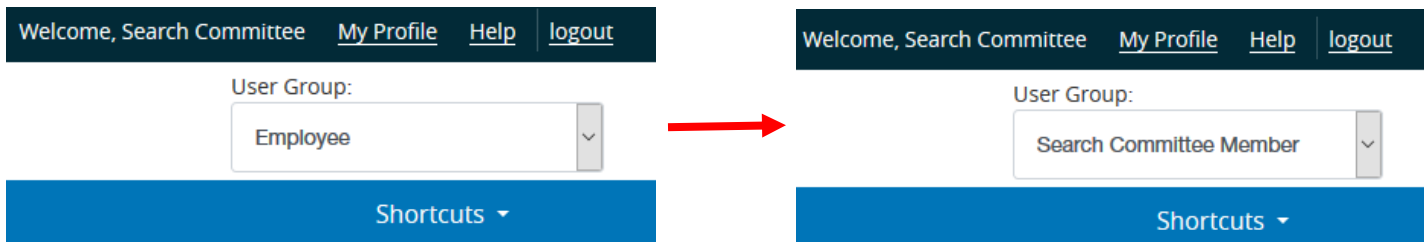
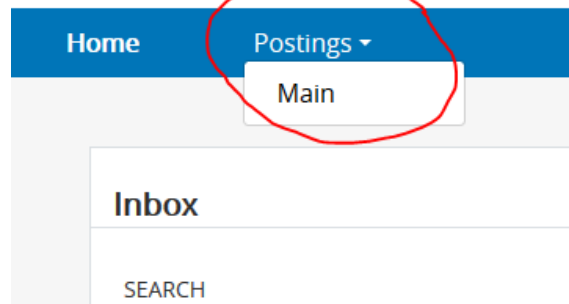


PeopleAdmin Search Committee Online Application Review

1. Go to: <https://winona.peopleadmin.com/hr/>
2. If this is your first time logging in or you have forgotten your password, click on the “forgot your password? Your Username is your WSU email address. If you have previously been on searches, you will use the same username and password. If you have issues with the login, please contact Robin Delong at rdelong@winona.edu for support.
3. Click on the “Log In” button:
4. On the upper right hand corner of the screen, using the dropdown, change your user group from “Employee” to “Search Committee Member”.



5. Then, on the upper left you should see a drop down named “Postings”. Click and select “Main” from the drop down.

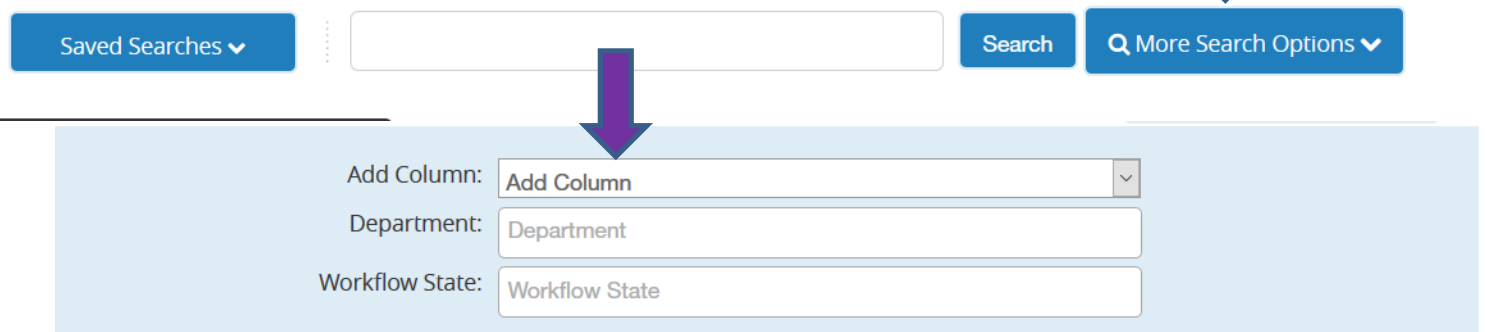


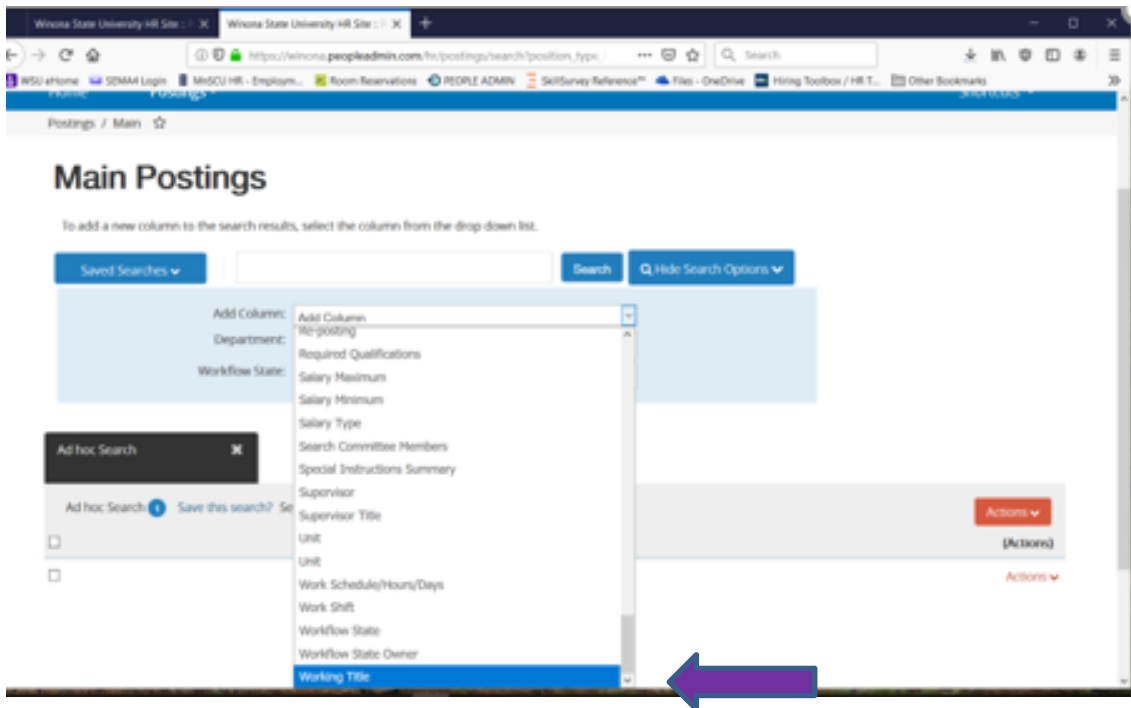
6. Now you should see a list of position(s) available to you for review. You can access the job posting and application(s) in 2 ways – (1) by clicking directly on the title or (2) clicking on the “Actions” drop down for the position and selecting your view from there.

Note: If you do not see the posting listed, click on “More Search Options” then “Add Column” and choose “Working Title”. You should then see the position(s) available for you to review.

Main Postings

To add a new column to the search results, select the column from the drop down list.





Main Postings

To add a new column to the search results, select the column from the drop down list.

Search
More Search Options

Workflow State of Posted

"Workflow State of Posted" 2 Selected records 0 Clear selection?

	Position Title	Posting Number	Division	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	Administrative Assistant	F009P	Facilities	1	Posted	Actions
<input type="checkbox"/>	Admission Officer (SA20000)	F010P	Student Services	2	Posted	Actions

***Note: When selecting the "Actions" drop down for the specific posting, you can choose to "Watch" the posting, which will allow you to access the position from the main Home screen when switching to "Search Committee Member"**

Actions ▾

GENERAL

- View Posting
- View Applicants

TRACKING

- Watch

SHARING

-
-
-

Home Postings ▾

Inbox

SEARCH

Filters

There are no results to be displayed.

Watch List

SEARCH

Unwatch Postings

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	Admission Officer (SA20000) Student Services	Main	Posted	Human Resources

You can also “Unwatch” the posting by following the same process.

The little blue flag icon by the position title indicates that you are “Watching” the position.

Option 1: If

you click on the job posting title, you’ll be brought to this summary page which contains the job posting page. From there, you can choose to view/print the job posting on the upper right or switch tabs to see the “History”, “Applicants” or “Reports”. Select the “Applicants” tab to view applications.

Home Postings ▾ Shortcuts ▾

Postings / Main / Admission Officer (SA20000) (Posted) / Summary Search Results: Previous

Posting: Admission Officer (SA20000) (Main)

Current Status: Posted

Position Type: Main Created by: Human Resources

Division: Student Services Owner: Human Resources

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Remove from Watch List
-
-
-

Summary History **Applicants** Reports

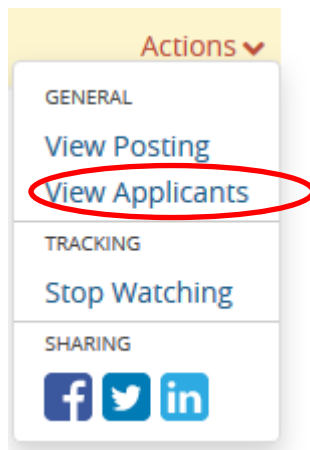
Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

✔ Position Details

Position Information

Position Title	Admission Officer (SA20000)
Position Number	
Position Type	Staff
Division	Student Services
Location	Mankato
FLSA	Non-Exempt

Option 2: When on the posting page, if you select the “Actions” drop down, you can choose to “View Posting”, “View Applicants” or “Watch”/”Stop Watching”. Click “View Applicants” to view applications.



7. Using either of the above options will bring you to the “Applicants” tab where you can view applications. The “Status: Review by Search Committee” should be the default search containing all of your applications. If not, click the “Save Searches” drop down and select it from there. They should load as you see below. You have multiple options for accessing the information on this page as well.

Posting: Admission Officer (SA20000) (Main)
Current Status: Posted
Position Type: Main | Created by: Human Resources
Division: Student Services | Owner: Human Resources

★ See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Remove from Watch List
f t in

Summary | History | Applicants | Reports

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾ Search More Search Options ▾

All Applicants ✕

"All Applicants" 2 Selected records 0 ✕ Clear selection? Actions ▾

	Full Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	1 Valentin, MaKayla	2 Resume/CV, Cover Letter, Transcripts, Contact information for three (3) references	F010P	Review by Search Committee	July 31, 2019 at 10:43 AM	3 Actions ▾
<input type="checkbox"/>	Test, Test	Resume/CV, Transcripts, Cover Letter, Contact information for three (3) references	F010P	Review by Search Committee	August 01, 2019 at 09:06 AM	Actions ▾

- 1.) By clicking on the applicant name, you'll be brought to their application summary page and can view their uploaded documents at the bottom of the “Summary” tab or by selecting the “Documents” tab. You can also view their full application by clicking the “Preview Application” option at the top right of the screen.

Job application: MaKayla Valentin (Main)

Current Status: Review by Search Committee
Application form: Application

★ View Posting Applied To
★ Preview Application

Full name: MaKayla Valentin
Address:
336 Wigley Administration Center
Mankato, MN 56001
United States of America
Username: mvalentin
Email:
makayla.valentin@mnsu.edu
Phone (Primary): (507) 389-1223
Phone (Secondary):
Position Type: Main
Division: Student Services

Created by: MaKayla Valentin
Owner: Human Resources

Summary Documents Supporting Documents History

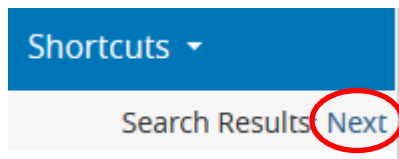
✔ Personal Information

Contact Information

First Name MaKayla

- 2.) By clicking directly on the documents list, all documents in the candidate's application will download combined into a PDF document.
- 3.) By clicking the "Actions" dropdown, you can select "View Applicant" which will bring you to the same screen as option 1.]
- 4.) Documents uploaded by our office (letters of reference, transcripts, etc.) can be found under the "Supporting Documents" tab

8. Review the information for the candidate, and once completed, you can switch to the next one by clicking either "Next" or "Previous" at the top right hand of the screen.



9.Candidate Selection: After you have reviewed all applications, please give your completed File Rating forms to the Search Chair so they can complete the Screening Summary Report form and request permission from the Affirmative Action Officer to move to the next step in the search process.

If you have any questions regarding the online review of applications, please contact Robin Delong at 507.457-5280 or rdelong@winona.edu.