

User Guide for Applicant Tracking



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Welcome to Online Applicant Tracking:

The Office of Human Resources Development (HRD) and the Office of the Provost partnered with PeopleAdmin to automate applicant tracking. This system will allow you to:

1. Search and review applicants;
2. Assign a “status” to an applicant;
3. Create an interview pool;
4. Identify finalists;
5. Submit a hiring proposal; and
6. Communicate electronically with HR Administrators, Hiring Managers, Search Committee Members, Applicants and others involved in your hiring process.

Your Web Browser

PeopleAdmin SelectSuite® supports the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
- Safari versions currently supported by the vendor

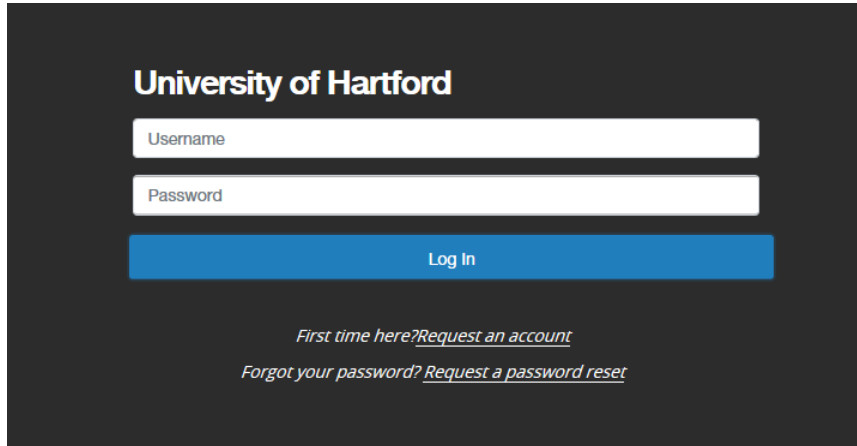
The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

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 log out of the system by clicking on the logout link.

Getting Started:

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

The login screen for the University of Hartford's Applicant Tracking System. It features a dark gray background with the university's name at the top. Below the name are two white input fields for 'Username' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom, there are two links: 'First time here? Request an account' and 'Forgot your password? Request a password reset'.

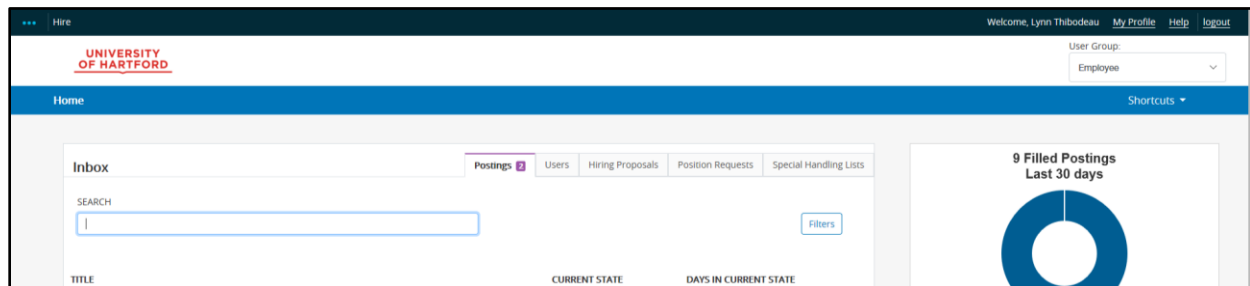
All University employees have access to the PeopleAdmin portal. All users' initial login credentials are as follows:

Username – first portion of your University email account

Password – University ID number

Please ensure you change your password immediately.

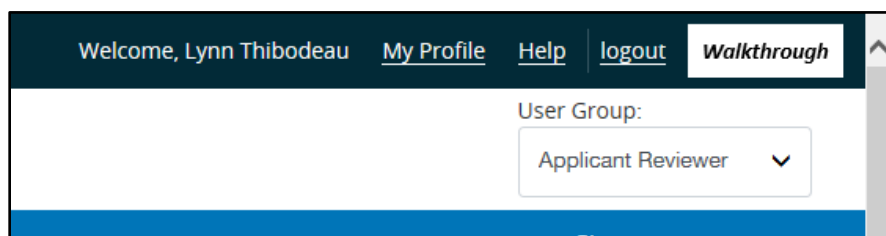
The **Welcome Screen** appears after you log in, and should appear similar to the following screen:

The 'Welcome Screen' of the PeopleAdmin portal. The header includes the University of Hartford logo, a 'Hire' button, and a user welcome message 'Welcome, Lynn Thibodeau' with links to 'My Profile', 'Help', and 'Logout'. A 'User Group' dropdown menu is set to 'Employee'. The main content area has a 'Home' tab and a 'Shortcuts' dropdown. The 'Inbox' section contains a search bar and a table with columns for 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. A 'Postings' tab is active, showing '9 Filled Postings Last 30 days' with a donut chart.

Review your Applicants

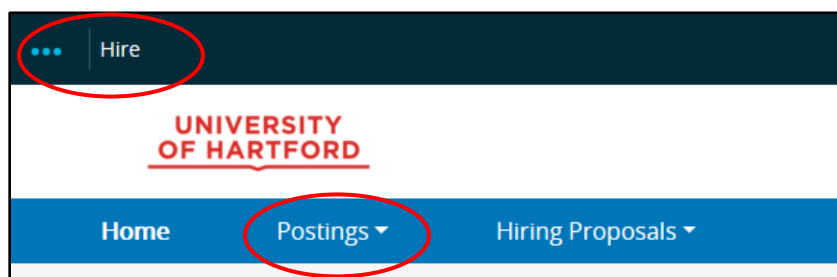
On the upper right of the Home page, ensure Current Group is set to **Applicant Reviewer**. By default, you will be logged in as **Employee**. To change to the correct role, press the drop down arrow and choose **Applicant Reviewer** from the list.

Select **Staff** from the **Postings** menu.

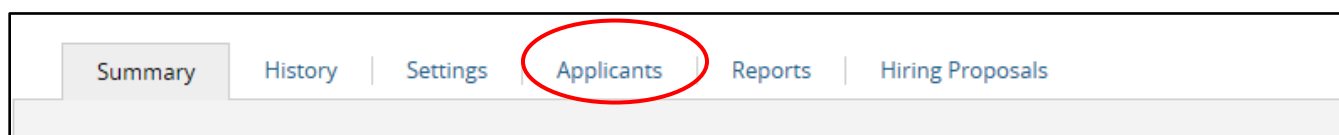


Make sure that the upper left hand side of the screen says that you are in the **Hire** product portion.

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. In addition to names, and application dates, the 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**.



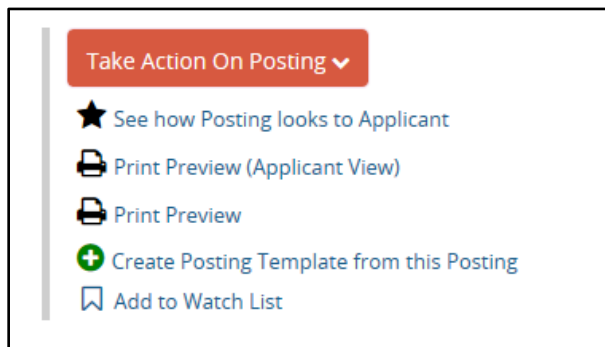
To begin reviewing applications, click on the applicant's name to review their application materials. If they have submitted any supplemental documentation (cover letter, etc.) this can also be viewed as part of the application.

Take Actions

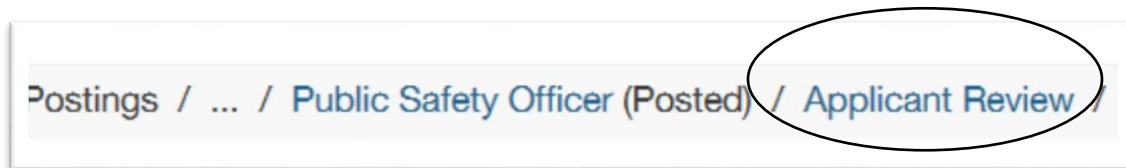
As you are reviewing your candidates, you can begin to refine your hiring pool by taking action on each candidate and assigning them a new status. To assign a new status, click on the orange **Take Action** box to review statuses options.

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 – those in the **Interview** status – contact your designated HR Service Partner to set up interviews.

After the Interview

Following the interviews, ensure you return to the site to move the applicants into the next correct status. This is important, as the Applicant Tracking System will automatically generate emails to candidates based on the applicant's status in the queue. The system will also automatically begin reference checking on applicants at the point in which they are coded as a **Finalist**. This step should only be taken for those applicants you are seriously considering as Finalists for your position.

Once your Finalist(s) have been determined and assigned, contact your designated HR Service Partner to have the mandatory background check and degree verification submitted. This will also trigger the references to be sent electronically.

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.

Once you have identified your final candidate, move this individual into the **Recommend for Hire** 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. Once an individual is marked as not hired, they will receive a declination email and keeping them in the finalist status pends this email until you are sure that the initial recommendation has accepted.

You are ready to start the Applicant Tracking Hiring Proposal!

Hiring Proposals

When an applicant is designated as **Recommended for Hire**, a link to begin the hiring proposal will appear. The Applicant Reviewer (or Department Manager) will be able to begin the hiring proposal by selecting the Start Hiring Proposal link.



Job application: Venice Sterling (Staff)

Current Status: Recommend for Hire
Application form: Application

★ View Posting Applied To
★ Preview Application
+ Start ATS Hiring Proposal

1. Click into the Applicant you would like to hire. Click the green button indicating to **Start the ATS Hiring Proposal**.
2. Click the Blue Start ATS Proposal (or Cancel if you have made a wrong selection).
3. Much of the information will be prepopulated for you. Scroll down to the **Position Budget Hiring Proposal** section. Complete the information in this section to the best of your ability. Your designated HR Manager will work with you on the offer process and will update with the finalized information. The only required box is the **Reason for Selection** – please ensure this information is job specific and does not contain any inappropriate content. Please also complete your proposed salary or hourly rate and proposed start date.
4. Click next, this will bring you to a page for the **Budget Authorization Form**. This information will be added by your designated HR Manager – please click next.
5. This will bring you back to the candidate – on your orange **Take Action** button, move this hiring proposal to your Manager/Dean/Department Head. Select the appropriate manager. In some instances, you will also be the Manager this proposal is moved to in the workflow process. If this is the case, once you move the Hiring Proposal, you will need to change your viewing group (top right) to **Search Chair/Manager** in order to take further action.
6. Once the Manager has reviewed the Proposal, he/she should use the **Take Action** button to move the proposal to HRD. In the comments section, the manager should indicate “approved”.

Making an Offer and Final Steps

Your designated HR Manager will work with you to extend the offer and make any negotiations, if necessary.

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. Your approved candidate will now show a status of **Finalized/Hire Approved**.

You should now 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**. Move these applicants to **Applied Post Offer**.

Contact Us

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

Jen Conley
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x4665 or jconley@hartford.edu

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