



HIRING SUPERVISOR/MANAGER’S USER GUIDE

Introduction.....	2
Your Web Browser	2
Security of Applicant Data	2
General Tips	3
Getting Started	4
Creating Position Description Requests & Posting.....	6
Supplemental Documentation	8
Searching Existing Position Descriptions	11
Searching Position Descriptions	13
Viewing Applicants To Your Postings	16
Viewing and Printing Applications	17
Viewing and Printing Documents.....	19
Administrative Functions.....	20
Logging Out.....	20



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INTRODUCTION

Welcome to The University of Mary Washington Online Employment Application System. The Office of Human Resources implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Recruitment Postings to HR;
- View Applicants to your Postings;
- Update applicant information during the search process; and
- Modify or create Employee Work Profiles.

The system is designed to benefit you by facilitating:

- Faster processing of employment information;
- Up-to-date access to information regarding all of your Postings; and
- More detailed screening of Applicants' qualifications – before they reach the interview stage;

The HR department has provided these training materials to assist with your understanding and use of this system. Contact Paula Wilder at pwilder@umw.edu or 540-654-2285 to schedule careers training.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports new browser versions of Firefox and Internet Explorer 8.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's Back, Forward or Refresh buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 8.0 and above.

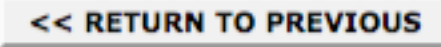
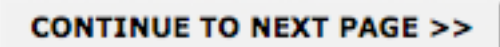
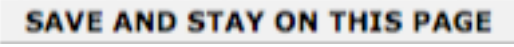
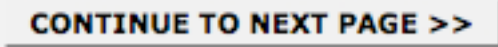
Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However,

anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom of the left menu.

General Tips

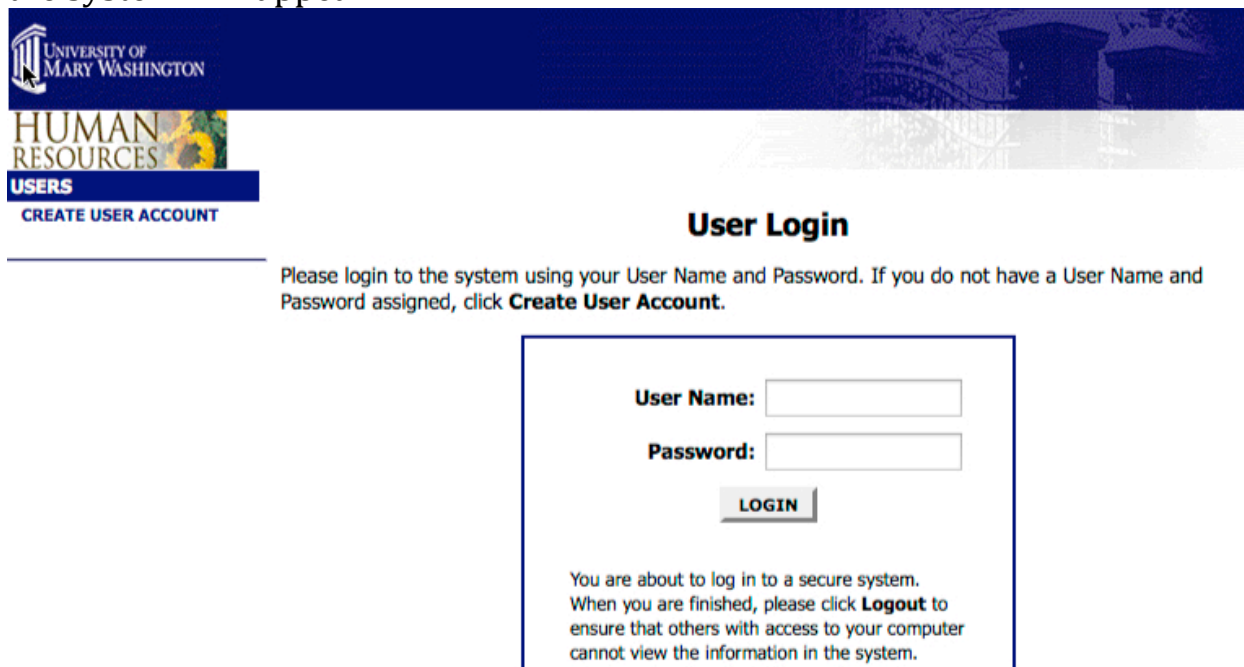
As you are completing the information that gets your search underway, please remember:

- Don't use the Back / Forward buttons in your browser; use the  and  buttons to move back and forward.
- Make sure that you save your information often. Click on the  button to save your information. Click on the  button to move to the next page once you have saved your information.
- Fields with an Asterisk (*) are required; if you do not include information in the field, an error message will appear and you will be required to complete it before you will be able to move forward.
- **VERY IMPORTANT:** A Position Description is **Not Saved** until after you have selected one of the following:
Click **Save and Stay on this Page**. (Note: This will save the Position Description/Posting form in your Pending Actions) or
Click **Action Submitted to HR for Initial Review**. At the end of your form, the final step of the process is completed by clicking Confirm on the final summary page.

If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

GETTING STARTED

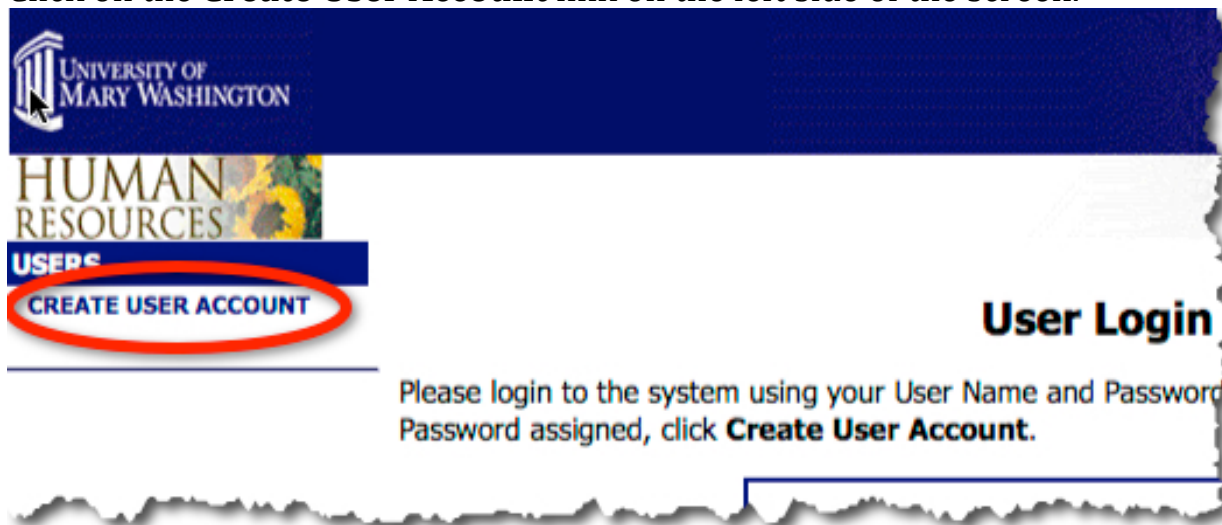
After entering the correct URL (<https://careers.umw.edu/hr>), the login screen for the system will appear:



The screenshot shows the login interface for the University of Mary Washington Human Resources system. On the left, there is a navigation menu with the University of Mary Washington logo, 'HUMAN RESOURCES', 'USERS', and a 'CREATE USER ACCOUNT' link. The main content area is titled 'User Login' and contains instructions: 'Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.' Below this is a login form with fields for 'User Name' and 'Password', a 'LOGIN' button, and a security warning: 'You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.'

If you do not have a User ID: Before you may enter the site for the first time, you must create your own account.

1. Click on the **Create User Account** link on the left side of the screen.



This screenshot is similar to the one above, but with a red circle highlighting the 'CREATE USER ACCOUNT' link in the left-hand navigation menu. The rest of the page content, including the 'User Login' title and instructions, remains the same.

2. Enter a **user name** and **password**, along with the rest of the requested information:

The screenshot shows a web browser window titled "UMW User Site - Mozilla Firefox". The browser's address bar and menu bar are visible. The page header includes the University of Maryland logo and the text "HUMAN RESOURCES". Below the header, there is a navigation bar with "USERS" and "CREATE USER ACCOUNT" links. The main content area is titled "Create User" and contains a form for creating a new user account. The form includes fields for Username, Password, Confirm Password, First Name, Last Name, Employee ID, Title, Phone Number/extension, Email, and Division/Department. The Division/Department field is a dropdown menu with a list of departments: Academic Affairs, Academic Services, Admissions, Advancement, AEC - Operating, Alumni Relations, Annual Giving, and Anthropology and Sociology. The form also includes a "User Status" section with a "Submit for Approval" button and "CANCEL" and "CONTINUE" buttons at the bottom.

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARYLAND
HUMAN RESOURCES

USERS
CREATE USER ACCOUNT

Create User

Users can submit a user account to HR for approval and will be notified by HR if the account has been approved. Please fill in the following information to create your account. Click the cancel button to return to the login page.

*Required information is denoted with an asterisk.

Create User	
* Username Must be between 6 and 20 characters	<input type="text"/>
* Password Must be between 6 and 20 characters	<input type="password"/>
* Confirm Password	<input type="password"/>
* First Name:	<input type="text"/>
* Last Name	<input type="text"/>
Employee ID	<input type="text"/>
Title	<input type="text"/>
Phone Number/extension	<input type="text"/>
* Email	<input type="text"/>
* Division/Department:	<div><div>Not Selected</div><div>Academic Affairs Academic Services Admissions Advancement AEC - Operating Alumni Relations Annual Giving Anthropology and Sociology</div><div>Selected</div><div>Not Assigned</div></div>

User Status

☒ Submit for Approval

3. Please write down your user name and password. You will need them each time you log in to the system.
4. After completing this form, click **Continue**, and you will be asked to review your information.
5. After you have reviewed your information, click **Submit**.
6. Your request will then be sent to the Human Resources Department, who will approve or deny your account.

Once HR notifies you that your request has been accepted, you will be able to log in to the system with your user name and password.

If you already have a User ID: Log in using your credentials.

If you forgot your User ID: If you have forgotten your user name or password, please contact Human Resources at 540-654-1211.

CREATING POSITION DESCRIPTION REQUESTS & POSTING

When you are ready to enter or modify a Position Description and / or to Request Recruitment:

1. From the Careers site, click **Begin New Action** on the left navigation bar.



2. Select the appropriate **Action** (New / Modify) for the type of Position (Wage, Prof / Admin Faculty, Teaching Faculty).

Action	Description	Display Order
New Classified/Wage Position and Request Recruitment Start Action	REQUEST RECRUITMENT	10
Modify Classified/Wage Position and Request Recruitment Start Action	REQUEST RECRUITMENT	20
New Classified/Wage Position Start Action	CREATE A NEW EMPLOYEE WORK PROFILE (EWP)	30
Modify Classified/Wage Position Start Action	MODIFY/UPDATE AN EMPLOYEE WORK PROFILE (EWP)	40
New Prof/Admin Faculty Position and Request Recruitment Start Action	REQUEST RECRUITMENT	50
Modify Prof/Admin Faculty Position and Request Recruitment Start Action	REQUEST RECRUITMENT	60
New Prof/Admin Faculty Position Start Action	CREATE A NEW WORK PLAN	70
Modify Prof/Admin Faculty Position Start Action	MODIFY/UPDATE A WORK PLAN	80
New Teaching Faculty Position and Request Recruitment Start Action	REQUEST RECRUITMENT	90
Modify Teaching Faculty Position and Request Recruitment Start Action	REQUEST RECRUITMENT	100
New Teaching Faculty Position Start Action	CREATE A NEW POSITION DESCRIPTION	110
Modify Teaching Faculty Position Start Action	MODIFY/UPDATE A POSITION DESCRIPTION	120

EWP Only

3. Click on Start Action.
4. Complete or verify the information on the Proposed Classification tab.

5. Select a **Role Title** if needed, then click on **Save**, then choose **Continue to Next Page**.
6. Review and edit the information on the **Position Details** tab. The information on this tab will be the foundation of the posting advertised. Pay special attention to the job duties as well as the KSAs.

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING
PROPOSALS

POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

ADMIN
HOME
LOGOUT
LOGOUT OF
SUPERVISOR/MANAGER

Welcome Sample HR Administrator. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Create New Classified/Wage Position and Request Recruitment

Proposed Classification Position Details Core Responsibilities Special Assignments Physical Requirements Supplemental Documentation Posting Form Comments

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

PART 1: Position Identification Information

Agency Name & Code:

* Division/Department: Not Assigned

Not Selected Selected
No Response Sample, Supervisor

* Departmental Users with Access:

Work Location Code:

Occupational Family & Career Group:

Class Title: Accountant

Class Code: 23414

Pay Band: 4

Employee Class: No Response

Position Title:

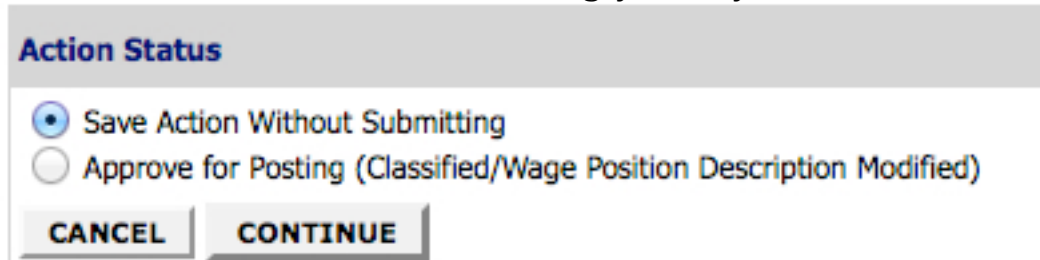
SOC Title:

7. Review the information on the other tabs, and complete the information that is appropriate on each tab.

Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Posting Form	Comments
---	----------------------------------	---------------------------------------	-------------------------------------	---------------------------------------	------------------------------	--------------------------

8. Make sure that you **Save** the information on each tab before continuing to the next tab. Use the **Continue to Next Page** button to navigate through the Request.

9. On the **View Summary** screen, review the summary information provided. If the information does not need editing, you may:



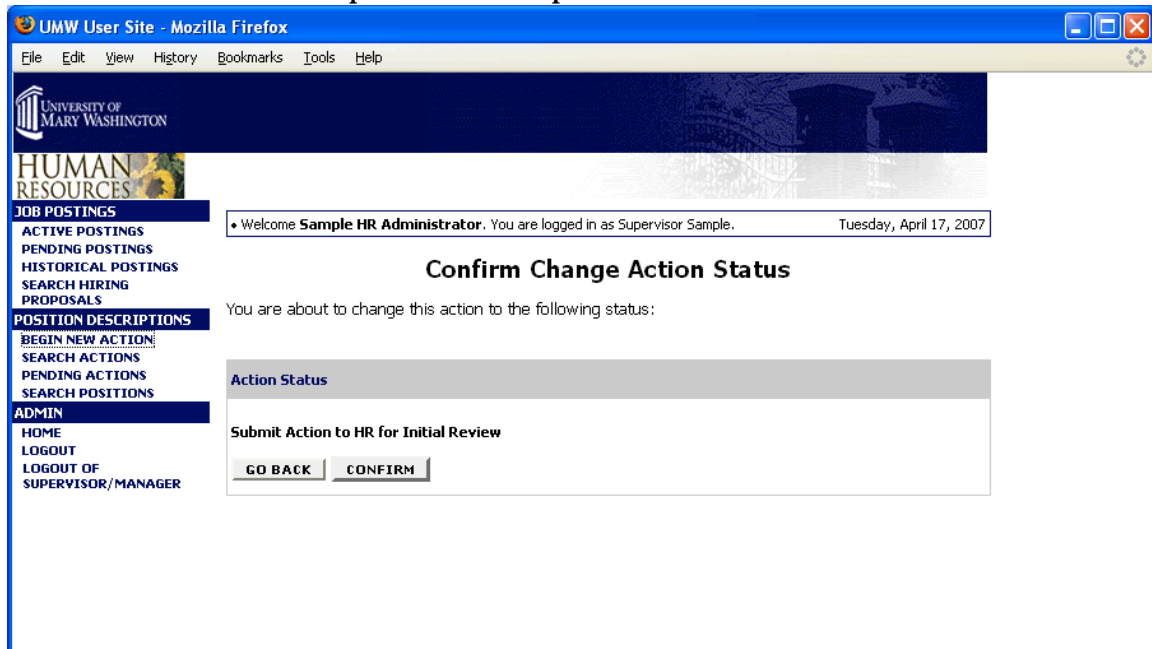
Action Status

☒ Save Action Without Submitting

☐ Approve for Posting (Classified/Wage Position Description Modified)

CANCEL **CONTINUE**

- a. Save without Submitting (no request will be taken on this unless you submit to the next level).
 - b. Submit Action to HR for Initial Review.
10. Click the Continue button either at the top or the bottom of this page.
11. Press Confirm to complete this step.



UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS

ACTIVE POSTINGS

PENDING POSTINGS

HISTORICAL POSTINGS

SEARCH HIRING PROPOSALS

POSITION DESCRIPTIONS

BEGIN NEW ACTION

SEARCH ACTIONS

PENDING ACTIONS

SEARCH POSITIONS

ADMIN

HOME

LOGOUT

LOGOUT OF SUPERVISOR/MANAGER

Welcome Sample HR Administrator. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Action to HR for Initial Review

GO BACK **CONFIRM**

The details of your position description are NOT SAVED until you complete this step.

Supplemental Documentation

Along with other tabs customized to your specific organization, you may have additional documentation to support your Position Description/Posting request. For example, memos or organizational charts may be requested when creating a new Position Description. You may attach a particular document by clicking the

Attach link next to the specific type of document you want to attach to your position.

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS

POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

ADMIN
HOME
LOGOUT
LOGOUT OF SUPERVISOR/MANAGER

Welcome **Sample HR Administrator**. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Create New Classified/Wage Position and Request Recruitment

Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Posting Form	Comments
-------------------------	------------------	-----------------------	---------------------	-----------------------	----------------------------	--------------	----------

2 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Competency Model	Not Attached	
Attach	Organizational Chart	Not Attached	

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE


CANCEL PREVIEW ACTION

Once you have selected the document type you wish to upload you will have 2 options:

- You may browse for the file if you have it stored on your computer in one of the following formats:
 - Adobe Acrobat
 - Microsoft Word
 - Microsoft Excel
- You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help



UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS
 ACTIVE POSTINGS
 PENDING POSTINGS
 HISTORICAL POSTINGS
 SEARCH HIRING PROPOSALS

POSITION DESCRIPTIONS
[BEGIN NEW ACTION](#)
 SEARCH ACTIONS
 PENDING ACTIONS
 SEARCH POSITIONS

ADMIN
 HOME
 LOGOUT
 LOGOUT OF SUPERVISOR/MANAGER

• Welcome **Sample HR Administrator**. You are logged in as Supervisor Sample.
Tuesday, April 17, 2007

Create New Classified/Wage Position and Request Recruitment

Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Posting Form	Comments
---	----------------------------------	---------------------------------------	-------------------------------------	---------------------------------------	--	------------------------------	--------------------------

[Return to Previous](#)

Please choose one of the following methods to associate a document.

Upload a new document:

Browse below to select a document to associate.

File:

Paste a new document:

Please enter copy and paste document text or type from scratch into the box below to associate a document.

Text:

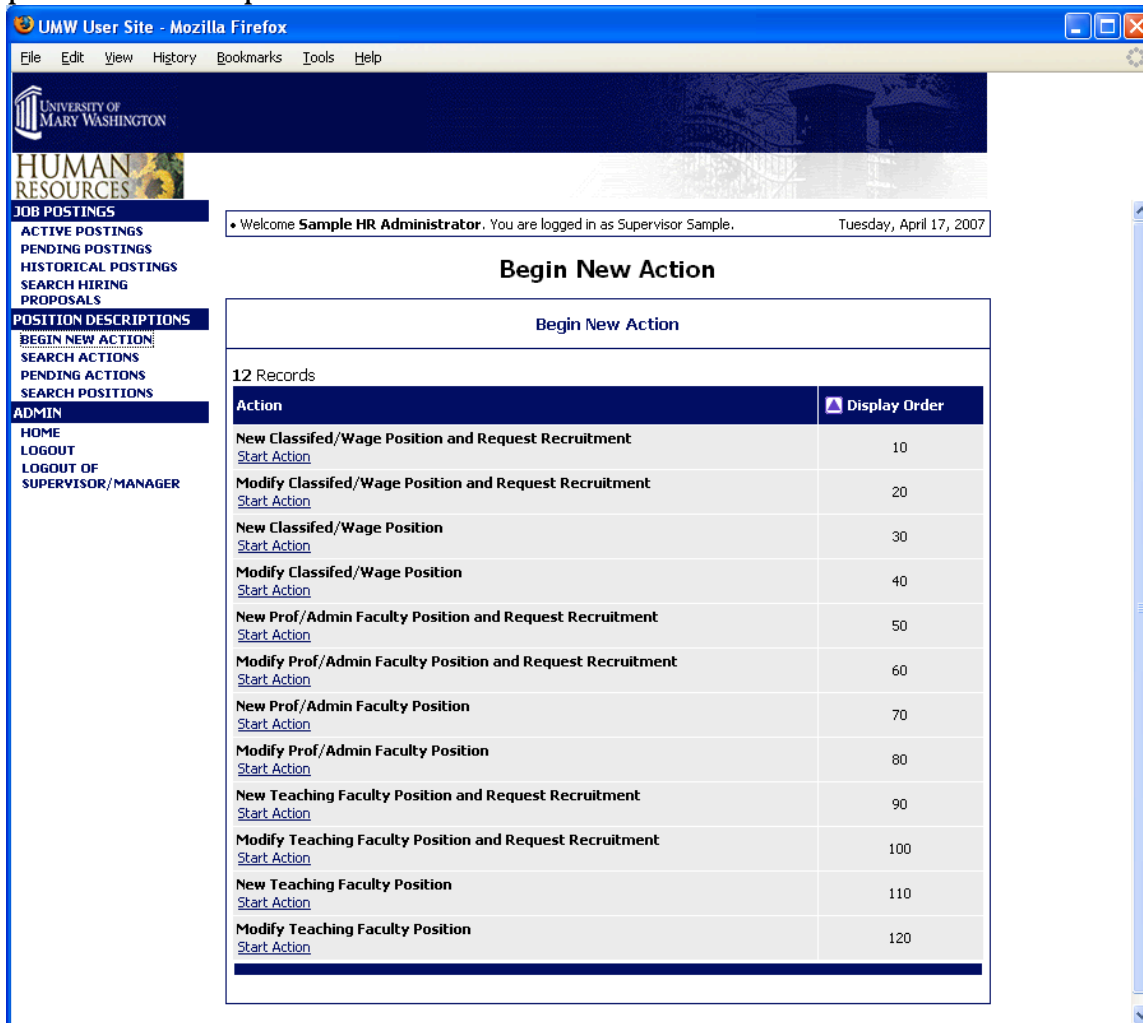
[Return to Previous](#)

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Searching Existing Position Descriptions

Other than requests that will create a brand new position description in the system, most requests will be modifications to existing position descriptions. Whether this involves a change in classification or not, we are still just updating the official position description with new information.



UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS

- ACTIVE POSTINGS
- PENDING POSTINGS
- HISTORICAL POSTINGS
- SEARCH HIRING PROPOSALS

POSITION DESCRIPTIONS

- BEGIN NEW ACTION**
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- LOGOUT
- LOGOUT OF SUPERVISOR/MANAGER

Welcome **Sample HR Administrator**. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Begin New Action

Begin New Action

12 Records

Action	Display Order
New Classified/Wage Position and Request Recruitment Start Action	10
Modify Classified/Wage Position and Request Recruitment Start Action	20
New Classified/Wage Position Start Action	30
Modify Classified/Wage Position Start Action	40
New Prof/Admin Faculty Position and Request Recruitment Start Action	50
Modify Prof/Admin Faculty Position and Request Recruitment Start Action	60
New Prof/Admin Faculty Position Start Action	70
Modify Prof/Admin Faculty Position Start Action	80
New Teaching Faculty Position and Request Recruitment Start Action	90
Modify Teaching Faculty Position and Request Recruitment Start Action	100
New Teaching Faculty Position Start Action	110
Modify Teaching Faculty Position Start Action	120

Select the request you wish to begin. For this example, **Modify Classified/Wage Position** has been selected.

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:

The screenshot shows a web browser window titled "UMW User Site - Mozilla Firefox". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page header features the University of Mary Washington logo and the text "HUMAN RESOURCES". A navigation sidebar on the left lists various options: JOB POSTINGS (ACTIVE POSTINGS, PENDING POSTINGS, HISTORICAL POSTINGS, SEARCH HIRING, PROPOSALS), POSITION DESCRIPTIONS (BEGIN NEW ACTION, SEARCH ACTIONS, PENDING ACTIONS, SEARCH POSITIONS), and ADMIN (HOME, LOGOUT, LOGOUT OF SUPERVISOR/MANAGER). A welcome message at the top right states: "Welcome Sample HR Administrator. You are logged in as Supervisor Sample. Tuesday, April 17, 2007". The main heading is "Modify Classified/Wage Position". Below this is a section titled "Search Positions to Begin Action On" containing a search form with four input fields: Position Number, Employee First Name, Employee Last Name, and Class Title. At the bottom of the form are three buttons: "SEARCH", "CLEAR RESULTS", and "CANCEL ACTION".

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS
ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING
PROPOSALS

POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

ADMIN
HOME
LOGOUT
LOGOUT OF SUPERVISOR/MANAGER

Welcome Sample HR Administrator. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Modify Classified/Wage Position

Search Positions to Begin Action On

Position Number	<input type="text"/>	Employee First Name	<input type="text"/>
Employee Last Name	<input type="text"/>	Class Title	<input type="text"/>

SEARCH CLEAR RESULTS

CANCEL ACTION

Searching Position Descriptions

You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS

- ACTIVE POSTINGS
- PENDING POSTINGS
- HISTORICAL POSTINGS
- SEARCH HIRING
- PROPOSALS

POSITION DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- LOGOUT
- LOGOUT OF SUPERVISOR/MANAGER

Welcome **Sample HR Administrator**. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Modify Classified/Wage Position

Choose Position Description to Begin Action On

13 Records

Class Title	Class Code	Employee Last Name	Last Action
Professor Start Action Get Reports List	01016	Chiang	Position Description Template in System (Needs Update) View History
Lecturer Start Action Get Reports List	01011	Dean	Position Description Template in System (Needs Update) View History
Asst Professor Start Action Get Reports List	01014	Edmunds	Position Description Template in System (Needs Update) View History
Asst Professor Start Action Get Reports List	01014	Helmstutler	Position Description Template in System (Needs Update) View History
Professor Start Action Get Reports List	01016	Hydorn	Position Description Template in System (Needs Update) View History
Program Support Technician Start Action Get Reports List	11045	Johnson	Position Description Template in System (Needs Update) View History
Professor Start Action Get Reports List	01016	Konieczny	Position Description Template in System (Needs Update) View History
Professor Start Action Get Reports List	01016	Lehman	Position Description Template in System (Needs Update) View History
Asst Professor Start Action Get Reports List	01014	Mangum	Position Description Template in System (Needs Update) View History
Asst Professor Start Action Get Reports List	01014	Mellinger	Position Description Template in System (Needs Update) View History
Professor			Position Description Template

1. Once you have found the position you would like to modify, click the Start Action link below the position title.

Choose Position Description to Begin Action On				
13 Records				
▼ Class Title		▼ Class Code	▲ Employee Last Name	▼ Last Action
Professor Start Action	Get Reports List	01016	Chiang	Position Description Template in System (Needs Update) View History
Lecturer Start Action	Get Reports List	01011	Dean	Position Description Template in System (Needs Update) View History
Asst Professor Start Action	Get Reports List	01014	Edmunds	Position Description Template in System (Needs Update) View History
Asst Professor Start Action	Get Reports List	01014	Helmstutler	Position Description Template in System (Needs Update) View History
Professor Start Action	Get Reports List	01016	Hydorn	Position Description Template in System (Needs Update) View History
Program Support Technician Start Action	Get Reports List	11045	Johnson	Position Description Template in System (Needs Update) View History
Professor Start Action	Get Reports List	01016	Konieczny	Position Description Template in System (Needs Update) View History
Professor Start Action	Get Reports List	01016	Lehman	Position Description Template in System (Needs Update) View History
Asst Professor Start Action	Get Reports List	01014	Mangum	Position Description Template in System (Needs Update) View History
Asst Professor Start Action	Get Reports List	01014	Mellinger	Position Description Template in System (Needs Update) View History
Professor Start Action	Get Reports List			Position Description Template

- You will be taken back to a tab view where you can modify the details of the position description.

UMW User Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UNIVERSITY OF MARY WASHINGTON

HUMAN RESOURCES

JOB POSTINGS

ACTIVE POSTINGS
PENDING POSTINGS
HISTORICAL POSTINGS
SEARCH HIRING PROPOSALS

POSITION DESCRIPTIONS

BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS

ADMIN

HOME
LOGOUT
LOGOUT OF SUPERVISOR/MANAGER

Welcome **Sample HR Administrator**. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

Create Modify Classified/Wage Position

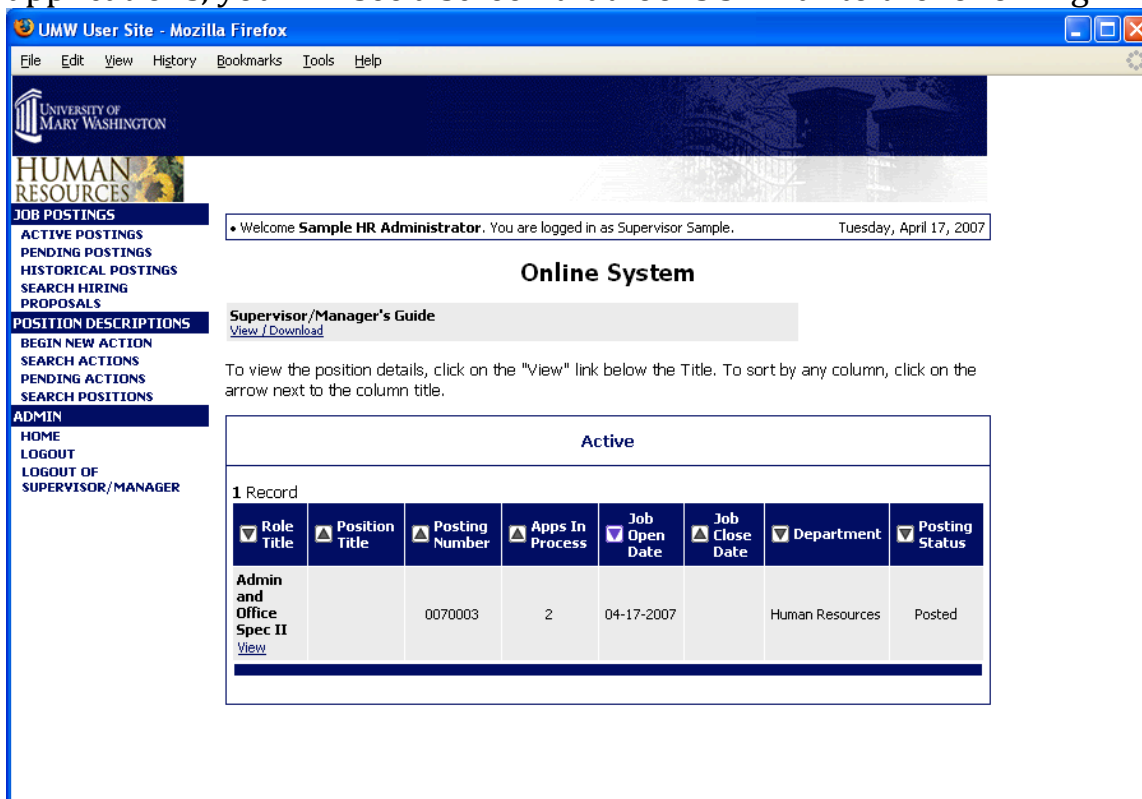
Current Title	Proposed Classification	Position Details	Core Responsibilities	Special Assignments	Physical Requirements	Supplemental Documentation	Comments															
<p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p>																						
<p>*Required information is denoted with an asterisk.</p>																						
<p>Employee First Name: <input type="text"/></p>																						
<p>Employee Last Name: <input type="text"/></p>																						
<p>Employee ID Number: <input type="text"/></p>																						
<p>PART 1: Position Identification Information</p>																						
<p>Position Number: <input type="text" value="000250"/></p>																						
<p>Agency Name & Code: <input type="text" value="University of Mary Washington 215"/></p>																						
<p>* Division/Department: <input type="text" value="Human Resources"/></p>																						
<p>* Departmental Users with Access:</p> <table border="1"> <thead> <tr> <th>Not Selected</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>No Response</td> <td>></td> <td>Sample, Supervisor</td> </tr> <tr> <td></td> <td><</td> <td></td> </tr> <tr> <td></td> <td>>></td> <td></td> </tr> <tr> <td></td> <td><<</td> <td></td> </tr> </tbody> </table>								Not Selected		Selected	No Response	>	Sample, Supervisor		<			>>			<<	
Not Selected		Selected																				
No Response	>	Sample, Supervisor																				
	<																					
	>>																					
	<<																					
<p>Work Location Code: <input type="text" value="630"/></p>																						
<p>Occupational Family & Career Group: <input type="text"/></p>																						

NOTE: The information is already filled in from the official position you are modifying. It is not necessary to start from scratch each time you want to modify an existing position.

- Continue from Step 5 (above). Modify information as appropriate.

VIEWING APPLICANTS TO YOUR POSTINGS

After logging in to the system, if you have an active search that is currently accepting applications, you will see a screen that looks similar to the following:



Underneath the Open Positions heading on the left navigation bar, you are presented with the option to View Active and View Historical.

Active Postings: Postings that are Active are either:

- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

Historical Postings: Postings that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

To view the details of a specific Posting, including the description and the Applicants to that Posting:

1. Click on the word View below the relevant title. This will bring you to a screen similar to the following:

UNIVERSITY OF MARY WASHINGTON
HUMAN RESOURCES

• Welcome **Sample HR Administrator**. You are logged in as Supervisor Sample. Tuesday, April 17, 2007

View/Edit Posting

Reports
[Job Posting Preview](#)

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Notes / History																					
Active Applicants 2 Records <table border="1"> <thead> <tr> <th>Name</th> <th>Documents</th> <th>Score</th> <th>Date Applied</th> <th>Status</th> <th>External Status</th> <th>All / None</th> </tr> </thead> <tbody> <tr> <td>Braz, Jeremy View App</td> <td></td> <td>0</td> <td>04-17-2007</td> <td>Under Review by Supervisor/Committee Change Status</td> <td>In Progress</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cooper, Gary View App</td> <td></td> <td>0</td> <td>04-17-2007</td> <td>Under Review by Supervisor/Committee Change Status</td> <td>In Progress</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>							Name	Documents	Score	Date Applied	Status	External Status	All / None	Braz, Jeremy View App		0	04-17-2007	Under Review by Supervisor/Committee Change Status	In Progress	<input type="checkbox"/>	Cooper, Gary View App		0	04-17-2007	Under Review by Supervisor/Committee Change Status	In Progress	<input type="checkbox"/>
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CHANGE MULTIPLE APPLICANT STATUSES

Refresh
 Minimum Score:
 Include: ☒ Active Applicants ☐ Inactive Applicants

View Multiple

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Documents may take several minutes to load.

You will notice the posting data is divided into tabs, listed across the top, starting with Applicants. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting.

From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

Viewing and Printing Applications

To view and print a single application:

1. Click the link View Application under the applicant's name from the Active Applicants screen (the screen shown on the previous page).

2. After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

https://training321.peopleadmin.com - Applicant Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Close Window

UNIVERSITY OF MARY WASHINGTON

Employment Application

Posting Number: 0070003

Position Title: Finan Svcs Spec I

Personal Information

First Name:	Middle Name:	Last Name:	Suffix:
Address:	City:	State (enter NA if a non US address):	Zip Code:
1701 College Avenue	Fredericksburg	VA	22401
Country:	Primary Contact Number:	Alternate Contact Number:	Other Contact Number:
U.S.			
Email Address:	Check which shift you will accept:		Check all employment statuses you will accept:
training@peopleadmin.com	<input checked="" type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends		<input checked="" type="checkbox"/> Full-time (salaried with benefits) <input type="checkbox"/> Part-time (salaried with leave benefits only) <input type="checkbox"/> Hourly/wage (no benefits) <input type="checkbox"/> Weekends
If Part-Time, specify:	Are you willing to accept employment which requires you to travel?:	Are you willing to provide your own transportation if necessary for your employment?:	For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?:
	<input type="checkbox"/> No <input type="checkbox"/> Yes, during the day only <input checked="" type="checkbox"/> Yes, occasionally overnight <input type="checkbox"/> Yes, frequently overnight <input type="checkbox"/> Weekends	Yes	Yes
Section 22-2904 of the Code of Virginia prohibits any board, commission, department, agency, institution, or instrumentality of the	If no, state reason:	For purposes of compliance with Section 22-2903 of the Code of Virginia, are you a veteran who received an honorable discharge and has	If yes, did you serve during the Vietnam Conflict 22861 - 3775?:
			No Response

3. Select File>Print from your browser's menu to print the applications.

There is a signature line at the bottom of the page for obtaining the applicant's signature.

4. To close the window, click the Close Window link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the View Applicants screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the All/None link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the View Multiple Applications button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting:

1. Click the link of the document under the column labeled Documents from the Active Applicants screen.
2. After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print.
3. Select File>Print from the Adobe Acrobat Reader menu to print the document.
4. To close the window, click on the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the View Posting screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the All/None link). These boxes are located on the right side of the page.
2. Click the View Multiple Documents button.
3. Select File>Print from the Adobe Acrobat menu.

Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.