

PeopleAdmin Applicant Tracking System Guidelines

Search Committee Member Role Training

Step 1: Access PeopleAdmin by entering <https://careers.utrgv.edu/hr> in URL.

Step 2: Log into PeopleAdmin with University credentials.

The University of Texas Rio Grande Valley

[Click Here](#)

Click here to log in with your UTRGV credentials

The boxes below are only to be used by Guest Users.

Use the link above if intending to log in with your UTRGV credentials.

USERNAME

PASSWORD

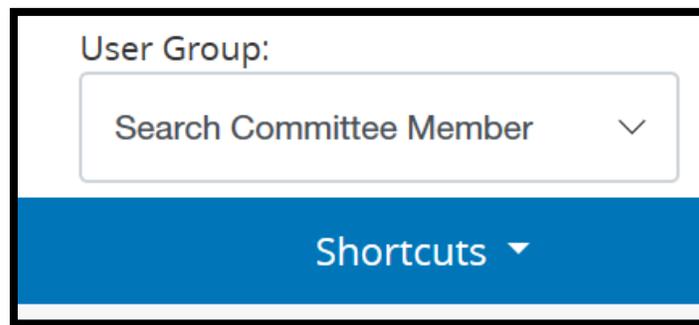
Log In

Authenticate with single sign-on? [SSO Authentication](#)

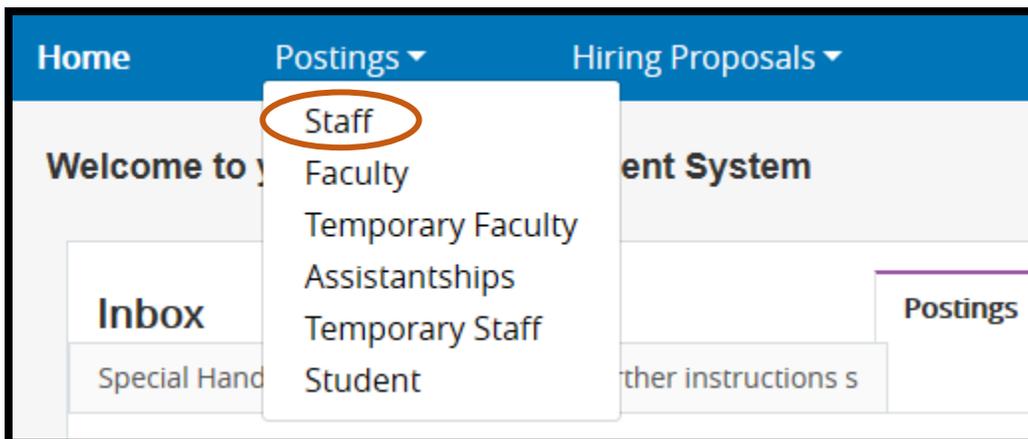
Application Review

Step 3: In order to access applications in a posting, you must be in the role of *Search Committee Member*. You can verify which role you are in by selecting it from the drop down menu in the upper right-hand corner.

***Please note, for first time users the welcome screen may default to the *Employee* role.



Step 4: Click the *Postings* tab and select the type of position you are reviewing. For example: To review applications for an Administrative Assistant I select *Staff*.



Step 5: Then make your selection by clicking on the appropriate job title from the list populated.

The screenshot shows the 'Staff Postings' search interface. At the top, there is a search bar with 'srgv' entered and a 'Search' button. Below the search bar, there are options to 'Add Column' and 'Workflow State'. A search results popup is visible, showing a table of results. The first row, 'ADMINISTRATIVE ANALYST', is circled in orange. The table has columns for checkboxes, Official Title, Posting Number, College, Workflow State, Salary Grade, Job Class Code, Open Date, and Working Title.

<input type="checkbox"/>	Official Title	Posting Number	College	Workflow State	Salary Grade	Job Class Code	Open Date	Working Title
<input type="checkbox"/>	ADMINISTRATIVE ANALYST	SRGV4402	School of Medicine / Obstetrics and Gynecology (300045)	Posted	UTRGV	9002	03/10/2020	ADMINISTRATIVE ANALYST
<input type="checkbox"/>	RESEARCH ASSOCIATE I (Open Rank)	SRGV4403	School of Medicine / Office of Human Genetics (300096)	Posted	UTRGV	4417	03/11/2020	RESEARCH ASSOCIATE I (Open Rank)

Step 6: Once you are in the posting, select the *Applicants* tab in order to pull up and review the listing of applications.

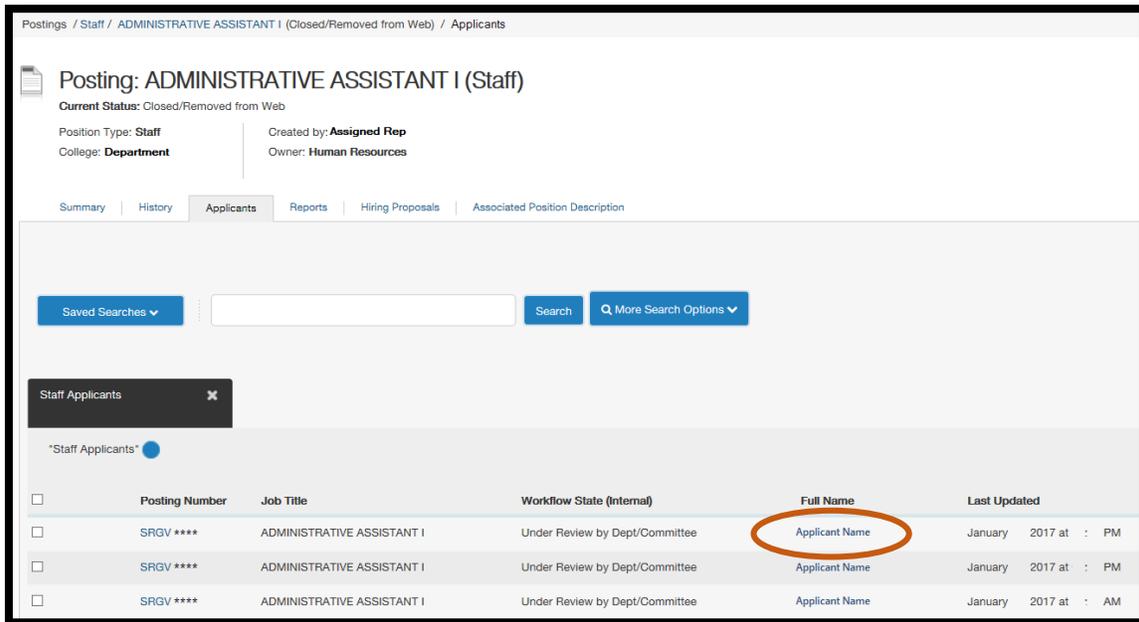
The screenshot shows the 'Applicants' tab selected in a navigation menu. The menu includes 'Summary', 'History', 'Settings', 'Applicants', 'Reports', 'Hiring Proposals', and 'Associated Position Description'. Below the menu, there is a message: 'Please review the details of the posting carefully before continuing.' followed by instructions on how to take action, submit, or edit the posting.

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may also see a "Take Action" button. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** section and make necessary corrections before moving to the next step in the workflow.

Step 7: While in the *Applicants* tab, click on the name of the applicant to open the application.



Step 8: Continue to the Applicant's *Summary* page to review the application. To select candidates to move to the interview and selection phase contact the assigned *Applicant Reviewer(s)*. The *Applicant Reviewer* will disposition the candidates to the appropriate *Workflow States*.

For questions please contact:



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