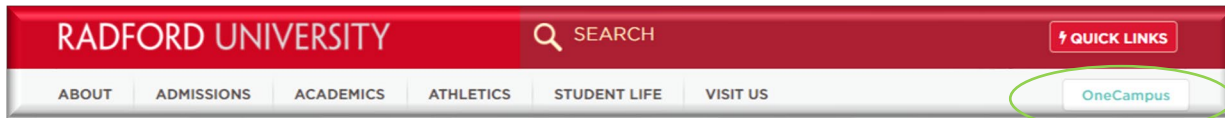


As search committees and/or hiring managers review and evaluate applicants the hiring manager should move applicant records into different statuses based on their current state in the recruitment process.

*Applicant correspondence is an automated process in PeopleAdmin and occurs based on these status updates, so it is really important for hiring managers to manage their applicant statuses throughout the hiring process.

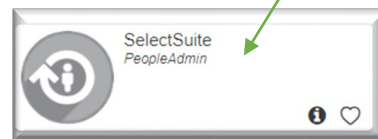
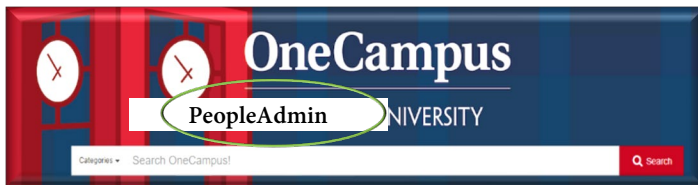
PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus Portal](#).

1. Log into your [OneCampus Portal](#), using your Radford credentials

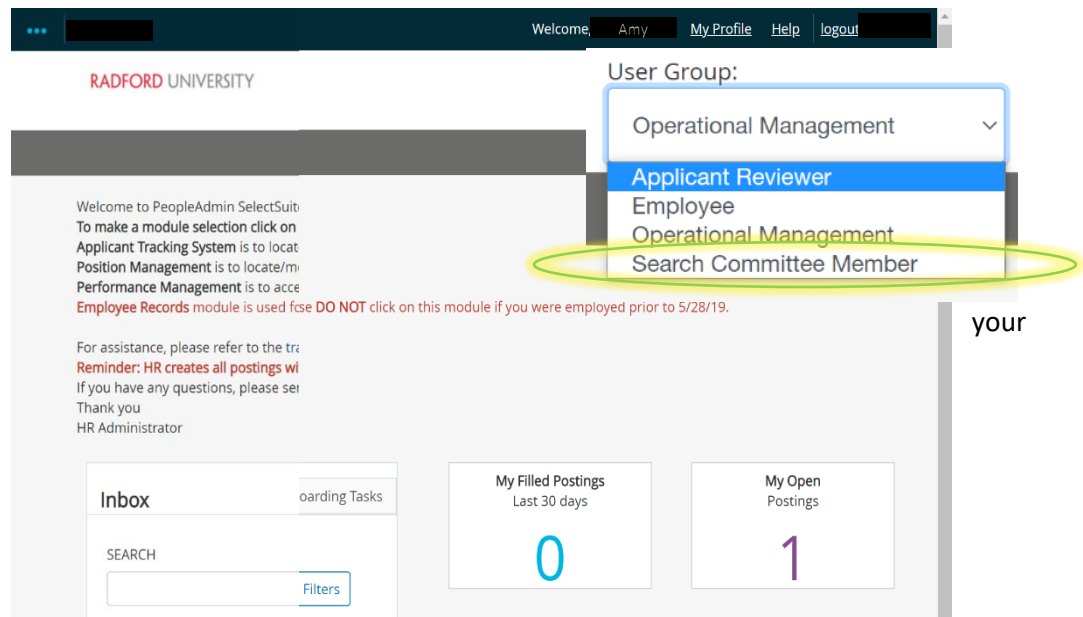


Logging In

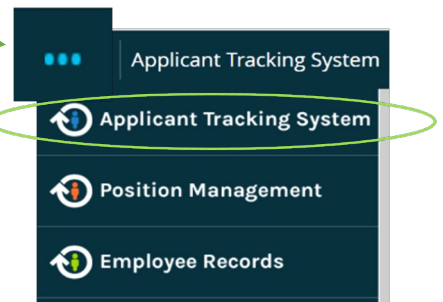
2. On the landing page of your Portal, select or search for **PeopleAdmin**. Click on the tab to open.



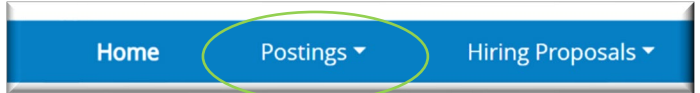
3. Once you have logged into SelectSuite, select the **Search Committee Member** user group (this is the drop-down field below name).



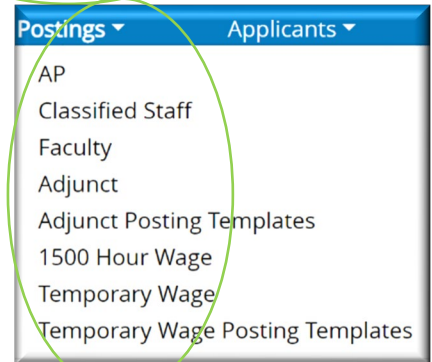
4. Navigate to the Applicant Tracking Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Applicant Tracking System**.



5. Select the **Postings** tab at the top of your screen.



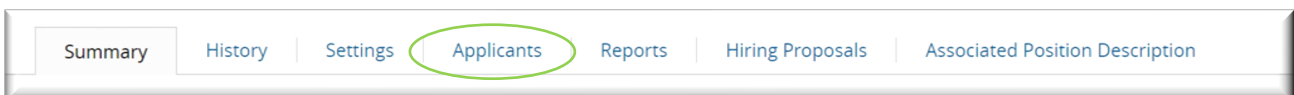
6. Select the *type* of employee you are looking for. All of your active job postings should now be listed at the bottom of the screen.



7. Click on the posting for which you wish to review candidates (or Hover over the Actions tab and Select **View Applicants**.)

A screenshot of the 'Classified Staff Postings' page. At the top right, there is a red button labeled '+ Create New Posting'. Below the title, there is a search bar with a 'Search' button and a 'More Search Options' dropdown. A 'Postings' filter is active. Below the filter, there is a table with columns: 'Working Title', 'Position Number', 'Posting Number', 'Department', 'Active Applications', 'Workflow State', 'Close Date', and '(Actions)'. The table contains three rows of data. The first row is for 'Administrative Assistant' with 8 active applications and a close date of Jan 15. The second row is for 'Communications Officer' with 6 active applications and a close date of Feb 14. The third row is for 'Development Coordinator' with 7 active applications and a close date of Feb 10. An 'Actions' dropdown menu is open for the first row, showing a 'View Application' option. A green arrow points from the 'View Applicants' instruction to the 'View Application' button.

8. If you selected the actual posting, Select the **Applicants** tab



9. There are a few ways you can review applicants and their information.

A. You can click on the applicant record for whom you wish to review **OR**

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State	Application Date	Combined Document	(Actions)
<input type="checkbox"/> Woman	Wonder	Cover Letter/Letter of Application, Resume	8675309	Review by Department	January 15, 2021 at 6:02 PM		Actions ▼
<input type="checkbox"/> Elm	Bob	Cover Letter/Letter of Application, Resume, Letter of Recommendation	8675310	Review by Department	January 17, 2021 at 5:02 PM	Generate	Actions ▼
<input type="checkbox"/> Birch	Tamara	Cover Letter/Letter of Application, Resume	8675311	Review by Department	January 20, 2021 at 12:02 PM	Generate	Actions ▼
<input type="checkbox"/> Oak	Daryl	Cover Letter/Letter of Application, Resume	8675312	Withdrawn	January 03, 2021 at 11:05 AM	Generate	Actions ▼

B. You can Select [Generate](#) and a PDF with all of the attached documents will be combined for you to view. **OR**

C. If you would like to Review or Download *all or several* applicants as one PDF, check the box beside the applicants you wish to include and then select the option **Download Applicants as PDF** from the **Actions** Menu

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State	Application Date	Combined Document	(Actions)
<input type="checkbox"/> Woman	Wonder	Cover Letter/Letter of Application, Resume	8675309	Review by Department	January 15, 2021 at 6:02 PM		Actions ▼
<input type="checkbox"/> Elm	Bob	Cover Letter/Letter of Application, Resume, Letter of Recommendation	8675310	Review by Department	January 17, 2021 at 5:02 PM	Generate	Actions ▼
<input type="checkbox"/> Birch	Tamara	Cover Letter/Letter of Application, Resume	8675311	Review by Department	January 20, 2021 at 12:02 PM	Generate	Actions ▼
<input type="checkbox"/> Oak	Daryl	Cover Letter/Letter of Application, Resume	8675312	Withdrawn	January 03, 2021 at 11:05 AM	Generate	Actions ▼
<input type="checkbox"/> Locust	Denise	Cover Letter/Letter of Application, Resume, Transcripts	8675313	Not in Referral Group - Email Now	January 10, 2021 at 4:15 PM	Generate	Actions ▼
<input type="checkbox"/> Ash	Cole	Cover Letter/Letter of Application, Resume	8675314	Review by Department	January 12, 2021 at 9:00 AM	Generate	Actions ▼

Actions ▼

GENERAL

[Review Screening Question Answers](#)

[Download Screening Question Answers](#)

[Export results](#)

BULK

[Move in Workflow](#)

[Download Applications as PDF](#)

[Create Document PDF per Applicant](#)

End