Quick Reference Guide: Viewing Direct Reports

Instructions: People Admin 7 is the ISU Classification and Hiring System. Use this Job Aid to log into People Admin 7 and to view the positions that you supervise. For more detailed training resources, navigate to peopleadmin.hrs.iastate.edu.

How to Log in to PeopleAdmin 7
Use the steps below to log into PeopleAdmin 7 (PA7) to view the positions you supervise.

1. Navigate to www.iastatejobs.com/hr
2. Click the Yellow banner at the top of the age that reads, “Please click here to log in with your ISU NetID”
3. You will be directed to an Iowa State portal
4. Enter your NetID and password
5. Click login.
6. Target or Toggle Hiring Manager
7. Click the Refresh Icon

Viewing Your Direct Reports
Follow these steps to view the position descriptions that report to you.

1. Select the Position Management Module in the upper right hand corner.

2. Hover over Position Descriptions and click Merit or P&S to view the positions you supervise.

3. The listing will show your direct reports. If these are not correct, please contact your HR Liaison or reference Updating a Supervisor Quick Reference Guide.
Quick Reference Guide: Viewing Direct Reports

Download a List to Excel

To view all position types that report to you in one report, follow the instructions below:

1. Select the positions that report to you in the P&S section

   ![Image of saved search with position numbers]

2. Hover on Actions and select Export Results

   ![Image of actions menu with export results selected]

3. Go to Downloads and view Excel

   ![Image of Excel spreadsheet with employee information]

Repeat this process for all position types (e.g. Merit) you supervise. After each excel document is downloaded for all position types that you supervise, compile the information into one Excel spreadsheet by copying/pasting the rows.