PeopleAdmin

The Role of a Search Committee Member

End User Guide

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 switch 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 System Admin)
4. **My Links** (Window content managed by System Admin)

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.

Steps to Navigate to Applicants

1. Select the Applicant Tracking module
2. Change role to Search Committee
3. Go to Requisitions > Staff, Full-Time Faculty or Part-Time Faculty
4. Search for the Requisition
5. Click on Requisition Number or Posting Title
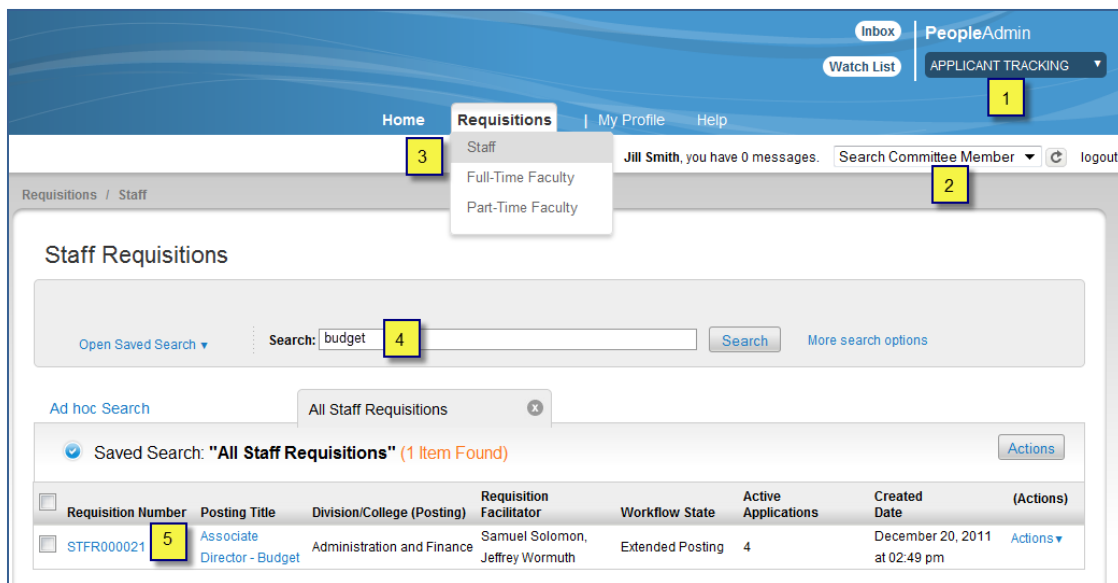
6. Go to the Applicants tab
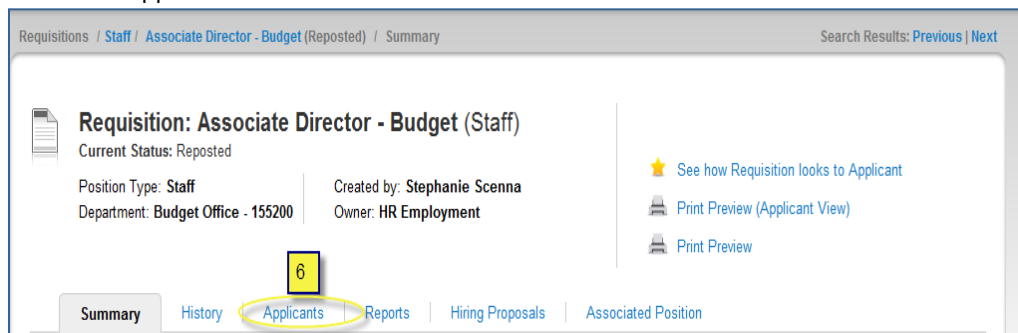
7. **Reviewing Applicants:** On this page you have a number of options.
   A. Review one applicant at a time
   B. Review applicants 'in bulk'
   C. Review supplemental questions and answers
   D. Export search results

Search Results:

- 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.

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.

☐ Full Name	Requisition Number	Application Date	Workflow State (Internal)	Workflow State Owner	Status	Active/Inactive	(Actions)
☐ Thomas, Tim	STFR000021	January 02, 2012 at 12:32 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	Actions ▾
☐ Ortiz, David	STFR000021	January 02, 2012 at 12:37 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	GENERAL
☐ Pierce, Paul	STFR000021	January 02, 2012 at 12:47 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	View Application
☐ Brady, Tom	STFR000021	January 02, 2012 at 12:50 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	Actions ▾

Staff Applications ⊗
● Saved Search: **"Staff Applications"** (4 Items Found) ⊗   Actions

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

Requisitions / ... / **Associate Director - Budget** (Posted) / **Applicant Review** / Tim Thomas Facilitator Only Review   Search Result(s): **Next**

Job application: Tim Thomas (Staff)
Current Status: Facilitator Only Review
Application form: External Application

[2] Take Action On Job Application ▾
WORKFLOW ACTIONS
Keep working on this Job application
Candidate Reviewed (move to Reviewed by Facilitator)
Reject Candidate (move to Rejected by Facilitator)

Full name: Tim Thomas   Created by: **Tim Thomas**
Address: Owner: **Facilitator**
10 Main Street
Arlington , MA
Username: **tim123**
Email: **tim@zed.zed**
Phone (Primary): **(508) 555-4545**
Phone (Secondary):
Position Type: **Staff**
Department: **Budget Office - 155200**

Summary   Recommendations (0 of 0)   History

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 (ie., Resume)

Submitted on November 20,

Required Documents

Document Type	Name	Conversion Status
Resume [1]	Resume 11-26-11 19:22:13 (9.1 KB)	PDF complete

Optional Documents

No optional documents added.

PDF Documents

Document Type	
Application	[2] Recreate PDF
Application and attached documents	Recreate PDF [3]

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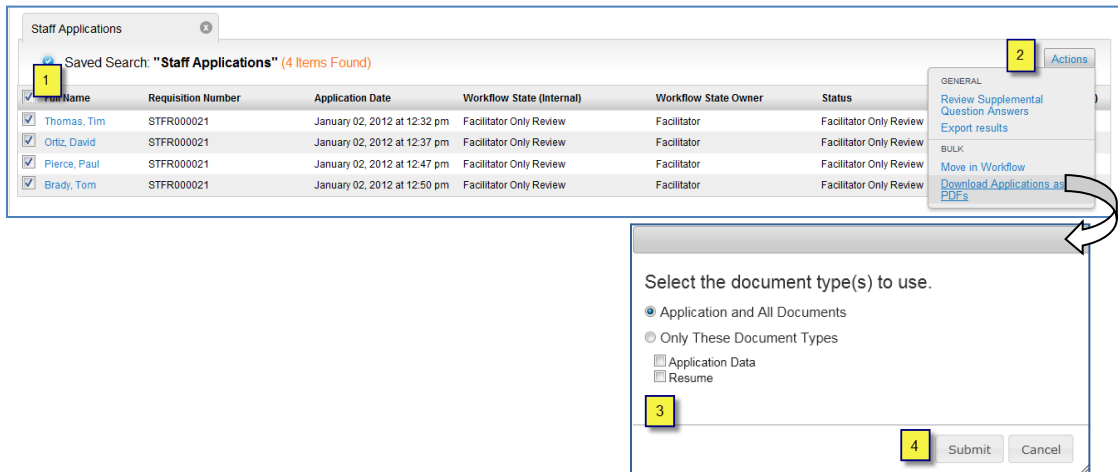
C. **To Review Supplemental Questions**
    Return to your Applicants.
    1. Select all applicants
    2. Click on Actions > Review Supplemental Questions

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.

Steps to Rank Applicants – Search Committee Member

If Ranking Criteria has been selected by the Facilitator for a Requisition, and if the Requisition is in the correct Workflow State, you will be able to enter rankings. A search committee member can only see their individual ranking details.

1. Navigate to the Requisition and select the Applicants tab.
2. Select all applicants or a single applicant.
3. Click on the Actions button and choose Evaluate Applicants.

4. Click on the name to review the application again, if necessary. This will open a new tab in your browser. Close the tab to return to this page and continue on to step 5.
5. Enter a ranking and a comment. Scroll to all applicants on the page to enter rankings.
6. Press Save
7. To navigate back to the previous page press Applicant Review on the path or press Next.

Steps to View Applicant Evaluations (Search Committee Chair)

If Ranking Criteria has been selected by the Facilitator for a Requisition, and if the Requisition is in the correct Workflow State, the **Search Committee Chair** will be able to enter and view rankings of the search committee members.

1. Navigate to the Requisition and select the Applicants tab.
2. Select all applicants or a single applicant.
3. Click on the Actions button and choose Evaluate Applicants.

4. Click on View Detailed Entries to view your rankings and other search committee members.

5. Select a name

6. View evaluations that have been entered to date.
7. To navigate back to the Applicant page, press Evaluate Applicants in the navigation path.

Requisitions / ... / Evaluate Applicants / Tim Thomas / Evaluative Criteria Details

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Evaluative Criteria Details and Overrides

* Required Information

Workflow State: Reviewed By Facilitator

Reviewer Name	Applicant ranking (weight:)	Comments
Elizabeth Mace	Yes(points)	N/A
Jill Smith	Yes(points)	Mr. Thomas's experience is mostly relevant.
Average Score	0.00 points	
Total		N/A