

Purpose of this guide

This guide is intended to provide a quick reference for the commonly performed actions when using the PeopleAdmin Applicant Tracking System.

For more comprehensive information please review the PeopleAdmin User Manual.

Reminder:
The PRR is being used for Position Management

Questions?

Please direct any questions to...

Office of Human Resources
Administration Building, AD 2.208
Phone : (972) - 883 - 2129
Email : jobs@utdallas.edu

PeopleAdmin Navigation Pane

The screenshot shows the PeopleAdmin navigation pane with the following components and labels:

- Notification Bar:** A green bar at the top containing the text "You are now viewing the system as a member of the Employee group" and the UTD logo.
- Module Selector:** A dropdown menu labeled "PeopleAdmin" with "APPLICANT TRACKING" selected.
- Navigation Links:** "Inbox", "Watch List", "Home", "My Profile", and "Help".
- User Information:** "John Doe, you have 0 messages." with a "Message Count" label.
- Logout and Refresh:** "Employee" dropdown, "logout", and "Role Refresh" buttons.
- Role Selector:** A label pointing to the "Employee" dropdown menu.

PeopleAdmin Applicant Tracking System

Quick Reference Guide



Accessing PeopleAdmin

PeopleAdmin can be accessed by entering the following URL into any Internet browser and providing your UTD credentials for the login information.

<https://jobs.utdallas.edu/hr>

Navigating PeopleAdmin

After successfully logging into the system, by default the user is accessing the **Applicant Tracking** Module as the **Employee** Role.

Users may have more than one role assigned to them. **User roles:**

Employee – view actions relating to the employee

Level 1 – view actions that user initiated

Level 2 – view actions assigned to a particular department

Level 3 – view actions assigned to the division

Level 4 – view action assigned to the entire organization

To change roles, simply select the desired role using the Role Selector dropdown and click the Refresh Role button.

[See the back of this guide for a visual reference]

To change modules, simply select the desired module using the Module Selector dropdown.

The module will refresh automatically.

The **Inbox** and **Watchlist** are quick navigation features located on your Home page.

 **Inbox** (0 items need your attention)

 **Watch List** (0 items)

The Inbox contains all items that require action.

The Watchlist contains items in PeopleAdmin that the user has elected to “watch”. This provides quick access to items the user has placed a priority on.

Creating a New Posting

- 1 Log-in to the **Applicant Tracking** module and select the appropriate role.
- 2 From the Shortcuts menu, select a link to create a new posting.
- 3 Select **Create from Posting** or **Create from Position Description**.
- 4 Search for the appropriate Posting or Position Description and select it by clicking the **title**.
- 6 Click **Create Posting from this Position Description**
- 7 Complete fields as required.
- 8 Click **Create New Posting**. **This is located on the bottom right hand side of the page.**
- 9 Click Next. Provide appropriate values for the required fields indicated by red asterisk *.
- 10 Click **Next**

Optional Steps

Provide values for the following sections :

| | |
|---------------------|----------------------|
| .Position Details | Applicant Documents |
| Posting Details | Qualification Groups |
| | Guest User |
| Search Committee | Posting Documents |
| Evaluative Criteria | Reference Letters |
| | Posting Documents |

Click Next after each section to continue.

- 11 Verify the Posting was successfully updated. message is displayed [green notification bar]
- 12 Hover over **Take Action On Posting**.
- 13 Submit to the appropriate department routing (if applicable) from the list.

Reviewing Applicant Information

- 1 Verify you are logged into the **Applicant Tracking** module as the appropriate role.
- 2 Hover over **Postings** and select the appropriate employee type.
- 3 Search for the appropriate posting and select it by clicking the **Official Title**.
- 4 Click the **Applicants** tab.
- 5 Click on the appropriate **Applicant Name**.
- 6 Review information provided on the **Summary** and **Recommendations** tabs.

Changing an Applicant Status

- 1 Verify you are logged into the **Applicant Tracking** module as the **Applicant Reviewer** role.
- 2 Hover over **Postings** and select the appropriate employee type.
- 3 Search for the appropriate posting and select it by clicking the **Official Title**.
- 4 Click the **Applicants** tab.
- 5 Check the box to the left of **Applicant Name(s)** for whom a status change is desired.
- 6 Hover over the **Actions** button.
- 7 Select **Move In Workflow**.
- 8 Select a **New State** and provide a **Reason** if applicable.
- 9 Click **Save Changes**.
- 10 When finalist is selected, change status to **recommend for hire**.

Submitting a Hiring Proposal

- 1 Verify you are located on the **Home** tab in the **Applicant Tracking** module as the appropriate role.
- 2 Click the **Hiring Proposals** link located in the **Inbox** section
- 3 Search for the appropriate position and select it by clicking the **Job Title**.
- 4 Click the **Applicants** tab.
- 5 Click on the appropriate **Applicant Name**.
- 6 Hover over **Take Action On Hiring Proposal**.
- 7 Select **Recommend for Hire** from the list.
- 8 Populate any comments and add to your **Watch List** as desired.
- 9 Click **Submit**.