# Online Recruiting System – PeopleAdmin 7
## Search Committee Member and Guest User Guide

The following information is being provided in order assist/inform the committee members with the roles, responsibilities and instructions of the search process. *It is important to understand the important role of the committee prior to beginning the applicant review/screening process in the Online Recruiting System*:

**Search Excellence**:  http://hr.oregonstate.edu/search-excellence

1. Roles in the Search Process
2. Position Descriptions
3. Recruiting
4. Screening Applicants
5. Interviewing
6. Reference Checking & More
7. Making an Offer
8. Communicating with Applicants
9. Integrating the New Employees
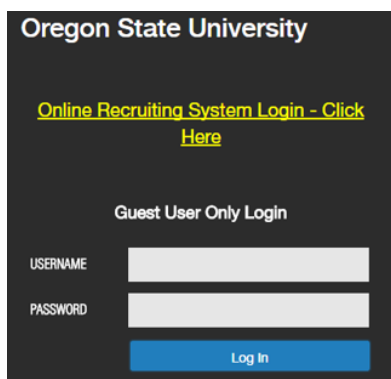10. Questions or Concerns?

All search related information must remain confidential, and only shared with the search committee members and the search administrator (support person managing the administrative functions of the process).

Please carefully review the OSU veterans preference procedure prior to starting the screening process.
a) All minimally qualified veterans must be interviewed
b) All minimally qualified veterans must receive a preference at each stage to which they have been advanced.
c) No verbal offers may be made if a veteran was interviewed without HR Business Partner approval
d) Search committees are responsible for the completion of the Veterans' Preference Worksheet as well as the Applicant Disposition Worksheet.

**General Login Process**

► Click link: https://jobs.oregonstate.edu/hr



There will be two options for login depending on whether you received a *Guest User* or *Search Committee Member* email notification:

**Guest User notification:**
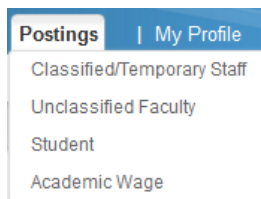Enter your Guest User login credentials and click the LOGIN button

**Search Committee Member notification:**

- Select "Online Recruiting System Login – Click Here"
- You will either be taken to the OSU Login screen where you will enter your ONID username and password; or
- If you are already logged in to an OSU service that uses SSO Authentication the Online Recruiting System (PeopleAdmin 7) will open to the Home Screen.
- If you have multiple roles in the system, select the "Search Committee Member" role from the drop down menu



**Selecting the Posting**

**Guest User:** after logging in, the Posting you were granted access to will automatically come into view.

**Search Committee Member:** To navigate to the postings you have been assigned click the "Postings" tab at the top of the screen. Then select the position type the posting would be found in.



The next page will display all of the postings you have been assigned to. You can access the posting in several ways: click on the "Posting Name" to be brought to the posting, or toggle over the "Actions" link and click "View Posting". (Note: If you want to go directly to the "Applicants Tab" click "View Applicants" under the "Actions" link)

**Reviewing the Posting Summary and Applications**

The Posting summary page will display information about the posting; the position details, qualifications, and other information related to the posting. To view the applications click on the "Applicants Tab".
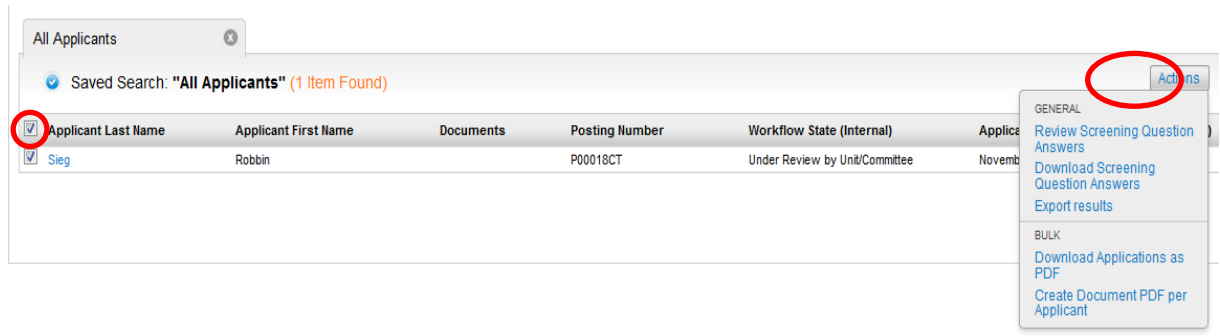
To select an individual applicant, click on their name, you will be able to view their application and documents



You may select the applicants in bulk checking the check box at the top of the table and clicking the ACTIONS button to perform bulk functions



**BULK FEATURES DEFINITION:**

| | |
|---|---|
| Review Screening Question Answers | Displays each supplemental question applicants answered and includes a link per question to view which applicants answered a certain way. |
| Download Supplemental Question Answers | Creates an excel spreadsheet containing the supplemental questions and how the pool of applicants answered them. |
| Export Results | Creates an excel spreadsheet with all of the data from the selected applicants on the current screen. |
| Download Applications as PDF | Creates a PDF of All Documents applicants have uploaded into one single PDF.  You may download all document or select only specific documents you want to see. |
| Create Document PDF per Applicant | Creates a single PDF document for each applicant selected that contains their application and documents. *This feature is dependent on adding the "Combined Document" column to the table (see screen shots below).* |

To "Create Document PDF per Applicant"

1. Check the box(es) for specific applicants on the left side of the screen or at the top of the list to select all

2. Add the "**Combined Document**" column to the table by selecting the "More Search Options" at the top of the table.

3. Select the "Create Document PDF per Applicant" option

4. The combined document column will appear with each applicant's combined materials