

Reviewing Applicant Materials

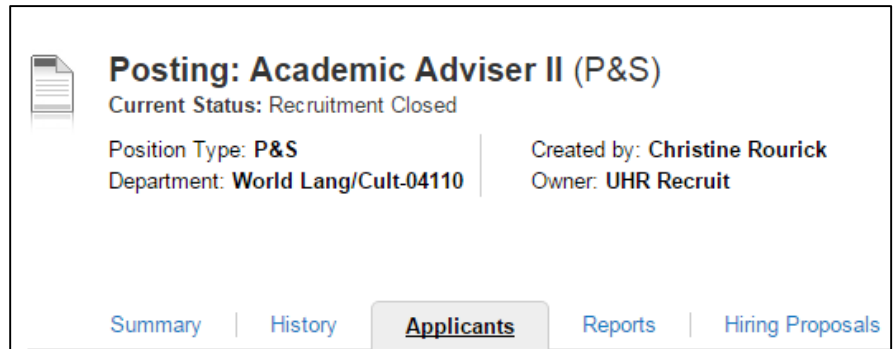
Purpose: Use this guide to easily view applicant documents in PeopleAdmin.

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View Applicants

To access applications for a posting, follow the steps below:

1. Log into PeopleAdmin
2. Update your Role to **Posting Admin** (or **Search Committee**)
3. Click the **refresh** button
4. Select **Applicant Tracking Module**
5. Hover over the **Postings Tab** and click the appropriate **position type** (e.g. P&S, Faculty/Other, Merit)
6. Search for the posting by entering the **Posting Title** or **Posting Number** in the search field or locate the posting in the list generated when selecting the **Postings** tab
7. Click the selected **Posting Title**
8. Click the **Applicant** tab



This page will show applicants, based on the current search. Reference **Saving Searches in PeopleAdmin7** for more information.

Reviewing Applicant Materials

View An Individual Applicant's Materials

To access applications for a posting, follow the steps below:

1. Click the **Applicant's last name** OR hover over **Actions** for that Applicant and click **View Application** to view the submitted Job Application and supporting materials (Merit applicants are only asked to submit the Application with Education and Work History and will not have an option to attach supporting materials).
2. Scroll to the **bottom** of the Job Application
3. Click the **name** of the required document to open individually OR
4. Scroll further down to **View** the Application as a PDF document or **Generate** a combined PDF of all documents for viewing. The applicant's material will now open in a new browser tab or window. *Adobe Reader must be installed to view the materials properly.*

Required Documents		
Document Type	Name	Conversion Status
<input checked="" type="checkbox"/> Resume/Curriculum Vitae	Resume/Curriculum Vitae 07-16-14 12:14:07 (14.8 KB)	PDF complete
<input checked="" type="checkbox"/> Letter of Application/Cover Letter	Letter of Application/Cover Letter 07-16-14 12:15:05 (16.3 KB)	PDF complete
<input checked="" type="checkbox"/> Reference Contact Information	Reference Contact Information 07-16-14 12:15:21 (16.1 KB)	PDF complete
Optional Documents		
No optional documents added.		
Recommendation Documents		
No recommendations submitted.		
PDF Documents		
Document Type	Actions	
Application	View	
Combined Document	Generate	

View Multiple Applicant's Materials (Bulk View)

You can review more than one applicant's document at a time in the same posting. You may choose to view all applicant documents for a group of applicants or only specific applicant documents for the group. To view applicant materials in bulk:

1. Select applicants by checking the boxes to the left of the applicant's name
2. Hover over the top **Actions** button, click on **Download Applications as PDF**. Select the types of documents you want to view and select/click Submit (e.g. Application and All Documents or Only These Documents Types e.g. Resume/Curriculum Vitae)

The applicants' material will now open in a new browser tab or window as a PDF(s) containing all the documents that you requested. *Adobe Reader must be installed to view the materials properly.*

Reviewing Applicant Materials

Ad hoc Search (3 Items Found) [Save this search?](#) Actions

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Workflow State (Internal)	Job
<input checked="" type="checkbox"/>	Testing	Madhu	Under Review by Posting Admin	Ac
<input checked="" type="checkbox"/>	Training	George	Under Review by Posting Admin	Ac
<input checked="" type="checkbox"/>	Sample	Juanita	Under Review by Posting Admin	Ac

GENERAL

- [Review Screening Question Answers](#)
- [Download Screening Question Answers](#)
- [Export results](#)

BULK

- [Move in Workflow](#)
- [Download Applications as PDF](#)
- [Create Document PDF per Applicant](#)

View An Applicant's Letters of Recommendation (Faculty postings Only)

To view uploaded letters of recommendation, complete the following steps:

1. Navigate to the **posting** on People Admin and click on **Applicants**. Click the appropriate **Applicant's** last name.
2. While viewing the **Applicant** information you will see three tabs: **Summary**, **Recommendations** followed by 2 numbers (for example 3 of 3), and **History**. Click the **Recommendations** tab.
3. You will see **Reference Requests** if an email has been sent out to a reference and whether they have responded. Below **Reference Requests** is where you will see completed **Recommendations**.
4. Click a **Reference** contact name to view **recommendation letter** in detail. The applicant receives an email when a letter is submitted but they can't view the letter.

Summary **Recommendations (3 of 3)** History

Reference Requests

Name	Email	Notified?	Responded?
Marcie Huff	mhuff@test.edu	07/24/2014 09:47 AM (Resend)	Draft
Tammy Langan-Young	tyoung@test.edu	No (Send)	Draft
Jennifer Cargill	jcargill@test.edu	No (Send)	Draft

Recommendations

Reference	Finalized?	(Actions)
Marcie Huff, 07/24/2014 09:37 AM	No	Actions▼
Tammy Langan-Young, 07/24/2014 09:44 AM	No	Actions▼
Jennifer Cargill, 07/24/2014 09:44 AM	No	Actions▼