PEOPLEADMIN 7 USER GUIDE

NORTH CAROLINA CENTRAL UNIVERSITY
FOUNDED 1910

HUMAN RESOURCES DEPARTMENT

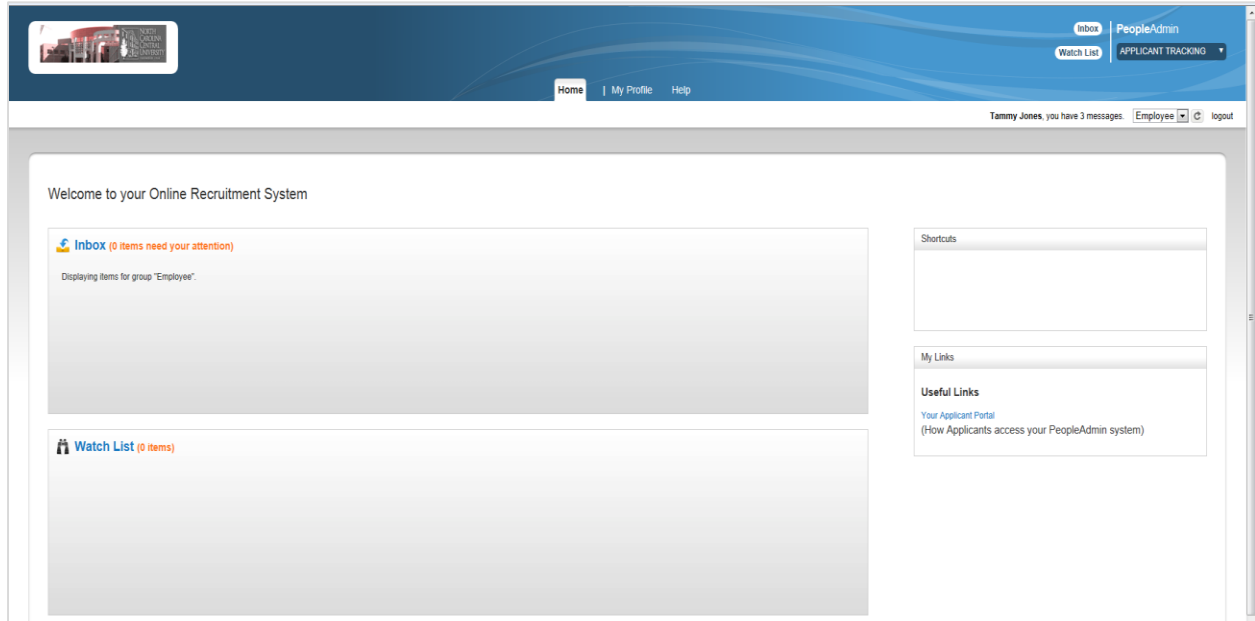# Managing Applicants
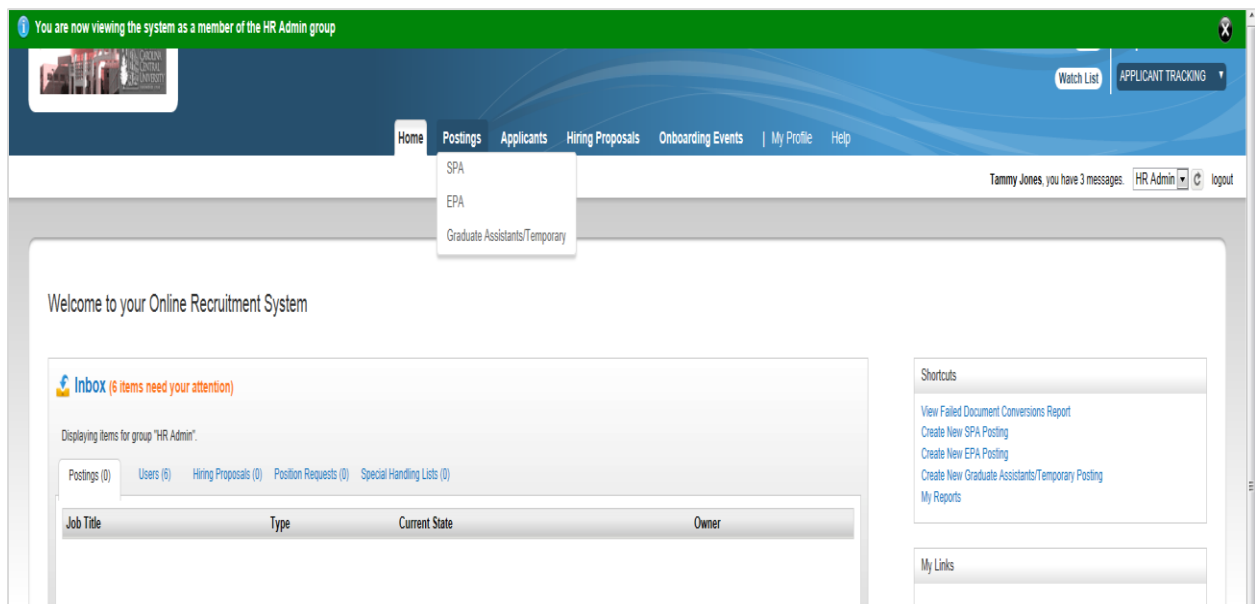## Guide to Manage Applicants Through Hiring Proposal

# MODULE VI

Managing Applicants

To begin, log in to the jobs site at https://jobs.nccu.edu/hr to view your Home page with your Inbox and Watch List.
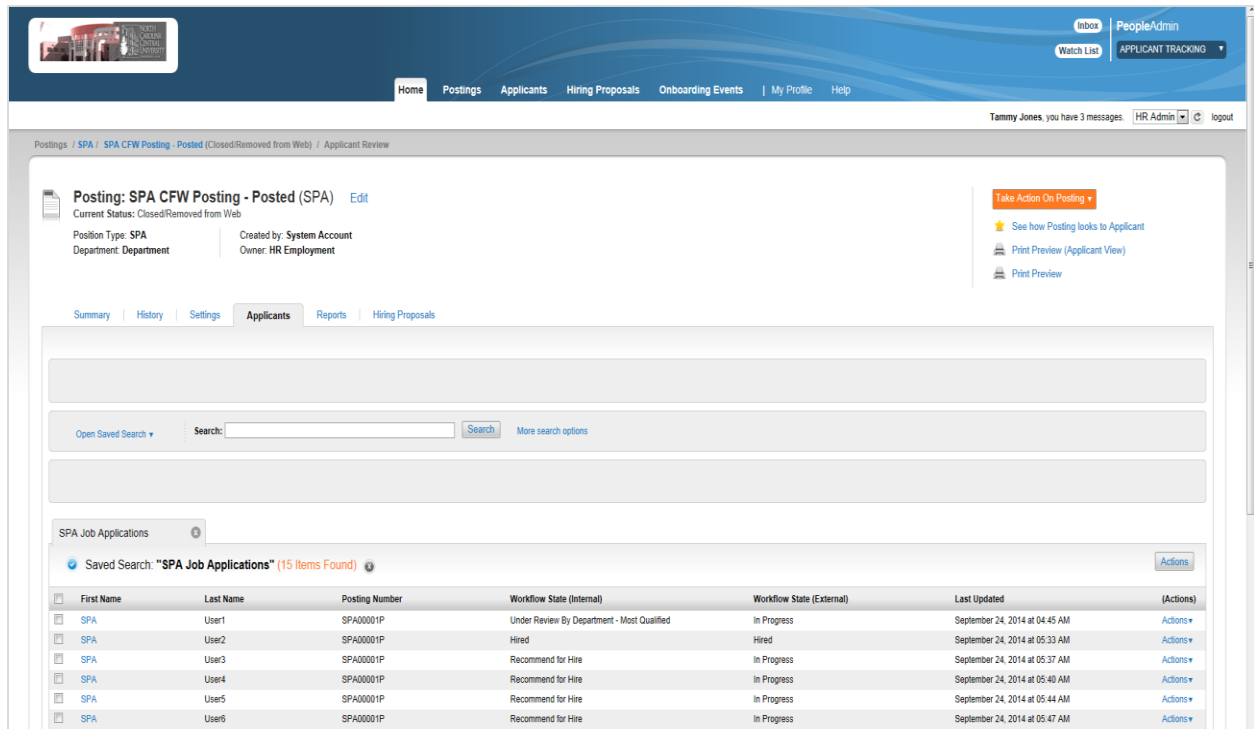

Hover over Postings to select posting type to view either SPA, EPA or Graduate Assistants/Temporary.

The postings assigned to you will be listed. This view can be customized according to your preferences. Hover over Actions▾ to view the posting and the applicants.
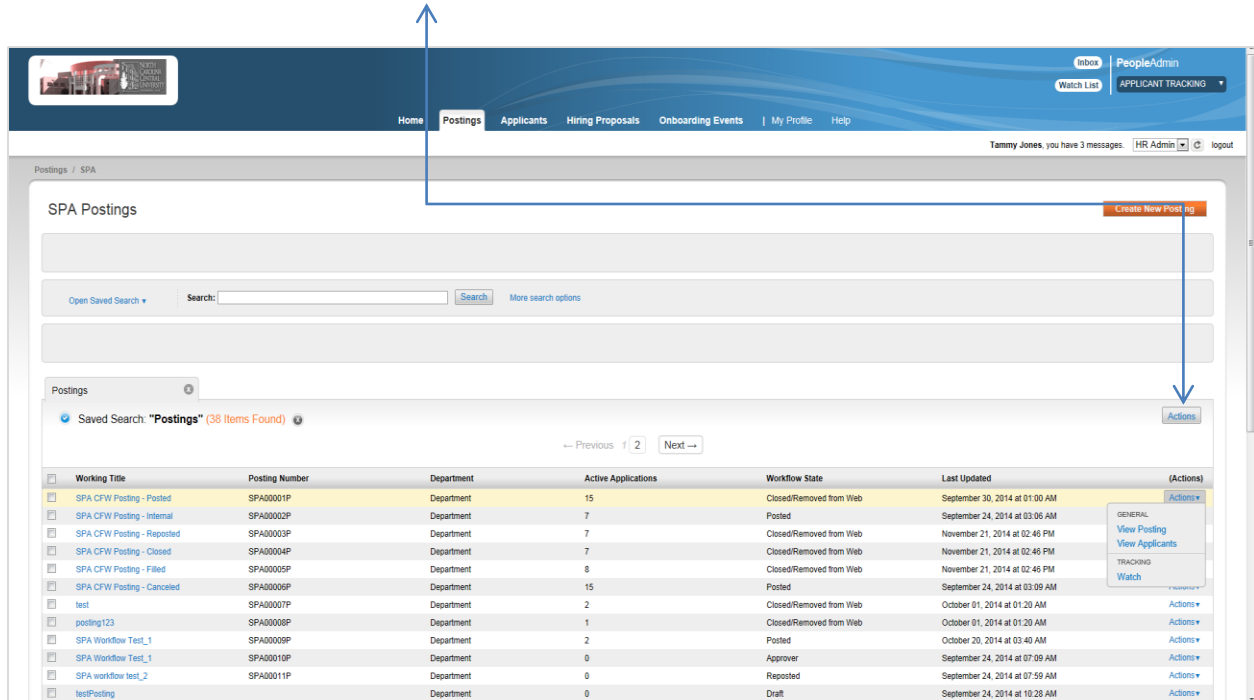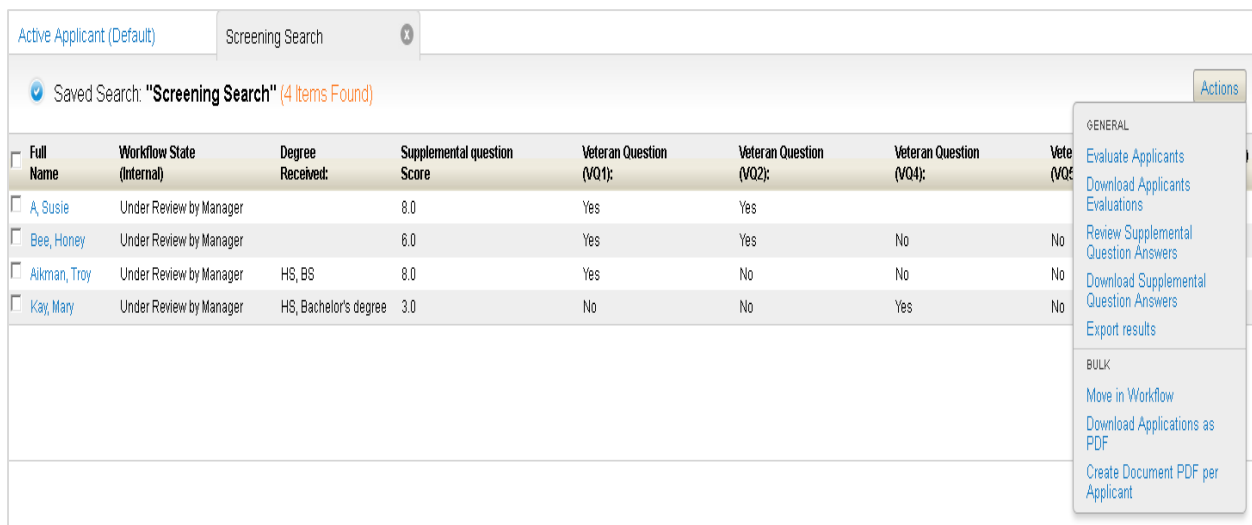

Select View Applicants to be taken directly to the Applicants tab.

At this screen, click on the Actions link to be able to view the application for each individual applicant.
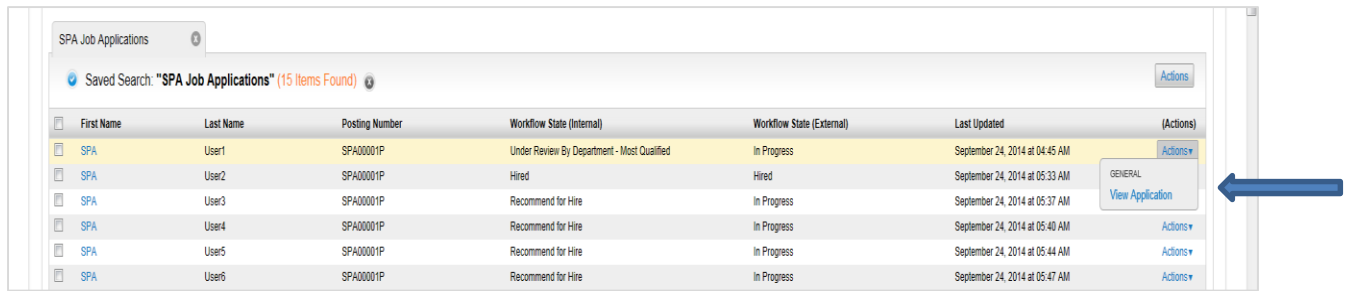
Review Screening Applicant Questions, Download Screening Questions Answered, and Export Applicants without email, and Export results.


You can also move applicants in the workflow in Bulk. Move to Posting, Move in Workflow, Email Applicants, Download Applications as PDF, Create Document PDF per Applicant and Reactivate Applications. Please note that downloading and creating PDF documents will take time to complete.

Note: Applicants must be evaluated on the basis of the knowledge, skills, and abilities required to perform the job. Selection criteria must be established and applied consistently. The qualifications indicated in the job description that can be evaluated by reviewing the application materials are the only criteria used to qualify the applicant pool.

Review of Answers to Supplemental Questions

The answers to the supplemental questions can provide information directly from your applicants regarding their knowledge, skills and abilities to meet the requirements of your

position. This information is displayed in a graph format and also on the Screening Search under "Supplemental Questions Score".
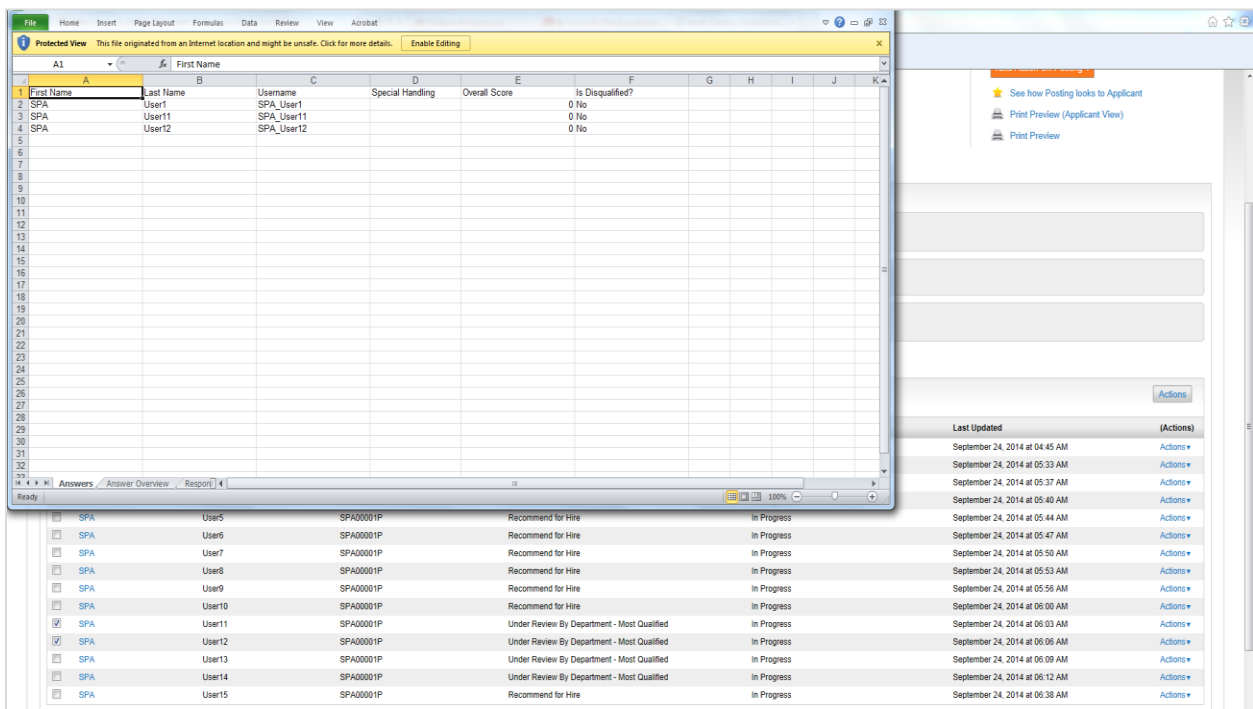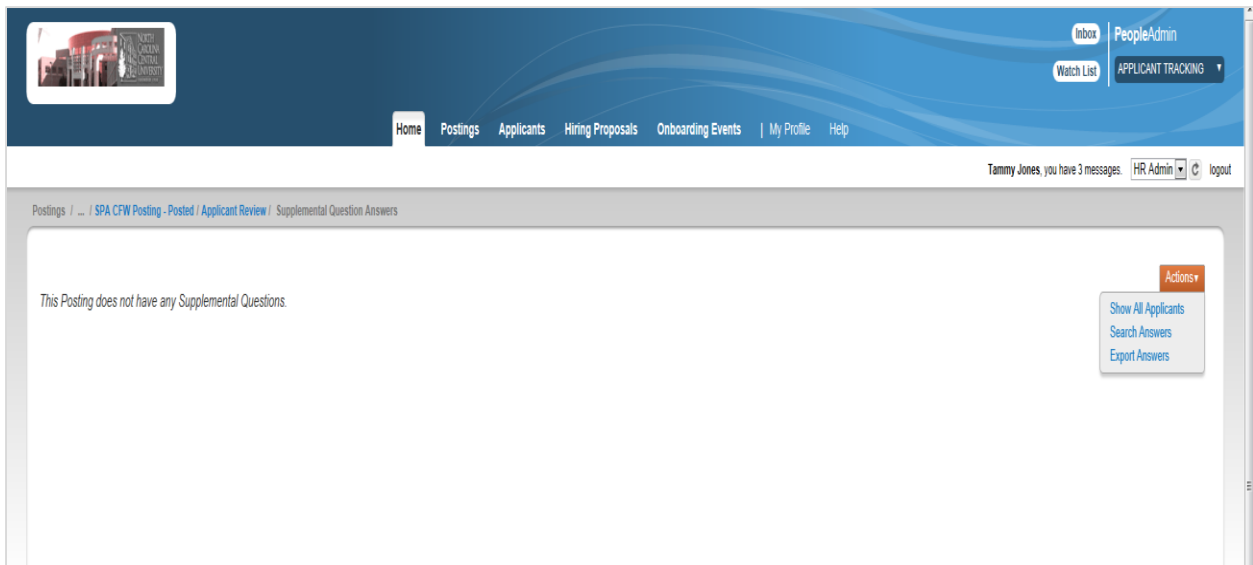

While you are reviewing the Supplemental Questions, you can also drill down to see how each applicant answered a certain question. You can hover over the Actions link to view the different options.

Show All Applicants, will show you a list of all the applicants in the pool.

Search Answers, will show you the question and the possible answers to the question. You have the option to include and exclude certain answers.

Export Answers, will allow you to export the Supplemental Questions into an Excel spreadsheet.
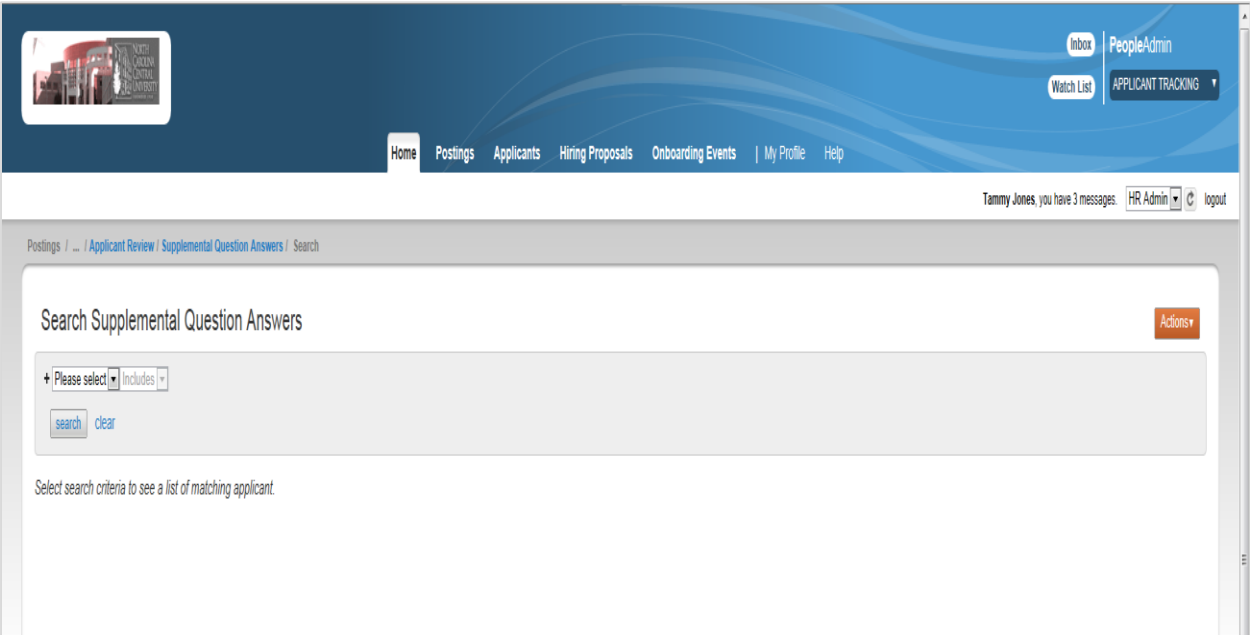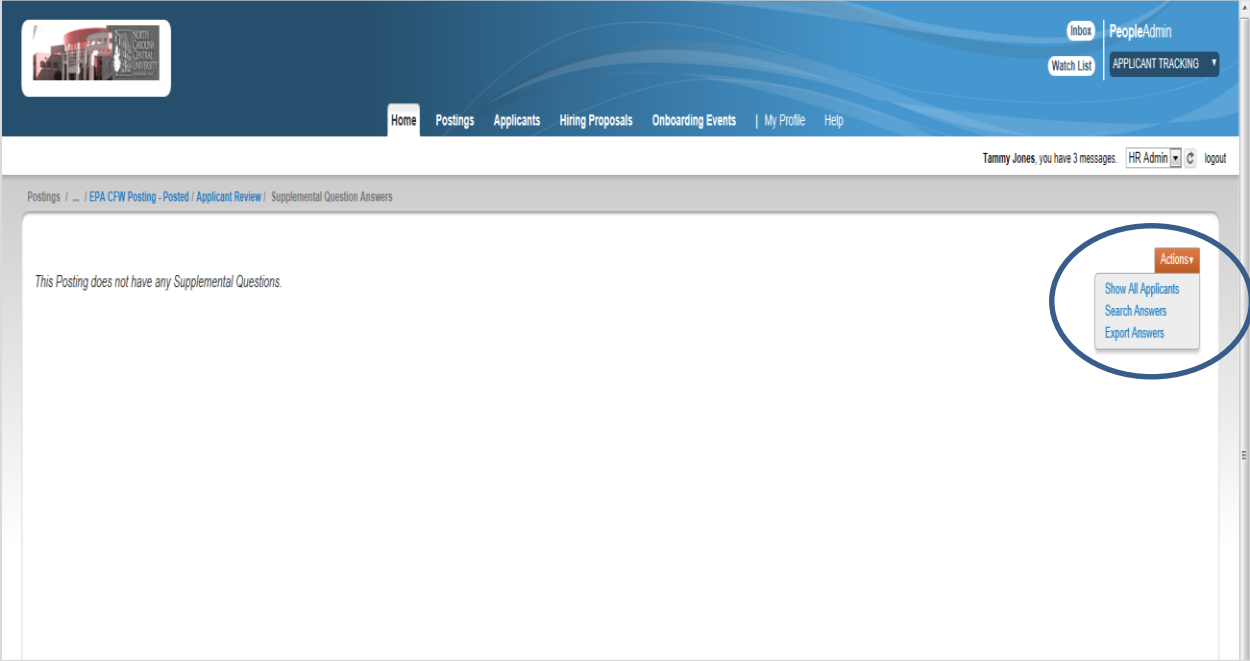
Reviewing Applications

There are several ways to view the applicant materials. You can select the top box which will check all applicants and hover over the Actions link to View Application.

This is a bread crumb trail that allows you to move back to other areas such as Applicant Review.

To move to the next applicant, select the **Search Results: Next**

This will allow you to view all applications and take action on the application by hovering over Take Action On Job Application ▾ and choose one of the following:
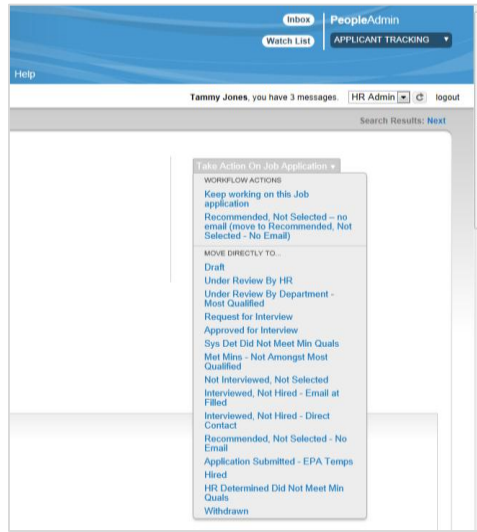
Applicant Review

To individually review applicants and update their status, select the box next to the applicant name and hover over the Actions link and click View Application.

Hover over to move this applicant in the workflow.
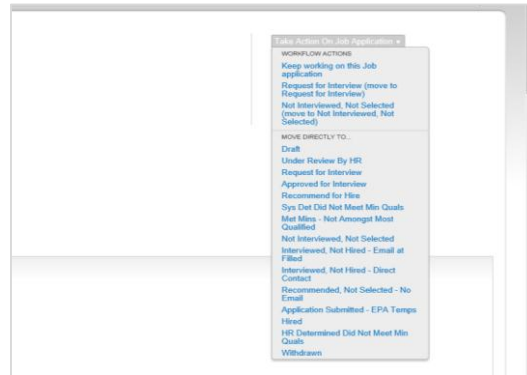

Screening the Applicant Pool

After reviewing the applications along with the supplemental questions, move the applicants in the workflow to "Keep Working on this Job Application, Request for Interview, or Not Interviewed, then select the most appropriate non-selection reason."


You can also customize your applicant search by adding information columns. You can scroll through the list of items to see which ones you want to add to your applicant search. This information pulls from the data that is on the employment application. When you add a column, you will notice that your screen will refresh, and the new column will appear on your Applicant Search view.
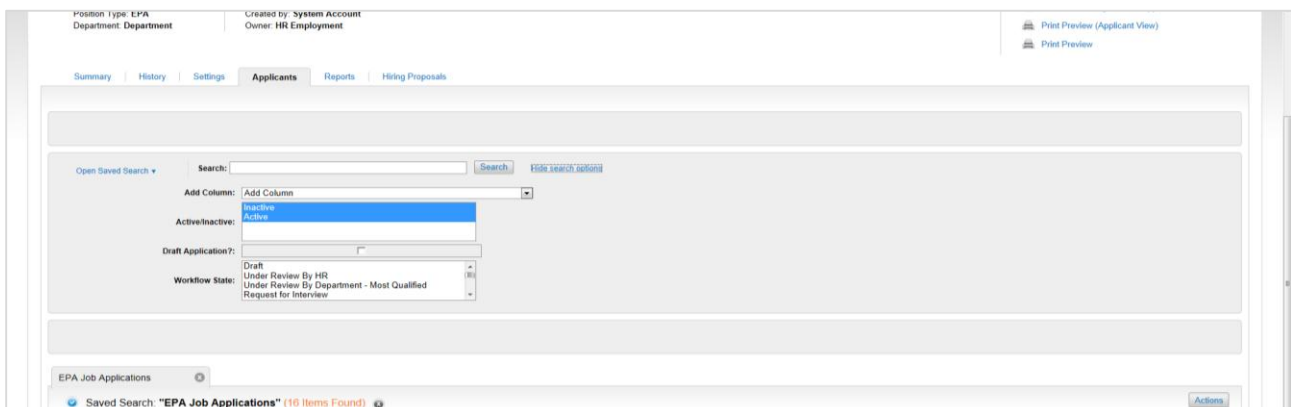
To prepare to export the Screening Search data, click the box beside "Full Name" and hover over the Actions button to choose **"Export results"**.
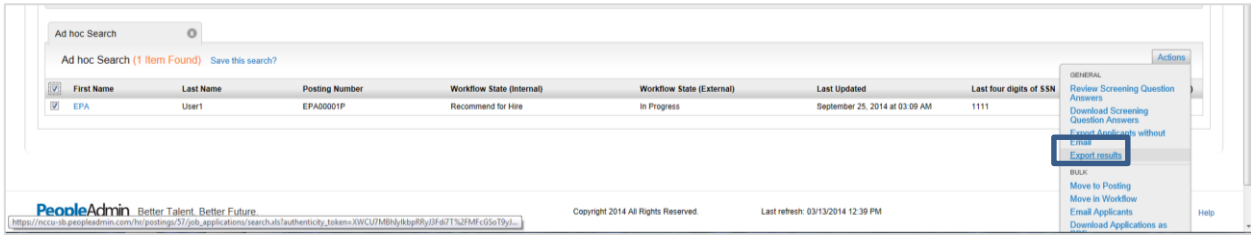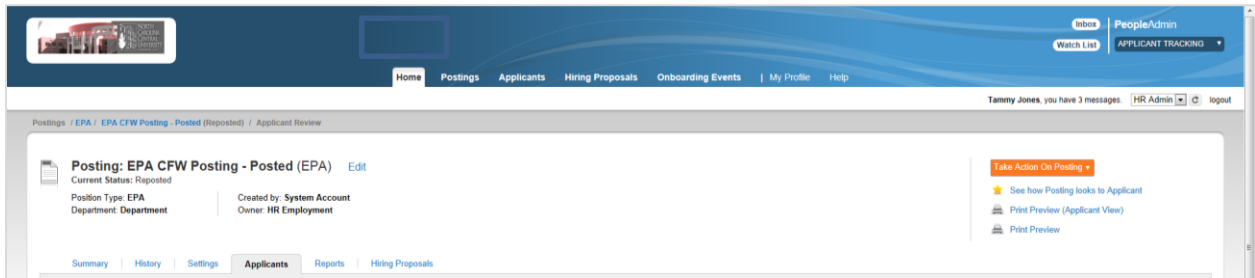

The following will appear allowing you to choose to **Save**.
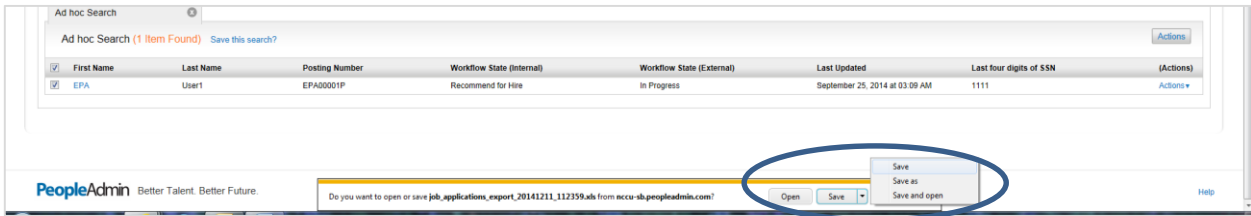
Screening Search

You are not required to submit the screening search to Human Resources for review; however, you must have it available in your department recruitment file. If you would like to attach your Screening Search to the posting, click on **Edit**.
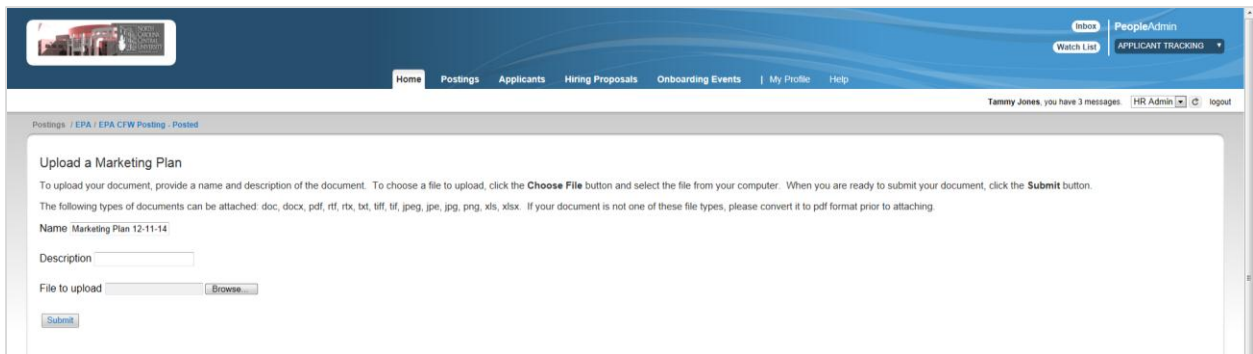

Click on Posting Documents

Hover over the Actions Link and choose **"Upload New"** to load the applicable document(s).
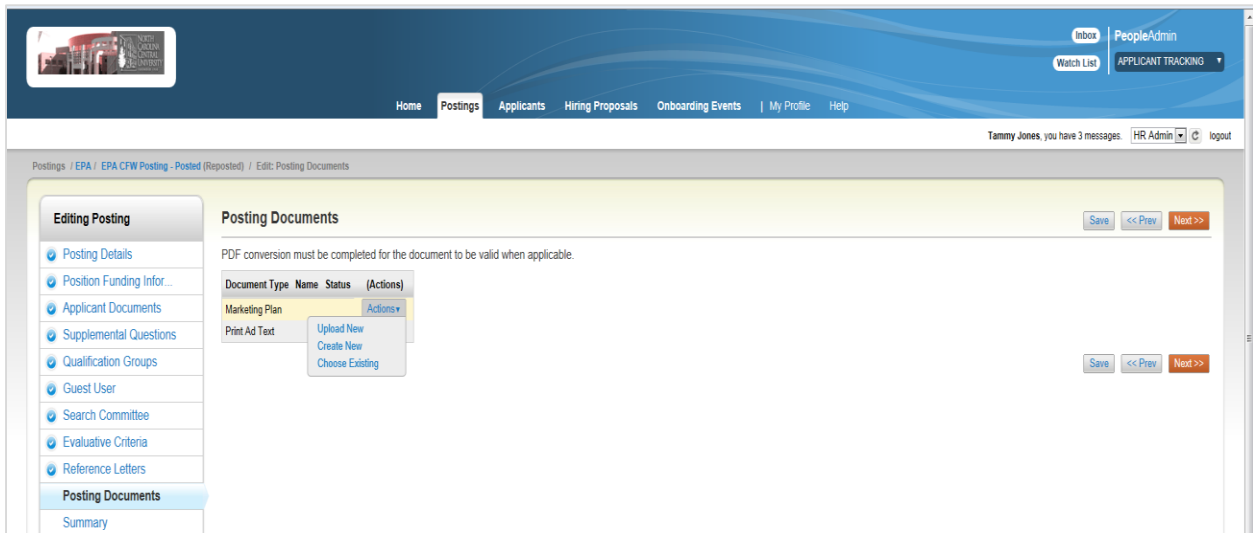
Choose a Name, Description and upload the file before selecting Submit.

Once applications have been moved to the workflow status of Under Review by Department, the Hiring Supervisor can move to the interviewing process.

Interview questions should seek information related to the applicant's knowledge, skills, and ability to perform the job. Questions that are not job related or that violate EEO standards are not permissible. A list of sample interview questions is available on the Human Resources website Employment page at _____.
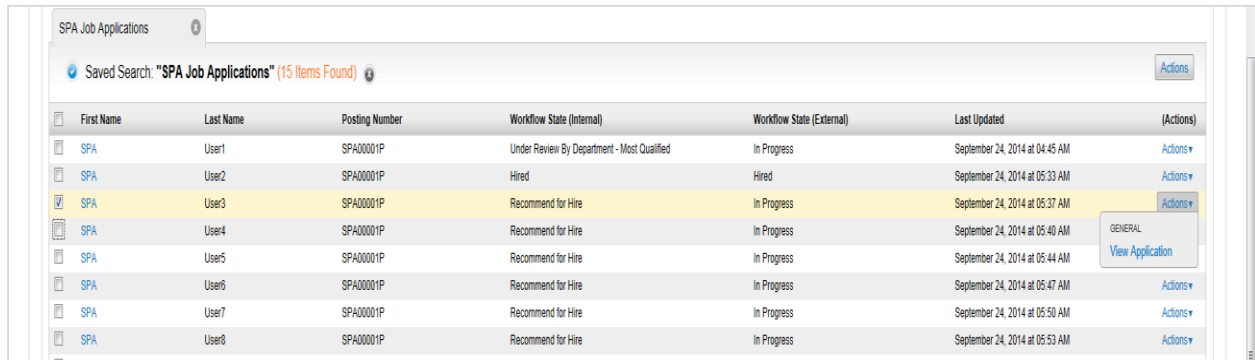
After Conducting Interviews

The Hiring Department will attach:
Interviews Questions and Responses, Criminal Background Checks, and References

Creating the Hiring Proposal

Check the box next to the name of your finalist and hover over the Actions link to View Application.

The Workflow Action Box will appear for you to select.

Click **"Take Action on Job Application"** and select the applicable action box:

View Hiring Proposal

Finalist – Begin HP (Hiring Proposal)

The Hiring Proposal

Once you have identified your selected candidate and moved them to the workflow state of Recommended **for Hire,** you can then start a Hiring Proposal by navigating to the Job Application view for that selected candidate and clicking on the **Start Hiring Proposal** link located on the top right-hand corner of the page:

Click **"Edit"** and the position description will be indicated for you to $\boxed{\text{Select Position Description}}$. The Hiring Proposal will default with information from the approved position description but fields will need to be completed to process the request.

Select to continue.

Review the Budget Information tab and attach any documents appropriate on the Hiring Proposal Documents tab.

Select [Save] [Next >>] to continue.

Review the Summary information before selecting [Take Action On Hiring Proposal ▾] to choose to move the applicable Hiring Proposal action tab (Approver or Budget, etc.).