UNIVERSITY OF HARTFORD

User Guide for Applicant Tracking

PeopleAdmin
Better Talent. Better Future.

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Welcome to Online Applicant Tracking:

The Office of Human Resources Development (HRD) and the Office of the Provost partnered with PeopleAdmin to automate applicant tracking. This system will allow you to:

1. Search and review applicants;
2. Assign a "status" to an applicant;
3. Create an interview pool;
4. Identify finalists;
5. Submit a hiring proposal; and
6. Communicate electronically with HR Administrators, Hiring Managers, Search Committee Members, Applicants and others involved in your hiring process.

Your Web Browser

PeopleAdmin SelectSuite® supports the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
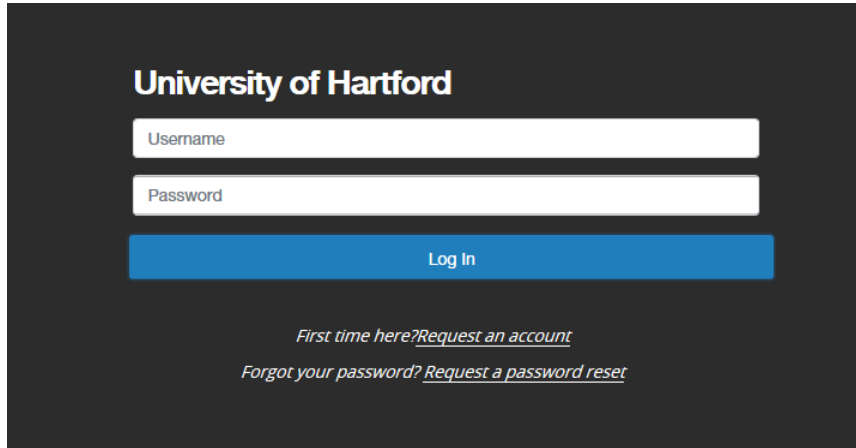- Safari versions currently supported by the vendor

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link.

Getting Started:

You can access the Applicant Tracking System: https://hartford.peopleadmin.com/hr. Your login screen will appear as the below:

All University employees have access to the PeopleAdmin portal. All users' initial login credentials are as follows:

> **Username – first portion of your University email account**
>
> **Password – University ID number**
>
> **<u>Please ensure you change your password immediately.</u>**

The **Welcome Screen** appears after you log in, and should appear similar to the following screen:

Revised September 28, 2021
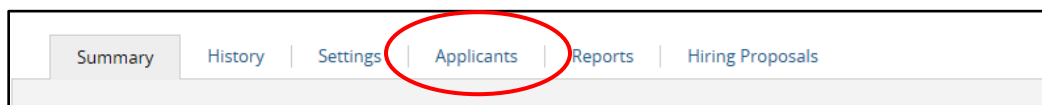
Review your Applicants

As a reminder, when you are reviewing applications, make sure you are in the correct Permission Group. On the upper right of the Home page, Current Group should be set to **Applicant Reviewer**. By default, you will be logged in as **Employee**. To change the role, press the drop down arrow and choose **Applicant Reviewer** from the list.
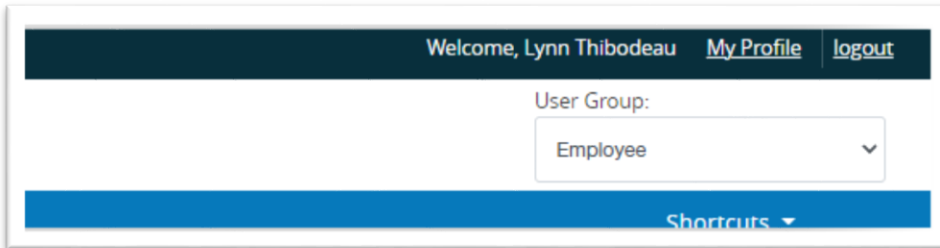
Select **Staff** from the **Postings** menu. Make sure that the upper left hand side of the screen says that you are in the **Applicant Tracking System** product portion. Then click on **Postings**.
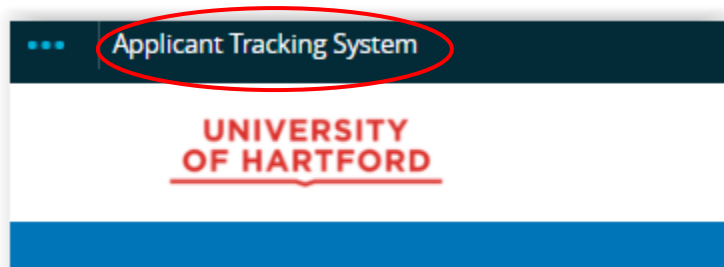
Locate the posting that you wish to review and click on the position title to review applicants. When the posting is visible, open it to the Applicants tab. All applicants who meet the minimum degree requirements for your position will be listed in this tab. In addition to names, and application dates, the applicants will have a status assigned as a part of the workflow for this posting. The initial applicant status will be set to **Under Review by Department/Committee**.

As you are reviewing your candidates, it is important that you carefully review the applicant's application materials. You should review the entire application including any attachments, located at the bottom of each application.
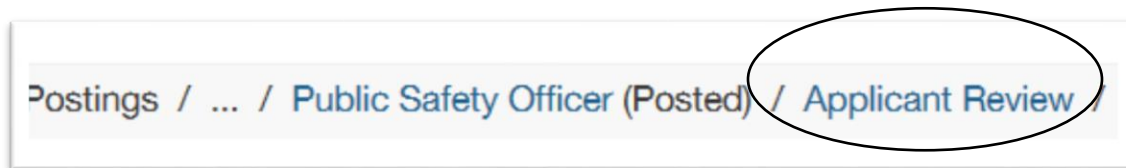
Take Actions

As you are reviewing your candidates, you can begin to refine your hiring pool by taking action on each candidate and assigning them a new status. To assign a new status, click on the orange **Take Action** box to review statuses options.

If you are not selecting an applicant, you will be required to select a reason for their non-selection (reasons for non-selection are in a pre-populated drop down box)

IMPORTANT: If you are unsure as to whether an applicant should continue forward in the process, leave them as **Under Review** or move them to **Further Review** so an automatic declination email is not issued.
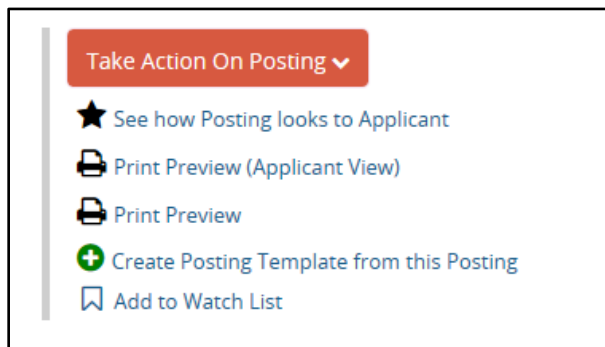
Click on **Applicant Review** to return to your list of applicants.

Review all your applicants and place each into the most appropriate category (**Not Interviewed/Not Hired, Further Review or Interview**). As you move Applicants through each portion of the process, continue to use the orange **Take Action** button. As you move the applicants through the hiring process, you will see that your options at each stage for their status change. Please select the best reason for non-selection of applicants once they move further through the review and/or interview process.

Once you are have selected your candidate pool – those in the **Interview** status – contact your designated HR Service Partner to set up interviews.

Track Alumni applicants

Every incoming applicant has the ability to denote if s/he is an alumni of the University of Hartford. If s/he choose to designate that they are a graduate, as an Applicant Reviewer, there are a few new options available to use when you evaluate the application.
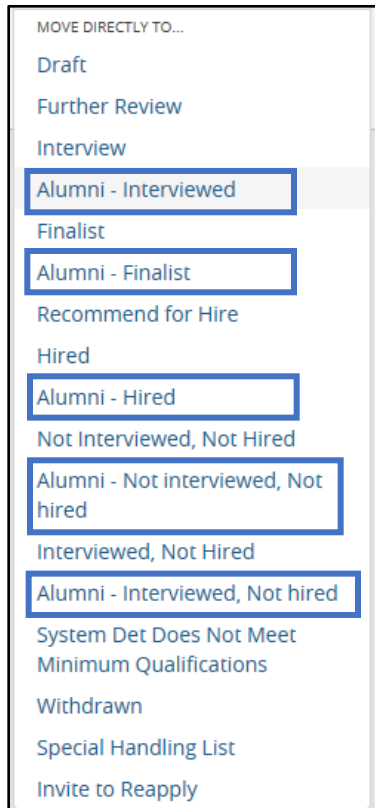
```
MOVE DIRECTLY TO...
Draft
Further Review
Interview
Alumni - Interviewed
Finalist
Alumni - Finalist
Recommend for Hire
Hired
Alumni - Hired
Not Interviewed, Not Hired
Alumni - Not interviewed, Not
hired
Interviewed, Not Hired
Alumni - Interviewed, Not hired
System Det Does Not Meet
Minimum Qualifications
Withdrawn
Special Handling List
Invite to Reapply
```

As a reminder, when you are reviewing applications, make sure you are in the correct Permission Group. On the upper right of the Home page, Current Group should be set to **Applicant Reviewer**. By default, you will be logged in as **Employee**. To change the role, press the drop down arrow and choose **Applicant Reviewer** from the list.

As you are reviewing your candidates, it is important that you carefully review the applicant's application materials. You should review the entire application including any attachments, located at the bottom of each application.

After the Interview

Following the interviews, ensure you return to the site to move the applicants into the next correct status. This is important, as the Applicant Tracking System will automatically generate emails to candidates based on the applicant's status in the queue. The system will also automatically begin reference checking on applicants at the point in which they are coded as a **Finalist**. This step should only be taken for those applicants you are seriously considering as Finalists for your position.

Once your Finalist(s) have been determined and assigned, contact your designated HR Service Partner to have the mandatory background check and degree verification submitted. This will also trigger the references to be sent electronically.

All references are conducted in the portal. Hiring Managers can go directly into the Applicant Portal, click on the applicant's name, and then the reference tab. All references are housed there, and can be read as soon as the feedback has been submitted for review.

Once you have identified your final candidate, move this individual into the **Recommend for Hire** status. If you have other finalists who would also be an acceptable candidate, should your first choice decline the position, leave this individual(s) as a finalist until the point your first recommendation formally accepts the position. Once an individual is marked as not hired, they will receive a declination email and keeping them in the finalist status pends this email until you are sure that the initial recommendation has accepted.

You are ready to ask HRD to start the Applicant Tracking Hiring Proposal!

Making an Offer and Final Steps

Your designated HR Manager will work with you to extend the offer and make any negotiations, if necessary.

Once the offer process is extended and accepted, your HR Manager will generate an offer letter and complete the hire in the applicant tracking system. Your approved candidate will now show a status of **Hire Approved**.

You should now go in to the applicant and move any candidate who was a finalist into the status **of Interviewed/Not Hired**. This will ensure they are notified of their non-selection. Also, review any applicants who may have submitted applicants during the offer process, they will be coded as **Under Review by Committee**. Move these applicants to **Applied Post Offer**.

Contact Us

If you have any questions about moving candidate through the workflow process or the hiring proposal, please contact HRD at the following:

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