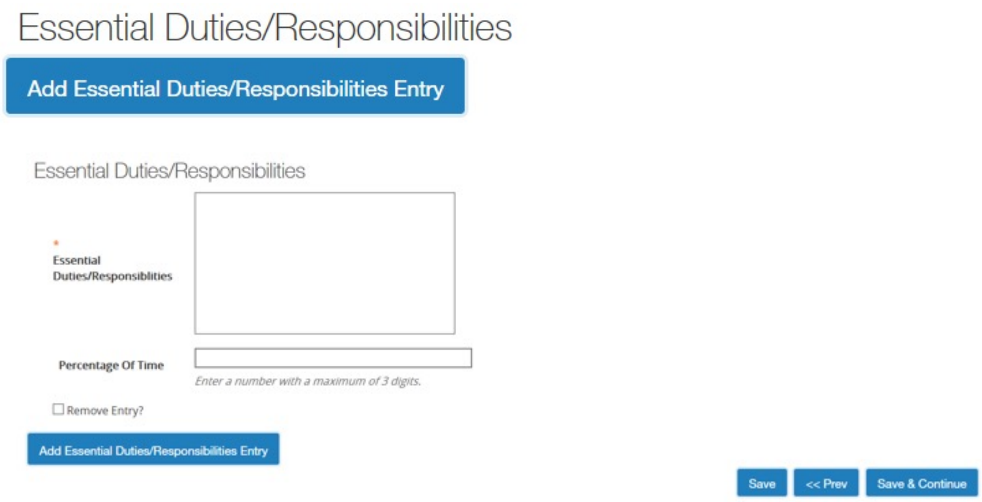


10. After clicking **Save & Continue,** you will be directed to the **Position Description Details** screen. **Complete the following required fields**:

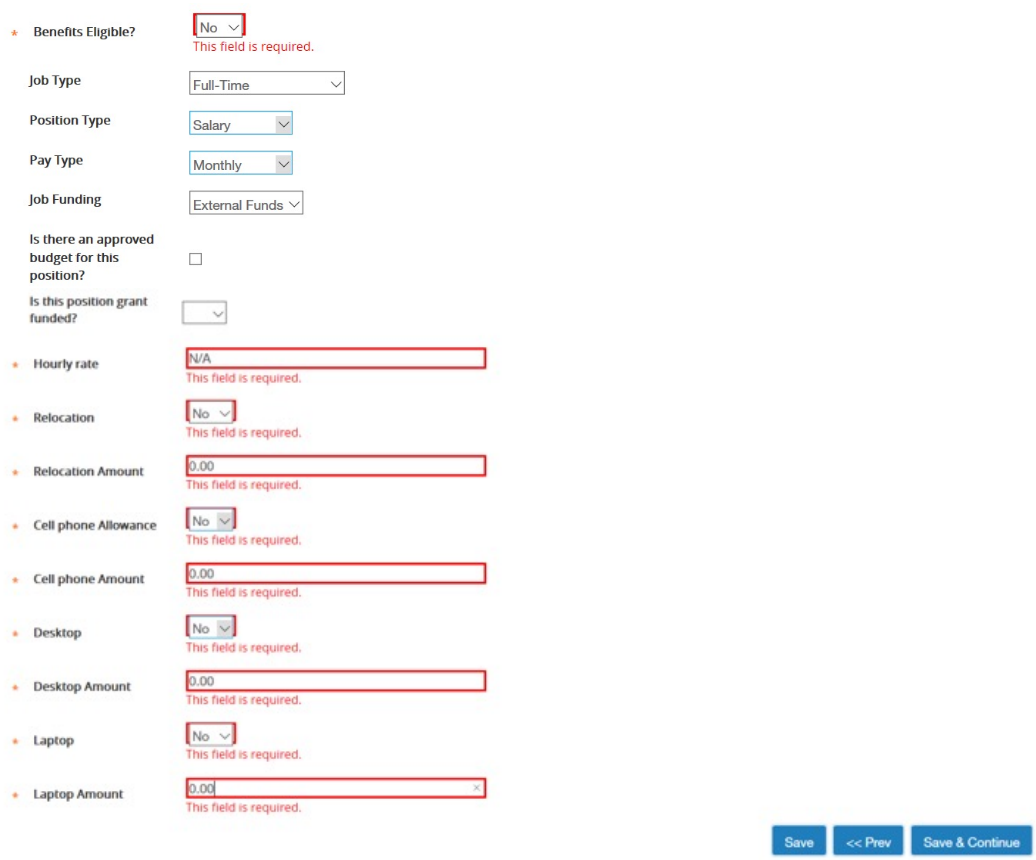
Position Classification (select student or staff), **Position Summary, Minimum Position Requirements** (enter education experience, including certifications, licenses, etc.), **Required Knowledge Skills, and Abilities**, and **Supervisor's Name (All fields with an asterisk [*]).**



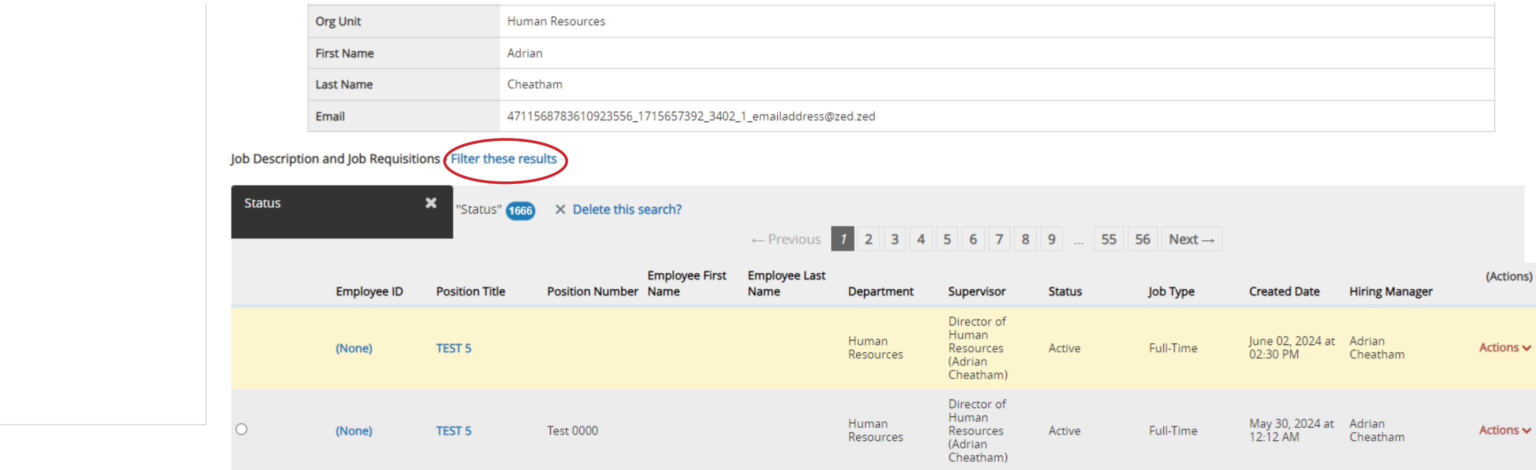
11. After adding the supervisor's name, click **Add Essential Duties/Responsibilities Entry** to add the essential duties in the field. Click **Save & Continue**.



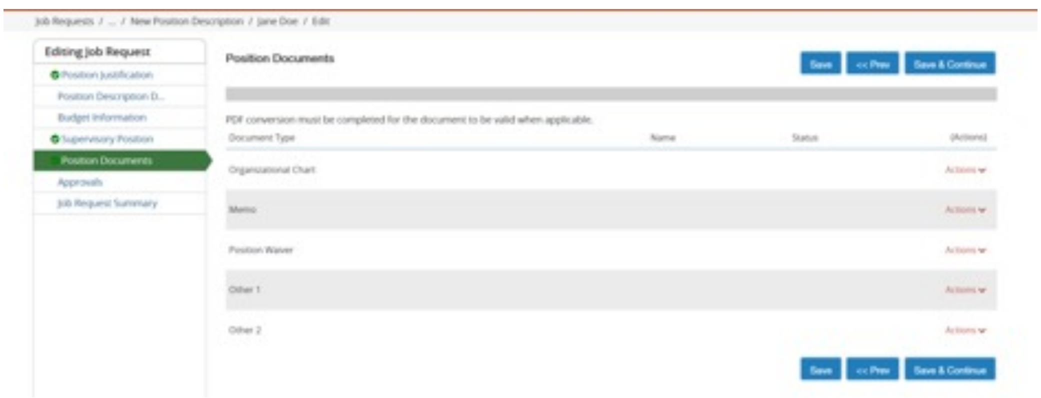
12. On the Budget Summary screen, click **Add Budget Summary** and enter details in all required fields. Click **Save & Continue**.



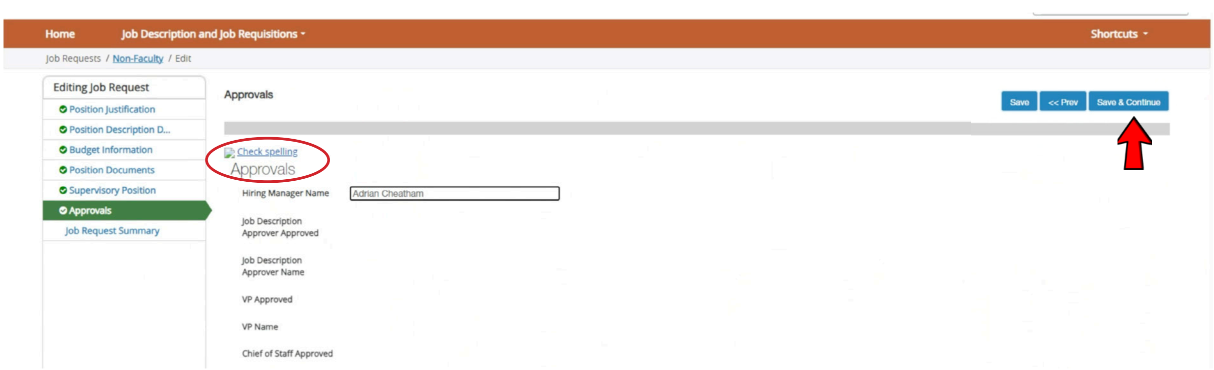
13. **Supervisory Position:** This screen provides a list of supervisors. Select the appropiate supervisor name. Click **Save & Continue** to bypass this screen (if the position is not supervisory position).



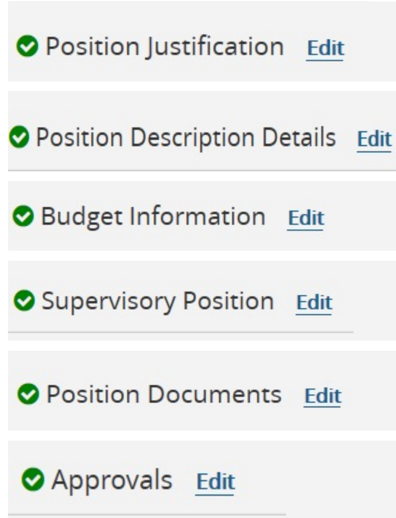
14. **Position Document:** Users have the option to attach supporting documents for review by the budget office. (Example: If a position is being waived, click actions and select upload new to attach the position wavier form.) If there are no supporting documents, click on **Save & Continue** to bypass this page.



15. **Approvals:** Enter the information in the required fields.
Click **Save & Continue**

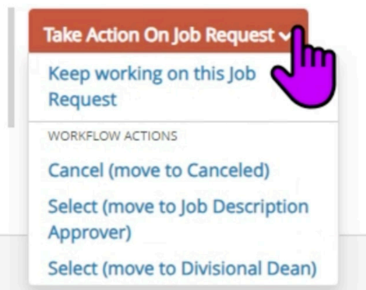


16. **Job Request Summary:** This screen shows all information created for the position. **Each completed category will have a green check mark**. Each category has an edit button that allows users to make corrections, if necessary. If the category contains missing information, it will be orange. Users must click **Edit** to complete the missing infor mation before proceeding to the next screen.

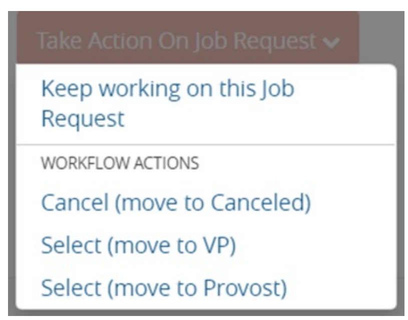


17. To move the Position Description/Job Requisition along in the workflow, click the **Take Action** and select Job Description Approver). Once the requisition and Job description has been approved by all approvers (VP, Provost, Budget and Planning/Grants, CFO and final review Human Re sources. A confirmation email will be sent from hr@morehouse.edu to inform the hiring manager that the requistion has been approved.

Hiring managers will receive an email notification indicating that their requisition has been approved. This email will include next steps and instructions, which the hiring manager must follow to request the postion to be posted.



18. Once the job requisition has been approved by all required approvers, **you will receive an email notification with instructions** on how to request your position to be posted internally or externally. It is crucial to follow these instructions promptly to ensure the timely posting of the position.



Your Job Requisition has been approved.

The following position request is at the status of: Position Approved

Position Title: Tight Ends Coach

Position Request Number: S1544PR

Department: Athletics-General

Please login to review/approve this request. http://morehouse.peopleadmin.com/hr/actions/3815

POSTING INSTRUCTIONS:

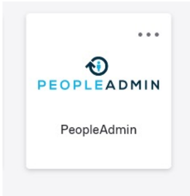
* It is **REQUIRED** for you to Login to the **People Admin** to request your position to be **posted** external **or internal.**

- Click on the 3 blue dots on the top left side of the page
- Click on the Applicant Tracking System ***Blue Platform***
- Click on Postings

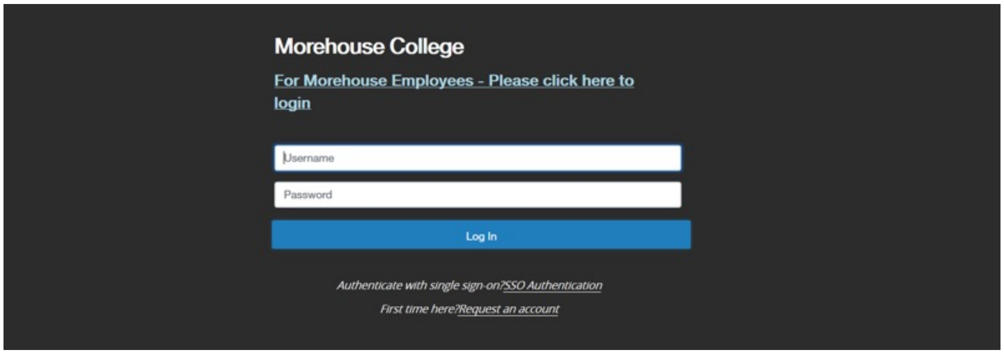
Request to Post a Position

AFTER receiving an email notification that a position has been approved, users should login to PeopleAdmin and complete a request to post the position.

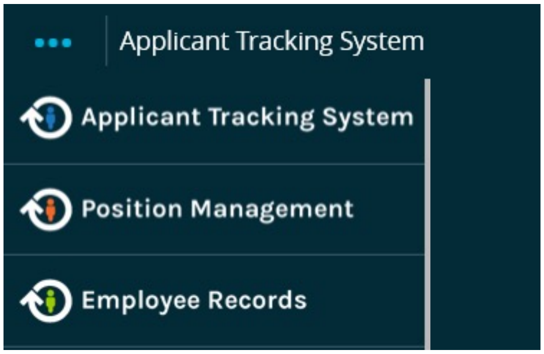
1. Login to MyPortal - https://myportal.morehouse.edu/
2. Select the PeopleAdmin icon



3. Click **For Morehouse Employees** to login.



4. On the PeopleAdmin homepage on the left top screen. Click the ellipsis(...) next to the Applicant Tracking system header. Select **Applicant Tracking System**.



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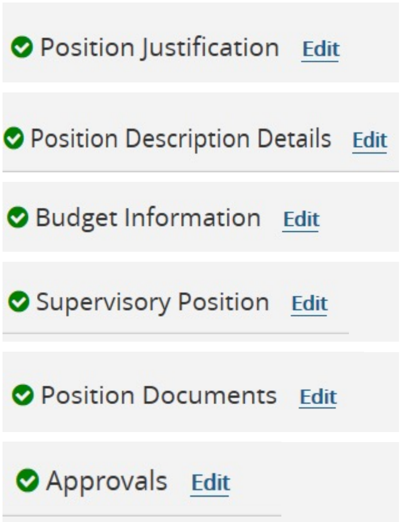

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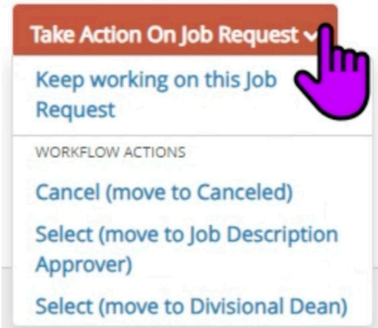

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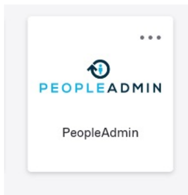
Please login to review/approve this request. http://morehouse.peopleadmin.com/hr/actions/3815

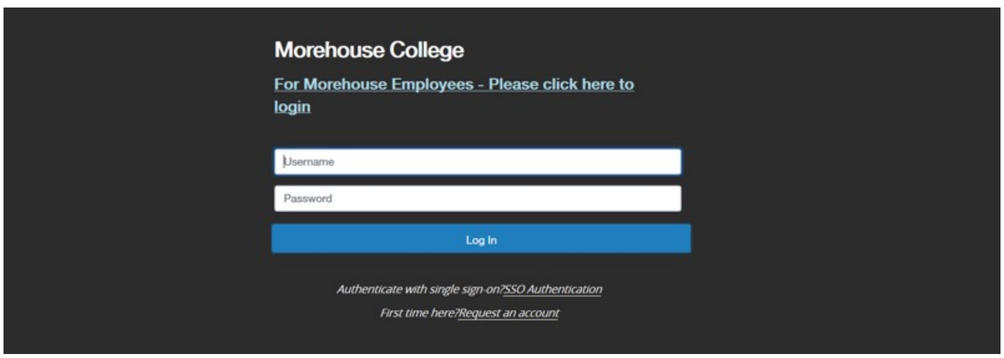
Request to Post a Position Internally or Externally

AFTER receiving an email notification that a position has been approved, users should login to PeopleAdmin and complete a request to post the position.

1. Login to MyPortal - https://myportal.morehouse.edu/
2. Select the PeopleAdmin icon



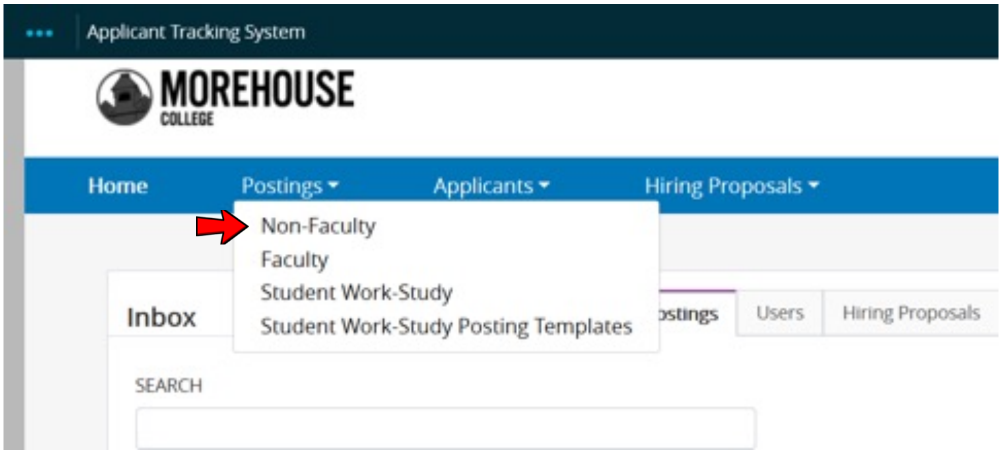
3. Click **For Morehouse Employees** to login.



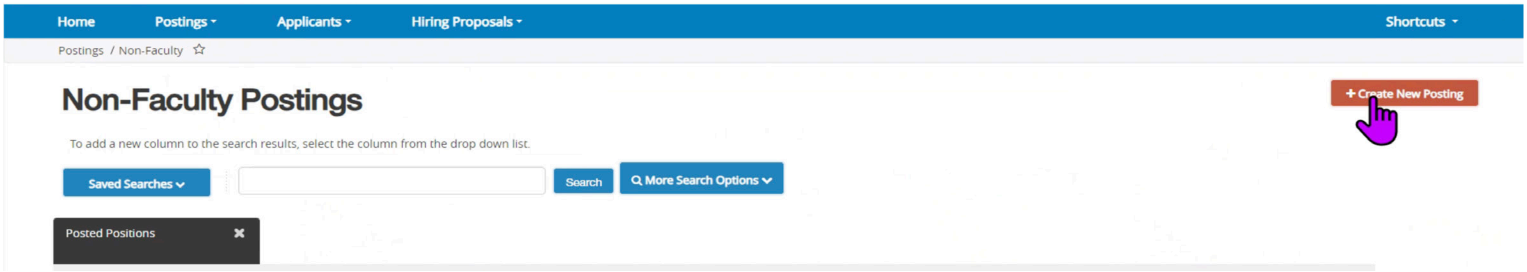
4. On the PeopleAdmin homepage on the left top screen. Click the ellipsis(…) next to the Applicant Tracking system header. Select **Applicant Tracking System**. Confirm you are in the correct User Group (Hiring Manager)

5. To create a new posting click **Postings** from the top menu.

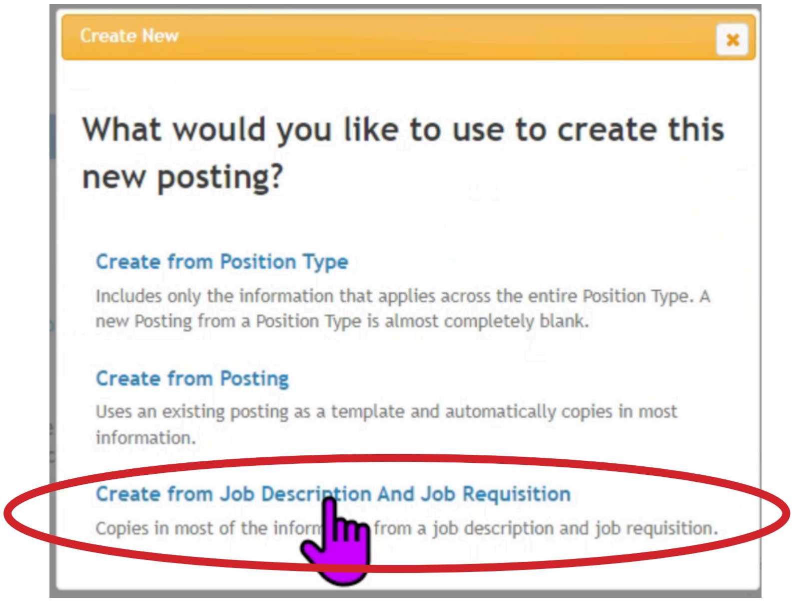
6. Click on the **Posting** drop-down menu and select the appropriate position type. (Examples in this guide are based on the **Non-Faculty** option.)



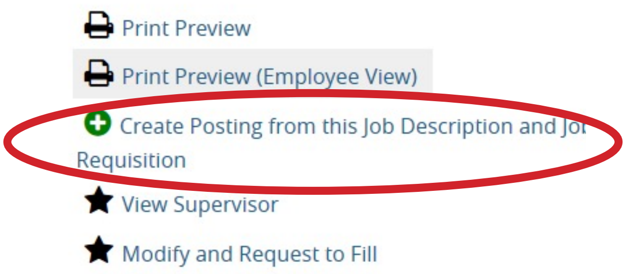
7. On the **Non-Faculty Postings** page click **Create New Posting**.



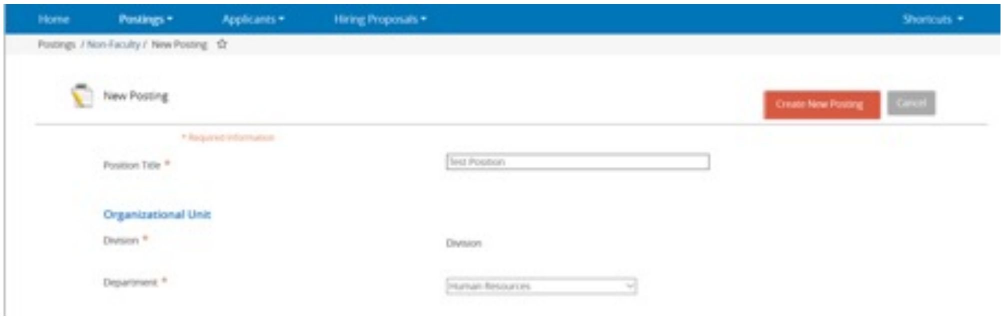
8. Users can create postings using a variety of options. Click **Create from Job Description and Job Requisition** tab. Select the position you would like to post.



9. Click **Create Posting from this Job Description and Job Requisition**

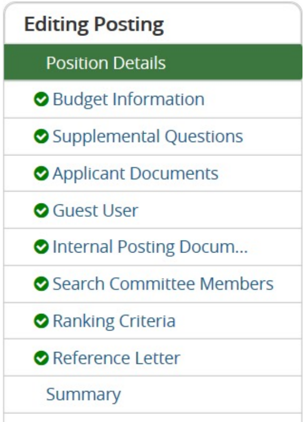


10. Enter the Title, Division and Department. all fields with an orange asterisk are required fields. **Click on create new posting**

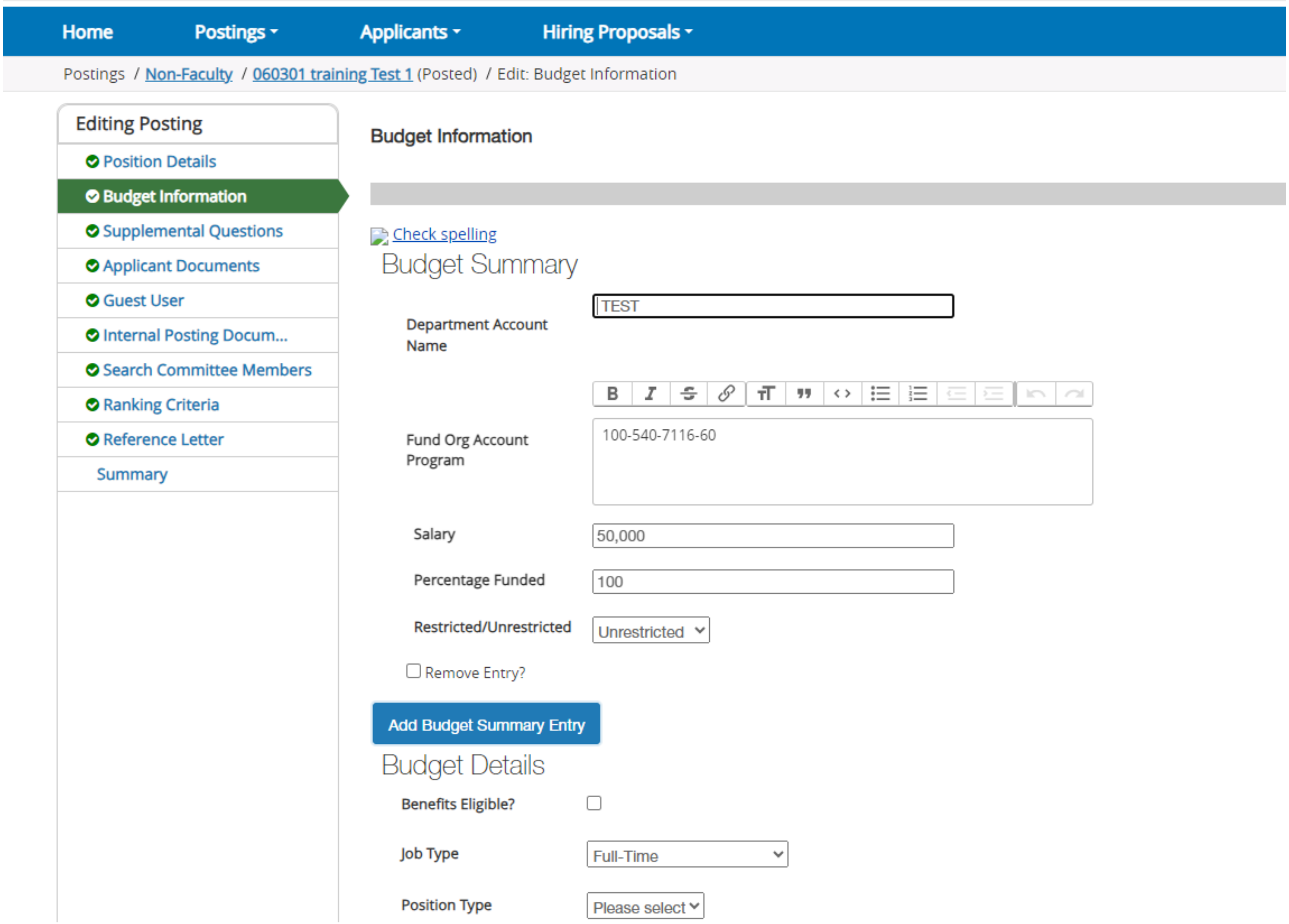


11. **Position Details:** This is the first page of the posting. Complete the fields marked with an asterisk (*)
    - Number of Vacancies
    - Advertise for position
    - Click save and continue

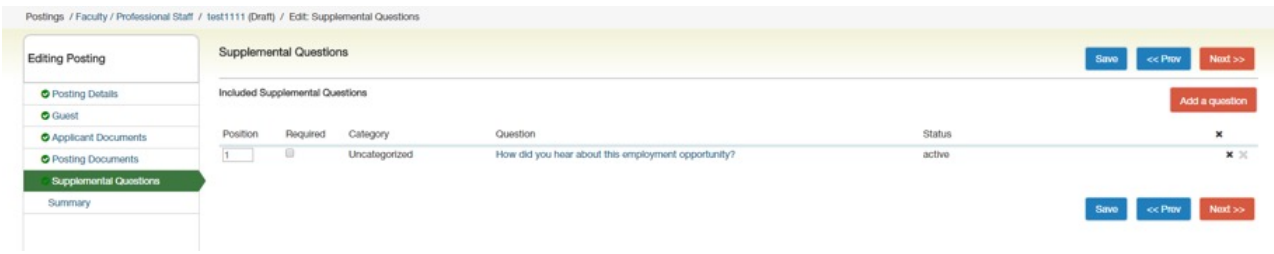
    Positions details will appear on the left of the screen.



12. **Budget Information:** This page is for review only. This information has been approved by Business and Finance and cannot be edited. **Click Save & Continue.**



13. **Supplemental Questions:** Supplemental /Posting Specific (screening) questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. If there are no screening questions click **Next**.



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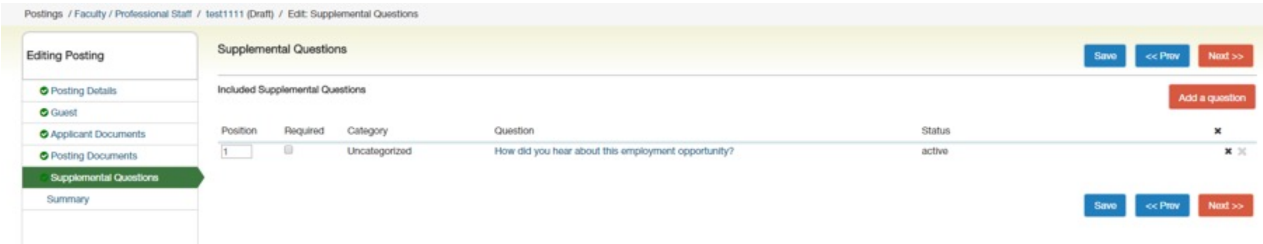


Adding Screening Questions

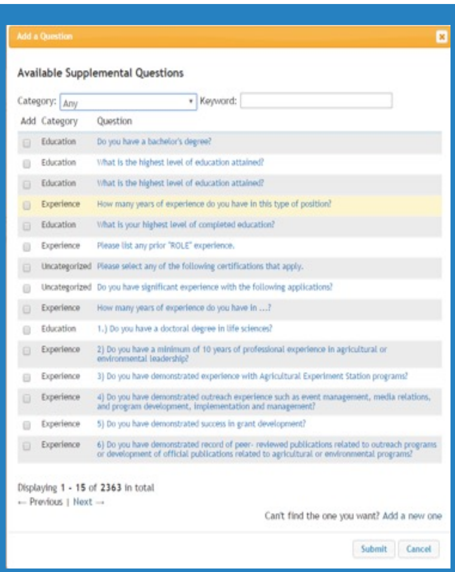
To add screening questions click **Add a Question**.
To search from a list of existing questions, enter a keyword to search the question text (or leave the field blank). The system will return a list of all questions that have been entered previously by Human Resources or hiring managers. Select a question from the list.

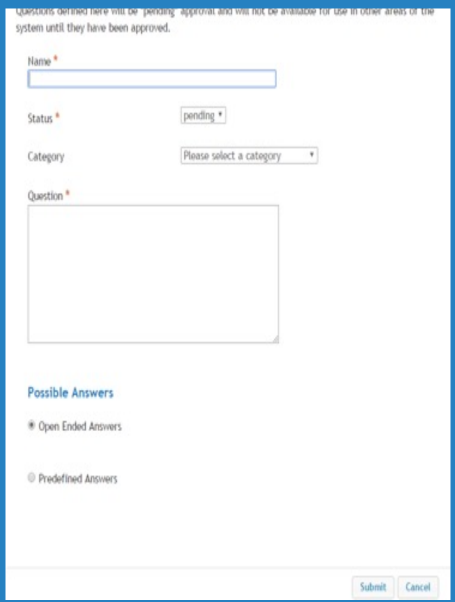
If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the Add a Question link at the bottom of the Search Results screen.

Step 1: Please enter question name, status, category and question text Enter the text of the question you wish to ask all candidates who will apply to this Posting. (Only HR will be able to change the status of question, all other user groups will have their question at a "Pending" status awaiting HR's approval.

Step 2: Please select answer type: select either Open Ended or Predefined Answers – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.





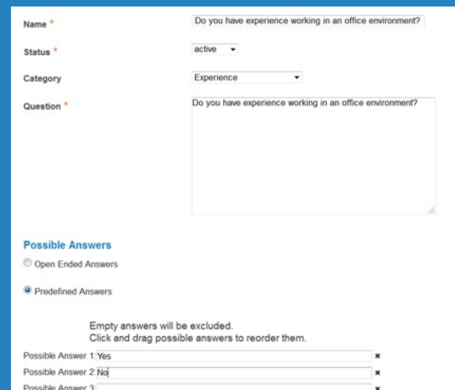
Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?
Possible Responses: Yes or No

After selecting the "Closed Ended" radio button, enter the answer choices that candidates can choose from in the boxes labeled "Possible Responses". In this case, you would enter:

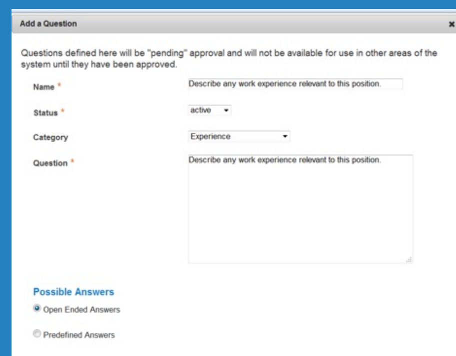
- Yes
- No



Adding Open Ended Questions

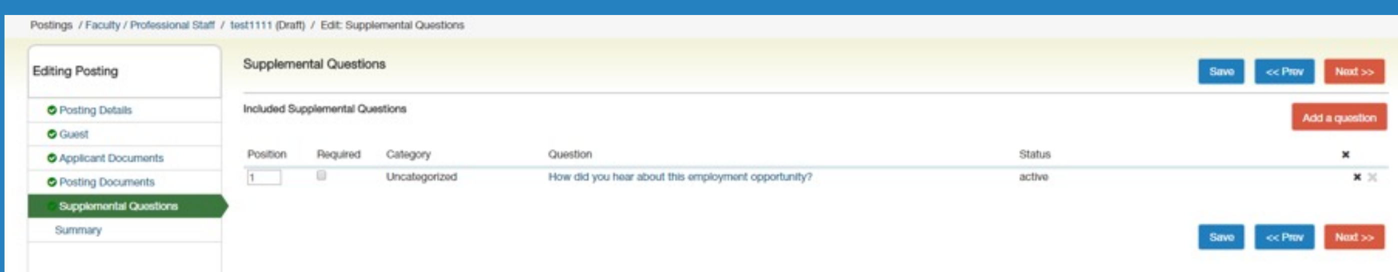
Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.



The next step is to click on the **Submit button** at the bottom of the screen. This attaches the question to the Posting/Requisition, and every applicant who applies to this Posting/Requisition will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

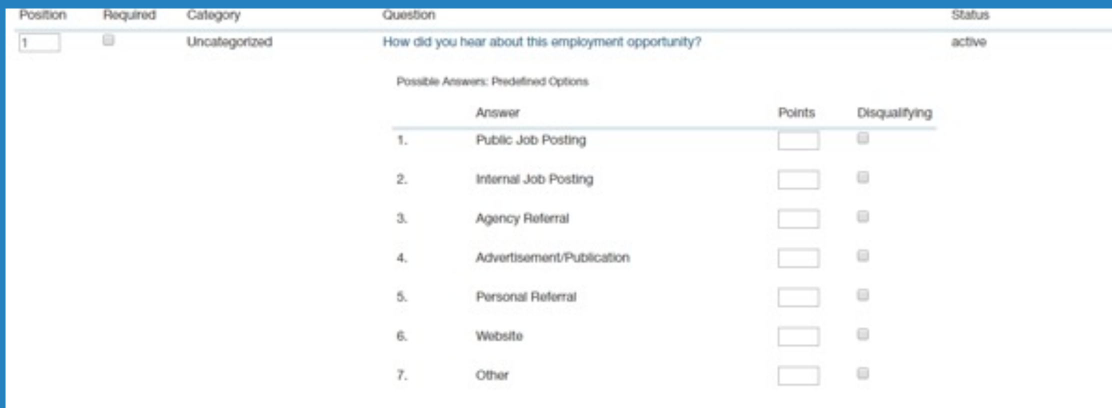


From this screen you may continue to add more questions by clicking the Add a Question button. You may also delete a question you have entered by clicking the next to the relevant question.

You also have the ability to Require an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status. To require the question, check the required box.

If you wish to make a question a disqualifying question or to assign points to responses, click on the question link it.

When you click on the question, you will see the screen above where you can mark a selection disqualifying by checking the box or you can assign points to a particular response. This is often done to help find the most qualified candidates quickly. You do NOT have to use this functionality to use supplemental questions.

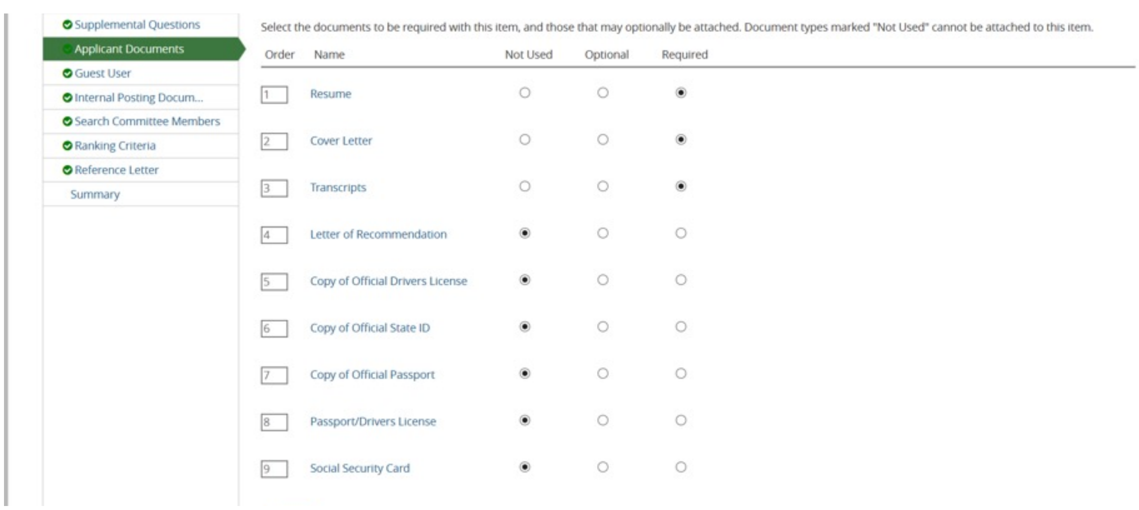


When you have finished adding screening questions for this Requisition, click the **Next** button.

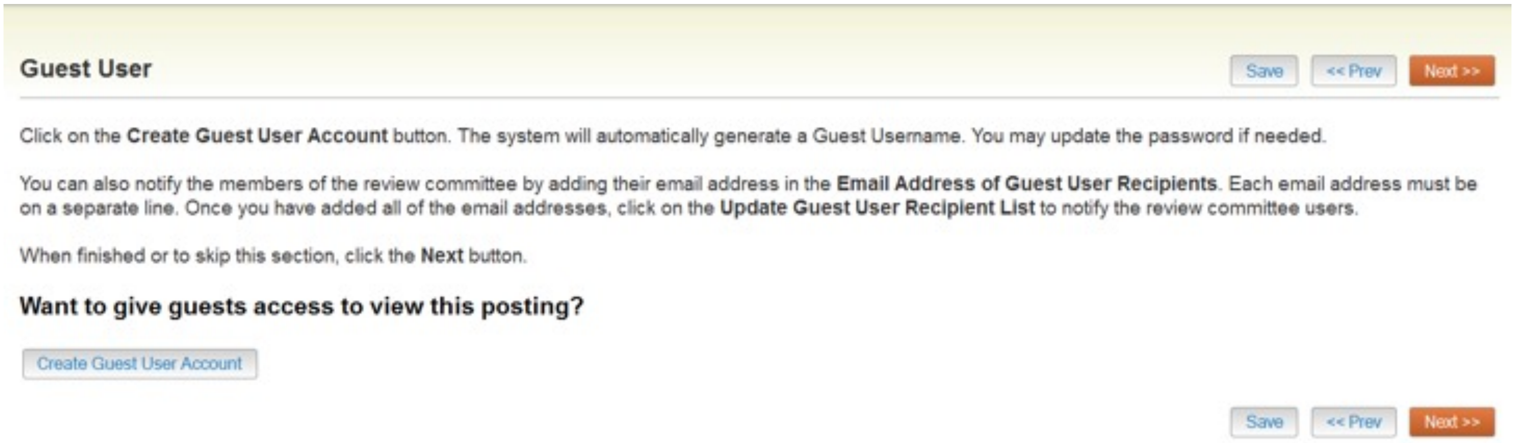
14. Applicant Documents Page/Documents Needed to Apply

On this screen, you will designate the documents that will be necessary for applicants to apply to this posting. You can make this determination on a posting by posting basis. If a document is optional, select the Optional radio button, if it is required, select the Required radio button.

- **Resume will be required.**
- Transcript is required for faculty positions.
- Curriculum Vitae required, faculty transcript is required
- The other documents can be optional
- Personal ID items are for HR use only. **(Please do not click)**
- Once you select the required documents click on save and continue.



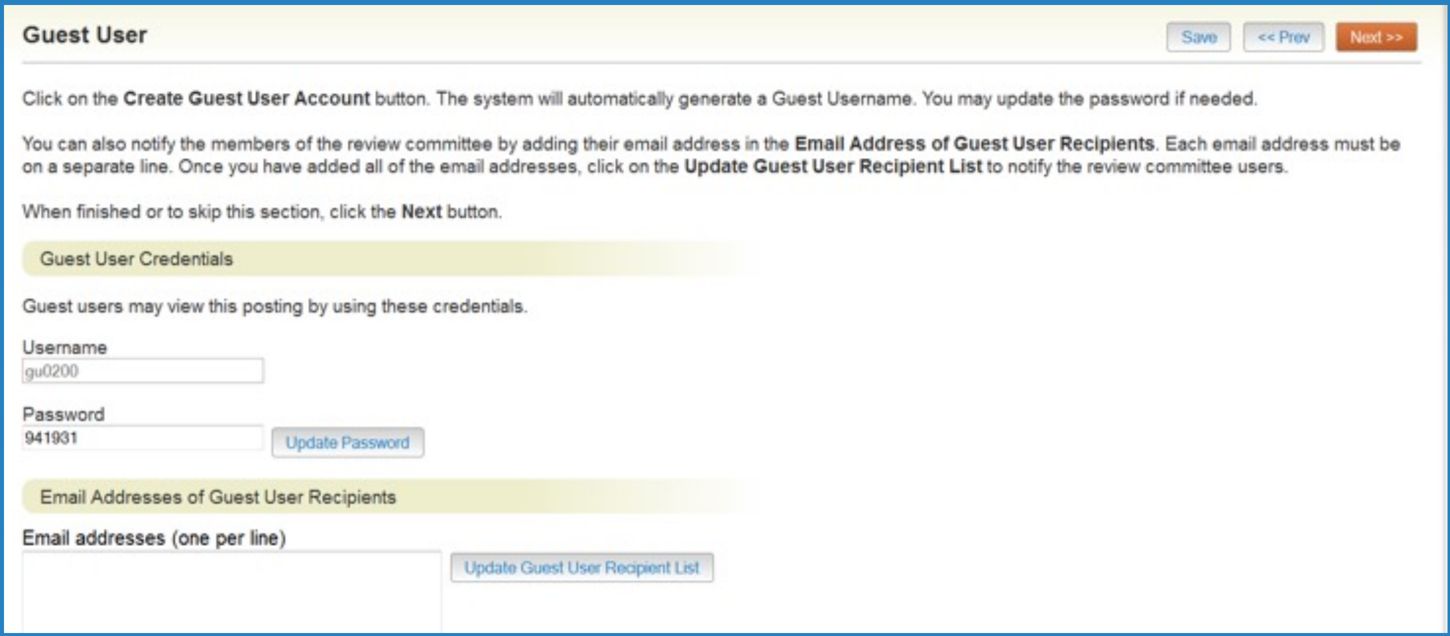
15. **Guest User Page**: Users are only able to view the applicants to the Posting(s) to which they are assigned and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the Postings(s) to which they are assigned. When the Posting is filled, the guest user name and password are automatically deactivated. This feature can be used for individuals who are not users in the PeopleAdmin system.



To add a Guest User Click on the Create Guest User, the system will generate a Username and the password will also auto generate. If you want to change the password, update the password and then click on Update Password.

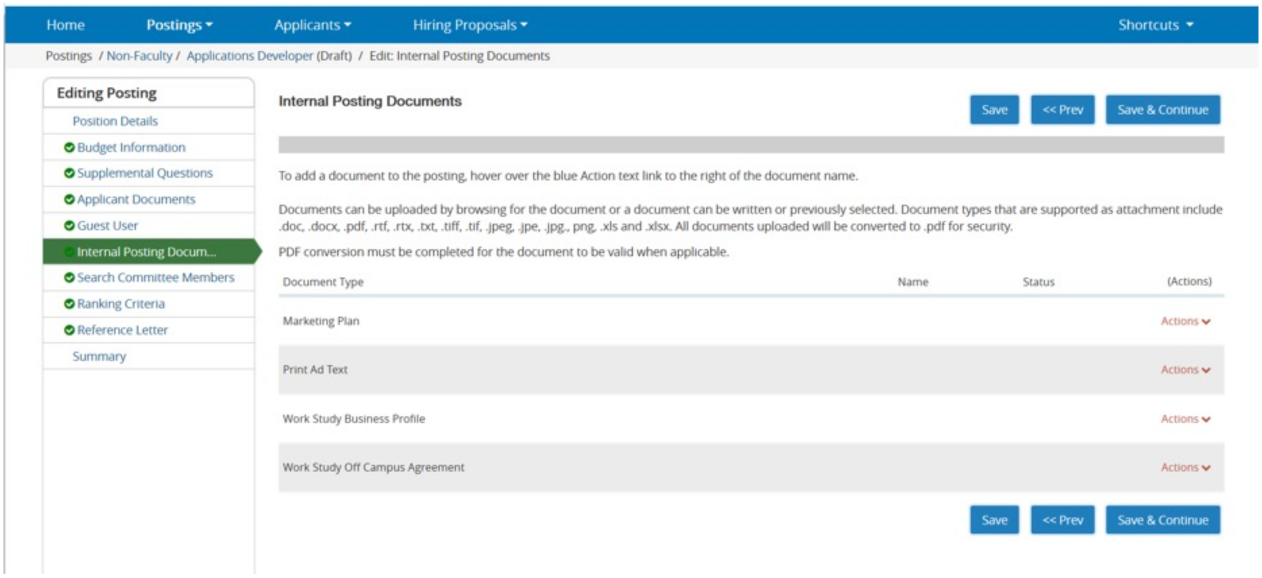
You will then enter the email addresses of anyone you want to send the guest user credentials to and when finished, you would click on the Update Guest User Recipient List.

When done on the Guest User page, click on the orange Next button.



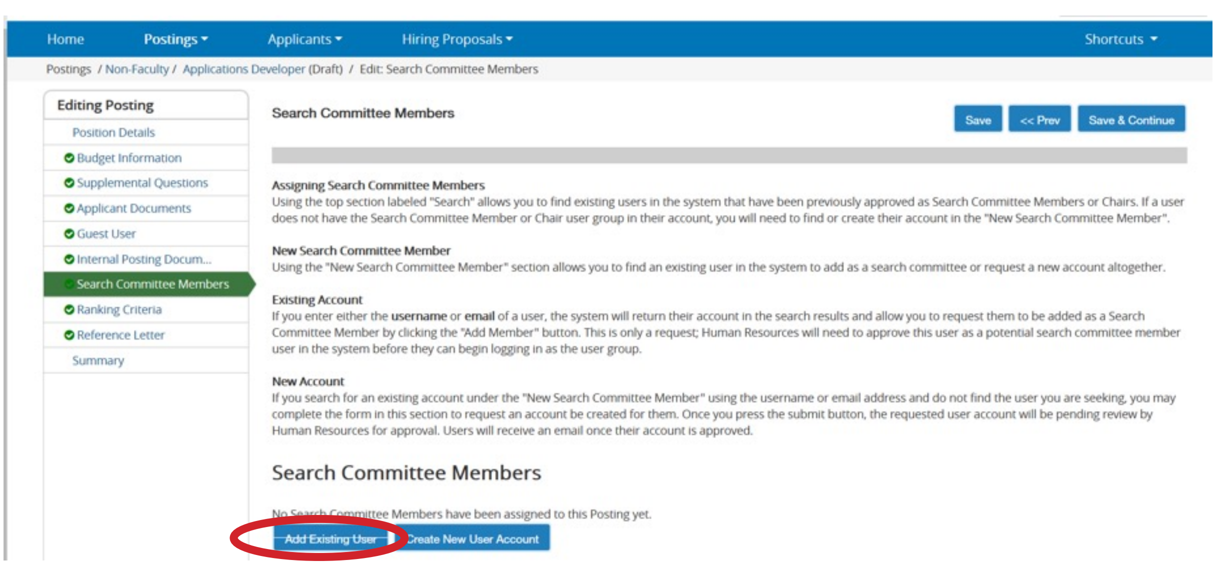
16. **Internal Posting Document:** Users have the option to attach documents you would like the applicant to view before completing their application such as your departmental organization chart, Strategic Plan, etc.
    - If you opt to add documents,
        - Click on action icon then upload new to attach
        - Save and continue

    If you select to bypass adding documents click on **Save and Continue**



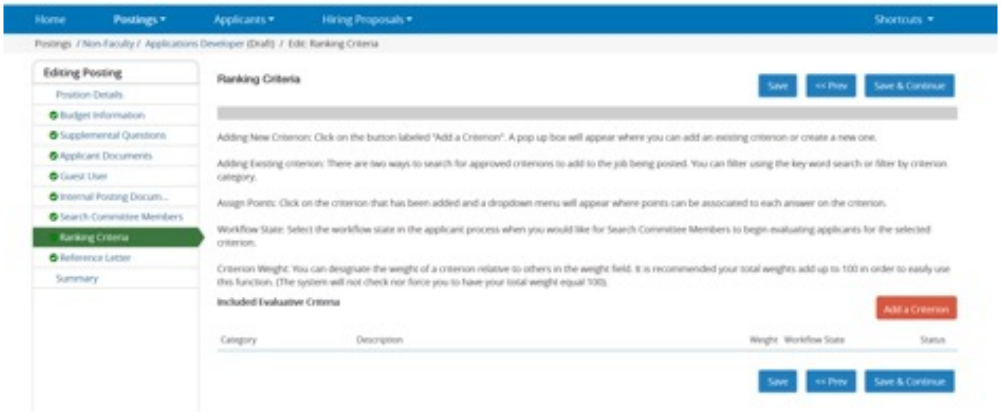
17. **Search Committee:** This section is a special user group that can be assigned to users that you already have in your system for the sole purpose of being able to a see a posting they have been assigned to and review the applicants that have applied to that posting. Search committee members can then log in with their normal user login and view only the postings they have been assigned.

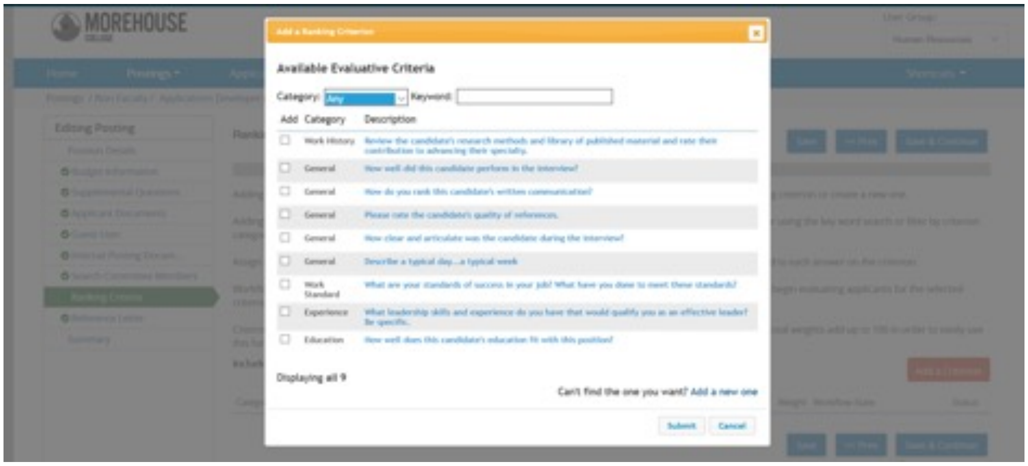
    Once you have users assisgned then you can click on **Add Existing User** and a list of Search Members will appear. If you wish to make them the Committee Chair, check the Make Member The Committee Chair box.



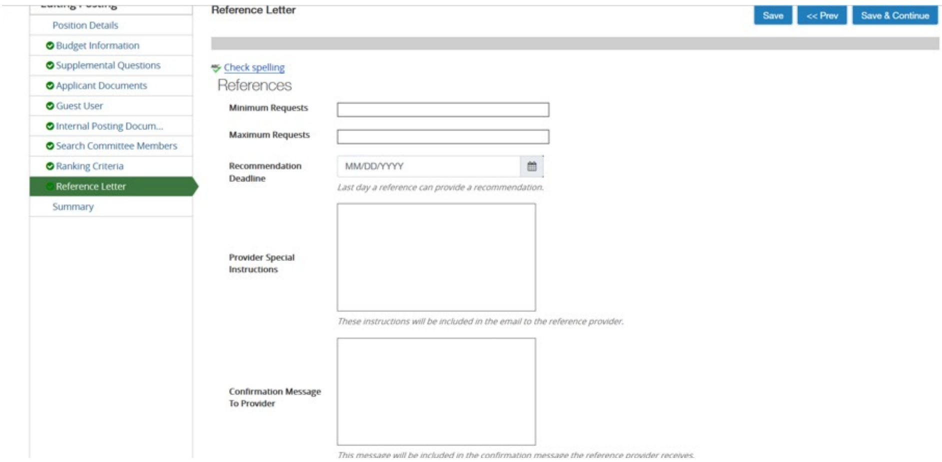
18. **Ranking Criteria:** Users have the option to rank the applicants.
If you are adding a new ranking criteria question click on
- Add a Criterion.
- Select the questions or click on a “Add a new one”
- Then click on submit and save and continue.

If you select to not use the ranking, by pass by clicking **Save and Continue**



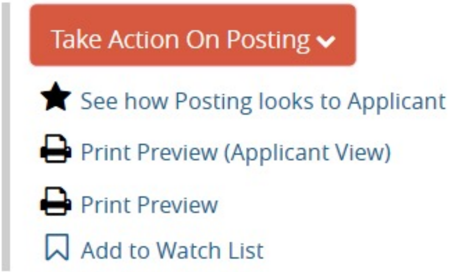


19. **Reference Letter:** Users have the option to request references from the applicants. It is required to have a minimum of 2 or more reference.
- You have the option of adding a reference deadline date.
- Click save and continue.

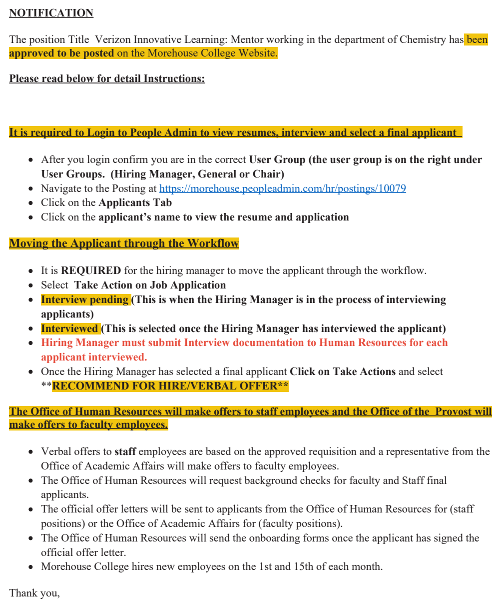


20. **Summary:** When users reach the end of your Posting ,the system will then bring you to a summary page where you can review the posting and then move to the next level approver.
    - The Position Details tab should have a green check mark beside it. If you need to make corrections click on edit tab.
    - If you are missing required fields the position tab will be orange.
    - You will need to click on edit and complete the missing information.

21. Once all required information is competed. Click on **Take Action On Posting**.
    - Move to the next level approver.
    - At the top of the screen you will see a message in blue with Posting was successfully transitioned HR.



Once the Hiring Manager sends the posting to Human Resources, the Office of Human Resources will review and finalize it. The posting will then be posted either internally or externally. The Hiring Manager will receive an email notification with next steps and instructions on viewing applicants' resumes and moving the applicants through the workflow to make a final hire.



NOTIFICATION

The position Title Verizon Innovative Learning: Mentor working in the department of Chemistry has **been approved to be posted** on the Morehouse College Website.

Please read below for detail Instructions:

It is required to Login to People Admin to view resumes, interview and select a final applicant

- After you login confirm you are in the correct **User Group (the user group is on the right under User Groups. (Hiring Manager, General or Chair)**
- Navigate to the Posting at https://morehouse.peopleadmin.com/hr/postings/10079
- Click on the **Applicants Tab**
- Click on the **applicant's name to view the resume and application**

Moving the Applicant through the Workflow

- It is **REQUIRED** for the hiring manager to move the applicant through the workflow.
- Select **Take Action on Job Application**
- **Interview pending (This is when the Hiring Manager is in the process of interviewing applicants)**
- **Interviewed (This is selected once the Hiring Manager has interviewed the applicant)**
- **Hiring Manager must submit Interview documentation to Human Resources for each applicant interviewed.**
- Once the Hiring Manager has selected a final applicant **Click on Take Actions** and select **RECOMMEND FOR HIRE/VERBAL OFFER**

The Office of Human Resources will make offers to staff employees and the Office of the Provost will make offers to faculty employees.

- Verbal offers to **staff** employees are based on the approved requisition and a representative from the Office of Academic Affairs will make offers to faculty employees.
- The Office of Human Resources will request background checks for faculty and Staff final applicants.
- The official offer letters will be sent to applicants from the Office of Human Resources for (staff positions) or the Office of Academic Affairs for (faculty positions).
- The Office of Human Resources will send the onboarding forms once the applicant has signed the official offer letter.
- Morehouse College hires new employees on the 1st and 15th of each month.

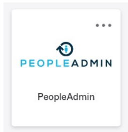
Thank you,

Search For Postings As A Hiring Manager

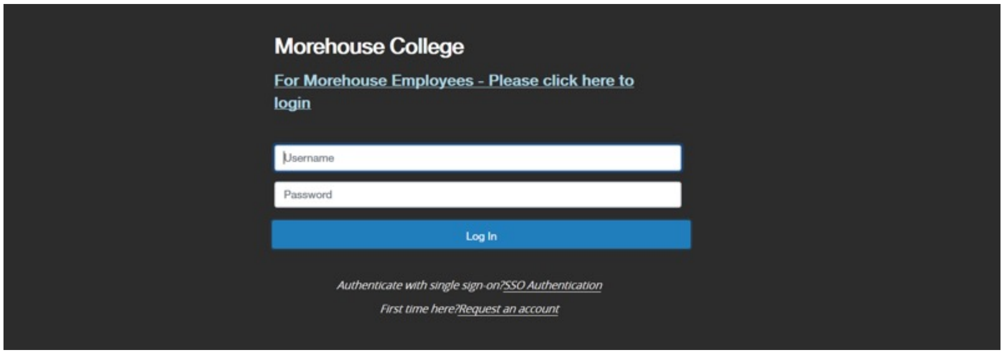
AFTER receiving an email notification that a position has been approved, users should login to PeopleAdmin and complete a request to post the position.

1. Login to MyPortal - https://myportal.morehouse.edu/

2. Select the PeopleAdmin icon



3. Click **For Morehouse Employees** to login.



4. To search for postings in the system, you will go to the **Posting tab** on the top menu and select the appropriate position type. The system will return your default posting search results.

   You can customize your search results based on how you wish to view the posting data. There is a key word search where you can type in a word and search for the posting. Our most common fields are indexed to return in a keyword search.

If you click on More Search Options you can use the **Add Column** feature which allows you to add additional fields to your search results.

SEARCH TIPS

- Text search is not case sensitive.

- Searches normally return items that contain all your search terms. For example, if you enter facilities manager, the search returns items that contain both these words.

- To exclude search results, use the - character. For example, to search for postings that contain the word “director” but not “athletic”, enter director !athletic or director -athletic, placing a space before the ! or - character.

- To search for a phrase that contains a dash or a space, enclose the entire phrase in quotation marks: “director - athletic”.
- You can’t do a search that only specifies what not to return, such as !coordinator.

- You can’t do a search for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use filtering to find the information. The procedure below for viewing applicants who reside in a specific state gives an example of how to do this.

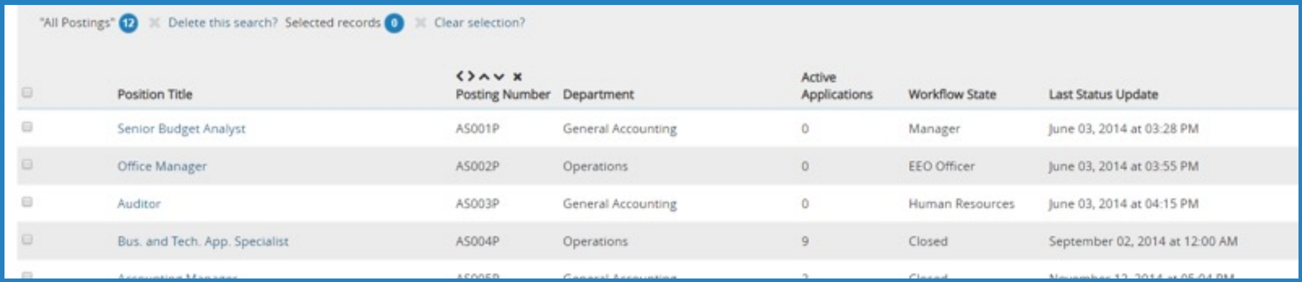
To Search for Items on a Page

The text search box allows you to search for specific words or names:

1. Select More search options to expand the search tools area.
2. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can add columns if the information you need is not included on the page.
   - Use advanced filters (if any are available) to narrow down the results.

Use the column controls to organize and sort the search results:

1. Move a column to the left or to the right using its left and right controls.
2. Delete a column using its delete control if you do not want to display it. If you need to add it back later, use the add columns control to do so.
3. Order the search results by sorting a column in ascending or descending order using its up and down controls.



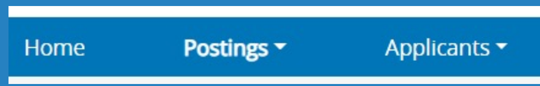
"All Postings" 12 Delete this search? Selected records 0 Clear selection?

Position Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update
Senior Budget Analyst	AS001P	General Accounting	0	Manager	June 03, 2014 at 03:28 PM
Office Manager	AS002P	Operations	0	EEO Officer	June 03, 2014 at 03:55 PM
Auditor	AS003P	General Accounting	0	Human Resources	June 03, 2014 at 04:15 PM
Bus. and Tech. App. Specialist	AS004P	Operations	9	Closed	September 02, 2014 at 12:00 AM

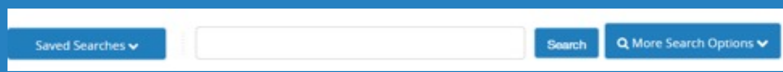
To search for a Specific Applicant

Applicant is a customizable term. Common synonyms: candidate or job seeker.

1. In the Hire module, select Applicant Search from the Applicants Area



2. You can enter the applicants last name in the Search area and click Search



3. Select **More** search **options** to expand the search tools area.
4. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can **add columns** if the information you need is not included on the page.
   - When you search for applicants by name, your search results include all applicants who included the name anywhere in their applications.
   - Sorting the results by applicant name can help you find the person you are searching for.
   - From the Add column menu, select (Applicant Detail Parent) Lookup State. This adds a column to the table of applicants, showing the state listed in each person's address.
   - Use the ascending or descending order sorting control associated with the new Lookup State column to group applicants by state.

To Export Search Results

From the Actions menu, select Export Results. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

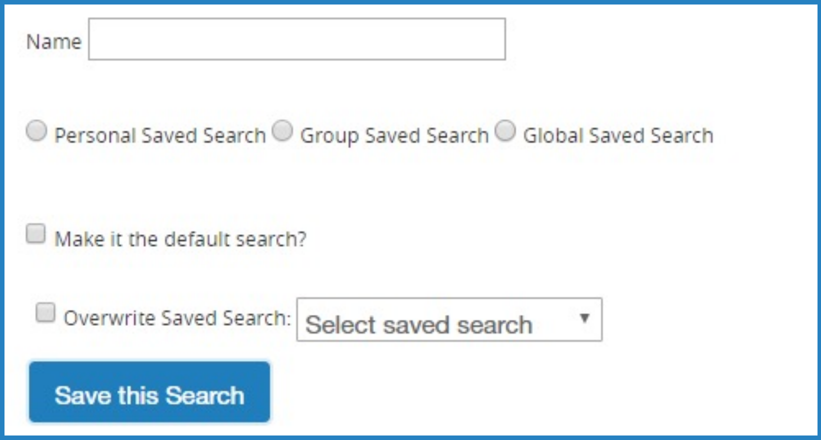
To save a search

When you save a search, you have the option to set it as your default search. This is your only opportunity to set it as the default search.

People with administrative access can share saved searches by tagging them as **Personal – Group or Global searches**. Non-administrative(HR) users can only save personal searches.:

1. After you have used the search and filtering controls to present the search results the way you want to see them, select Save this search. The Saved Search area expands.
2. Give the search a name that will help you remember its purpose.

1. Select one of the following:
    - **Personal Saved Search** – Only you will have access to this search.
    - **Group Saved Search** – The search will be available to all users within the groups that you specify. Select at least one group from the list that appears when you select the Group Saved Search option. To select more than one group, hold down the Ctrl key while you select the groups.
    - **Global Saved Search** – The search will be available to all users within your organization.



4. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.
5. Select **Save this search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

You can delete your personal saved searches when they are no longer useful to you.

To Run a Saved Search

1. Access the list of items you need to search.
2. From the Saved Searches menu, select the search you want to run. A new tab presents the search results.

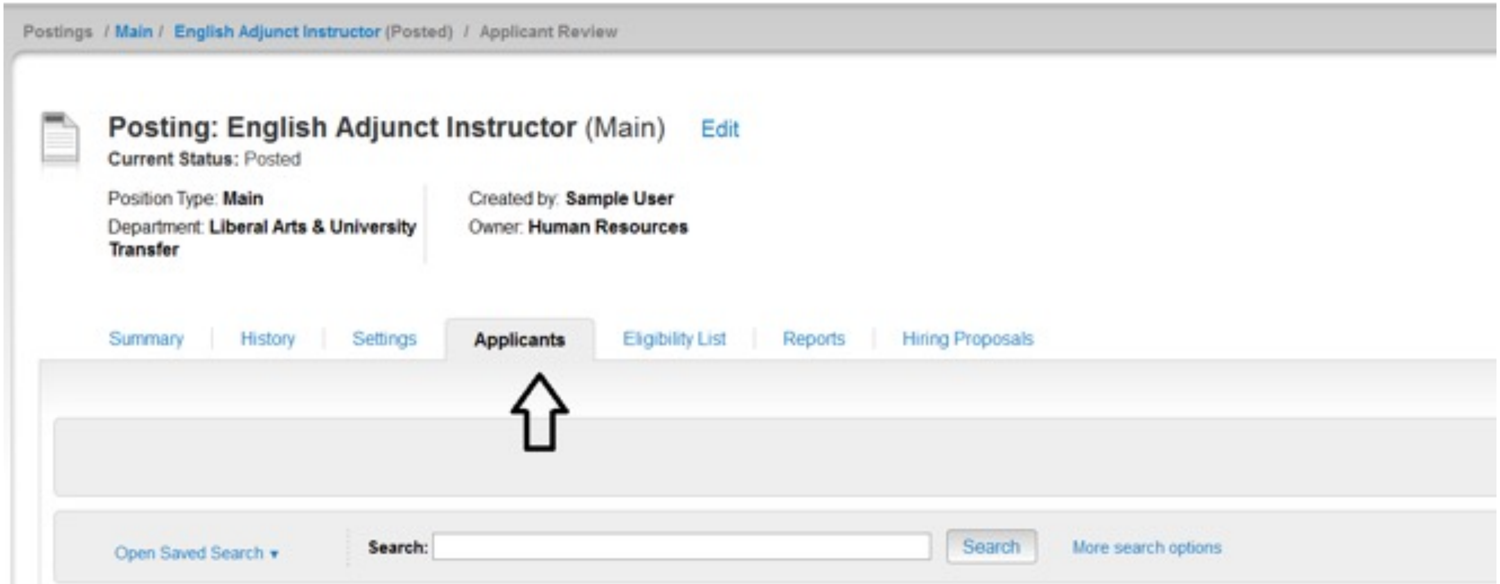
To Delete a Saved Search

1. Access the list of items you need to search.
2. From the Saved Search menu, select the search you want to run. A new tab presents the search results.
3. **Select the Delete this search (X)** control placed just after the name of the search and the number of search results returned. A message asks you to confirm that you wish to delete the saved search.

Reviewing Applicants

1. Select from the **Posting** menu.

2. Locate the posting that you wish to review applicants and open it to the **Applicants** tab.



To see who has applied to a posting

- Open the **Applicants** tab to open the list of applicants.

To view an application

- Click on the **Applicants Last Name** or hover the **Action button** and click **View Application**

To view one applicant's application materials together

1. If the list of applicants does not include the Documents column, select More Search Options and add it from the Add Column list. The list of applicants refreshes.
2. For the applicant of interest, select Generate or View in the Combined Document column, depending on which is available. Generate creates an up-to-date PDF. View presents the PDF of the applicant's most recent application materials in a new tab of your browser.

The supplemental questions section indicates whether the applicant passed the qualification group questions, if there were any on the posting.

To view a collection of applicant documents

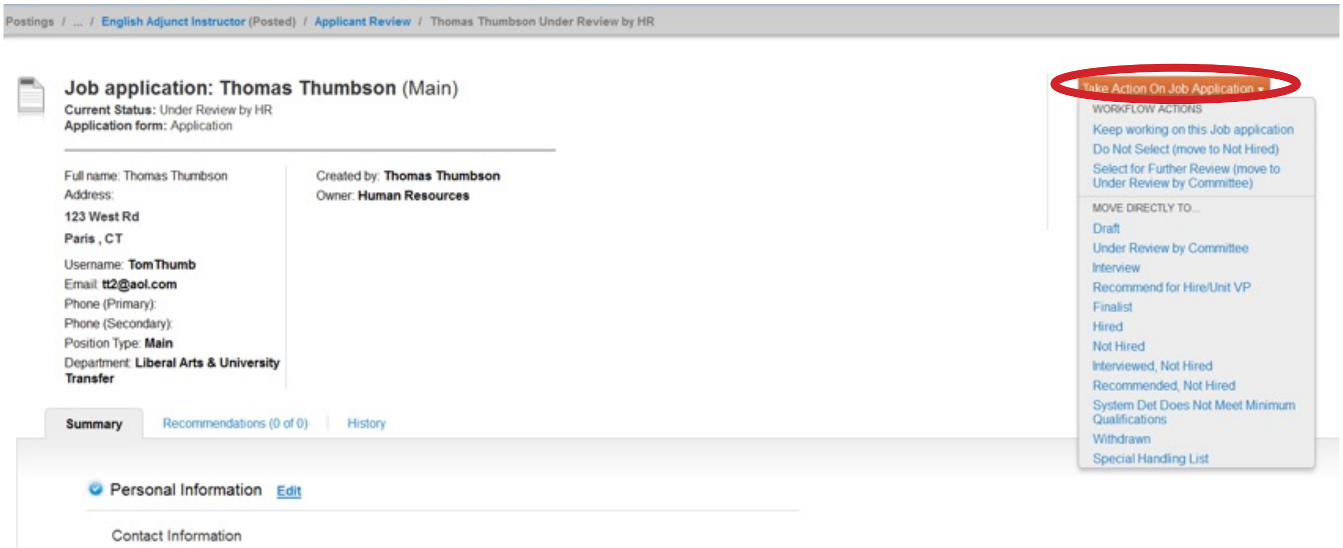
You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's Applicants tab, check the boxes to select the applicant or applicants of interest.
2. Do one of the following:
   - See the selected applicants' materials together: From the Actions menu, select Download Applications as PDF. In the dialog box, select the types of documents you want to view, then select Submit.
   - See the selected applicants' materials separately: From the Actions menu, select Create Document PDF per Applicant.

The system creates a PDF containing all the documents that you request.

Changing the Applicant Status

While reviewing an application, you can change the status of applicants as you review their credentials, interview them, and make a final decision. To change the status of one applicant, click the **Take Action on Job Application** button.



- The Hiring Manager will select the applicant to interview and move to **Interview Pending** status under **Take Action**. If an applicant is not selected to interview, the hiring manager should select **Not Interviewed, Not Selected Email Now**, and an email will be sent to the applicant.

- The Hiring Manager will select the final applicant and move to **Interviewed Statuses** under **Take Action.** If an applicant is not selected as final candidate, the hiring manager should select **Interviewed, Not Selected Email at Filled**, and an email will be sent to the interviewee.

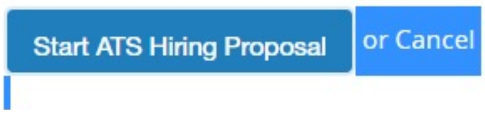
- Once applicant is chosen for position, the hiring Manager will select Recommended for Hire/Verbal Offer under **Take Action.**

For Human Resources Use Only

When an applicant has gone through the evaluation process and becomes the finanlist/selected candidate, **a link to begin the hiring proposal will appear**. The specified user will be able to begin the hiring proposal.

1. Select the **Start Hiring Proposal** link.

2. Click **Start Hiring Proposal.**



To approve a hiring proposal or move it in the workflow

1. From the **Hiring Proposals** menu, select the appropriate position type.
2. Locate and open the hiring proposal for the applicant of interest.
3. Open the **Take Action** on **Hiring Proposal** menu and move it to the appropriate workflow state. A confirmation box opens.
4. If required, provide an explanation for moving the applicant to this workflow state.
5. Select **Submit** to move the hiring proposal to the selected workflow state.

Your organization's process determines how the offer is generated and presented to the applicant.

To print a hiring proposal

1. Locate the hiring proposal and open it for viewing.
2. Select **Print Preview**. The system presents a printable view.
3. Use your browser's Print feature to print the document.
4. Use your browser's **Back** button to return to the main view of the hiring proposal.

When the hiring proposal is finalized, the applicant will be moved to **Hired**.
At this point, you will want to go to the Posting and move it to filled. This will complete the close-out process of your posting in PeopleAdmin.

Next Steps for the Human Resources Team

Human Resources will request background check and reference to be complete

Once References and Background has been received-Human Resources will start the Hiring ProposalHuman Resources will send the official offer letter.

After letter has been signed, HR will send onboarding forms using the Employee Records Module.

When applicant completes the onboarding forms, the documents will go directly to
Information Technology Services (ITS), Parking, Payroll, Benefits. Each of these areas will be required to process the applicant's forms.