UNIVERSITY OF HARTFORD

User Guide for Applicant Tracking

PeopleAdmin
Better Talent. Better Future.

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Getting Started:

You can access the Applicant Tracking System: https://hartford.peopleadmin.com/hr. Your login screen will appear as the below:

All regular University employees have access to the PeopleAdmin portal. You will be asked to use single sign on credentials to continue.

The **Welcome Screen** appears after you log in, and should appear similar to the following screen:

Review your Applicants

To review applications, make sure you are in the correct Permission Group. On the upper right of the Home page, Current Group should be set to **Applicant Reviewer**. By default, you will be logged in as **Employee**. To change the role, press the drop-down arrow and choose **Applicant Reviewer** from the list.

> *Note: this is different from faculty searches! You must choose Applicant Reviewer, no matter your role in the search!*
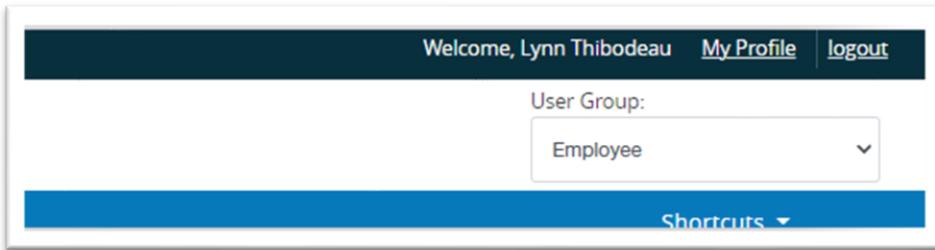
Select **Staff** from the **Postings** menu. Make sure that the upper left hand side of the screen says that you are in the **Applicant Tracking System** product portion. Then click on **Postings**.
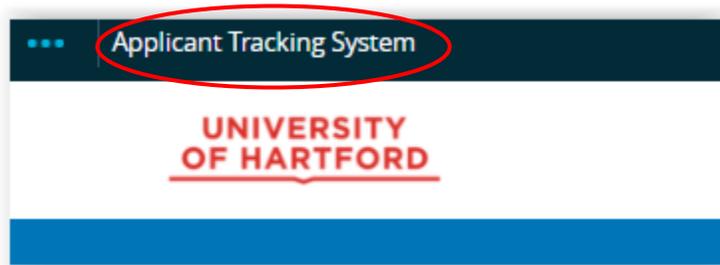
Locate the posting that you wish to review and click on the position title to review applicants.

When the posting is visible, open it to the Applicants tab. All applicants who meet the minimum degree requirements for your position will be listed in this tab.

Applicants will have a status assigned as a part of the workflow for this posting. The initial applicant status will be set to **Under Review by Department/Committee**.
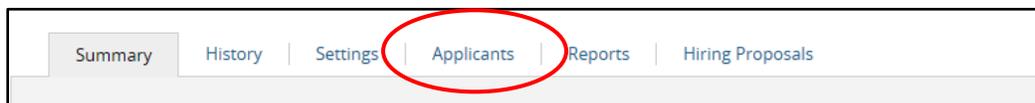
To review a candidate's application, click on their name. This will open their on-line application. If they have attached a resume, cover letter, reference letter(s), and/or diversity statement, you may also open those documents from the candidate listing page. For most searches, candidates are NOT required to include these items; they are optional.

Please be sure review the entire application including any attachments.

HRD cannot modify an application after it is submitted by the candidate. Occasionally, a candidate may ask to have an updated document be added to their submission. Please reach out to HRD to reopen the application for the candidate.

Take Actions

As you are reviewing your candidates, you can begin to refine your hiring pool by taking action on each candidate and assigning them a new status. To assign a new status, click on the orange **Take Action** box to review statuses options.

If you are not selecting an applicant, you will be required to select a reason for their non-selection (reasons for non-selection are in a pre-populated drop-down box)

__IMPORTANT:__ If you are unsure as to whether an applicant should continue forward in the process, leave them as **Under Review** or move them to **Further Review** so an automatic declination email is not issued.
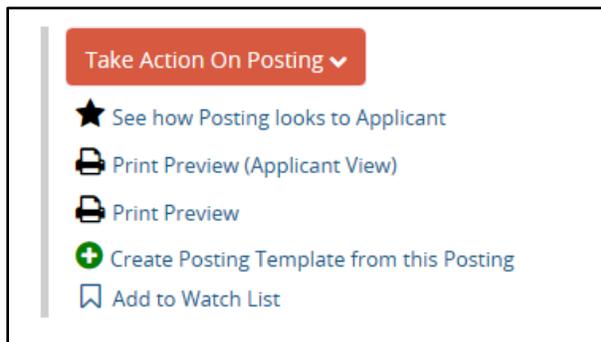
Click on **Applicant Review** to return to your list of applicants.

Review all your applicants and place each into the most appropriate category (**Not Interviewed/Not Hired, Further Review or Interview**). As you move Applicants through each portion of the process, continue to use the orange **Take Action** button. As you move the applicants through the hiring process, you will see that your options at each stage for their status change. Please select the best reason for non-selection of applicants once they move further through the review and/or interview process.

Once you have selected your candidate pool to interview (via phone, virtual, or in person), move those individuals to the **Interview** workflow status.

After the Interview

Following the interviews, ensure you return to the site to move the applicants into the next correct status.

The Applicant Tracking System will automatically generate emails to candidates based on the applicant's status in the queue.

Interviewed, Not Hired -– this action will immediately send the individual a "no thank you" email letting them know they have not been selected. It is recommended that you do not change applicants to this status until you have identified your finalist and you are ready to move ahead with the hiring process.

Not Interviewed, Not Hired - this action will also immediately send the individual a "no thank you" email letting them know they have not been selected. You may change individuals to this status at any time if you are certain they will not be considered for the position

Finalist - This step should **only** be taken for those applicant you are seriously considering as Finalists for your position. When this status is selected, the mandatory background check and degree verification processes are started. This will also trigger the references to be sent emails requesting their feedback.

All references are conducted in the portal. Hiring Managers can go directly into the Applicant Portal, click on the applicant's name, and then the reference tab. All references are housed there, and can be read as soon as the feedback has been submitted for review.

Recommend for Hire - Once you have identified your finalist, reviewed the references, and the background check has been completed, move this individual into this status. If you have other finalists who would also be an acceptable candidate, should your first choice decline the position, leave this individual(s) as a finalist until the point your first recommendation formally accepts the position.

You are ready to ask HRD to start the Hiring Proposal!

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Making an Offer and Final Steps

Your designated HR Manager will work with you to confirm the start date and budgeted salary. HR will extend the formal offer and make any negotiations, if necessary. Please note, only HRD is authorized to make the formal offer and to send the offer letter

Prior to the closing of the posting and the formal offer, you must go in to the applicant and move any candidate who was a finalist into the status **of Interviewed/Not Hired**. This will ensure they are notified of their non-selection. Also, review any applicants who may have submitted applicants during the offer process, they will be coded as **Under Review by Committee**.

Once the offer process is extended and accepted, your HR Manager will generate an offer letter and complete the hire in the applicant tracking system. The posting will no longer be visible on the portal to you nor to candidates.

Contact Us

If you have any questions about moving candidate through the workflow process or the hiring proposal, please contact HRD at the following:

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