PeopleAdmin Search Committee Access Guide

To log into your PeopleAdmin account go to https://jobs.ncat.edu/hr. At the log in screen you will need your username and password. Your username is your email prefix (example: "lmcrotts", derived from the email: lmcrotts@ncat.edu). If you have logged into the PeopleAdmin system previously, use your current PeopleAdmin password to log in. Please note that the PeopleAdmin password is independent from other NCA&T systems. If you have not logged into the PeopleAdmin 7 system previously your password will be the same as your Username (example: username is "lmcrotts", password is "lmcrotts"). If this is your first time logging in you will be prompted to update your password to a minimum of 7 characters with at least one upper and lower case letter, plus a number or symbol. If you are unable to login you and you know your Username you may seek a reset at the login page.
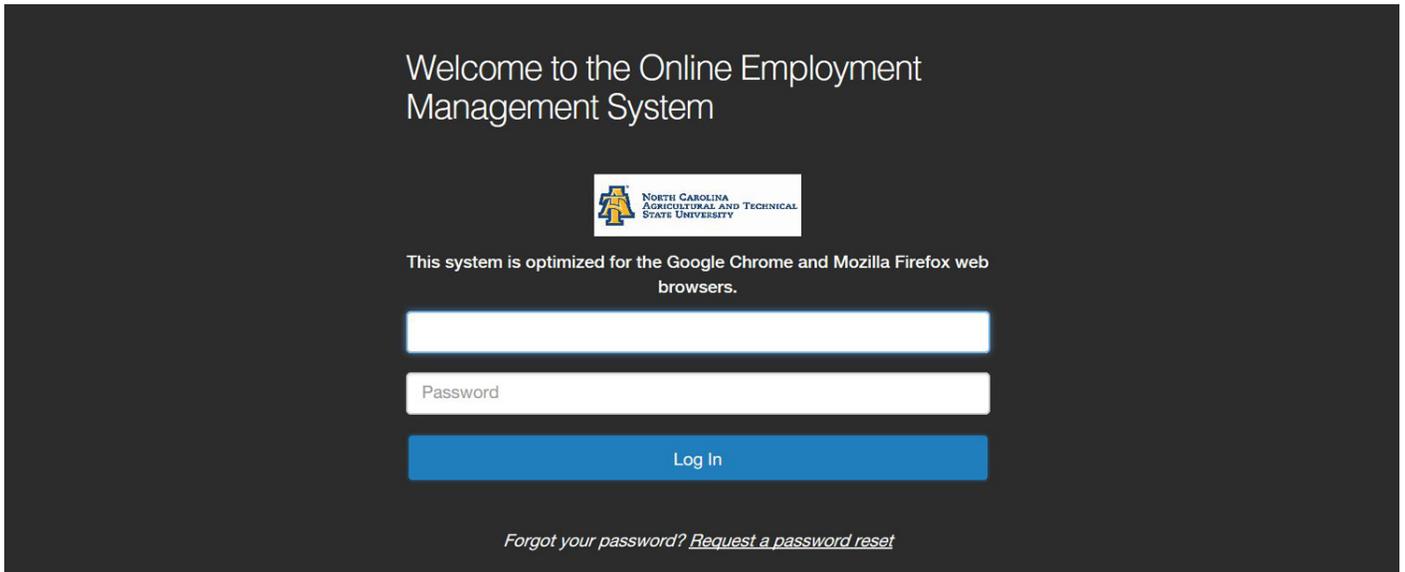
Once logged in ensure that your user type is set as a **Search Committee Member** or that you select the **Search Committee Member** user type from the dropdown box. If you are switching your user type you will get a message at the top of the screen once the change has been applied. To locate the position go to the Postings tab and select the appropriate employment type: EHRA (Faculty, Instructional, Research, or Academic Administration), SHRA (Staff), or Post-Doctoral.
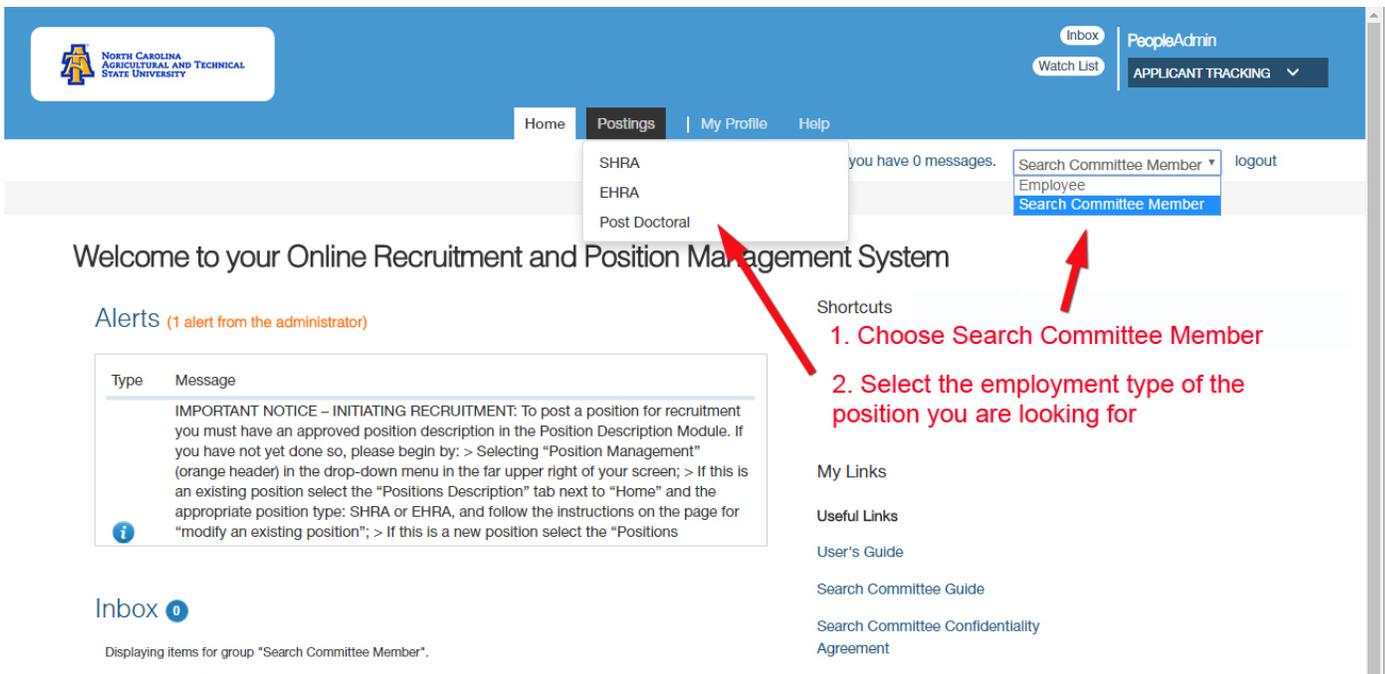
To view the job posting

Following the opening of the listings locate the posting and open by clicking on the **Working Title**.

With the posting **Summary** page open you may view the position announcement, applications and additional applicant materials.

To view an individual application

Click on the applicant of interest, and the application will open with access to their complete application and applicant materials.

To view an applicant's uploaded documents such as a cover letter or resume via the applicant's Summary page

To view the applicant's documents you may select the individual document of interest at the bottom of the opened application or **Generate** a **Combined Document** containing all applicants documents.

To view an applicant's uploaded documents such as a cover letter, or resume, applicant's Summary page, continued

Applicant documents via the individual application are available at the bottom of the application.

To view a collection of applicant(s) documents

You can review one applicant document set or more than one applicant document set 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.

To view a collection of applicant(s) documents, continued

1. On the posting's **Applicants** tab, check the boxes to select the applicant or applicants of interest.
2. If a red X is in the **Document Conversion Status** column, deselect the applicant from the **Bulk Applications** download.
3. From the **Actions** menu, select **Download Application as PDF**. A dialog box opens.
    - Select the documents you want to view, and then select **Submit**. The system creates a PDF containing all the documents that you requested.
    - The resulting PDF includes bookmarks to allow you to go directly to each applicant's documents. Please note that the PDF conversion times may be lengthy.
4. The **Create Document per Applicant** selection will create a single document per applicant that may be viewed from the list of applicants by selecting the **View** link..

IMPORTANT – When downloading multiple applications/documents as a PDF you must use your internet browser back button   to return to the posting.

To view an applicant's Letters of Recommendation - EHRA and Post Doctoral applications only

1. View Letter of Recommendation submissions at the bottom of the application of the Summary tab or
2. Open the Recommendations tab
3. Select the recommendation of interest to view

If you are experiencing log in problems please contact jobbapp@ncat.edu.