

Reviewing Applicant Materials

Purpose: PeopleAdmin7 (PA7) configures a user profile for each employee at the University. Use this guide to better understand what information is available and how you can personalize PA7.

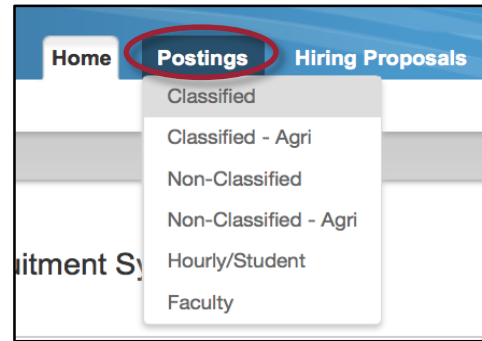
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View Applicants

To access applications for a posting, follow the steps below:

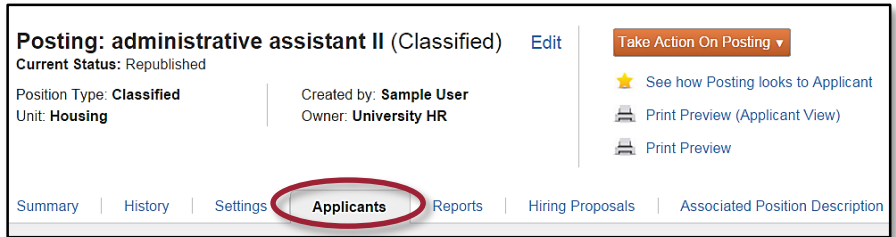
1. Log into PeopleAdmin 7 with your **uark ID and Password** or **Guest User ID and Password**. For more detailed information, see **Logging into PA7**.
2. Hover over **Postings** and click the appropriate **position type**.



3. **Locate** and open the posting by either clicking on the **Working Title** of the posting or hovering over **Actions** and clicking **View Posting**.

Working Title	Posting Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
Administrative Specialist I	C00012P	AVC-SA-Dean of Students	0	Reposted	January 20, 2015 at 12:54 PM	Actions
Construction Coordinator	C00013P	Buildings & Ground Maintenance	2	Reposted	January 20, 2015 at 12:54 PM	Actions
Coordinator for Residence Education	C00015P	AVC-SA-Dean of Students	2	Reposted	January 20, 2015 at 12:54 PM	Actions

- Click the **Applicant** tab.
This page will show applicants, based on the current search. Reference the Quick Reference Guide **Saving Searches** for more detailed information.



Posting: administrative assistant II (Classified) [Edit](#) Take Action On Posting ▾

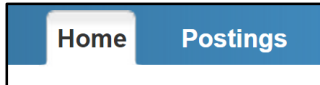
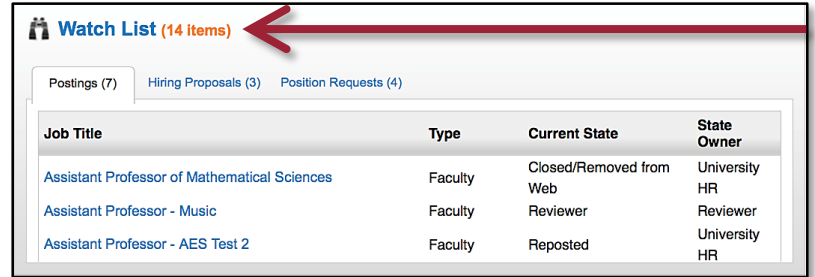
Current Status: Republished

Position Type: **Classified** Created by: **Sample User**
 Unit: **Housing** Owner: **University HR**

[★ See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Note: If the position was added to your watch list, positions and subsequent applicants can be found in the Watch List box by clicking the Home tab at the top of the screen.

Watch List (14 Items)

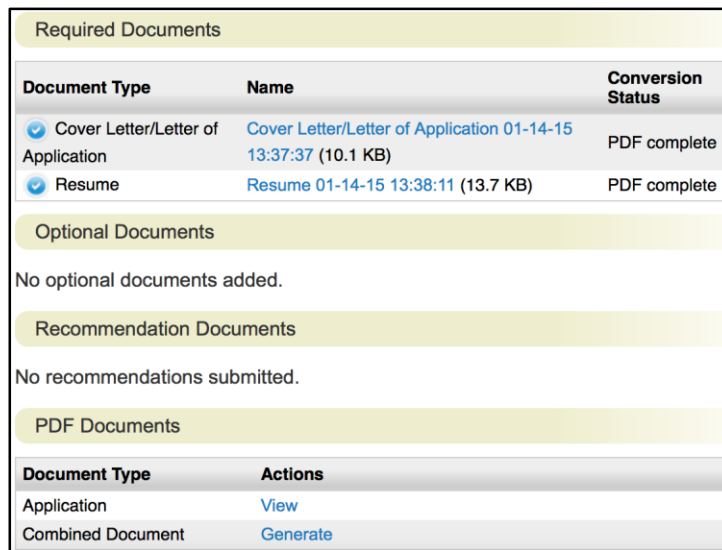
Postings (7) | Hiring Proposals (3) | Position Requests (4)

Job Title	Type	Current State	State Owner
Assistant Professor of Mathematical Sciences	Faculty	Closed/Removed from Web	University HR
Assistant Professor - Music	Faculty	Reviewer	Reviewer
Assistant Professor - AES Test 2	Faculty	Reposted	University HR

View An Applicant's Materials Individually

To access applications for a posting, follow the steps below:

- Click the **Applicant's name**.
- Scroll to the **bottom** of the Job Application.
- Click the **necessary documents to open**.
- Generate** (available for PDF download) or **View** (opens materials in the web browser) the following:
 - Application:** Job Application PDF.
 - Combined Document:** Job Application and all applicant documents as a PDF.



Required Documents

Document Type	Name	Conversion Status
<input checked="" type="checkbox"/> Cover Letter/Letter of Application	Cover Letter/Letter of Application 01-14-15 13:37:37 (10.1 KB)	PDF complete
<input checked="" type="checkbox"/> Resume	Resume 01-14-15 13:38:11 (13.7 KB)	PDF complete

Optional Documents

No optional documents added.

Recommendation Documents

No recommendations submitted.

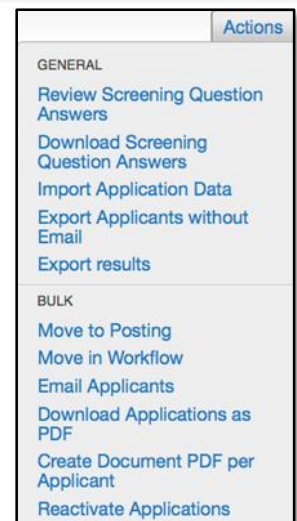
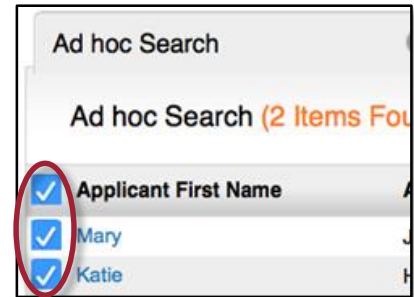
PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

View An Applicant's Documents Collectively

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. Check the boxes to select the **applicant** or applicants of interest, on the posting's **Applicants tab**
2. Choose one of the following:
 1. Create 1 PDF of selected applicants' materials together:
 - i. Click **Actions, Download Applications as PDF**.
 - ii. Select the types of documents you want to view and click Submit.
 2. Create multiple PDFs of selected applicants' materials:
 - i. Click **Actions, Create Document PDF per Applicant**.



Note: The system creates a PDF(s) containing all the documents that you request. Save this PDF and distribute as appropriate.

View An Applicant's Letters of Reference

To view uploaded letters of reference (or recommendation), complete the following steps:

1. View the **application**.
2. Open the **Recommendations tab** to see a list of recommendations from the applicant's reference providers.
3. Select the **recommendation of interest** to view it in detail.

Summary		Recommendations (3 of 3)		History	
Reference Requests					
Name	Email	Notified?			
Marcie Huff	mhuff@test.edu	07/24/2014 09:47 AM (Resend)			
Tammy Langan-Young	tyoung@test.edu	No (Send)			
Jennifer Cargill	jcargill@test.edu	No (Send)			
Recommendations					
Reference	Finalized?				
Marcie Huff, 07/24/2014 09:37 AM	No				
Tammy Langan-Young, 07/24/2014 09:44 AM	No				
Jennifer Cargill, 07/24/2014 09:44 AM	No				