Purpose of this guide

This guide is intended to provide a quick reference for the commonly performed actions when using the PeopleAdmin Applicant Tracking System.

For more comprehensive information please review the PeopleAdmin User Manual.

Reminder:
The PRR is being used for Position Management

Questions?

Please direct any questions to…

Office of Human Resources
Administration Building, AD 2.208
Phone : (972) - 883 - 2129
Email : jobs@utdallas.edu
Creating a New Posting

1. Log-in to the Applicant Tracking module and select the appropriate role.
2. From the Shortcuts menu, select a link to create a new posting.
3. Select Create from Posting or Create from Position Description.
4. Search for the appropriate Posting or Position Description and select it by clicking the title.
5. Click Create Posting from this Position Description.
6. Complete fields as required.
7. Click Create New Posting. This is located on the bottom right hand side of the page.
8. Click Next. Provide appropriate values for the required fields indicated by red asterisk *.
9. Click Next.

Optional Steps

Provide values for the following sections:
- Position Details
- Applicant Documents
- Posting Details
- Qualification Groups
- Guest User
- Search Committee
- Posting Documents
- Evaluation Criteria
- Reference Letters
- Posting Documents

Click Next after each section to continue.

10. Verify the Posting was successfully updated. message is displayed [ green notification bar ]
12. Submit to the appropriate department routing (if applicable) from the list.

Changing an Applicant Status

1. Verify you are logged into the Applicant Tracking module as the Applicant Reviewer role.
2. Hover over Postings and select the appropriate employee type.
3. Search for the appropriate posting and select it by clicking the Official Title.
4. Click the Applicants tab.
5. Hover over the Actions button.
6. Select Move In Workflow.
7. Select a New State and provide a Reason if applicable.
8. Click Save Changes.
9. When finalist is selected, change status to recommend for hire.

Submitting a Hiring Proposal

1. Verify you are located on the Home tab in the Applicant Tracking module as the appropriate role.
2. Hover over the Hiring Proposals link located in the Inbox section.
3. Search for the appropriate position and select it by clicking the Job Title.
4. Click the Applicants tab.
5. Hover over the Applicant Name.
7. Select Recommend for Hire from the list.
8. Populate any comments and add to your Watch List as desired.
9. Click Submit.