PeopleAdmin Applicant Review & Disposition Guide

For Questions, Contact recruittalent@lsuhsc.edu

1. Access PeopleAdmin
2. Select the three dots at the top left corner and then click "**Applicant Tracking System**".
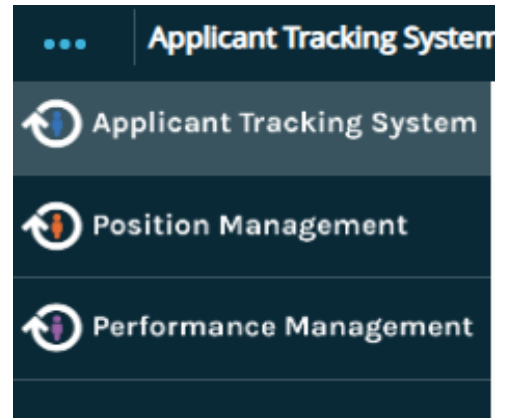
3. Select Role **"Applicant Reviewer"** on top right corner.

4. Click the **Postings** link and choose the employee classification type for posting you are searching.

5. Use the search box to find the position or find the position from the list.

The number of submitted applications can be viewed here. If this number varies from viewable applications, it is because some applicants may have been screened out based on their answers to the pre-qualifying questions added to posting based on approved minimum qualifications of the position.

Select **Actions** and **View Applicants** or click in posting and then on the **Applicants tab** to view applicants.

6. Click on either the top box on left hand side to **select all** applicants or individually select box to the left of each applicant you would like to review. Click on **Actions** (top right) select **download applications as PDF.**

7. Select the application document(s) you would like to download and click submit (it may take a few moments to provide file depending on size of file.) If you return to posting at a later date, you are able to repeat this process to only include applicants you have not yet downloaded in previous reviews.

Note: Please review application materials and ensure candidate meets the minimum qualifications of the approved position description prior to moving forward with any type of interview. Although HRM adds qualifying questions during the posting process (for unclassified positions) the applicant is able to answer these questions how they see fit.

If the selected candidate has not yet met the required degree/certification at time of hiring proposal, HR approval will be contingent upon successful completion of these requirements prior to start date. The candidate's start date cannot precede completion of required pre-employment clearances (including official transcript/National Student Clearinghouse confirmation of required degree and certification verification.)

8. Once you have reviewed the applicants, the next step is to disposition the candidates.
Click on each applicant individually, **Take Action on Job Application**, to view available options.
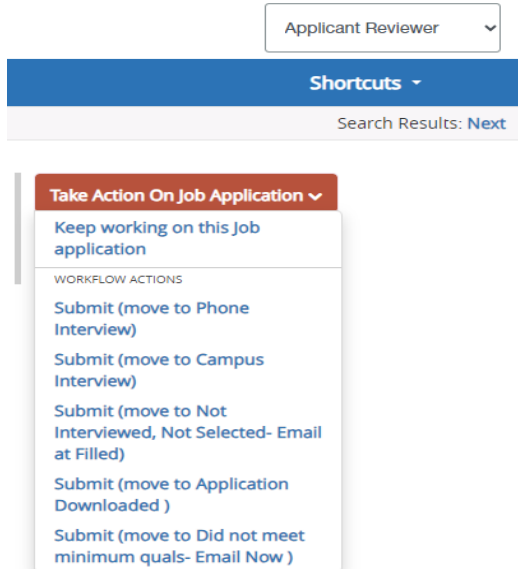
- *Keep working on this job application* leaves the application in the current state.
- *Move to Phone Interview* should be used to indicate a desire for a screening call with the candidate before bringing in for an interview. This is not a required step. From this step, you can select to *Move to Campus Interview* or to *Move to Interviewed, Not Selected*.
- *Move to Campus Interview* should be used on those selected to be brought in for an interview.
- *Move to Not interviewed, not selected* should be used when the candidate is not selected for the position, without interview.
- **Move to Did not meet minimum quals** should be used when the candidate is not qualified for the position based on the required minimum qualifications of approved position description.

Once a candidate is moved to *Not qualified* or *Not Selected*, you are no longer able to view the application.

NOTE: All Selected Candidates must be moved to either phone or campus interview (and action saved) before they can be recommended for hire.

9. Once all interviews are complete and a final candidate selected, non-selected candidates should be dispositioned.

> *NOTE:* You may leave one or two "runner-up" candidates in an interview state (phone or campus) in case your first choice does not work out and you would like to the option **to recommend for hire** another candidate*.* Once the finalist candidate accepts and completes all pre-employment clearances, update the final disposition of all non-selected applicants.

Click on the Take Action on this Job Application link.

-   ***Keep working on this job application*** leaves the application in the current state.
-   ***Move to 2nd Campus Interview*** (optional).
-   Move to ***Recommend for Hire*** is the status for the selected candidate. Select this step for your selected candidate.
    NOTE: *All Selected Candidates must be moved to either phone or campus interview (and action saved) before they can be recommended for hire.*
-   ***Move to Not interviewed, not selected*** should be used when the candidate is not selected for the position.
-   ***Interviewed, Not Selected*** is also an option if candidate not selected after interview.
-   ***Withdrawn*** if candidate indicates they are no longer interested in being considered for the position.

Once ***Recommend for hire*** is selected, the Applicant Reviewer no longer has access to the change the Applicant's status*.*

Note: If the selected candidate withdraws and status needs to be updated, HR Talent Acquisition/Operations must update the status. (email: recruittalent@lsuhsc.edu)

10. This completes the Applicant Review Process

A Hiring Proposal is required for the candidate review/approval process to continue. The Initiator or Department Approver must begin the next step to Initiate a Hiring Proposal – See People Admin Hiring Proposal Guide.