PeopleAdmin: Tips & Tricks for Hiring Managers
https://jobs.davidson.edu/hr

PeopleAdmin is the Davidson College Online Employment Application System

PeopleAdmin requires a Username and Password which could be different from your Davidson College login. If you have forgotten or misplaced your login credentials, please call Human Resources at 704-894-2213 to have them reset.

Creating a Requisition

1) Once logged-in, click one of the following under the heading Create Requisition:
   a. From Template (several jobs are predefined here – changes can be made)
   b. From Previous (if a job has been posted before, you can find it here and make appropriate changes)

2) Click Create under the template that is most current based on Job Open Date

3) Posting Details: Update to reflect the current job description
   a. When finished, click Continue to Next Page (this will bring you to the next header across top banner: Posting Specific Question)

4) Posting Specific Question: (Optional) Add screening question(s) to the application that must be filled out. To skip, click Continue to Next Page (this will bring you to the next header across top banner: Points).
   a. If you would like screeners, click Add a Question
   b. Click Create a Question
   c. Enter the text of the question
   d. Designate the question as close-ended (answers that are Yes, No, etc) or open-ended (answers that require free text).
   e. Designate answer choices for closed-ended questions
   f. Click Submit Question to attach the question to the requisition
   g. Enter additional screening questions if necessary or click Continue to Next Page.

5) Points: (Optional) If you have created Posting Specific Questions in step 4 above, this page allows you to assign points for closed-ended questions that can be used to rank applicants an/or designate an answer as a disqualifying answer. To skip, click Continue to Next Page (this will bring you to the next header across top banner: Guest User).
   a. Assign point value or click the “Disqualifying” box next to answers that would disqualify a candidate from consideration. When finished, click Continue to Next Page

6) Guest User: (Optional) A Guest User Account is set up to allow others access to the system to view candidates, but does not give the guest user the ability to edit any of the posting details. Only Hiring
Managers are given that access. To skip, click Continue to Next Page (this will bring you to the next header across top banner: Reference Letters).

a. Create a Guest User password. When done, click Continue to Next Page

7) Reference Letters: On this page you will designate what you want from applicants regarding references.

8) Review the requisition and edit if necessary. When finished, select the appropriate action (Submit to HR) and click Confirm on the following screen.

Viewing Applicants:
Log into the hiring manager’s site (https://jobs.davidson.edu/hr) with the username and password you created
To view the details of a specific posting, including the job description and the applicants to that posting, click on the word “View” below the relevant title.

The posting data is divided into tabs, listed across the top, starting with “Applicants”. There you can view the applicant’s application and any additional attached documents (cover letter, resume, etc.). You can also view their application date, status, etc.

From the Applicants screen you may perform a number of tasks:
- Sort and view applicants by different criteria (name, status, date applied)
- Print applications and documents
- Change an applicant’s status

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” and “Inactive Applicants”. Click the Refresh button below the boxes (do NOT click the refresh button on your web browser toolbar). You will see all active applicants followed by any inactive applicants.

Viewing and Printing Applications
To view and print a single application, click “View Application” under the applicant’s name. After clicking on this link, a similar screen will appear in a new browser (it may take a few moments to load). You may print the application from this screen. Use the same process for viewing and printing any attached documents.

To view and print multiple applications at the same time, perform the following steps:
   a. Check the box next to the Applicants whose applications you wish to view/print. The boxes are located to the far right of the applicants’ name.
   b. Click View Multiple Applications (or View Multiple Documents to view attachments). This button is located near the bottom of the screen.
   c. A new window will appear. This window contains all the applications/documents you wish to print.
**Changing the Status of Applicants**

As you review applications, you should change the applicant’s status to reflect your level of interest regarding a candidate. For candidates that will not be considered, you can change their status to “not hired – send regret”. This will remove them from the Active View to Inactive View. They will not receive a regret letter until the entire search has been completed. Your are simply queuing them up to receive one.

Click the “Change Status” link under the Status column row corresponding to the applicant. You may choose from a list of options that best fits the Applicants current status.

To change the status of multiple applicants at the same time, check the box below the “All/None” in the top red banner for each applicant that you wish to change and then scroll to the very bottom of the page and click the button labeled **Change Multiple Applicant Statuses**.

**Sending Regret Letters**

It is imperative that each applicant who applies for a job receives some sort of correspondence or follow up. We encourage this to happen in a timely fashion so applicants are not left hanging. Some departments choose to send a personal email to each candidate not selected and some departments are comfortable with the automated email generated by PeopleAdmin. Either approach is acceptable.

At the conclusion of a search, all applicants must have their statuses changed so HR can formally close out the position. We suggest the following:

- **Hired** = Final candidate who accepted the position.

- **Not Hired** = Typically reserved for those candidates who were considered for the position, interviewed, but not offered the job. These candidates have received a phone call or been emailed personally so will not receive an automatically generated email.

- **Not Hired – Send Regret** = Applicants who were never under consideration and will receive an automatically generated email at the conclusion of the search.

- **Withdrew Application** = Applicant withdrew and will not receive any correspondence from the College.

If you wish to send automated regret letters informing applicants that a position has been filled, please follow these steps:

1. Change the status of the applicant to “Not Hired – Send Regret”. You may select the appropriate Not Hired Reason for each candidate.
2. Continue to Confirm Page
3. Confirm

You may do this for multiple applicants by checking the box for each applicant and clicking on **Change Multiple Applicant Statuses** and following the same procedure above.

**NOTE:** Regret letters will not immediately be sent. Letters are only sent once a position is actually “Filled” by Human Resources. This is a different step internally than “closing” the position to new applicants. Positions cannot be filled until each applicant’s status has been changed and all applicants fall into an inactive status.