

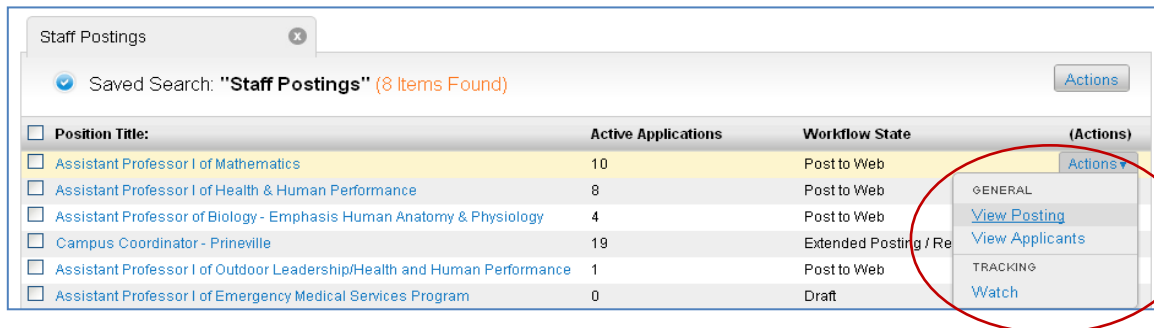
PeopleAdmin Recruit – Tips for Reviewing Applications Quickly

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HOW TO VIEW THE JOB POSTING

Log into PeopleAdmin with either your Manager login, or the Guest User access provided by HR.

To locate the Posting you want, click on the **POSTINGS** tab on the top of page. To view the job posting click on the position title or use the **ACTIONS** button and select VIEW POSTING; or you can open by clicking the Position Title. Note: if you log in as a Guest User you will be taken directly into the posting to view applications and won't need to select the Postings Tab first.

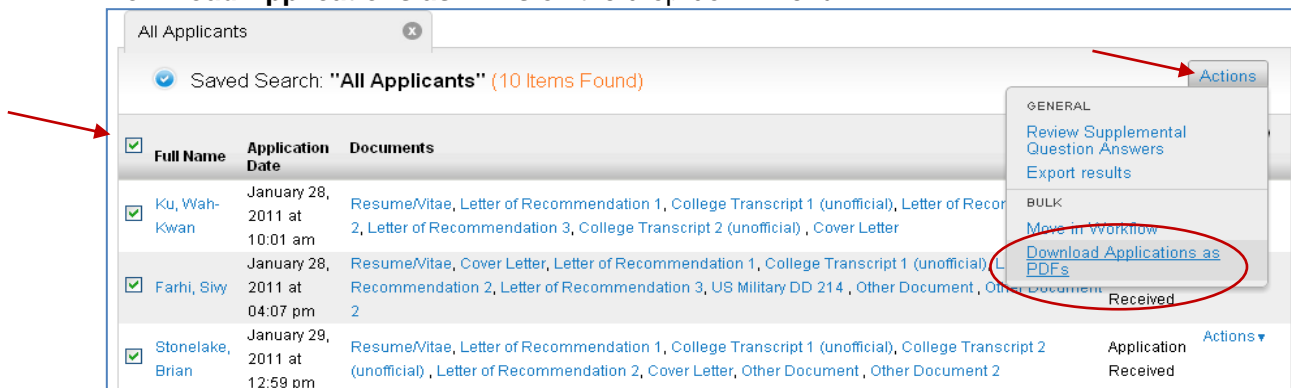


HOW TO VIEW MULTIPLE APPLICATIONS

You may view a single application by clicking on an applicant's name or you can open one file with multiple applications together using the **Download Applications as PDFs** option. **This function also allows you to include the supporting documents (all or just some) in the file that is created.**

This function allows you to open one file containing all of the applications so you can simply scroll through them quickly.

1. If you want to view ALL applications, click on the check box next to the first column name in the heading bar. This will place a check in all of the boxes for all applicants. If you only want a few from the list, check the box next to the applicants individually that you wish to view together.
2. Next, select the upper **ACTIONS** button in the top corner above the title bar, and then select **Download Applications as PDFs** on the drop-down menu.



Note: If you just want to open a single document for an applicant, click on the document to open.

- A selection box will appear so that you may indicate what you would like to include/view. If you just want the applications without the supporting documents, select **Only These Document Types** and then check "Application Data". If you want to view some documents, but not all, continue to check the boxes of what you want included.

If you want everything the applicant supplied, leave the selection at **Application and All Documents**. Note – if you view ALL, it will take a few minutes for the file to be created for viewing.

- Click the **SUBMIT** button to create the file.

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume/Vitae
- Cover Letter
- Letter of Recommendation 1
- Letter of Recommendation 2
- Letter of Recommendation 3
- College Transcript 1 (unofficial)
- College Transcript 2 (unofficial)
- College Transcript 3 (unofficial)
- College Transcript 4 (unofficial)
- US Military DD 214
- Other Document
- Other Document 2
- Other Document 3

Cancel Submit

HOW TO VIEW MULTIPLE SUPPLEMENTAL QUESTIONS

You may review all supplemental questions together or download into an excel spreadsheet. This allows you to view and sort as needed in the spreadsheet that is created.

Follow these steps:

- If you want to view ALL supplemental questions, click on the check box next to the first column name in the heading bar. This will place a check in all of the boxes for all applicants.
- Next, select the orange **ACTIONS** button in the top corner above the title bar, and then select **Download Screening Question Answers** from the drop-down menu.

"Christa Search" 9 x Delete this search? Selected records 9 x Clear selection?

<input checked="" type="checkbox"/>	Full Name	Application Date	Documents	Personal Information: Telephone Number:	Email Address:	Personal Information: City:	Personal Information: State:
<input checked="" type="checkbox"/>	Venancio, Bernardo	January 31, 2019 at 06:31 PM	Resume/Vitae, Letter of Recommendation 1, Cover Letter, Letter of Recommendation 2, Letter of Recommendation 3	6025449357	laraveb3048@uapb.edu	Pine Bluff	AR
<input checked="" type="checkbox"/>	Clark, Jeff	February 18, 2019 at 03:58 PM	Resume/Vitae, Cover Letter, US Military DD 214 Resume/Vitae, College Transcript	5413906171	jclark4321@gmail.com	Redmond	OR

Actions

- GENERAL
- Review Screening Question Answers
- Download Screening Question Answers**
- Export Applicants without Email
- Export results