

PeopleAdmin SelectSuite Landing Page FAQs

Below are some of the FAQs that will help you understand the new functionalities that is released as part of the upgraded landing page for PeopleAdmin Select Suite.

What is the benefit of this new landing page?

To improve user experience, Applicant Tracking is renamed as Hire and Position Management is renamed as Positions.

The upgraded landing page will incorporate an easy to use inbox from which you can access your action items without having to change your user group. These action items will also include search committee tasks under the postings tab—you will be able to filter and sort the inbox for even easier access to what matters most. Additionally, there are several new persona-based widgets that answer simple questions like "How many postings were filled in the last 30 days?" or "How many applicants did I receive each day over the past 7 days?" These differ based on your role in the software. Administrators have one view, approvers have a different view, and applicant reviewers have another view—all designed to serve their role.

What is new with the Inbox?

The Inbox is now inclusive of action items across each of your user groups. It can be navigated using a title search function and/or filters, which differ by tab. The Inbox now contains information regarding days in current state and department. You can now take action on an item with one click, which will auto-log you in as the appropriate user group.

What is new with the Watch List?

The Watch List is now much more easily configured and managed. You can add an item to your Watch List with an intuitive icon labeled "Add to Watch List" in the upper right hand corner of an action. Unwatch in bulk by placing a check next to the items and clicking "Unwatch Postings" on the upper right hand side. You can easily search the watch list for something specific also.

What are the new widgets on the home page?

There are a handful of simple data visualizations (or "widgets") on the new home page. These will answer questions like, "How many postings were filled in the last 30 days?" for an administrator or "How long are things sitting in my inbox on average?" for an approver. These "widgets" are persona-based with different visualizations for administrators, applicant reviewers, and approvers.

What is new with Shortcuts?

Shortcuts are now completely configurable and mirror experiences common in web browsers. Any user can add items to their shortcuts tab by selecting the star in the upper left hand corner near the title of the page. If there is no star available, the page is not currently eligible for shortcut inclusion. Upon selecting the star, you can designate a specific name for your shortcut. Visit any saved shortcut by clicking the Shortcuts tab on the upper right hand side of your navigation bar. Edit, delete, or reorder shortcuts by selecting Manage Shortcuts.