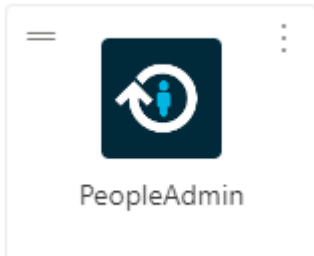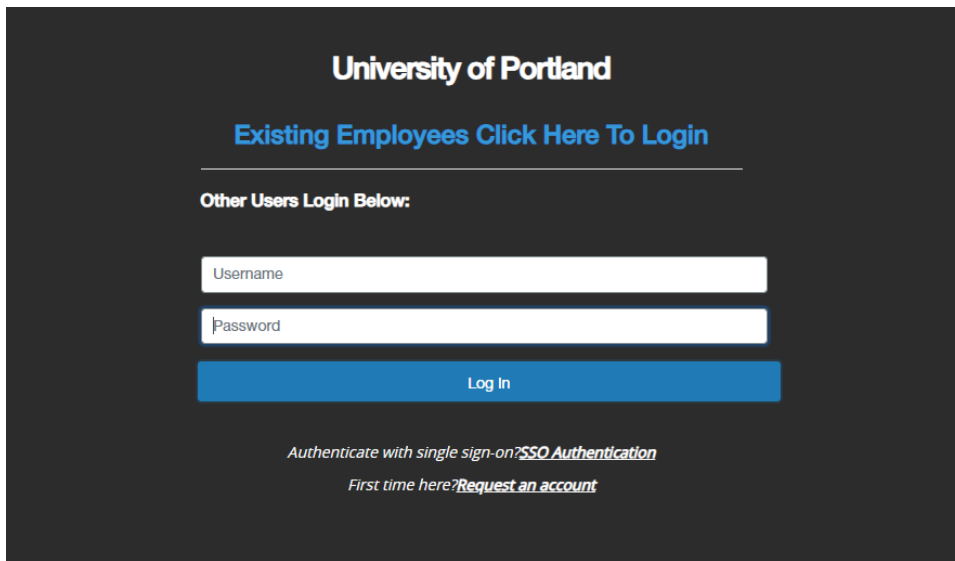PeopleAdmin
Reviewing and Hiring Student Employment Applicants Help Guide
Updated: July 2023
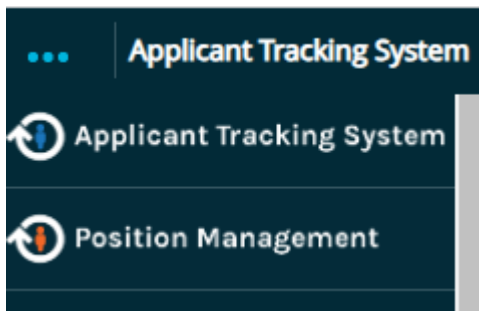
1. Accessing PeopleAdmin and Logging In

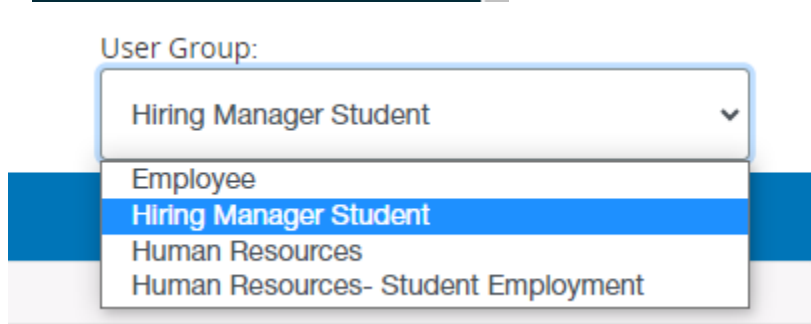You can access PeopleAdmin through myapps.up.edu.

To log in, select **SSO Authentication**.

2. Accessing the Applicant Tracking System

Select the three blue dots in the top right corner, then select **Applicant Tracking System**.

If you have multiple user groups, you will need to select **Hiring Manager Student** from the User Group drop down option.

3. Viewing Student Employment Applications
   Under the **Posting** drop down menu, select **Student**.

Select the blue **Posting Name** for the position applicants you would like to review.

Select the **Applicants** tab between History and Reports.

	Student ID Number	Applicant Last Name	Applicant First Name	UP Email	Job Title	Application Date	Workflow State (Internal)	Status	
									(Actions)
☐	001691934	Application	Test	studentemployment@up.edu	TEST Help Desk Assistant	June 28, 2023 at 07:11 PM	Hiring Manager Initial Review	Hiring Manager Initial Review	Actions ⌄

"Default" **1**   Selected records **0**   ✕ Clear selection?   Actions ⌄

Select the blue **Student ID Number** to review the individual applicant's materials. Note that completed applications will have the Workflow State of Hiring Manager Initial Review.

Actions ⌄

GENERAL

Review Screening
Question Answers

Download Screening
Question Answers

Export results

BULK

Move in Workflow

Download Applications as
PDF

Create Document PDF per
Applicant
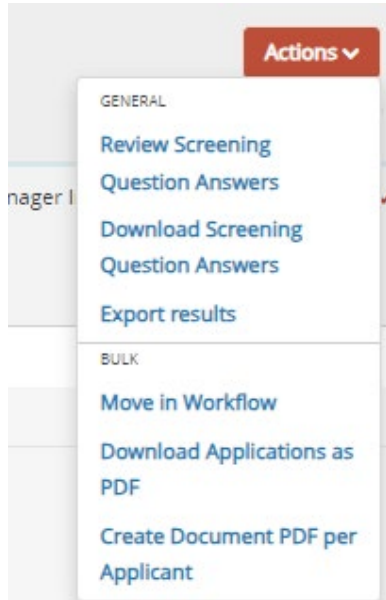
You can also hover your mouse over the red **Actions** drop down menu to see more options. Select **Review Screening** to review the answers to any supplemental questions. Select **Download Screening Questions** to download the answers to any supplemental questions. Selecting **Export Results** will provide an excel file of the applicants listed.

To use the Bulk options, you will need to first select the check box next to the applications. **Download Applicants as PDF** and **Create Document PDF per Applicant** are good options to share the application materials with your coworkers who may not be on PeopleAdmin.

Before using the Bulk Move in Workflow option, be sure you are reviewed each application thoroughly and have only selected the applicants you want to move in the workflow.

Once you have completed hiring for a position, please use the Bulk Move in Workflow option to notify all other applicants. To do so, select "no longer under consideration" from the New State drop down menu. This will trigger an email to all selected applicants.

Home	Postings ⌄	Hiring Proposals ⌄		Shortcuts ⌄

Postings / … / Applicant Review / Test Application (Hiring Manager Initial Review) / Summary

📄 **Job application: Test Application (Student)**
Current Status: Hiring Manager Initial Review
Application form: Student Application_2023

Take Action On Job Application ⌄
⭐ View Posting Applied To
⭐ Preview Application

Full name: Test Application
Address:
5000 N Willamette Blvd
Portland OR, CA 97203
Username: claireamoore
Email: studentemployment@up.edu
Phone (Primary):
Phone (Secondary):
Position Type: Student
Department: Information Services

Created by: Test Application
Owner: Hiring Manager Student

Summary	Documents	Recommendations (0 of 0)	History	Reports

✅ Personal Information

Contact Information

First Name	Test
Middle Name	
Last Name	Application

Review each application thoroughly. (Note that "Test Application" is being used as a placeholder for an applicants First and Last name in these screenshots.)

4. Dispositioning Student Employment Applicants
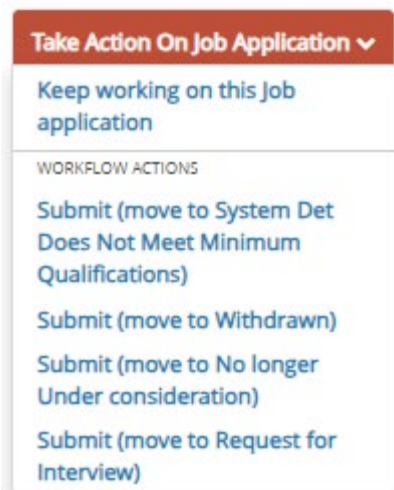
Hover your mouse over the red **Take Action on Job Application** drop down menu.

To return an application for a student applicant to edit, select Keep Working on this Job application.

If a student has expressed that they no longer wish to be considered for the position, select **Submit (move to Withdrawn)**.

To notify an applicant that they are no longer under consideration, select **Submit (move to No Longer Under Consideration)**.
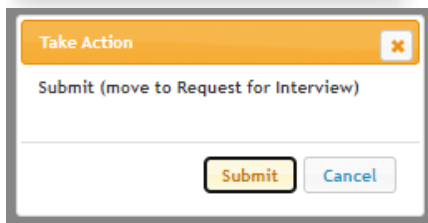
To begin initiate a hiring request, select **Submit (move to Request for Interview)**. A yellow pop up box will appear. Select **Submit** to continue.

Student Employment and Human Resources expects that you interview all student employment applicants before hiring. An interview in this case could consist of a relevant project, a phone interview, a video call interview, or an in-person video. If you need assistance, please see the Student Employee Supervisor Interview Resource Guide on studentemployment.edu under Supervisor Resources or email studentemployment@up.edu. Interviewing applicants before hiring is always best practice. In the long run, it can save you and your department time and resources. It also provides a higher impact experience for our student employee applicants.
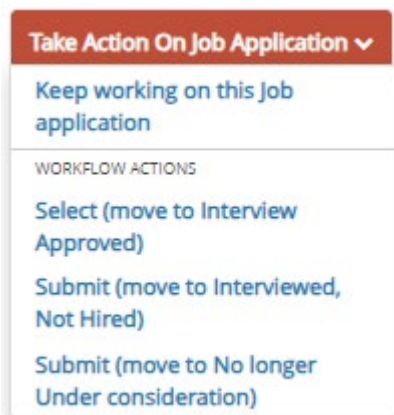
After interviewing your student employment applicant, return to the application screen again. Hover your mouse over the red **Take Action on Job Application** drop down menu.

To notify an applicant that they are no longer under consideration, select **Submit (move to No Longer Under Consideration)** or **Submit (move to Interviewed, Not Hired)**.

To continue to initiate the hiring process, click **Select (move to Interview Approved)**. The yellow pop up box will appear. Select **Submit**.
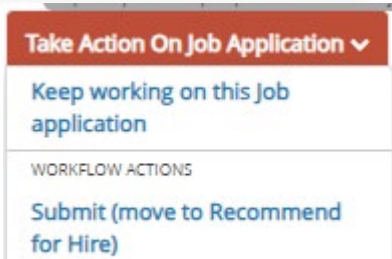
Hover your mouse over the red **Take Action on Job Application** drop down menu. Select **Submit (move to Recommend for Hire)**. The yellow pop up box will appear. Select **Submit**.

Student Employment has now been notified of your hiring request. You will receive an email notification when the hiring request has been approved. You will receive an additional email notification when the student applicant has completed their hiring requirements and is able to begin working. Please direct any questions to studentemployment@up.edu.