

Review Staff Applicants and Create Hiring Proposal

*All applicant review must be completed using the Search Committee Chair or Human Resources role.

**Guest users can review applicants, but are not able to take action or change the status.

1. Log into the [PeopleAdmin](#) system. User will default to the **Applicant Tracking** (blue background) homepage as an Employee.
2. Select **Search Committee Chair** as your user role (if you do not see this user type available, please contact Human Resources.) You will remain in the Applicant Tracking (blue background) module.
3. You will now receive a message bar confirming that you are viewing the system as a member of the Search Committee Chair group.
4. Hover over the **Postings** tab and select the **Staff** link.
5. From your **Saved Search** menu, select the position title of the position for which you want to view applicants.
6. On the next page, select the **Applicants** tab. All applicants for the position will be displayed.
7. View each applicant by hovering over **Actions** link to the far right of the applicant name. Select **View Application** to open the application for review. **OPTIONAL NOTE:** The Search Committee Chair has the ability to download screening question answers and to export those results into Excel. The Search Committee Chair also has the ability to download all applications in bulk as a PDF file for review. Click on the **Actions** button to take these actions.
8. Once the application has been reviewed, hover over the **Take Action on Job Application** button and select the appropriate action (see action/status key below).
9. Click the **Submit** button.
10. To view the next candidate, go to **Search Results** in the right hand corner and select the blue link titled **Next** to view the next candidate. (vice versa for previous applicant)
11. Repeat steps 7, 8 & 9 until all applicants have been reviewed. To return to view all applicants, select the **Applicant Review** link at the top of your screen (right above the applicant's name) or click the browser back button.
12. Once review is completed, interviews should be conducted for all applicants with a status of **Approved for Interview**. Once all interviews are completed and your final candidate has been chosen, hover over the **Take Action on Job Application** button and select **Submit to Finalist** for the final candidate. Change all others to the appropriate status (see action/status key below).
13. Click the **Submit** button.
14. For the final candidate, hover over the **Take Action on Job Application** button and select **Recommend for Hire**.
15. Click the **Submit** button.



16. The Search Committee Chair has now completed their review and the position will transition to the Supervisor queue. The Search Committee Chair may **logout** of PeopleAdmin.
17. **Workflow state “Verbal Offer to Candidate” is located on the “Staff Applicant Review and Hiring Proposal” work flow. Please review to determine when candidate is contacted. Employment offers should not be made to candidates until approved to do so by Human Resources.**

Submit Hiring Proposal as the Supervisor-Staff

1. Log into the [PeopleAdmin](#) system. User will default to the **Applicant Tracking** (blue background) homepage as an **Employee**.
2. Select **Supervisor** as your user role (if you do not see this user type available, please contact Human Resources.) You will remain in the **Applicant Tracking** (blue background) module.
3. You will now receive a message bar confirming that you are viewing the system as a member of the Supervisor group.
4. Hover over the **Postings** tab and select the **Staff** link.
5. From your **Saved Search** menu, select the position title of the position for which you want to view applicants.
6. On the next page, select the **Applicants** tab.
7. Under the **Workflow State** column locate the candidate that indicates **Recommend for Hire**. To view applicant, hover over the **Actions** tab to the far right of the applicant name. Select **View Application**.
8. To begin hiring proposal on the candidate that is recommended for hiring, select **Start Hiring Proposal** in the top right hand side of the screen. The option is located just below the **Take Action on This Job Application** tab, with a green plus sign in front of it.
9. On the next screen, select the position description that the employee is being considered for. At the bottom, click the **Select Position Description** button.
10. On the **Position Details** page, complete all requested field(s), select **Next**.
11. **Hiring Proposal Document** page is not being used at this time. Select **Next**.
12. On the **Hiring Proposal** summary page, hover over the **Take Action on Hiring Proposal** button and select **Send to HR Employment**.
13. The process is now complete and the user can logout. This position will be available to view in your watch list until the position is marked filled by Human Resources and the applicant is hired.
14. **Workflow state “Verbal Offer to Candidate” is located on the “Staff Applicant Review and Hiring Proposal” work flow. Please review to determine when candidate is contacted. Employment offers should not be made to candidates until approved to do so by Human Resources.**

***If any changes are made with the selected candidate (candidate declines offer after hiring proposal submitted, etc...) please contact Human Resources directly to discuss.

Action/Status Key:

Action/Status	Process Definition
Keep working on this job application	Save the action(s) and/or continue working on it
Approve for interview	Candidate approved to go the next workflow state (multiple candidates in this action/status is permissible.)
Send to Finalist	After interviews are completed, one applicant is selected as a final candidate. (No more than one candidate in this action/status is permissible at a time. For positions with multiple vacancies, more than one finalist is permissible.)
Recommend for Hire - Begin Hiring Proposal	This action begins the process of recommending the selected finalist (final candidate) for hire. (No more than one candidate in this action/status is permissible at a time. For positions with multiple vacancies, more than one Recommend for Hire candidate is permissible.)
Start Hiring Proposal	This action will begin the hiring proposal process for the selected candidate, once approved the offer can be made to the candidate. (No more than one candidate in this action/status is permissible at a time. For multiple positions numbers, more than one Hiring Proposal is permissible.)
Not Hired – Email When Position Filled	Applicant not selected. System sends email once position is filled.
Not Hired – Sends Email Immediately. For use only by HR.	Contact HR when this Action/Status is needed.
Interviewed, Not Hired	Applicant interviewed, but not selected. System sends email once the position is filled.
Does not meet minimum qualifications. System automatically places applicant in this status.	Applicant ineligible for position based on answers to supplemental questions. System sends email soon as application is submitted (applicant not interviewed at all.)
Withdraw – Not Hired	Candidate requests that the submitted application be withdrawn (such as when offer is declined).
Approved for Phone Interview	Candidate approved to go to the next workflow state (multiple candidates in this action/status is permissible).
Unable to Contact	If a candidate was selected for a phone/campus interview but you were unable to reach them
Offer Declined-For Use by HR only	Contact HR when this actions/status is needed.