

PeopleAdmin

Version 7.0

Training for Search Committees

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.

Wesleyan University
WesPortal
Search WesPortal
Welcome, Lisa Beck

Favorites ★ [Edit](#)

- Navigate to Portfolio
- ATTrack
- Careers@Wesleyan
- Events Calendar
- HRMS Database
- New Vendor Request Form
- Phi Beta Kappa Nominations
- Room Request (EMS)
- SFIS Database
- Temp Employee Processing
- WFS Database

Academics
Campus Applications
Campus Reports
Communication
Community
Employee Information
Event Scheduling & Calendaring
Facilities

Faculty Governance
Finance
ITS Tools
My Information
Offices & Services
Sexual Violence Resources
Student Information

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.

Wesleyan University
Home Postings Appointments Hiring Proposals My Profile Help
Hello, Lisa Beck, you have 1 message(s) Current Report: Faculty Academic Affairs ▼ Logout

Inbox

Depositing items for good Faculty Academic Affairs

Position ID	How to Apply	Admin ID	
Job ID#	Type	Current Status	Owner

Watch List

Position ID	How to Apply	Admin ID	
Job ID#	Type	Current Status	Staff Owner
Open Rank Professor, African American Studies Program	Faculty	Full Search	Faculty Academic Affairs
Assistant Professor/Assistant, Department of Economics	Faculty	Full Search	Faculty Academic Affairs
Postdoctoral Position in Psychology	Faculty	Profile	Faculty Academic Affairs

Shortcuts
View Document & Conversational Report
Create New Faculty Posting

My Links
Training Videos
How to Create a Staff Posting

Product Release Notes
Release 7.8

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.

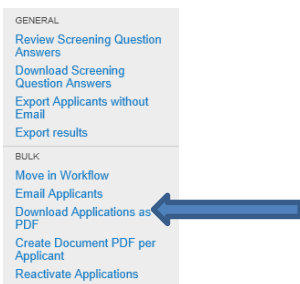
To view an applicant's references:

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.

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**).

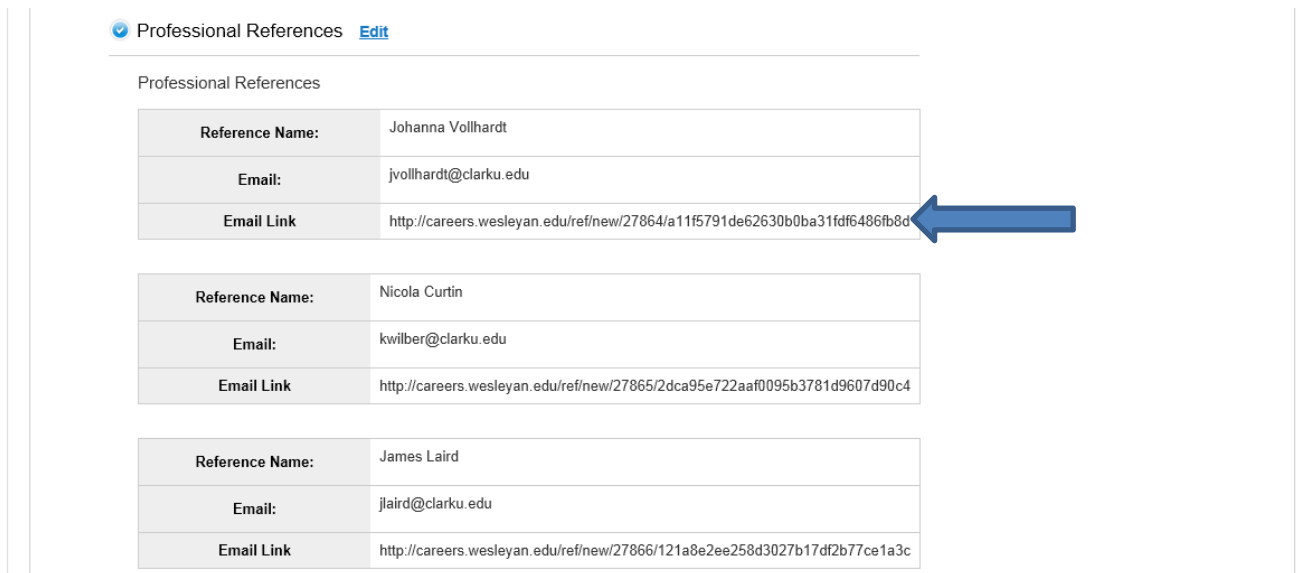
4. Select **Search**. The system presents a list of people who answered in the way you specified.

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.



Professional References [Edit](#)

Professional References

Reference Name:	Johanna Vollhardt
Email:	jvollhardt@clarku.edu
Email Link	http://careers.wesleyan.edu/ref/new/27864/a11f5791de62630b0ba31fdf6486fb8d

Reference Name:	Nicola Curtin
Email:	kwilber@clarku.edu
Email Link	http://careers.wesleyan.edu/ref/new/27865/2dca95e722aaf0095b3781d9607d90c4

Reference Name:	James Laird
Email:	jlaird@clarku.edu
Email Link	http://careers.wesleyan.edu/ref/new/27866/121a8e2ee258d3027b17df2b77ce1a3c

3. Browse for and upload the document.

CONTACT FOR ASSISTANCE

Submit a Recommendation

Required fields are indicated with an asterisk (*)

Candidate Information

First Name	Katherine
Last Name	Lacasse

Recommendation Details

How do you know this candidate?

Required Documents for this Recommendation

Upload Letter of Recommendation


Please understand that the conversion process may take some time due to traffic volume. If the conversion process seems to keep "spinning", you may close out the window and return later to finalize the letter.

Alternatives: Write Letter of Recommendation

Name:

Letter of Recommendation:

Description:

File to Upload: 

Wesleyan University is an equal opportunity employer who welcomes applications from women and historically underrepresented minority groups. Title IX and ADA/504 Coordinator

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.

Summary | **Recommendations (2 of 3)** | History | Reports

Reference Requests

Name	Email	Notified?	Responded?
Johanna Vollhardt	jvollhardt@clarku.edu	04/01/2014 12:21 PM (Resend)	No
Nicola Curtin	kwilber@clarku.edu	04/01/2014 12:21 PM (Resend)	Draft
James Laird	jlaird@clarku.edu	04/01/2014 12:21 PM (Resend)	04/03/2014 05:56 PM

Recommendations

Reference	Finalized?	(Actions)
Anonymous, 04/03/2014 06:00 PM	Yes	Actions ▼
Anonymous, 04/11/2014 09:19 AM	No	Actions ▼

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 screenshot shows the Wesleyan University PeopleAdmin interface. At the top, there is a navigation bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user profile for 'Lisa Sacks' is visible in the top right. The main content area is titled 'Posting: Visiting Assistant Professor, Department of Psychology (Faculty)'. Below this, there are tabs for 'Summary', 'History', 'Settings', 'Applicants', 'Reports', and 'Hiring Proposals'. The 'Applicants' tab is active, and a search bar is present. A dropdown menu for 'Add Column' is open, showing a list of fields including 'Active/Inactive', 'Workflow State', 'Draft Application?', 'Applicant Address', 'Applicant City', 'Applicant Country', 'Applicant ID', 'Applicant State', 'Applicant Zip Code', 'Applicant v0 Unique ID', 'Application Form', 'Application Method', 'Area of Specialization', 'Assessment Criterion - Disqualified?', 'Assessment Criterion - Rank', 'Assessment Criterion - Total Score', 'Assessment Criterion - Unique Rank', 'Background Check Status', and 'City'. A blue arrow points to the 'Add Column' dropdown menu.

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

The screenshot shows the same Wesleyan University PeopleAdmin interface as the previous one, but with the 'Actions' dropdown menu open. The 'Export results' option is highlighted, and a blue arrow points to it. The 'Applicants' tab is still active, and the search bar is visible. The 'Export results' option is located in the 'GENERAL' section of the 'Actions' menu. The interface also shows a table with columns for 'Last Name', 'First Name', 'Documents', 'Application Date', 'Workflow State (Internal)', 'Email Address', 'Historical Current Position (Title/Status)', and 'Institution'. The 'Export results' option is located in the 'GENERAL' section of the 'Actions' menu.

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.



Editing: Workflow States for 4 Applicants

Change for all applicants		Select a workflow state...	Reason
Applicant	Current State	Select a workflow state...	
Donald Schaefer	Reviewing	Long List	
David Perkins	Reviewing	Move to Draft	
Carl Scott	Reviewing	Move to Short List	
Melanie Freeze	Reviewing	Move to Recommend for Hire	
		Move to Hire	
		Move to Hide	
		Move to Not Selected	
		Move to System Det'd Did Not Meet Min Quals	
		Move to Withdrawn	
		Move to Restricted List	
		Move to Migration Only: HR Reviewing	
		Move to Migration Only: HR Recommends (A)	
		Move to Migration Only: HR Recommends (B)	
		Move to Migration Only: HR Does Not Recommend	
		Move to Migration Only: Dept Reviewed-Under Consideration	
		Move to Migration Only: Dept Reviewed-Invite for Screening	
		Move to Migration Only: Dept Reviewed Do Not Recommend	
		Move to Migration Only: Interviewed-Under Consideration	
		Move to Migration Only: Interviewed-Finalist	
		Move to Migration Only: Interviewed-Not Selected	
		Move to Migration Only: Offer Declined	
		Move to Migration Only: Copied From Pool	

or

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.

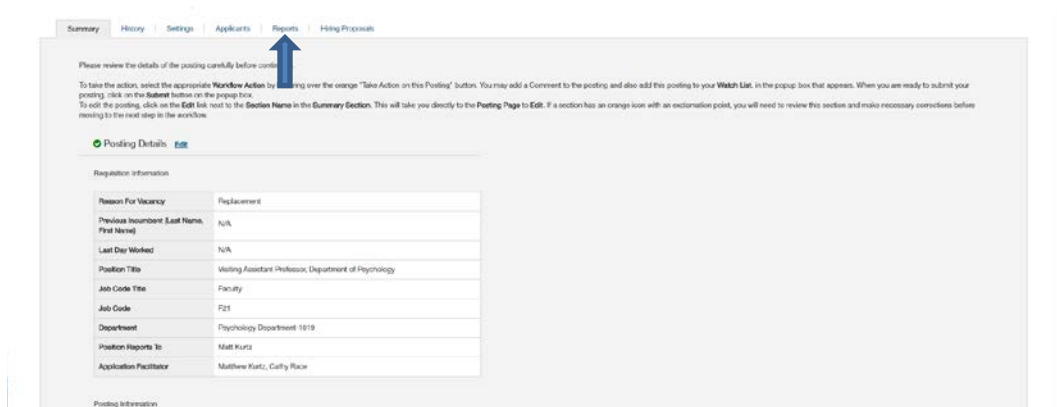
Last updated: 5/14/2018

- 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