Applicant Review

UNIVERSITY STAFF (HOURLY)
PEOPLEADMIN ONLINE HIRING SYSTEM
UW RIVER FALLS
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Being Selected to Serve

Congratulations, you have been named to serve on a Recruitment and Selection Panel for UW River Falls. Thank you for your commitment for serving on a panel. You should have already received an email message which contains the name of the position, department and Search Chair (Panel Lead) for the committee. Here is a sample email from humanresources@uwrf.edu.

Figure 1: Automated email message

Note: certain terms (Search Committee Member/Search Chair are standard PeopleAdmin terms that reflect Panel Member/Panel Lead roles)

Accessing the Online Hiring System

Logging In
Login 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 is your Falcon ID (w#) and password.
Changing Roles
Once you have successfully logged into the system, verify the current role is set to Search Committee Member. To proceed be sure to 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. If you are a Guest User, upon login, you will be automatically directed to the posting to which you are assigned.

Posting Documents

Accessing the Posting
To locate the search’s posting, under the Postings dropdown select University Staff (Hourly) position type.

This will display the posting for which you are serving as a panel member. There are three ways to access the posting / applicants’ information.

1) Click on the title of the position to review the posting information
2) Under the side ‘Actions’ dropdown, click on View Posting
3) Under the side ‘Actions’ dropdown, click on View Applicants
Access Posting Documents
Be sure you are on the Summary tab. If not, click on it. The Summary page provides the details of the posting for your review. Towards the bottom of the page, is an area showing the Posting Documents. Here is where you may view / print the position description and the Applicant Screening Tool for this posting. Each Panel 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, notes, etc. must be given to the Hiring Manager at the end of the recruitment.

![Posting Documents](image)

Figure 6: Posting Documents

Applications & Application Documents

Access Applicants' Information
Be sure you are on the Applicants tab. If not, click on it. You should see the “Active Applicants” listed and the number of active applicants at the top of the listing.

![Viewing Applicant List](image)

Figure 7: Viewing Applicant List

To review each Applicant’s information, either click on the Applicant’s name or using the ‘Actions’ dropdown, select ‘View 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.
Review Summary Supplemental Question Responses

To quickly review all applicants responses to any Supplemental Questions click on the ‘Actions’ button found on the upper right side of the list of applicants and select **Review Screening Question Answers**.

![Figure 10: Accessing Responses to Supplemental Questions](image)

All Supplemental Questions and an associated graph of responses is displayed. Click on a link next to **Chosen by** to display all applicants that chose that response. The **Supplemental Score** displayed for each applicant is calculated based on the **Points** assigned for each response for each question. If you have questions regarding this value, please contact HR.

![Figure 11: Viewing applicants’ responses to Supplemental Questions](image)

To return to the full list of applicants, use the orange **Actions** dropdown to return to **Show All Answers** and / or **Show All Applicants**.

After all applicants’ information has been reviewed and you have printed and completed a screening sheet for each applicant, your Panel Lead will guide the committee through the remainder of the search process. **All copies of the screening tool must be given to the Hiring Manager at the end of the recruitment.**