

PeopleAdmin Applicant Tracking System Guidelines

Applicant Reviewer 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

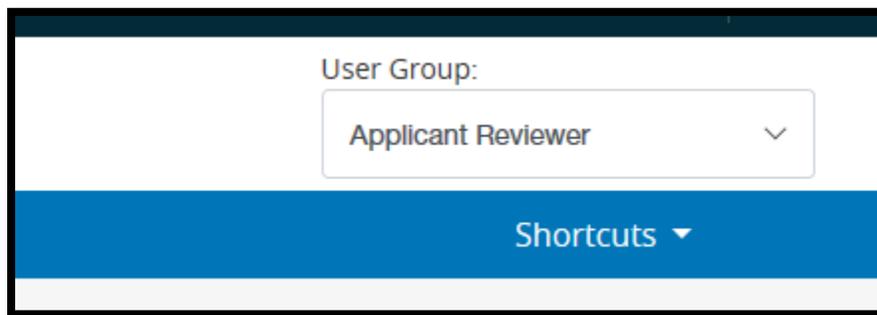
Log In

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

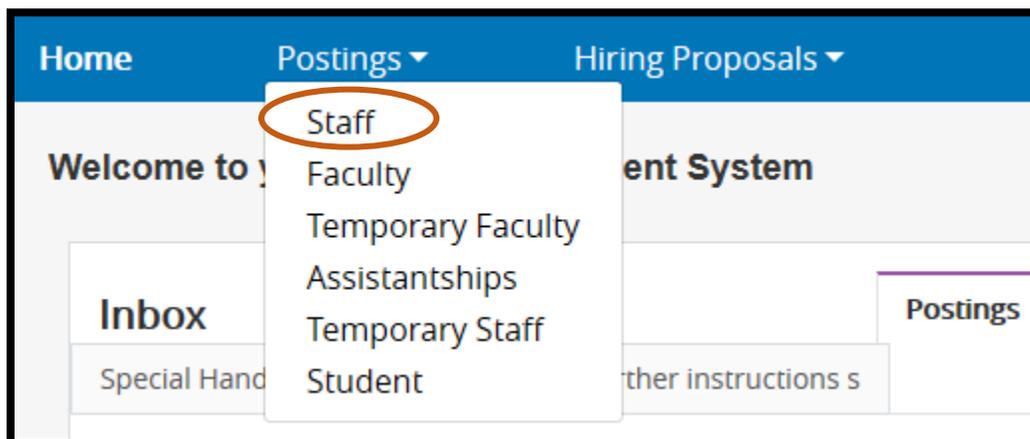
Application Review

Step 3: In order to access applications in a posting, you must be in the role of 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.

The screenshot shows the 'Staff Postings' interface. At the top, there is a search bar with 'srgv' entered and a 'Search' button. Below the search bar, there are dropdown menus for 'Add Column' and 'Workflow State'. A search results summary bar shows 'SRGV' with 4479 records. Below this is a table of results. The first row, 'ADMINISTRATIVE ANALYST', is circled in orange. The second row is 'RESEARCH ASSOCIATE I (Open Rank)'. 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: On the Summary page, select the Applicants tab in order to pull up and review the listing of applications.

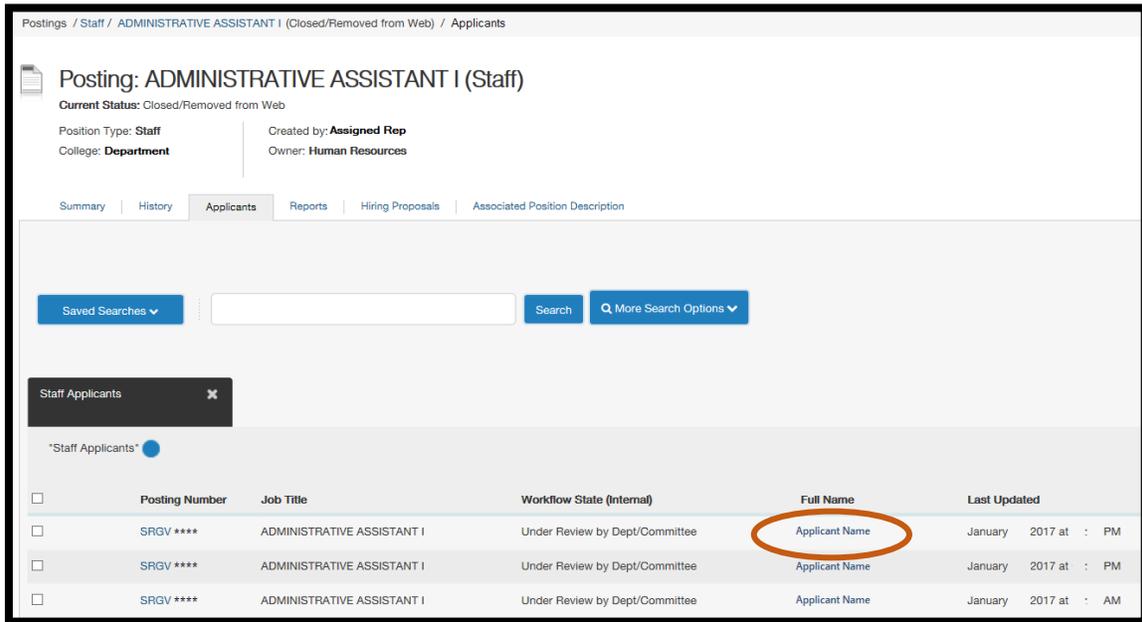
The screenshot shows the 'Summary' page navigation tabs. The tabs are: Summary, History, Settings, Applicants, Reports, Hiring Proposals, and Associated Position Description. The 'Applicants' tab is circled in orange. Below the tabs, there is a message: 'Please review the details of the posting carefully 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.

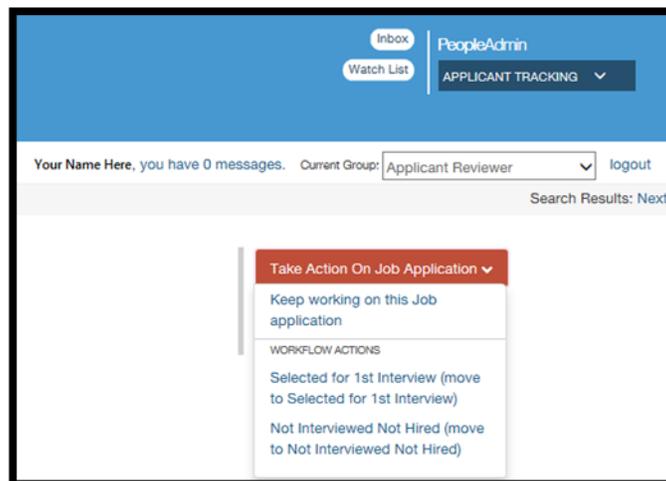
To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may also see a "Take Action" button. When you are ready to submit your posting, click on the **Submit** button on the popup box.

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.



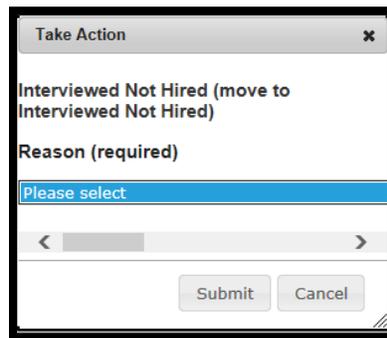
Step 8: This action will open the applicant's *Summary* page. This page includes all information provided by the applicant, as well as links to any additional information provided (resume etc.). Once the determination has been made if this applicant should be interviewed or not, move your cursor to the *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 two 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.

 Performed "Interviewed Not Hired"	(Applicant Reviewer) May 03, 2017 at 12:18 PM
Application status changed to "Interviewed Not Hired". It has been in this state for 20 hours.	
 Candidate met minimum qualifications and was interviewed, but selected candidate appeared stronger in needed skills, abilities, and/or work experience.	
 Email Sent	May 03, 2017 at 12:14 PM
"The University of Texas Rio Grande Valley Reference Request" sent to 1 user	
 Emails Sent	May 03, 2017 at 12:14 PM
"The University of Texas Rio Grande Valley Reference Request" sent to 2 users	
 Performed "Selected for 1st Interview"	(Applicant Reviewer) May 03, 2017 at 12:14 PM
Application status changed to "Selected for 1st Interview". It was in this state for 0 hours.	
 Performed "Under Review by Dept/Committee"	(HR Recruitment and Staffing) April 05, 2017 at 03:43 PM
Application status changed to "Under Review by Dept/Committee". It was in this state for 28 full days.	

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 School of Medicine, Faculty hires please contact SOMCareers@utrgv.edu. For Assistantship hires please coordinate with your Department Head and the Graduate College by sending an email to assistantships@utrgv.edu. For Student hires please contact Career Center at careercenter@utrgv.edu.

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

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