

Managing Applicants

Applicant Reviewer

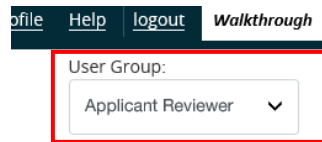
Quick easy steps on Viewing Applications and Changing Workflow States

Viewing an Application

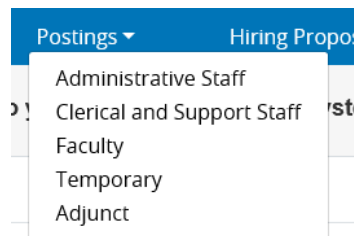
Step 1. PeopleAdmin will automatically open in the Hire Module (upper left corner).



Step 2. Make sure your User Group is Applicant Reviewer (upper right corner).



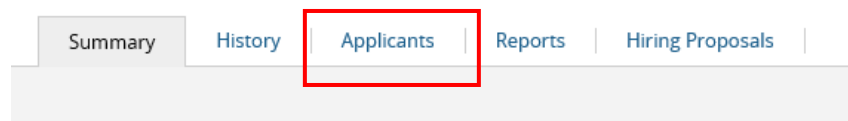
Step 2. Click on the Postings tab and select employment group from the drop-down box.



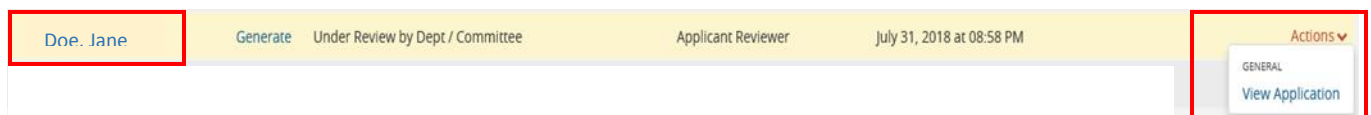
Step 3. Select the Position Number or Working Title.

Position Number	Working Title	Department
614110	Administrative Associate 2	Human Resources (200002)

Step 4. Select Applicants (between History and Reports). Scroll down to see the applicants.



Step 5. To view an application, toggle over Actions and select View Application OR select the applicant's name.



Viewing Multiple Applications in one PDF

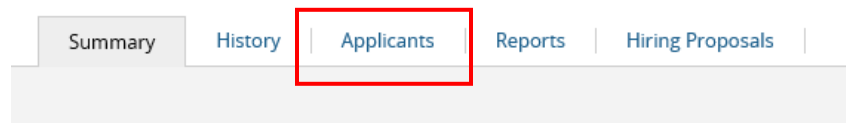
Step 1. Click on the Postings tab and select employment group from the drop-down box.



Step 2. Select the Position Number Working Title.

Position Number	Working Title	Department
614110	Administrative Associate 2	Human Resources (200002)

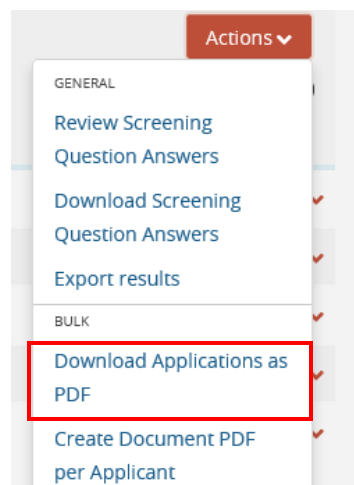
Step 3. Select Applicants (between History and Reports). Scroll down to see the applicants.



Step 4. Check the box left of the column title Full Name to review all applicants OR check the box beside the name for those that need to be reviewed.

<input checked="" type="checkbox"/>	Herren, Mark	View
<input checked="" type="checkbox"/>	Smith, Phillip	View
<input checked="" type="checkbox"/>	Wilcox, Donald	View
<input checked="" type="checkbox"/>	James, Ian	View

Step 4. Toggle over the Actions button that is located above Actions column (right side of screen) and select Download Applications as PDF from the drop-down box.



Step 5. Select the documents you want to view along with the applications. Select Submit.
 Note: this may take quite a long time depending on the number of documents selected.
 This document can be saved as a PDF.

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume
- List of References
- Cover Letter
- Curriculum Vitae
- Teaching Philosophy
- Research Plan
- Letter of Reference
- Letter of Reference 2
- Letter of Reference 3
- Transcripts
- Transcripts 2
- Transcripts 3

Changing a Workflow – Selected for Interview or Recommend for Hire

Step 1. Click on the Postings tab and select employment group from the drop-down box.

Postings ▾ Hiring Proposals

- Administrative Staff
- Clerical and Support Staff
- Faculty
- Temporary
- Adjunct

Step 2. Select the Position Number or Working Title.

Position Number	Working Title	Department
614110	Administrative Associate 2	Human Resources (200002)

Step 3. Select Applicants (between History and Reports). Scroll down to see the applicants.

Summary | History | **Applicants** | Reports | Hiring Proposals

Step 4. Put a check in the box beside the applicant's name > toggle over the Actions button > select Move in Workflow.

Ad hoc Search 1 Save this search? Selected records 1 x Clear selection?

<input type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date
<input checked="" type="checkbox"/>	Kilgore, Charles	Generate	Under Review by Dept / Committee	Applicant Reviewer	July 31, 2018 at 08:58 PM

- GENERAL
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK
- Move in Workflow**
- Download Applications as

eopleAdmin Better Talent. Better Future. Copyright 2018 All Rights Reserved.

Step 5. Select the drop-down box beside Change for all applicants > select Workflow state > Save changes.

Change for all applicants Select a workflow state
Selected for Interview
NOT INTERVIEWED / NOT HIRED

Applicant	Current State	New State	Reason
Charles Kilgore	Under Review by Dept / Committee	Select a workflow state Selected for Interview ▼	

Save changes Cancel

Changing Multiple Workflow States – Selected for Interview

Step 4. Put a check in the box beside the applicant's name > toggle over the Actions button > select Move in Workflow.

Ad hoc Search 12 Save this search? Selected records 3 Clear selection?

	Full Name	Combined Document	Status	Workflow State Owner	Application Date	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	Jacobson, Jacquelyn	Generate	Under Review by Dept / Committee	Applicant Reviewer	August 02, 2018 at 09:47 AM	Actions ▼ GENERAL Review Screening Question Answers Download Screening Question Answers Export results BULK Move in Workflow Download Applications as PDF
<input checked="" type="checkbox"/>	Terral, Ilona	Generate	Under Review by Dept / Committee	Applicant Reviewer	August 05, 2018 at 03:19 PM	
<input checked="" type="checkbox"/>	Linkous, Mary	Generate	Under Review by Dept / Committee	Applicant Reviewer	August 05, 2018 at 06:58 PM	
<input type="checkbox"/>	Higgins, Benjamin	Generate	Under Review by Dept / Committee	Applicant Reviewer	August 08, 2018 at 05:38 PM	
<input type="checkbox"/>	Knab, Tonya	Generate	Under Review by Dept / Committee	Applicant Reviewer	August 10, 2018 at 06:48 AM	

Step 5. Select the drop-down box beside Change for all applicants > select Workflow state > Save changes.

Change for all applicants Select a workflow state
Selected for Interview
NOT INTERVIEWED / NOT HIRED

Applicant	Current State	New State	Reason
Jacquelyn Jacobson	Under Review by Dept / Committee	Select a workflow state... ▼	
Ilona Terral	Under Review by Dept / Committee	Select a workflow state... ▼	
Mary Linkous	Under Review by Dept / Committee	Select a workflow state... ▼	

Save changes Cancel