Navigation in PeopleAdmin

Browser Note: PeopleAdmin has been tested on many browsers. You may experience slightly different behaviors between browsers and you can use the browser that you prefer.

Home Page Content

1. **Product Module** – Press this button to toggle between Position Management and Applicant Tracking. When you are in the Position Management Module, the header will be orange; and in the Applicant Tracking module, the header will be blue.

2. **Role Selector** – Use the drop down to change your role. Then press the Refresh button. You will know that you have successfully changed roles when you see a green bar with a ‘success’ message. Click the x icon to close this green bar.

3. **Shortcuts** (Window content managed by HRM)

4. **My Links** (Window content managed by HRM)
PeopleAdmin System Access

URL: https://neu.peopleadmin.com/hr

You will use your nunet username and password to access the system. This is the same username and password you would use to login to your computer each day.

The Facilitator will have a role in two specific Workflows:

1. **Managing Staff Applicants**

   ![Candidate Process (Applicant Workflow)](image)

2. **Managing Faculty Candidates**

   ![Candidate Process (Applicant Workflow)](image)
Managing Staff Applicants

Key Points:

- The ‘Facilitator Only Review’ workflow state will contain all applicants (internal and external) and will not be viewable by any Search Committee members until moved to ‘Reviewed by Facilitator.’
- As a Key Contact, you are automatically a Facilitator even though you may not be specifically named as such on a Requisition.
- Applicant Dispositions: Below are the 3 options available to a Facilitator, who can use any combination of the 3 as they see appropriate.
  a. A Facilitator can move staff applicants along various workflow states (Facilitator Only Review > Reviewed by Facilitator > Screened > Interviewed, etc.). In doing so, Search Committee members and others can view and rank applicants.
  b. A Facilitator can Reject staff applicants instead of moving them along in the Workflow.
  c. A Facilitator can retain a number of applicants in the Facilitator Only Review state instead of moving them along in the Workflow.

Steps to Manage Staff Applicants

1. Select the Applicant Tracking module
2. Change role to Facilitator
3. Go to Requisitions > Staff
4. Search for the Requisition
5. Click on Requisition Number or Posting Title
6. Go to the Applicants tab

![Applicants Tab]

7. **Reviewing Applicants**: On this page you have a number of options.
   A. Review one applicant at a time
   B. Review applicants ‘in bulk’
   C. Review supplemental questions and answers
   D. Export search results

![Search Results]

Search Results:
- **Workflow State Column**: As a reminder, at this state, applicants are only visible to the Facilitator, and not the Search Committee. Applicants will need to be moved to ‘Reviewed by Facilitator’ in order to be visible to the Search Committee. Any Internal candidates should be contacted regarding their candidacy.
- **Application Form Column**: Designates the External vs. Current Employee application type.

**Note**: For Office Support/Technical positions, the facilitator should only identify which applicants have been “Interviewed” and HR Employment will complete the process after meeting with the finalist.
A. To review one applicant at a time:
   - Click on the applicant’s name, or on the Actions button (in the applicant’s row) and select View.

At the top of the application, you can do the following things:
1. Scroll through the application
2. Take an action on this applicant
3. Go back to the listing of applicants
4. Go to the next applicant in the listing

At the bottom of the application are 3 links:
1. Link to the PDF resume
2. Link to download a PDF of the Application
3. Link to download a PDF of the Application and the attached documents (i.e., Resume)
B. **To Review applicants ‘in bulk’**
   Return to your Applicants.
   1. Select all applicants
   2. Click on Actions > Download Applications as PDF’s
   3. Select the documents
   4. Press Submit

   ![Image of download applications as PDF](image)

C. **To Review Supplemental Questions**
   Return to your Applicants.
   1. Select all applicants
   2. Click on Actions > Review Supplemental Questions

D. **To Export Results** (provides an excel spreadsheet of the applicants.)
   Return to your Applicants.
   1. Select all applicants
   2. Click on Actions > Export Results.
8. **Take Action on Applicants**: On this page you have a number of options.
   A. Take action on one applicant (reject). Two methods.
   B. Take action on applicants ‘in bulk’.

   **A. Take Action on one applicant (Reject).**
   1. Click on the applicant’s name or select the Actions link in the row of the applicant, select View Application
   2. In the Applicant view, select Take Action On Job Application, select Reject Candidate.
   3. Select a Reason and press Submit
B. Take Action on all Applicants

1. Select all applicants
2. Select Actions > Move in Workflow
3. Select a Workflow state (Reviewed by Facilitator)
4. Press Save Changes

A message will appear in the green bar at the top of the page, and the Status of the applicants will be updated.

Search Committee will now have the ability to view these applicants. The Facilitator will now have the ability to select **two more Workflow steps** for Applicants:

- **Preliminary Screened** by Facilitator (optional)
- **Interviewed** by Facilitator (required)
  - Once Interviewed is selected, the Facilitator can select **Finalist** – and then the next step is for OIDE to review the pool. **The Facilitator will not be able to take any Actions on these applicants once it is in the status of ‘Finalist Selected – OIDE Review Pool.’**
Managing Faculty Candidates

Please refer to the instructions for Staff Applicants. The tasks are the same, with the following exceptions:

- The Search Committee has immediate view to all candidates.
- The Facilitator will have the ability to select from multiple workflow states for Faculty Candidates.
- The Dean will select the workflow state of ‘Hire Offer Recommended – to Key Contact’ before the Hiring process can begin.
- The Key Contact will then have the ability to begin a Hiring Proposal.

Managing Part-Time Faculty Candidates

Please refer to the instructions for Staff Applicants. The tasks are the same with the following exceptions:

- The workflow is simplified
- The workflow does not include OIDE