PeopleAdmin 7

THE BASICS
USER MANUAL V. I
Acknowledgements

In June 2014, University of Arkansas Human Resources partnered with representatives from the Office of Equal Opportunity and Compliance, the Office of the Provost and the Agricultural Experiment Station to begin the development of an enhanced talent management system to reduce the cost, time and compliance risk associated with a wide array of human resources processes, from position descriptions, recruitment strategy and talent acquisition, to developing and retaining valued employees.

With the invaluable contributions of a large array of users across campus we are pleased to announce the launch of our new talent management system on March 30th, 2015.
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The Basics of PeopleAdmin 7

Understanding the Basics of PA7

What is PeopleAdmin 7?

The PeopleAdmin 7 system is a talent management system designed for higher education to automate and streamline the hiring process; improve candidate communication; efficiently manage position descriptions and employee performance; develop compliant and defensible audit trails to defend talent management decisions; and utilize reporting and metrics.
How to Login to PeopleAdmin 7

For University Employees:
1. Open a web browser (e.g. Firefox, Safari, Chrome or Internet Explorer).
2. Navigate to jobs.uark.edu/hr/shibboleth to go directly to the UARK Central Login page.
3. Enter your UARK username (first part of your uark email address).
4. Enter your current UARK password for your email account.
5. Select Log in.

For Guest Users and non-university Search Committee Members:
1. Open a web browser (e.g. Firefox, Safari, Chrome or Internet Explorer).
2. Navigate to https://jobs.uark.edu/hr
3. Enter your guest username (provided in the email you received).
4. Enter your guest password (also provided in the email you received).
5. Select Login.
Understanding the PA7 Interface

Understanding the Home Page
This section will describe the various aspects of the home page, such as the module selection, alerts and information, shortcuts and my links, and understanding user groups.

Module Selection
PeopleAdmin is organized by position descriptions, postings and performance. There are four modules available within PeopleAdmin 7:

<table>
<thead>
<tr>
<th>User Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Tracking (Blue)</td>
<td>This module is used to create a posting, review and rate applicants, and request and route a hiring proposal. After logging into PeopleAdmin, you will be taken to the applicant tracking module.</td>
</tr>
<tr>
<td>Position Management (Orange)</td>
<td>The position management module is a tool for managing position descriptions, initiating reclassifications, managing supervisors, and viewing classifications for positions.</td>
</tr>
<tr>
<td>Performance (Purple)</td>
<td>This module is used for performance evaluations, and is currently under construction. Please use PeopleAdmin 5.8 for this function until further notice.</td>
</tr>
<tr>
<td>Admin (Gray)</td>
<td>This module is only available to University Human Resources and is used to manage user permissions, email templates, and various forms and fields.</td>
</tr>
</tbody>
</table>

Alerts and Information
The alerts area will be used to notify users of important messages, such as important upcoming deadlines. An alert will show on the system homepage, as necessary.
**Shortcuts and My Links**
This section provides useful links provided by the system administrator to training materials and a shortcut to the Applicant Portal.

**The Inbox**
The Inbox is a notification area to display any items that you or those in your user group need to take action upon. The document will not continue in the workflow until you take an action (approve or return). There are three tabs: Postings, Hiring Proposal, and Position Requests. In the screenshot to the right, there is one position request requiring action by the Owner Initiator.

**The Watch List**
The watch list shows the current state and owner of the requests that you have flagged to monitor after completing an action (eg. Route to HR for Approval).

*Note: How to remove items from your watch list:*
After logging into the system, complete the following steps:

1. Click Watch List (on the upper right hand corner)
2. Hover over Actions and select Stop Watching Posting. The item will be removed from your watch list.

*Note: The inbox and watch list can be accessed on your home page or on the upper right corner of the system.*
Understanding the User Drop Down Menu
To perform actions, you must have the appropriate user group targeted or toggled. After toggling groups, click the button to reload the current page.

Use the table below to guide you through the various roles and responsibilities of each user group.

<table>
<thead>
<tr>
<th>User Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>The employee will be able to view their Position Descriptions, certify standards, and participate in the evaluation process (if applicable).</td>
</tr>
<tr>
<td>Initiator</td>
<td>Typically the direct supervisor of the employee. Initiators can view/edit a position description and create a posting once the position description is approved. Initiators will route position descriptions/postings to the Reviewer for approval.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>The Reviewer can also view/edit a position description and create a posting. Based on the department’s approval chain, the reviewer will review the position description and posting changes before routing them to the Approver.</td>
</tr>
<tr>
<td>Approver</td>
<td>Approvers will review position descriptions as well as postings for accuracy before submitting them to HR.</td>
</tr>
<tr>
<td>Budget Authority</td>
<td>The Budget Authority will review the position details/salary to ensure the salary is appropriate and the budget is available to support the position.</td>
</tr>
<tr>
<td>Applicant Reviewer</td>
<td>The Applicant Reviewer will manage the applicants by rating and routing applicants, as well as create a hiring proposal for the final candidate(s).</td>
</tr>
<tr>
<td>Search Committee Member</td>
<td>The search committee member group is used so those associated with the search can view applicant documents such as resume and application. The search committee also has the ability to evaluate applicants within the system.</td>
</tr>
<tr>
<td>Guest Users</td>
<td>The guest user is used so those associated with the search, but not leading the search, can view applicant documents such as resume and application.</td>
</tr>
</tbody>
</table>

If you need access to additional user groups, please follow these steps:

1. Click My Profile
2. Hover over “Take Action on User” and click Request Group Change
3. Find the new group (i.e. Applicant Reviewer) and click Request new group
4. Select the scope (i.e. org unit and department) you would like this group to be tied to
5. Click Request Group Assignment

- The User Groups page will now reflect that you have requested a user group. The request will be routed to Human Resources. You will be notified once your request is completed.
My Profile

Default Login User Group

Users with more than one user role within the system have the ability to designate which user group they will automatically login as when access the system. Follow these steps to change your default user group:

1. Click My Profile
2. Hover over "Take Action on User" and click Edit Profile
3. Find the field Preferred Group on Login and choose the preferred user group
4. Find Default Product Module and choose the preferred module upon login.
5. Click Update User

Managing System Emails

Users have the ability to manage the email notifications of actions being taken within the system through their profile. Note that users will only receive an email notification for actions associated within a user role that they are assigned to within their designated department/college scope. Follow the below instructions to manage email notifications.

1. Click My Profile
2. Hover over "Take Action on User" and click Manage System Emails
3. Find the email notification you wish to stop receiving (i.e. Hiring Proposal Transition) and click the Opt Out? Box to the right.
4. Click Update System Email Options
Customizing a Search

Searching and Saved Searches provide an additional screening method for honing in on specific information about an applicant. Saved Searches are a combination of Search Filter settings, Columns present, Column layout, and a Primary sort order. These searches are only viewable to the individual user.

1. **More Search Options** - Clicking on this link will expose the column selector dropdown and any specific search filters that have been assigned to the user's current group.

2. **Add Column** - Users may include additional columns of data to their reports by selecting “Add Column”.

3. **Search Filter** – Using filters allows you to limit or expand the search results. To expand a filter and include multiple criteria, hold down Ctrl and select each filter.

4. **Search** – once you have the desired columns and filters, click on the search button to load your results. To minimize the search options, click on Hide search options.

   *Note: If you do not see your search results check your user group to ensure you are in the right role.*
5. **Sort Your Search Results** – Arrange the columns in your desired order and layout by hovering over the title of the column and using the arrows that appear.

   *Note: Right & Left arrows will move the column. Up & Down arrows will sort the results. X will remove the column.*

6. **Save this search** – Click on save this search to keep your customized search. Name the search anything of your choice.

   *Note: Default searches load automatically.*

7. **Open Saved Search** - Once a search has been saved, you may access those searches via this dropdown.

   *Note: Each time a search is accessed, it will yield real time results.*

8. **Deleting a Search** – If a saved search is no longer needed, click on the gray X beside the title to delete the search.