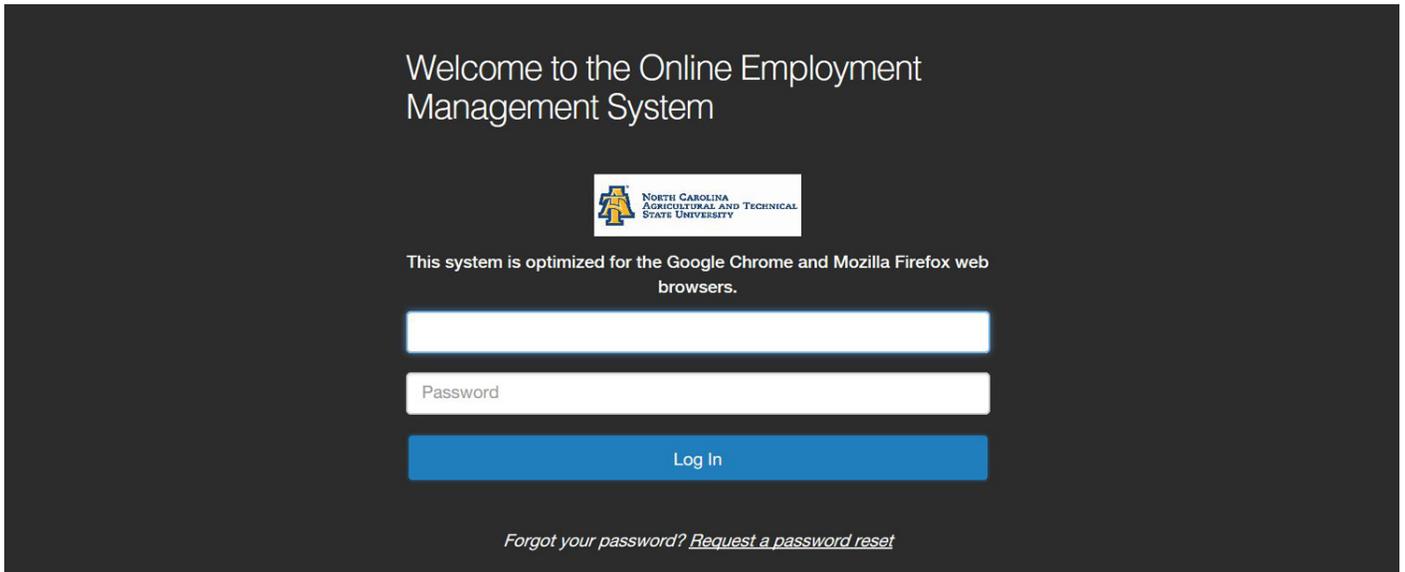
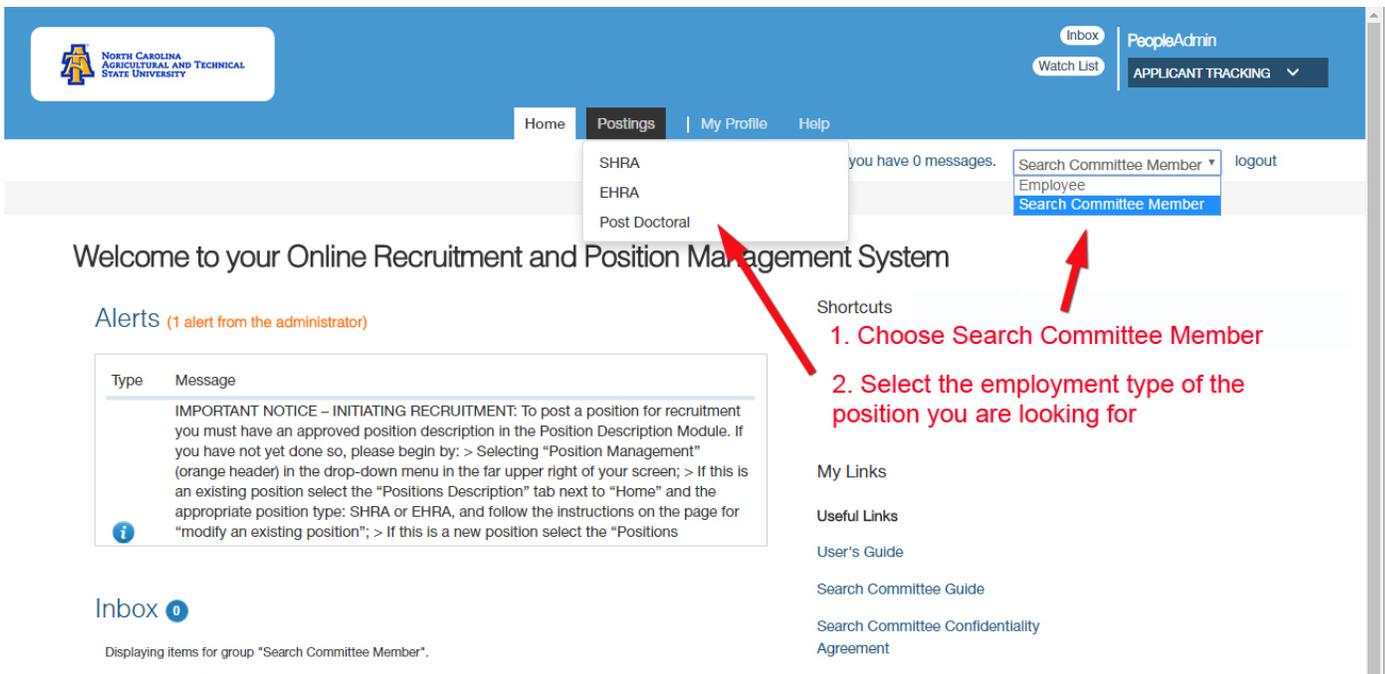


# PeopleAdmin Search Committee Access Guide

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: "Imcrotts", derived from the email: [Imcrotts@ncat.edu](mailto:Imcrotts@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 "Imcrotts", password is "Imcrotts"). 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.



1. Choose Search Committee Member
2. Select the employment type of the position you are looking for

# To view the job posting

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

The screenshot shows the 'EHRA Postings' page in the PeopleAdmin system. At the top, there is a navigation bar with 'Home', 'Postings', 'My Profile', and 'Help'. A search bar and a 'Search Committee Member' dropdown are also present. Below the navigation, the page title is 'EHRA Postings'. There is a search filter section with 'Saved Searches' and a search button. The main content area displays a table of active EHRA postings. A red arrow points to the 'Working Title' column, specifically to the entry 'Assistant or Associate Professor of Finance'. Other columns include Position Number, Posting Number, Department, Workflow State, Active Applications, Open Date, and Workflow State Owner.

Working Title	Position Number	Posting Number	Department	Workflow State	Active Applications	Open Date	Workflow State Owner
Assistant or Associate Professor of Finance	001044	EPA0324	Accounting and Finance	Posted	27	03/09/2016	Recruitment

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

The screenshot shows the 'Posting: Assistant or Associate Professor of Finance (EHRA)' summary page. The page header includes the university logo and navigation options. The main content area displays the posting details, including 'Current Status: Posted', 'Position Type: EHRA', and 'Section/Unit: Accounting and Finance'. A red arrow points to the 'See how Posting looks to Applicant' link, which is highlighted in red. Other links include 'Print Preview (Applicant View)' and 'Print Preview'. Below the links, there are social media icons for Facebook, Twitter, and LinkedIn. The page also has tabs for 'Summary', 'History', 'Applicants', and 'Reports'. The 'Summary' tab is selected, and the content area displays the posting details, including a 'Classification Information' section with a 'Position/Classification Title' field containing 'Associate Professor'.

Posting: Assistant or Associate Professor of Finance (EHRA)  
Current Status: Posted  
Position Type: EHRA  
Section/Unit: Accounting and Finance  
Created by: Jane Smith  
Owner: Recruitment

Select this link for the applicant view of the the position vacancy announcement

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

Summary | History | Applicants | Reports

Please review the details of the posting carefully before continuing.

Posting Details

Classification Information

HELP TEXT: If the details below are incorrect, please make the appropriate Classification selection using the 'Classification' Tab on the left side menu while modifying the Position.

Position/Classification Title: Associate Professor

## 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.

The screenshot shows the PeopleAdmin interface for a posting titled "Posting: Assistant or Associate Professor of Finance (EHRA)". The current status is "Posted". The position type is "EHRA" and the section/unit is "Accounting and Finance". The creator is "Jane Smith" and the owner is "Recruitment". The interface includes a navigation menu with "Home", "Postings", "My Profile", and "Help". There are also links for "Inbox", "Watch List", and "APPLICANT TRACKING". A search bar is present with the text "Search Committee Member" and a "logout" link. The main content area shows the "Applicants" tab selected, with a search bar and a table of applicants. The table has columns for "Full Name", "Supplemental question Score", "Last Position Job Title", "Employer Name", "Reason For Leaving", "Last Updated", "Document Conversion Status", "Current professional licenses/certifications/registrations", and "Memberships and Professional Organizations". The first applicant listed is "Doe, John" with a score of 0.0. A red arrow points to the name "Doe, John" with the text "Click on name to view applications individually". Another red arrow points to the "Applicants" tab with the text "Select Applicants tab".

Posting: Assistant or Associate Professor of Finance (EHRA)  
Current Status: Posted  
Position Type: EHRA  
Section/Unit: Accounting and Finance  
Created by: Jane Smith  
Owner: Recruitment

Summary | History | **Applicants** | Reports

Search Committee - sorted b... x

"Search Committee - sorted by most recent application" 27 Actions v

Full Name	Supplemental question Score	Last Position Job Title	Employer Name	Reason For Leaving	Last Updated	Document Conversion Status	Current professional licenses/certifications/registrations	Memberships and Professional Organizations
Doe, John	0.0	Graduate Part-time Instructor, Assistant Professor of Finance, Assistant Professor of Finance	Texas Tech University, University of Texas Pan American, University of Texas Rio Grande Valley	Graduated, Institution merged with other school	March 01, 2017 at 06:19 PM	Series 65, ✓	Bachelor's Degree, Master's Degree	Economics, Business Administration, Academy of Financial Service, Financial Management Association, Financial Services Professionals Quad A, ACCI

## 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.

Submitted on April 11, 2017 at 08:16 AM by Imran Ansari

### Required Documents

Select individual documents

Document Type	Name	Conversion Status
✓ Curriculum Vitae	Curriculum Vitae 04-11-17 07:12:33 (173 KB)	PDF complete
✓ Teaching Philosophy	Teaching Philosophy 04-11-17 07:12:45 (97.3 KB)	PDF complete
✓ Letter of Interest	Letter of Interest 04-11-17 07:12:55 (120 KB)	PDF complete
✓ Research Statement	Research Statement 04-11-17 07:13:03 (182 KB)	PDF complete
✓ Bachelor's Degree - Copy of transcripts	Bachelor's Degree - Copy of transcripts 04-11-17 07:14:07 (290 KB)	PDF complete
✓ Master's Degree - Copy of transcripts	Master's Degree - Copy of transcripts 04-11-17 07:14:18 (6.21 MB)	PDF complete
✓ Ph.D. - Copy of transcripts	Ph.D. - Copy of transcripts 04-11-17 07:14:52 (2.4 MB)	PDF complete

### Optional Documents

Document Type	Name	Conversion Status
Certificate of Release or Discharge from Active Duty (DD-214)	-	-

### Recommendation Documents

No recommendations submitted.

### PDF Documents

or create one complete set of documents

Document Type	Actions
Application	View
Combined Document	Generate

## 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..

The screenshot shows the 'Applicants' tab for a posting titled 'Posting: Assistant or Associate Professor of Finance (EHRA)'. The interface includes a search bar, a table of applicants, and an 'Actions' dropdown menu. Red arrows and text annotations provide instructions on how to select applicants, check document conversion status, and use the 'Actions' menu to download documents.

**1. Checkbox to select all applications on the page**

**2. All names selected for a Bulk view or download to include applicant documents must have a green indicator**

**3. For view of multiple applications select Actions and Bulk**

**3. Download all or selected documents**

**4. Generates a combined document for each applicant and is visible when selecting View from the Combined Documents column**

**Click on individual checkboxes for specific applicant views**

Full Name	Supplemental question Score	Last Position Job Title	Employer Name	Reason For Leaving	Last Updated	Document Conversion Status	Current professional licenses/certifications/registrations	Majors	Actions
<input type="checkbox"/>									
<input type="checkbox"/> Doe, John	0.0	Graduate Part-time Instructor, Assistant Professor of Finance, Assistant Professor of Finance	Texas Tech University, University of Texas Pan American, University of Texas Rio Grande Valley	Graduated, Institution merged with other school	March 01, 2017 at 06:19 PM	✓	Series 65,	Bachelor's Degree, Master's Degree	View
<input type="checkbox"/> Williams, Sarina	0.0	Assistant Professor of Finance	Howard University		February 28, 2017 at 08:44 AM	✓			View
<input type="checkbox"/> Frye, Kim	0.0	Instructor and/or Teaching Assistant, Research Assistant	West Virginia University, West Virginia University		February 26, 2017 at 01:38 AM	✓			View

**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

The screenshot shows the PeopleAdmin interface for a job application. At the top, there is a navigation bar with the North Carolina Agricultural and Technical State University logo, 'Inbox', 'Watch List', and 'PeopleAdmin' with a dropdown menu for 'APPLICANT TRACKING'. Below this is a secondary navigation bar with 'Home', 'Postings', 'My Profile', and 'Help'. A message count 'you have 0 messages.' and a search box for 'Search Committee Member' are also present.

The main content area shows the breadcrumb 'Postings / ... / Applicant Review / John Doe / Recommendations'. The job application details for 'John Doe (EHRA)' are displayed, including the current status 'Interview' and application form 'Application'. A sidebar on the right offers options to 'View Posting Applied To' and 'Preview Application'.

The applicant's details are listed in two columns:
 

- Full name: John Doe
- Address: 1416 Sunset Drive, Greenville, OH 45255, United States of America
- Username: DoeJoe
- Email: DoeJoe@gmail.com
- Phone (Primary): (765) 491-1111
- Phone (Secondary):
- Position Type: EHRA
- Section/Unit:

 Created by: Jane Smith  
 Owner: Recruitment

Below the details are three tabs: 'Summary', 'Recommendations (3 of 3)', and 'History'. A red arrow points to the 'Recommendations (3 of 3)' tab with the text: 'Letters of Recommendation received through PeopleAdmin may also be found on the bottom of the application Summary page.'

The 'Recommendations (3 of 3)' tab is active, showing a table of 'Reference Requests':
 

Name	Email	Notified?	Responded?	
Grant Brown	gb@lsu.edu	07/22/2016 10:51 AM	07/28/2016 10:38 AM	<a href="#">Resend</a>
Sam VanSant	samvansa@gmail.com	07/22/2016 10:51 AM	07/24/2016 07:22 PM	<a href="#">Resend</a>
Earl Yancey	son@uc.edu	07/22/2016 10:51 AM	07/28/2016 08:26 AM	<a href="#">Resend</a>

 A red arrow points to the 'Resend' button in the first row with the text: 'Select Send or Resend to initiate email request of the Letter of Recommendation'.

Below the 'Reference Requests' table is a 'Recommendations' section. A red arrow points to the first row with the text: 'Click on the link to view the Recommendations'.
 

Reference	Finalized?	(Actions)
Anonymous, 07/24/2016 07:26 PM	Yes	<a href="#">Actions</a> ▾
Anonymous, 07/28/2016 08:27 AM	Yes	<a href="#">Actions</a> ▾
Anonymous, 07/28/2016 10:39 AM	Yes	<a href="#">Actions</a> ▾

If you are experiencing log in problems please contact [jobbapp@ncat.edu](mailto:jobbapp@ncat.edu).