PeopleAdmin 7

Quick Reference Guide

This document will provide some brief tips and tricks for navigating and using PeopleAdmin 7.

1) **INBOX – How to approve**

   The "Inbox," a button located at the top right corner of your screen, will show you what position description actions or hiring proposals are waiting for your approval. Just be sure you are logged in as the correct user type (i.e. Department head/chair or Dean/VP) to view and approve.

2) **WATCH LIST – Search actions**

   The "Watch list," a button also located at the top right corner of your screen, will show you where position description actions, posting and hiring proposals are in the process. As you create or approve actions, postings or hiring proposals, you can add these to the watch list.

3) **MODULE SELECTION FIELD**

   There are two modules in PeopleAdmin 7 - the **Position Management** module where you create and modify position descriptions and the **Applicant Tracking** module where you can view, rate and hire applicants. You can select your module by hovering over the drop down at the top right corner of your screen.

4) **CREATE A NEW POSITION DESCRIPTION**

   Go to the Position Management module.
   Under the "Position Description" heading at the top of the page, select Staff, Faculty or Student.
   Click the orange button, "Create New Position Description" at the top right corner of the page.

5) **MODIFY A POSITION DESCRIPTION**

   Go to the Position Management module.
   Under the "Position Description" heading at the top of the page, select Staff, Faculty or Student.
   Select the position description from the list by clicking on the name or working title.
   When the position opens, click on "Modify Position (Post if applicable)" in the top right corner.

6) **VIEW APPLICANT POOL**

   Go to the Applicant Tracking module.
   Under the "Postings" heading at the top of the page, select Staff, Faculty or Student.
   Use the search bar to narrow the results, and then click on the working title of the posting.
   Click on the "Applicants" tab to view the list of applicants.
   Click on "more search options" to view applicants by status (i.e. Active or Inactive).

7) **START A HIRING PROPOSAL**

   Change workflow status of the applicant you would like to hire to "Recommend for Hire."
   Open the application of the applicant by clicking on the selected applicant's last name.
   In the top right corner of the application, select "Start Hiring Proposal."
   On the next page, select the position you are hiring the applicant into.
   Click Start Action.