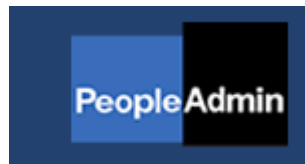


PeopleAdmin User Guide for Guest Users



PeopleAdmin, Inc.
1717 W. 6th Street
Austin, TX 78703

For questions about classified positions
contact your staffing specialist

Or

For questions about faculty positions
contact your search committee chair

General technical questions should be directed to
HRIS at 231-7763

Created January 2004

Introduction

Welcome to the Virginia Tech Online Employment Application System. Personnel Services has implemented this system in order to automate many of the paper-driven aspects of the employment application process.

You will use this system to view applicants to your postings, as well as view and print applications and any attached documents.

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding your postings
- More detailed screening of applicants' qualifications – before they reach the interview stage

Your Web Browser

The site is best viewed in Internet Explorer 5.5 and above. The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

You will not be able to use your browser's "Back", "Forward", or "Refresh" buttons to navigate the site, and it is recommended that you not open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer, we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the top left side of your screen.

Logging In and Out

It is very important that you log in and out of the system properly each time you use PeopleAdmin. Login instructions are provided on the next page. When you log out of the system, be sure to click on the logout link on the top left side of your screen. Please avoid clicking on the "x" in the upper right corner of your browser, or clicking on File > Exit. Not logging out properly will lock up the system and other users will not be able to access.

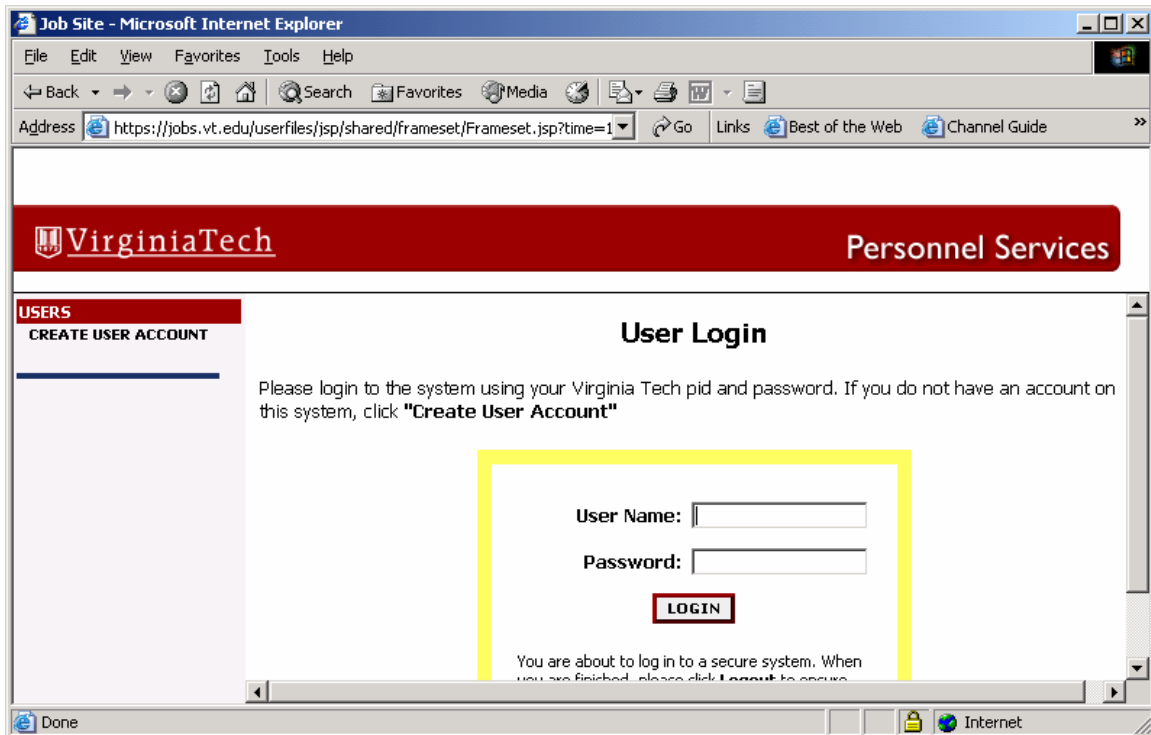
Getting Started

Open Internet Explorer and enter the following URL to access the login screen:

<https://jobs.vt.edu/hr>

Note: It might be helpful to copy and paste this address into your browser window, then add to your Favorites in order to avoid retyping in the future.

Your login screen should look similar to the following:



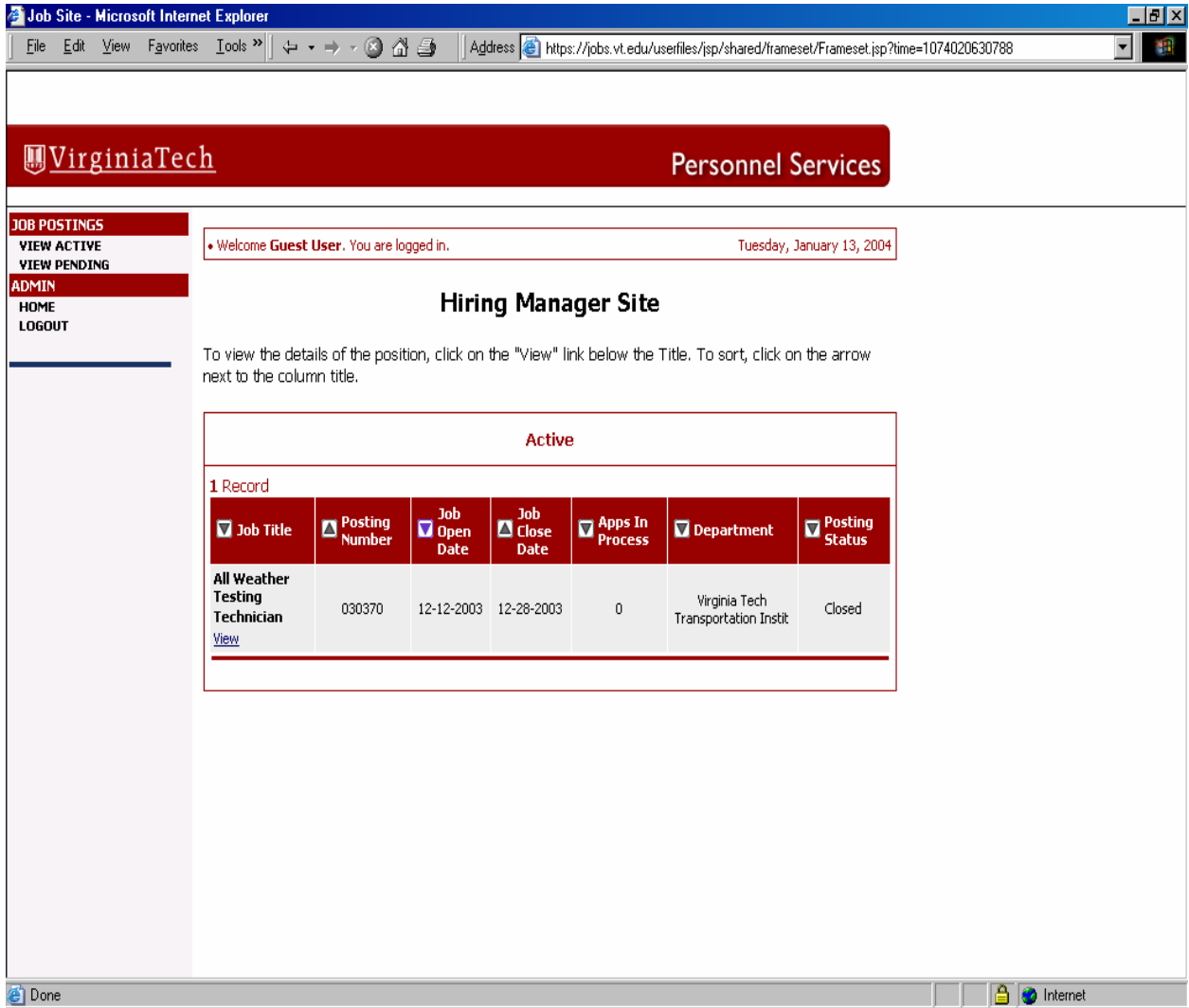
Enter the Guest User* name and password that has been assigned to the particular job you would like to view, then click Login. The Guest User name and password will be different for each position.

* Guest User accounts are used by hiring managers to log into the system. **Guest Users are only able to view the applicants of the posting(s) to which they are assigned, and are not permitted to take action on any of the applicants.** When a posting is filled, the Guest User name and password are automatically deactivated.

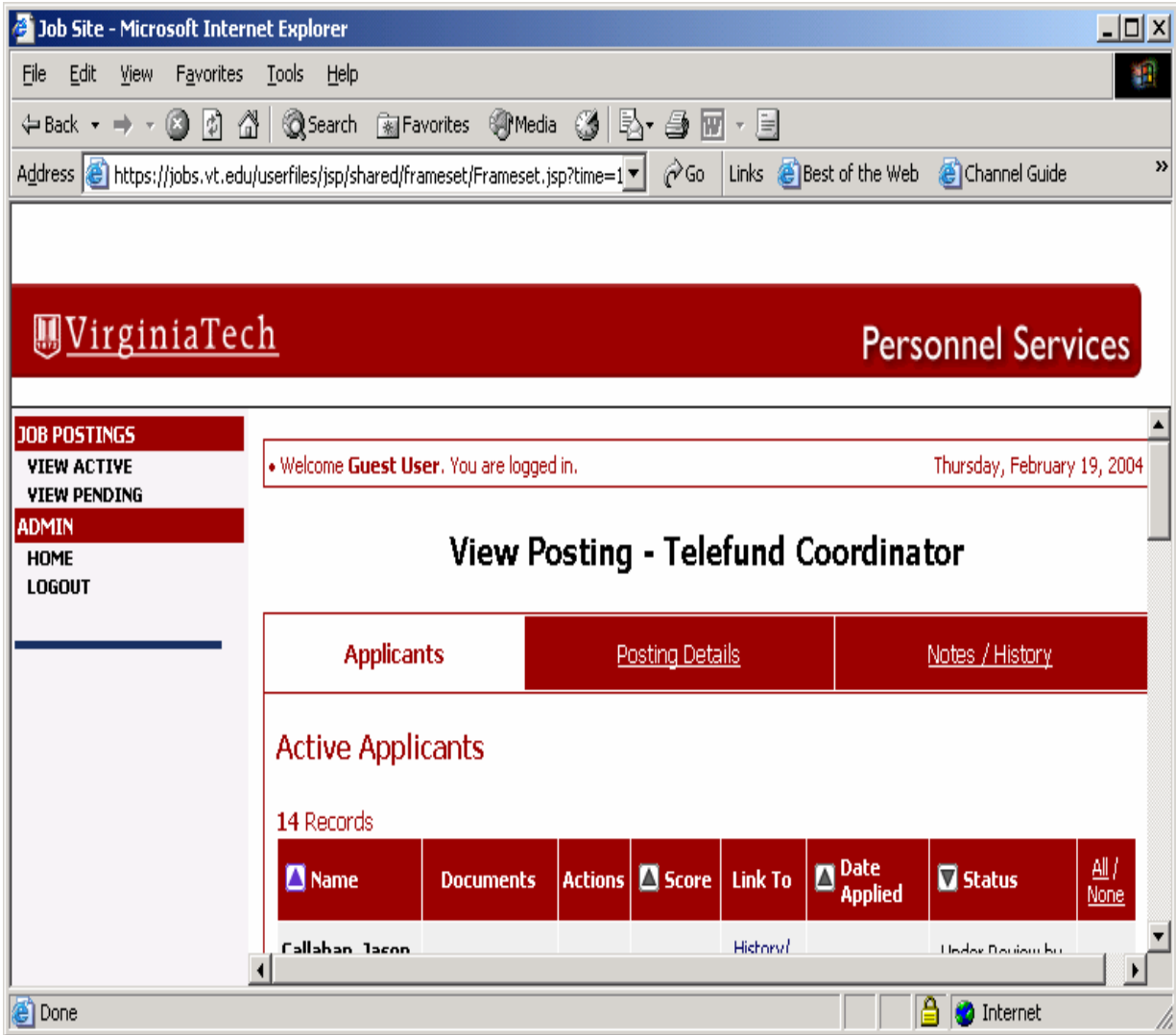
Please note that the Guest User name and password are supplied by the staffing specialist in Personnel Services or by the chair of the search committee and can be disclosed to managers pertinent to the hiring process. *Managers are permitted to share the Guest User with anyone that assists with the hiring process.*

Viewing Your Postings

After logging into the system, you will see a screen that looks similar to the following:



Select "View" to see a list of active applicants. This will bring you to a screen similar to that on page 5.



You will notice that the posting data is divided into tabs listed across the top, starting with “Applicants.” This first tab lists the applicants who have applied to this posting. Additional information is also provided on this screen, including the date applied, status, etc. Select the **Posting Details** tab to see the job posting. The **History/Notes** link in the **Link To** column shows specific notes and history for each specific applicant. The Guest User does not normally use this.

From the screen shown above, you may print applications and attached documents.

Viewing & Printing Applications

To view and/or print an individual application:

- Click on the “View Application” link underneath the applicant’s name. A new window will appear, which may take several moments to load (see below). This window contains the application you selected to view.
- Select File > Print or the Print icon from your browser’s menu to print the application.

Applicant Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

← Back → Forward Stop Refresh Home Search Favorites Media

Close Window

Application for Employment
 Southgate Center, First Floor (0318) • Blacksburg, Virginia 24061
 (540) 231-9331

Requisition Number: **N/A** Job Title:

Personal Information

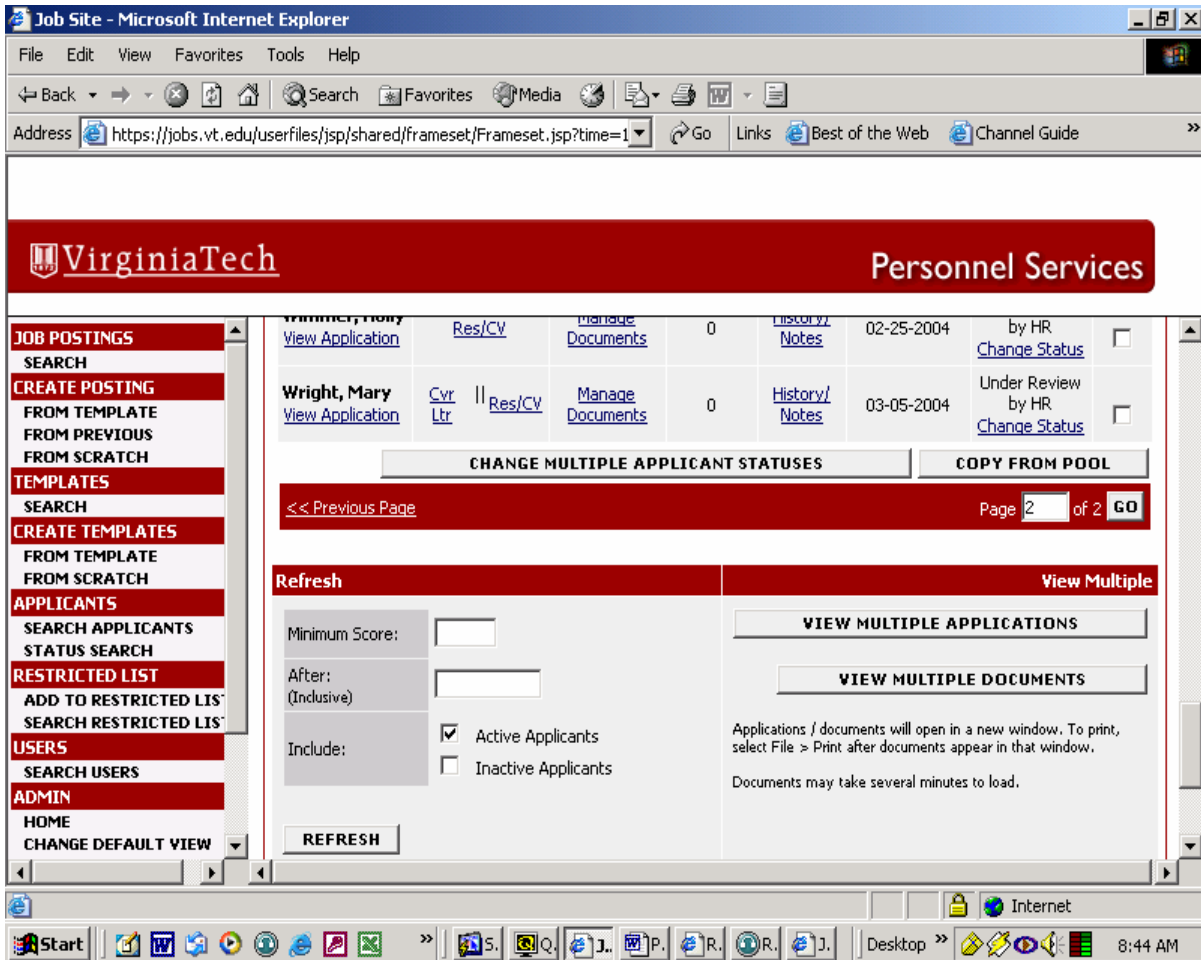
Last Name Smith	First Name: Mary	Middle Name: V	Email Address:
Address: 1 First Street	City: Blacksburg	State: VA	Zip: 24060
Home Phone (include area code): 5402301245		Business Phone (include area code):	
Indicate which shift you will accept: <input checked="" type="checkbox"/> Day Evening Night		Indicate which job status you would accept: <input checked="" type="checkbox"/> Full-time Part-time (specify hours):	
Specify shift hours:		Indicate which employment status you would accept: <input checked="" type="checkbox"/> Salaried (benefits) Hourly (no benefits) Part-time salaried (leave	

Done Internet

Page 6 Sec 1 6/7 At 2.8" Ln 11 Col 1 REC TRK EXT OVR

To view and/or print multiple applications at the same time:

- Check the boxes on the far right (“All/None”) next to the corresponding applicant whose application you wish to view/print.
- Click the “View Multiple Applications” button at the bottom of the page to see selected applications in a new window.
- A new window will appear (it may take several moments to load). This window contains all the applications you selected to view.
- Select File > Print or the Print icon from your browser’s menu to print the applications.



Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the document's formatting and to assist in preventing viruses from entering the system via documents attached by applicants.

In the Documents column, select **Other** to see attached documents, **Cvr Ltr** to see the **Cover Letter** and **Res/CV** to see the resume.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File > Print or the Print icon from the Adobe Acrobat menu to print the document.

To view/print multiple documents at the same time:

- You may view the other documents of several applications by checking the selections box in the **All/None** column
- Click the "View Multiple Documents" button at the bottom of the page to see selected documents in a new window.
- A new window will appear (it may take several moments to load). This window contains all the applications you selected to view.
- Select File > Print or the Print icon from the Adobe Acrobat menu to print the documents.

Printing the Job Ad

A copy of the job ad may be given to applicants who come in for an interview. You can access this by visiting www.jobs.vt.edu. Perform the following steps:

- Click on “Search Postings” on the left.
- You can search for the job in a number of ways. You can enter the posting number, or use the drop down boxes to specify the working title, department, etc. (Example: If you’re looking for the Food Service Salary Pool, click the drop-down for working title and scroll down until you reach Food Service Salary Pool. Click Search.
- Once you have reached the Search Results, click “View” under the position title you wish to view.
- The Job Details will appear. Click on the “View a Printer-Friendly Version” link in the upper right corner.
- Select File > Print or the Print icon from your web browser’s menu to print the job ad.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Tech Personnel Services website. The browser's address bar shows the URL: <https://jobs.vt.edu/applicants/jsp/shared/frameSet/FrameSet.jsp?time=>. The website header features the Virginia Tech logo and the text "Personnel Services". A left-hand navigation menu includes links for HOME, SEARCH POSTINGS, CREATE APPLICATION, LOGIN, TUTORIAL AND ONLINE INSTRUCTIONS, FAQs, MAP & DRIVING DIRECTIONS, PRIVACY, ADA, EQUAL OPPORTUNITY, and CONTACT US. The main content area is titled "Search Postings" and contains the following text: "To view open postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the Search button." Below this text is a search form with the following fields:

Search Postings			
Working Title	<input type="text"/>	College / Sr. Management	<input type="text" value="Any"/>
Department	<input type="text" value="Any"/>	Posting Number	<input type="text"/>
Work Location	<input type="text" value="Any"/>	Employee Category	<input type="text" value="Any"/>
Posting Date	From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/>		

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:15 AM.