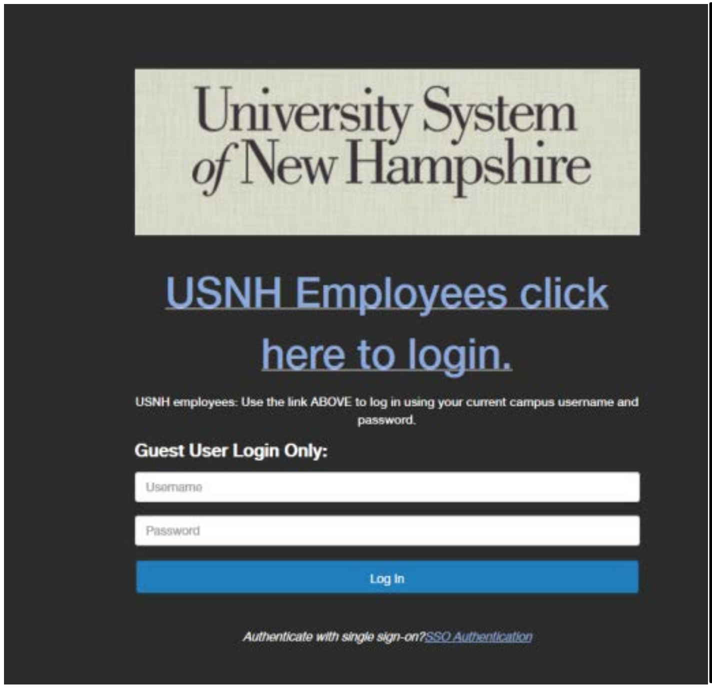
The purpose of this document is to explain the general navigation features and search functions for the PeopleAdmin 7 system. This document is aimed toward new users. There is also a Navigation and Search Quick Guide available for users needing a refresher or reference sheet.

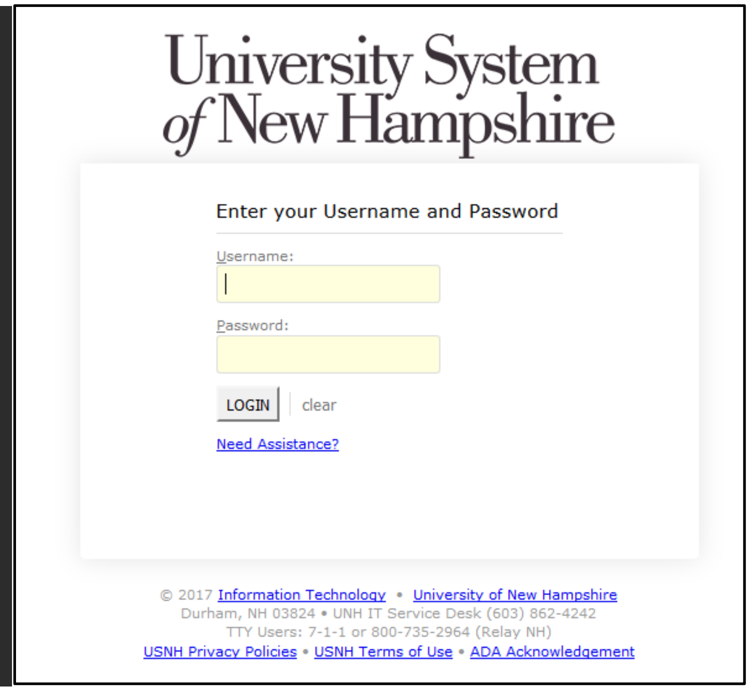
Contents

Logging in to PeopleAdmin

People Admin is part of the USNH Central Authentication Service (CAS)

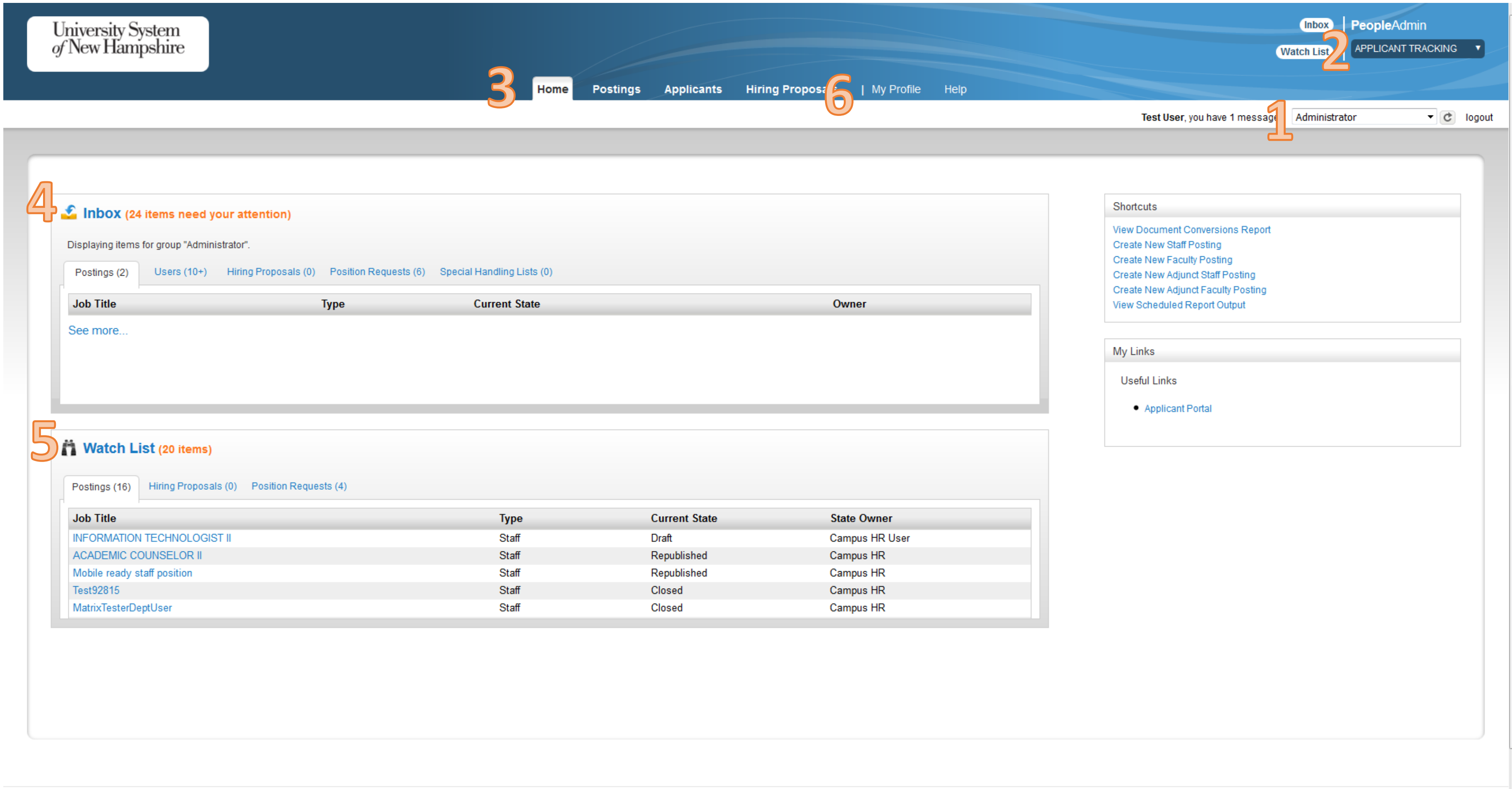
1. Navigate to https://jobs.usnh.edu/hr
2. Click on "USNH Employee Login"





3. At the USNH CAS login page, enter your USNH ITID in the Username field
4. Enter your password in the password field.
5. Click Log In

The PeopleAdmin Home Page



1. **User Role Selection**
    a. In the upper right, click the drop down menu to see your User Roles.
    b. Different roles will give you access to different sections of PeopleAdmin
    c. Select the role you want to use. The page will refresh to update your role.
2. **Site Navigation**
    a. In the top right, click the drop down to select the **module** of PeopleAdmin you need.

3. **Navigation Tabs**

Applicant Tracking	Contains job Postings, related applicants / applications, and Hiring Proposals
Position Management	Contains job Classifications and Position Descriptions
Performance	Contains Performance Programs and Performance Reviews
Admin	Contains the administrative functions of the website, and is only available to a few users.

    a. Different tabs will appear based on the section of the website you are on, and based on your user role.
    b. Tabs are discussed more in-depth in the Position Description, Applicant Tracking, Performance, and Admin manuals.
4. **Inbox**
    a. Your Inbox shows tasks that have been assigned to you and are waiting for action.
    b. Examples include job postings or new user accounts waiting for approval.
    c. The Inbox may also show items assigned to one of your groups. For example, if a hiring proposal is waiting to be approved by Finance, it will show up in the Inbox of each member of the Finance group.
5. **Watch List**
    a. The Watch List lets you monitor items that are of special interest to you
    b. In most cases, when you are finished creating a posting, position, or hiring proposal, you will have the opportunity to add it to your Watch List
    c. The Watch List shows the current state of the items, so a user can see where that item is in the workflow
6. **My Profile**
    a. Displays personal information, such as groups, username, and contact info.

About User Roles

Role	Scope	Abilities
AAO Officer	Department	View Applicants and reports
Administrator	Organization	Ability to manage the system
Applicant Reviewer	Personal	View and move applicants in the workflow
Campus HR	Campus	Campus managed access in the system
Department User	Personal	Initiate postings and positions for staff and faculty, and view applicants
Department Authority	Department	Initiate, view, and approve postings and positions and view applicants
Employee	Personal	View and modify own position description
Finance	Division	View and approve position requests and postings
Finance Hiring Proposal	Department	View and initiate hiring proposal within department
Principal Administrator	Division	View and edit positions, postings, and applicants
Report Writer	Organization	View and create reports
Search Committee Member	Personal	View and evaluate applicants for a posting

Navigating Applicant Tracking

Home Tab

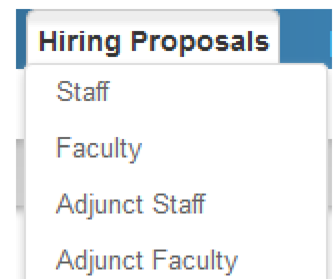
1. Shows Inbox and Watch List

Postings Tab

1. Hover over “Postings” and select Staff, Faculty, Adjunct Staff or Adjunct Faculty.
2. Use “Search” box to find an existing posting or
   a. See Search documentation beginning on page 9 of this document for help.
3. Use “Create New Posting” Button to create a new job Posting.
   a. See “Creating Staff Posting – Manual” or “Create or Modify Job Posting – Quick Guide” for help.

Applicants Tab

1. Hover over “Postings” and select “Applicant Search” to search for an applicant
2. Hover over “Postings” and select “Staff Applications,” “Faculty Applications,” “Adjunct Staff Applications,” or “Adjunct Faculty Applications” to view all applications for the position type.
   a. See Search documentation beginning on page 9 of this document for help.



Hiring Proposals Tab

1. Hover over “Hiring Proposals” and select “Staff,” “Faculty,” “Adjunct Staff,” or “Adjunct Faculty” to view all Hiring Proposals for the position type.
2. Use the search box to locate the Hiring Proposal, then use the “Actions” button on the right.

Navigating Position Management

Home Tab

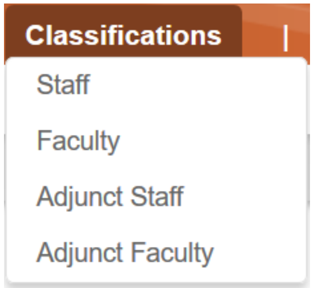
1. Shows Inbox and Watch List

Position Descriptions Tab

1. Hover over “Position Descriptions” and choose “Staff” or “Faculty” to view Position Descriptions of that type, or choose “Staff Position Requests” or “Faculty Position Requests” to see newly created Positions waiting to be approved.
2. From the “Staff” or “Faculty” screens, some users can choose “Create New Position Description.”
3. Use the Search box to find a Position Description or Position Request.

Classifications Tab

1. Hover over “Classifications” and select “Staff” or “Faculty” to see Classifications for that position type.
2. Search for a Classification and use the “Actions” button on the right.
3. Some users can choose “Create New Classification.”

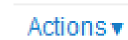


Basic Search Functions

1. Many pages in PeopleAdmin have Search Boxes. You can search on any piece of information contained in the item in question.

2. For Position Description searches, click “More Search Options” to search on Position Number.
3. Results are displayed below. You can select multiple items and use the “Actions” button at the top to export or edit multiple items at once.

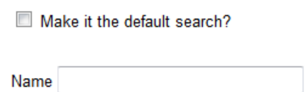
4. You can also use the small “Action” button to the right of the item in question to see Actions associated with only that item.



More Search Options

1. Click “More Search Options” to the right of the Search box to refine the search.

2. “More Search Options” let’s you add columns to the resultant set, and filter by various criterion
3. Once you have configured a useful search, click “Search.”
4. Click “Save this search?” at the top of the results to save the search to use again later.



   a. Give the Search a name in the Name box.
   b. Choose **who** you want to save this search for.
      i. Personal Saved Search is for you only.
      ii. Group Saved Searches affect all users of a role, such as Finance or Campus HR. Be aware that the PeopleAdmin system is shared with all campuses.
      iii. Global Saved Searches affect all users, and therefore should be avoided.
   c. Check the box next to “Make it the default search?” if you’d like this search to be run each time you (or the affected groups [above]) navigate to the selected page. Being that the system is shared among the campuses, only Personal Saved Searches should be made default.
5. To access saved searches, click “Open Saved Search” to the left of the Search box.