



Northeastern

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)

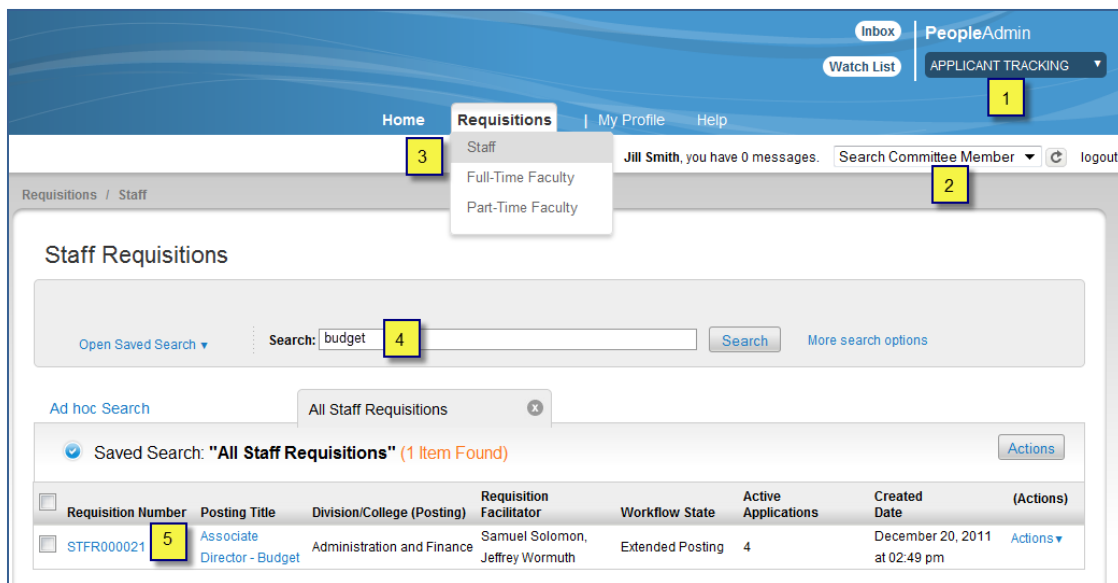
PeopleAdmin System Access

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

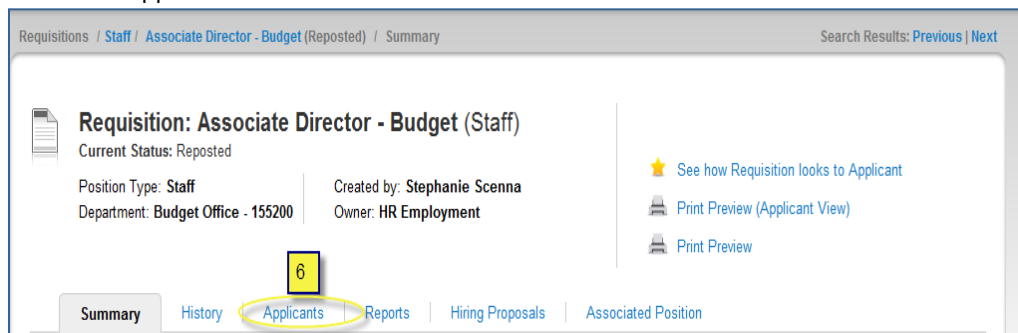
You will use your nunet username and password to access the system. This is the same username and password you would use to login to your computer each day.

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.
- Review one applicant at a time
 - Review applicants 'in bulk'
 - Review supplemental questions and answers
 - Export search results

Requisitions / Staff / Associate Director - Budget (Reposted) / Applicant Review

Requisition: Associate Director - Budget (Staff)
 Current Status: Reposted
 Position Type: **Staff**
 Department: **Budget Office - 155200**

Created by: **Stephanie Scenna**
 Owner: **HR Employment**

[★ See how Requisition looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

Summary | History | **Applicants** | Reports

Open Saved Search ▼ Search: Search More search options

Staff Applications ×

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

<input type="checkbox"/>	Full Name	Requisition Number	Application Date	Workflow State (Internal)	Status	Application Form	(Actions)
<input type="checkbox"/>	Mace, Elizabeth	STFR000021	December 29, 2011 at 01:57 pm	Facilitator Only Review	Facilitator Only Review	External Application	Actions ▼
<input type="checkbox"/>	Smith, Jill	STFR000021	December 29, 2011 at 01:59 pm	Facilitator Only Review	Facilitator Only Review	External Application	Actions ▼
<input type="checkbox"/>	Caruso, Sonia	STFR000021	December 29, 2011 at 02:00 pm	Facilitator Only Review	Facilitator Only Review	External Application	Actions ▼
<input type="checkbox"/>	Ribeiro, Amanda	STFR000021	December 29, 2011 at 02:03 pm	Facilitator Only Review	Facilitator Only Review	Current Employee Application (Internal Use Only)	Actions ▼

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.

Staff Applications

Saved Search: "Staff Applications" (4 Items Found)

<input type="checkbox"/>	Full Name	Requisition Number	Application Date	Workflow State (Internal)	Workflow State Owner	Status	Active/Inactive	(Actions)
<input type="checkbox"/>	Thomas, Tim	STFR000021	January 02, 2012 at 12:32 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	Actions
<input type="checkbox"/>	Ortiz, David	STFR000021	January 02, 2012 at 12:37 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	Actions
<input type="checkbox"/>	Pierce, Paul	STFR000021	January 02, 2012 at 12:47 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	Actions
<input type="checkbox"/>	Brady, Tom	STFR000021	January 02, 2012 at 12:50 pm	Facilitator Only Review	Facilitator	Facilitator Only Review	Active	Actions

Annotations: A yellow arrow points to the name 'Thomas, Tim' in the first row. Another yellow arrow points to the 'View Application' link in the 'Actions' column of the same row.

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: [Next](#)

Job application: Tim Thomas (Staff)

Current Status: Facilitator Only Review
Application form: External Application

Full name: Tim Thomas
Address:
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

Created by: Tim Thomas
Owner: Facilitator

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)

Summary Recommendations (0 of 0) History

Annotations: Numbered boxes 1 through 4. Box 1 points to the 'History' link. Box 2 points to the 'Take Action On Job Application' button. Box 3 points to the 'Applicant Review' breadcrumb. Box 4 points to the 'Next' search result link.

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, 2011

Required Documents

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

Optional Documents

No optional documents added.

PDF Documents

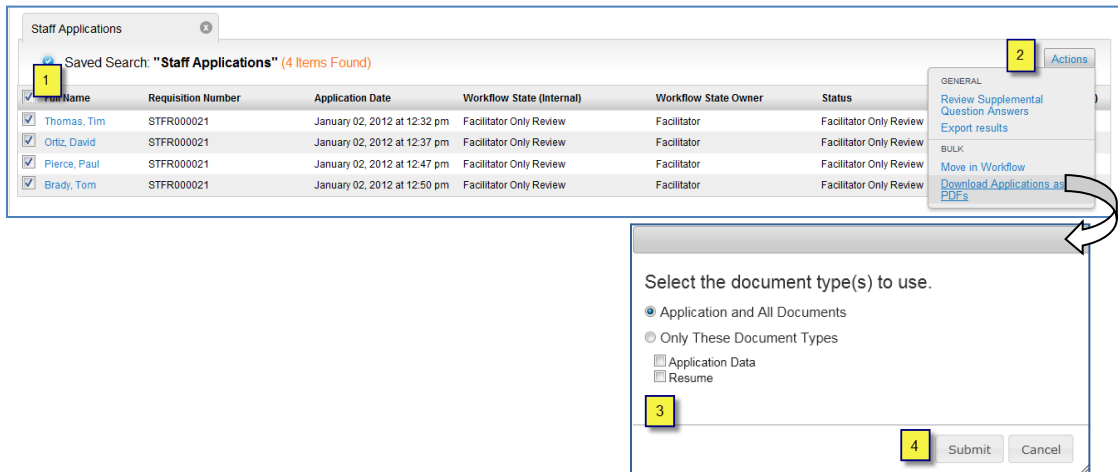
Document Type
Application
Application and attached documents

Annotations: Numbered boxes 1 through 3. Box 1 points to the 'Resume' document type. Box 2 points to the 'Recreate PDF' link for the 'Application' document type. Box 3 points to the 'Recreate PDF' link for the 'Application and attached documents' document type.

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.

Summary | History | **Applicants** | Reports

Open Saved Search Search: Search More search options

Staff Applications

Saved Search: "Staff Applications" (4 Items Found)

Full Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State Owner	Status
Thomas, Tim	STFR000021	January 02, 2012 at 12:32 pm	Reviewed by Facilitator	Facilitator	Reviewed by Facilitator
Ortiz, David	STFR000021	January 02, 2012 at 12:37 pm	Reviewed by Facilitator	Facilitator	Reviewed by Facilitator
Brady, Tom	STFR000021	January 02, 2012 at 12:50 pm	Reviewed by Facilitator	Facilitator	Reviewed by Facilitator
McDonald, Mary	STFR000021	January 05, 2012 at 12:15 pm	Reviewed by Facilitator	Facilitator	Reviewed by Facilitator

Actions

- GENERAL
 - Evaluate Applicants
 - Download Applicants Evaluations
 - Review Supplemental Question Answers
 - Export results
- BULK
 - Download Applications as PDFs

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

Requisitions / ... / Associate Director - Budget (Extended Posting) / Applicant Review / Enter Evaluative Criteria Evaluations

Evaluative Criteria

Reviewed by Facilitator

View Detailed Entries

Workflow State: Reviewed By Facilitator

Showing 4 Applicants. Show More

Evaluations

5. Select a name

Evaluative Criteria Score Details


Showing 4 Applicants. Show More

Full Name	Current State	Reviewed by Facilitator	Overall
Tim Thomas	Reviewed by Facilitator	-	-
David Ortiz	Reviewed by Facilitator	-	-
Tom Brady	Reviewed by Facilitator	-	-
Mary McDonald	Reviewed by Facilitator	-	-

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

7

 **Evaluative Criteria Details and Overrides**

* Required Information

Workflow State: Reviewed By Facilitator

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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