



The rising STAR of Texas

Faculty Applicant Tracking System Search Committee User's Guide

PeopleAdmin
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Additional Resources

Contact the Faculty Records Office for assistance at FacHiringFR@txstate.edu or 512-245-3628.

Instructional materials can be found at <http://facultyrecords.provost.txstate.edu/faculty-recruitment.html>.

GETTING STARTED

Open your browser to <https://jobs.hr.txstate.edu/hr> to login. Please note that you will be logged out of the system after 60 minutes of inactivity. Search committee members can: view and print postings and application materials. If you are NOT a current Texas State employee, you should have received an email providing you with a Guest User “Username” and “Password.” Enter these and click the blue login button.

Texas State University

[Click here to login with your Texas State ID.](#)

Guest User Login ONLY

Password

Log In

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

Login: Sign in using your Texas State University user name and password by selecting the SSO Authentication link.

TEXAS STATE UNIVERSITY

Texas State Authenticated Access

Login to PeopleAdmin 7 Texas State University

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

NetID:

Password:

Login

[Activate your NetID](#) [Forgot Password](#)

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Texas State University | 601 University Drive, San Marcos, Texas 78666-4684 | 512-245-2111

APPLICANT TRACKING HOME PAGE

The screenshot shows the Applicant Tracking Home Page. At the top left is the Texas State University logo. The navigation bar includes 'Home', 'Postings', 'Rec for Hires', 'My Profile', and 'Help'. A user profile section shows 'Jodi Holschuh, you have 0 messages.' and 'Current Group: Chair/Director' with a dropdown menu open showing options: 'Chair/Director', 'Employee', and 'Search Committee Member'. A 'Module Selection' dropdown is set to 'APPLICANT TRACKING'. On the left, 'Inbox 0' and 'Watch List 0' are circled in red. Callout boxes explain: 'The Inbox gives a brief overview of any requests that require action by the user.' and 'The Watch List shows the requests that the user has indicated to monitor.' On the right, a 'User Group' callout points to the dropdown menu. The main content area has sections for 'Shortcuts' (Create New Staff Posting, Create New Faculty Posting), 'My Links', and 'Useful Links' (Your Applicant Portal, Employment Verification Form, Hiring Matrix Form, Instructions and Tutorial).

When you login, you are on the home page. This page is designed to help you keep track of the actions required by you or your department.

This close-up shows the 'Current Group' dropdown menu. The options are 'Search Committee Member', 'Employee', and 'Search Committee Member'. The second 'Search Committee Member' option is circled in red and has a blue star icon next to it.

User Group Selection: This menu is only available if you are assigned more than one user group.

Module Selection: The module drop-down shows which part of the system you are in. When you log in, you are in the Applicant Tracking module. If you hover your mouse over the words “Applicant Tracking” you will see the modules available to you. The modules available depend on your assigned user group permissions. The home page appears in all modules, with a different color bar at the top for each module. You return to the home page whenever you change to a different module.

Inbox: This notification area displays any items that need action.

Watch List: This notification area displays any items that you have flagged to follow. *The tabs you see in the Inbox and Watch List areas will depend on your user group permissions. You can quickly access your inbox and watch list from any page with the Inbox and Watch List button at the top of the screen.*

REVIEWING APPLICANTS

Hover over the **Postings** tab and select **Faculty** from the menu. This takes you to the **Faculty Postings** list screen where you can create new postings or manage existing postings. Locate the posting and open it to the **Applicants** tab.

Home **Postings** Applicants Rec for Hires | My Profile Help

, you have 0 messages. Current Group: Search Committee Chair | logout

Postings / Faculty

Faculty Postings

+ Create New Posting

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search More Search Options

Faculty Postings

"Faculty Postings" 2 Actions

<input type="checkbox"/>	Position Title	Job Posting Number	Department	Active Applications	Workflow State	Actions
<input type="checkbox"/>	HP - Training	20170012FAC	St. David's School of Nursing (50011504)	3	Posted	Actions
<input type="checkbox"/>	HP - Training - hiring proposal	20170013FAC	St. David's School of Nursing (50011504)	3	Posted	Actions

Summary History **Applicants** Reports Rec for Hires

To add a new column to the search results, select the column from the drop down list.

Saved Searches Search More Search Options

All applications

"All applications" 2 Actions

<input type="checkbox"/>	Last Name	First Name	Documents	Workforce Request Number	Workflow State (Internal)	Application Date	Actions
<input type="checkbox"/>	Wittekiend	Lyndi	Cover Letter, Curriculum Vitae	20170001FAC	Under Review	May 31, 2016 at 01:07 PM	Actions
<input type="checkbox"/>	Test2	Test2	Cover Letter, Curriculum Vitae	20170001FAC	Under Review	May 31, 2016 at 01:16 PM	Actions

Viewing applicants for a posting

1. Locate and open the posting.
2. Open the **Applicants** tab to open the list of applicants.

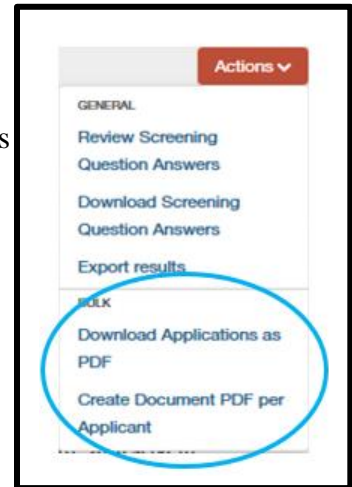
Viewing all submitted documents for one applicant

1. If the list of applicants does not include the Combined Documents column, select **More Search Options** and add it from the Add Column list. The list of applicants refreshes.
2. For the applicant of interest, select **Generate** or **View** in the Combined Document column, depending on which is available. **Generate** creates an up-to-date PDF. **View** presents the PDF of the applicant's most recent application materials in a new tab of your browser.

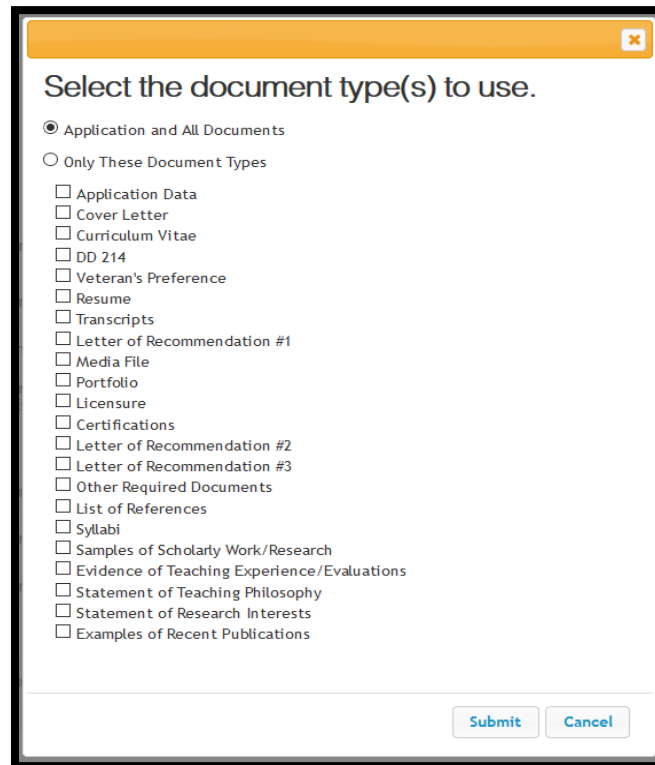
Viewing collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's **Applicants** tab, check the boxes to select the applicant or applicants of interest.
2. Do one of these things:
 - To see the selected applicants' materials together: From the **Actions** menu, select **Download Applications as PDF**. In the dialog box, select the types of documents you want to view, then select **Submit**.
 - To see the selected applicants' materials separately: From the **Actions** menu, select **Create Document PDF per Applicant**.



The system creates a PDF containing all the documents that you request.

A screenshot of a dialog box with a title bar and a close button. The title is 'Select the document type(s) to use.'. There are two radio buttons at the top: 'Application and All Documents' (which is selected) and 'Only These Document Types'. Below the radio buttons is a list of document types, each with a checkbox: Application Data, Cover Letter, Curriculum Vitae, DD 214, Veteran's Preference, Resume, Transcripts, Letter of Recommendation #1, Media File, Portfolio, Licensure, Certifications, Letter of Recommendation #2, Letter of Recommendation #3, Other Required Documents, List of References, Syllabi, Samples of Scholarly Work/Research, Evidence of Teaching Experience/Evaluations, Statement of Teaching Philosophy, Statement of Research Interests, and Examples of Recent Publications. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

Viewing Veteran's Preference

Special consideration is given to qualified Veterans. Veterans' preference laws do not, however, guarantee Veterans a job, nor do they give Veterans' preference in internal agency actions such as promotion, transfer, reassignment, and reinstatement.

- If the total number of individuals interviewed for the position is six or fewer, the state agency is required to interview at least one individual qualified for veteran's employment preference.
- If the total number of individuals interviewed for the position is more than six, the state agency is required to interview at least 20% of total applicants that qualify for veteran's employment preference. (i.e. if you are interviewing 10 applicants at least 2 applicants are required to have veteran's preference)
- If the applicant pool does not have any applicants who self-identify as eligible for Veteran's Preference, this interview requirement does not apply.

To view whether the applicant requested veterans' preference or not, hover over **Saved Search** and select **(Global) – All Applications w/ Vet Status and Reasons**. The applicants workflow state and entrance reason will display. When the applicant submits their application and claims veterans' preference they are asked to attach their DD214/DD1300.

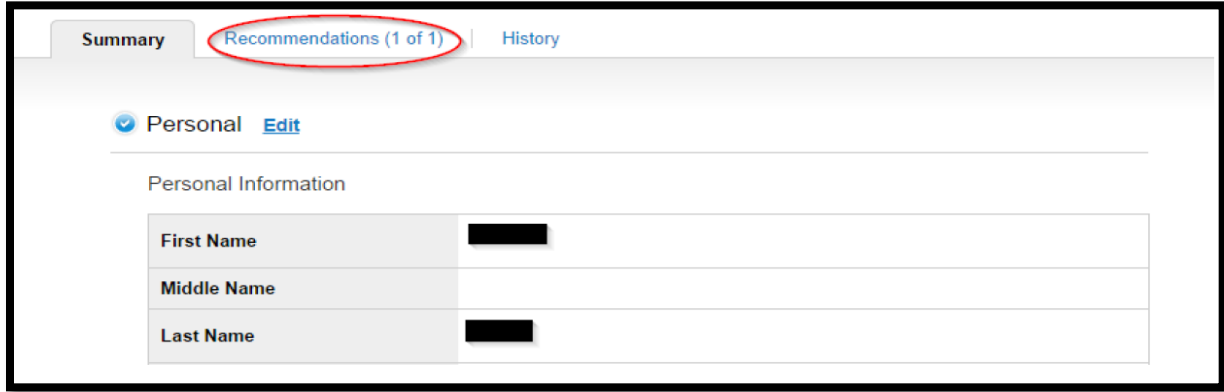
	Last Name	First Name	Posting Number	Veteran Status	Application Date	Workflow State (Internal)	Workflow State Entrance Reason	Actions
<input type="checkbox"/>	██████	██████	20170026FAC	I am not a protected veteran.	August 03, 2016 at 08:19 PM	Applicant Not Selected - Email Once Filled	Low Matrix Score:	Actions
<input type="checkbox"/>	██████	██████	20170026FAC	I am not a protected veteran.	August 14, 2016 at 02:55 PM	Applicant Not Selected - Email Once Filled	Low Matrix Score:	Actions
<input type="checkbox"/>	██████	██████	20170026FAC	I am not a protected veteran.	October 17, 2016 at 06:00 PM	Interviewed, Not Selected	Other : Low overall and interview matrix scores	Actions
<input type="checkbox"/>	██████	██████	20170026FAC	I am not a protected veteran.	December 21, 2016 at 06:08 PM	Applicant Not Selected - Email Once Filled	Does Not Meet Required Qualification(s) - Other Job Requirement: Does not meet minimum clinical experience	Actions
<input type="checkbox"/>	██████	██████	20170026FAC	I am not a protected veteran.	December 26, 2016 at 04:32 PM	Applicant Not Selected - Email Once Filled	Does Not Meet Required Qualification(s) - Education/Degree :	Actions
<input type="checkbox"/>	██████	██████	20170026FAC	I am not a protected veteran.	February 20, 2017 at 11:48 AM	Applicant Not Selected - Email Once Filled	Does Not Meet Required Qualification(s) - Teaching/Administrative Experience:	Actions

RECOMMENDATION LETTER REQUESTS

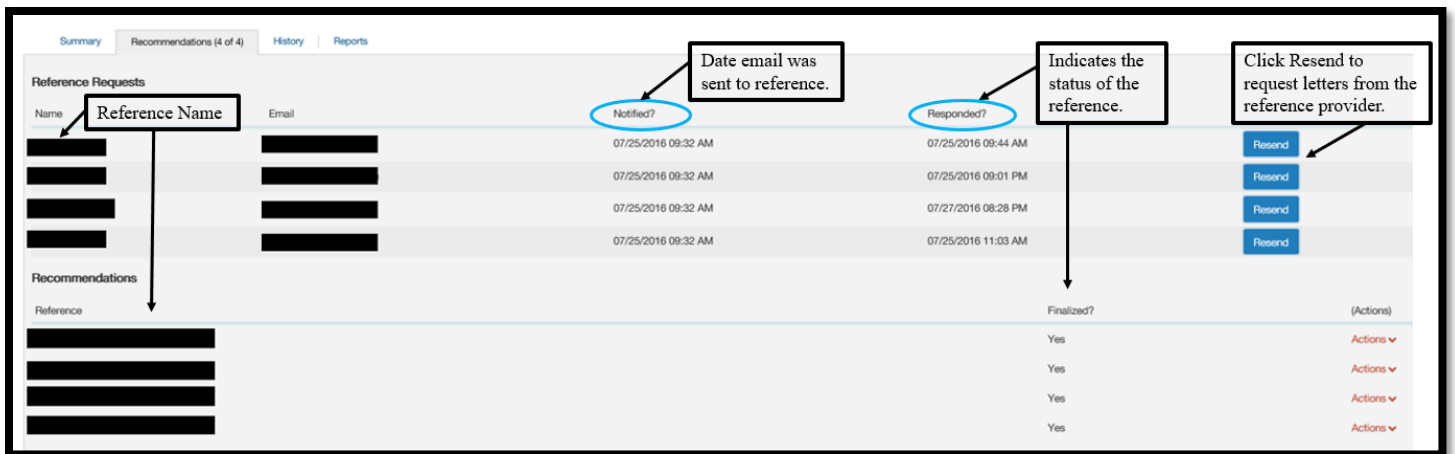
An automated email will be sent out to the individuals the applicant has identified as a reference. The email will include a link to a basic form and a place for them to upload documents. The status of the applicant's recommendation letters can be viewed by the search committee chair. To view:

1. Go to the list of applicants in the job posting section and click on the name of the applicant to view references.

2. When viewing the tabs at the top of the application, select the Recommendations tab.



3. Select the Recommendations Tab to view the names of the references and whether or not they responded to your request.



4. If reference has been completed, click on the reference name to view.