

# **APSU**

# **PeopleAdmin**

## **Final**

## **Step**

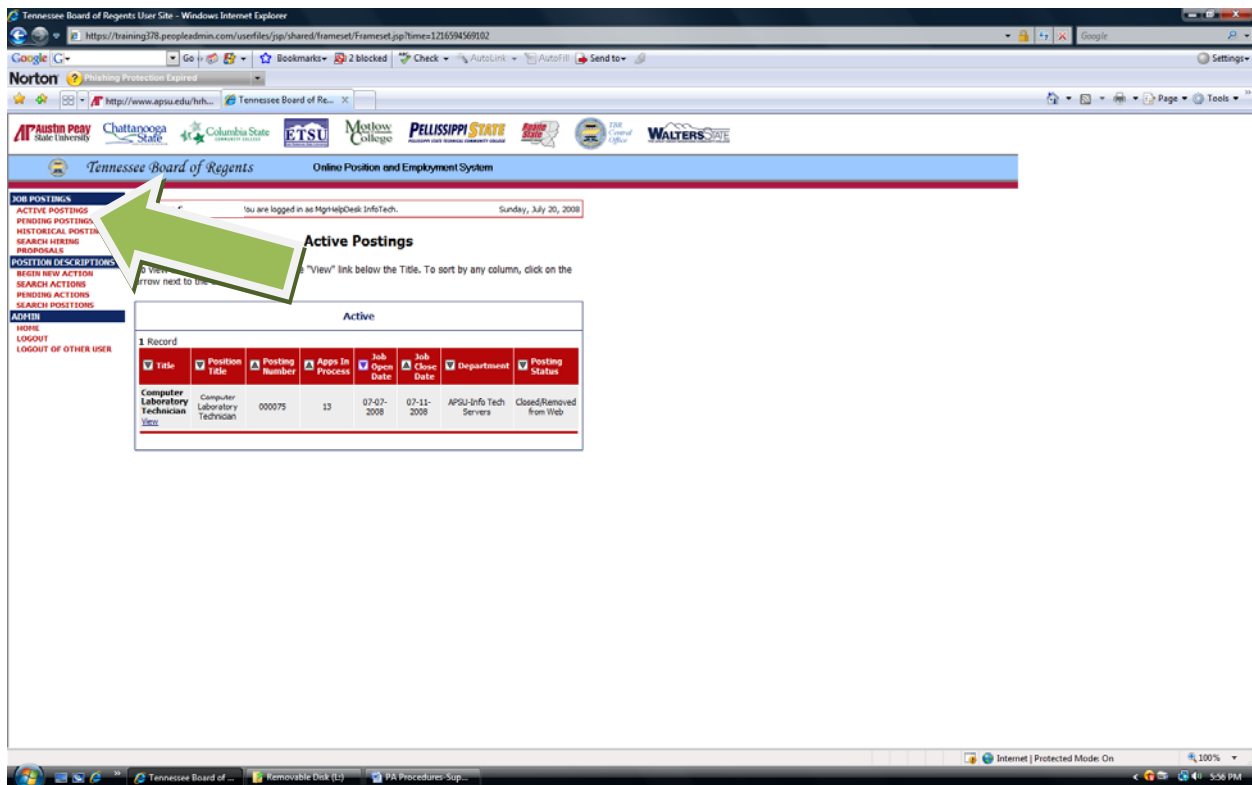
# **User Manual**

**December 2008**

## Changing the status of all candidates to “Not Hired”

Only the Supervisor/Manager, Department Authority, Approving Authority or Executive Authority has the ability to change the status of all candidates. Search Committees (Guest Users) do not have this authority.

- Once the recommended candidate has signed the contract, HR will contact you and you will need to change the status on all other candidates.
- If not already in PeopleAdmin, access the user side of the PeopleAdmin system (<https://jobs.tbr.edu/hr>).
- On the left side of the screen, click on “Active Postings” in the “Job Postings” section. You will see the “Active Postings” screen.



The screenshot shows the Tennessee Board of Regents Online Position and Employment System. The left navigation menu includes sections for JOB POSTINGS, POSITION DESCRIPTIONS, and ADMIN. Under JOB POSTINGS, there are links for ACTIVE POSTINGS, PENDING POSTINGS, HISTORICAL POSTINGS, SEARCH HIRING PROCEDURES, and POSITION DESCRIPTIONS. A green arrow points to the 'Active Postings' link. The main content area displays the 'Active Postings' screen with a table of active positions.

Title	Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Computer Laboratory Technician	Computer Laboratory Technician	000075	13	07-07-2008	07-11-2008	APSU-Info Tech Servers	Closed/Removed from Web

- Select the appropriate job posting and click “View”, under the title of the position in the “Title” column.

The screenshot displays the Tennessee Board of Regents Online Position and Employment System. The page is titled "Active Postings" and shows a list of job openings. A green arrow points to the "View" link under the "Computer Laboratory Technician" position in the "Title" column.

**Active Postings**

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Title	Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
<a href="#">View</a>	Computer Laboratory Technician	000075	13	07-07-2008	07-11-2008	APSU-Info Tech Servers	Closed/Removed from Web

- This will take you to a “View/Edit Posting” screen for the position that contains a listing of the applicants.
  - To change the status to “Not Hired”:
  - To change the status of **one** candidate, click “Change Status” link located in the Status column to the right of that candidate’s name.

The screenshot shows the Tennessee Board of Regents Online Position and Employment System. The page title is "View/Edit Posting - Secretary 2, African American Cultural Center". The user is logged in as Carlene Smith. The page displays a table of active applicants for this position. A green arrow points to the "Change Status" link in the Status column of the first applicant row.

Applicant	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Rating Status	Guest User	Hiring Proposal / Offer Posting	Comments	Notes / History
<b>Active Applicants</b>									
19 Records									
Applicant	Name	Documents	Score	Date Applied	Status	External Status	Change Status	External Status	All / None
View Application	Official Applicant	Cur Ltr   Res	0	08-28-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status		
View Application	Cur Ltr   Res	0	08-28-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status			
View Application	Official Applicant	Cur Ltr   Res	0	08-28-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status	In Progress	
View Application	Cur Ltr   Res	0	08-29-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status		In Progress	
View Application	Official Applicant	Cur Ltr   Res	0	08-29-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status	In Progress	
View Application	Res	0	08-29-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status		In Progress	
View Application	Other	Cur Ltr   Res	0	09-02-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status	In Progress	
View Application	Res	0	09-02-2008 History/Notes	Under Review by Campus AA/R	Change Status	Change Status		In Progress	

To change the status of **multiple** applicants at the same time, check the box below the “All/None” column for each applicant that you wish to change (or check the “All/None” link), and then click the button labeled “Change Multiple Applicant Statuses.”

The screenshot displays the 'View/Edit Posting - Manager, Environmental Health & Safety' interface. The main table lists 15 active applicants with columns for Name, Documents, Score, Hire/Apply, Status, Internal Status, and All/None. A 'CHANGE MULTIPLE APPLICANT STATUSES' button is located below the table. Below this button is a control panel with a 'Refresh' button, a 'View Multiple' button, and a 'VIEW MULTIPLE APPLICATIONS' button. The 'Include' section has 'Active Applicants' checked. A 'SAVE AND STAY ON THIS PAGE' button is also present.

Name	Documents	Score	Hire/Apply	Status	Internal Status	All/None
View Application	Cur.Lit.    Res	80	08-13-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Cur.Lit.    Res	90	08-13-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Cur.Lit.    Res	50	08-14-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Cur.Lit.    Res	100	08-14-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Cur.Lit.    Res	50	08-15-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Cur.Lit.    Res	90	08-19-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Other    Cur.Lit.    Res	100	08-19-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
View Application	Cur.Lit.    Res	60	08-19-2008	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

Refresh View Multiple

Minimum Score:

Include:  Active Applicants  Inactive Applicants

**VIEW MULTIPLE APPLICATIONS**

**VIEW MULTIPLE DOCUMENTS**

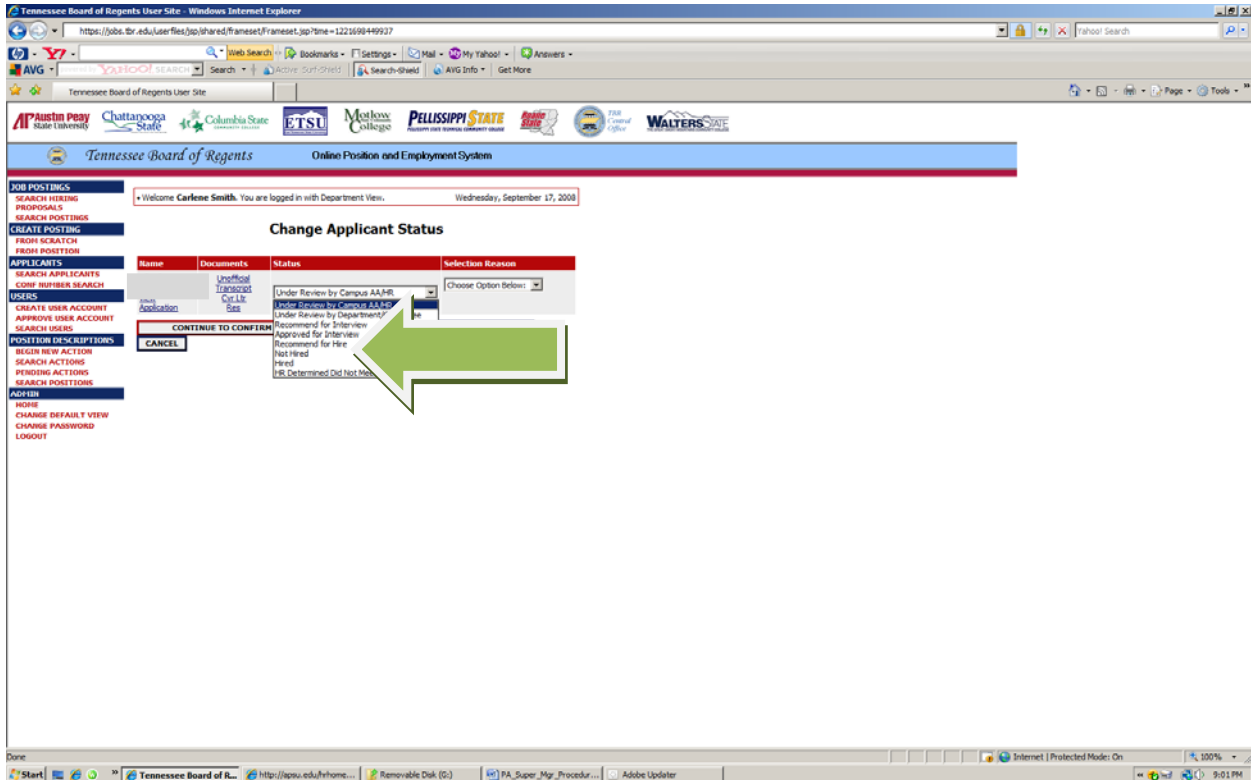
Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

**CANCEL** **VIEW POSTING SUMMARY >>**

- This will take you to a “Change Applicant Status” screen.
- Click the dropdown box in the “Status” column on this form and select “Not Hired.”



- Click the dropdown box in the "Selection Reason" column on this form and select one of the reasons why the candidate wasn't selected (you cannot use the option "Interviewed but not recommended for hire").

Tennessee Board of Regents User Site - Windows Internet Explorer

https://training378.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1229374347437

Tennessee Board of Regents User Site

Tennessee Board of Regents Online Position and Employment System

Welcome | You are logged in as | with User View. Monday, December 15, 2008

### Change Applicant Status

Name	Documents	Status	Selection Reason
view Application	Cvr Ltr Res	Not Hired	Choose Option Below: Choose Option Below: Did not appear for interview Failure to take appropriate test for position <b>Interviewed but not recommended for hire</b> Qualified for job, but proposed applicant has more job related education Qualified for job, but proposed applicant has more job related experience Position no longer available Rejected offer of employment Test scores do not meet minimum for position Unfavorable interview Unfavorable reference check Withdrew name Work history not satisfactory for position (please specify) Other

[CONTINUE TO CONFIRM PAGE >>](#)
[RESET](#)

start | Inbox - Microsoft Out... | 3 Internet Explorer | PEOPLE ADMIN | Moving all candidates... | 29° 3:12 PM

- Click “Continue to Confirm Page”.

Tennessee Board of Regents User Site - Windows Internet Explorer

https://training378.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1229374347437

Tennessee Board of Regents User Site

Austin Peay State University, Chattanooga State, Columbia State Community College, Motlow College, MISSISSIPPI STATE, Roane State, TBR Central Office, WALTERS STATE

Tennessee Board of Regents Online Position and Employment System

• Welcome | You are logged in as C with User View. Monday, December 15, 2008

### Change Applicant Status

Name	Documents	Status	Selection Reason
<a href="#">View Application</a>	<a href="#">Cvr Ltr</a> <a href="#">Res</a>	Not Hired	Qualified for job, but proposed applicant has more job related education

**CONTINUE TO CONFIRM PAGE >>** **RESET TO ORIGINAL STATUS** **CANCEL**

Done

start | Inbox - Microsoft Out... | 3 Internet Explorer | PEOPLE ADMIN | Moving all candidates... | 29° 3:16 PM

- Click “Save Status Changes”.

Tennessee Board of Regents User Site - Windows Internet Explorer

https://training378.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1229374347437

Tennessee Board of Regents User Site

Tennessee Board of Regents Online Position and Employment System

**JOB POSTINGS**  
 ACTIVE POSTINGS  
 PENDING POSTINGS  
 HISTORICAL POSTINGS  
 SEARCH HIRING  
 PROPOSALS

**POSITION DESCRIPTIONS**  
 BEGIN NEW ACTION  
 SEARCH ACTIONS  
 PENDING ACTIONS  
 SEARCH POSITIONS


**ADMIN**  
 HOME  
 CHANGE DEFAULT VIEW  
 LOGOUT  
 LOGOUT OF OTHER USER

• Welcome [redacted] You are logged in as [redacted] with User [redacted] Monday, December 15, 2008

View.

### Change Applicant Status

Name	Documents	Status	Selection Reason
<a href="#">View Application</a>	<a href="#">Cvr Ltr</a> <a href="#">Res</a>	Not Hired	Qualified for job, but proposed applicant has more job related education



Done

start | Inbox - Microsoft Out... | 3 Internet Explorer | PEOPLE ADMIN | Moving all candidates... | 29° 3:16 PM

When you have changed the status on all the candidates the only applicant left on the screen should be the applicant this is being hired.

The screenshot shows the Tennessee Board of Regents Online Position and Employment System. The main heading is "View/Edit Posting - Counselor, Veteran's Upward Bound". The page includes a navigation menu on the left with sections for "JOB POSTINGS", "POSITION DESCRIPTIONS", and "ADMIN". A table of active applicants is displayed, showing one record with the status "Hired".

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal (s) for Posting	Comments	Notes / History
<b>Active Applicants</b>								
1 Record								
<input checked="" type="checkbox"/>	Name	Documents	Score	Date Applied	Status	External Status	All / None	
<input checked="" type="checkbox"/>	[Name]	<a href="#">Cur Ltr</a>   <a href="#">Res</a>	0	09-26-2008	Hired	In Progress	<input type="checkbox"/>	

Buttons at the bottom of the table include "Refresh", "View Multiple", "VIEW MULTIPLE APPLICATIONS", and "VIEW MULTIPLE DOCUMENTS".

You have now finalized your posting.