

User Guide



HOFSTRA
UNIVERSITY



PEOPLEADMIN

A PowerSchool Company

9/29/2022

Table of Contents

	Page
Introduction	<u>2</u>
PeopleAdmin User Roles	<u>3</u>
How to Access People Admin	<u>4</u>
How to Search for a Posting	<u>6</u>
How to Review Applicants and Print Applications	<u>8</u>
How to Change the Status of an Applicant	<u>10</u>
How to Capture a ULR (“Quick Link”) for a Posting	<u>12</u>

Introduction

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Hofstra University has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

- 1) Review Requisitions
- 2) Search and Review Applicants
- 3) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system. If you have any questions, please email askpa@peopleadmin.com

Your Web Browser

PeopleAdmin Hire supports the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
- Safari versions currently supported by the vendor

When an issue arises with a supported browser version, PeopleAdmin will consider fixing it in an upcoming release. Issues related to browser versions that are no longer supported will not be addressed.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the top right-hand side of your screen.

PeopleAdmin User Roles

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Hiring Manager –

- Non-faculty postings: Responsible for moving applicants through the process (i.e., not interviewed, not hired; recommend for interview; interviewed, not hired; interviewed, selected, etc.)
- Faculty postings: Able to view postings and applications for the postings they are assigned.

Search Committee Chair –

- Non-faculty postings: Able to view postings and applications for the postings they are assigned.
- Faculty postings: Responsible for moving applicants through the process (i.e., not interviewed, not hired; recommend for interview; interviewed, not hired; interviewed, selected, etc.)

Search Committee Member –

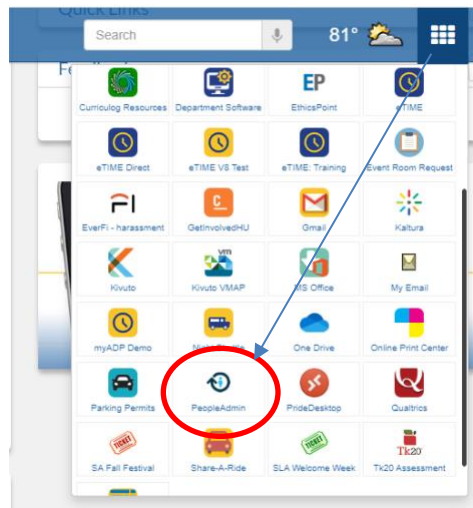
- Non-faculty postings: Able to view postings and applications for the postings they are assigned.
- Faculty postings: Able to view postings and applications for the postings they are assigned.

Human Resources – Human Resources is responsible for all job postings. This group approves all non-faculty positions prior to posting, and is able to close a posting once the position is filled or upon request.

Provost-Post – This group is responsible for all faculty job postings. This group approves all faculty positions prior to posting, and is able to close a posting once the position is filled or upon request.

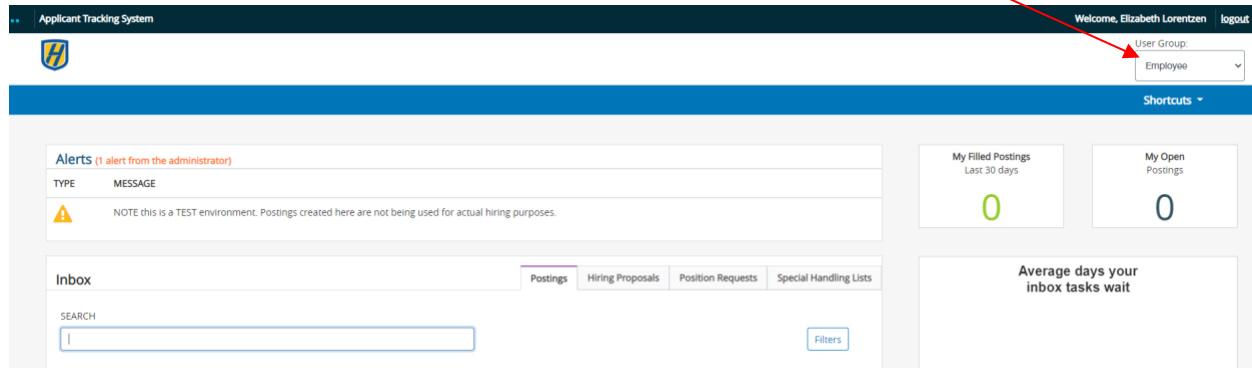
How to Access People Admin

1. Log into the Hofstra Portal.
2. Click on the MyApps icon in the top right corner of your Portal screen, and select the PeopleAdmin icon.

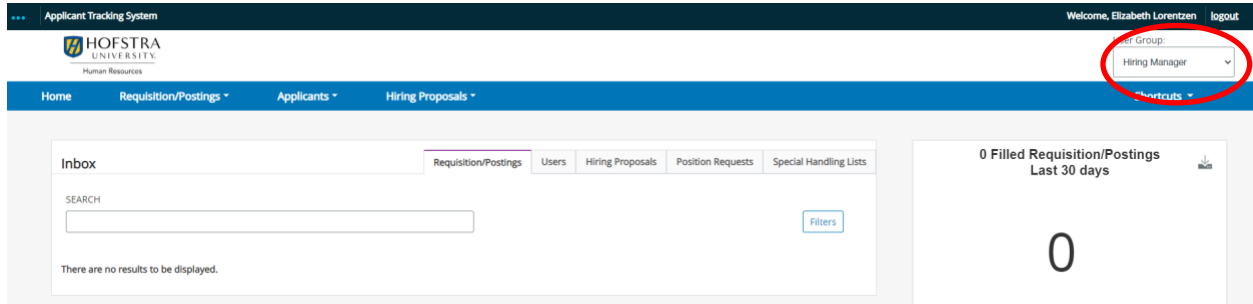


User Groups

A new tab will open to display the home screen below. The system will default to an “Employee” User Group (displayed in the top right-hand corner of your screen). Switch your mode to “Hiring Manager” by clicking in the drop down of the User Group menu.



The following screen will now display:



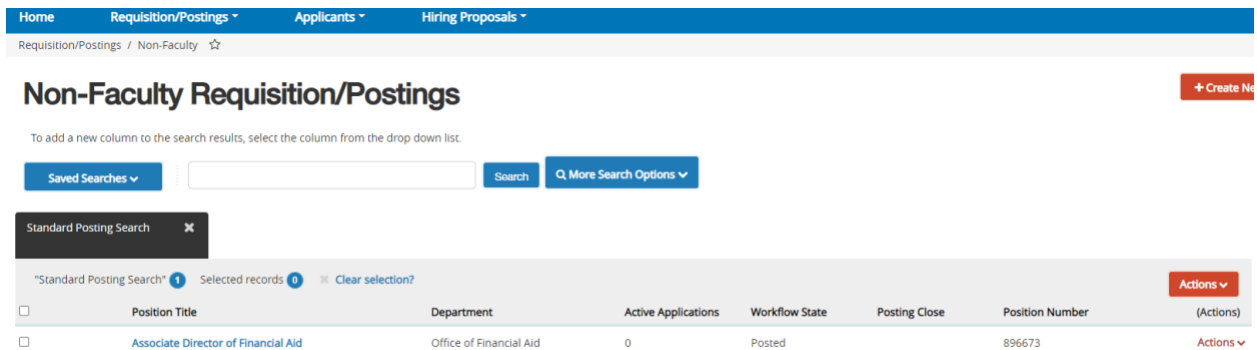
Hover over to the 3 dots ... at the top left side of the screen and first select “**Applicant Tracking System**” module (if not already selected)

How to Search for a Posting

To search for your postings in the system, go to the Requisition/Postings tab on the top menu and select the appropriate position type. The system will return your default posting search results.



All postings for the selected position type will display.



The screenshot shows the 'Non-Faculty Requisition/Postings' page. At the top, there is a navigation bar with 'Home', 'Requisition/Postings', 'Applicants', and 'Hiring Proposals'. Below the navigation bar, the page title is 'Non-Faculty Requisition/Postings'. There is a search bar with a 'Search' button and a 'More Search Options' dropdown. Below the search bar, there is a table with the following columns: Position Title, Department, Active Applications, Workflow State, Posting Close, Position Number, and Actions. The table contains one row with the following data: Associate Director of Financial Aid, Office of Financial Aid, 0, Posted, 896673, and Actions.

Customizing your Search Results

You can customize your search results based on how you wish to view the posting data.

There is a key word search where you can type in a word and search for the posting. The system's most common fields are indexed to return in a keyword search.



If you click on More Search Options you can use the **Add Column feature** which allows you to add additional fields to your search results.

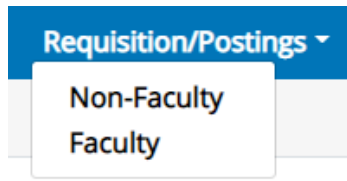
Search interface showing a search bar, a "Search" button, and a "Hide Search Options" button. Below the search bar are three filter fields: "Add Column:" with a dropdown menu showing "Add Column", "Department:" with a text input field showing "Department", and "Workflow State:" with a text input field showing "Workflow State".

Search tips

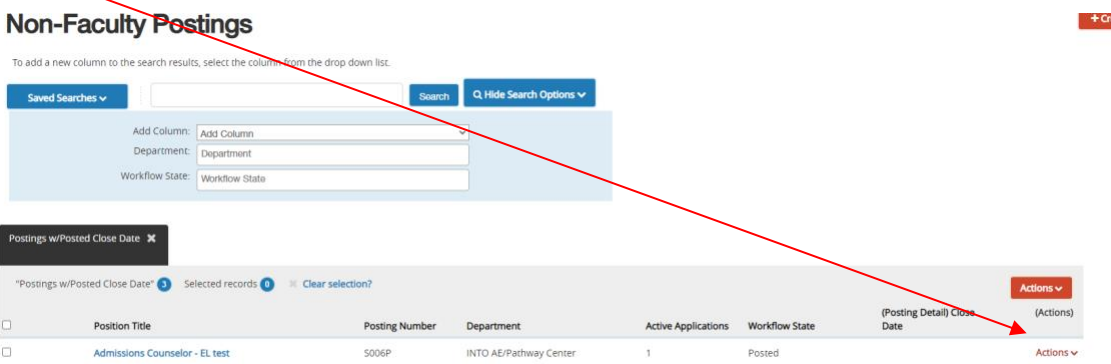
- Text search is not case sensitive.
- Searches normally return items that contain all your search terms. For example, if you enter **facilities manager**, the search returns items that contain both these words.
- To exclude search results, use the - character. For example, to search for postings that contain the word "director" but not "athletic", enter **director !athletic** or **director -athletic**, placing a space before the ! or - character.
- To search for a phrase that contains a dash or a space, enclose the entire phrase in quotation marks: **"director - athletic"**.
- **You can't do a search** that only specifies what not to return, such as **!coordinator**.
- **You can't do a search** for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information. The procedure below for viewing applicants who reside in a specific state gives an example of how to do this.

How to Review Applicants and Print Applications

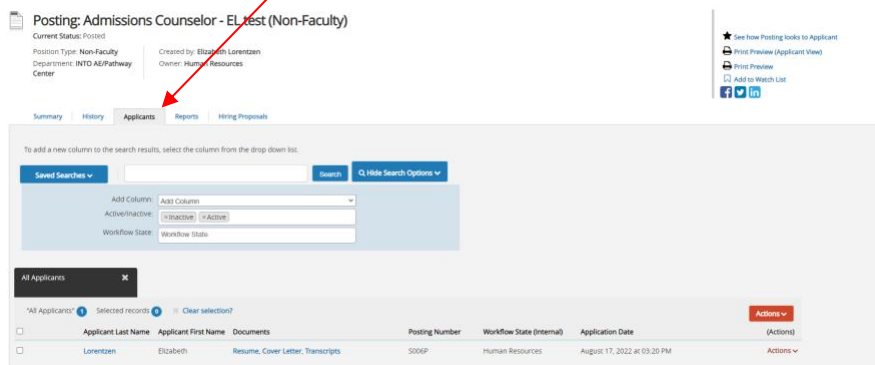
1. To search for Applicants for your postings in the system, go to the Requisition/Postings tab on the top menu and select the appropriate position type. The system will return your posting search results.



Locate the posting that you wish to review applicants for and click on the respective posting's "Actions" drop down menu. Select "View Applicants".



This will open the Applicants tab for that posting where you will see all the Applicants who have applied for that job.



To view an application:

Click on the **Applicant's Last Name** or hover the **Action button** and click **View Application**.

To view one applicant's application materials together:

1. If the list of applicants does not include the Documents column, select **More Search Options** and add it from the Add Column list. The list of applicants refreshes.
2. For the applicant of interest, click the document hyperlink to view the PDF of the applicant's most recent application materials in a new tab of your browser.

The supplemental questions section indicates whether the applicant passed the qualification group questions, if there were any on the posting.

To view a collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's **Applicants** tab, check the boxes to select the applicant or applicants of interest.
2. Do one of these things:
 - See the selected applicants' materials together: From the **Actions** menu, select **Download Applications as PDF**. In the dialog box, select the types of documents you want to view, then select **Submit**.
 - See the selected applicants' materials separately: From the **Actions** menu, select **Create Document PDF per Applicant**.

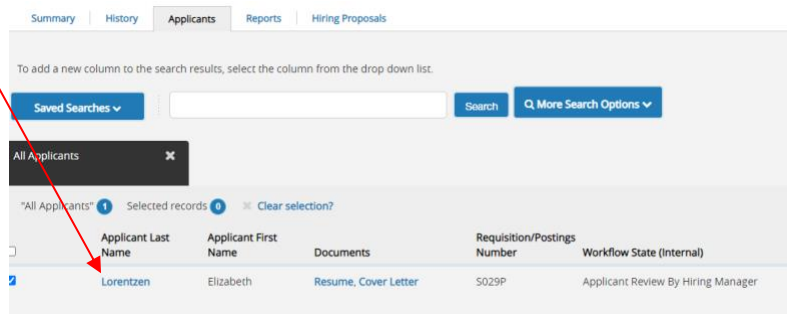
The system creates a PDF containing all the documents that you request.

How to Change the Status of an Applicant

While reviewing an application, you can change the status of applicants as you review their credentials, interview them, and make a final decision.

Note: Only certain user profiles (e.g., Hiring Managers and Search Committee Chairs) will have the ability to change the status of an applicant and/or have the ability to change an applicant to a particular status. You will only see the options that you are permitted to select, based on your profile.

1. Pull up the list of applicants linked to your posting. (Please see “How to Review Applicants and Print Applications” Snapshot.) Select an applicant by clicking on their Last name (hyperlink).



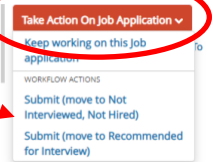
2. To change the status of one applicant, click the “Take Action on Job Application” button linked to that applicant’s record and select the appropriate status from the drop-down menu of available options. (Note: You will only have access to certain status types based on your profile permissions and where the applicant is in the process.)

Job application: Elizabeth Lorentzen (Non-Faculty)

Current Status: Applicant Review By Hiring Manager
Application form: Staff Application Form (Applicant View) - 2022

Full name: Elizabeth Lorentzen
Address:
123 Main Street
Anytown, NY 11549

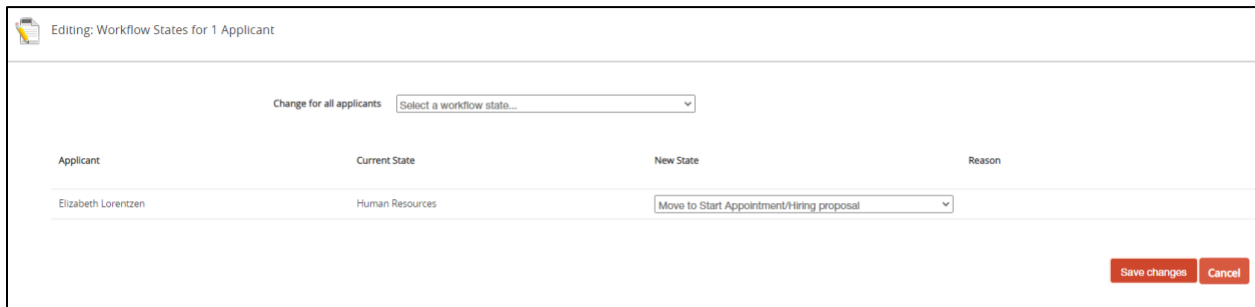
Created by: Elizabeth Lorentzen
Owner: Hiring Manager



Changing the Status of Multiple Applicants

To move a group of applicants to a new workflow state

1. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.
2. From the **Actions** menu, select **Move in Workflow**. The Editing Workflow States page opens.
3. Do one of these things:
 - Use the Change for all applicants box to select the workflow state for all the applicants you selected, or
 - For each applicant listed on this page, select the new workflow state.
4. If required, select the reason that best explains why you are moving the applicants in the workflow. You can select a reason for each applicant even if you moved all of them in the workflow together.
5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them.



Editing: Workflow States for 1 Applicant

Change for all applicants:

Applicant	Current State	New State	Reason
Elizabeth Lorentzen	Human Resources	<input type="text" value="Move to Start Appointment/Hiring proposal"/>	

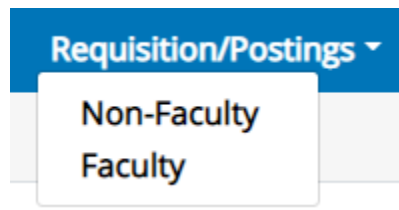
Once a candidate has been hired, you will want to go to the Posting and move it to filled. This will complete the close out process of your posting in PeopleAdmin.

How to Capture a URL (“Quick Link”) for a Posting

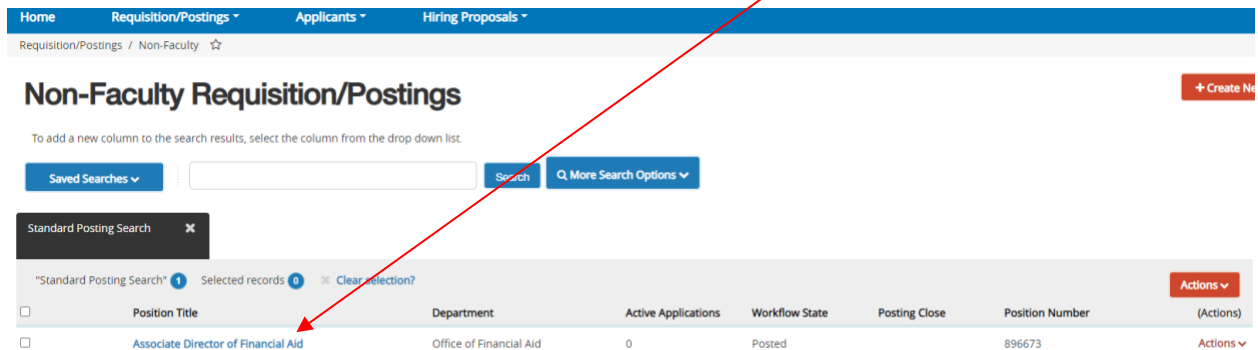
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Each posting has its own unique URL (i.e., “quick link”) that you are able to capture and share with others via email, post to additional job boards, etc.

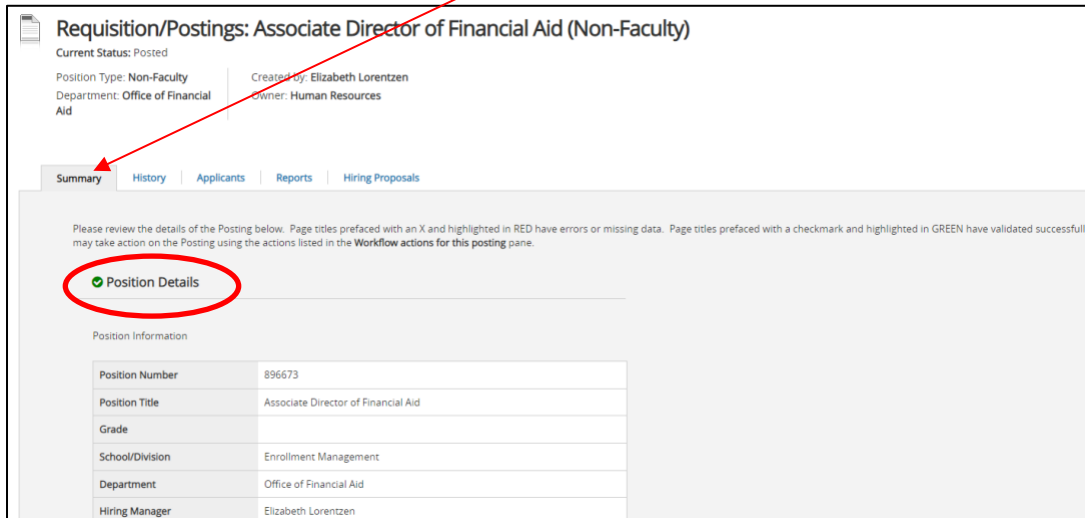
1. To search for your postings go to the Requisition/Postings tab on the top menu and select the appropriate position type. The system will return your default posting search results.



2. All postings for the selected position type will display. Click on the link for the desired posting.



- This will open that posting's details. Select the Summary tab and scroll to the bottom of the Position Details section.



Requisition/Postings: Associate Director of Financial Aid (Non-Faculty)
Current Status: Posted
Position Type: Non-Faculty | Created by: Elizabeth Lorentzen
Department: Office of Financial Aid | Owner: Human Resources

Summary | History | Applicants | Reports | Hiring Proposals

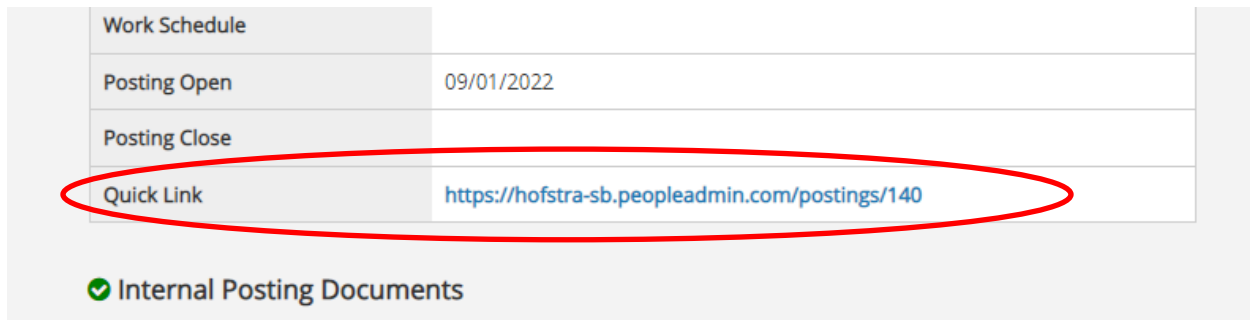
Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. You may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

✔ Position Details

Position Information

Position Number	896673
Position Title	Associate Director of Financial Aid
Grade	
School/Division	Enrollment Management
Department	Office of Financial Aid
Hiring Manager	Elizabeth Lorentzen

The “Quick Link” for that posting is at the bottom of the Position Details section. Copy and paste this link as needed.



Work Schedule	
Posting Open	09/01/2022
Posting Close	
Quick Link	https://hofstra-sb.peopleadmin.com/postings/140

✔ Internal Posting Documents