PeopleAdmin
Applicant Tracking System

Hiring Manager
User Guide
**PeopleAdmin for Hiring Managers**

Online training is available for users with access to the Internet. To view the tutorial, visit [http://www.chr.ucla.edu/chr/portaldocs/emp/pa/hm/](http://www.chr.ucla.edu/chr/portaldocs/emp/pa/hm/) (requires audio).

The PeopleAdmin application utilizes a web-based interface that is accessible from any computer with access to the Internet. UCLA utilizes two different PeopleAdmin modules, one for Job Descriptions and one for Applicant Tracking. These two modules are fully integrated and support the entire process of creating a job through hiring a person to fill it.

There are three types of users defined within the PeopleAdmin Applicant Tracking Module:

- **Preparers** – create requisitions, basic posting information entry; limited access.
- **Submitters** – create requisitions, view applicant information, change applicant status; central point for approvals.
- **Hiring Managers** – view applicant information, change applicant status and submit closing document for approval.

**How Do I Access PeopleAdmin?**

A secure connection to the PeopleAdmin application is created using a sign on technology called ISIS, UCLA’s standard web authentication and single sign-on service. Access to the system is managed by UCLA via existing user ID’s and passwords.

Hiring Managers (or their designee) log on to PeopleAdmin using their UCLA Logon ID, formerly known as BruinOnline or BOL account. To access the system:

1. Create or Activate UCLA Logon, visit [www.logon.ucla.edu](http://www.logon.ucla.edu).
2. Create PeopleAdmin Hiring Manager account. Contact your department HR representative or DSA to create a Hiring Manager user account.
3. Visit [https://hr.jobs.ucla.edu](https://hr.jobs.ucla.edu) and signin using your UCLA Logon.

**Where Are My Candidates?**

Once the job is posted, applicants will apply for the position using an online profile they have created and stored within the system. Hiring Managers must check the PeopleAdmin system frequently to review applications, change applicant status and to select applicants for interviews.

After log on, Hiring Managers may view each requisition’s applicants in more detail. The Hiring Manager’s **Home** page will display a list of active requisitions and a summary of applicants currently in process. To review detailed applicant information click **View** below the job title.
What Can I Do With The Applicant Information?

1. View Applicant Information

- Click "View App" to view the completed application form (required).
- Click "Res" to view the applicant’s resume (if applicable).
- Click "Cvr Ltr" to view the applicant’s cover letter (if applicable).

Other documents that were requested will also appear as hyperlinks.

2. Select Multiple Applicants

Check the box for each applicant that you would like to view or print. Click All on the column header to select all applicants. Users may deselect all boxes by clicking None.

3. View Multiple Applications & Documents

Check the desired applicants, and then click the View Multiple Applications or View Multiple Documents button.

A new window will open displaying all applications or documents of the selected applicants.

4. Active/Inactive Applicants

Applicants who are no longer under consideration will be moved to the Inactive list. Users may customize which applicants are displayed by checking the boxes in the Include section as noted above. Then click the Refresh button to update the applicant list.

5. Change Applicant Status

Applicant status may be changed individually by clicking the Change Status link in the summary applicant view (above). Change multiple applicant statuses by selecting the appropriate check boxes and then click the Change Multiple Applicant Statuses button.

When changing applicant status users will need to select the Primary Status and then the Reason (or Secondary Status).
What Is An Applicant Status?

As applicants move through the selection process, Hiring Managers will be responsible for tracking each applicant’s consideration for a position. Each applicant will be assigned a **Primary Status** and a **Secondary Status**.

- **Primary Status**—Stage of the process the applicant is currently in OR the stage that the applicant was no longer considered for the position.
- **Reason** (or Secondary Status)—Reflects the reason the applicant did not advance in the process.

When the Primary Status is selected, the Secondary Status menu list will change.

<table>
<thead>
<tr>
<th>Primary Status</th>
<th>Reason (Secondary Status)</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Submitted</td>
<td>N/A</td>
<td>Default Submission Status</td>
</tr>
<tr>
<td>Under Review</td>
<td>A – Strong</td>
<td>For ranking applicant pool</td>
</tr>
<tr>
<td></td>
<td>B – Good</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C – Moderate</td>
<td></td>
</tr>
<tr>
<td>Not Interviewed/Others</td>
<td>Incomplete Application</td>
<td>Application not completed satisfactorily.</td>
</tr>
<tr>
<td>Stronger</td>
<td>Not Eligible For Re-hire</td>
<td>Former employee not eligible for rehire.</td>
</tr>
<tr>
<td></td>
<td>Not Qualified</td>
<td>Applicant does not possess minimum qualifications.</td>
</tr>
<tr>
<td></td>
<td>Less Technical Skills</td>
<td>Applicant tech skills deficient for job</td>
</tr>
<tr>
<td></td>
<td>Less Overall Experience</td>
<td>Applicant experience deficient for job</td>
</tr>
<tr>
<td></td>
<td>Less Supervisory Skills</td>
<td>Applicant lacks needed supervisory experience for job.</td>
</tr>
<tr>
<td></td>
<td>Declined Interview</td>
<td>Applicant was invited for interview, but declined.</td>
</tr>
<tr>
<td>Interviewed/Not Hired</td>
<td>Other Candidate More Qualified</td>
<td>Applicant interviewed, but other(s) was better qualified for job.</td>
</tr>
<tr>
<td></td>
<td>Background/Reference Check</td>
<td>Applicant background or reference check unsatisfactory.</td>
</tr>
<tr>
<td></td>
<td>Less Technical Skills</td>
<td>Applicant tech skills deficient for job</td>
</tr>
<tr>
<td></td>
<td>Less Supervisory Skills</td>
<td>Applicant deficient in supervisory experience for job.</td>
</tr>
<tr>
<td></td>
<td>Preferential Rehire Hired</td>
<td>Applicant possessed pref rehire status.</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>Salary/Benefits Not Acceptable</td>
<td>Offer made, salary/benefits not acceptable.</td>
</tr>
<tr>
<td></td>
<td>Not Able To Relocate</td>
<td>Applicant unable to relocate.</td>
</tr>
<tr>
<td></td>
<td>Accepted Other Position</td>
<td>Applicant accepted an offer elsewhere.</td>
</tr>
<tr>
<td></td>
<td>Work Hours Not Acceptable</td>
<td>Working hours not acceptable for applicant.</td>
</tr>
<tr>
<td>Candidate Selected</td>
<td>Preferential Rehire Hired</td>
<td>Applicant possessed pref rehire status.</td>
</tr>
<tr>
<td></td>
<td>Special Selection/Reappointment</td>
<td>Current UCLA employee</td>
</tr>
<tr>
<td></td>
<td>Internal Transfer</td>
<td>Current UCLA employee</td>
</tr>
<tr>
<td></td>
<td>Internal Promotion</td>
<td>Current UCLA employee</td>
</tr>
<tr>
<td></td>
<td>External Candidate Hired</td>
<td>Non-UCLA Employee hired.</td>
</tr>
<tr>
<td></td>
<td>Non-Recruitment or Waiver</td>
<td>No open recruitment – waiver approved.</td>
</tr>
</tbody>
</table>
How Do I Hire An Applicant?

When an applicant is selected for hire, a Closing Document is created to record which applicant was hired to fill the position/requisition, as well as information regarding the offered salary, fingerprinting dates, new hire personal data, starting date and the type of hire.

How Do I Create A Closing Document?

The link to create a Closing Document is offered when an applicant is moved to Candidate Selected status.

When this status is applied, the Begin Closing Document link appears in the Status column for the applicant.

1. Click Begin Closing Document link within the applicant record (status column).
2. On the next screen, click Start Action.
3. Enter the application number in the fields, as appropriate, on the Hiring Proposal form.
4. Click the Continue To Next Page button.
5. Review to ensure accuracy of information. If changes are needed, click Edit to revise or add information. Otherwise, select the appropriate approval and then click the Continue button.
6. Click Confirm.
7. The Closing Document is complete and is delivered to the Submitter.
8. Once the Submitter approves, it is submitted to CHR and the req status is changed to Filled.

The system will automatically update the Job Description Library with the new employee’s name and hiring information.
Employment Services & Workforce Planning Unit

Wilshire Center | Suite 200
Main | (310) 794.0890

Elaine Peters, Director  eapeters@chr.ucla.edu
Ginny Flenoy, Principal Employment Consultant  ginny@chr.ucla.edu
Gwen Kobayashi, Principal Employment Consultant  gwen@chr.ucla.edu
Ron Guizado, Principal Employment Consultant  rguizado@chr.ucla.edu
Anders J. Askenas, Principal Employment Consultant  aaskenas@chr.ucla.edu
Rowena Timoteo, Operations Supervisor  rtimoteo@chr.ucla.edu
Erika Mendoza, Employment Assistant  emendoza@chr.ucla.edu
Annette Corsello, Employment Assistant  acorsello@chr.ucla.edu