



## How Do I?

# Review Job Applicants (Hiring Managers, Deans, Directors, Dept. Heads, Etc.)

PeopleAdmin

**Note:** Search Committee Members should refer to the How Do I for Search Committee Members/Guest Users.

1. Login to the PeopleAdmin System with your W# and university password.  
*Make sure you use a capital W when entering your login ID. When you log in, you will see a page listing all your current postings. If you have no current postings, it will state, "No Active Postings." If you have job postings currently in progress, you will see a screen similar to the one below.*

Active							
Official Job Code Title	Business Title	Posting Number	App In Process	Job Open Date	Job Close Date	Department	Posting Status
Graduate Assistant-Admin Asst <a href="#">View</a>	Graduate Assistant-Admin Asst	0600314	0	09-17-2008	Open Until Filled	Accounting	Posted
Assistant Professor <a href="#">View</a>	Assistant/Associate Professor of Physics	0600313	7	09-17-2008	12-01-2008	Chemistry & Physics	Posted

2. Click **View** beneath the desired position title to access the position details.  
*The Applicants tab is highlighted to show you the tab you are currently working on. Beneath the tab is a list of applicants who have applied for the position. You may click through the tabs to view more details about the posting, including screening questions and disqualifying points. From this screen, you can perform a number of tasks, including the following:*
  - Sort and view applicants by different criteria
  - View and print applications
  - View and print additional documents
  - Change an applicant's status

Reports							
Posting Preview							
Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
Active Applicants							
7 Records							
Name	Documents	Score	Date Applied	Status	External Status	All / None	
Zhang, Degang <a href="#">View Faculty Application</a>	Transcript 1 Philosophy II Cvr Ltr	0	09-18-2008	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>	

## Sort and View Applicants

1. To sort applicants by name, date applied, etc., click the arrow at the top of the data column you wish to sort.  
*The order in which the applicants are displayed will change accordingly.*

Name	Documents	Score	Date Applied	Status	External Status	All / None
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2. To filter applicants by their score, if questions with point values were used, key a numeric value into the Minimum Score box.

Refresh	View Multiple
Minimum Score: <input type="text" value="100"/>	<b>VIEW MULTIPLE APPLICATIONS</b>
Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants	<b>VIEW MULTIPLE DOCUMENTS</b>
<b>REFRESH</b>	Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.
<b>SAVE AND STAY ON THIS PAGE</b>	<b>CONTINUE TO NEXT PAGE &gt;&gt;&gt;</b>

3. Click the **Refresh** button.  
*Only applicants meeting or exceeding the score entered will display. **Note:** You may also choose whether you would like to review active applicants, inactive applicants, or both. By checking the desired box or boxes next to Active Applicants and/or Inactive Applicants and clicking the **Refresh** button, you will be able to see the desired selection of applicants.*

## View and Print Applications

1. To view and print a single application, click the **View Application** link under the applicant's name in the Active Applicant's screen.  
*The applicant's application will appear in a new window. **Note:** It may take a few moments for the information to load into the new window.*
2. Select File > Print from your browser's menu.  
*The file will print to your default printer.*
3. Click the **Close Window** link in the upper right hand corner of the window, or click the **X** in the upper right hand corner of the window to close the application.  
*This will not log you out of the system. It will simply return you to the list of applicants on the Active Applicants screen.*
4. To view and print multiple applications at the same time:
  - a. Check the boxes next to the applicants whose applications you wish to print.
  - b. Click the **View Multiple Applications** button.
  - c. A new window will appear containing all of the applications you wish to print.

- d. Select File > Print from your browser menu to print the applications.

### View and Print Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting and to assist in preventing viruses from entering the system via documents attached by applicants.

1. To view and print a single document (such as a resume or cover letter) the applicant attached when applying for the posting, click the link to the document located in the Documents column of the Active Applicant's screen.  
*The applicant's document will appear in a new window. **Note:** It may take a few moments for the document to load in Adobe Acrobat Reader.*

2. Select File > Print from the Adobe Acrobat menu.  
*The file will print to your default printer.*

3. Click the **X** in the upper right hand corner of the window to close the document.  
*This will not log you out of the system. It will simply return you to the list of applicants on the Active Applicants screen.*

4. To view and print multiple documents at the same time:
  - a. Check the boxes in the All/None column, located on the right side of the page, next to the corresponding applicants you wish to print.
  - b. Click the **View Multiple Documents** button.
  - c. Select File > Print from the Adobe Acrobat Reader menu.

### Change an Applicant's Status

While in the Active Applicants screen, you can change the status of the applicants as you review their applications.

1. To change the status of one applicant, click the **Change Status** link under the Status column in the row corresponding to the applicant.  
*The Change Applicant Status screen will display.*

Name	Documents	Status	Selection Reason
Pawar, vijay View Faculty Application	Transcript 1 Other Philosophy CV Cvr Ltr	Under Review by Manager	Choose Option Below:

CONTINUE TO CONFIRM PAGE >>    RESET TO ORIGINAL STATUS    CANCEL

2. Select the desired status change from the dropdown menu in the Status column.

3. Select the desired selection reason from the dropdown menu in the Selection Reason column.  
*When marking an applicant as "Not Hired," a selection reason will need to be indicated using the dropdown menu in the Selection Reason column.*
4. Click the **Continue to Confirm Page** button.
5. Review the information and click the **Save Status Changes** button.  
*You will be returned to the Active Applicants screen.*
6. To change the status of multiple applicants at the same time, check the box in the All/None column for each applicant to wish to change, and then click the **Change Multiple Applicant Statuses** button.  
*Your Active Applicants page will appear similar to the example below.*

Name	Documents	Score	Date Applied	Status	External Status	All/None
Zhang, Degang View Faculty Application	Transcript 1 Philosophy Cvr Ltr	0	09-18-2008	Under Review by Manager Change Status	In Progress	<input checked="" type="checkbox"/>
Singh, kunwar View Faculty Application	Transcript 3 Transcript 1 Philosophy Cvr Ltr	0	09-18-2008	Under Review by Manager Change Status	In Progress	<input checked="" type="checkbox"/>
zhang, lei View Faculty Application	Transcript 2 Other Philosophy CV Cvr Ltr	0	09-18-2008	Under Review by Manager Change Status	In Progress	<input checked="" type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

After clicking the **Change Multiple Applicant Status** button, a screen similar to the following will appear.

Name	Documents	Status	Selection Reason
Zhang, Degang View Faculty Application	Transcript 1 Other Philosophy CV Cvr Ltr	Under Review by Manager	Choose Option Below:
Singh, kunwar View Faculty Application	Transcript 3 Transcript 2 Transcript 1 Other Philosophy CV Cvr Ltr	Under Review by Manager	Choose Option Below:
zhang, lei View Faculty Application	Transcript 2 Transcript 1 Other Philosophy CV Cvr Ltr	Under Review by Manager	Choose Option Below:

CONTINUE TO CONFIRM PAGE >>    RESET TO ORIGINAL STATUS    CANCEL

7. To change the status of all applicants at once, select the desired option from the dropdown menu in the Status column.  
*When you do this, you are selecting the same status option for all of the selected applicants. **Note:** You can reset the statuses to their original values by clicking the **Reset to Original Status** button. To cancel this action and return to the previous screen, click the **Cancel** button.*

8. Click the **Continue to Confirm Page** button.  
*The Change Applicant Status screen will display.*

Change Applicant Status			
Name	Documents	Status	Selection Reason
<b>Zhang, Degang</b> View Faculty Application	Transcript 1 Other Philosophy CV Cv Ltr	Under Review by Manager	
<b>Singh, kunwar</b> View Faculty Application	Transcript 3 Transcript 2 Transcript 1 Other Philosophy CV Cv Ltr	Under Review by Manager	
<b>zhang, lei</b> View Faculty Application	Transcript 2 Transcript 1 Other Philosophy CV Cv Ltr	Under Review by Manager	

**SAVE STATUS CHANGES >>>** **CANCEL**

9. Click the **Save Status Changes** button to complete the request.  
*You will be returned to the Active Applicants screen. Notice that the status of the selected applicants has been updated to your selected.*
10. Click the **Cancel** button.  
*A Confirm Cancel screen will display.*
11. Click the **Confirm Cancel** button if you have completed the desired changes to the applicants' statuses.  
*Click the **Return to Previous** button if you would like to make additional changes.*