

PeopleAdmin Applicant Tracking System Guidelines

Search Committee Member Role Training

Step 1: Access PeopleAdmin by entering [Careers](#).

The screenshot shows the login interface for the University of Texas Rio Grande Valley. At the top, the university's name is displayed in large white text. Below it, an orange link says "Click here to log in with your UTRGV credentials". A note in white text states, "The boxes below are only to be used by Guest Users." Another white text instruction reads, "Use the link above if intending to log in with your UTRGV credentials." There are two white input fields: one for "USERNAME" and one for "PASSWORD". Below these fields is a blue "Log In" button. At the bottom, a link in white italicized text says "Authenticate with single sign-on? SSO Authentication".

The University of Texas Rio Grande Valley

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

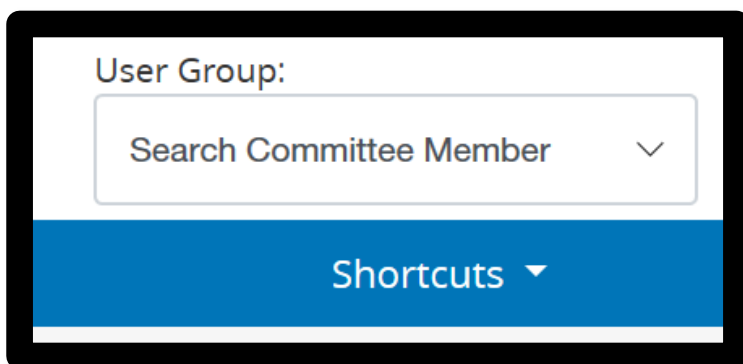
Authenticate with single sign-on? SSO Authentication

Step 2: Log into PeopleAdmin with University credentials.

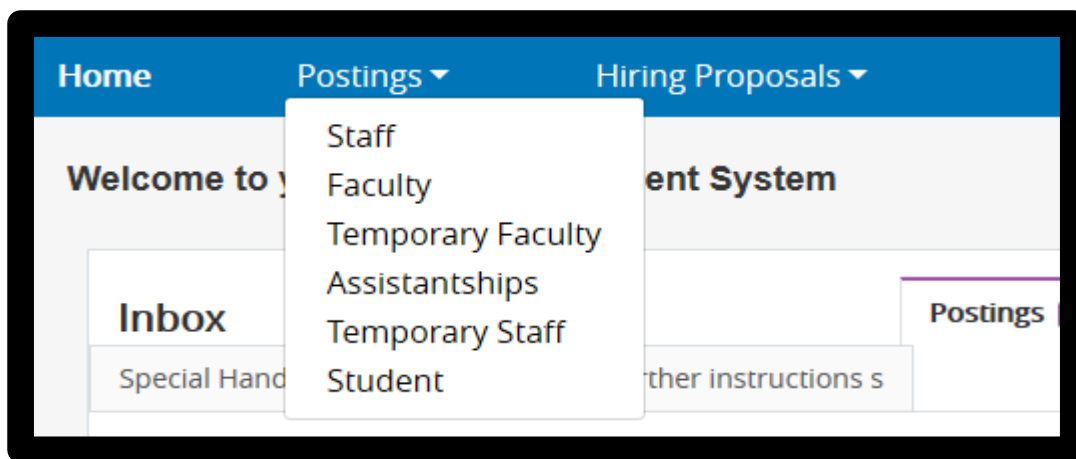
Application Review

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.

Staff Postings

Saved Searches ▾ srgv Search Hide Search Options ▾

Add Column: Add Column ▾
 Workflow State: Workflow State

SRGV ✕

"SRGV" 4479 ✕ Delete this search? Selected records 0 ✕ Clear selection?

← Previous 1 2 ... 142 143 144 145 146 147 148 149 150 Next →

☐	Official Title	Posting Number	College	Workflow State	Salary Grade	Job Class Code	Open Date	Working Title
☐	ADMINISTRATIVE ANALYST	SRGV4402	School of Medicine / Obstetrics and Gynecology (300045)	Posted	UTRGV	9002	03/10/2020	ADMINISTRATIVE ANALYST
☐	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.

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description

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 on this Posting" 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.

The screenshot shows a web interface for a job posting titled "Posting: ADMINISTRATIVE ASSISTANT I (Staff)". The current status is "Closed/Removed from Web". The position type is "Staff", created by "Assigned Rep", and the owner is "Human Resources". The "Applicants" tab is selected, showing a list of staff applicants. The table below lists three applicants, all with the same details: SRGV ****, ADMINISTRATIVE ASSISTANT I, Under Review by Dept/Committee, Applicant Name, and Last Updated: January 2017 at : PM.

	Posting Number	Job Title	Workflow State (Internal)	Full Name	Last Updated
☐	SRGV ****	ADMINISTRATIVE ASSISTANT I	Under Review by Dept/Committee	Applicant Name	January 2017 at : PM
☐	SRGV ****	ADMINISTRATIVE ASSISTANT I	Under Review by Dept/Committee	Applicant Name	January 2017 at : PM
☐	SRGV ****	ADMINISTRATIVE ASSISTANT I	Under Review by Dept/Committee	Applicant Name	January 2017 at : AM

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:



UTRGV.EDU

Recruitment and Staffing
 Office of Human Resources
 956-665-2451
 Department Email: careers@utrgv.edu
 Brownsville • Edinburg • Harlingen