RADFORD UNIVERSITY

Human Resources

PeopleAdmin - SelectSuite User Manual

10-30-2020

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OVERVIEW

Introduction

Welcome to the Radford University Online Position Management and Employment Application System. The Human Resources department has implemented this system in order to automate many of the paper-driven aspects of the position description and employment application process.

You will use this system to:

- Modify actions through approved channels.
- Request to advertise
- View applicants to your postings.
- Communicate with Human Resources of your decisions regarding the status of each applicant.

The system is designed to benefit you by facilitating:

- Faster processing of employment information.
- Up-to-date access to information regarding all of your postings.
- More detailed screening of applicants' qualifications - before they reach the interview stage.

The HR department has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

This system is designed to run in a web browser over the internet. The system supports browser versions of Google Chrome and Mozilla Firefox. Please notify your departmental IT professional or system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader or other .pdf software installed. Acrobat Reader is a free download available at http://www.adobe.com.

In SelectSuite, you can now use the back, forward and refresh buttons in your browser. You can also have multiple sessions of PeopleAdmin running at the same time. These features were not available in 5.8.

Security of Applicant Data

To ensure the security of the data provided by the 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 logout of the system by clicking on the logout link located in the upper right-hand side of your screen.

Resources

- PeopleAdmin training materials can be found on the HR Website.
- You may also contact your assigned HR Contact. If you do not know your assigned HR Contact, please contact HR at hr@radford.edu.

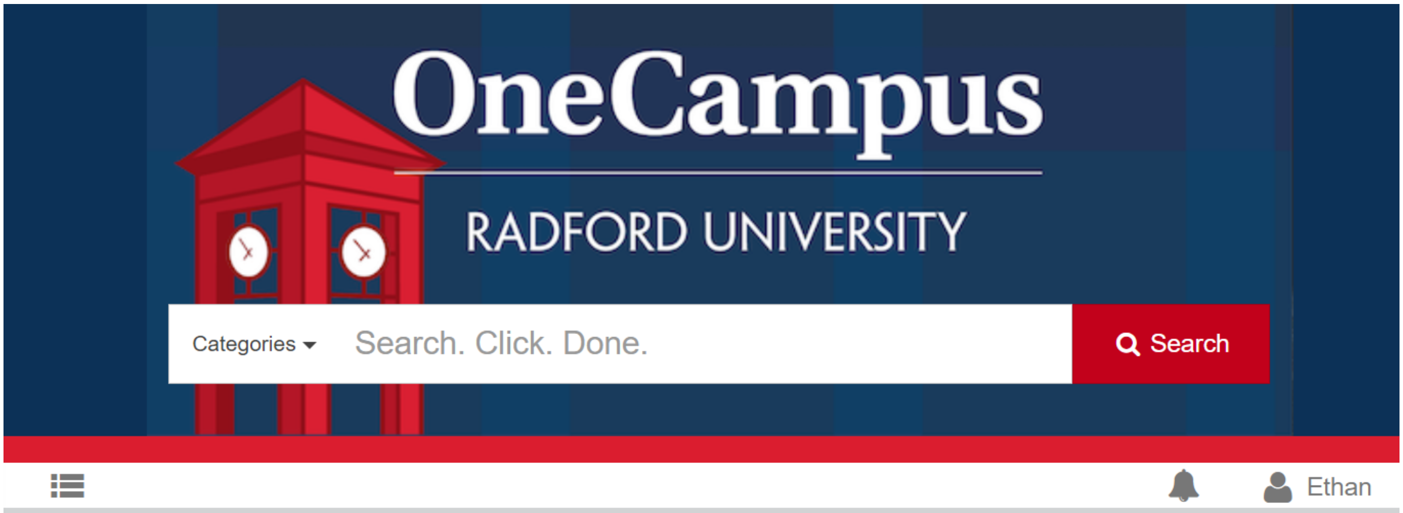
Chapter 1

Getting Started

Getting Started

Login

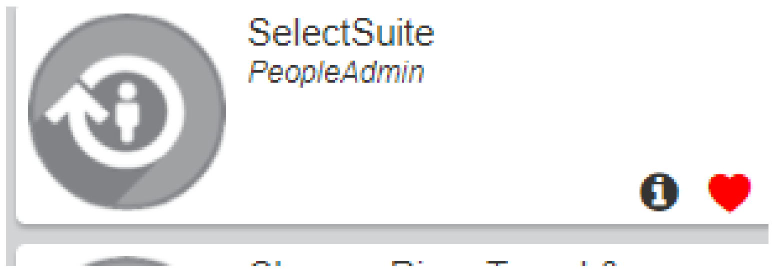
Access to PeopleAdmin is available through single sign on. Access by going to your OneCampus Portal.



After you log in, locate the **SelectSuite PeopleAdmin icon.**

Click on the icon to open.

For quick access in the future, select the heart button to mark as a favorite on your OneCampus portal.



Getting Access

If you need access, please fill out the administrative access form. You will receive an email when your account has been established.

Here is a list of roles that are in the system:

- Originator
- Operational Management
- Administrative Management
- Senior Management
- President
- Sponsored Programs
- Budget
- HR

Definition of User Groups

- Originator - Supervisor or Manager

- Operational Management - Chair or Director (includes Assoc. /Assistant) or any direct report to Administrative Management.
- Administrative Management - AVP, Dean, or any direct report to Senior Management.
- Senior Management - VP, Provost, or any direct report to the President.

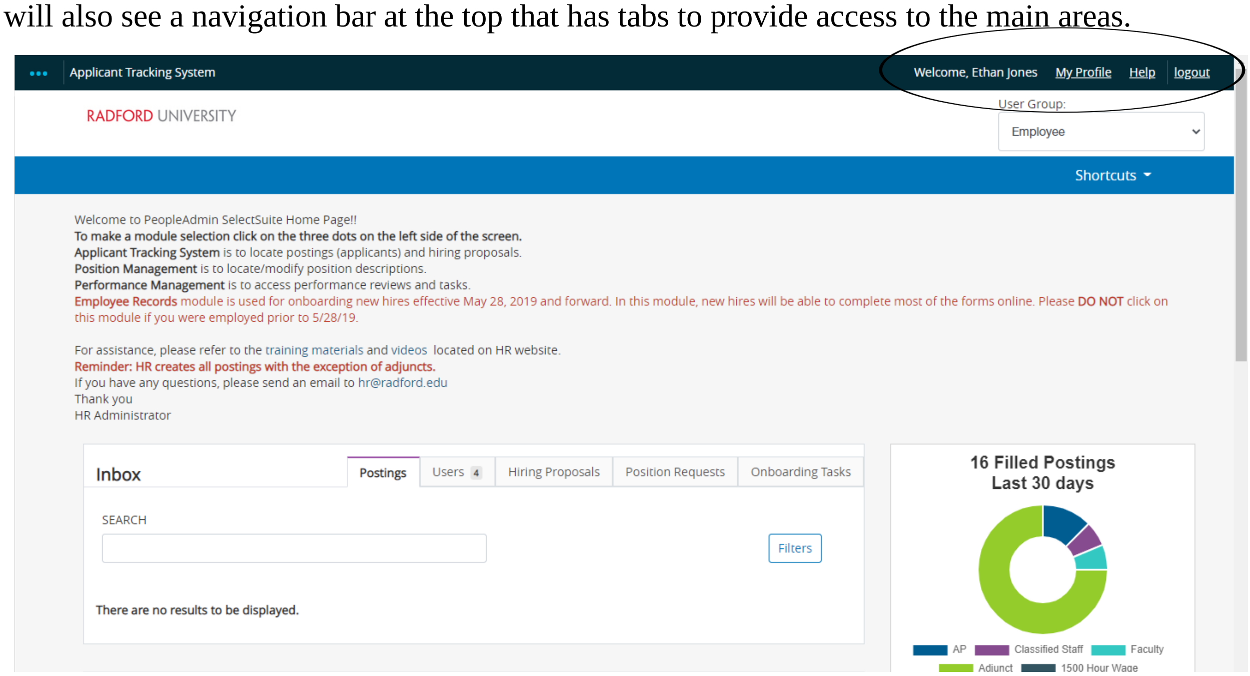
Note: - Administrative and Executive Assistants can initiate and/or approve actions using the User Group of his/her supervisor if acting on their behalf

Navigation

This is the page you will see when you log in. It presents a dashboard that provides access to:

- Items that need your attention - summary views of your inbox and watch list are available on the home page.
- Useful links and shortcuts

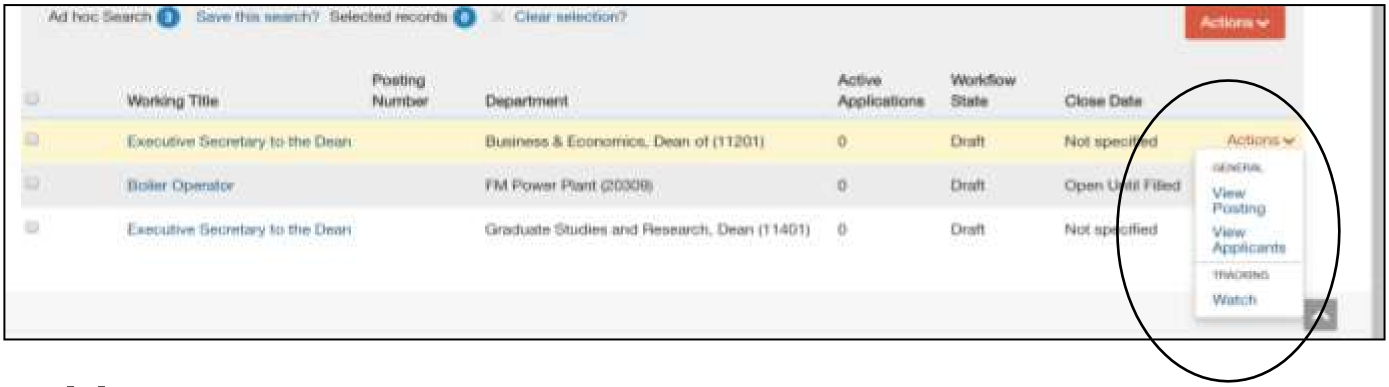
You will also see a navigation bar at the top that has tabs to provide access to the main areas.



Alerts - On top of the page are posted by Human Resources contain reminders and information.

Inbox - This will probably be one of the most useful tools for you in the system. For each individual users, the inbox will always contain items in the system that require that user's attention, across all user roles they may possess.

Watch List - You will notice that when you see postings in the site you will have the ability to watch an item by selecting "Watch" under the Actions feature for a position description or a posting.

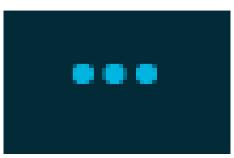


Modules

The HR Suite is organized into modules.

Applicant Tracking - postings, applicants and hiring proposals

Position Management - position descriptions and roles



When switching between modules, use the three dots located on the left side of the top banner.

Your system privileges determine the modules you can access and the tabs available to you in each module.

How Pages Are Organized

You will see tabs displayed at the top of the screen for each module. For example in the Applicant Tracking module, you will see Postings and Hiring Proposals. On the tabs where you access these kinds of information, you must select the appropriate position type from the tab menu.

On pages that presents lists of similar items, typically these things are true:

- A check box is associated with each item to allow you to select more than one at a time for bulk operations.
- An **Actions** option displayed on the right hand side will show a menu of bulk operations and general actions.
- The name of each item in the list is a link that opens the summary view.

- The **Action** control on each item’s summary page presents a menu of actions you can take on the item.

Search Option

After selecting a menu option, you will see a list in which you can perform a keyword search or you can create saved searches that you will most commonly use.

Search Tips

When using the search feature PeopleAdmin will search all text fields that you have access to. For example if you search for John Smith in Applicant Tracking it will return results found in applicants, former supervisor, reference or other job contact. Here are some helpful tips:

Text search is not case sensitive.

Enter whole words or use the * character as a “wild card”. For example, if you are looking for Janice MacCullough’s profile but you are not sure how to spell her name, you might enter **Jan.*** (which will return all names that start with the letters **Jan**) or ***ccull*** (which will return all names that contain that string of letters). You must supply at least three letters in a row for any search that uses the wildcard character.

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 **!** or **-** character. For example, to search for postings that contain the word “director” but not “coordinator”, enter **director !coordinator** or **director -coordinator**.

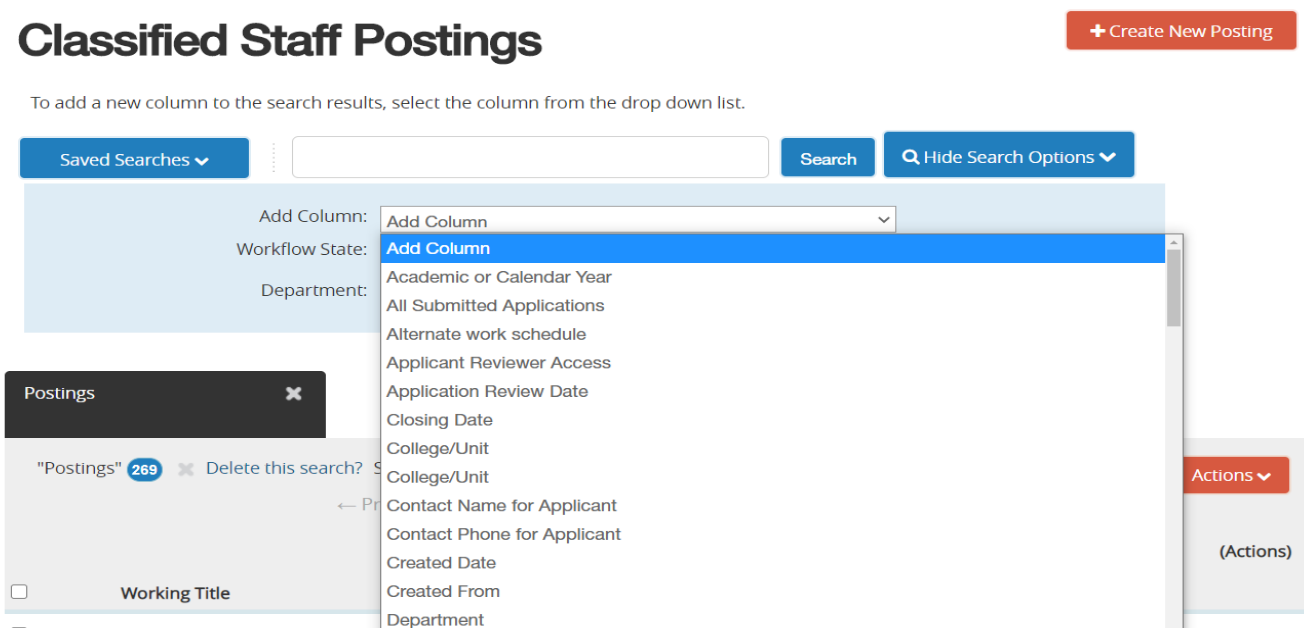
To search for one or more out of a set of search terms, use the | (vertical bar) character. For example, to search for postings that contain either of the words **director** or **coordinator**, enter **director | coordinator**.

You cannot do a search that only specifies what not to return, such as **!coordinator**.

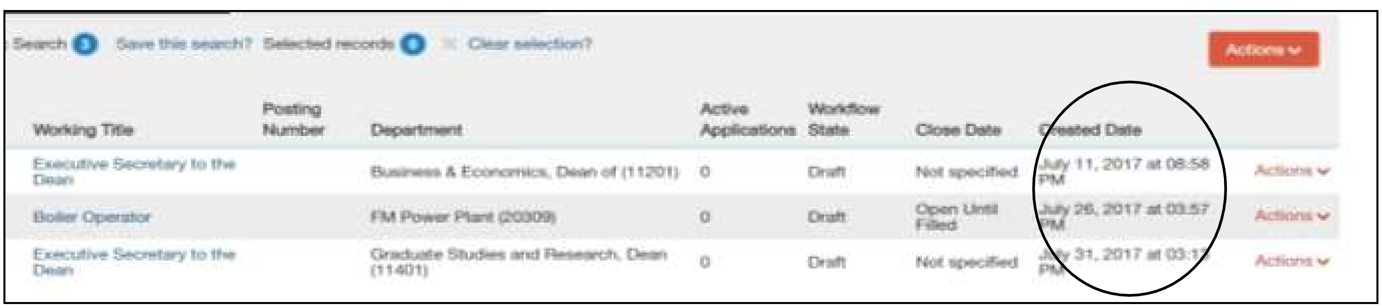
You cannot do a search for a word or phrase that was selected from a drop-down list, such as the name of a state, but you can use **filtering** to find the information.

Adding additional columns to your search view is optional if you want to filter by a particular field in PeopleAdmin.

For example, maybe you want to see the number of active applications. Click on the **More Search Options** link, which will expand and show the **Add Column** drop down list. Now select Active Applications from the list.

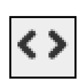


The column is now added.

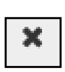


When you take your cursor and hover over a column name, you will see options that will allow you to sort or rearrange columns.

Sort ascending or descending order.

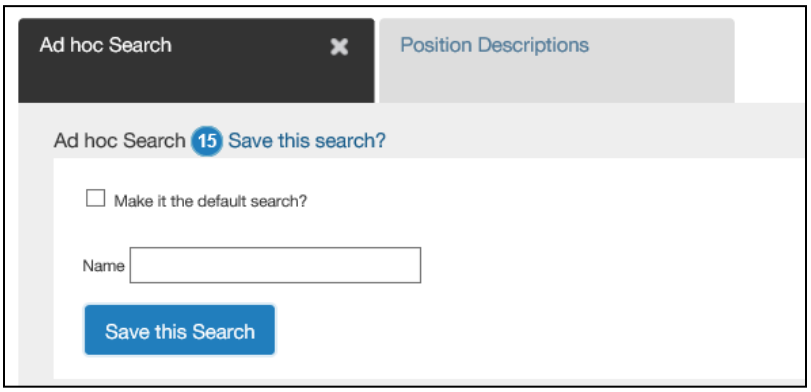


Move the column over to the right or left.



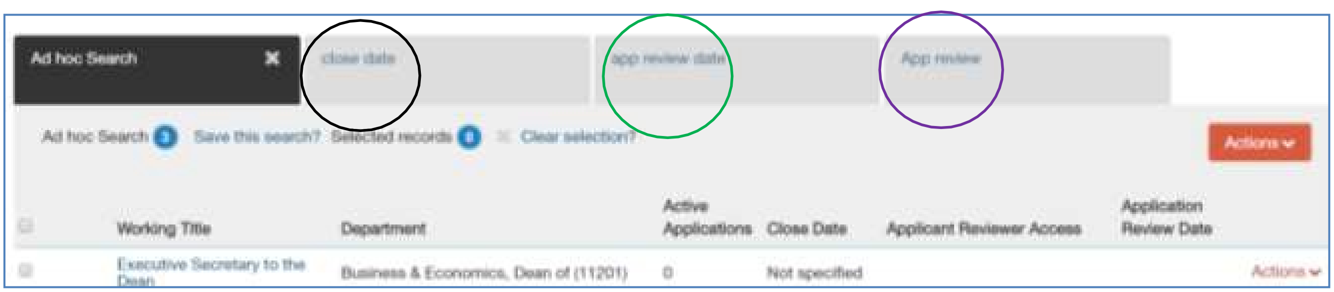
Remove the column.

Making a change to your search options will give the ability to save that search. To save click on **Save this Search?**



Type a **Name** for this search and if you want to make this search your default click on **Make it the default search?** then click on **Save this Search** button.

The customized search has now been saved. You can create multiple saved searches and to access them just click on the search name to view that particular search.



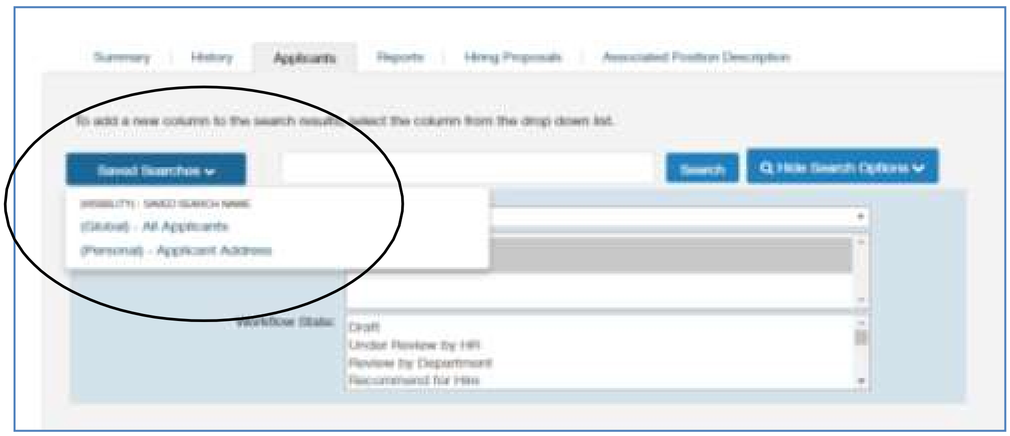
Open Saved Searches

Human Resources has created some default saved searches to make finding some information easier. Click on **Open Saved Search** beside the search field to choose a particular search option. If you create your own saved search, it will also show up in the list.

Under **Postings,** the following saved searches have been created:

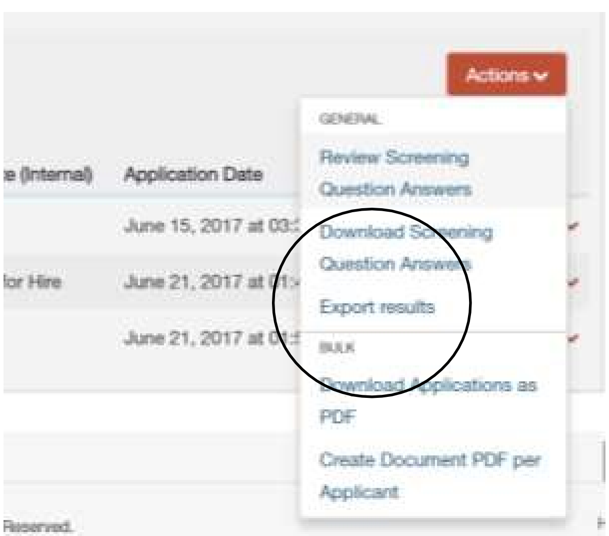
Under **Applicants,** the following saved searches have been created:

- Applicants



Export Option

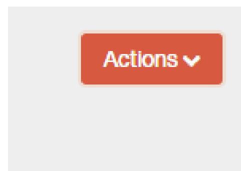
The option to export search results into an excel spreadsheet is now available. Click on the **Actions** button and select **Export results**. Please note that there a limit of 1000 lines that can be exported.



Action Features

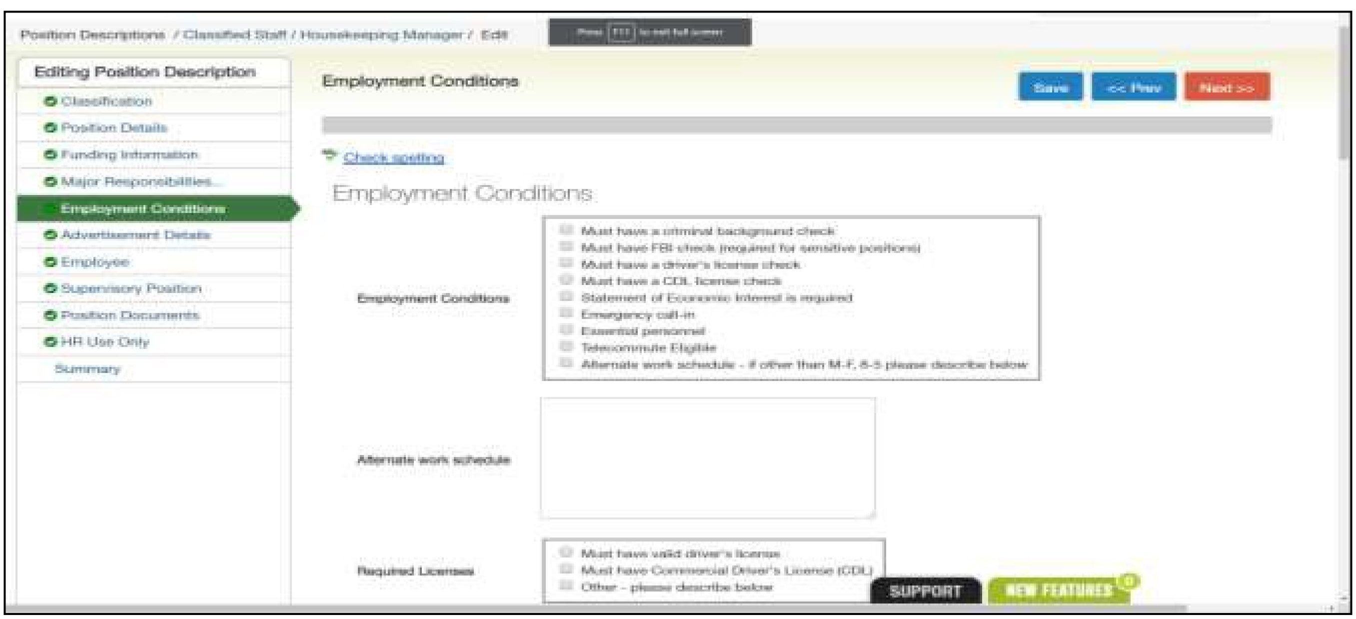
When viewing the list there is an **Actions** option for each row in the last column. If you take your cursor and hover over the Actions option for a particular posting or position description, you will see what options are available.

Use the following button to perform a **new** action. The buttons are located on the top right hand side of the screen for each module.



When taking a new action on an item you can use the left-hand menu to navigate through each section or use the **Next** button to proceed to the next section.

Please Note: if you use the left-hand navigation, you will need to click on the **Save** button in each section and check the blue bar at the top to make sure that the section was successfully updated before proceeding to another section.



Chapter 2

Position Management

Position Descriptions

The position description is used to describe the key responsibilities of the position. They are used to:

- Classify the position
- Establish the correct pay band and pay range
- Create the job advertisement
- Identify the screening criteria for selecting the best candidates to interview
- Create the most appropriate interview questions
- Develop the performance plan for the new hire

Without a good job description, it is highly unlikely the best candidate will be hired for the job.

Please Note: Positions will be added to PeopleAdmin once they are approved in Banner.

Begin a Personnel Action, Modify a Position or Request to Advertise.

You can begin several types of personnel actions or modifications to current employees or position descriptions using PeopleAdmin.

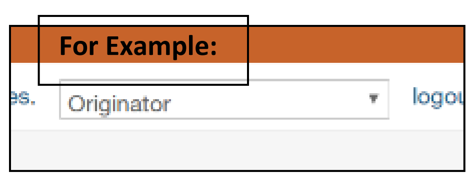
Types of Modifications

- Budget Change
- Pay Change
- Review for change in duties
- Supervisor change
- Request to advertise

All updates are routed through the entire online approval process.

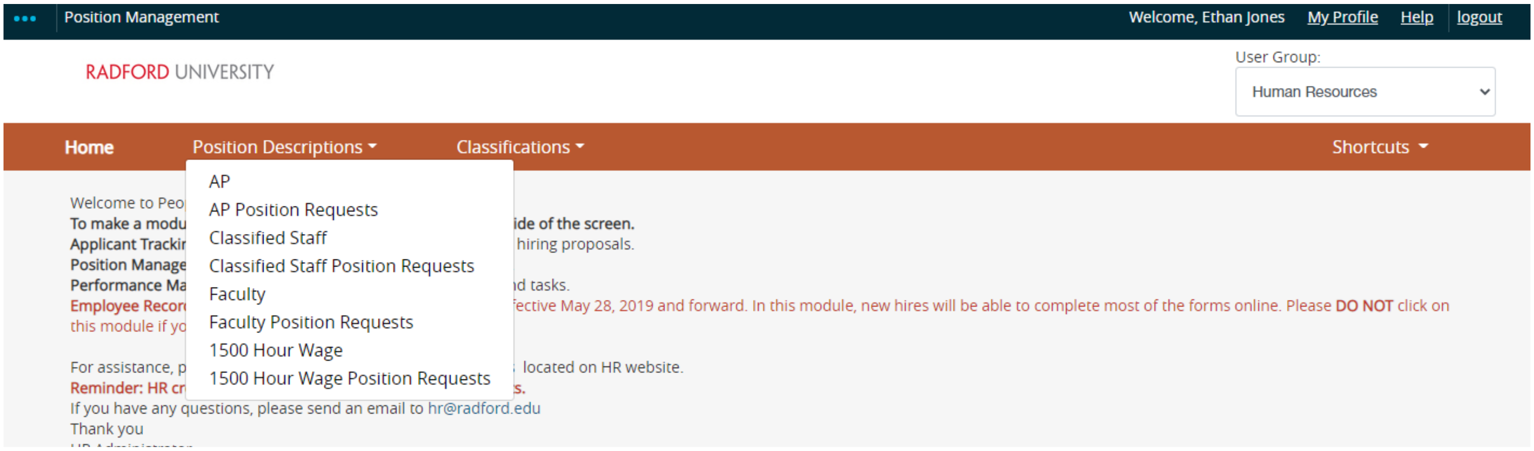
Position Modification

1. Log into MyRU Portal
2. Select the appropriate role, if needed.

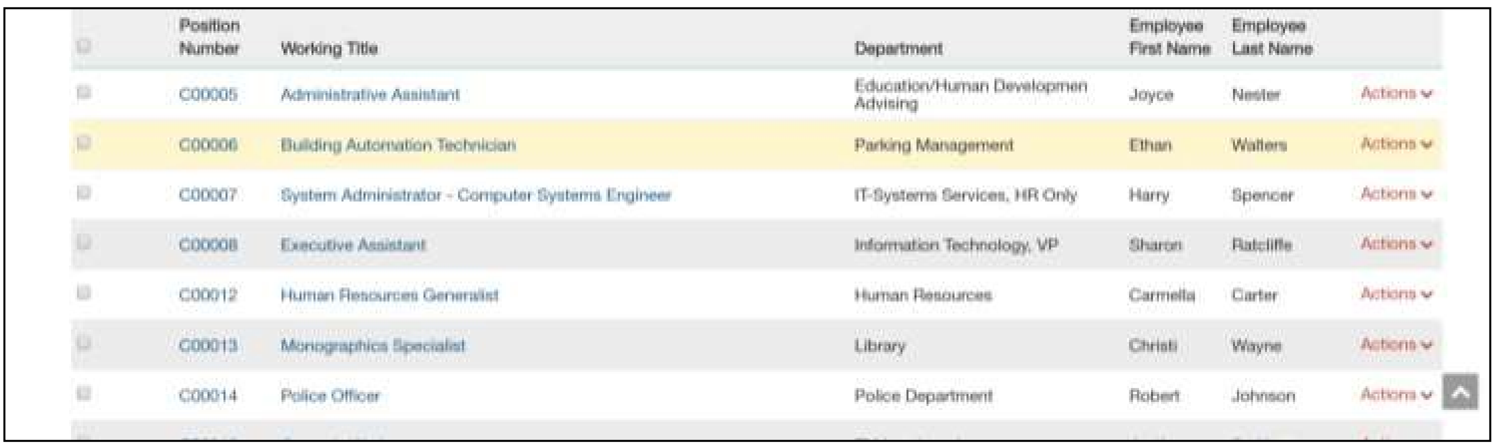


3. Select **Position Management** module in the top right hand corner.

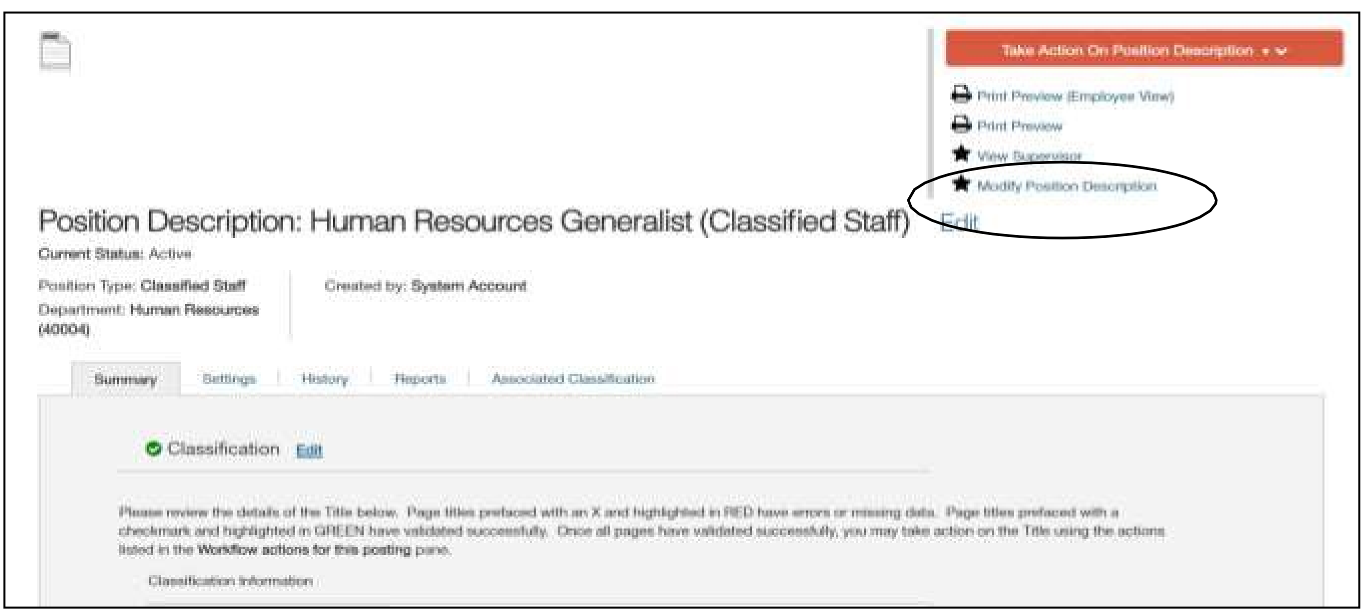
4. Select an option (AP, Classified Staff, 1500 hr. Wage) under the Position Descriptions tab.



Click on the **working title** that you want to perform an update on.

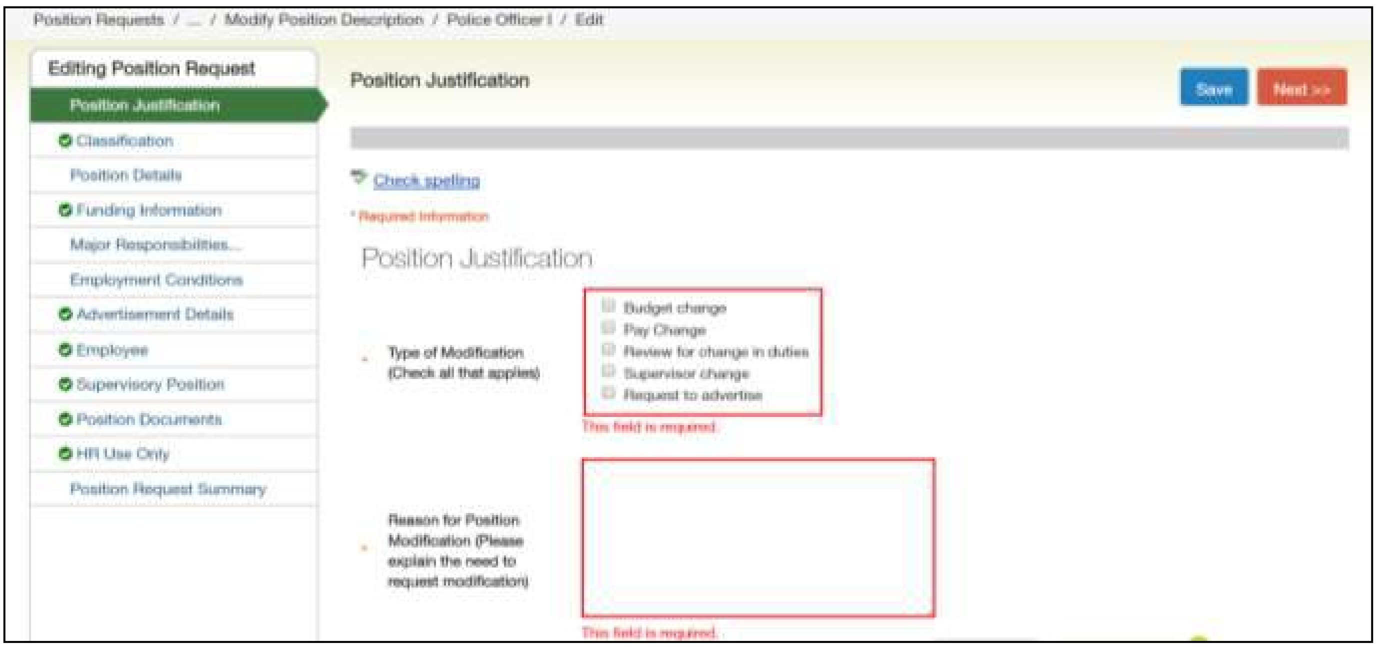


5. Select Modify Position Description.



6. Click on the **Start** button.

7. Complete the fields in the Position Details section and click on the Save button. If a field says, “This field is required.” or has an asterisk beside it the item is required. You can click on Check Spelling to spell check any words.



8. Click on a section name that you want to make a correction for. You can also click on the Next button to navigate through each section.

9. After you make a change in a section click on the **Save** button and continue to the next section until all changes have been completed.

10. Click on the section labeled **Position Requests Summary**.

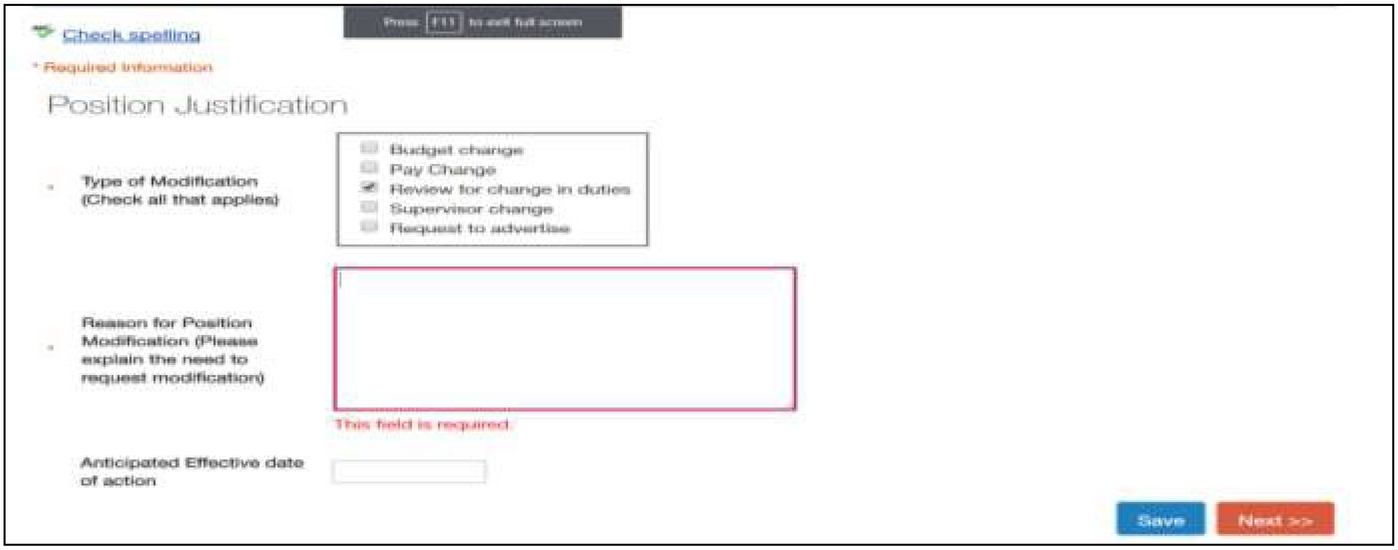
11. Review the summary to make sure that the information on the modify position description update is correct and all required fields have been completed. You will be able to see what information was changed.

If you see this icon beside a section name this means that all required information in that section has been completed.

If you see this icon beside a section name this means that <u>not</u> all required information has been completed.

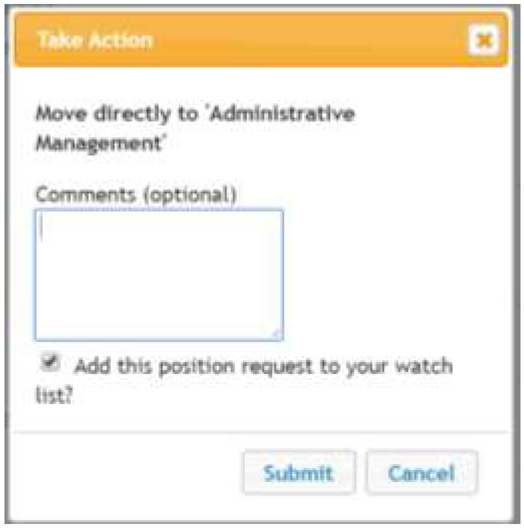
To go back to the section to complete the required fields or to make a change click on the **Edit** link beside the section name. You will then see a red bar at the top of your screen to let you know what fields are missing information.

Make the corrections then click on the **Save** button. Check to make sure that the section has been saved successfully then click on the Position Requests Summary link on the left-hand side navigation bar.



12. When the position description is ready for routing click on the **Take Action on Position Requests** button and route it to the proper group.

13. Enter comments if needed. Comments should be relates to the modifications as they become part of the history. You will notice that the item is check marked to add the position description to your watch list. You may deselect this if you do not want the item in your watch list. Click on the Submit button.



Please Note: A blue bar will appear at the top of the screen to let you know that the item was successfully transitioned.

An email will be sent to the proper group to let them know that an action will need to be taken.

Seating an Employee

When a person's hiring proposal is completed in the PeopleAdmin system, it will automatically associate the new employee with the position description.

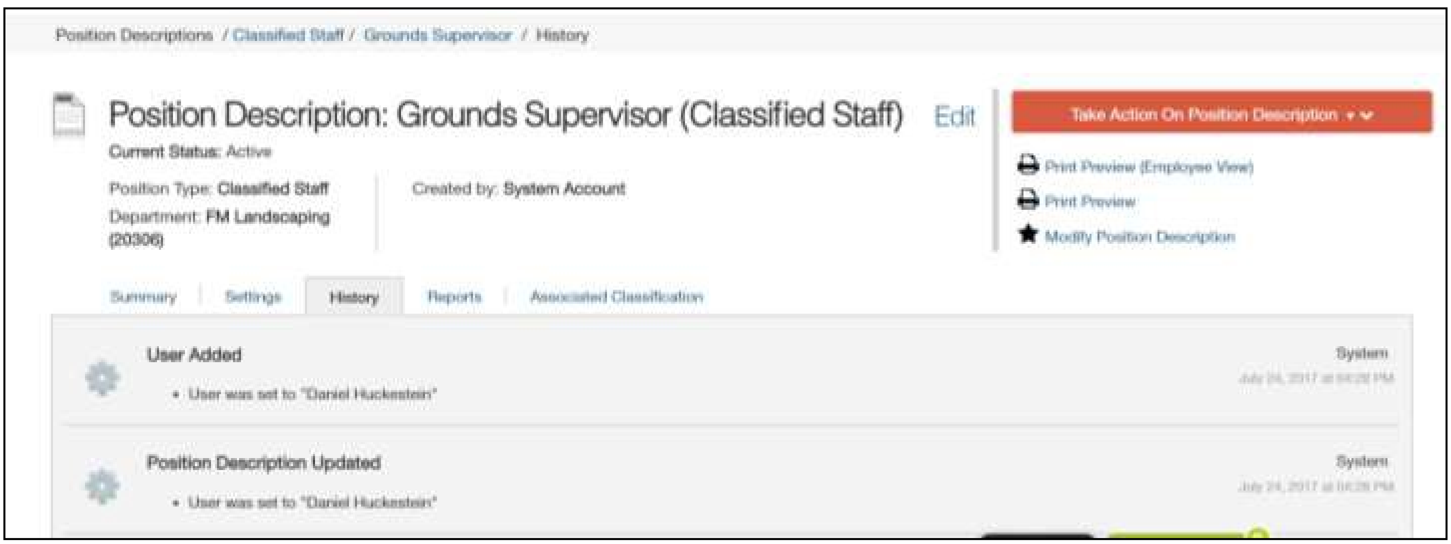
Viewing History

If needed there is an option to view the history of a position description. This will contain information such as who performed an action, when emails were sent and how many days the position description was in a particular state.

Under the Position Management module, select an option (**AP, Classified, 1500 hr. wage)** under the Position Descriptions tab.

Click on working title that you want to view.

Click on the History tab.



Chapter 3

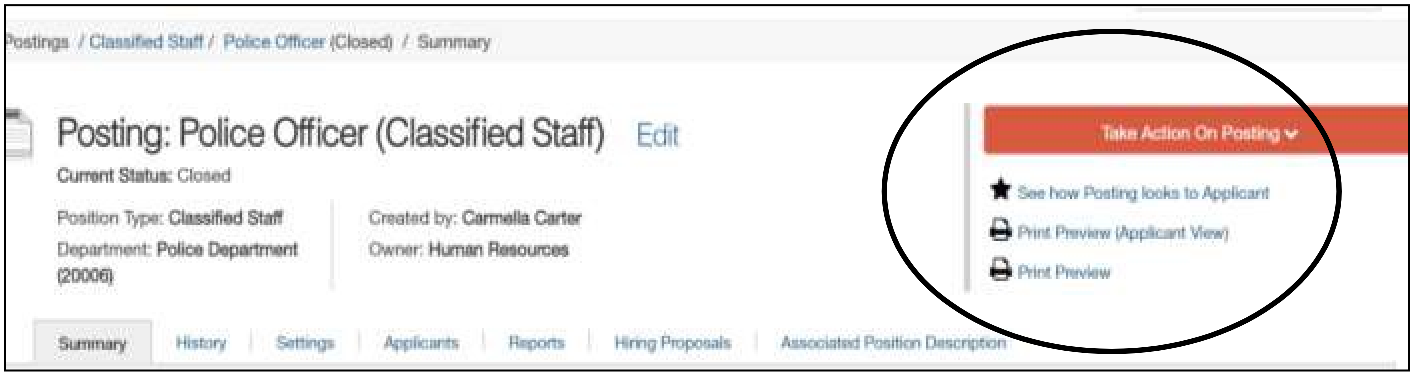
Postings

Postings

HR will be creating Job Postings.

Print/View a Job Posting

When viewing a posting you have the option to see how the posting looks to the applicant and print it.



There are three options:

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

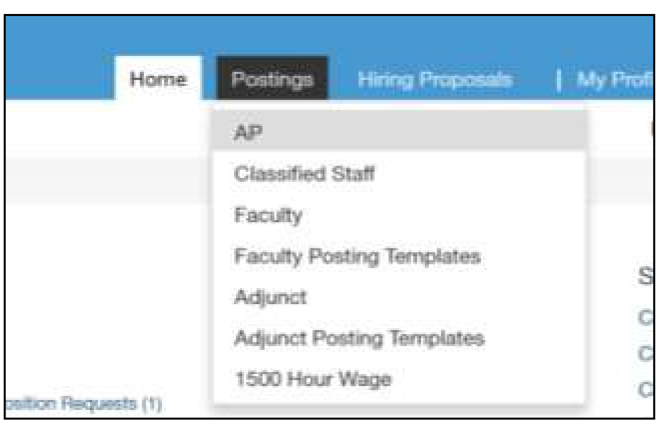
Use the print option in your internet browser to print the posting.

Viewing Applications

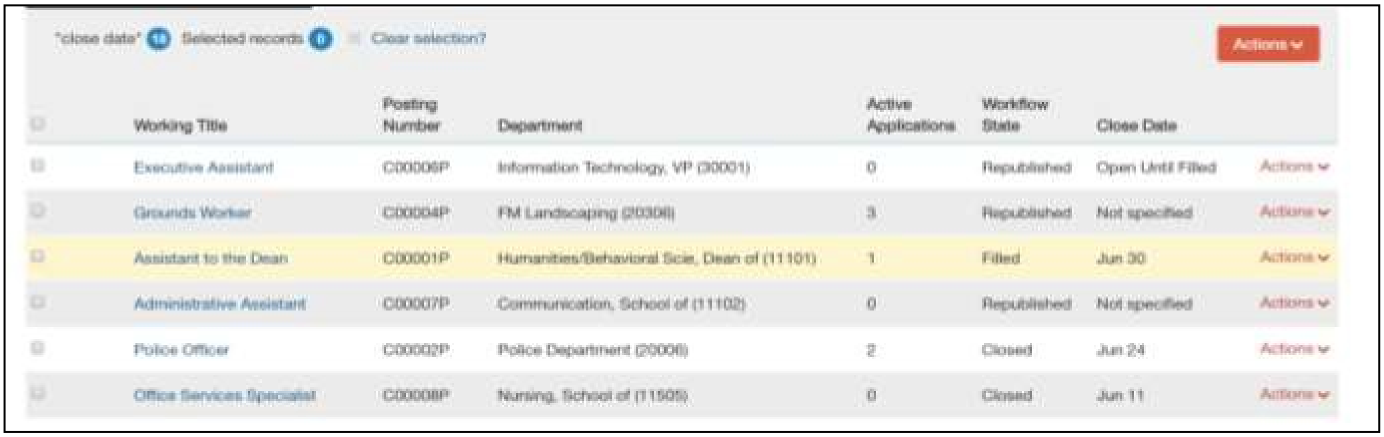
Once the job posting opens and applicants start applying, you can view the applicants by going to your opened job posting.

1. Log into PeopleAdmin
2. Select the appropriate role (ex. Originator), if needed.
3. Select **Applicant Tracking** module in the top right hand corner.

4. Select an option (**AP, Classified, Faculty, Adjunct, 1500 hr. wage)** under the Postings tab.

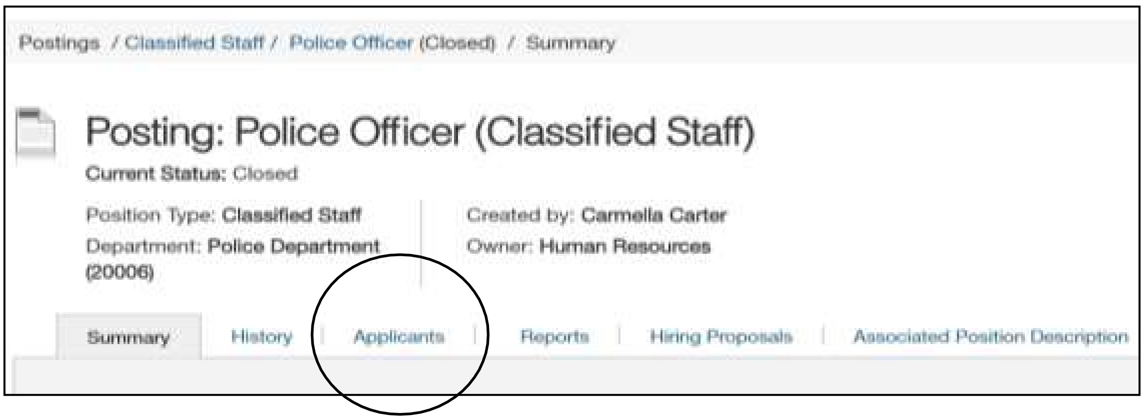


5. Search and click on work title that you want to view.



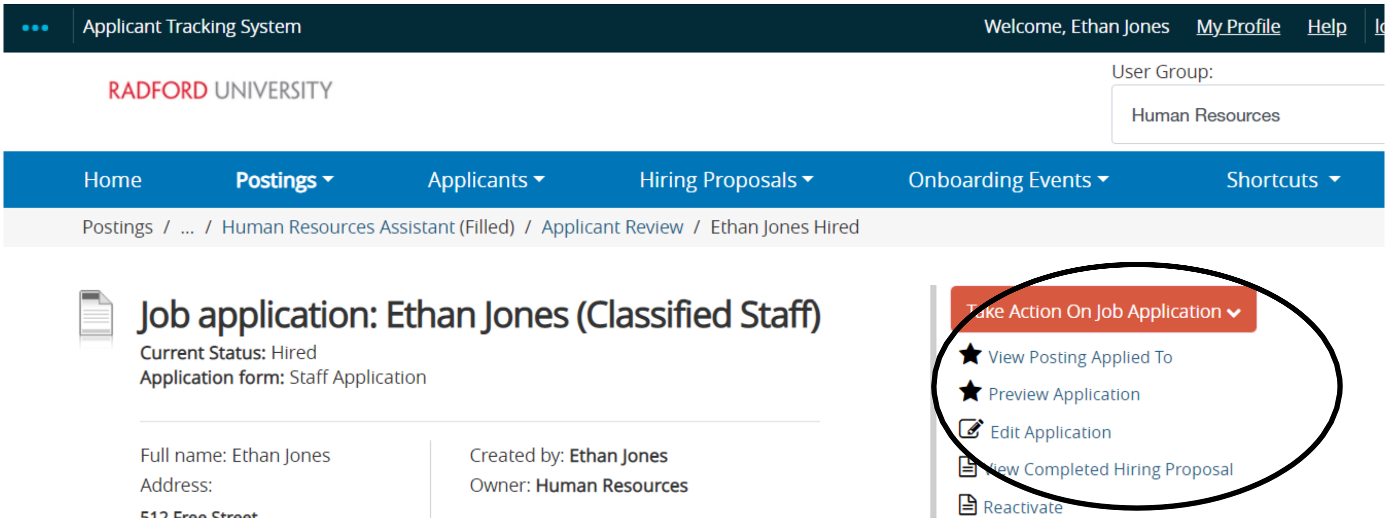
	Working Title	Posting Number	Department	Active Applications	Workflow State	Close Date	
	Executive Assistant	C00006P	Information Technology, VP (30001)	0	Republished	Open Until Filled	Actions
	Grounds Worker	C00004P	FM Landscaping (20306)	3	Republished	Not specified	Actions
	Assistant to the Dean	C00001P	Humanities/Behavioral Scie, Dean of (11101)	1	Filled	Jun 30	Actions
	Administrative Assistant	C00007P	Communication, School of (11102)	0	Republished	Not specified	Actions
	Police Officer	C00002P	Police Department (20006)	2	Closed	Jun 24	Actions
	Office Services Specialist	C00008P	Nursing, School of (11505)	0	Closed	Jun 11	Actions

6. Click on the **Applicants** tab.

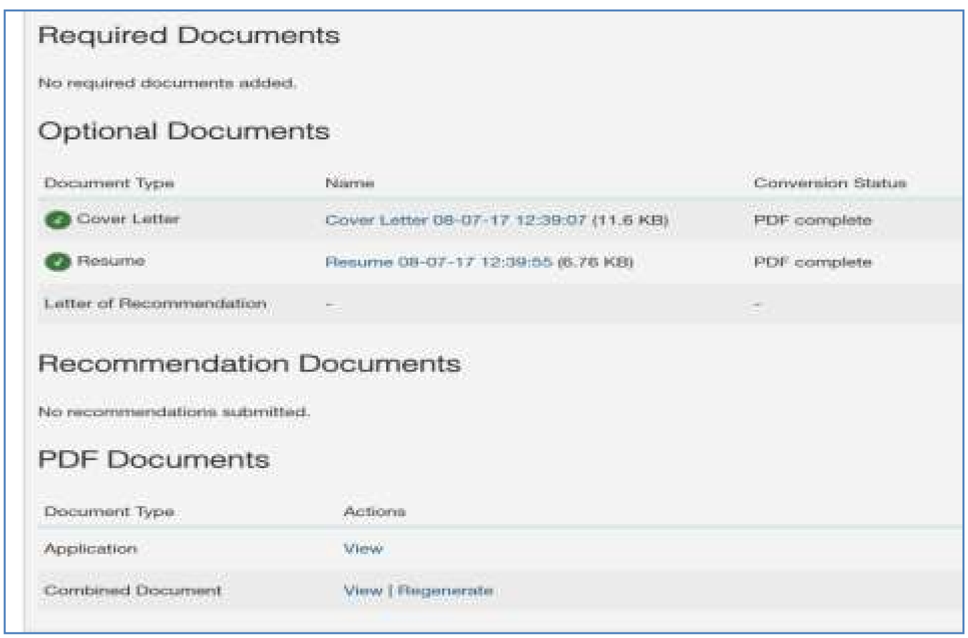


7. Under the **Actions** option, select **View Application** beside the person that you want to view.

8. When viewing an application you will see following options to be able to **View Posting Applied To** and Preview Application**.**



9. Scroll to the bottom of the screen to view **Document Types**. You can either view/download each document type individually or the application and attached documents at the same time. You will need a .pdf reader installed to be able to view, save and print.

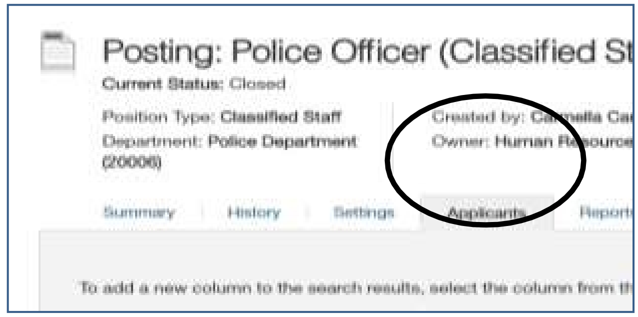


__Please Note:__ If selected to generate a .pdf with all of the documents please make sure to select **Recreate PDF** each time so that the most recent information will be downloaded.

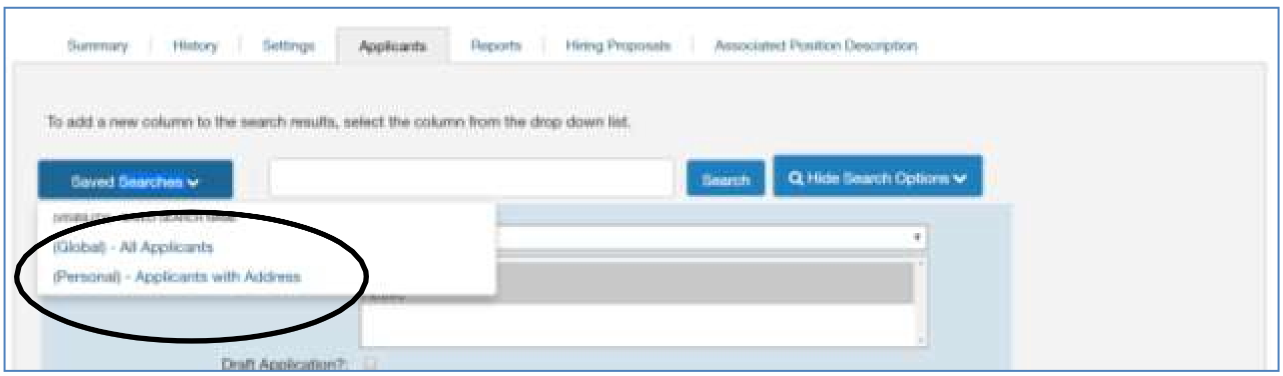
Exporting Applicant Information

Using the export feature is a good way to extract applicant information such as name, address, phone number, email address, etc. when needing to contact the applicants (such as sending out rejection letters) or help with creating the screening matrix. When exporting the information the system will export all applicants and the information on the search grid and place it in an Excel spreadsheet.

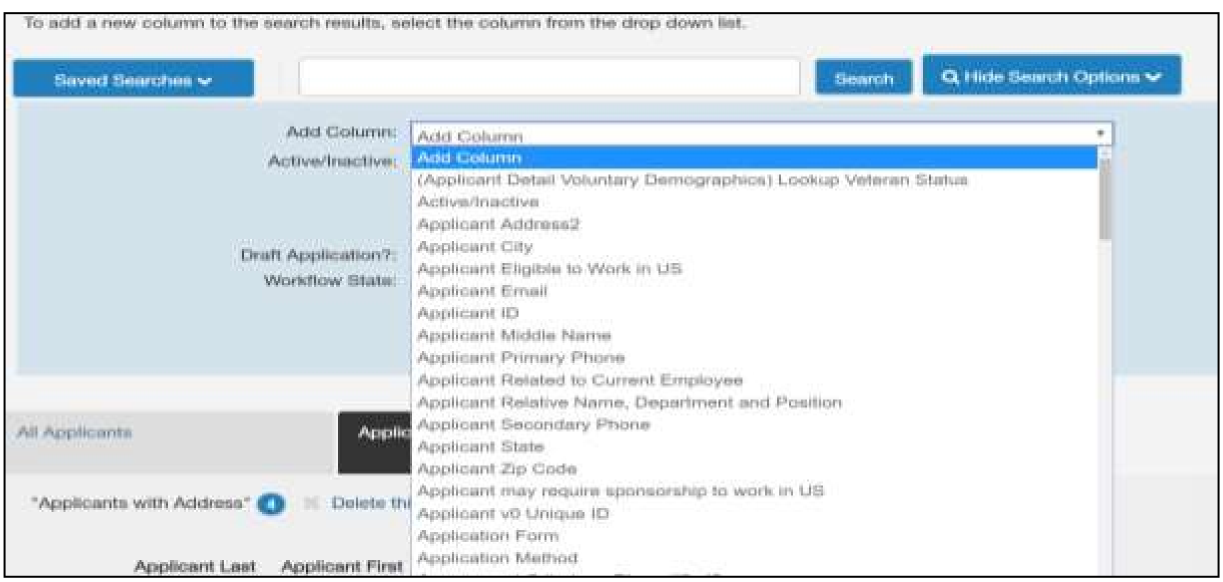
1. Find the posting and click on the **Applicants** tab.



2. Click on **Open Saved Search** beside the search field and select **Applicants with Address**.



3. If needed, click on More Search Options then select the Add Column drop down list and chose additional fields that you want to add to the search grid. You will need to select one field at time. (ex. Phone, Email Address). There may be more than one field with the same name so you might have to add and/or remove columns to make sure that the correct column is added.



4. Click other **Actions** button and select **Export Results**.

5. The results on the search grid will be downloaded into an Excel spreadsheet from the browser.

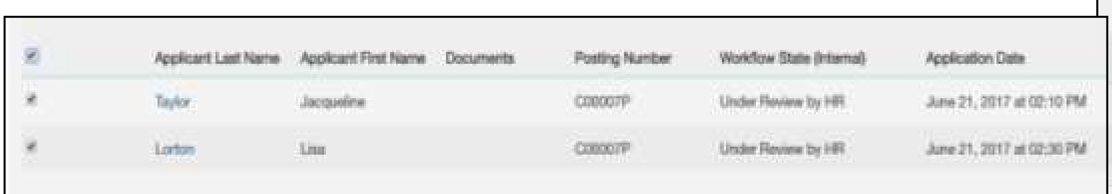
Downloading Multiple Applications

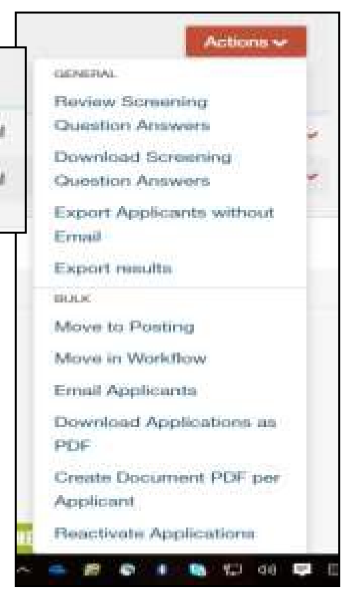
To download applications and/or documents for more than one applicant you can perform a bulk action.

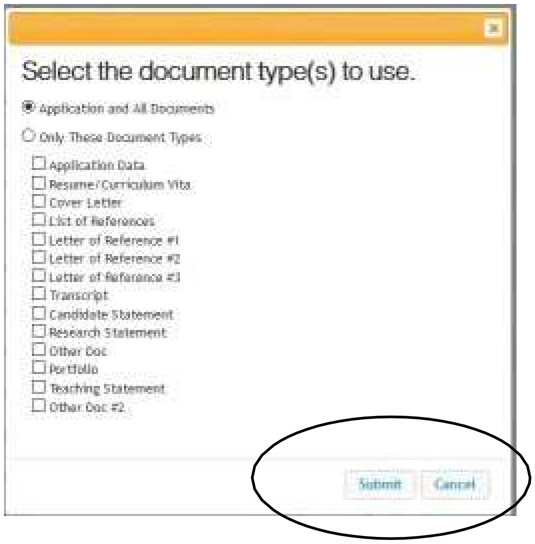
Option 1: Download Applications as PDF

1. Place a checkmark beside the applicants' name.

2. From the Actions option, select **Download Applications as PDF**





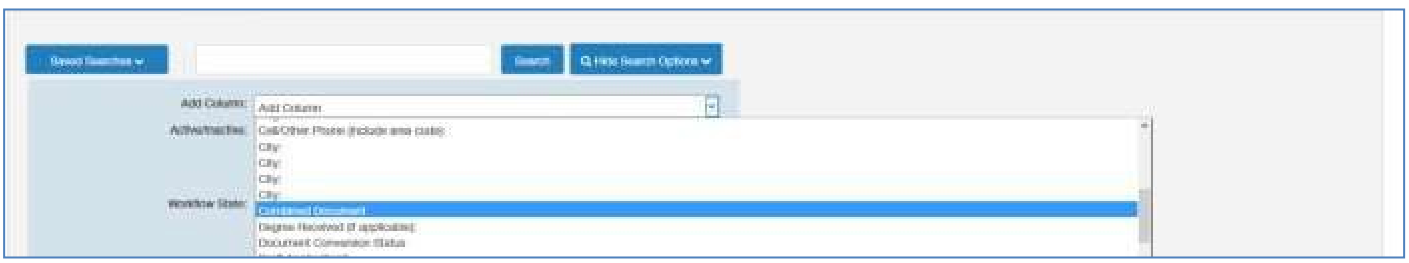


3. Select the documents to download and click on Submit.

4. A dialog box will appear while the system is generating the file then the .pdf file either will appear in the browser or will ask you to download it.

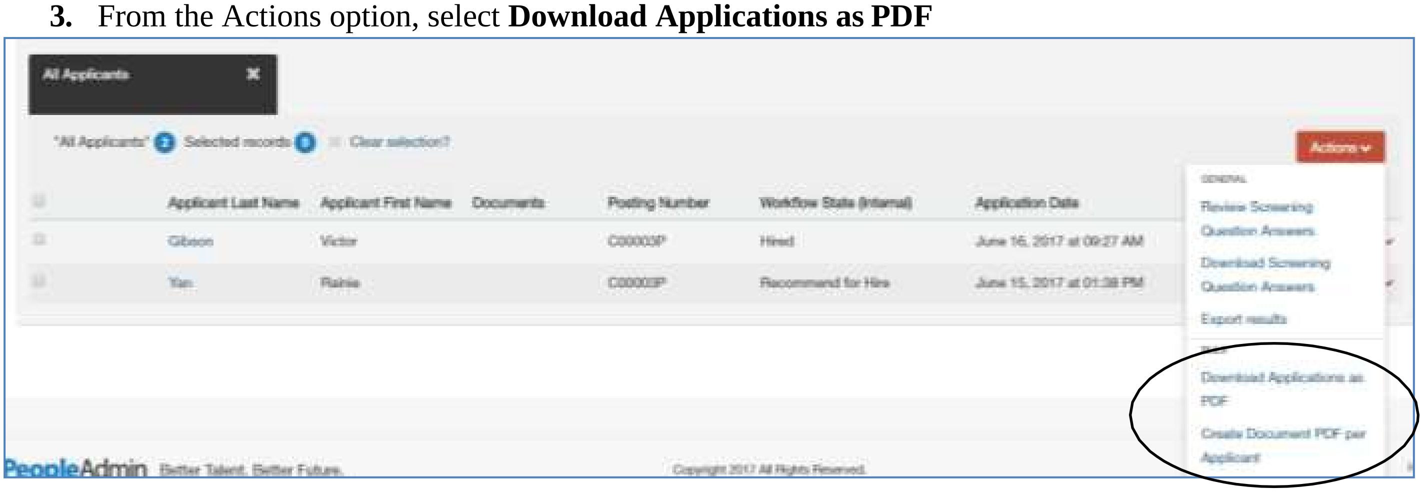
Option 2: Create Document PDF per Applicant

1. Under the More Search Options, add a column labeled "Combined Document".



2. Place a checkmark beside the applicants' name.

3. From the Actions option, select **Download Applications as PDF**



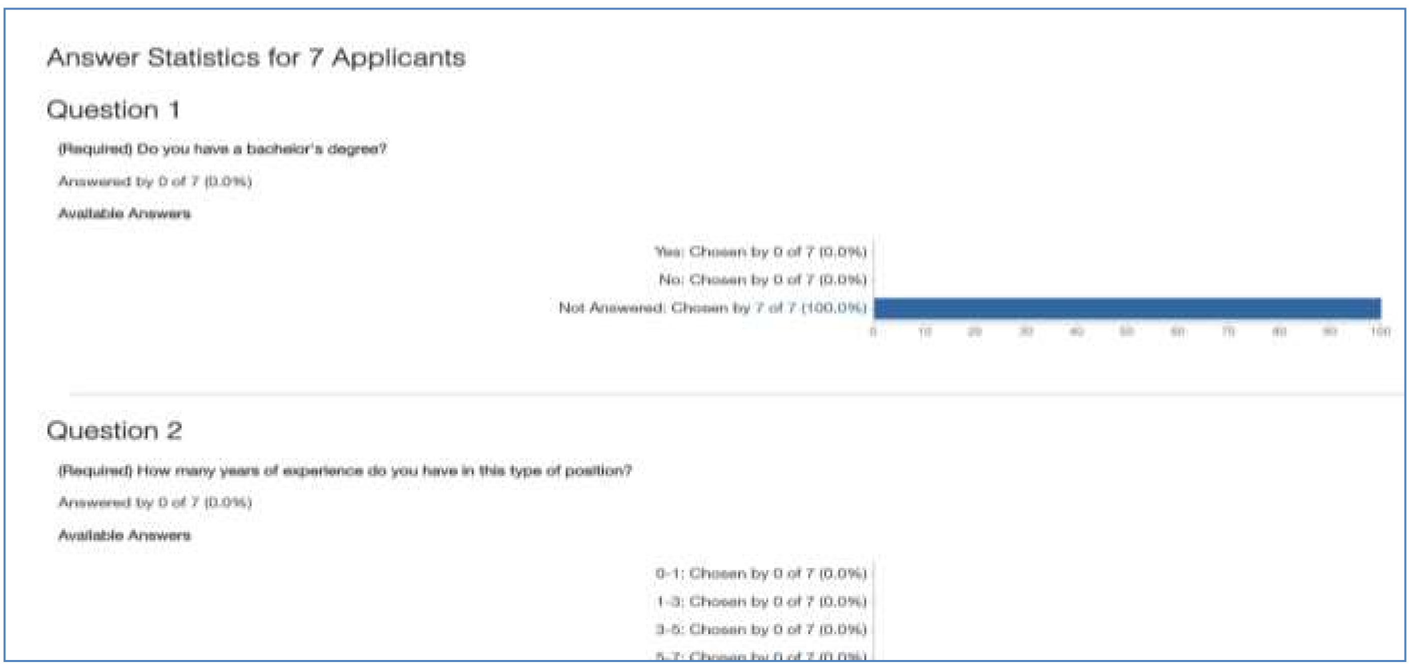
Reviewing Screening Questions

If supplemental questions were added to a posting, you can view and/or export the questions and answers to help screen the applicants.

When viewing the applicants section under a posting click on the **Actions** button to see the following options:

- **<u>Review Screening Question and Answers</u>**

This option allows you to review the questions and answers in a statistical format. You have the option to search for a particular answer or export the answers into a spreadsheet.



- **<u>Download Screening Question Answers</u>**

This option allows you to download the applicant's names and supplemental questions/answers. When selecting this option the system will download the information into an Excel spreadsheet and will prompt you to save or open the file.

Updating Application Status

After each step of the screening, interviewing, and hiring process, you should update each applicant with a status.

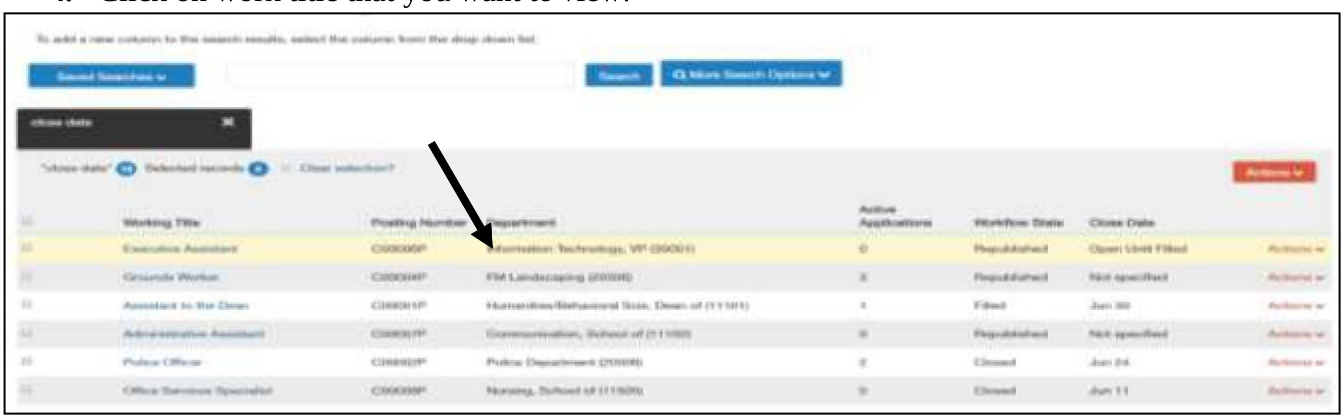
1. Log into PeopleAdmin through your RU Portal.

2. Select the appropriate role, if needed.

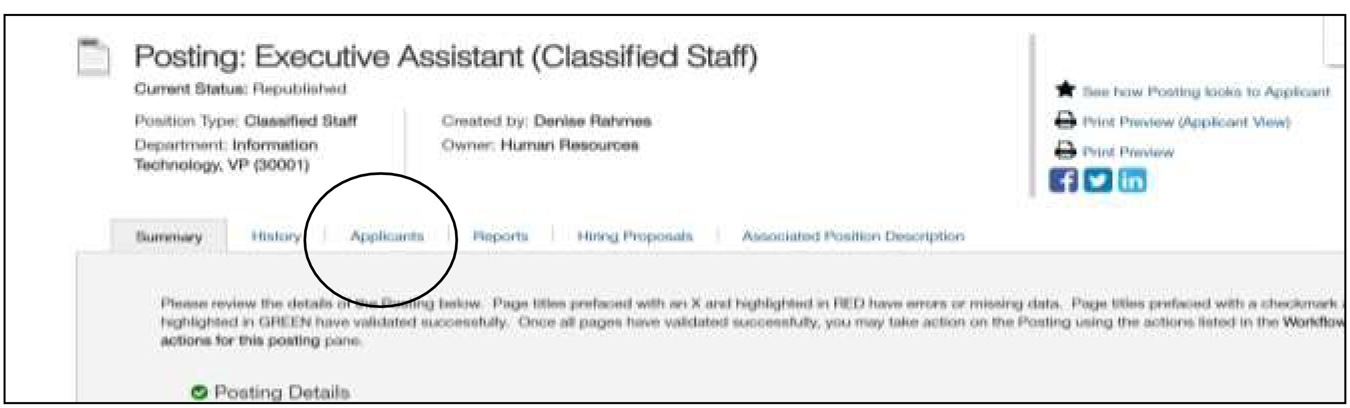
3. Select **Applicant Tracking** module in the top right hand corner.

4. Select an option (**AP, Classified Staff, Faculty, Adjunct, 1500 hr. wage)** under the Postings tab.

4. Click on work title that you want to view.



5. Click on the **Applicants** tab.



6. Under the **Actions** option, select **View Application** beside the person that you want to view.

7. When viewing an application you will see following option to be able to **Take Action on Job Application**.

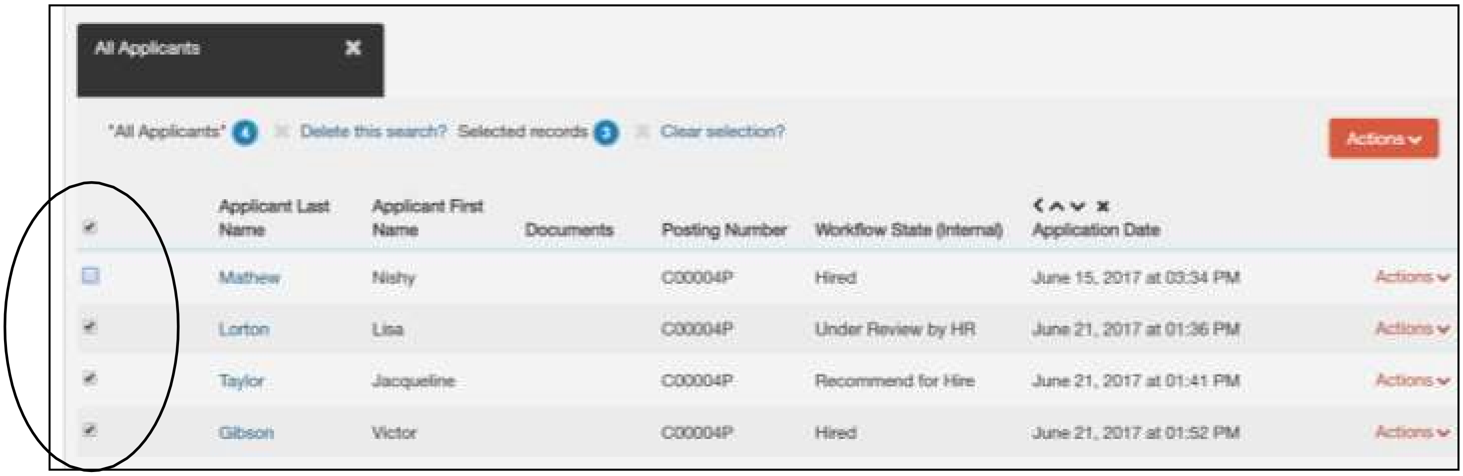
8. Select the appropriate status for the applicant. You can now go back to the applicant list and update a status for another applicant.

The next page will explain how to perform a bulk action to update the status for multiple applicants.

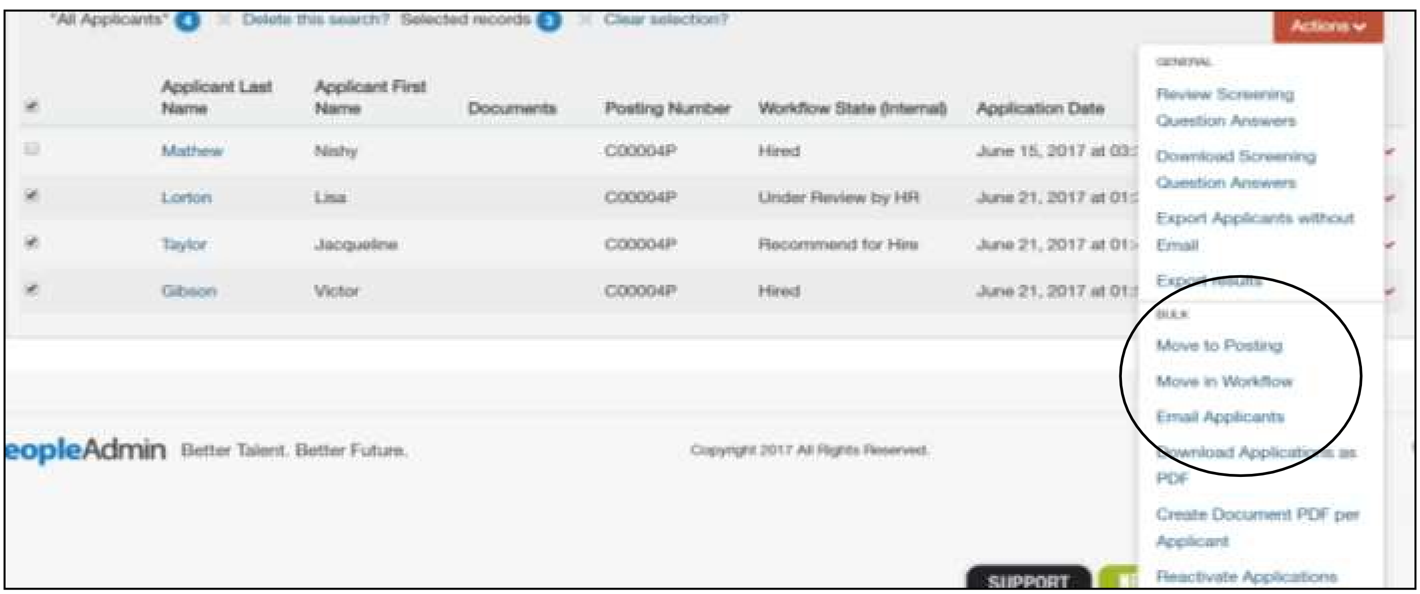
Bulk Action for Updating Application Status

If you do not want to update the status for each application individually, you can perform a bulk action to update the status for several applicants.

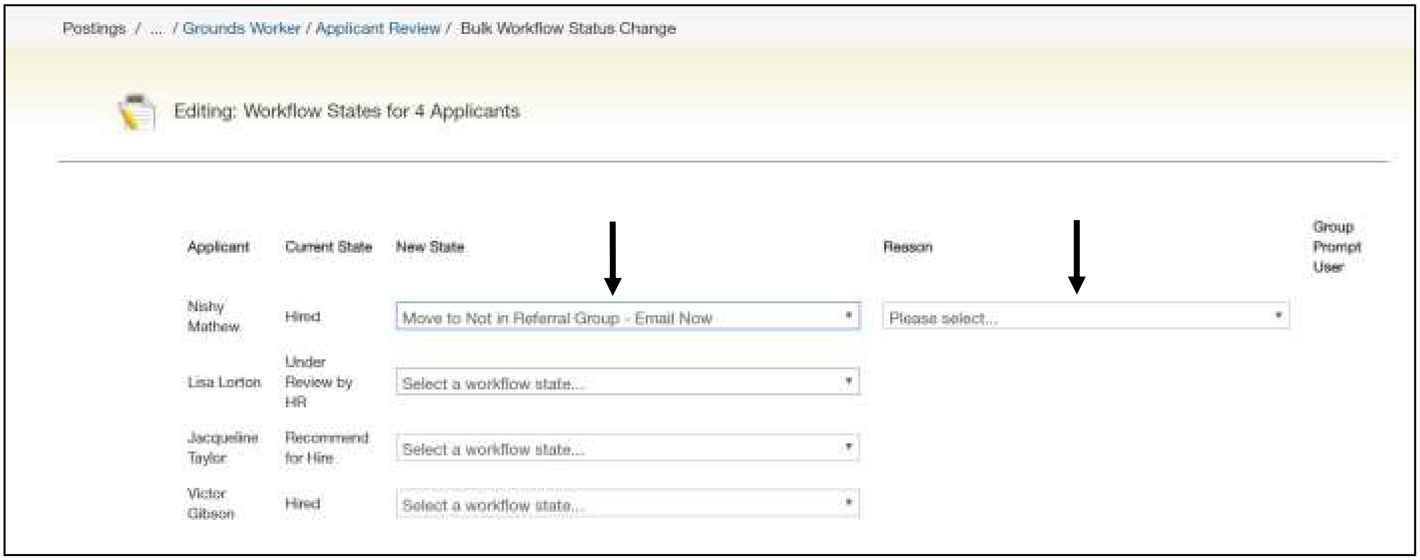
1. When viewing the list of applicants place a check mark beside the names that you want to perform a bulk update on.



2. From the **Actions** button, select **Move in Workflow** under the bulk action list.



3. Either select a status to change on all applicants or select a status for each individual applicant.



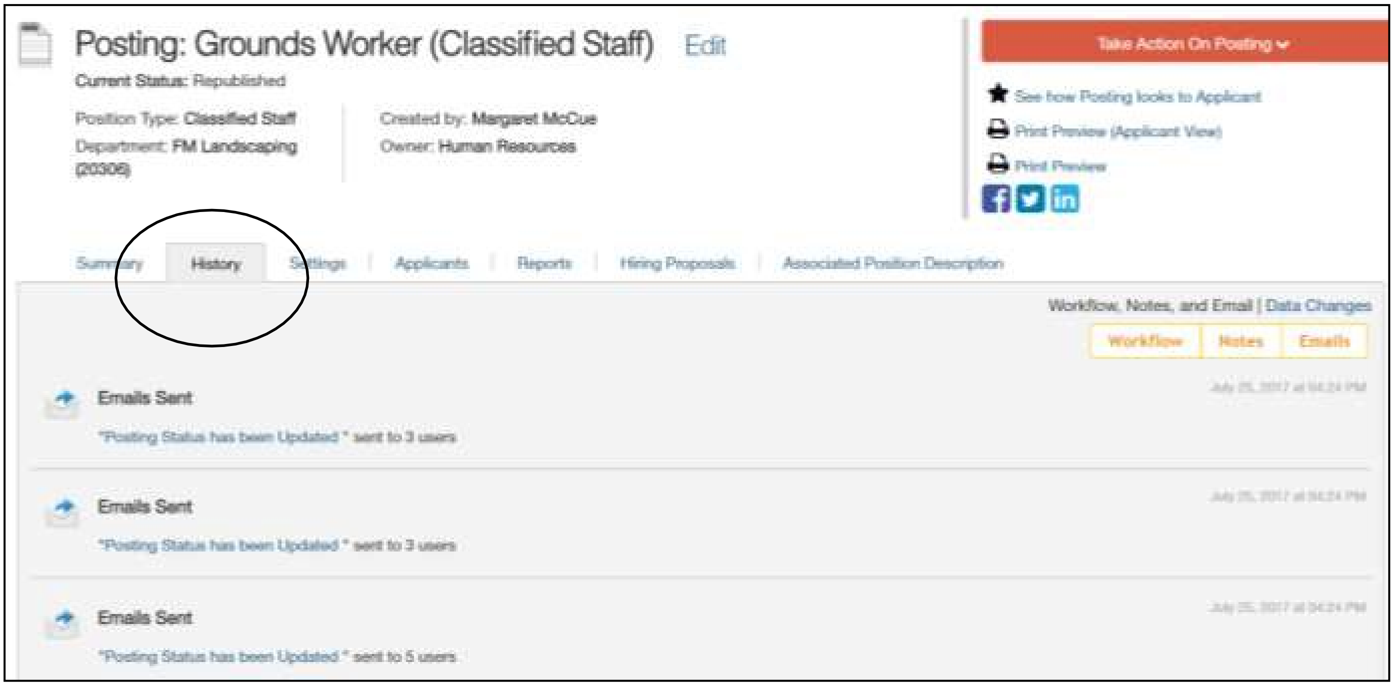
Viewing History

If needed there is an option to view the history of a posting. This will contain information such as who performed an action, when emails were sent and how many days the posting was in a particular state.

1. Under the Applicant Tracking module, select an option (**AP, Classified Staff, Faculty, Adjunct, 1500 hr. wage)** under the Postings tab.

2. Click on working title that you want to view.

3. Click on the History tab.


Posting: Grounds Worker (Classified Staff)
Edit
Current Status: Republished
Position Type: Classified Staff
Department: FM Landscaping (20306)
Created by: Margaret McCue
Owner: Human Resources
Take Action On Posting
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Summary
History
Settings
Applicants
Reports
Hiring Proposals
Associated Position Description
Workflow, Notes, and Email | Data Changes
Workflow
Notes
Emails
Emails Sent
"Posting Status has been Updated " sent to 3 users
Emails Sent
"Posting Status has been Updated " sent to 3 users
Emails Sent
"Posting Status has been Updated " sent to 5 users

Applicant Dispositions

Status	Reason	Other
Interviewed, Not Hired	1-Not enough experience	N
Interviewed, Not Hired	4-Inadequate references	N
Interviewed, Not Hired	5-Candidate withdrew	N
Interviewed, Not Hired	6-Proficiencies not as strong as selected candidate	N
Interviewed, Not Hired	7-No interest	N
Interviewed, Not Hired	9-Lacks supervisory experience	N
Interviewed, Not Hired	11-Not available for required hours	N
Interviewed, Not Hired	12-Cannot meet applicant salary requirements	N
Interviewed, Not Hired	13-Did not meet pre-employment requirements	N
Interviewed, Not Hired	14-Requires relocation package	N
Interviewed, Not Hired	15-Not willing to commit to contracted time	N
Interviewed, Not Hired	16-Conflict of interest	N
Interviewed, Not Hired	17-Preference Given to Placement Eligible Applicant	N
Interviewed, Not Hired	22-Offer Declined	N
Interviewed, Not Hired	23-Preference Given to Applicant with Veteran's Preference	
Not in referral group	1-Not enough experience	N
Not in referral group	2-Lacks required educational background	N
Not in referral group	3-Does not meet minimum qualifications	N
Not in referral group	4-Inadequate references	N
Not in referral group	5-Candidate withdrew	N
Not in referral group	7-No interest	N
Not in referral group	8-Lacks required certification (s)/license(s)	N
Not in referral group	9-Lacks supervisory experience	N
Not in referral group	10-Experience not appropriate for position	N
Not in referral group	11-Not available for required hours	N
Not in referral group	15-Not willing to commit to contracted time	N
Not in referral group	16-Conflict of interest	N
Not in referral group	20-Applied After Review	N
Not in referral group	21-Unable to Contact Applicant	N
Not selected for interview	1-Not enough experience	N
Not selected for interview	4-Inadequate references	N
Not selected for interview	5-Candidate withdrew	N
Not selected for interview	7-No interest	N
Not selected for interview	9-Lacks supervisory experience	N
Not selected for interview	12-Cannot meet applicant salary requirements	N
Not selected for interview	16-Conflict of interest	N
Not selected for interview	17-Preference Given to Placement Eligible Applicant	N
Not selected for interview	23-Preference Given to Applicant with Veteran's Preference	

Chapter 4

Hiring Proposals

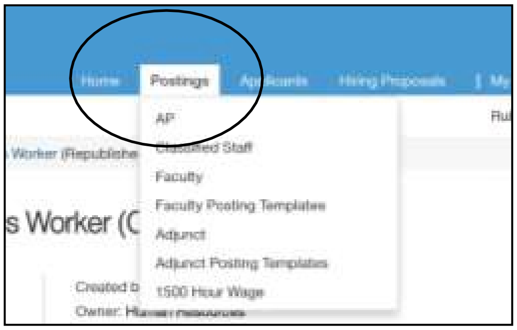
Hiring Proposals

Once you have identified the top candidates to interview, change the status of each candidate to '**Recommend for Hire'**. At this status, you now have the option to begin the hiring proposal.

Create Hiring Proposal

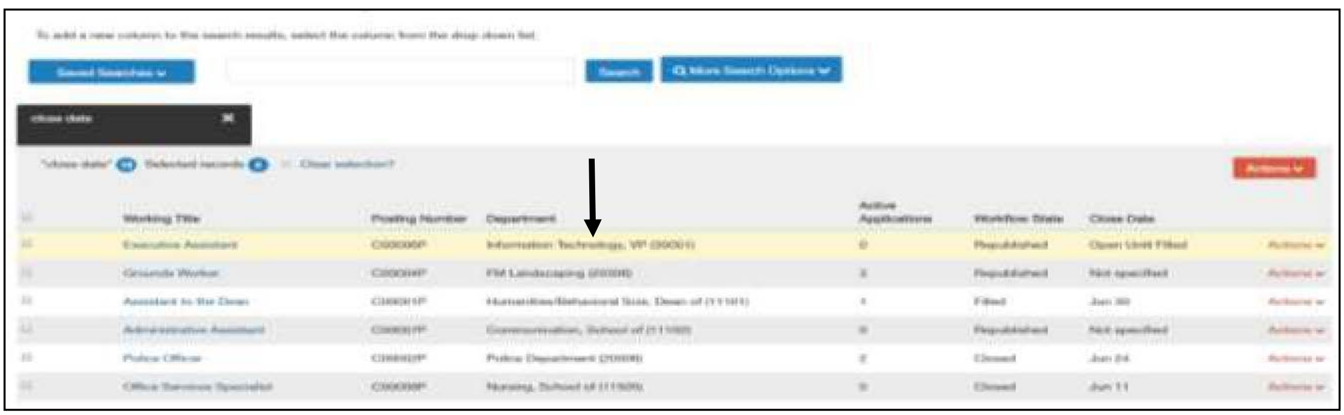
1. Log into PeopleAdmin through your MyRU Portal.
2. Select the appropriate role (ex. Administrative Management), if needed.
3. Select **Applicant Tracking** module in the top right hand corner.

4. Select an option (**AP, Classified Staff, Faculty, Adjunct, 1500 hr. wage)** under the Postings tab.



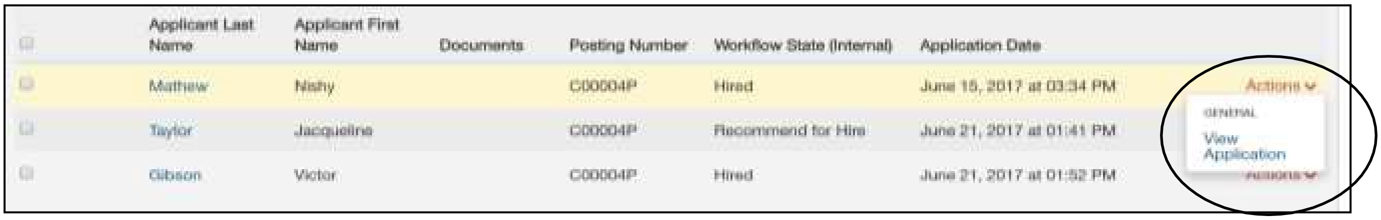
Please Note: Each posting type may have different sections that will need to be completed. The following steps will go through a staff hiring proposal.

5. Click on working title that you want to view.



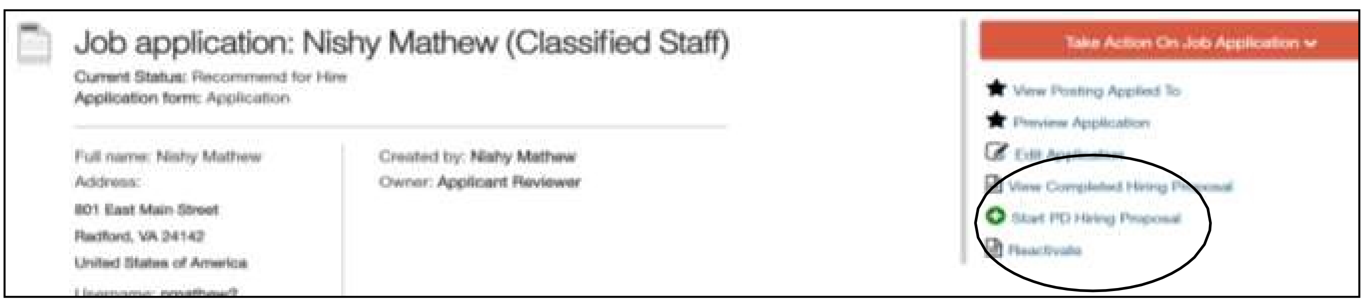
6. Click on the **Applicants** tab.

7. Under the **Actions** option, select **View Application** beside the person that you want to start a hiring proposal for.



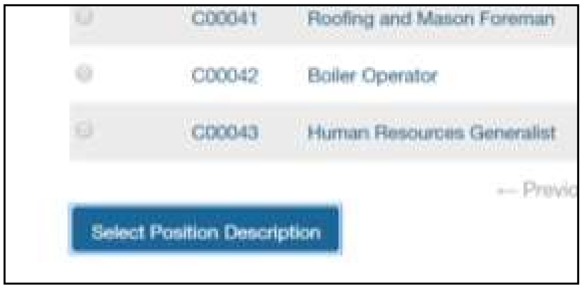
8. Select **Take Action** and move to **Recommend for Hire**.

9. **Click on** Start Staff PD Hiring Proposal



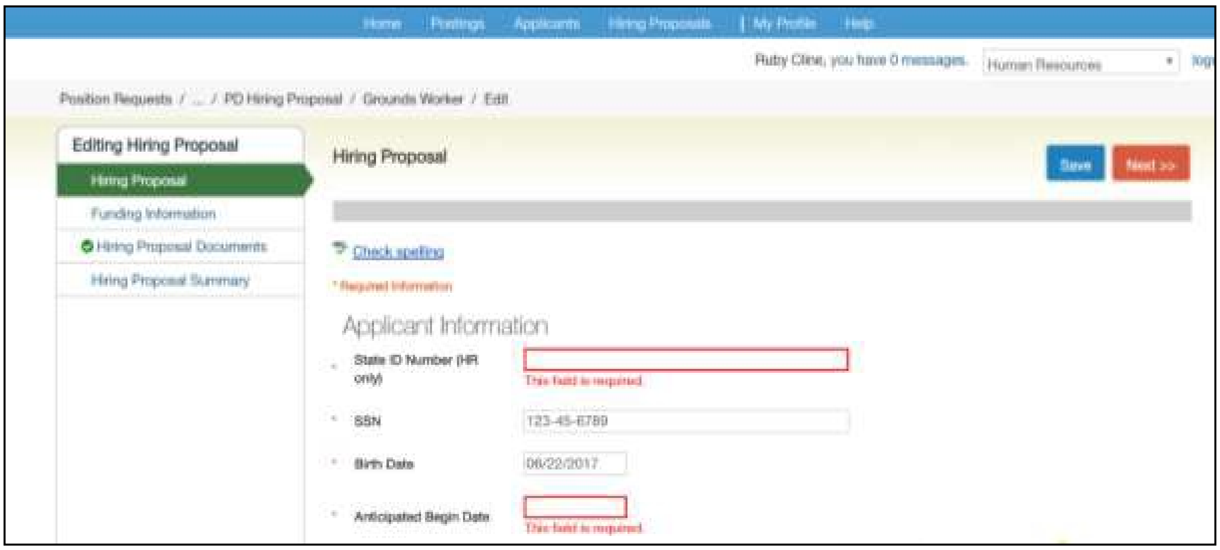
10. The position from which you are creating the hiring proposal will automatically be selected. There is another option which you can do a hiring proposal for a different position. This allows you to post one job and one position number but fill multiple position numbers from the same pool of candidates.

11. Scroll to the bottom of the screen and click on **Select Position Description** to continue.



Hiring Proposal

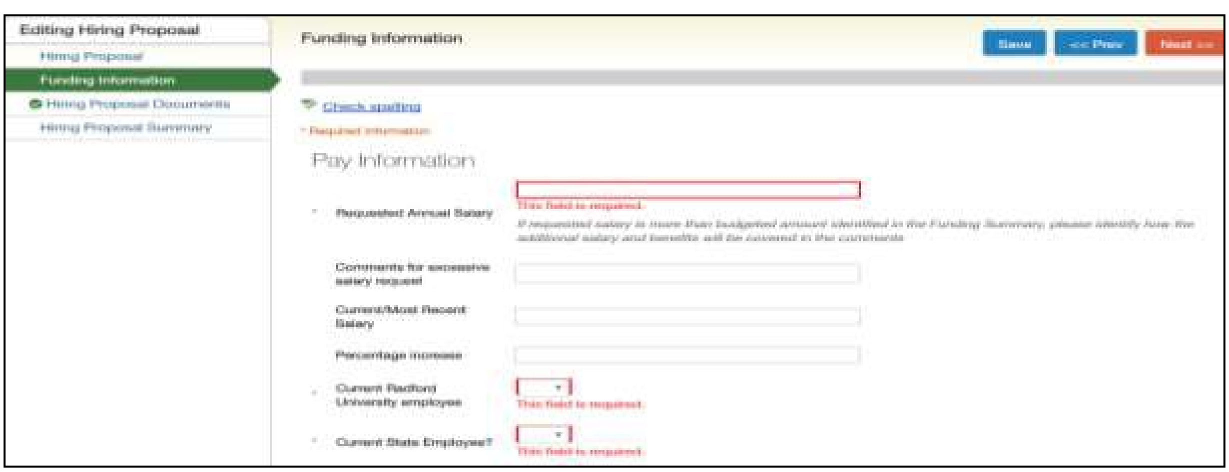
12. You will need to review each field and complete those that are blank. If a field states, "This field is required" or has an asterisk beside it the item is required. You can click on **Check Spelling** to spell check any words.



13. Click on the **Next** button.

Funding Information

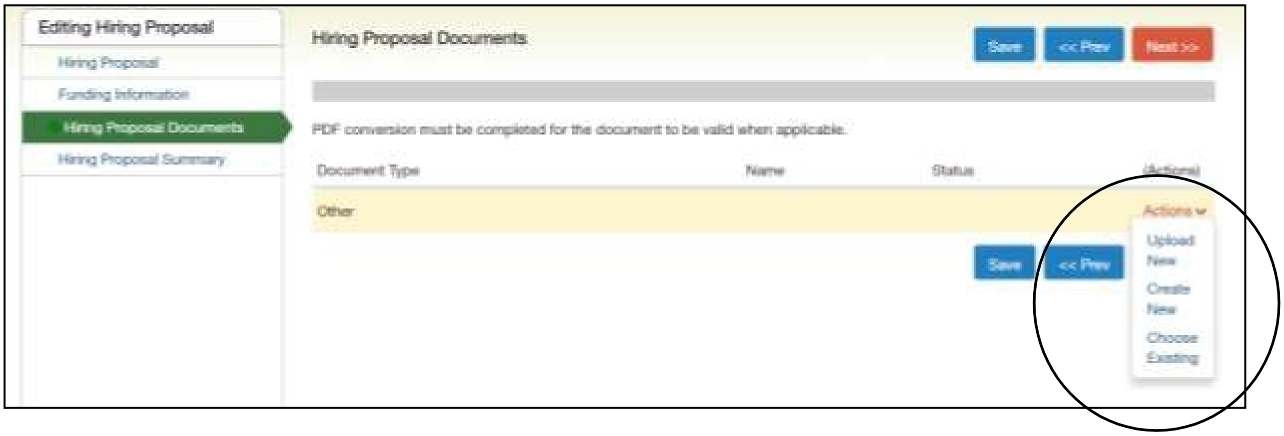
14. Complete required Fields. Verify the funding information. You can add multiple funding sources by clicking on the **Add Funding Entry** button. You can remove an entry by placing a check mark beside the **Remove Entry** option and clicking on the **Save** button.



15. Click on the **Next** button.

Hiring Proposal Documents

16. If applicable, attached documents as indicated. Click on **Actions** beside the item to upload a new document, create a new document using the system's word processing capabilities or select an existing document.



17. Click on the **Next** button.

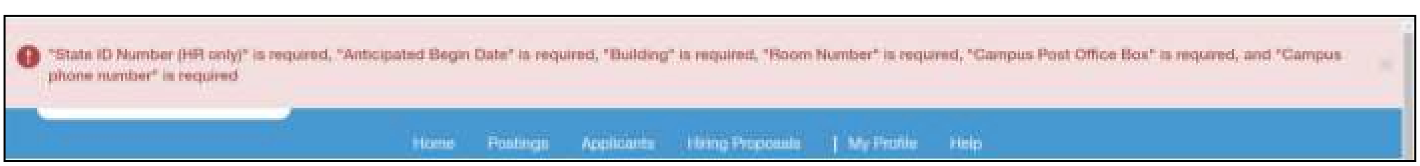
Hiring Proposal Summary

18. Review the summary to make sure that the information on the hiring proposal is correct and all required fields have been completed.

If you see this icon beside a section name this means that all required information in that section has been completed.

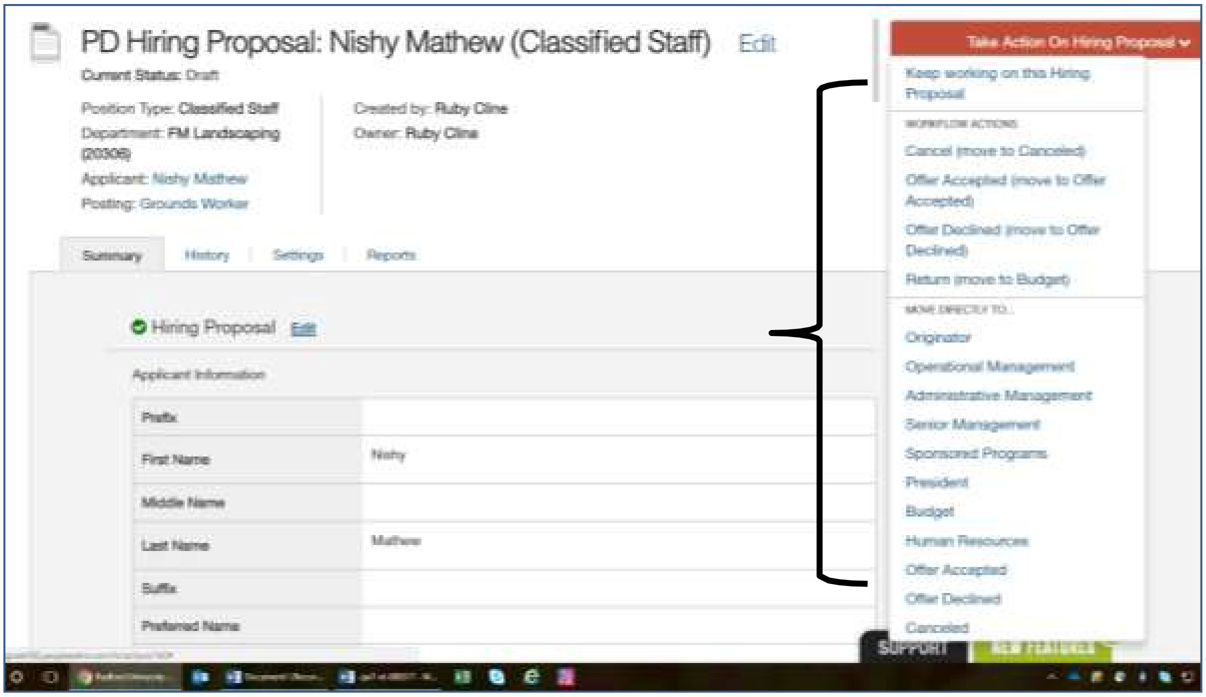
If you see this icon beside a section name this means that **not all** required information has been completed.

To go back to the section to complete the required fields or to make a change click on the **Edit** link beside the section name. You will then see a red bar at the top of your screen to let you know what fields are missing information.



Make the corrections then click on the **Save** button. Check to make sure that the section has been saved successfully then click on the **Hiring Proposal Summary** link on the left hand side navigation bar.

19. When the hiring proposal is ready for routing click on the **Take Action on Hiring Proposal** button and select the proper action.



20. Enter comments if needed. You will notice that the item is check marked to add the hiring proposal to your watch list. You may deselect this if you do not want the item in your watch list. Click on the **Submit** button.

Please Note: A blue bar will appear at the top of the screen to let you know that the item was successfully transitioned.

Closing Out Posting

After the applicants have been dispositioned and proper paperwork has been submitted to Human Resources, please notify the HR Consultant or Employment Services Specialist so that the posting status can be changed to **Filled**.

Chapter 5

Reference Letters

Reference Letters

The online reference letter functionality is available for faculty type positions. When a posting is created, there is an option to accept reference letters and a department can specify the minimum and maximum number of requests to be sent.

When an applicant is completing their online application, they will see a section to enter reference information. If a department specifies to accept online references, the applicant will be required to enter reference contact information. A department can specify to either have the reference requests sent by email automatically after an applicant has applied for a position or they can select to manually send the requests by email when they are ready to receive the references.

The reference contact person will receive an email from the PeopleAdmin system that will contain information about the position that the applicant has applied for and a link to a website asking to provide a reference. They will be allowed to upload a file or write a recommendation directly into the system.

Accept Online References for a Posting

Please Note: If a Human Resources or Equity consultant will be creating the posting for the department please make a note with the following information in the *Additional Information* section (under Position Details section) when submitting the position description with recruitment information:

- Allow to accept online references and specify if the department wants to send the requests as soon as an applicant has submitted their application or prefer to manually send the requests at a later time
- Minimum number of requests
- Maximum number of requests (optional)
- If applicable, reference provider special instructions

Reviewing References for an Applicant

When viewing an applicant's information you will be able to check to see if a reference request has been received, view the reference and send another reference request if needed.

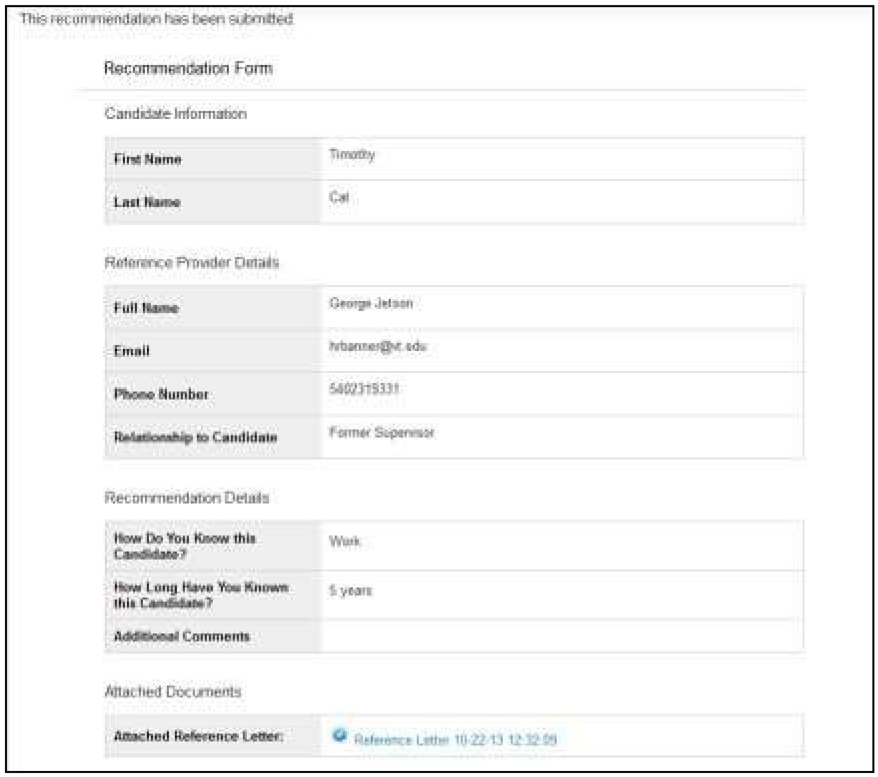
1. Log into PeopleAdmin via the MyRU Portal.
2. Select the appropriate user group.
3. Select **Applicant Tracking** module in the top right hand corner.
4. Select an option (**AP Faculty, Research Faculty or T&R Faculty)** under the Postings tab.
5. Search and click on work title that you want to view.
6. Click on the **Applicants** tab.
7. Under the **Actions** option, select **View Application** beside the person that you want to view.
8. Click on the **Recommendations** tab. On the tab, it will let you know how many references have been received.

The **Reference Requests** section will list the names and email addresses of the people that a reference request was sent to with the date and time that the email was sent. If a reference has been received, a date and time will be listed under the *Responded* column. If needed click on the **Resend** link under the *Notified* column to send the email request again.

The **Recommendations** section will list the references received for the applicant. Under **Actions,** there are two options for the reference:

View - View the reference information
Delete and re-solicit - Delete the reference information and send another reference request email

The reference will contain provider and recommendation details. If a reference letter was attached it will appear at the bottom of the screen.


This recommendation has been submitted

Recommendation Form

Candidate Information

First Name	Timothy
Last Name	Cat

Reference Provider Details

Full Name	George Jetson
Email	hrbanner@vt.edu
Phone Number	5402315331
Relationship to Candidate	Former Supervisor

Recommendation Details

How Do You Know this Candidate?	Work
How Long Have You Known this Candidate?	5 years
Additional Comments	

Attached Documents

Attached Reference Letter:	Reference Letter 10-22-13 12:32:09

The attached reference letter will also appear under the documents section on the application.

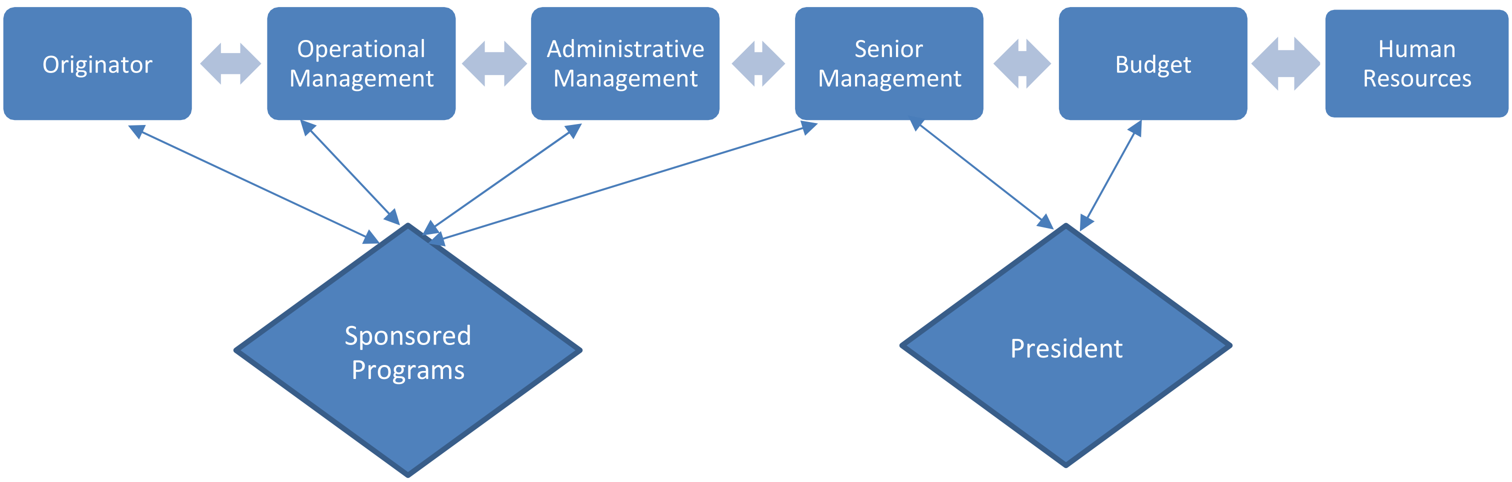
Sending a Reference Request Manually

If *Under Review by Department* was selected in the **Reference Notification** field in the posting then reference requests will be sent by email immediately after an applicant has applied for a position. Otherwise if this field is left blank then the department will have the option to manually send the reference requests when it is needed.

When viewing the **Recommendations** tab underneath an applicant's information there is, a *Notified* column and it will have a "No" underneath it. When a department is ready to receive references for an applicant, you can click on the **Send** link and the system will send an email to the reference contact.

Resources

Approval Workflow Diagram



User Groups	Action
Sponsored Programs	Required only for grant funded positions
Senior Management	Can return an action to any previous user group
President	Required only to review actions for direct reports
Operational Management, Administrative Management	Can return an action to the previous user group
Budget	Can return an action to senior management
HR	Can return an action to any user group

Glossary of Terms

Helpful terms and definitions can be found on SelectSuite Glossary of terms.

Contact Information

Department of Human Resources

Radford University
314B Tyler Avenue
P.O. Box 6889
Radford, VA 24142
540-831-5008
540-831-5128 TTY
540-831-6278 FAX
hr@radford.edu

http://www.radford.edu/content/human-resources/home.html