PEOPLEADMIN 7 USER GUIDE

NORTH
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CENTRAL
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HUMAN RESOURCES DEPARTMENT

NAVIGATION AND SEARCHES
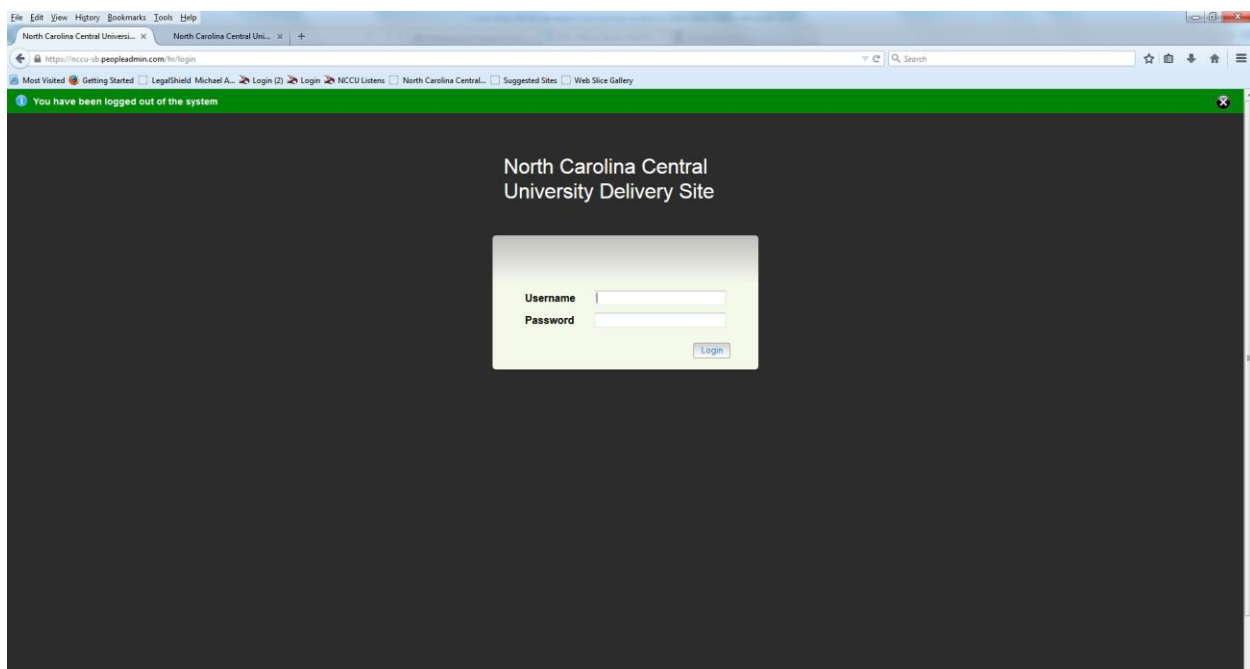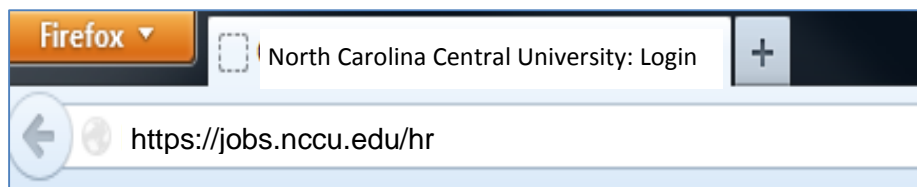
MODULE I

Navigation and Searches

This guide provides instructions on logging in, establishing a user account, requesting a password reset, and navigating the **PeopleAdmin** site.

The **Home** page of the site serves as the navigation starting point. The **Inbox** is utilized to monitor all actions for which users are responsible in approving and/or taking an action on to include positions and postings. The **Watch List** is an optional tool that can be used to monitor a process or action.

Key to the basic navigation of the site, is that users will be able to transition between the **Position Management** and **Applicant Tracking** module. The **Position Management** module is used to view, establish new, and modify existing position descriptions. The **Applicant Tracking** module is used to create postings and to review/process applicant flow.

Logging into PeopleAdmin

It is recommended to use either Chrome or Firefox as your web browser. From the web browser, go to the site: https://**jobs.nccu.edu** to login.

Home Page

The Home Page defaults to the **Applicant Tracking** module and is identical in the **Position Management** module.

Note: The applicant tracking portal is designated by the **blue** border. The position management portal is designated by the **orange** border.
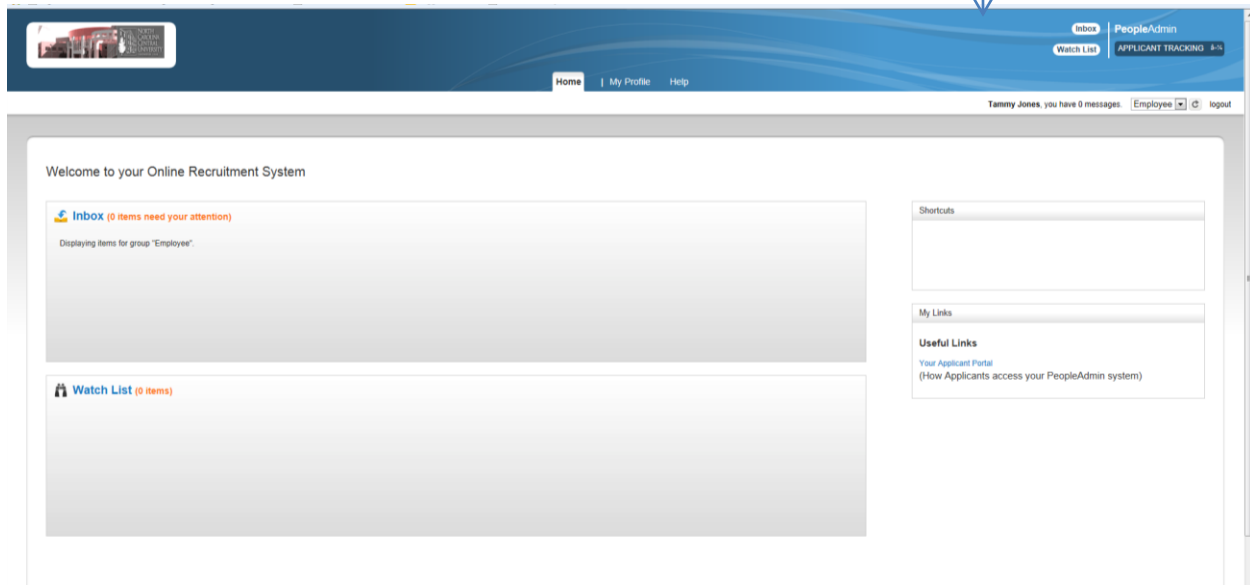
Inbox

In the inbox, the user will find tasks that require action. An action indicates moving the posting or description to the next workflow state. Within the **Inbox,** the first tab, called **Postings,** presents posting tasks that require an action is taken. The second tab, called **Hiring Proposals**, presents a hiring proposal requiring an action. The third tab, called **Actions**, will present **position description tasks** that require action is taken.
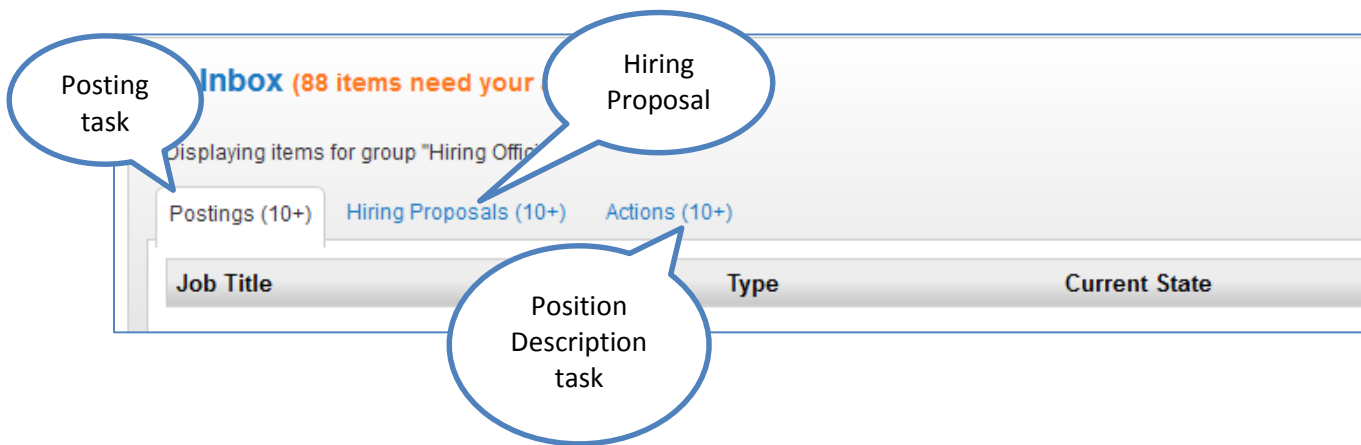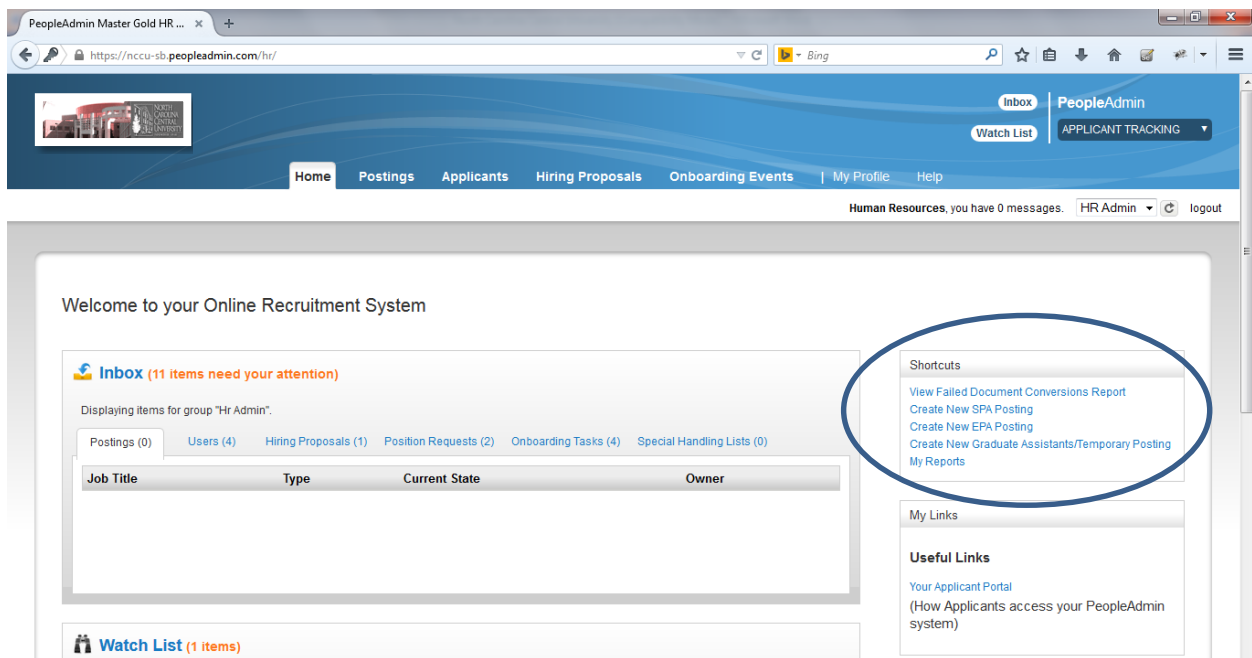
Watch List

The Watch List serves as a reference to monitor the workflow of postings and position description actions you wish to monitor. You are able to specifically select which actions to place in the **Watch List.**

Shortcuts

This section may be used to **Create a New EPA (Faculty/Non-Faculty, SPA, Graduate Assistants and Temporary Posting** from the **Home Page.**


My Profile

Provides access to user account details, including managing the account's password, and editing account information.

Help

PeopleAdmin Help is an external site. It is encouraged to use the **My Links** section, found on the **Home Page,** to access further training materials.
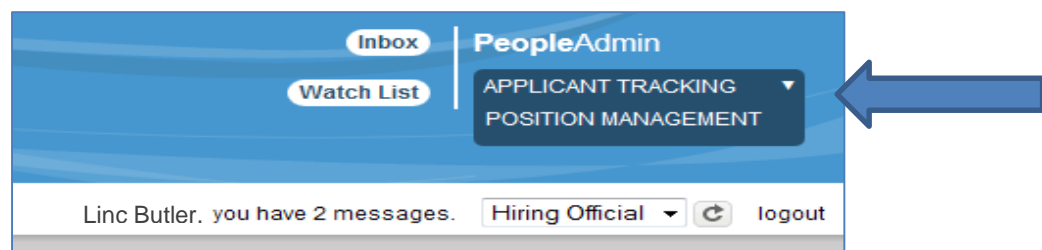
Logout

The user may logout from any location within the system by selecting **logout** in the upper right corner of the page.
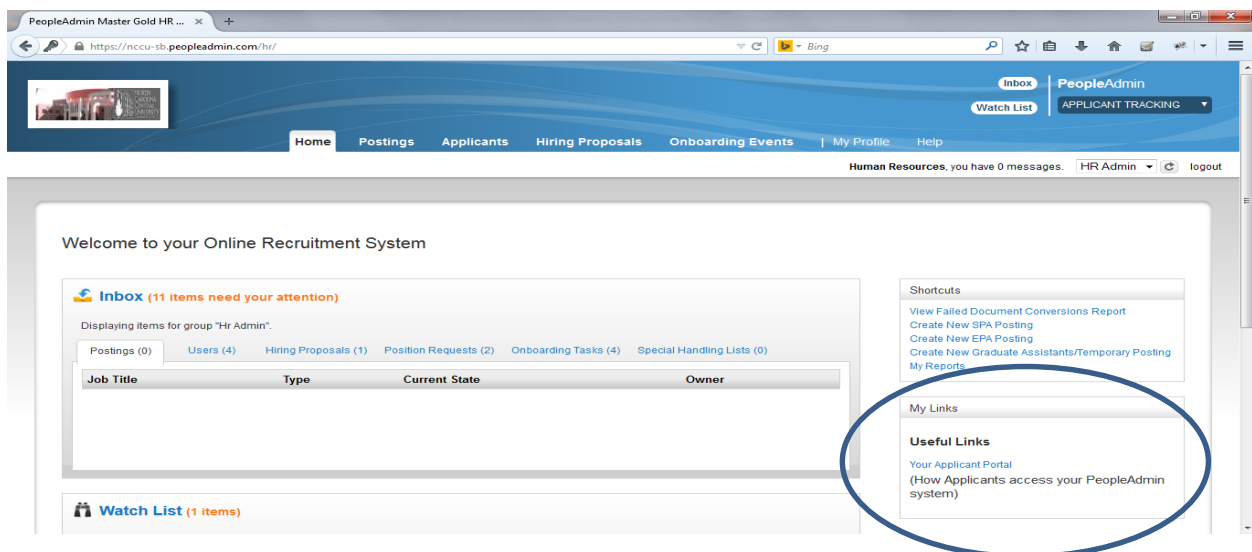

My Profile
and Help
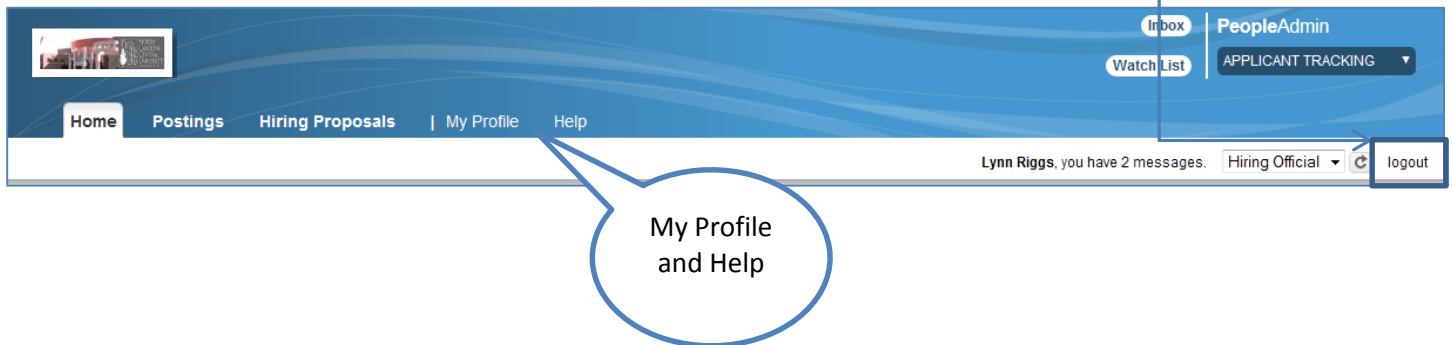
Switching Modules

To switch between the **Applicant Tracking** and **Position Management** modules, toggle over **APPLICANT TRACKING** and select **POSITION MANAGEMENT**.

My Links

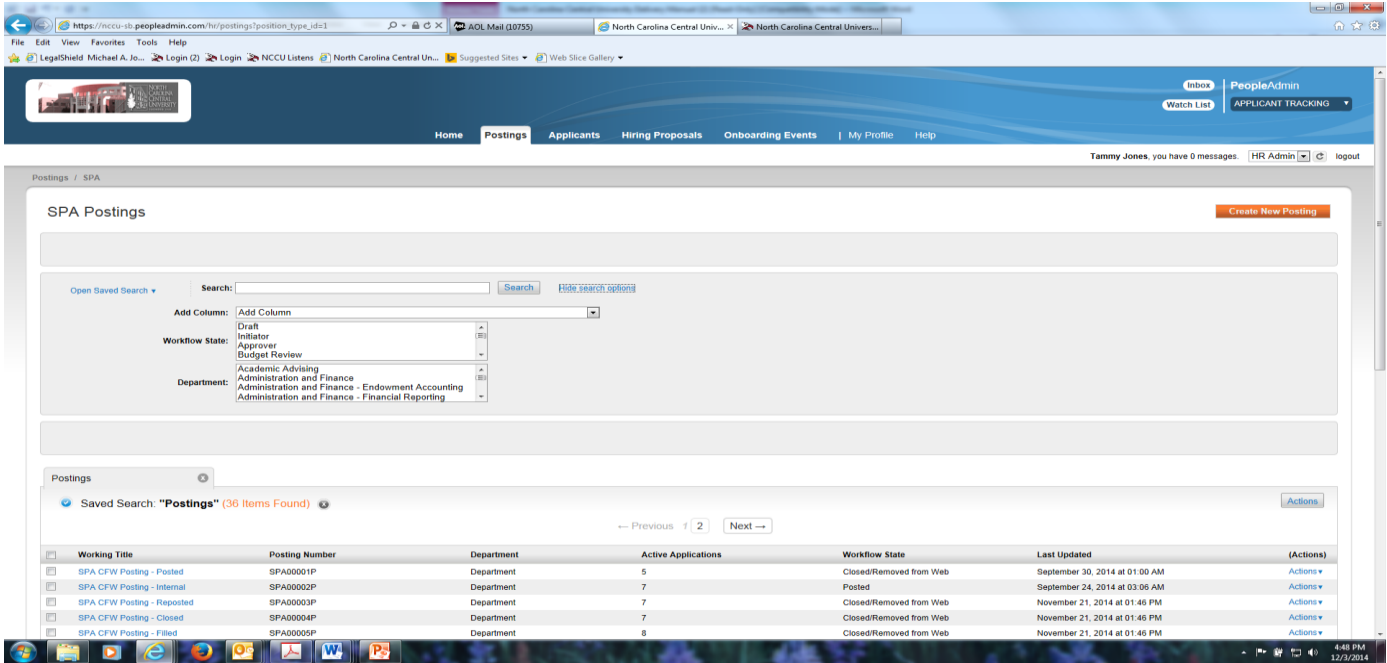This section allows the user to access Online Help, the Applicant Portal, training materials and the Classification/Compensation Review Form.
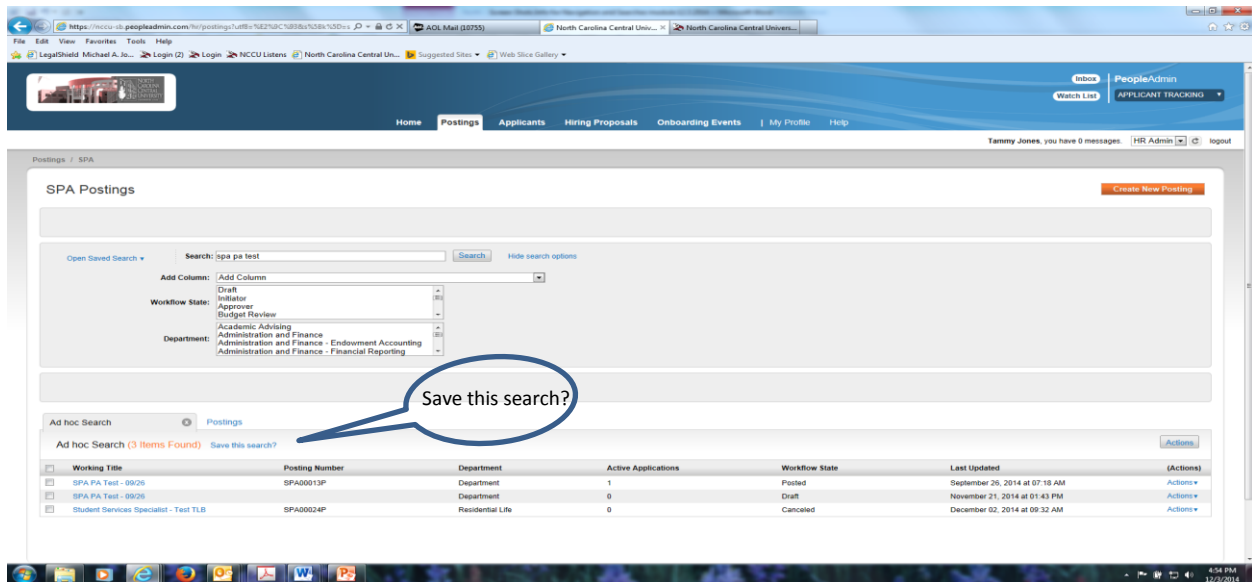
Creating a Personalized Saved Search

Searches can be created by the user for personal use. To create a customized search, start by modifying an existing saved search.

Select **More Search Options.**

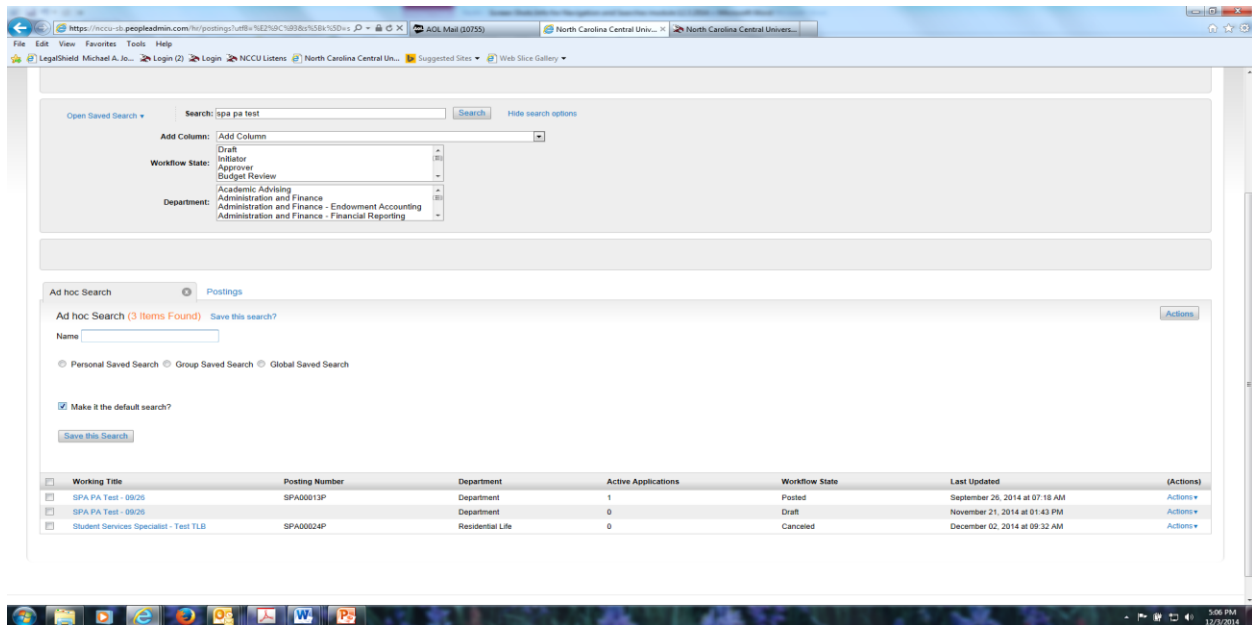1. To save the search, select **Save this search?**

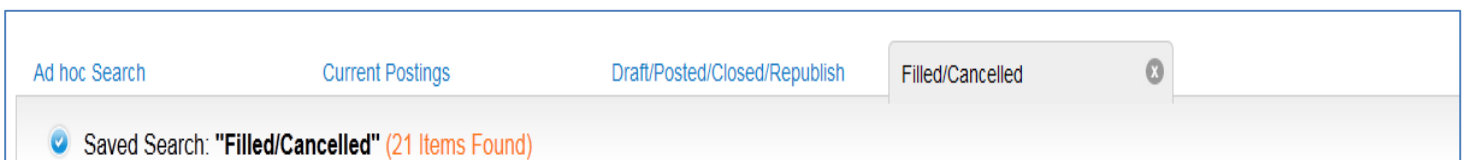2.   Provide the search with a name.
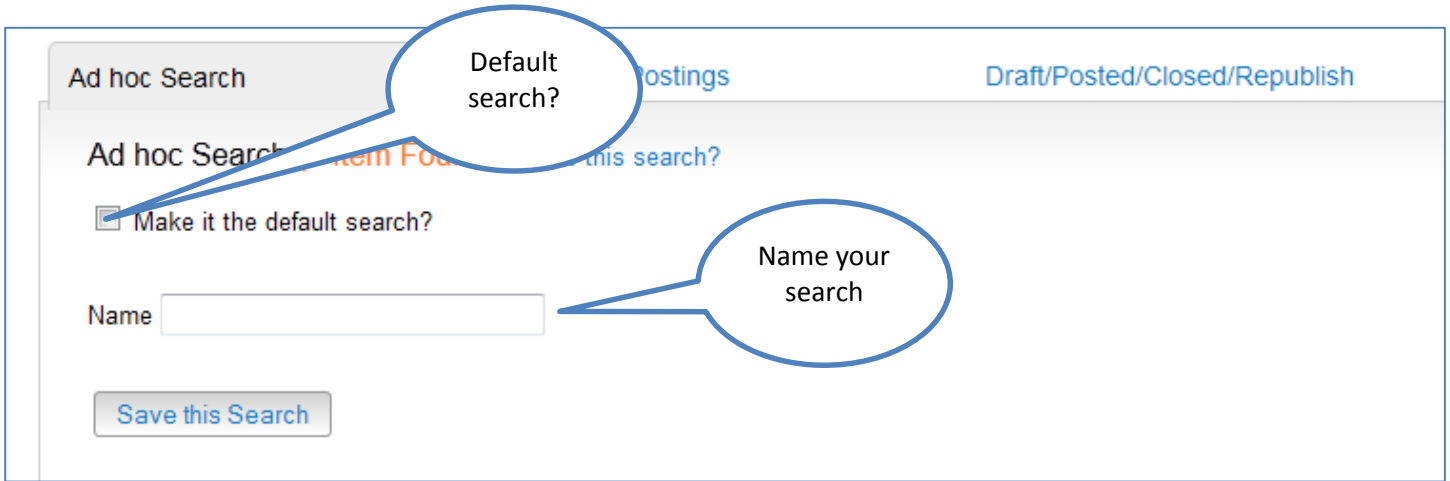
3.   Select the check next to **Make it the default search?** Select **Save this Search?**

4.   To access your saved search, Toggle over **Open Saved Search,** the new search created will now appear along with any other saved searches.

5.   The search is also now open and appears as one of the tab options.

Features

Highlighted below are the site features.

Action Summary	Can be prompted at any time during an action and provides a preview of the work that has been completed thus far and what still may need to be completed.
Back Button	The Internet browser Back Button is fully functional and the user can use this to navigate the system.
Comments	When working on a posting, users have the ability to first leave any comments for the next workflow state owner with regards to the creation of posting. Adding Comments is optional and viewable to anyone who has authorized access to the electronic file and cannot be erased.
Guest User Account	Guest Users are notified of their account access by an automated email when you add the guest users' email.
HR Suite	Refers to the Position Management and Applicant Tracking modules.
Inbox	The Inbox is found on your home page and presents tasks within the HR Suite. This includes items that are specifically assigned to a user and reflects the current state which requires your action. The Inbox does not include items that are currently assigned to other users.
Ranking Criteria	Section is used for ranking candidates on established search criteria and works with the Search Committee tab.
Save Function	As a tab is completed, the system will save the work up to that point. You can exit the action at any time and the most recently completed tab will be saved. Selecting the Save button at the top or bottom of each page will also save the work before moving on to the next tab.
Search Committee	The Search Committee Member feature works with the Ranking Criteria tab to allow members of your committee to evaluate the candidates using the ranking qualifiers generated by the originator or the posting.
Searches	Each user has access to Saved Searches, as well as the ability to create and save personal searches specific to the user's account. Additionally, the data within these searches can be personalized to reflect the user's needs.
Security of Data	To ensure the security of the data provided by applicants, the system will automatically log the user out after 60 minutes of no activity. However, anytime the user leaves their computer, it is strongly recommend that the work in progress is saved and logout of the system by clicking on the log out link located on the upper right side of the screen.
Spell Check	After completing entries on a tab, make use of the Spell Check feature. This feature will highlight by underlining in red, the word(s) misspelled and you will then be able to change to correct spelling.
Summary	The Summary page is provided as a document review of the posting to make sure you have completed all the required information before submitting further. An exclamation point is an indicator that a required field not completed in a section of the action. Editor link identifies the field(s) to be completed.
Take Action On Action	When processing a position description or posting Action, in order to move the action to the next step in the workflow, the user will always need to go to the Take Action on Action button to move the position description or posting to the next workflow state.
Watch List	The Watch List is located on the Home page and allows the user to determine what actions to "Watch". It serves as an easy reference to monitor the workflow of certain processes that the user needs to be aware of, such as position description actions, postings or applicant flow.