UTA

Academic Human Resources

Search Committee
People Admin User Guide

This guide is intended to assist with access, reviewing applications, changing applicant's workflow states, requesting interview approval, and recommendations for hire.

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Access to People Admin

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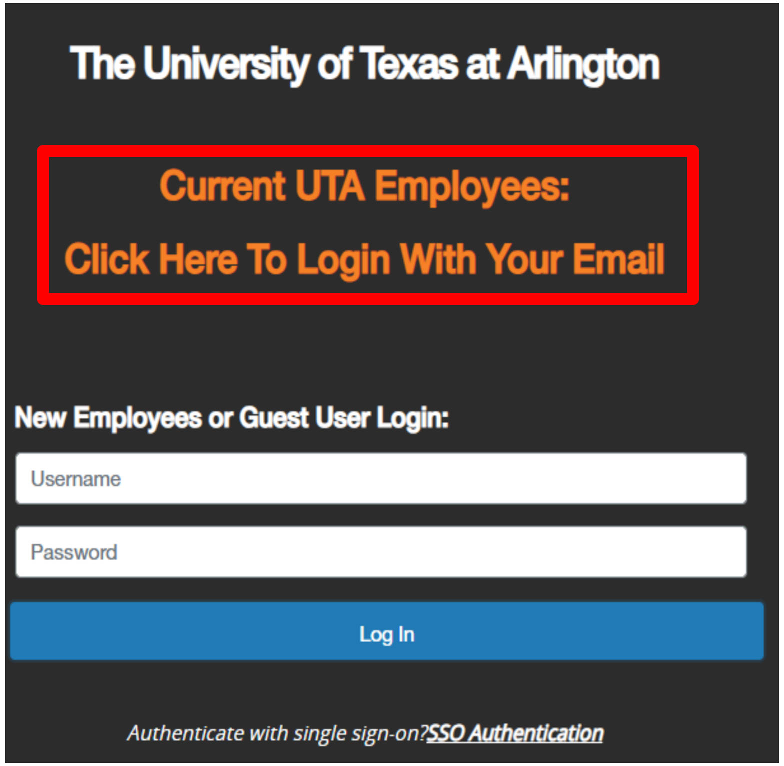
How to Log into People Admin

You will login to UT Arlington PeopleAdmin using your UT Arlington email and password via your Single-Sign-On (SSO). The system can be accessed from the [UTA Apps page](), or from [uta.peopleadmin.com/hr]().

STEP 1

Open your browser and go to https://uta.peopleadmin.com//hr/login to login.



STEP 2

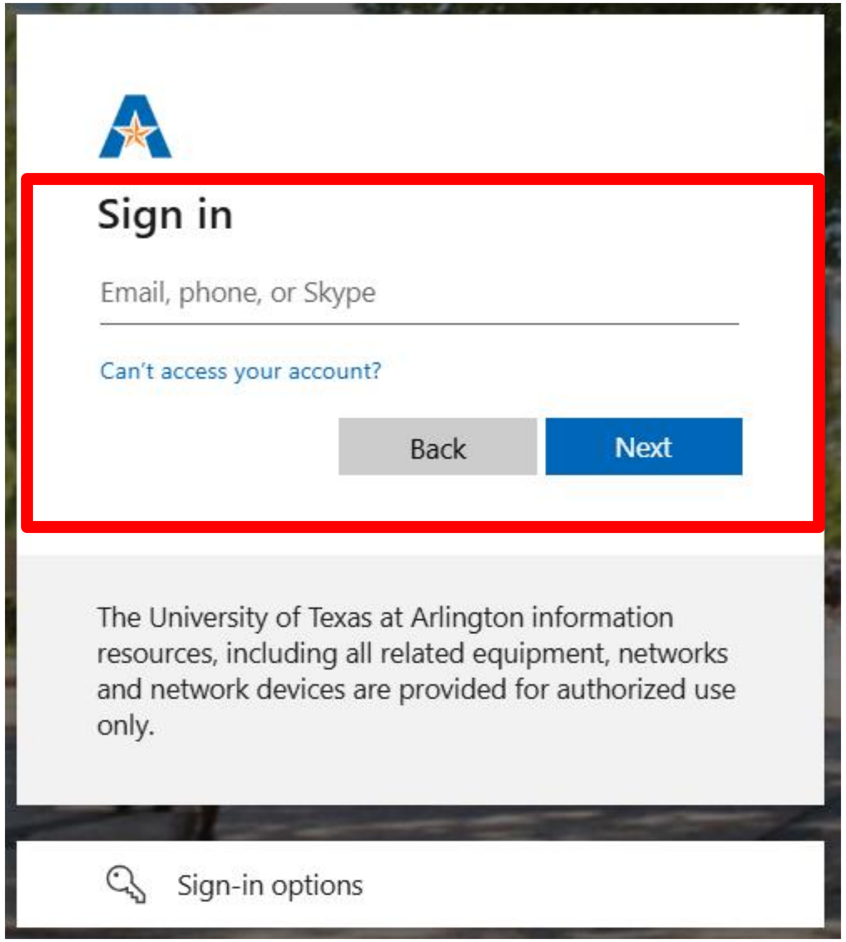
Select **Current UTA Employees: Click Here To Login With Your Email (in orange font)**.

STEP 3

The user will be redirected to the UTA PeopleAdmin login screen.

Sign in using your **UTA email**, **address** and **password**.

Please note that you will be logged out of the system after 60 minutes of inactivity.



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User Roles & Home Page Functions

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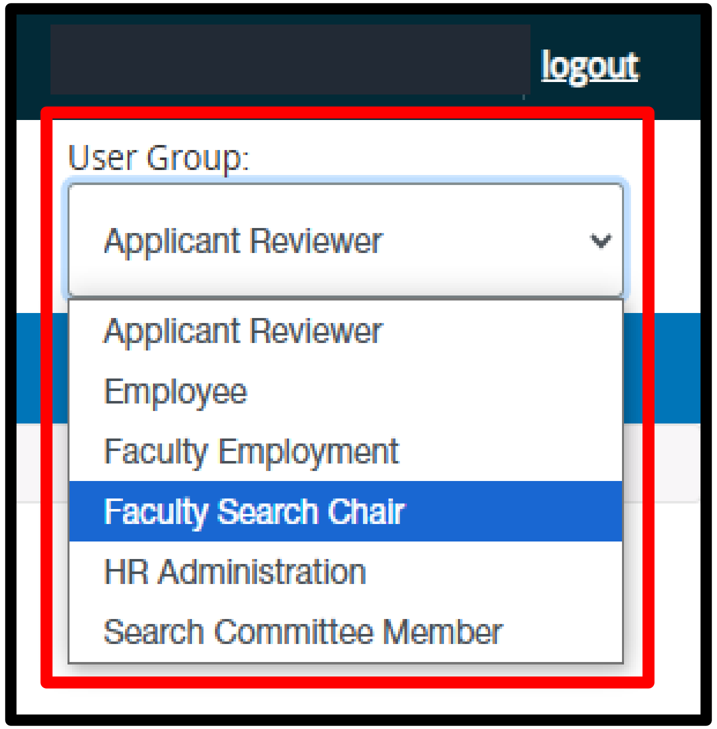
Understanding User Roles

When you sign into PeopleAdmin, you'll be directed to your dashboard. In the upper right-hand corner of your dashboard page, you'll find a drop-down menu labeled **User Group**. Typically, this will be set to **Employee** when you first log in. Each group you belong to will appear on this list and will provide different access to the system, and different ways to interact with your open postings.

User group Selection: Use the drop-down menu to toggle between user groups. Depending on your role in the search, select **Search Committee Chair** or **Search Committee Member**.



The Faculty Search Chair and Search Committee Members are assigned to a posting when the posting is created.

***Search Chairs must coordinate with Applicant Reviewer to determine who will be primary in the workflows that both user groups control. I.e., Dispensing candidates and submitting applicants for interview requests.**

	Create & Submit Posting Request	View Applicants	Dispense Candidates* (Not Recommended for Interview or applicants that will not advance after interview)	Submit Interview Request* (First & Final Round)	Submit Finalists for Recommend for Hire*	Submit Hiring Proposal Request	Finalize Hire
Applicant Reviewer (typically administrative support staff member for the unit)	✓	✓	✓	✓	✓	✓	✓
Faculty Search Chair	X	✓	✓	✓	✓	X	X
Search Committee Member	X	✓	X	X	X	X	X

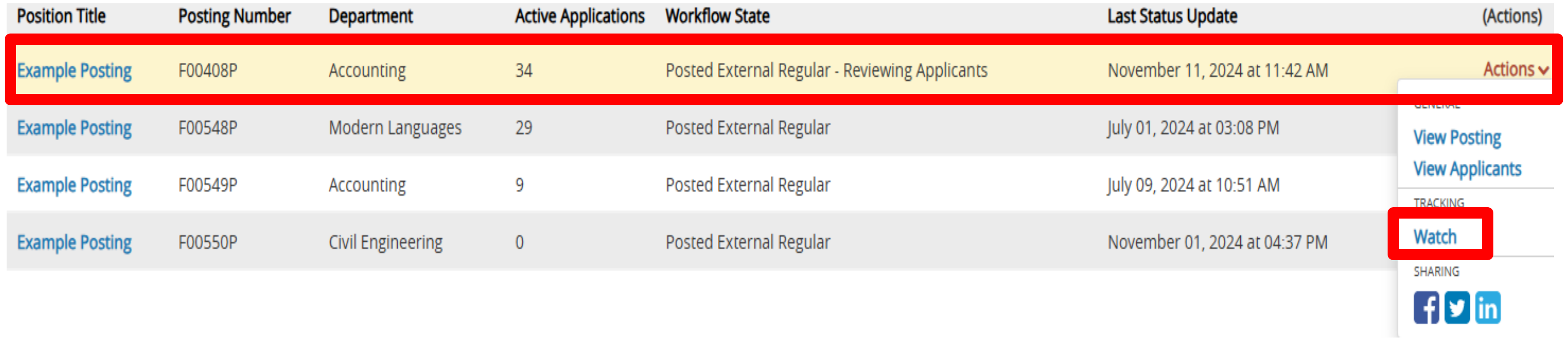
Home Page Functions

Once you login, you will land on your UT Arlington PeopleAdmin Home Page dashboard. From here, you can navigate directly to your **Postings**. The dashboard also includes the **Inbox** which lists any items that require an approvers attention (Note: search committee members are not approvers in the worfklow) and the **Watchlist** where you can pin postings that you want to access quickly.

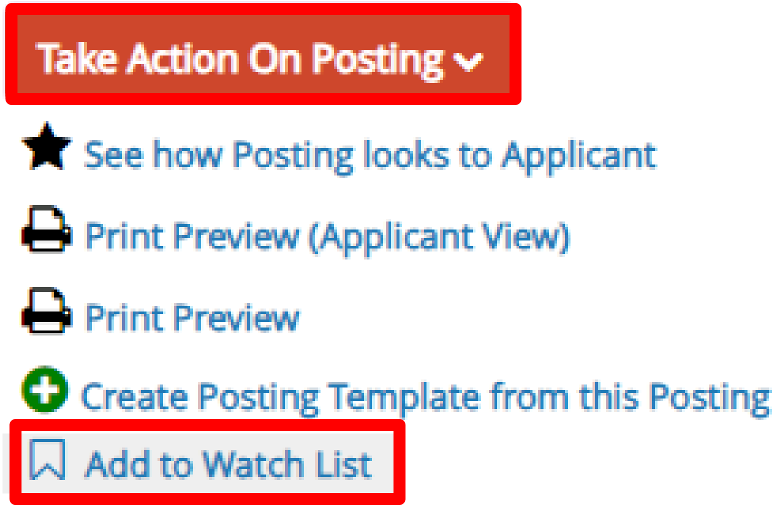
The **Inbox** will keep you apprised of changes to your postings. It lists the **Title**, **Current State** and the **Days in Current State** (# of days that a posting has been in that current state). Each time a posting changes states, the **Inbox** will update.

You can access postings listed in the Inbox by clicking on the **Title**.

The **Watch List** is a system tool that allows you to pin or add postings to your dashboard so that you can easily review the status of the item and see where it is located in the approval process. This tool is located at the bottom of your dashboard. You can add and remove postings from the list at any time by hovering over the **Action** button to the right of the posting on the Faculty Postings page, or going opening, then select **Take Action On Posting**, **Add to Watch List**.



Position Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
Example Posting	F00408P	Accounting	34	Posted External Regular - Reviewing Applicants	November 11, 2024 at 11:42 AM	Actions
Example Posting	F00548P	Modern Languages	29	Posted External Regular	July 01, 2024 at 03:08 PM	
Example Posting	F00549P	Accounting	9	Posted External Regular	July 09, 2024 at 10:51 AM	
Example Posting	F00550P	Civil Engineering	0	Posted External Regular	November 01, 2024 at 04:37 PM	



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How to Review Applications & Change Applicant Status

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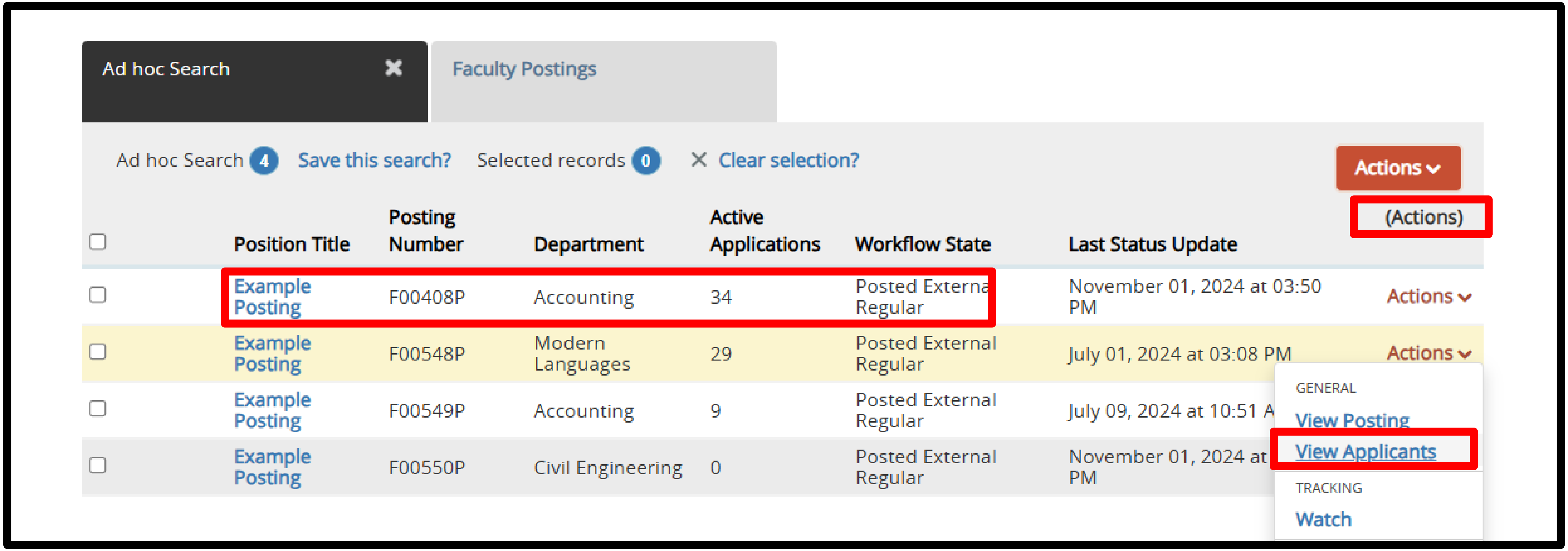
Viewing Applications

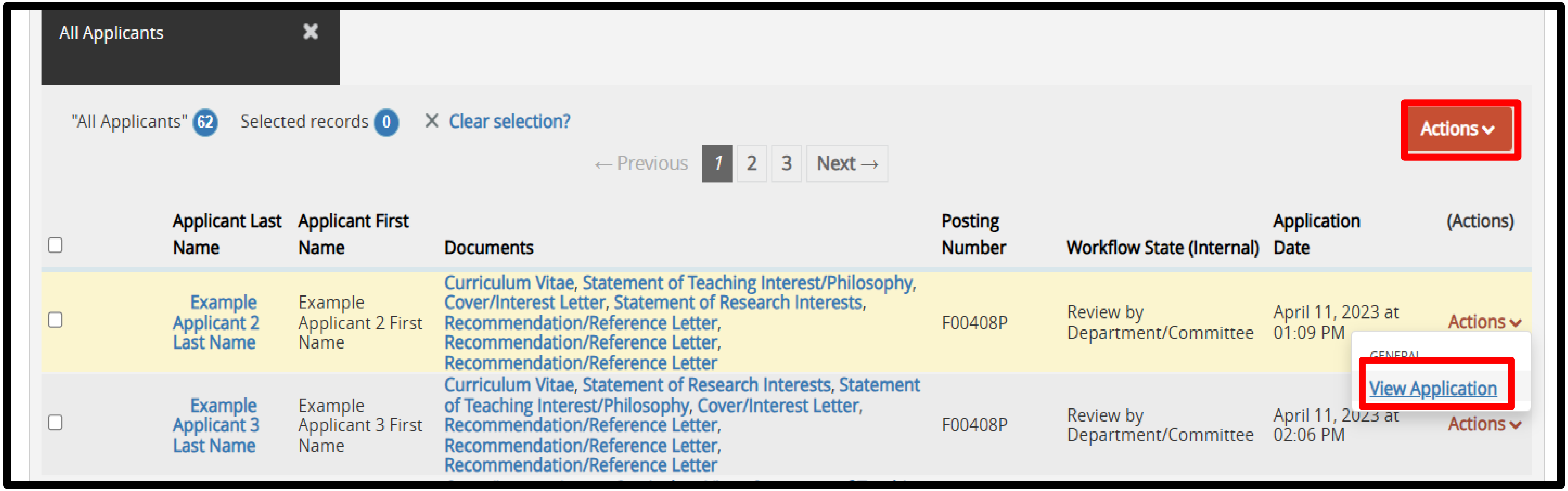
STEP 1

Locate the posting, select **Actions** and **View Applicants**.



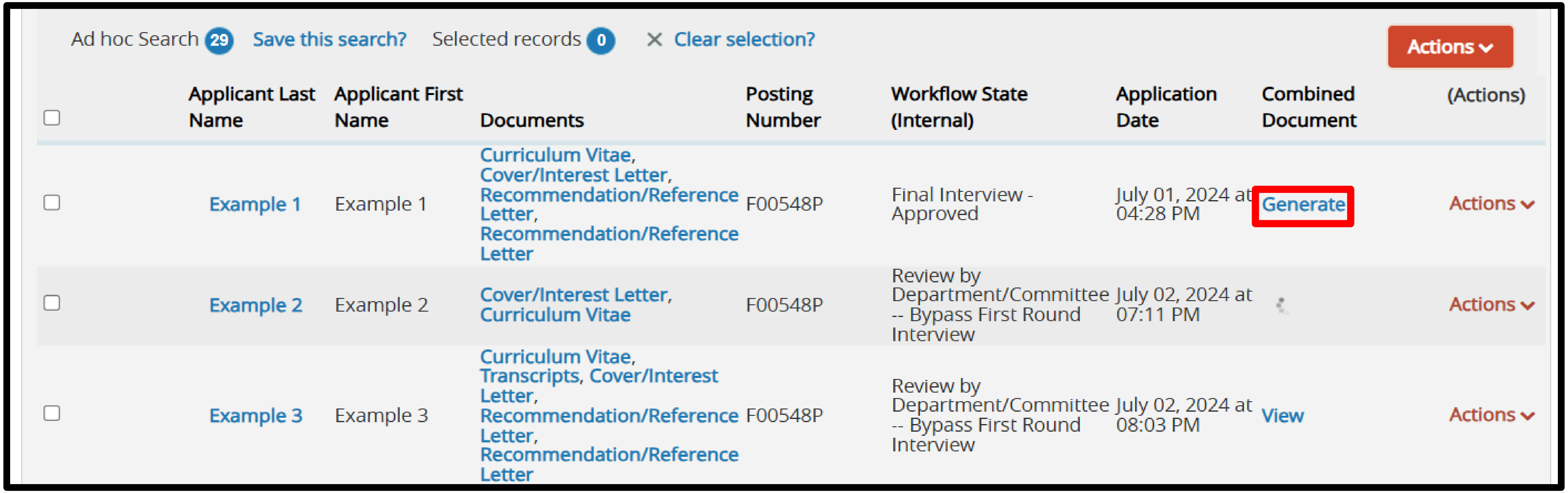
STEP 2

Select **Actions** and **View Application**. The required and/or optional applicant documents can be viewed at the bottom of the application or under the **Documents** tab.



STEP 3

To view the PDF version of the application and documents, click the **Generate** link located under the **Combined Document** column. Once the document is ready, click **View** to see the full application. **Do not save or download applications or application documents.**



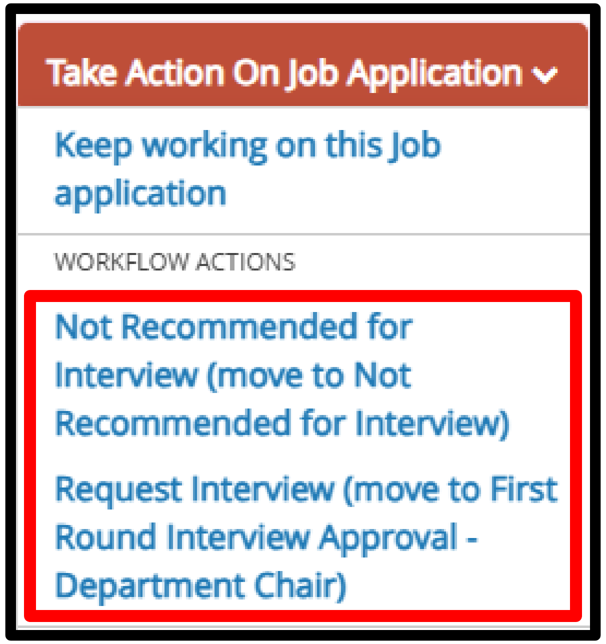
Ad hoc Search 29 Save this search? Selected records 0 × Clear selection? Actions

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Combined Document	(Actions)
	Example 1	Example 1	Curriculum Vitae, Cover/Interest Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00548P	Final Interview - Approved	July 01, 2024 at 04:28 PM	Generate	Actions
	Example 2	Example 2	Cover/Interest Letter, Curriculum Vitae	F00548P	Review by Department/Committee -- Bypass First Round Interview	July 02, 2024 at 07:11 PM		Actions
	Example 3	Example 3	Curriculum Vitae, Transcripts, Cover/Interest Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00548P	Review by Department/Committee -- Bypass First Round Interview	July 02, 2024 at 08:03 PM	View	Actions

Changing Individual Applicant Workflow Status

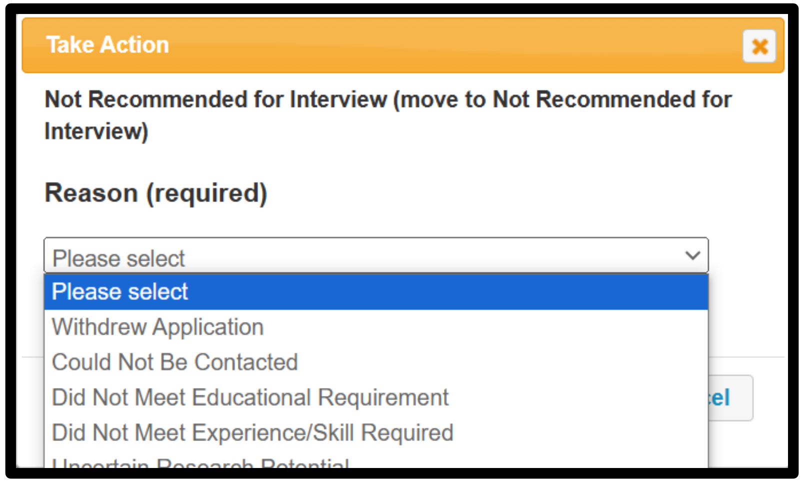
STEP 1
To change the state of one applicant, click on the **applicant's name** to review their application.

STEP 2
On the **Job application** page, select the Take Action On Job Application button and select the appropriate workflow state. A **Take Action** box will then appear, then click **Submit** to move the applicant.



Note, If an applicant's workflow state is pending review, only the reviewer may transition them to another workflow state.

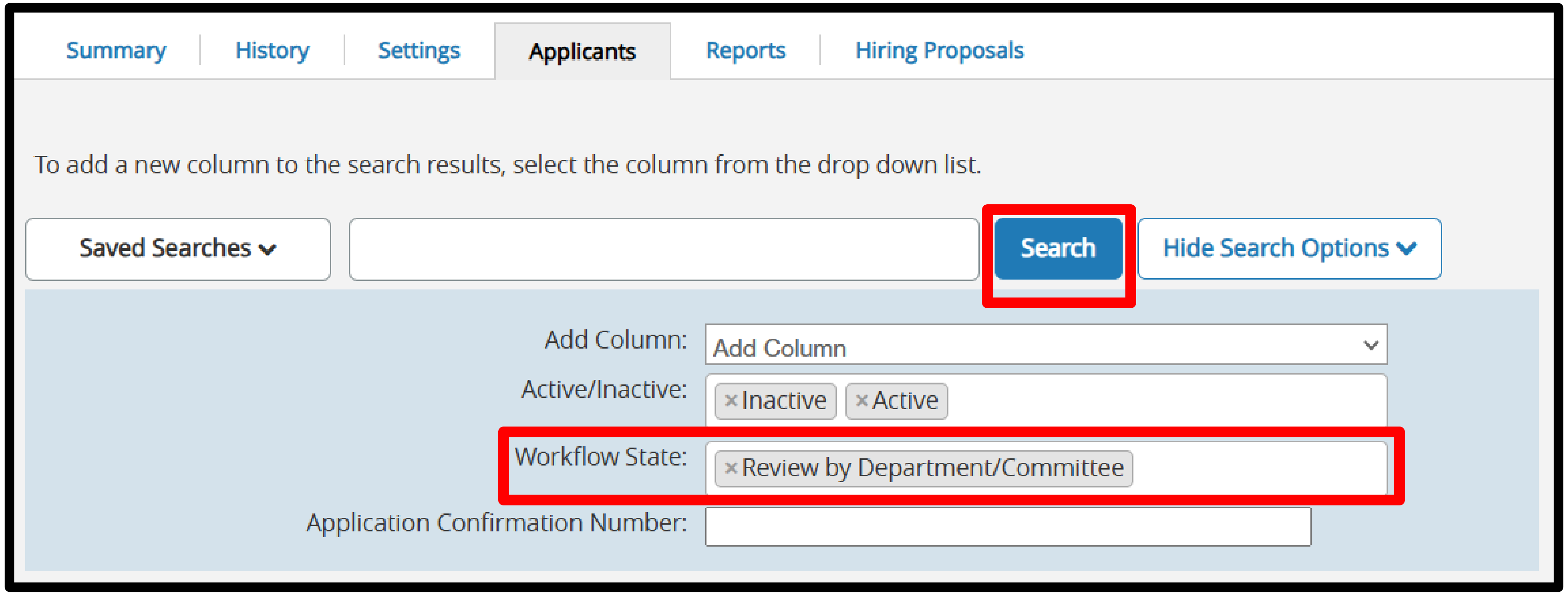
Applicants who do not meet qualifications, or who are eliminated during the review process, should be designated as "**Not Recommended for Interview**". In addition to changing the **Applicant Status**, the committee chair will select the appropriate reason for non- selection.



Changing Multiple Applicants Workflow Status

STEP 1

To change the state of multiple applicants, select the blue **More Search Options** button on the **Applicant Review** page, select one **Workflow State** that aligns with the applicants you want to transition (i.e. First Round Interview Approval-Department Chair) then click the **Search** button. **Note, If an applicant's workflow state is pending review, only the reviewer may transition them to another workflow state.**

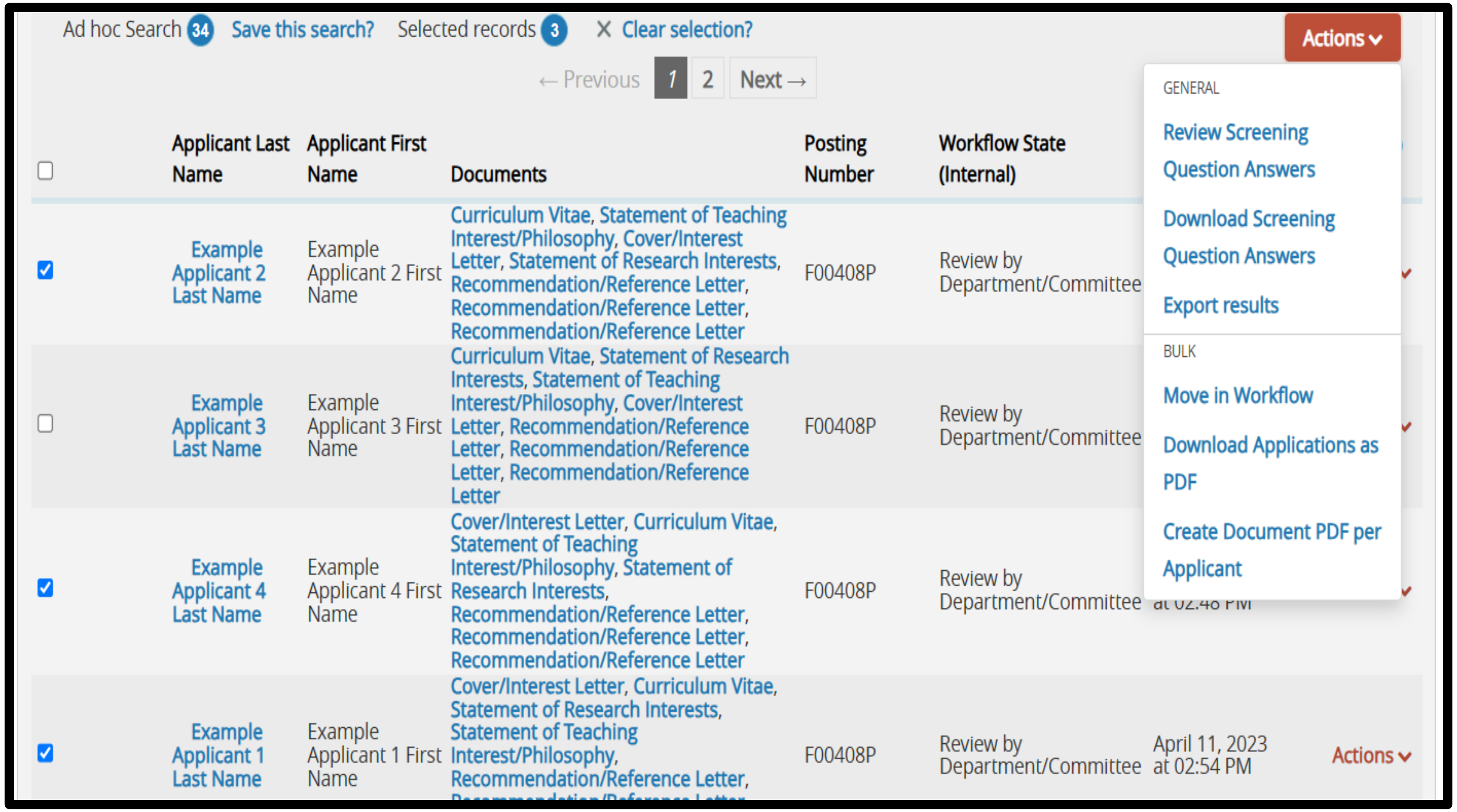


STEP 2

From the list of applicants, check the boxes to select the
applicants to move in bulk. To select all applicants, check the box to the left of **Applicant Last Name**.

STEP 3

Hover over the button and select **Bulk: Move in Workflow**.

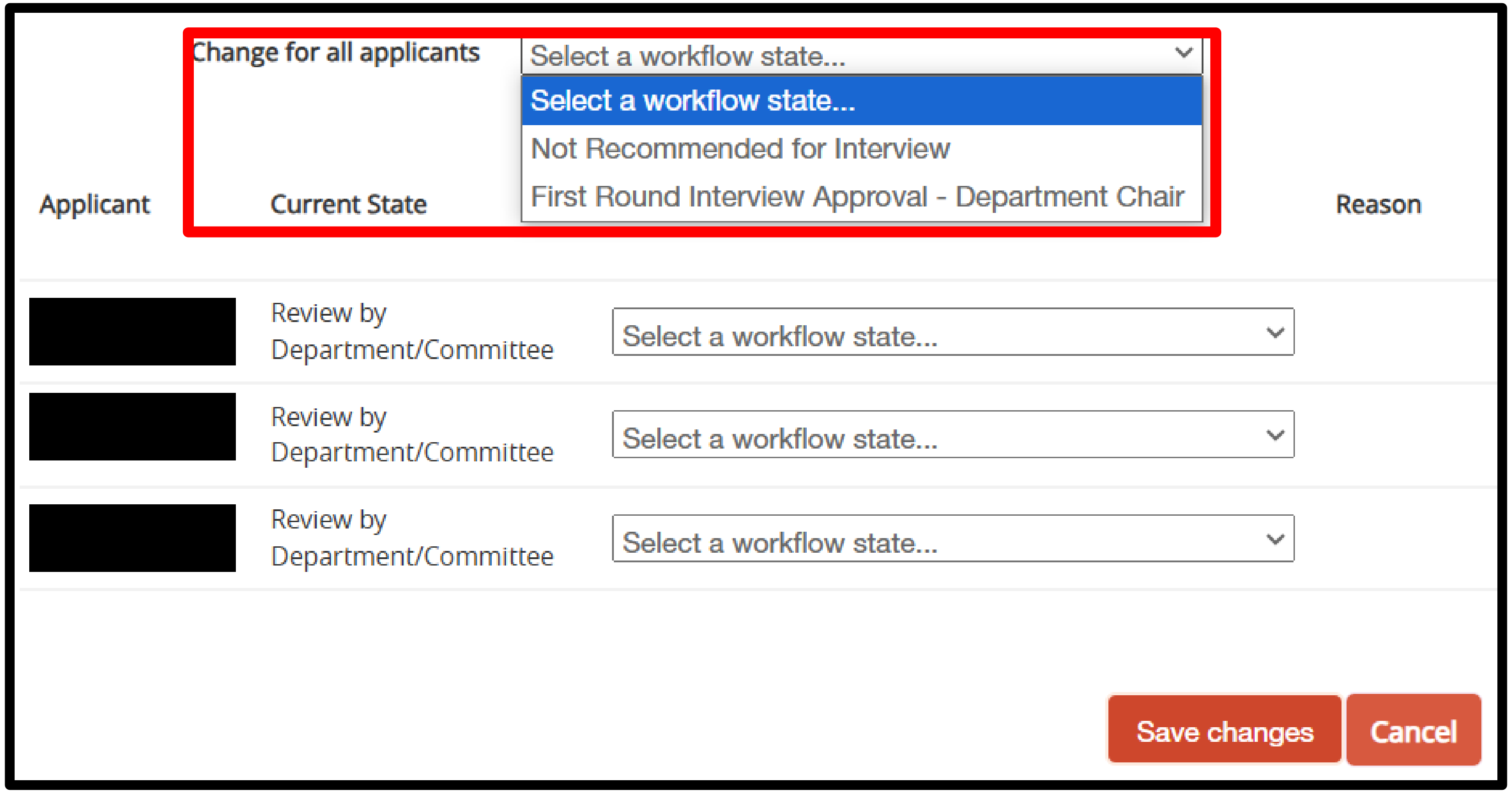


STEP 4

Select the workflow state to which you would like to move all applicants and click **Save Changes** to update.

STEP 5

After completing each bulk move, restart with **Step 1**, as all applicants must reside in the same workflow state to complete a bulk move.

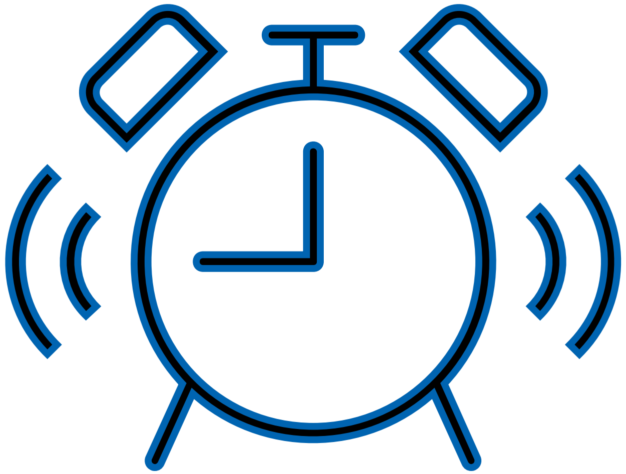


Applicant Notification's

System Does Not Meet Minimum Qualifications: (if screening questions with required disqualifying answers were used on the Posting) - Notifications will be sent immediately via People Admin to applicants who do not meet minimum qualifications.

Applicants in the following states will be notified via People Admin after the position is transitioned to ‘Filled’. A finalist(s) must be identified for a position to be transitioned to this state. If a finalist was not identified, the search chair or department admin should contact Academic Human Resources

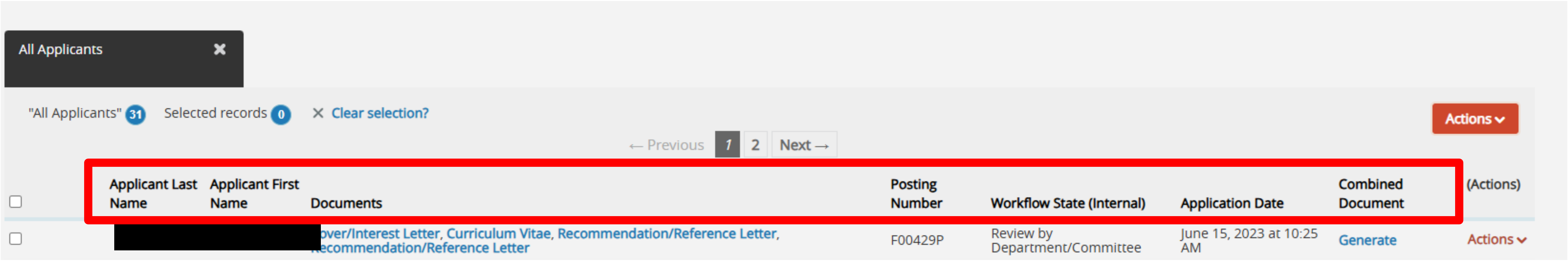
- **Not Recommended for Interview**
- **Interviewed Not Hired (for First and Final Round Candidates)**



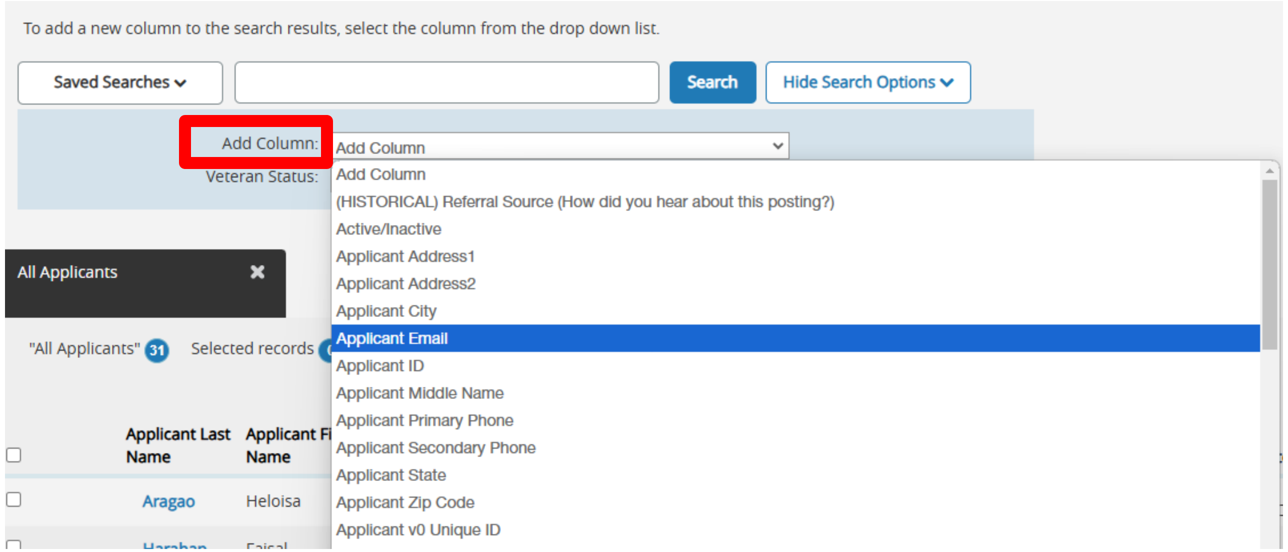
Note, Search Chairs should directly contact candidates that were interviewed, and did not advance to First Round Interviews or Finalists. It is recommended that Finalists are called.

Search Filter Configurations

A search has been created to allow search committees to view specific applicant details in a report-like format.



Additional details can be added to the search by going to **Add Column** and selecting desired columns (i.e. Applicant Email).



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Submitting Applicants in the Workflow

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Submitting Interview Requests

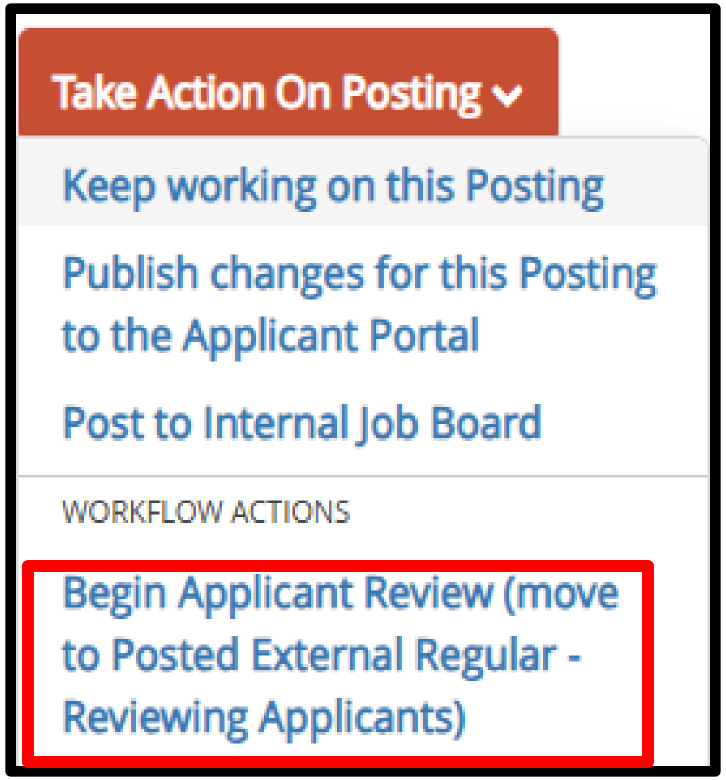
To alert reviewers that interview requests will commence, the posting must be transitioned to a new state to send a ‘heads up’ notification to reviewers. **Notifications for individual applicants submitted for interview requests will not be sent to reviewers. It is the Search Chair and Applicant Reviewers responsibility to monitor all requests and follow up with reviewers if action isn’t taken on each request in a timely manner.**

STEP 1: To notify reviewer after submitting a group of interview requests, select the Take Action On Posting button.

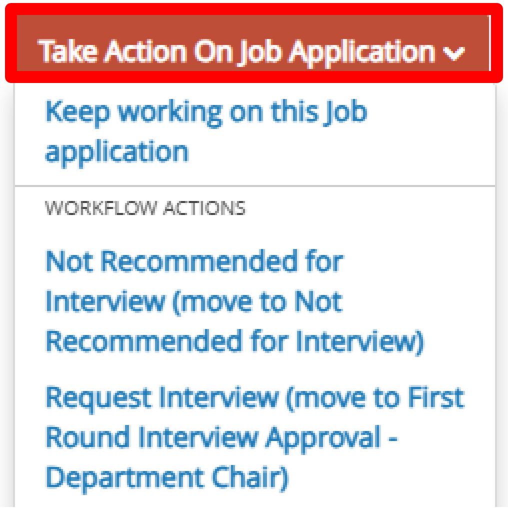
STEP 2: Select **Begin Applicant Review** to send the initial notification. To send notifications for additional interview requests, repeat the steps above.

STEP 3: When the **Take Action** window opens, click **Submit.**

When interviews are approved the applicant workflow state will be **First/Final Round Interview – Approved**.



Interview requests are submitted by the **Applicant Reviewer** or the **Faculty Search Committee Chair** and are reviewed by the Department Chair, Dean, and AHR. **Again, it is the responsibility of the Faculty Search Chair and Applicant Reviewer to ensure that all requests are responded to by the reviewer in a timely manner.**



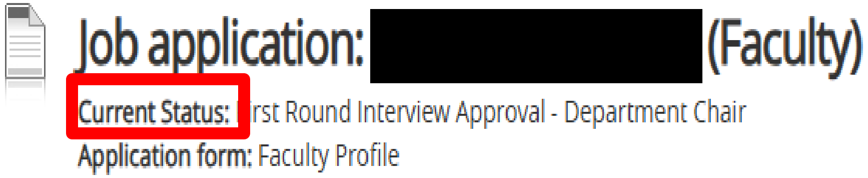
STEP 1: To notify a reviewer of an interview request, select the 

button.

STEP 2: Select the appropriate action (for First Round or Final Round interview). The system limits the selection to two options to ensure the proper action is taken.

STEP 3: When the **Take Action** window opens, click **Submit**.

The applicant workflow state will transition to the selected state in the Current Status field. The status is visible throughout the review process for all user groups.



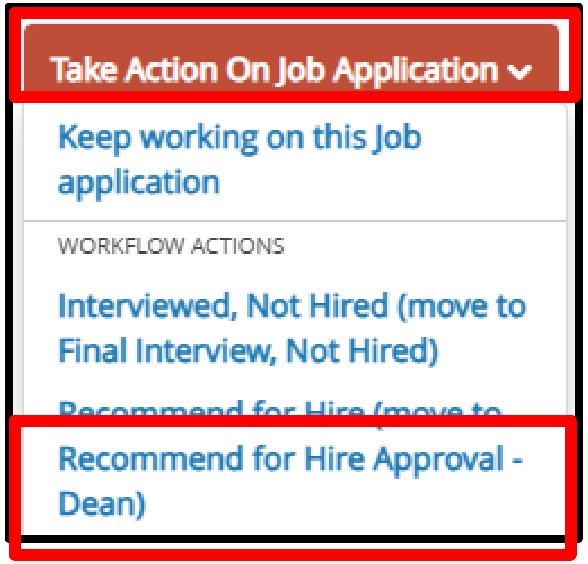
Submit Applicants for Recommend for Hire

Recommend for Hire requests are submitted by the Applicant Reviewer or the Faculty Search Committee Chair to the Dean for approval. **Notifications are sent to reviewers for applicants submitted for recommend for hire requests.**

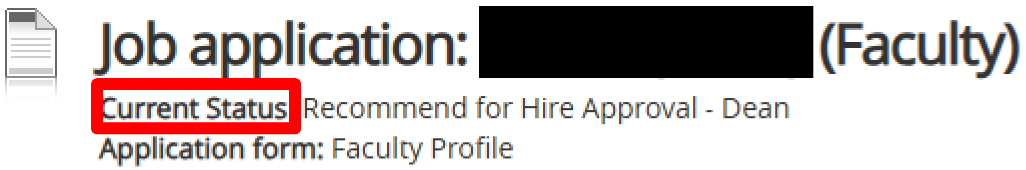
STEP 1: To notify a reviewer of a **Recommend for Hire Request,** request, select the Take Action On Job Application button.

STEP 2: Select **Recommend for Hire (move to Recommend for Hire Approval-Dean)** to send the initial notification.

STEP 3: When the **Take Action** window opens, click **Submit.**



The applicant workflow state will transition to the selected state in the Current Status field. The status is visible throughout the review process for all user groups.



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Tools for Ranking Applicants

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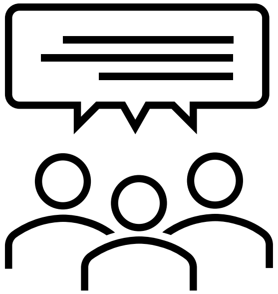
How to Use the Hiring Rubric Matrix Tool

The hiring matrix tool is required for all faculty searches. This tool ensures the hiring selection decisions are made only on lawful, job-related, and non- discriminatory criteria, thus providing Equal Employment Opportunity to all applicants. The search committee should design the matrix categories to correspond to the required and preferred qualifications stipulated in the posting.

The hiring matrix templates can be found in the Academic Human Resources – Forms & Processes website – Hiring Rubric Matrix Tool.



STEP 1

After downloading the template, begin filling out the hiring matrix.
Pay special attention to the **Read Me** tab.

STEP 2

Confirm all required, preferred qualifications from the advertisement are entered. The qualifications should match the job posting exactly. Do not add criteria that does not appear in the posting or leave any qualification(s) out.

Required Qualifications	• Earned doctorate by August 2022 in an education field • Expertise in PK-12 school leadership • Demonstrated commitment to social justice and understanding of the diverse academic, social, economic, cultural, and ethinic backgrounds of university students • Online pedagogical experience
Preferred Qualifications	• Knowledge of the complex legislative environment governing Texas educational institutions • Experience in building partnerships with local PK-12 and/or higher education community • Knowledge of Texas standards • Direct experience in Assistant, Associate, or Principal leadership roles

For assistance contact Academic Human Resources at:
ahr@uta.edu