Applicant Review-AAF
(Search Comm Member/Guest)

ACADEMIC STAFF/ADMINISTRATORS/FACULTY (AAF)
PEOPLEADMIN ONLINE HIRING SYSTEM
UW RIVER FALLS
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Selected to Serve

Congratulations, you have been named to serve on a Search & Screen Committee for UW River Falls. Thank you for your commitment to serve on a search committee. You should have already received an email message which contains the name of the position, department and Search Chair for the committee. Here is a sample email from humanresources@uwrf.edu.

```
From: humanresources@uwrf.edu [mailto:humanresources@uwrf.edu]
Sent: Monday, September 16, 2013 4:24 PM
To: Mary-Alice Muradi
Subject: Search Committee Member Information

You have been assigned as a Search Committee Member for the Academic Librarian position in Library, Chalmers Davee (J590400). Please note that the posting may still be under review and not yet posted.

The chair for this search is Kathryn Otto.

Soon, you will be scheduled for Search Committee Training. After that, you may log in to review candidates at https://jobs.uwrf.edu/hr.

To locate this posting and review candidates, select “Postings” at the top of the screen, then select the type of position for which you are hiring. After selecting the position title, click on the “Applicants” tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please feel free to contact the Human Resources Office for assistance. Thank you and good luck with the search.
```

Figure 1: Automated email message

Login to PeopleAdmin

Log in at https://jobs.uwrf.edu/hr

Figure 2: Login page

Community Members and students who serve on search committees will get temporary Guest User account information via email. UWRF employee your username and password are your Falcon ID (w#) and associated password.

Change Roles

If you are a Guest User, upon login, you will be automatically directed to the posting to which you are assigned. If you are a UWRF employee, once you have successfully logged into the system, verify the current role is set to Search Committee Member. If it is not, change your role to Search Committee.
Member” using the dropdown. Once you change your role, you should see a green notification across the top of your screen.

Figure 3: Setting the Role

Posting Documents

Access the Posting
To locate the posting and review candidates, select Postings at the top of the screen, then select the Academic Staff / Administrators / Faculty position type.

Figure 4: Locating Posting

This will display the posting for which you are serving on the search committee. Click on the title of the position. You will be taken to the summary tab of the posting which includes the following sections:

- **Posting Details** – Review this section to gain an understanding of the position being filled
- **Supplemental Questions** – Review this section to see which questions are being included in the application process. Questions generally relate to education or experience and are included to assist with the applicant review process.
- **Applicant Documents** – Review this section to see which documents applicants were required (or given the option) to include with their application
- **Posting Documents** - Here is where you may view / print the position description and the Applicant Screening Tool for this posting. Click on the document names to view and print.

Figure 5: Posting Documents
Each Search Committee Member will need to print one copy of the Applicant Screening Tool for each applicant. These will be used to evaluate the applicants for this position. *All copies of the screening tool must be given to the Search Chair at the end of the search.*

- **Guest User** – Review this section to see students or off campus persons serving on the Search Committee who were granted view only access to the posting.
- **Search Committee** – Review this section to see UWRF employee Search Committee members who have access to view the posting.
- **Ranking Criteria** – Currently not in use by UWRF

### Applicant Documents

**Access List of Applicants**

You may access the list of applicants in **two different ways**.

- *If you are already in the posting* click on the Applicants tab. You should see the “Active Applicants” listed and the number of active applicants at the top of the listing.

![Applicant List](image)

Figure 6: Viewing Applicant List from within a posting

- *If you have just logged in and are not already in the posting*, select Postings at the top of the screen, then select the Academic Staff / Administrators / Faculty position type. Click on the Actions button to the right of the posting and select View Applicants.

![Posting List](image)

Figure 7: Viewing applicant list from the posting list
**Access Each Applicant’s Information**

To review each Applicant’s information, either click on the Applicant’s name or using the ‘Actions’ dropdown, select ‘View Application.’

![Accessing Application](image1)

Figure 8: Accessing Application

A Summary page appears with the Applicant’s information displayed. The Applicant’s attached documents are listed at the bottom. See Figure 9.

Each document may be viewed individually by clicking on the title of the document (1).

Alternatively, all documents may be processed into one large pdf for viewing by clicking on “Application and attached documents” link found at the very bottom (2). This opens a new pdf reader window.

Do NOT use the “Recreate PDF” links found on the lower right side. This also gives you a pdf but it is a very slow load process.

![Viewing Applicant’s attached documents](image2)

Figure 9: Viewing Applicant’s attached documents
After all applicants’ information has been reviewed and you have printed and completed an applicant screening tool for each applicant, your Search Chair will guide the committee through the remainder of the search process. *All copies of the screening tool must be given to the Search Chair at the end of the search.*