Online Recruiting System – PeopleAdmin 7  
General Navigation

**Main Menu:** Displays a menu of options from which to work.

You will have access to **Main Menu** of options based on the permissions that are established for your role in the recruitment process. Because this is a role-based application, your role, or user type, in the system determines what you are able to view and process.

**Module Selector:** Allows the permitted user to navigate among modules of the applications. These include Position Management, Applicant Tracking and Admin.

- Position Management allows the permitted user to create and modify position descriptions
- Applicant Tracking uses approved position descriptions or classifications to create and manage job postings and the applicant selection process
- Admin allows system administrators to perform tasks that manage the system

**User Role Selector:** If you have more than one role in the application, the User Role Selector will list the roles that you may choose from to perform your work in the applications.

When viewing the **Applicant Tracking module** these include Postings and Hiring Proposals.

- Postings are open jobs which are posted for the solicitation of applicants
- Hiring Proposals include the offer of employment to applicants and sets the details for employment

When viewing the **Position Management module** these include Position Descriptions and Classifications.

- Position Description menu includes both approved position descriptions and position requests (formerly referred to as actions).
- Classification menu includes classification and position title standards by position type.

**Alerts:** Displays important notifications from the system administrator

**Inbox:** Displays transactions that have been assigned to you, for approval, during the workflow process. Transactions may be quickly accessed by clicking on the blue link in the first column.
Watch List: Displays transactions, which you have either created or include you, as part of the workflow process, AND for which you have specific interest by checking the “add to watch list” box. Transactions may be quickly accessed by clicking on the blue link in the first column.

Shortcuts: Displays frequently used functions, based on user permission

My Links: Displays specific links to training and other hiring process documentation. Contents display for all user roles.

My Profile: On your profile page, you can:
- Opt out of which types of email messages you receive from the system.
- View your permission group assignments. These determine what you can see and do in the system. You may be assigned to several permission groups.
- Change the permission group and/or module in which you are active when you log in.

Help: The help provides several ways of finding information – the table of contents and index can guide you to specific topics, and the search capabilities let you find specific words and phrases. The search function in help behaves similarly to Google – when you enter a phrase, it searches the entire help system for topics containing text similar to that phrase.

Navigation Tip – Right click on a different module, position type, or link to open in a new tab or window. You may have multiple tabs or windows open in this version of the system, unlike in PeopleAdmin 5.8, where you would get an error message that would kick you out of the system.

General Login Process

► Click link: [https://jobs.oregonstate.edu/hr](https://jobs.oregonstate.edu/hr)

► Select the SSO option and enter your ONID credentials

► Default page upon log in is the Home page. Preview of Home page below.

Upon initial login, the system will default to the “Employee” role. Each classified or unclassified employee who has an approved position description in the Online Recruiting System, may now access the system and review their own Position Description with this role. If you have additional roles, such as Initiator or Student Initiator, you may wish to change your default login role to the role you use most frequently. To do so, follow these steps:

- Click on My Profile from the menu bar at the top of the screen.

- Navigate to the Take Action On User button near the upper right corner and select Edit Profile...
... OR click on Edit next to User Details in the tabbed section below the user information.

- Under Account Information, find **Preferred Group On Log In**.

- Select your desired role – i.e. “Initiator”

- Click on Update User button on the right side of the screen at the top and bottom of the page to save the changes.
Additional New Features and Functionalities

PeopleAdmin 7 offers a variety of new and efficient ways to improve Oregon State University’s position management and applicant tracking processes. Please find below a list of new features and functionalities to look for when logging into PeopleAdmin 7.

User Inbox

The User Inbox serves as a general notification system within PeopleAdmin 7. Any items requiring the user’s attention is listed in this box. Once the posting is advanced in the workflow and out of the User’s responsibility, it will fall off the User Inbox. If you have multiple roles, only those items requiring your attention will appear on the initial screen for the tab you are on. You may select “See More” to see those items requiring your attention for other roles for which you have been granted access.

User Watch List

The User Watch List is utilized to track selected items within PeopleAdmin. Users may want to use this tool to keep track of a posting that they know they will need to visit frequently throughout the hiring process. Users have the option to select the action item “Add to Watch List” for postings, hiring proposals and position requests.
User Alerts Box

The Office of Human Resources will send out informational alerts and notifications that will appear in the new Alerts box located on the User home screen. The alerts box will only be present if there is an active alert/notification.

Welcome to your Online Recruitment System

<table>
<thead>
<tr>
<th>Type</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>info</td>
<td>Welcome to the new career site!!!</td>
</tr>
</tbody>
</table>

Miscellaneous

At the top right hand part of any screen within the system you will notice the User bar below:

Robbin Sim, you have 1 message. Current Group: Initiator

Any pending report results will be notated with a new message in the User bar.

The Shortcuts and My Links sections highlighted below provide Users with shortcuts for popular areas within the system and useful links to external resources, the applicant portal, helpful tips, etc. These links will change as needs within the system call for it.
Search Functionality and Saved Searches

Users have the ability to search through position descriptions, postings, applicants and hiring proposals using a variety of different filters and search criteria.

Each user has access to Saved Searches created by the HR Administrator, as well as the ability to create and save personal searches specific to the user’s account. The data within these searches can be manipulated to reflect the user’s needs. Columns can be sorted in ascending or descending order, as well as shifted from left to right as the user sees fit.

Additionally, users can export any search data directly to Excel using the Action Item “Export Results”.

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To modify and save searches:

1. Hover over the Postings tab at the top of the home screen and select the appropriate posting type:
   - Classified/Temporary Staff
   - Unclassified Faculty
   - Student
   - Academic Wage

Note: Searches saved within the Unclassified Faculty postings or positions will **not** be saved within the Classified/Temporary Staff postings or positions search panels, etc. To use the search for both types of postings, it will need to be created and saved within each posting type.

2. Once on the search page (shown below), the user default search will automatically populate
   a. Each column can be moved from left to right by hovering over the column title (i.e. Workflow state) and selecting the left arrow (←) to move the column to the left, or the right arrow (→) to move the column to the right
   b. Select the up arrow (↑) to sort data in ascending order, or the down arrow (↓) for descending order
   c. The (X) will eliminate the column and information below it

3. To add a missing column or filter data, select the “More search options” tab highlighted below

4. Select different criteria from the Add Column highlighted below
5. Once selected, click the Search button and the information will populate.

Note: Each criterion can be manipulated using the left and right directional arrows as demonstrated in step 2a, and most can be manipulated in ascending and descending order as shown in step 2b.

6. Filter data by workflow state by highlighting the desired workflow(s) to be included in the search and click Search.

7. Select “Save this Search?”

8. Name your search.
a. To make the search populate automatically each time the Postings tab is selected, select “Make it the default search?”

9. Click Save Search

Note: Saved searches can be opened by clicking the Opened Saved Search tab highlighted below. To delete a saved search, click the grey X located next to the Items Found tab (also highlighted below). Additionally, users can export any search data directly to Excel using the Action Item “Export Results”.

Applicant and EEO Reports

PeopleAdmin users have the ability to generate several different applicant reports within the system. All of these reports can be found under the Reports tab within the posting.

1. Click on the Postings tab located at the top of the home page
2. Search by posting title, position number or job opening number
3. Select the posting
4. Navigate to the Reports tab within the posting
TIP: There will be a short wait as the report is generated, but Users can use the refresh button on the browser window to speed up this process.

When the report is complete, the status will change from Queued to Complete, and you will be able to open your report by selecting the Actions link and clicking View report. Reports will expire after 1 day.

Search Committee Member and Guest User Accounts

There is a new role/user type in PeopleAdmin 7 that can be assigned per search to classified staff and unclassified faculty who have approved position descriptions in the system – this new role/user type is called:

- Search Committee Member

Those assigned the Search Committee Member role are able to login to the system with their ONID credentials by selecting the yellow “Online Recruiting System Login – Click Here” link on the login page.

There is also the traditional “Guest User” account that can be assigned to other search committee members who do not have approved positions in the system but still participate on the search committee i.e. stakeholders, academic wage employees, etc. Guest Users have access to view applicants and run applicant reports. Guest Users login from the same page but enter a specific username and password under “Guest User Only Login”.

Guest Users and Search Committee Member users will receive a system generated email about the posting they were assigned to once the job opening is posted along with login instructions. The email will only be generated if your HR team activates this functionality prior to the job posting.