

Understanding the PeopleAdmin 7 Interface Job Aid

Purpose: The purpose of this Job Aid is to provide a basic overview of the ISU Classification and Hiring System, PeopleAdmin 7, screens and interface including module selection, user groups, inbox and more. A list of PeopleAdmin 7 (PA7) resources and training is also available.

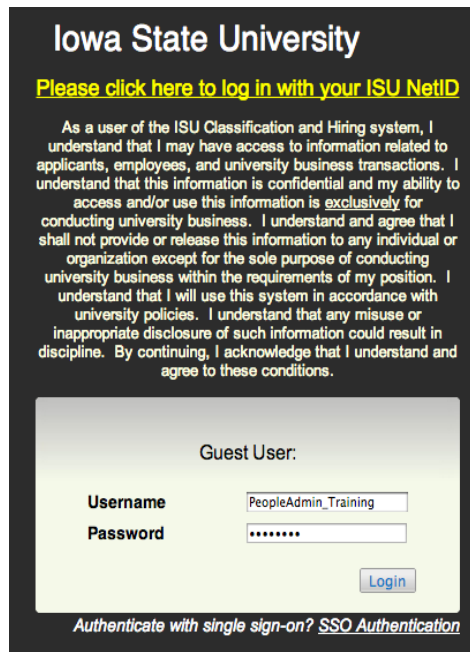
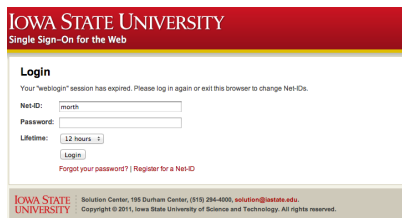
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How to Log In

There are two methods of logging into the Iowa State University Classification and Hiring System website: www.iastatejobs.com/hr.

ISU Net-ID Log In

By clicking the **yellow link**, you will be asked to use your **net-id** (*i.e. first part of your ISU email address*) and **password** to log into PA7.



Guest User Log In

If you are part of a **search committee** or are asked to review applicants, use your **provided guest username and password** to log in.

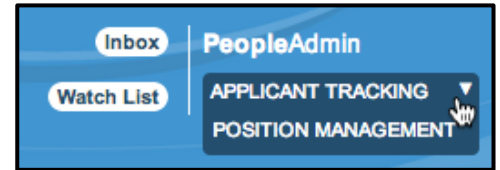
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Home Page

This section will describe the various aspects of the home page, such as the module selection, alerts and information, shortcuts and my links, and understanding user groups.

Module Selection

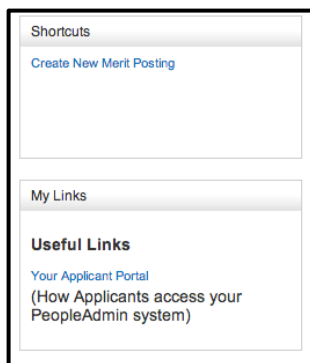
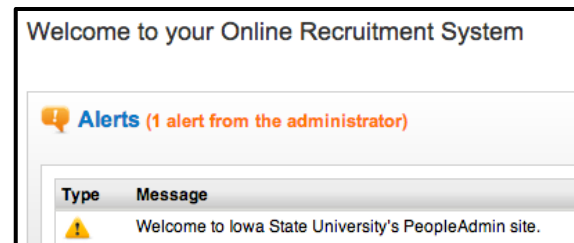
PeopleAdmin is organized by position descriptions and postings. There are three modules available within PeopleAdmin 7:



Module	Description
<i>Applicant Tracking</i>	This module is used to create a posting, review and rate applicants, and request and route a hiring proposal. After logging into PeopleAdmin, you will be taken to the applicant-tracking module.
<i>Position Management</i>	The position management module is a tool for managing position descriptions, initiating reclassifications, managing supervisors and viewing classifications for positions at ISU.
<i>Admin</i>	This module is only available to University Human Resources (UHR) and used to manage user permissions, email templates, and various forms and fields.

Alerts and Information

The alerts area will be used by UHR to notify users of important messages, such as a system maintenance schedule or important upcoming deadlines. An alert will show on the system homepage, as necessary. The alert will be removed centrally by the system administrator.



Shortcuts and My Links

This section provides useful links provided by the system administrator to training materials and a shortcut to the Applicant Portal.

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Inbox

The Inbox is a notification area to display any items that you or those in your user group need to take action upon. The document will not continue in the workflow until you take an action (approve or return). There are three tabs: **Postings**, **Hiring Proposal**, and **Position Requests**. In the screenshot below, there are 3 position requests requiring action by the **State Owner** “Dept Chair/Director”:

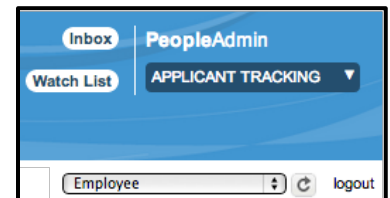
Inbox (3 items need your attention)

Displaying items for group "Dept Chair/Director".

Postings (0) Hiring Proposals (0) Position Requests (3)

Title	Type	Current State	State Owner
HM Create - MO	Modify Position Description	Dept Chair/Director	Dept Chair/Director
Ent Test for Tammy	New Position Description	Dept Chair/Director	Dept Chair/Director
Nat.Res test for Tammy	New Position Description	Dept Chair/Director	Dept Chair/Director

The inbox and watch list can be accessed on your home page or on the upper right corner of the system:



Watch List

The watch list shows the **current state and owner** of the requests that you have flagged to monitor after completing an action (eg. Route to UHR for Approval).

Watch List (2 items)

Postings (0) Hiring Proposals (0) Position Requests (2)

Title	Type	Current State	State Owner	Creator
New Position Description: Secretary II	Merit	New Position Approved	UHR Recruit	Hiring Manager
New Position Description: Animal Caretaker	Merit	New Position Approved	UHR Recruit	Hiring Manager

How to remove items from your watch list


After logging into the system, complete the following steps:

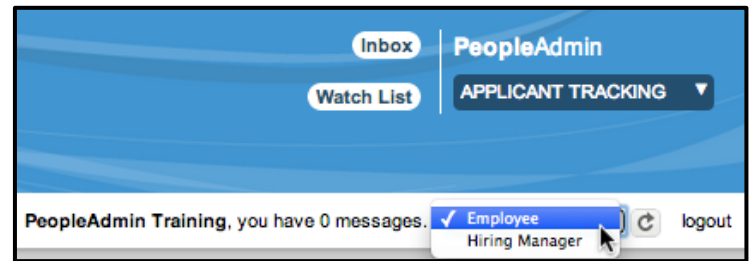
1. Click **Watch List** (on the upper right hand corner)
2. Hover over **Actions** and select **Stop Watching Posting**.

The item will be removed from your watch list.

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User Drop Down

To perform actions, you must have the appropriate user group **targeted or toggled**. After toggling groups, click the  button to reload the current page.



Use the table below to guide you through the various roles and responsibilities of each user group.

User Group	Description
Employee	Able to view his/her PD and initiate a modification (reclassification or update) action.
Hiring Manager	Used to assign a person to view/edit a position description, typically the direct supervisor of the incumbent.
Posting Admin	The posting admin will manage the posting and applicants. For Faculty/Other and temporary postings, the posting admin will create the posting for fill. The posting admin will route postings for approval, rate and route applicants, and create a hiring proposal for the final candidate(s).
Dept./Director	Users will approve position descriptions (new, modifications, reclassifications), approve postings, review applicants, approve interview selections and approve hiring proposals.
Dean/AVP	
President/Senior VP	
Provost	
Search Committee Member	The search committee member group is used so those associated with the search, but not leading the search, can view applicant documents such as resume and application. The search committee also has the ability to rate applicants within the system.
UHR Only User Groups	
UHR Class and Comp	Classification and Compensation manages classifications, creates and approves new position descriptions, finalizes reclassification requests. UHR Recruitment may route Hiring Proposals to this user group for salary approval.
EO (Equal Opportunity)	EO will review and approve positions requiring a waiver of advertisement.
UHR Recruitment	UHR Recruitment will review position descriptions that are for fill, create postings and route to the posting admin for approval, approve interview requests and hiring proposals in addition to conducting background checks.
System Admin	The system administrator will assign new user groups to employees that have new or updated roles and responsibilities within the system.

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If you need access to additional user groups, please follow these steps:

1. Click **My Profile**
2. Hover over “**Take Action on User**” and click **Request Group Change**
3. Find the new group (i.e. Search Committee Member) and click **Request new group**
4. Select the **scope** (i.e. org unit and department) you would like this group to be tied to
5. Click **Request Group Assignment**

The User Groups page will now reflect that you have requested a user group. The request will be routed to UHR Recruitment and the System Administrators. You will be notified once your request is complete.

Resources for PeopleAdmin 7

The table below lists and describes other available resources for accessing and learning about PeopleAdmin:

Resource	Description
PeopleAdmin Website	peopleadmin.hrs.iastate.edu/
University Human Resources Website	www.hrs.iastate.edu
Recruitment Information for ISU Departments	http://www.hrs.iastate.edu/hrs/recruitment
Classification and Compensation Website	www.hrs.iastate.edu/hrs/classcomp
Provost	www.provost.iastate.edu