

PeopleAdmin Applicant Tracking System Guidelines **Applicant Reviewer Role Training**

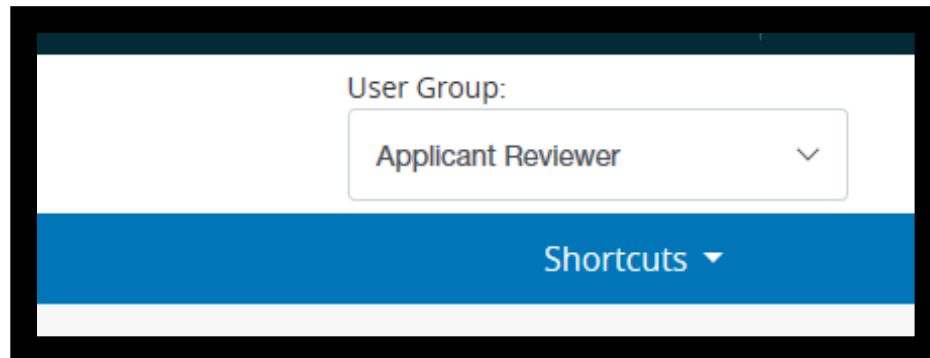
Step 1: Access PeopleAdmin by entering [Careers](#).

Step 2: Log into PeopleAdmin with University credentials.

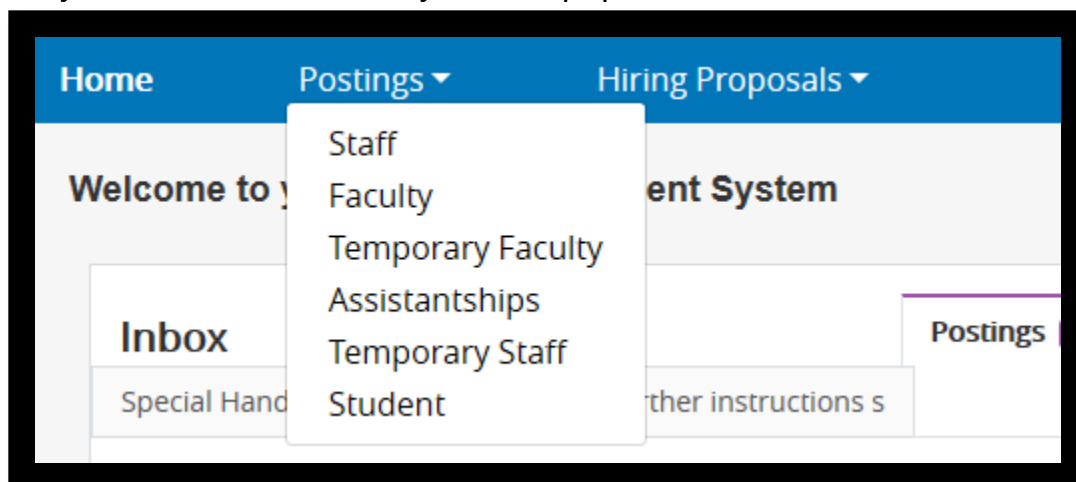
The screenshot shows the login interface for the University of Texas Rio Grande Valley. At the top, the university's name is displayed in a large, bold, white font. Below this, there is a link in orange text that says "Click here to log in with your UTRGV credentials". Underneath the link, a message in white text states: "The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UTRGV credentials." Below this message are two input fields: one for "USERNAME" and one for "PASSWORD", both with light gray backgrounds. To the right of the "PASSWORD" field is a blue button with the text "Log In" in white. At the bottom of the form, there is a link in white italicized text that says "Authenticate with single sign-on? [SSO Authentication](#)".

Step 3: In order to access applications in a posting, you must be in the role of Applicant Reviewer. You can verify which role you are in by selecting it from the drop-down menu located in the top 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 Staff. Then select position by clicking on the job title from the list of job titles populated.



Step 5: Then select the position by clicking on the job title from the list of job titles 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: On the Summary page, 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" 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.

Postings / Staff / ADMINISTRATIVE ASSISTANT I (Closed/Removed from Web) / Applicants

Posting: ADMINISTRATIVE ASSISTANT I (Staff)
 Current Status: Closed/Removed from Web
 Position Type: **Staff** Created by: **Assigned Rep**
 College: **Department** Owner: **Human Resources**

Summary History **Applicants** Reports Hiring Proposals Associated Position Description

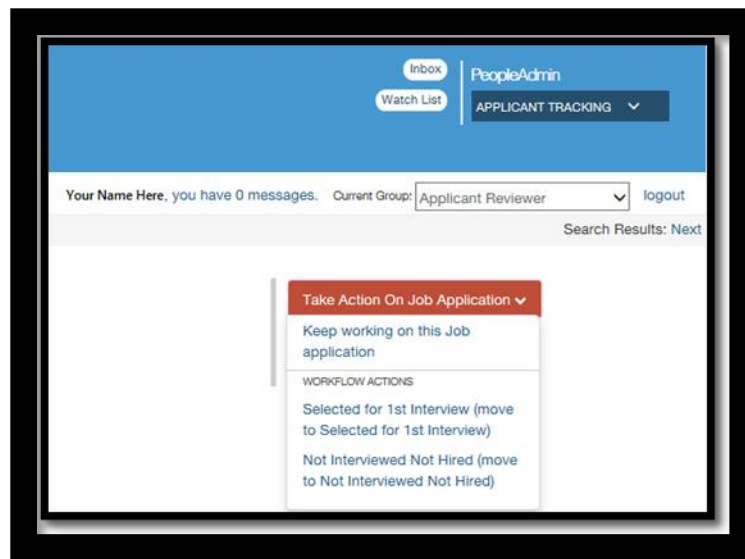
Saved Searches Search More Search Options

Staff Applicants

Staff Applicants

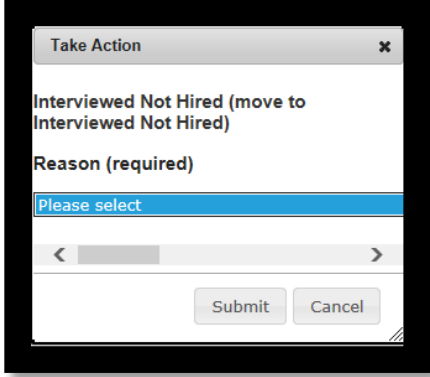
	Posting Number	Job Title	Workflow State (Internal)	Full Name	Last Updated
☐	SRGV ****	ADMINISTRATIVE ASSISTANT I	Under Review by Dept/Committee	Applicant Name	January 2017 at : PM
☐	SRGV ****	ADMINISTRATIVE ASSISTANT I	Under Review by Dept/Committee	Applicant Name	January 2017 at : PM
☐	SRGV ****	ADMINISTRATIVE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

Step 8: This action will open the applicant's **Summary** page. This page includes all information provided by the applicant, as well as links to any additional information provided. Once the determination has been made if this applicant should be interviewed or not, move your cursor to the **Take Action** on Job Application bar on the top right-hand side of the application. You will be provided with a list of actions to select the appropriate **Workflow State**.



*****Special Note:** When finalizing selections for interview, keep in mind that hiring preferences ([Veterans and Foster Child Preference](#)) and other priority considerations as identified in the [HOP](#), [ADM 04-206](#) & [ADM04-304](#), will require certain applicants to be selected for interviews.

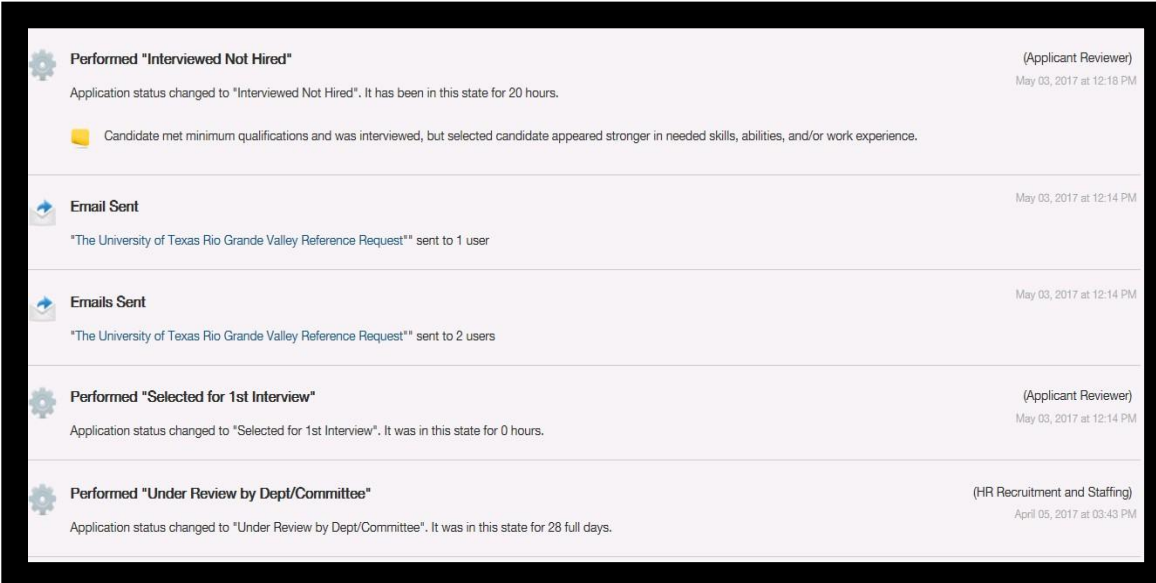
Step 9: Once a **Workflow State** has been selected a **Disposition Code** will be required. Please select the appropriate **Disposition Code** then click **Submit**. Please ensure to interview at least three applicants.



*****Special Note:** Repeat steps 7-9 as needed for each applicant.

*****Important:** Timely disposition of applications is required when initiating the interview and selection phase. Please keep in mind that the **Workflow Status** update is visible for applicants.

*****Example:** The screenshot below captures the movement of an application from **Selected for 1st Interview** to **Interviewed Not Hired** within the same day. Please note that **Reference Requests** are triggered when a candidate is selected for the first interview in the system.



Step 10: Once a candidate has been selected as **Recommended for Hire** you will need to complete and submit the Hiring Proposal via PeopleAdmin.

*****Special Note:** For Faculty hires please contact your respective Assistant Deans. For Health Affairs, Faculty hires please contact [HA Careers](#). For Assistantship hires please coordinate with your Department Head and the Graduate College by sending an email to [assistantships](#). For Student hires please contact [Student Employment](#).

For questions please contact:



The University of
Texas Rio Grande
Valley

UTRGV.EDU

Recruitment and Staffing

Office of Human Resources

956-665-2451

Department Email: careers@utrgv.edu

Brownsville • Edinburg • Harlingen