People Admin Online Applicant Tracking System

Training for Guest Users
Search Committees

URL: https://jobs.usnh.edu/hr
History – From Paper to Electronic

- Plymouth State University went from a paper search process to an electronic search process effective July 1, 2008.
- From July 1, 2008 to June 30, 2009, search committees used the “Interview Exchange” electronic applicant management system to conduct searches.
- Effective July 1, 2009 search committees began using the new PeopleAdmin Applicant Tracking and Position Management system for their searches.
Why the switch?

- To implement a USNH system wide (PSU, UNH, Keene State, Granite State, Chancellor’s Office, and System Office) applicant and position management technical solution.
- Integration capabilities of the PeopleAdmin Applicant and Position Management system with the Banner HR Information System.
- Allowing for a fully integrated Position Management System that starts with a Position Description Questionnaire, then a Job Posting, Recruitment, activities, filling the position to staff evaluations.
- Ease of use for applicants that allows them to apply for multiple positions with the same application at multiple campuses within the University System.
People Admin – System Framework

- The position is the functional center of the PeopleAdmin System.
- Allows for a fully integrated process starting with the position and finishing with filling the position and conducting performance evaluations.
- Integrated process steps, start to finish:
  1. Start with New or Modify Position (PDQ - Position #)
  2. Create the job Posting from the Position
  3. Post the position and collect/track applicants
  4. Search Process takes place
  5. Selection made and Hiring Proposal started
  6. Position filled
  7. Conduct Introductory Performance Evaluations and annual performance evaluations thereafter.
User Types - Scope/View

- The PeopleAdmin system has multiple User types.
  - Employee – can only see their position
  - Guest User – can only see a posted position and qualified applicants
  - Department User – can see positions in their immediate department
  - Campus HR – can see all positions, all divisions, all departments
  - Department Authority – can see all positions
- The Scope/View is dependent upon the user type and department assigned by HR.
- Search committee members are considered GUEST USER’s and have a limited scope/view.
- NOTE: Browser Back button is inactivated in this software application. You will need to use the buttons within the site to move back or forward.
Accessing the PeopleAdmin System

- Each search committee member will be provided with a Guest User Name and password by the Search Committee Chair or HR.
- Guest users then access the PeopleAdmin system and view applicants associated with a particular search by “logging in” with the guest user information provided.
- The next slide provides you with a screen shot of what the “User Login” screen looks like.
https://jobs.usnh.edu/hr
Navigation

- After you login to the system, you will see the “active posting.”
- Under the classification title, you will want to click on the word “view.”
- Clicking on the word “view” opens the job posting and allows you to review the applicants who have applied for the position.
Viewing Applicants

Online System

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.
Reviewing Applicants

- Individually
  - Click on “View Profile” where you will see a summary about each applicant.
  - Click on the individual “documents” that were uploaded, where you will see more in-depth information about each applicant.
  - Note: Documents will open in a new window in a PDF format.

- As a group
  - Click on the word “all”
  - then click on “view multiple applications” where you will see summary profile applications for all applicants.
  - or click on “view multiple documents” where you will see cover letters and resumes/CV’s for all applicants.
## View Posting - SUPERVISOR-BUILDING SERVICES

### Active Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>Status Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everett, William</td>
<td>Ref, Ltr</td>
<td>0</td>
<td>07-17-2009</td>
<td>Under Review by Search Office/Committee</td>
<td>History/Notes</td>
</tr>
<tr>
<td>Candidate, Best</td>
<td>Ref, Ltr</td>
<td>0</td>
<td>07-20-2009</td>
<td>Under Review by Search Office/Committee</td>
<td>History/Notes</td>
</tr>
</tbody>
</table>

### Refresh

- Minimum Score:  
- Include:  
  - Active Applicants  
  - Inactive Applicants  

### View Multiple

- View Multiple Applications
- View Multiple Documents

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.

Continue to Next Page >>

Return to Search Results  
View Posting Summary >>
Using the Applicants Table

- Across the table you will see tabs that can be used.
- To see the list of primary duties/responsibilities of position click on DUTIES & RESPONSIBILITIES.
- To see a copy of the job posting click on DOCUMENTS - View attached.
- All documents attached will open in PDF format.
- To view multiple documents or applications at the same time, use the ALL check box column. This will open up all applicants materials in one PDF file.
View Job Posting

View Posting - SUPERVISOR-BUILDING SERVICES

On this tab, you may view documents.

2 Records

<table>
<thead>
<tr>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Copy</td>
<td>Attached</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Other</td>
<td>Not-Attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

RETURN TO SEARCH RESULTS   VIEW POSTING SUMMARY >>
System Security

- Please be sure to LOGOUT when done viewing materials. System will auto time out after a certain amount of inactivity.
- If you have forgotten your guest login/password, please contact the chair of the committee or HR.
- The guest login/password will deactivate once a candidate has been moved to a Recommend for Hire status.
Questions?

- For questions about Operating Staff (OS) position searches call Karen Schaffner at ext. 52983, or Elaine Doell at ext. 52618.