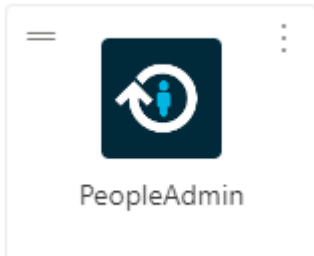
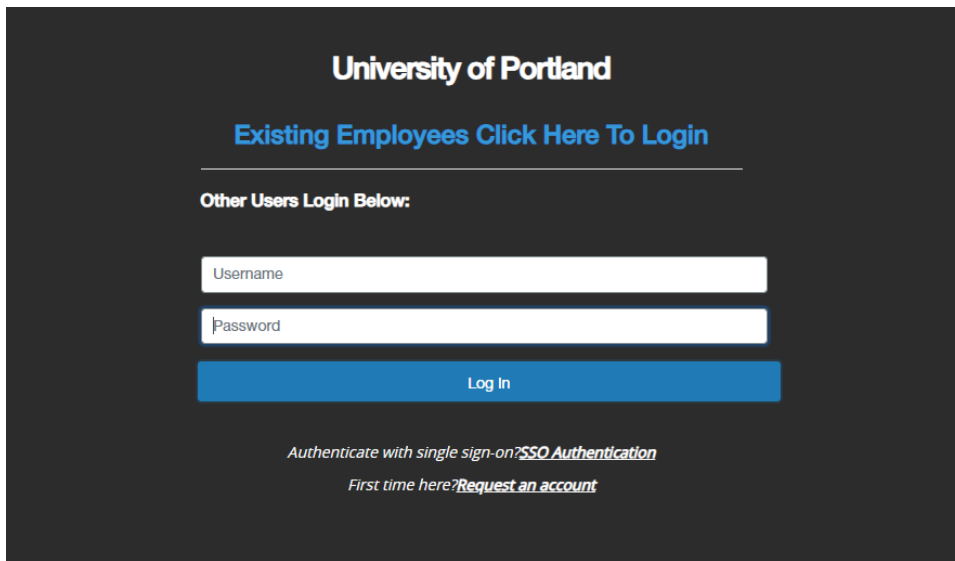


PeopleAdmin
Reviewing and Hiring Student Employment Applicants Help Guide
Updated: July 2023

1. Accessing PeopleAdmin and Logging In

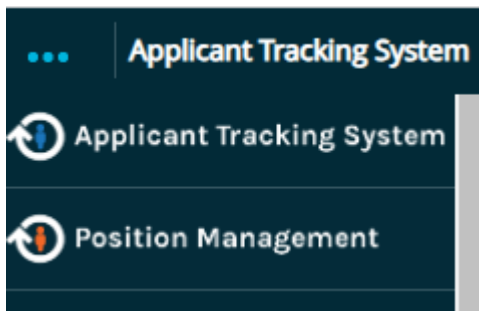


You can access PeopleAdmin through myapps.up.edu.

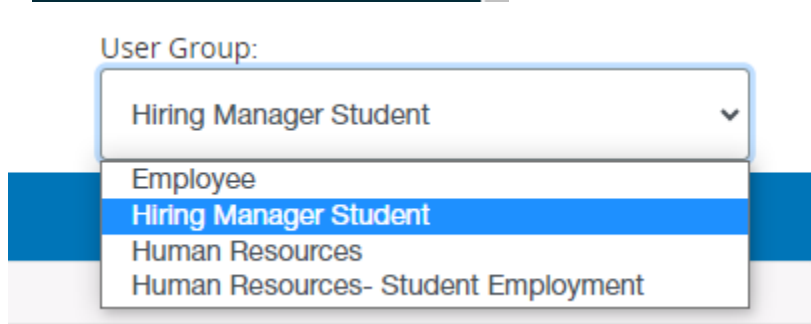


To log in, select **SSO Authentication**.

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**.

The screenshot shows the University of Portland HR system interface. At the top right, the 'User Group' is set to 'Hiring Manager Student'. The main navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. Under the 'Postings' dropdown, the 'Student' option is selected. Below this, there is an 'Inbox' section with tabs for 'Postings', 'Users', 'Hiring Proposals', 'Position Requests', and 'Special Handling Lists'. A search bar is present with a 'Filters' button. A message states 'There are no results to be displayed.' To the right, a summary card shows '0 Filled Postings Last 30 days' with a large '0' below it.

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

The screenshot shows the 'Student Postings' page. It includes a '+ Create New Posting' button and a search bar with 'Saved Searches' and 'More Search Options' buttons. Below the search bar, a table lists several postings. The first three are highlighted in blue, indicating they are selected. The table has columns for 'Posting Name', 'Posting Number', 'Workflow State', and 'Actions'.

	Posting Name	Posting Number	Workflow State	Actions
<input type="checkbox"/>	FOR TEST - Human Resources Assistant	SE015-2023	Approved - Internal	Actions
<input type="checkbox"/>	FOR TEST - Human Resources Assistant (2)	SE019-2023	Human Resources - Student Employment	Actions
<input type="checkbox"/>	TEST Help Desk Assistant	SE016-2023	Approved - Internal	Actions

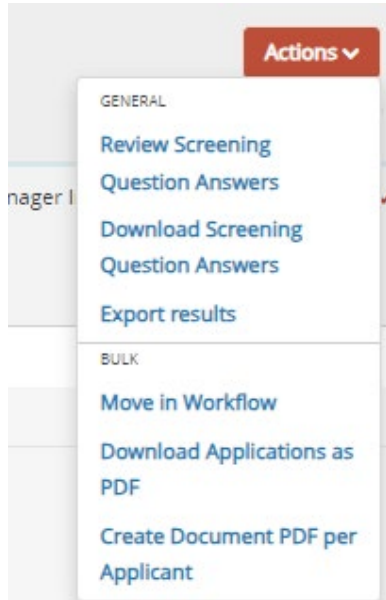
The screenshot shows the detailed view of a posting: 'Posting: TEST Help Desk Assistant (Student)'. The current status is 'Approved - Internal'. A note states: 'This posting is not available to applicants via search results but may be accessed directly at <https://uportland.peopleadmin.com/postings/213>'. The position type is 'Student' and the owner is 'Claire Moore'. The department is 'Information Services'. On the right, there are links for 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', 'Print Preview', and 'Add to Watch List'. Below the details, there are tabs for 'Summary', 'History', 'Applicants', 'Reports', and 'Hiring Proposals'. The 'Applicants' tab is highlighted. A message at the top of the main content area reads: 'Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.' Below this, there is a section for 'Position Details' with a table of information.

Job Title	TEST Help Desk Assistant
Position Number	T44404
Job Category	Student Employment
Terms and Hours	10-15 hours/week
Hourly Wage	Portland Metro Minimum Wage (\$15.45)
	The Help Desk Assistant is part of the University of Portland Help Desk Technical Support Team and provides customer service as it pertains to Tier 1 technical support issues. The Help Desk is the first point of contact for

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

<input type="checkbox"/>	Student ID Number	Applicant Last Name	Applicant First Name	UP Email	Job Title	Application Date	Workflow State (Internal)	Status	(Actions)
<input type="checkbox"/>	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

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.



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

Full name: Test Application Address: 5000 N Willamette Blvd Portland OR, CA 97203 Username: clairemoore Email: studentemployment@up.edu Phone (Primary): Phone (Secondary): Position Type: Student Department: Information Services	Created by: Test Application Owner: Hiring Manager Student
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Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application

Summary | Documents | Recommendations (0 of 0) | History | Reports

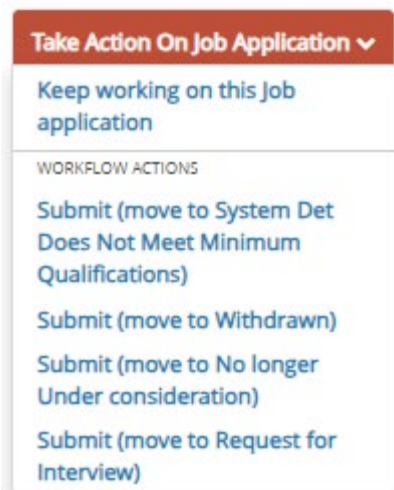
Personal Information

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

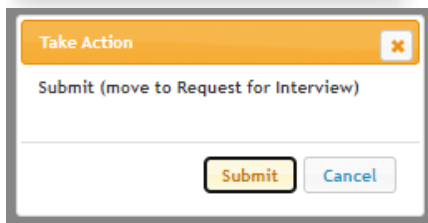


Hover your mouse over the red **Take Action on Job Application** drop down menu.

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

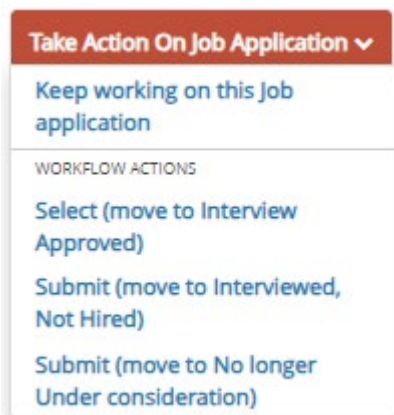
If a student has expressed that they no longer wish to be considered for the position, select **Submit (move to Withdrawn)**.

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.

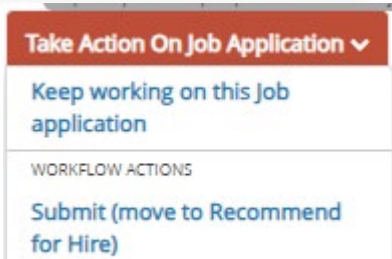
Student Employment and Human Resources expects that you interview all student employment applicants before hiring. An interview in this case could consist of a relevant project, a phone interview, a video call interview, or an in-person video. If you need assistance, please see the [Student Employee 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.