



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).

The University of Texas at Arlington

Current UTA Employees:
Click Here To Login With Your Email

New Employees or Guest User Login:

Username

Password

Log In

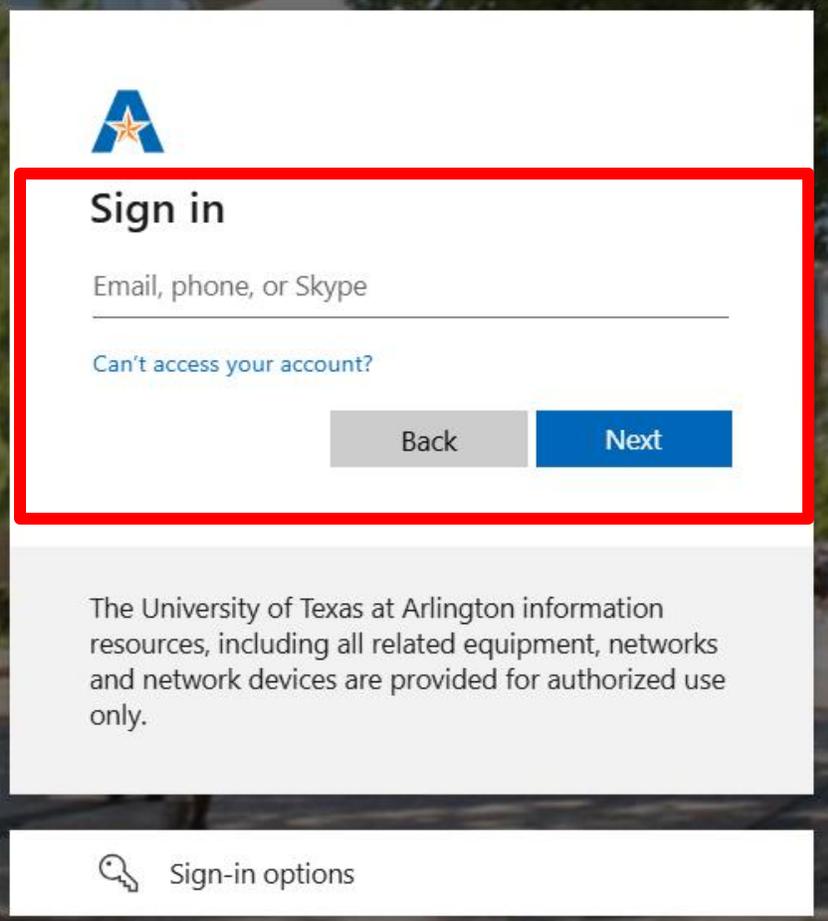
Authenticate with single sign-on? [SSO Authentication](#)

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.





Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Back](#) [Next](#)

The University of Texas at Arlington information resources, including all related equipment, networks and network devices are provided for authorized use only.

 [Sign-in options](#)



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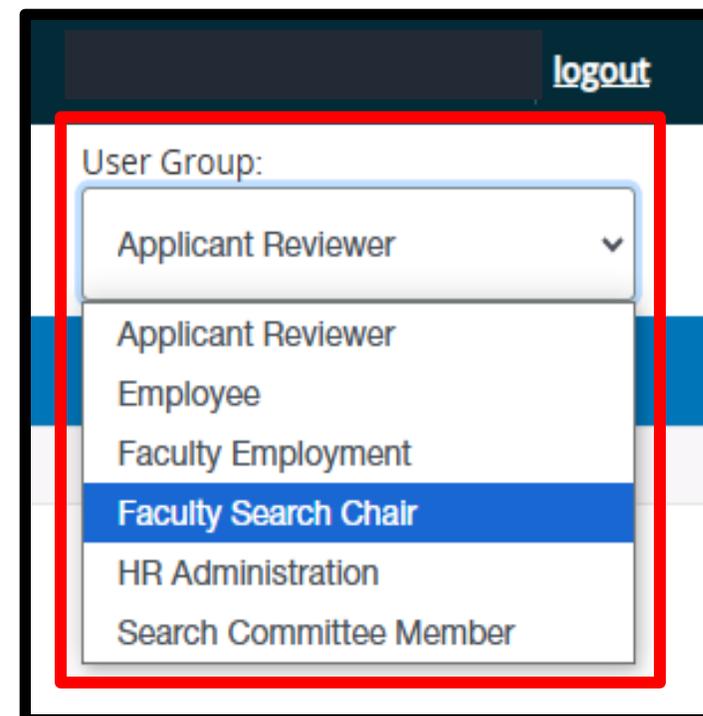
User Roles & Home Page Functions

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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.**

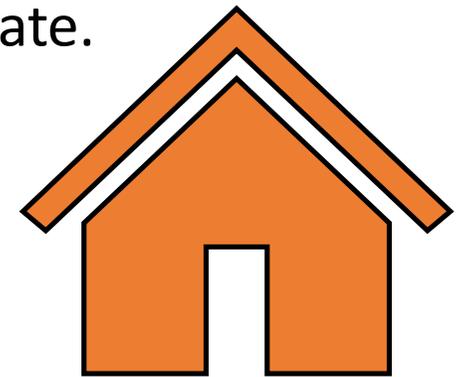
	Create & Submit Posting Request	View Applicants	Dispense Candidates* (Not Recommended for Interview or applicants that will not advance after interview)	Submit Interview Request* (First & Final Round)	Submit Finalists for Recommend for Hire*	Submit Hiring Proposal Request	Finalize Hire
Applicant Reviewer (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 workflow) 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	View Posting View Applicants
Example Posting	F00549P	Accounting	9	Posted External Regular	July 09, 2024 at 10:51 AM	TRACKING Watch
Example Posting	F00550P	Civil Engineering	0	Posted External Regular	November 01, 2024 at 04:37 PM	SHARING f t in

Take Action On Posting ▾

★ See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

+ Create Posting Template from this Posting

Add to Watch List



Academic Human Resources

How to Review Applications & Change Applicant Status

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Viewing Applications

STEP 1

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

The screenshot displays a web interface for viewing applications. At the top, there is a search bar labeled 'Ad hoc Search' and a filter button for 'Faculty Postings'. Below this, a summary bar shows 'Ad hoc Search 4', 'Save this search?', 'Selected records 0', and 'Clear selection?'. A table lists several postings with columns for 'Position Title', 'Posting Number', 'Department', 'Active Applications', 'Workflow State', and 'Last Status Update'. The first row, 'Example Posting' (F00408P, Accounting, 34 applications), is highlighted with a red box. To the right of the table, an 'Actions' dropdown menu is open, showing options like 'View Posting' and 'View Applicants', with 'View Applicants' highlighted by a red box.

	Position Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Actions
<input type="checkbox"/>	Example Posting	F00408P	Accounting	34	Posted External Regular	November 01, 2024 at 03:50 PM	Actions ▾
<input type="checkbox"/>	Example Posting	F00548P	Modern Languages	29	Posted External Regular	July 01, 2024 at 03:08 PM	Actions ▾
<input type="checkbox"/>	Example Posting	F00549P	Accounting	9	Posted External Regular	July 09, 2024 at 10:51 AM	Actions ▾
<input type="checkbox"/>	Example Posting	F00550P	Civil Engineering	0	Posted External Regular	November 01, 2024 at 03:50 PM	Actions ▾

- GENERAL
 - View Posting
 - View Applicants
- TRACKING
 - Watch

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.

All Applicants ×

"All Applicants" 62 Selected records 0 × Clear selection?

← Previous 1 2 3 Next →

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Example Applicant 2 Last Name	Example Applicant 2 First Name	Curriculum Vitae, Statement of Teaching Interest/Philosophy, Cover/Interest Letter, Statement of Research Interests, Recommendation/Reference Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00408P	Review by Department/Committee	April 11, 2023 at 01:09 PM	Actions ▼
<input type="checkbox"/>	Example Applicant 3 Last Name	Example Applicant 3 First Name	Curriculum Vitae, Statement of Research Interests, Statement of Teaching Interest/Philosophy, Cover/Interest Letter, Recommendation/Reference Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00408P	Review by Department/Committee	April 11, 2023 at 02:06 PM	Actions ▼

GENERAL
[View Application](#)

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 X Clear selection?								Actions ▼
<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Combined Document	(Actions)
<input type="checkbox"/>	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 ▼
<input type="checkbox"/>	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 ▼
<input type="checkbox"/>	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 ▼

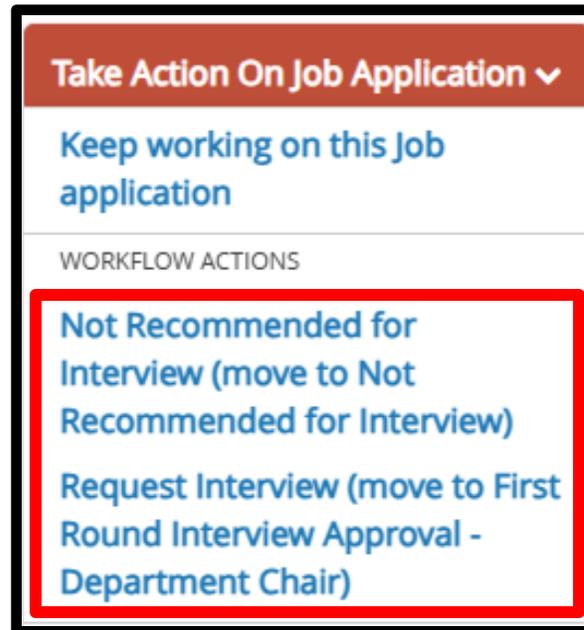
Changing Individual Applicant Workflow Status

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.



Take Action On Job Application ▾

Keep working on this Job application

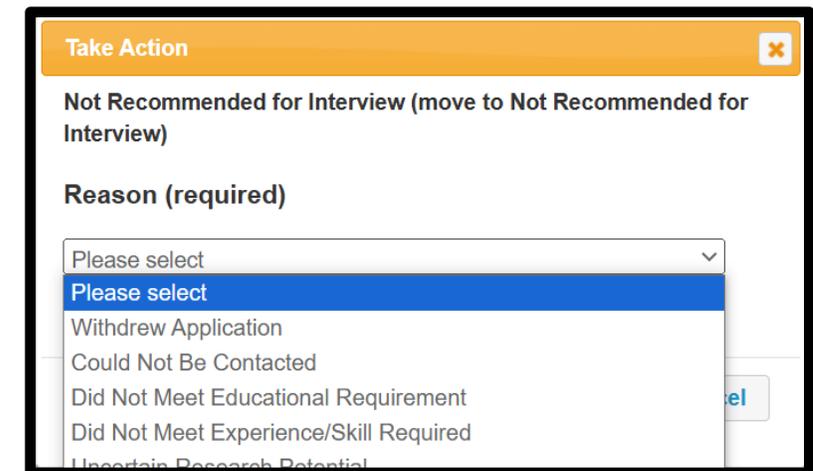
WORKFLOW ACTIONS

Not Recommended for Interview (move to Not Recommended for Interview)

Request Interview (move to First Round Interview Approval - Department Chair)

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.



Take Action

Not Recommended for Interview (move to Not Recommended for Interview)

Reason (required)

Please select

Please select

Withdrawn Application

Could Not Be Contacted

Did Not Meet Educational Requirement

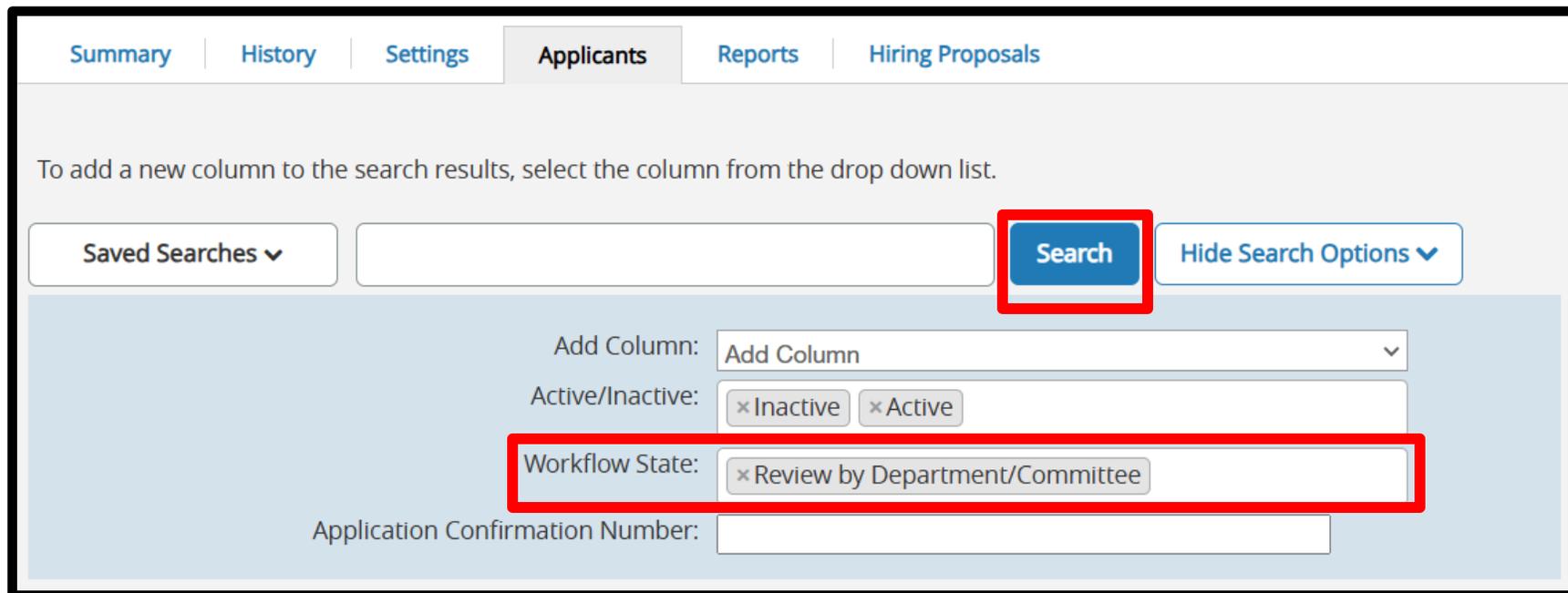
Did Not Meet Experience/Skill Required

Uncertain Research Potential

Changing Multiple Applicants Workflow Status

STEP 1

To change the state of multiple applicants, select the blue  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.**



The screenshot shows the 'Applicants' tab in a web application. At the top, there are navigation tabs: Summary, History, Settings, Applicants, Reports, and Hiring Proposals. Below the tabs, there is a search bar with a 'Saved Searches' dropdown on the left, a search input field, a blue 'Search' button (highlighted with a red box), and a 'Hide Search Options' dropdown on the right. Below the search bar, there is a section for adding filters. The 'Add Column' dropdown is set to 'Add Column'. The 'Active/Inactive' section has two buttons: '× Inactive' and '× Active'. The 'Workflow State' dropdown is set to '× Review by Department/Committee' and is highlighted with a red box. At the bottom, there is an 'Application Confirmation Number' input field.

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**.

The screenshot shows a web interface for managing applicants. At the top, there is a search bar with 'Ad hoc Search' and '34' records, a 'Save this search?' option, and 'Selected records 3'. Below the search bar are navigation buttons: '← Previous', '1', '2', and 'Next →'. The main area is a table with columns: 'Applicant Last Name', 'Applicant First Name', 'Documents', 'Posting Number', and 'Workflow State (Internal)'. There are four rows of applicant data. The first row is selected (checkbox checked). The second row is not selected (checkbox unchecked). The third row is selected (checkbox checked). The fourth row is selected (checkbox checked). An 'Actions' dropdown menu is open over the table, showing options under 'GENERAL' (Review Screening, Question Answers, Download Screening, Question Answers, Export results) and 'BULK' (Move in Workflow, Download Applications as PDF, Create Document PDF per Applicant). A date and time stamp 'April 11, 2023 at 02:54 PM' is visible in the bottom right of the table area.

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)
<input checked="" type="checkbox"/>	Example Applicant 2 Last Name	Example Applicant 2 First Name	Curriculum Vitae, Statement of Teaching Interest/Philosophy, Cover/Interest Letter, Statement of Research Interests, Recommendation/Reference Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00408P	Review by Department/Committee
<input type="checkbox"/>	Example Applicant 3 Last Name	Example Applicant 3 First Name	Curriculum Vitae, Statement of Research Interests, Statement of Teaching Interest/Philosophy, Cover/Interest Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00408P	Review by Department/Committee
<input checked="" type="checkbox"/>	Example Applicant 4 Last Name	Example Applicant 4 First Name	Cover/Interest Letter, Curriculum Vitae, Statement of Teaching Interest/Philosophy, Statement of Research Interests, Recommendation/Reference Letter, Recommendation/Reference Letter, Recommendation/Reference Letter	F00408P	Review by Department/Committee
<input checked="" type="checkbox"/>	Example Applicant 1 Last Name	Example Applicant 1 First Name	Cover/Interest Letter, Curriculum Vitae, Statement of Research Interests, Statement of Teaching Interest/Philosophy, Recommendation/Reference Letter, Recommendation/Reference Letter	F00408P	Review by Department/Committee

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	Current State	Reason
[Redacted]	Review by Department/Committee	Select a workflow state... Not Recommended for Interview First Round Interview Approval - Department Chair
[Redacted]	Review by Department/Committee	Select a workflow state...
[Redacted]	Review by Department/Committee	Select a workflow state...

Buttons: Save changes, Cancel

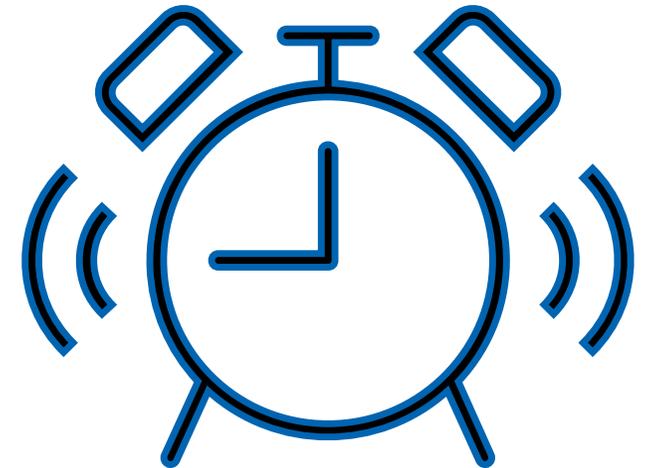
Applicant Notification's

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.

The screenshot shows a search results interface for 'All Applicants'. At the top, there is a search filter 'All Applicants' with 31 records. Below this, there are navigation controls for 'Previous', '1', '2', and 'Next'. A table of results is displayed with the following columns: Applicant Last Name, Applicant First Name, Documents, Posting Number, Workflow State (Internal), Application Date, and Combined Document. A red box highlights the column headers. The first row of data shows a redacted name, 'F00429P', 'Review by Department/Committee', and 'June 15, 2023 at 10:25 AM'. There are 'Generate' and 'Actions' buttons for each row.

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Combined Document	(Actions)
[Redacted]	[Redacted]	Cover/Interest Letter, Curriculum Vitae, Recommendation/Reference Letter, Recommendation/Reference Letter	F00429P	Review by Department/Committee	June 15, 2023 at 10:25 AM	Generate	Actions

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

The screenshot shows the 'Add Column' configuration dialog. At the top, it says 'To add a new column to the search results, select the column from the drop down list.' Below this, there is a 'Saved Searches' dropdown, a search input field, and a 'Search' button. The 'Add Column' button is highlighted with a red box. A dropdown menu is open, showing a list of available columns: Add Column, Veteran Status, (HISTORICAL) Referral Source (How did you hear about this posting?), Active/Inactive, Applicant Address1, Applicant Address2, Applicant City, Applicant Email (highlighted in blue), Applicant ID, Applicant Middle Name, Applicant Primary Phone, Applicant Secondary Phone, Applicant State, Applicant Zip Code, and Applicant v0 Unique ID.



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Submitting Applicants in the Workflow

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Submitting Interview Requests

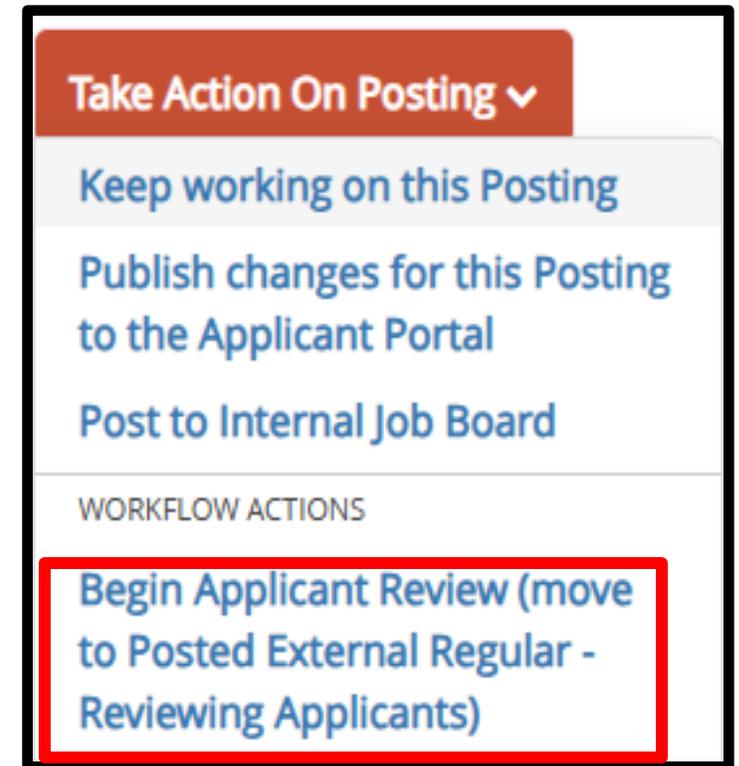
To alert reviewers that interview requests will commence, the posting must be transitioned to a new state to send a 'heads up' notification to reviewers. Notifications for individual applicants submitted for interview requests will not be sent to reviewers. It is the **Search Chair** and **Applicant 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  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**.

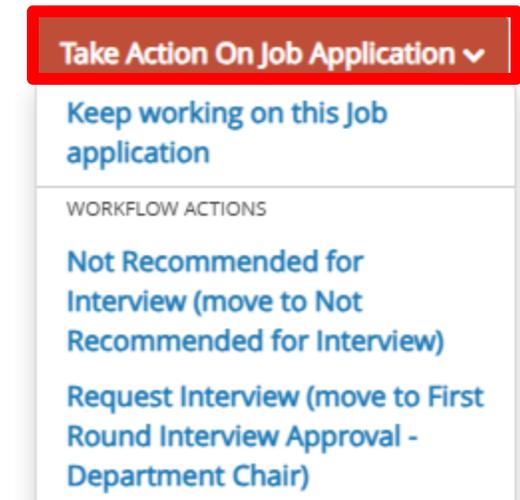


Interview requests are submitted by the **Applicant Reviewer** or the **Faculty Search Committee Chair** and are reviewed by the Department Chair, Dean, and AHR. **Again, it is the responsibility of the Faculty Search Chair and Applicant Reviewer to ensure that all requests are responded to by the reviewer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



Take Action On Job Application ▾

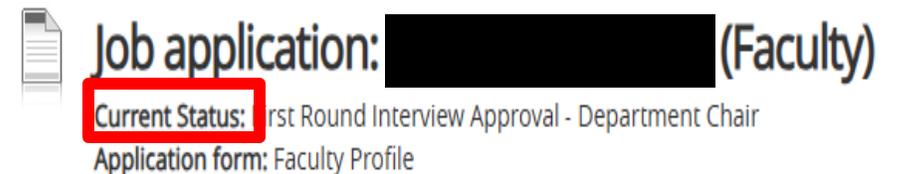
Keep working on this Job application

WORKFLOW ACTIONS

Not Recommended for Interview (move to Not Recommended for Interview)

Request Interview (move to First Round Interview Approval - Department Chair)

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.



Job application: [REDACTED] (Faculty)

Current Status: First Round Interview Approval - Department Chair

Application form: Faculty Profile

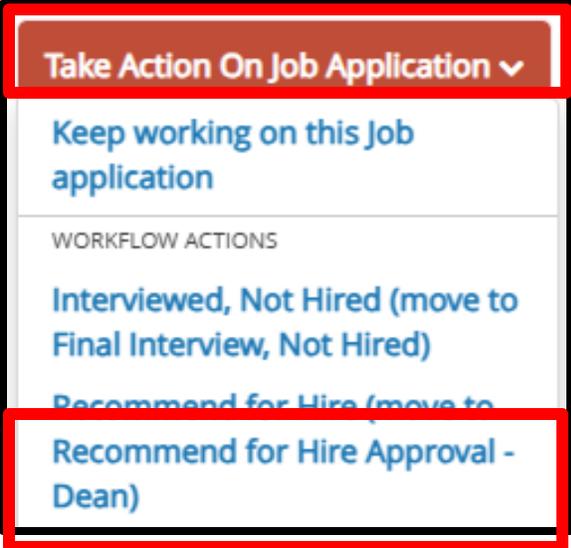
Submit Applicants for Recommend for Hire

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  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**.



Take Action On Job Application ▾

Keep working on this Job application

WORKFLOW ACTIONS

Interviewed, Not Hired (move to Final Interview, Not Hired)

Recommend for Hire (move to ...)

Recommend for Hire Approval - Dean

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.



Job application:  (Faculty)

Current Status Recommend for Hire Approval - Dean

Application form: Faculty Profile



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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	<ul style="list-style-type: none">• 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 ethnic backgrounds of university students• Online pedagogical experience
Preferred Qualifications	<ul style="list-style-type: none">• 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