MANAGING APPLICANTS IN PEOPLEADMIN 7

This document describes the step by step process of managing applicants for Administrative/Classified Positions.
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Managing Applicants

To begin, login to the site at https://mtsujobs.mtsu.edu/hr. On the Home Page, click on Postings, Select Admin Classified. If you have saved the posting to your watch list, you can click on the link in your watch list to see the posting.
Once selected the Admin Classified Postings assigned to you will be listed. Hover over the Actions button for the posting to view the posting and applicants.

Reviewing Applicants Individually
Select View Applicants to be taken directly to the Applicants tab.

At this screen, hover over the Actions link and click View Application to view the application for each individual.
Review each application and the attached documents. Hover over the Take Action on Job Application to see the options available for consideration.

Select the desired Workflow State for the applicant. Applicants can be moved from one state to the other during this process. (i.e., Move an applicant to Application Being Considered for Interview. You may then change the Applicant back to a workflow state of Applicant Not Recommended for Interview)
Confirm the action by clicking on **Submit** to move the applicant to this workflow state.

To view the next applicant, Click Next in the upper right hand corner.

**Reviewing Applicants in Bulk**

To move applicants in bulk select the applicants that you want to take action on by clicking the box to the left of each name. Click on the **Actions** button above the applicants.
The bulk options available are to move the Applicants in the Workflow to a certain workflow state, Download Applications as PDF, or Create Document PDF per Applicant. Please note that downloading and creating PDF documents will take time to complete.

**Move In Workflow**
Select the dropdown box for **Change for all applicants** and select the workflow state to move the applicants. On this screen you may also change each applicant to a different workflow state once you select an overall workflow state. Select the individual state of each applicant before clicking on **Save Changes**.

**Evaluative Criteria – Administrative Positions Only**
When an applicant is moved to the workflow state of Applicant Being Considered for Interview the Evaluative Criteria should be completed by clicking on the link provided.
For each applicant, enter the information requested.

Jamie Wilson

Strengths/Limitations: Strengths/Limitations

Certifications: Certifications

Industry: Industry

Field of Study: Field of Study

Highest Degree: Highest Degree

Years of Experience: Years of Experience

Comments

Equity and Compliance Approval
The applicants to be interviewed should be in the workflow state of “Applicant Being Considered for Interview”. These applicants require the approval of Equity and Compliance. To move the applicants to this workflow state in bulk, click on each applicant in the Applicants Being Considered for Interview Workflow State.
Then click on **Actions**, click on **Move in Workflow**.

Click on the drop down box beside “Change for all applicants” and click on Equity and Compliance and click on Save Changes.

**NOTE:** There is no automated notification process for this segment of PeopleAdmin. Please call or email the Equity and Compliance Office to notify them the applicant pool is awaiting their approval.
Applicants Approved for Interview

Equity and Compliance will review the pool of applicants submitted as well as the other applicants for the position. They may add or remove applicants from the pool. Equity and Compliance will change the workflow state of the applicants approved for interview to “Applicant Approved for Interview”. Equity and Compliance may be interviewed for the position. To review the applicants approved, click on the posting, click on Applicants tab, click on the Open Saved Search link and choose the option Applicants Approved for Interview.

Proceed with contacting the applicants for interviews. During the interview process applicants should complete a background check form. This completed form should be sent to Human Resources upon selection of applicant for hire.

Selection of Applicant for Hire

Upon selection of hire, select all the applicants approved for interview by clicking on the box by the Last Name and hover over the Actions button and select View Application.

For each applicant, click on the Take Action on this Application, and select one of the following options:
Click submit to move each applicant to the desired workflow state.

NOTE: Change all of the applicants that are not recommended for hire to the appropriate workflow state before selecting the applicant recommended for hire.
Applicant Recommended for Hire
Once applicant is changed to the Workflow State of “Recommend for Hire” a Hiring Proposal option will appear for the applicant. Click on the link to start the hiring proposal.

Take Action On Job Application

View Posting Applied To
Preview Application
Edit Application
Start Hiring Proposal
Reactivate

Hiring Proposal

After clicking on the Hiring Proposal a list will be presented with all positions within the organization. The position that was tied to the posting will have the radio button beside the position completed. Click Select Position Description.

Once selected the Hiring Proposal form will open. The Personal Data of the applicant will be filled in from the application.
The position information will populate from the position description. If the position is part-time please complete the number of hours per week information.

**Position Information**

- **Requisition Number**: 2012002P
- **Position Title**: Systems Analyst 2
- **Position Number**: 425110
- **Title Code**: 39560
- **Pay Grade/Skill Level**
  - **Salary Range**: $54,962 - $61,550
  - **Job Type**: Full Time
- **If part-time, please list hours per week**: 
- **Required Qualifications**: Bachelor’s degree in computer science, computer information systems, mathematics of related field
- **Knowledge, Skills, and Abilities**: Working knowledge of and demonstrated ability in – C, C++, COBOL, FORTRAN, Java or Pascal – World Wide Web tools – browsers, search engines, Telnet, FTP, HTML, CGI scripts, Java or JavaScript, Active X – Web applications development – UNIX and UNIX shell scripts or Perl – advanced concepts of modern computer technology and programming – organization and design of computer systems – systems analysis techniques – practices, procedures and equipment used in computer operations
- **Is this a new position?**: No
The Hiring Information should be completed by the Hiring Manager. Click Next to continue.

**Hiring Proposal Summary**

The Hiring Proposal Summary will give you a chance to edit the information before sending for approval. Hover over Take Action On Hiring Proposal. Click on Send to HR.
The Hiring Proposal will proceed through the approval process. The background check and wages will be assigned by Human Resources. The Hiring Proposal will then be submitted to Equity and Compliance for Review and Approval. Once approved by Equity and Compliance, the Hiring Proposal will be submitted to the Executive User for review and approval. Once the Executive User approves the Hiring Manager will be notified via email that the Hiring Proposal has been approved and the Hiring Manager may offer the position to the candidate. Once notified via email, log into PeopleAdmin and you will have a Hiring Proposal in your Inbox on your Home Page. Click on the Hiring Proposal tab and click on the Hiring Proposal link for the Position.

This will open the Hiring Proposal. Hover over the **Take Action on this Hiring Proposal**.

The Hiring Proposal will show the HR Recommended and Approved Salary at the bottom of the Hiring Proposal. This is the salary that you are authorized to offer. Exceptions will be noted in this area. Change the status of the Applicant to Applicant Accepted Offer, Canceled, or Applicant Declined Offer. Notify Jamie Wilson at Jamie.wilson@mtsu.edu of the official start date of the employee.
**Hiring Proposal: Jamie Wilson (Admin Classified)**

**Personal Data**

<table>
<thead>
<tr>
<th>Last Name, Surname, or Family Name</th>
<th>Wilson</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name or Given Name</td>
<td>Jamie</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>123 St.</td>
</tr>
</tbody>
</table>

**Actionable Items:**
- Keep working on this Hiring Proposal
- Applicant accepted Offer (move to Hiring Proposal Approved)
- Cancelled (move to Cancelled)
- Applicant Declined Offer (move to Applicant Declined Offer)