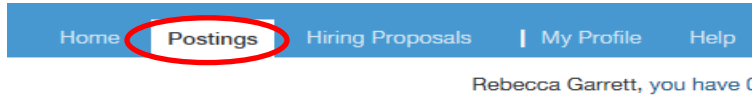


Accessing & Viewing Applicants on PeopleAdmin SelectSuite 7

1. Ensure that you are logged in to the correct user type

Rebecca Garrett, you have 0 messages. Search Chair/Manager

2. Use the 'Postings' tab to view all available jobs



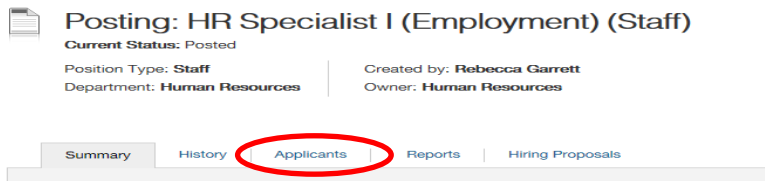
3. Select the job you wish to view applicants for

Postings w/Posted Close Date

"Postings w/Posted Close Date" 2 Selected records 0 Clear selection?

<input type="checkbox"/>	Position Title	Posting Number	Department	Active Applications	Workflow State	Posting Close Date	(Actions)
<input type="checkbox"/>	HR Specialist I (Employment)	AS23P	Human Resources	1	Posted		Actions v

4. Click on the 'Applicants' tab to display a list of the active applicants



5. Click on the 'Actions' drop down list & select 'View Application', or select the candidate's last name to view the application

All Applicants

"All Applicants" 1 Selected records 0 Clear selection?

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Dasani	Henry	Cover Letter, Resume	AS23P	Recommend for Hire	September 20, 2017 at 10:38 AM	Actions v

6. Applicant information & tabs will be displayed for all available data

Job application: Henry Dasani (Staff)
Current Status: Recommend for Hire
Application form: Application

Full name: Henry Dasani
Address: 1234 Elm St
El Dorado, TX 75962
Username: henrydasani
Email: henrydasani@gmail.com
Phone (Primary): (836) 553-2387
Phone (Secondary):
Position Type: Staff
Department: Human Resources

Created by: Henry Dasani
Owner: Human Resources

Summary Recommendations (0 of 1) Supporting Documents History Reports

Personal Information

Contact Information

First Name	Henry
Middle Name	
Last Name	Dasani
Address1	1234 Elm St