PeopleAdmin

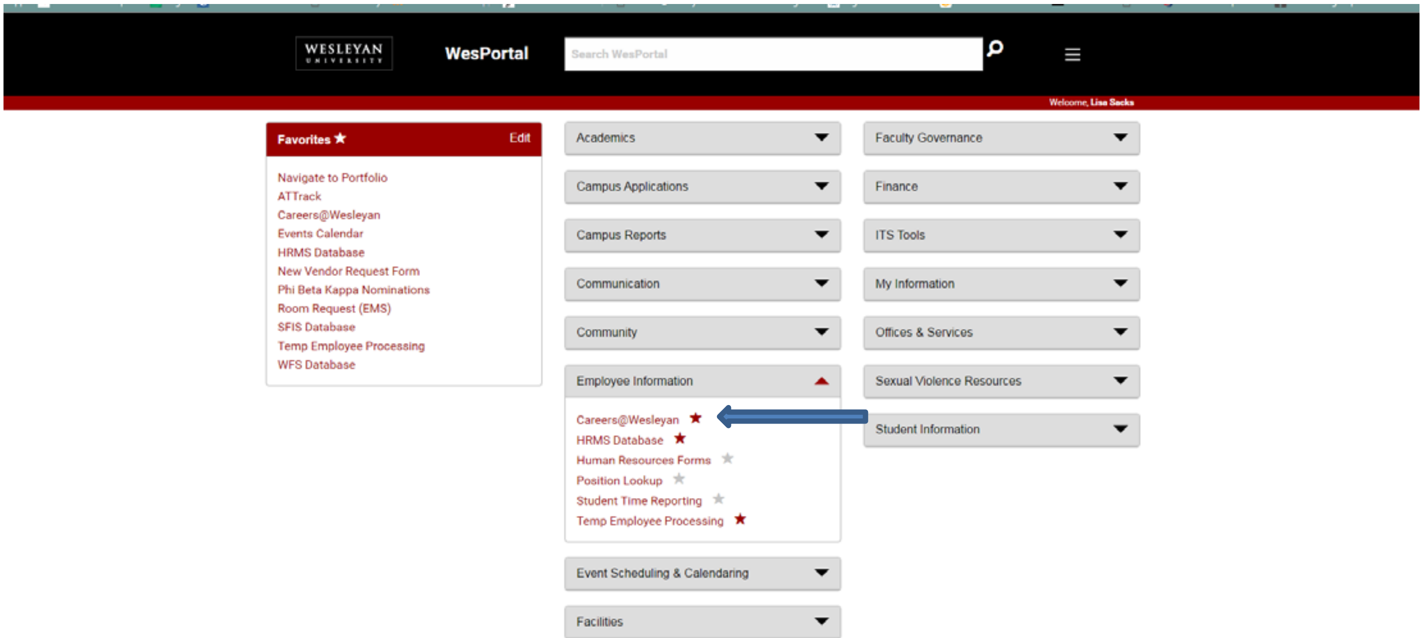
**Version 7.0**

# Training for Search Committees

*Last updated: 5/14/2018*

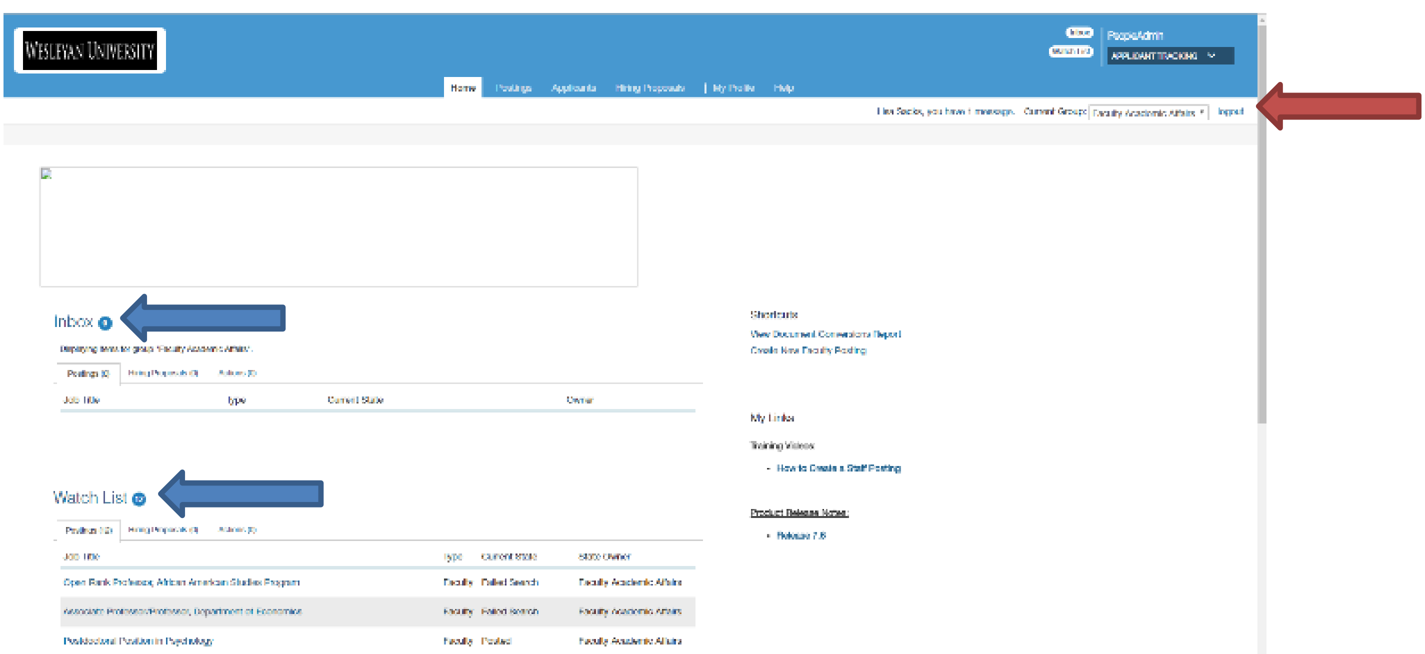
# Access to Careers@Wesleyan

Careers@Wesleyan is accessed in your WesPortal. Because it works with single sign on you should not have to sign in once you are logged into your portal. If for some reason the system times out or requires your login information, please use your portal login credentials. Search for Careers in your search bar or navigate to the Employee Information block. Click on Careers@Wesleyan.




# Getting Familiar with the System

**The first time you login, the system may default to employee searches. Make sure that Application Facilitator is the status in the drop box.**




*Last updated: 5/14/2018*

**Navigation bar and your name bar**: The navigation bar is toward the top in blue, and includes “Home,” “Postings,” and “Hiring Proposals.” Your name bar is a white bar right under the navigation bar that includes your name, the phrase “you have ** messages” and the logout link. Every time you take an action in the system, this bar will turn **green** (for “go” if your action was successful) or **red** (for “stop” if there was an error or further action is necessary) with instructions. To remove the green/red bar and reveal the white bar again, click the **black** x on the right.

**Inbox**: For each individual user, the Inbox will contain all items in the system that require the user’s attention, across all user roles they may possess.

**Watchlist:** You will notice that everywhere you see postings in the site you will have the ability to “watch” an item by clicking on the binoculars icon.

# Working with Postings

When you have a position to fill, you contact Lisa Sacks in Academic Affairs to get a posting created. You should send Lisa a copy of your advertisement and include and posting specific questions that you would like to add to the application. Once the posting has been approved and activated you will be able to see your posting when you login and click on the postings tab. It is recommended that you add your posting(s) to the watchlist so that you can access them directly on the homepage.

## Procedures

**To access and view postings that are not in your inbox or watch list:**

1. In the APPLICANT TRACKING module, open the **Postings** menu and select faculty. The list of postings for that position type opens.
2. Locate the posting of interest. You may choose to use some of the search tools available to help you locate it.
3. Follow the link to view the summary page of the posting.

> If a posting is in a state that your permissions do not allow you to see (i.e., in another department or staff position), it will not appear in the search results.

**To see different views of the posting, including printable views:**

Access and view the posting of interest. From this page, you can:

**View the settings for this posting** - The Settings tab shows the location of the position on the organizational tree and its workflow settings.

**View the history of this posting** - The History tab shows a list of changes made to this posting since it was created. Depending on your privileges, you may be able to add notes.

**See how Posting looks to Applicant** - Follow this link to preview the posting the way it will appear on the applicant portal.

**Print Preview (Applicant View)** - Follow this link to preview a printable view of the posting as it will appear on the applicant portal. This view is suitable for posting on a public bulletin board, for example.

**Print Preview** - Follow this link to preview a printable view of the complete posting. This view includes information that would not be available to applicants.

# Reviewing Applicants

## Procedures

**To see who has applied to a posting:**

1. Locate and open the posting.
2. Follow the **Applicants** link to open the list of applicants.

**To view an applicant's uploaded documents such as cover letter and Curriculum Vita:**

1. Locate the applicant of interest. The list of applicants includes links to each applicant's uploaded documents.
2. Follow the link to the document of interest. It opens.

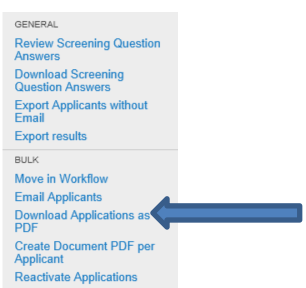
**To view an applicant's references:**

1. View the application.
2. Follow the **Recommendations** link to see a list of recommendations from the applicant's reference providers.
3. Select the recommendation of interest to view it in detail.

**To view a collection of applicant documents:**

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's **Applicants** tab, check the boxes to select the applicant or applicants of interest.
2. From the **Actions** menu, select **Download Application PDFs**. A dialog box opens.




3. Select the types of documents you want to view, then select **Submit**. The system creates a PDF containing all the documents that you request.

*Last updated: 5/14/2018*

The resulting PDF includes bookmarks to allow you to go directly to each applicant's documents.

## Reviewing Applicants on Supplemental Questions (not all postings will use this feature)

**To review applicants' answers to supplemental questions:**

1. View the applicants who have applied to the posting.
2. Check the box at the top of the list to select all applicants.
3. From the **Actions** menu, select **Review Supplemental Question Answers**. This presents the statistical breakdown of how the applicants answered each question.
4. To see which applicants gave a particular answer to a question, follow the link associated with the answer. The question detail page presents the list of applicants who gave this answer.

> **Example:** Your posting includes the supplemental question "Do you have a Red Cross first aid certification?" and the possible answers are **Yes**, **No**, and **Expired**. Of the eight applicants, three answered yes.
>
> When you review applicants' answers, the bar graph for this question includes a row for each answer. To see which three applicants answered yes, follow the link at **Yes**. The link itself states the number and percentage of applicants who answered the question this way.

5. From this page you can view the application and attached documents provided by each applicant listed.
6. If there was more than one supplemental question on this posting, select **Next** to page through the questions; or open the **Actions** menu and select **Show all questions** to return to the main statistical breakdown page.

**See a list of applicants who answered a specific question in a specific way:**

1. Review applicants' answers to supplemental questions.
2. From the **Actions** menu, select **Search Answers**.
3. Set up the search by selecting:
   - The supplemental question of interest
   - The answer of interest

- Whether you want to see people who gave this answer (**Include**) or any answer except this one (**Exclude**).

4. Select **Search**. The system presents a list of people who answered in the way you specified.

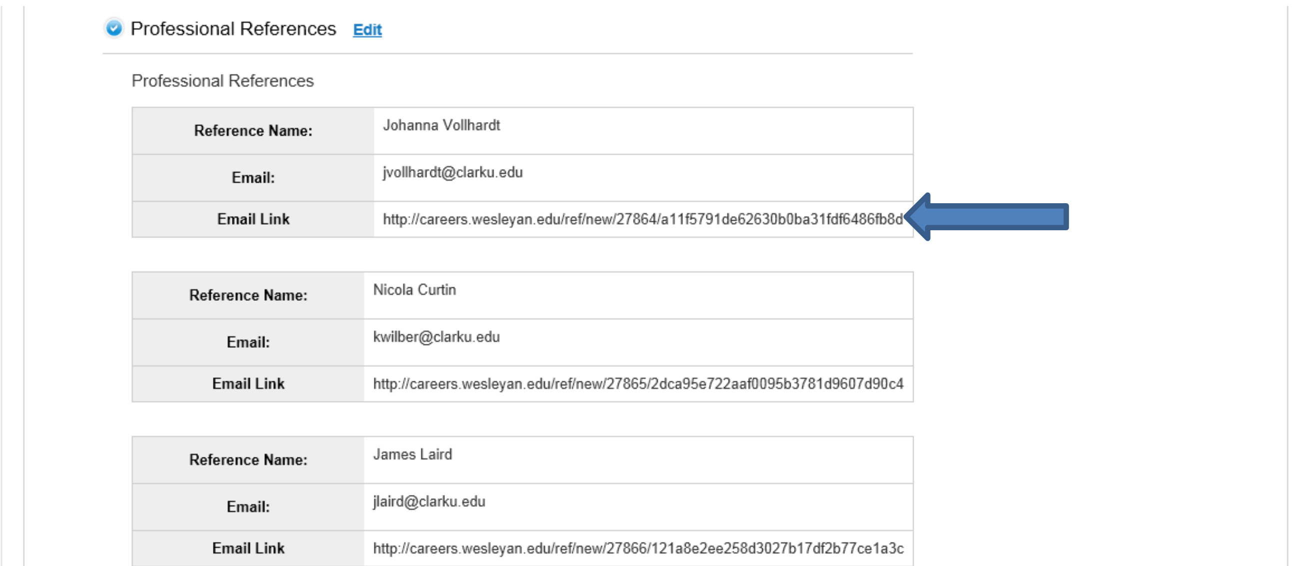
# Working with Letters of Recommendation

## Procedures

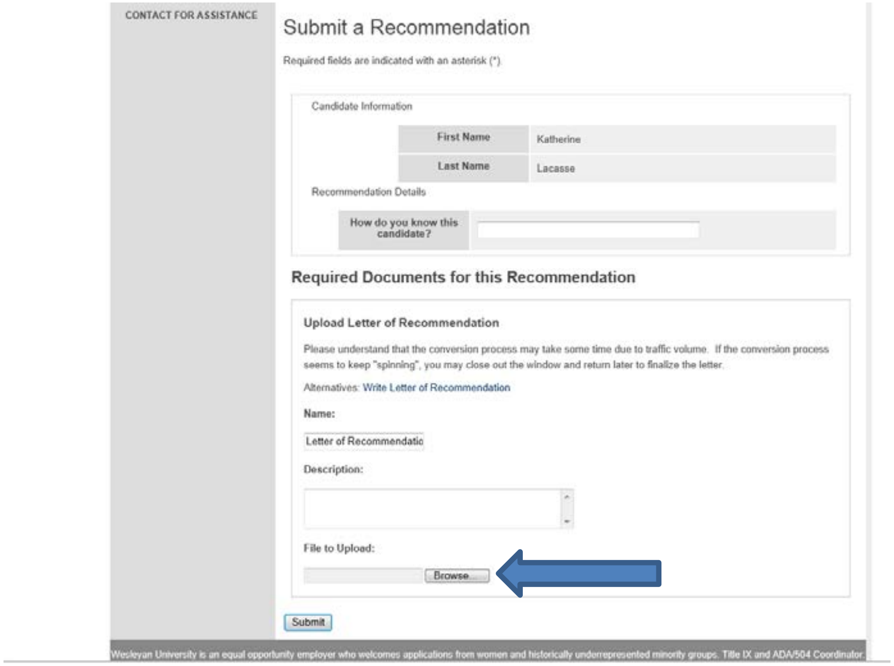
**To upload a letter of recommendation for a referee who is having difficulties or has sent the letter to you directly:**

1. Locate and click on the last name of the **Applicant.**

2. On the **Summary** tab, navigate to the Professional References section. Copy and paste the **Email Link** into a new browser window.



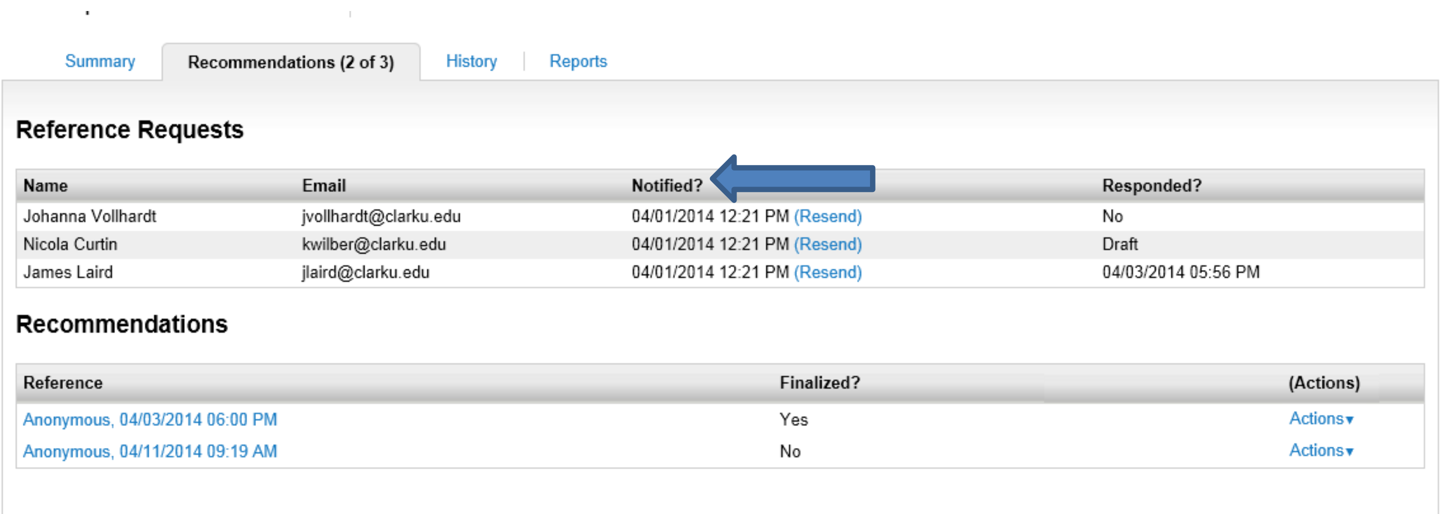

3. Browse for and upload the document.




**To resend email with link to referee:**

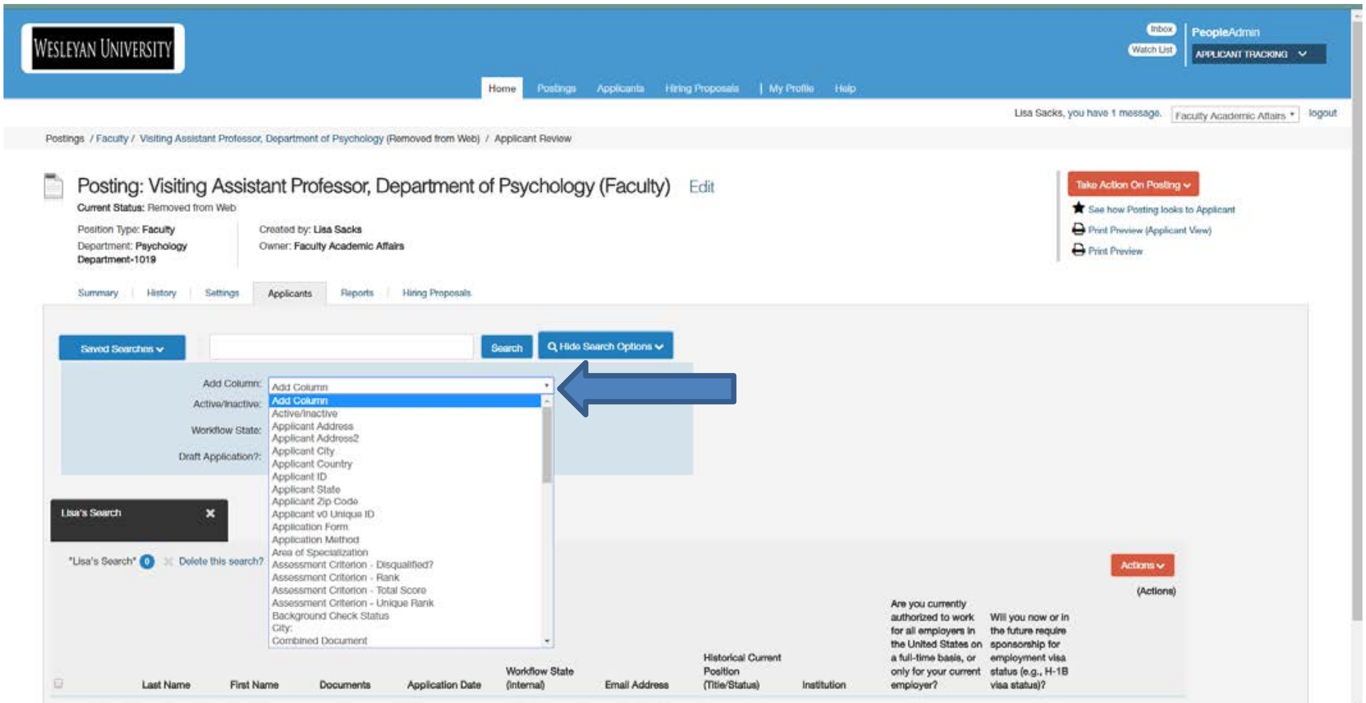
1. Locate and click on the last name of the **Applicant.**

2. On the **Recommendations** tab, navigate to the name of the reference that you would like to resend the link to. Click on the **Resend** link under the **Notified?** Header.

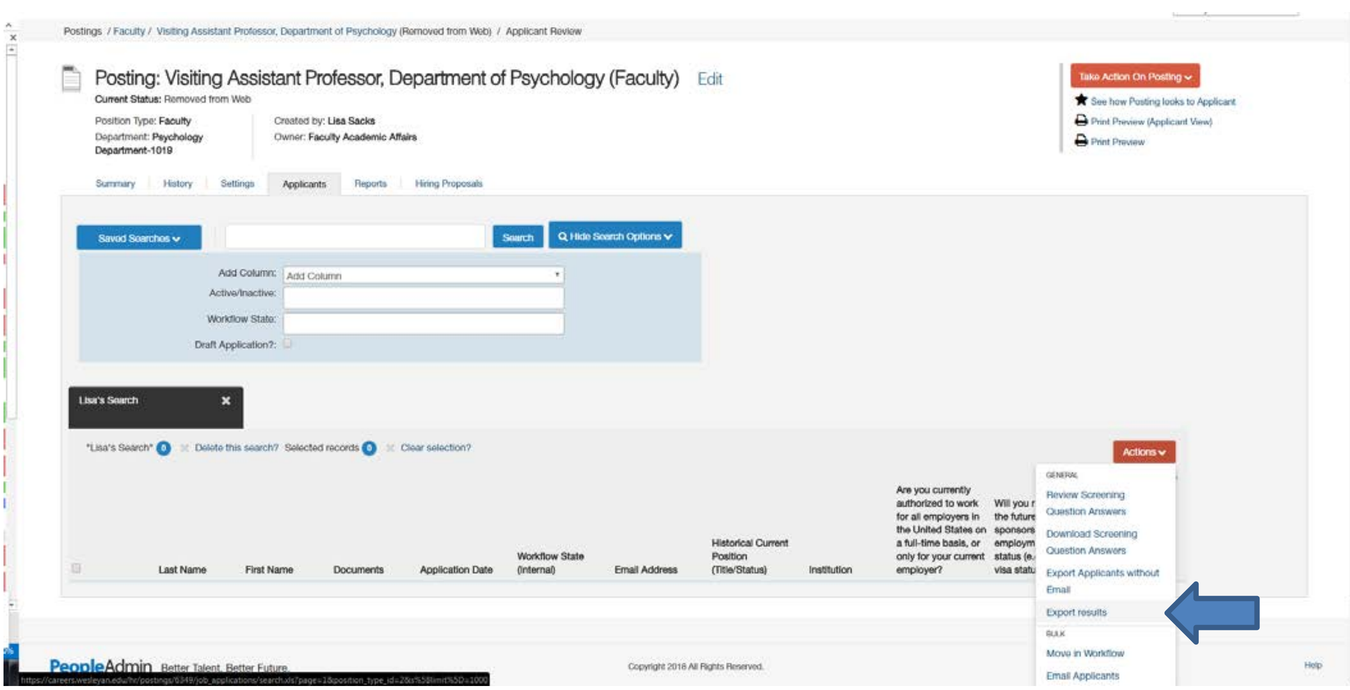


## Adding Columns to Applicant List

In order to add additional columns to the applicant list, such as Current Position or Email Address, go to the More Search Options button and then click the drop down arrow for Add Column. You can add as many columns as you need. Before navigating to another screen, you will have to save your search in the left middle section. Create a name for your search and save. This will become your default search moving forward. You can see the questions that I have in my applicant list in the picture below.



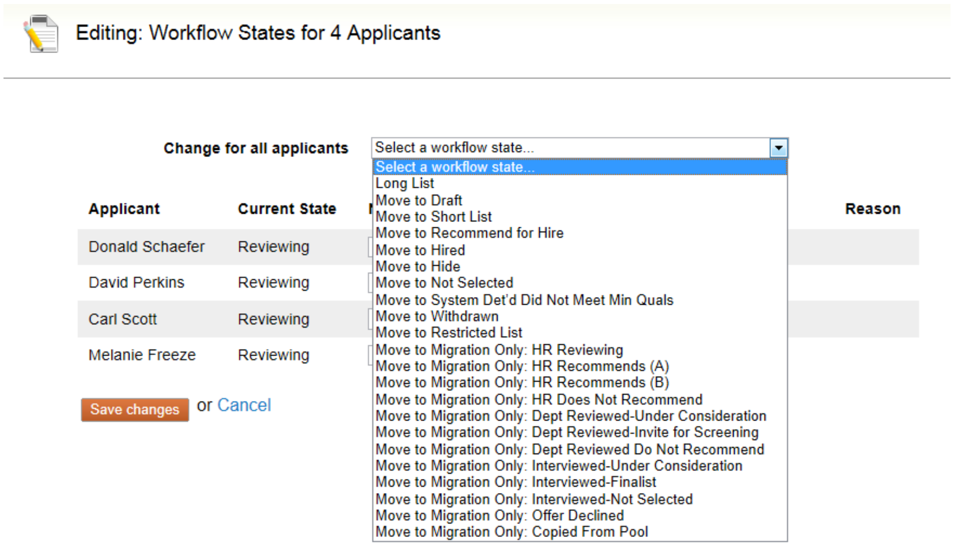
The information on your screen can now be exported into an excel spreadsheet. Go to Actions tab and click Export results.



*Last updated: 5/14/2018*

# Selecting Applicants

After you identify which applicants should be interviewed and which should not be considered for the position, they should be moved to the appropriate workflow states. This should be done on an ongoing basis as candidates move through the interview process and are hired. It is the responsibility of the Department AA or the Search Chair to move applicants through the system.




## Procedures

**To select an applicant for interview or remove the applicant from consideration:**

1. View the application of interest.
2. From the **Take Action on Job Application** menu, select the appropriate action. Faculty search options are:
   - Long List
   - Move to Short List
   - Not Selected
   - Recommend for Hire

*Please note that all applications start out in the "Reviewing" status

3. If the confirmation box prompts you for a reason, select the reason that best explains why you are moving the applicant to this workflow state. For faculty searches, we primarily use "Less Relevant Experience."
4. Select **Submit** to move the applicant to the selected workflow state, or **Cancel** to leave the applicant in the original workflow state.

**To move a group of applicants to a new workflow state:**

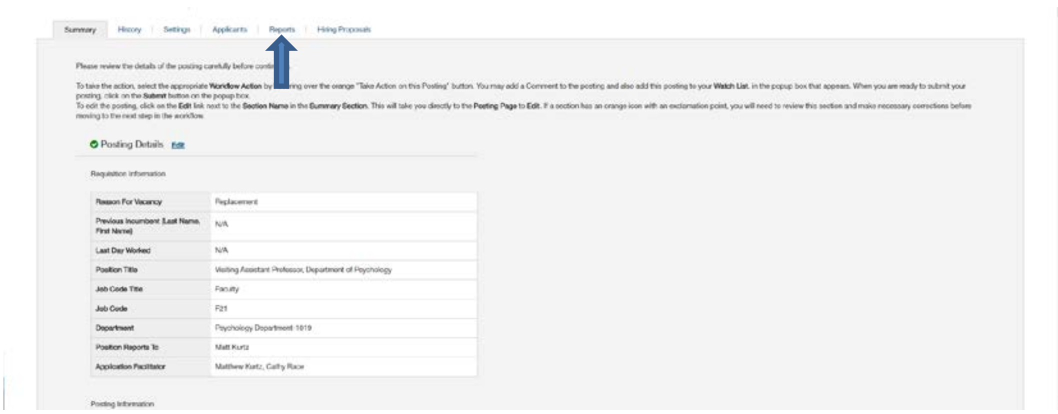
1. From the list of all applicants on the posting, check the boxes associated with the applicants of interest.
2. From the **Actions** menu, select **Move in Workflow**. The Editing Workflow States page opens.
3. For each applicant listed on the editing page, select the new workflow state.
4. If required, select the reason that best explains why you are moving the applicant to this workflow state.

5. When you have moved all applicants to the appropriate workflow states, select **Save Changes** to update them, or select **Cancel** to leave the page without moving any applicant to a new workflow state.

Once the applicant review process has been completed and the candidate you would like to hire has been transitioned in the workflow to "Recommend for Hire," then the hiring proposal option will display. At this point, Lisa Sacks will take over the handling of this posting and complete the hiring proposal.

## Reports

The reports tab is the second from last in your posting screen.




Click on Departmental EEO Report. Report will run and will show up under actions. You can download as and excel document or view report. Please note that candidates MUST be transitioned into long list and short list for you to see that breakdown in the EEO report.

Contact information for assistance:

Lisa Sacks
lsacks@wesleyan.edu
x3428

Dan Pflederer
dpflederer@wesleyan.edu
x4681

*Last updated: 5/14/2018*