

USER'S GUIDE

San Diego Community College District Online Applicant Tracking System



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INTRODUCTION

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Welcome to SDCCD Online Applicant Tracking System (www.sdccdjobs.com/hr). This online system will automate many of the paper-driven aspects of the employment application process.

You will use this system to:

- Create and submit Postings to HR
- View Applicants to your Postings
- Notify HR of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

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

The HR-Employment Office has provided these training materials to assist with your understanding and use of this system.

Note: All automated emails from the system, will come from no_reply@sdccd.edu. Please make sure your email account is set up to accept emails from so it doesn't end up in Junk E-mail.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet.

The system has been tested with the following browsers:

- Microsoft® Internet Explorer® versions 7 and 8 (Earlier versions are no longer supported.)
- Mozilla Firefox® versions 3.5 and later
- Apple Safari® versions 4.0 and later
- Google Chrome™ version 8.

Other browsers may work, but have not been tested and are not supported by PeopleAdmin. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

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.** All information on the page you were working on will be lost. Please save often and remain active. Anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the top right side of the screen.

Training Sites

Training sites are available to help you become more familiar with the system or for you to create mock recruitments and/or applications.

- Internal site for creating a posting and reviewing applications
 - <https://sdccd-sb.peopleadmin.com/hr/>
- External site for creating a mock application
 - <https://sdccd-sb.peopleadmin.com/>

GETTING STARTED

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Logging In

After entering the live URL (www.sdccdjobs.com/hr), the login screen for the system will appear and should be similar to the following screen (please note that all screen shots in this document were taken on a training site):

San Diego CCD

Username

Password

Login

First time here? [Request an account](#)
Forgot your password? [Request a password reset](#)

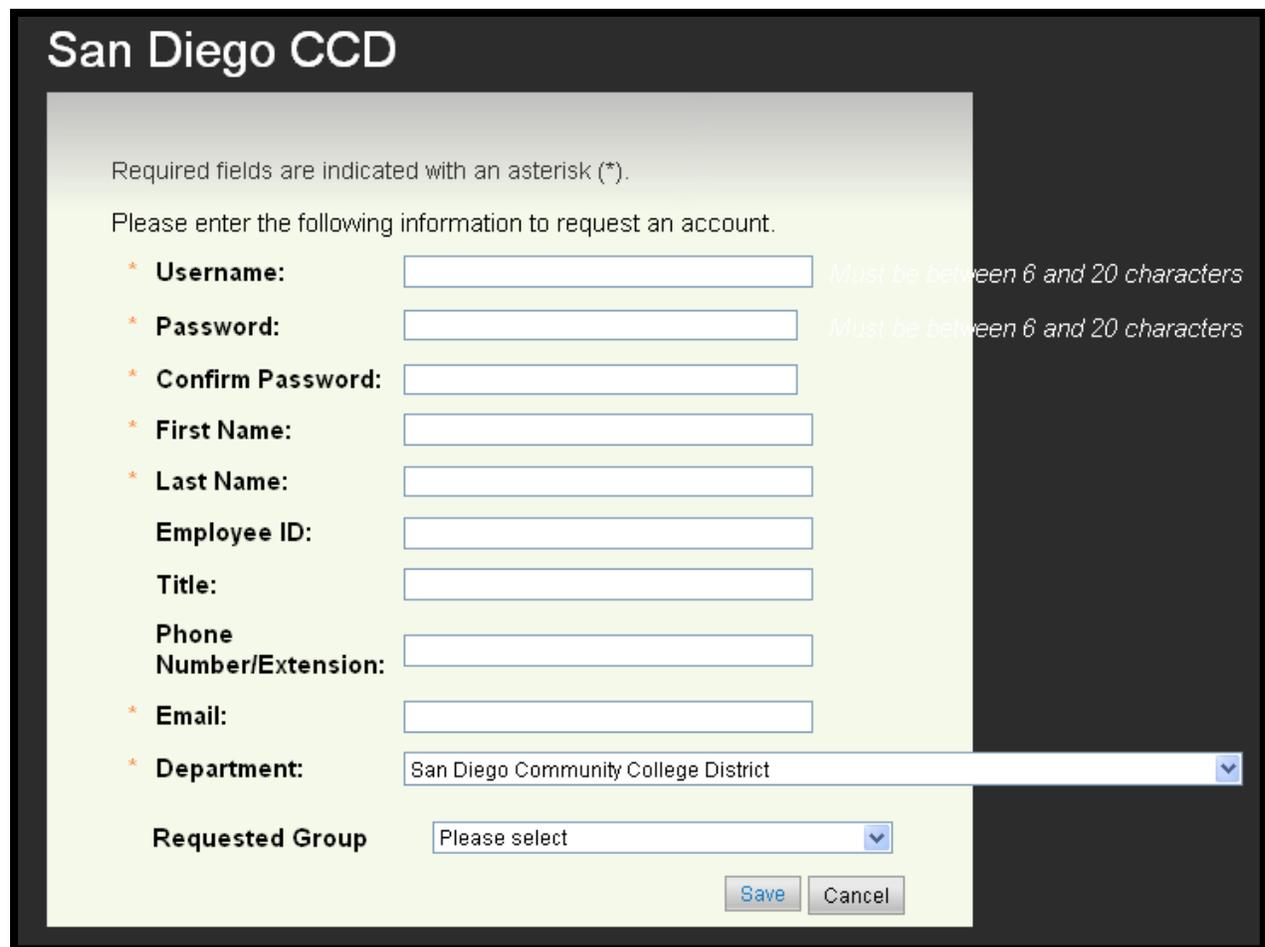
Note: The system will lock you out for too many failed login attempts.

Creating an Account

If you are a first time user and will be creating a posting or chairing a recruitment, you must create your own account by clicking on the **Request an account** link. After you click this link, the screen on the following page will appear.

Only those creating the posting, hiring managers and Search Chairs should create their *own* account. This will allow them access to create postings *and* to view **Contract** applications.

- Other Committee Members:
All other Committee members, including the EEO Rep, will be given a “Guest User” log-in in order to view **Contract** applications.
- Deans & Department Chairs
Deans & Dept. Chairs will be given “Guest User” log-in to review **Adjunct** applications which are pooled for *one* year.
- Hiring Managers & Supervisors:
Managers & Supervisors will be given “Guest User” log-in to review **NANC** applications which are pooled for *six* months.



The screenshot shows a web form titled "San Diego CCD" for requesting an account. The form includes a header with the title and a note: "Required fields are indicated with an asterisk (*). Please enter the following information to request an account." The form fields are: Username (with a note "Must be between 6 and 20 characters"), Password (with a note "Must be between 6 and 20 characters"), Confirm Password, First Name, Last Name, Employee ID, Title, Phone Number/Extension, Email, and Department (a dropdown menu currently showing "San Diego Community College District"). There is also a "Requested Group" dropdown menu with "Please select" as the current selection. At the bottom right, there are "Save" and "Cancel" buttons.

Enter a username and password that is easy for you to remember, along with the rest of the requested information. **You will need them each time you log in to the system.**

After completing this form and reviewing the information, click **Save**. Your request will then be sent to the Human Resources-Employment Office staff, which will approve or deny your account within two business days.

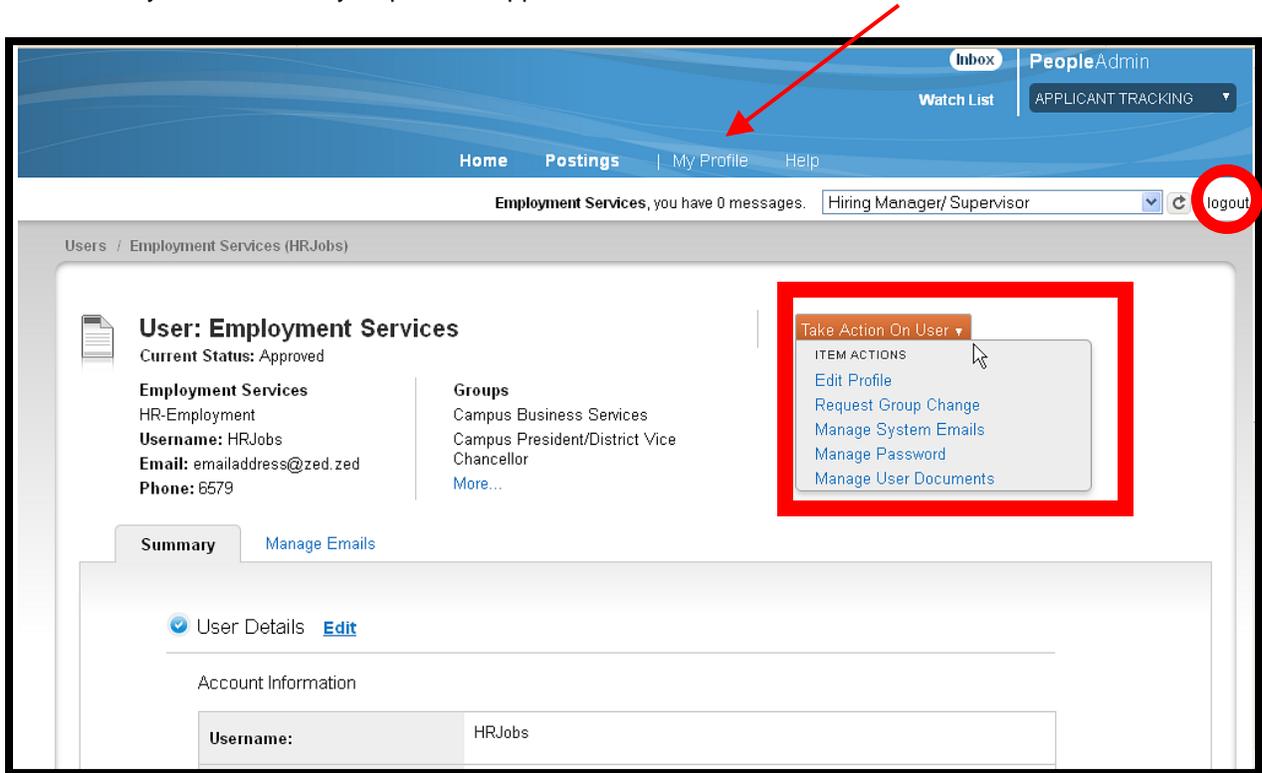
Once you are notified via email that your request has been accepted, you will be able to log in to the system with the username and password you created.

ADMINISTRATIVE FUNCTIONS

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Changing Your Profile

To change your information, request a new user group, or edit your password, click the **My Profile** tab on the top navigation bar. This will take you to a page similar to the one below. To make changes, click on the orange **Take Action On** button and select the appropriate action. Some changes will be updated automatically and others may require HR approval.



Logging Out

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 Logout of the system by clicking on the logout link located on the top right side of your screen.

Forgot Your Password

Click on **Request a password reset** on the login screen. **Note:** You will need to know your username. Your password will reset to your username, and you will be prompted to choose a new password when you initially log in.

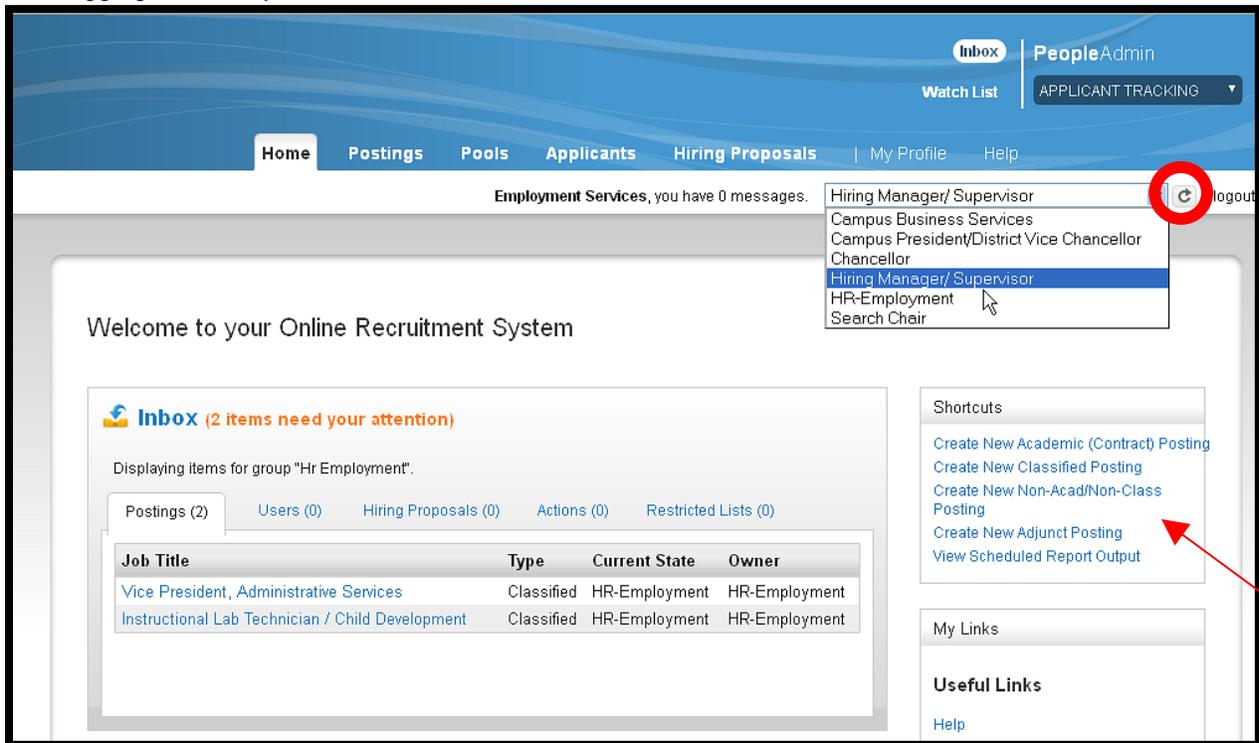
CREATING A POSTING

If you have only been assigned as a Search Chair on an existing posting, please skip this section and proceed to the [Search Chair](#) section.

To create a Posting, you need to be logged in as one of the following user types:

- Hiring Manager/Supervisor
- Campus Administrative/ Business Office
- Campus President/ District Vice Chancellor
- Chancellor

If needed, click on the drop-down located in the upper right corner of your screen to select the correct user type and click the refresh button.  **Note:** You may need to hit the refresh button if this is your first time logging into the system.



The screening process for a Contract vacancy is different than the process for Adjunct and NANC positions.

- **Contract** – Screening committee, posting, advertising, timeline, and selected candidate are unique per individual contract recruitment process.
- **Adjunct** – Applicants apply per discipline posting (College or Cont. Ed.). Applications are pooled and remain active for one year. Upon written request to jobs@sdccd.edu, department chairs will be given “Guest User” access information by HR Employment to review Adjunct applications.
- **Non-Academic, Non-Classified (NANC)**– Applicants apply per title posting. Applications are pooled and remain active for six months. Upon written request to jobs@sdccd.edu, supervisors will be given “Guest User” access information by HR Employment to review NANC applications.

To initiate the posting, click **Create New XXXX Posting** in the Shortcuts box, according to the type of posting that needs to be created.

All postings must be created From Template. Several fields may be populated depending on which template you select. Once you search for and find the template you'd like to use, click **Actions** to the right of the title and select **Create From**.

The screenshot shows the PeopleAdmin interface. At the top, there are navigation links for Home, Postings, My Profile, and Help. The user is logged in as 'Hiring Manager/ Supervisor'. The main content area is titled 'Classified Templates' and shows a search for 'assistant' with 57 items found. A table lists the templates with columns for Title, Job Category, and Created Date. The first row is highlighted in yellow. A red arrow points to the 'Create From' option in the actions menu for this row.

Title	Job Category	Created Date	(Actions)
Textbook Buyer, Assistant	Staff: Full-Time / Part-time (Salaried)	March 02, 2011 at 05:45 pm	Actions ▾ GENERAL View Template Create From
Clerical Assistant	Staff: Full-Time / Part-time (Salaried)	March 02, 2011 a	
ABSO Revenue Control Assistant	Staff: Full-Time / Part-time (Salaried)	March 02, 2011 a	
Assistant Buyer	Staff: Full-Time / Part-time (Salaried)	March 02, 2011 a	

Entering Posting Information

Enter all Required Information on the page, then click the Create New Posting button.

New Posting Create New Posting Cancel

*** Required Information**

Classification Title: *

Organizational Unit

Location *

Department *

Online Applications

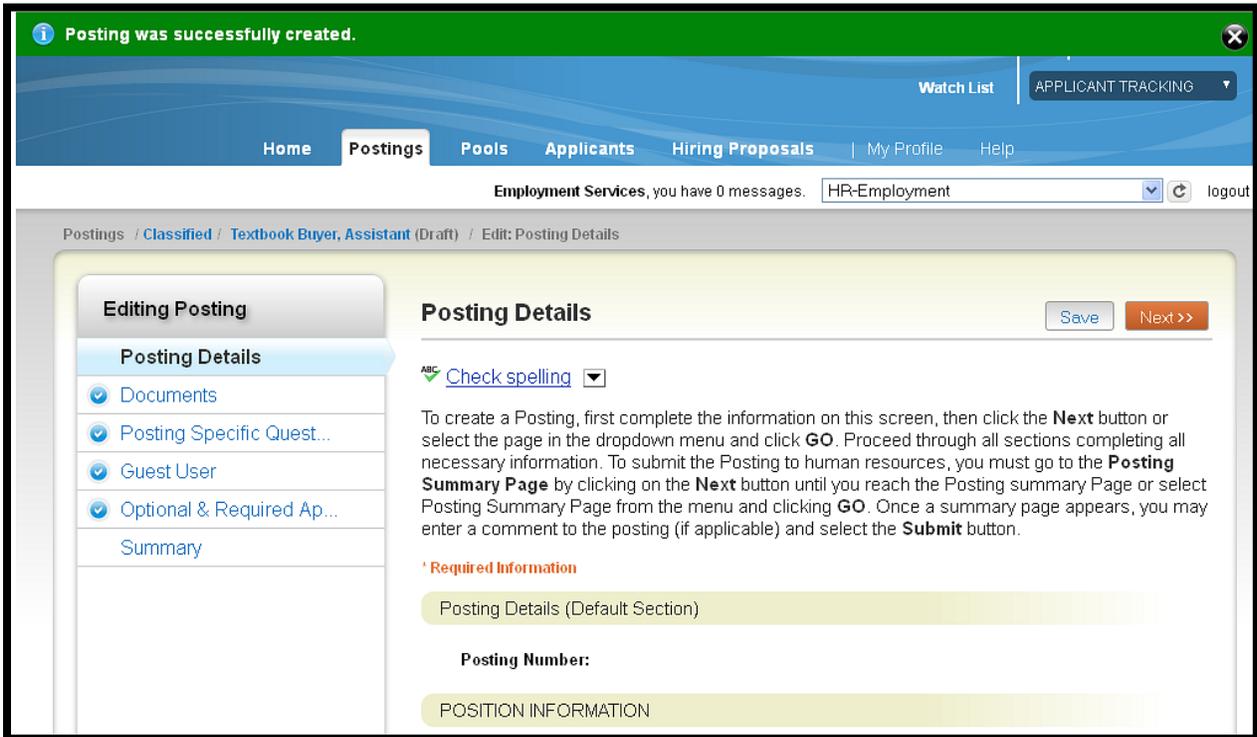
Accept online applications?

Special offline application instructions

Accepted Application Forms

Class App - Applicant

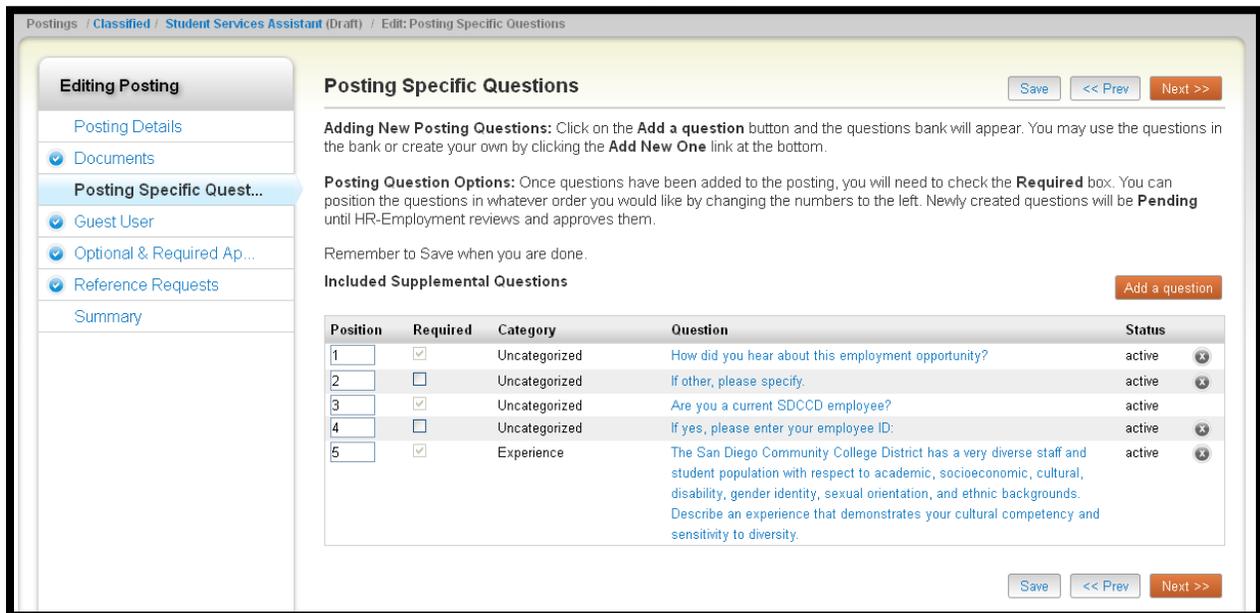
Your screen should look similar to this:



There are links on the left of the screen to help you jump to the section you wish to edit.

When you first enter the posting, you will be in the **Posting Details** section. This section replaced the Request to Fill and Flyer. Edit and complete all necessary and required information on this page. Be sure to read carefully, and enter all data so this posting can be evaluated and posted for applicants without delay. Certain fields will be seen by applicants, therefore, proofread carefully.

The **Posting Specific Quest...** section replaced the Supplemental Questionnaire. The five questions that appear are standard questions that are used for all postings.



If you would like to add questions

- Click the **Add a question** button
- Enter a keyword, select the question(s) you wish to add, then click **Submit, OR**

Add a Question ✕

Available Supplemental Questions

Category: Keyword:

Add	Category	Question
<input type="checkbox"/>	Experience	Briefly outline your experience as an Athletic Trainer.
<input type="checkbox"/>	Uncategorized	Mesa College presently has 20 Men's and Women's Intercollegiate Athletic teams. Two Athletic Trainers will share coverage, as needed, of practices and contests--including some evenings, many Saturdays, and some Sundays, and Holidays. This will include travel with the football team and possibly with other sports. Please discuss your feelings regarding a schedule that involves evening and weekend responsibilities.

Displaying **all 2**

Can't find the one you want? [Add a new one](#)

- If you wish to add a question that is not in the question bank, click the **Add a new one** link at the bottom of the pop-up
 - For **Name**, enter the classification title or discipline of the position
 - For **Category**, select the category that best fits the question from the drop-down
 - Please carefully proofread your question before submitting

Add a Question ✕

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Status

Category

Question *

Possible Answers

Open Ended Answers

Predefined Answers

- For Possible Answers, select as appropriate
 - **For Predefined Answers**, enter all possible answers

Possible Answers

Open Ended Answers

Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: ✕

Possible Answer 2: ✕

The **Required & Optional Ap...** section allows you to select what documents you would like applicants to submit as part of their online application (such as Cover Letter, Résumé, Letter(s) of Reference, etc.) If a document is required, you must select both Included? and Required?. You can reorder the way the document names appear, by editing the number in the box to the left. If selecting Other, make sure you clearly state what you are requiring the applicant to submit in the **Special Instructions to Applicants** section of the Posting Details.

Postings / Classified / Textbook Buyer, Assistant (Draft) / Edit: Optional & Required Applicant Documents:

Editing Posting

- Posting Details
- Documents
- Posting Specific Quest...
- Guest User
- Optional & Required Ap...**
- Summary

Optional & Required Applicant Documents: Save << Prev Next >>

Applicant documents can be included in the application process by selecting Included? to make the documents optional and Required? to make the document(s) mandatory to complete the application process.

Order	Name	Included?	Required?
1	Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
2	Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
3	Equivalency Request	<input type="checkbox"/>	<input type="checkbox"/>
4	Foreign Degree Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
5	Letter Of Recommendation 1	<input type="checkbox"/>	<input type="checkbox"/>
6	Letter Of Recommendation 2	<input type="checkbox"/>	<input type="checkbox"/>

A few notes about these sections:

1. All information needs to be completed before it is received in the Human Resources-Employment Office.
2. You will need to **Save** each section before moving on to another section.
3. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it. The section that has errors will have this indicator next to it, be outlined with a red text, and/or have red text indicating the error..
4. The **Desired Qualifications** field in the Posting Details section was designed to allow the Hiring Manager to emphasize what specific qualifications are required of the successful candidate (i.e. experience in a community college setting, proficient in Microsoft Office 2010, etc.)
5. The **Special Instructions to Applicants** field in the Posting Details section was designed to allow the Hiring Manager to indicate specific information and materials the applicant needs to meet as part of the application process (i.e. length of cover letter, number of references, timeframe of accepted reference letters, etc.)
6. If you log out or click a link on the left side before saving, the information you have edited will **NOT** be saved.

Submitting the Posting

VERY IMPORTANT: A Posting is **Not Submitted** until after you have moved it into another state. To do this, click on **Summary** to review the information, then Take Action on Posting and then select the correct workflow state. A posting cannot be transitioned to another state until all required fields are filled out.

Postings / Classified / Textbook Buyer, Assistant (Hiring Manager/Supervisor) / Summary

Posting: Textbook Buyer, Assistant (Classified) [Edit](#)

Current Status: Hiring Manager/Supervisor

Position Type: **Classified** | Created by: **Employment Services**
Department: **Bookstore** | Owner: **Hiring Manager/ Supervisor**

[Take Action On Posting](#) ▼

- ★ [See how Posting looks to Applicant](#)
- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)

Summary | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#)

Posting Details [Edit](#)

Posting Details (Default Section)

Posting Number:

POSITION INFORMATION

Classification Title:	Textbook Buyer, Assistant
Working Title:	Assistant Textbook Buyer

You may enter comments in the pop up dialog box.

Take Action ✕

Move directly to 'HR-Employment'

Comments (optional)

Add this posting to your watch list?

[Submit](#) [Cancel](#)

Quick Guide for Creating a Posting

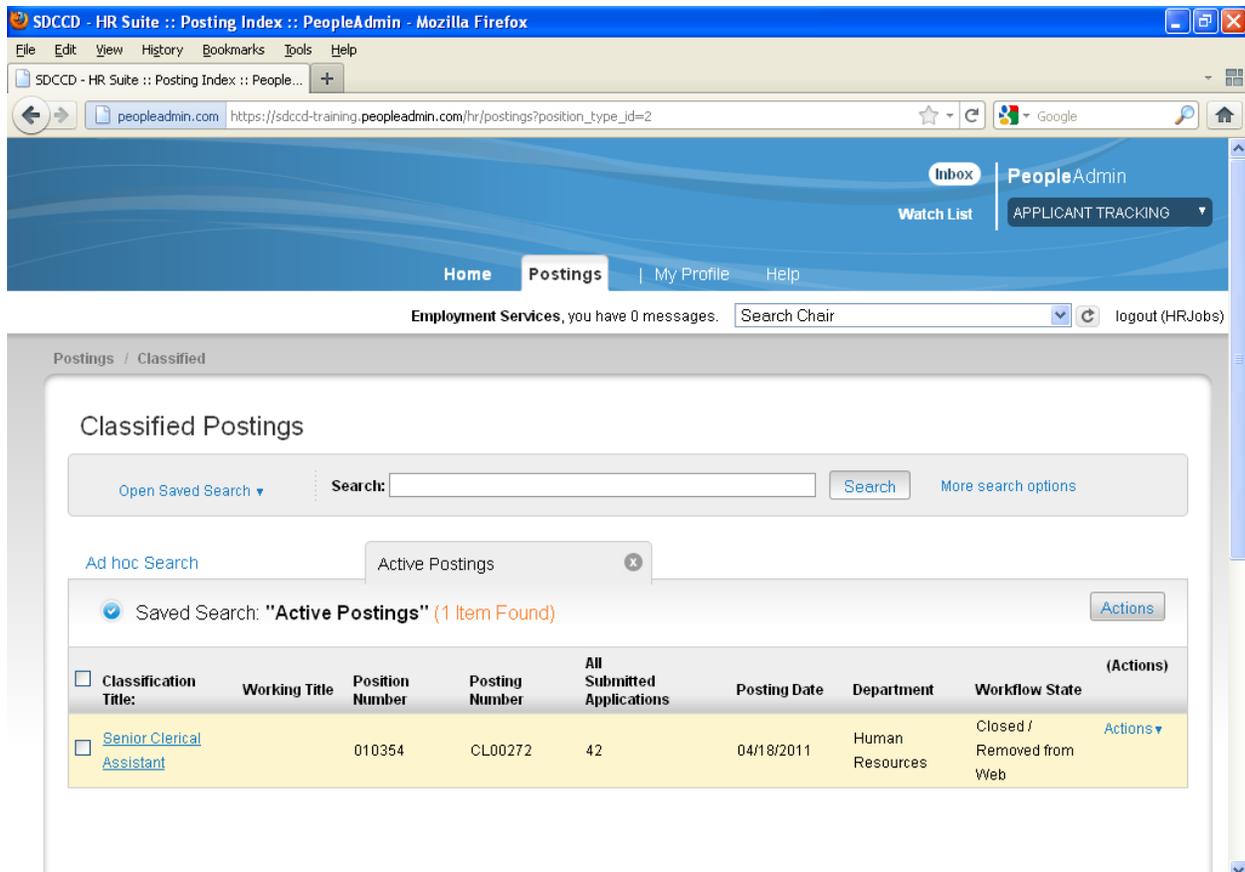
- 1) Click **Create New XXXXX Posting** from the **Home** page.
- 2) Select Create From in the Actions drop-down when you locate the title of your vacancy.
- 3) Fill in the all the information in all the sections of your posting, then click **Summary**. Review the Posting, and edit if necessary.
 - a. Remember to **Save** each section.
- 4) Click Take Action on Posting and select the next Workflow State from the drop-down.
 - a. Make any Comments, if appropriate, in the pop-up dialog box.

SEARCH CHAIR

If you have been assigned as a Search Chair for a posting, this section is for you. After logging in to the system, if you have a Posting that is currently accepting applications, you will see a screen that looks like the one below. Make sure you are logged in as **Search Chair**. If not, click the drop-down to the left of logout and select Search Chair, then click the Refresh icon 

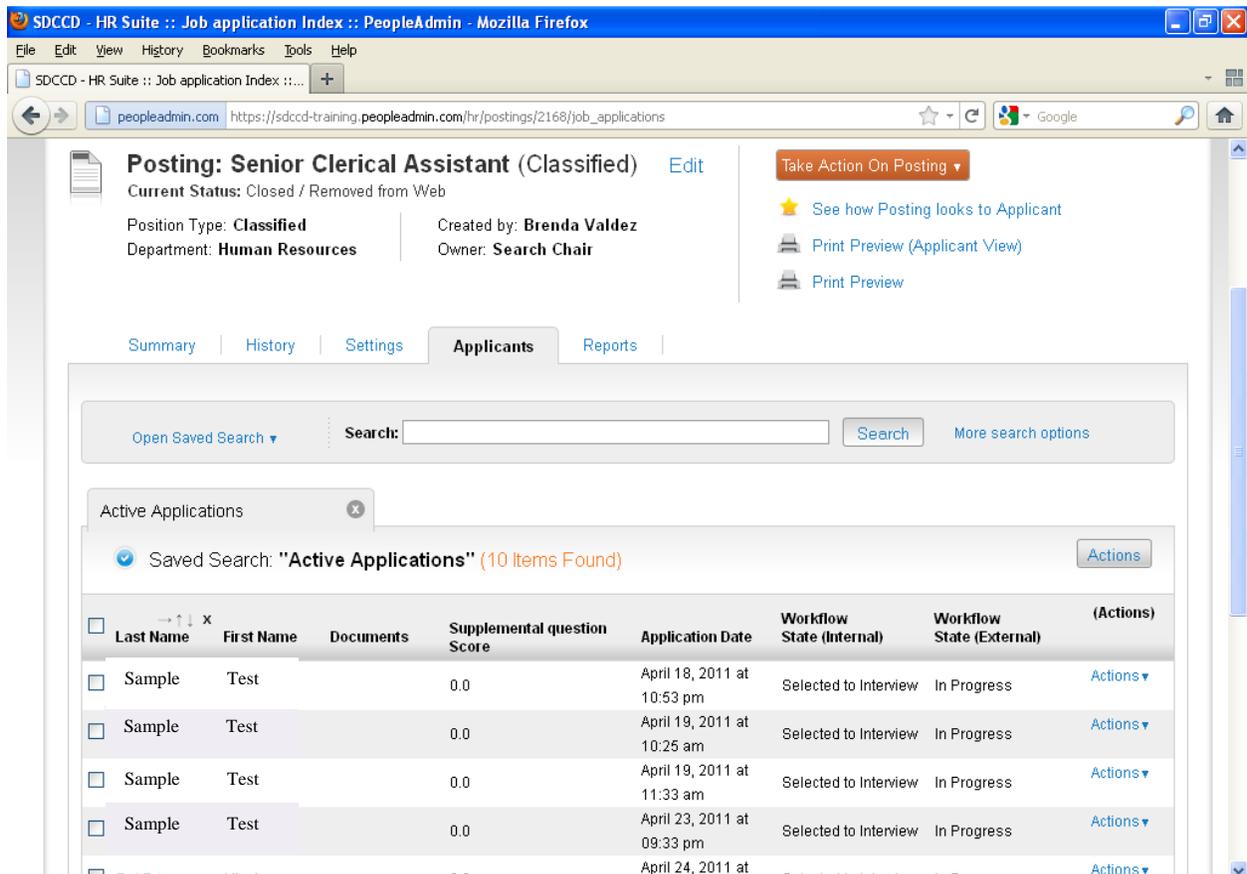


Underneath the Postings heading on the top navigation bar, you are presented with the option of the type of posting (Academic, Classified, etc). Select the posting type you are chairing. A screen like the following will appear.



Click on the title of the position to view it. You will notice the posting data is divided into tabs, listed across the top. This Applicants tab lists the Applicants who have applied to this Posting. Additional

information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the Posting, including the History.



From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

You will always have access to postings you have chaired. To view past recruitments, select More search options and select your criteria.

To view the details of a specific Posting, including the description and the Applicants to that Posting, click on the title.

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

Viewing Applications

You may choose to show Active Applicants or Inactive Applicants. However, you will only be reviewing Active Applications. You can view applications individually or in a group.

To view individual applications, click on the last name. Their application data will appear without the uploaded documents.

To view multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants whose applications you wish to review. These boxes are located on the right side of the page. (See top of next page.)
2. Click the **Actions** button, then **Download Applications as PDFs**.
3. Select what items you would like to be included.

The screenshot displays the PeopleAdmin HR Suite interface. At the top, the browser title is "SDCCD - HR Suite :: Job application Index :: PeopleAdmin - Mozilla Firefox". The page shows details for a "Posting: Senior Clerical Assistant (Classified)" with a status of "Closed / Removed from Web". The position type is "Classified", the department is "Human Resources", and the owner is "Search Chair".

The main content area is titled "Applicants" and features a search bar with the text "Open Saved Search" and "Search: []". Below the search bar, there is a section for "Active Applications" with a sub-header "Saved Search: 'Active Applications' (10 Items Found)".

The table of active applications has the following columns: Last Name, First Name, Documents, Supplemental question Score, Application Date, and Workflow State (Internal). The table lists four applicants:

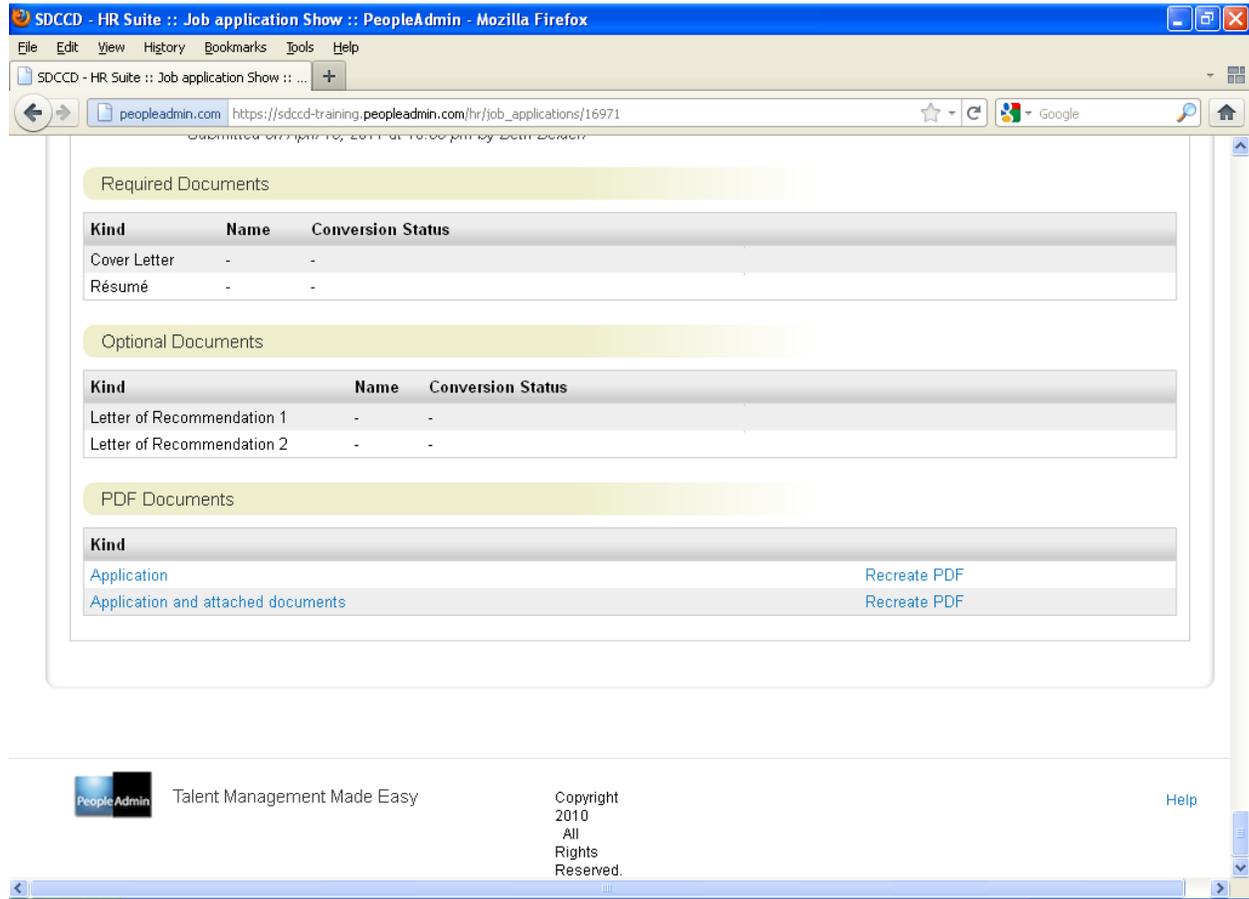
Last Name	First Name	Documents	Supplemental question Score	Application Date	Workflow State (Internal)
<input checked="" type="checkbox"/>	Belden	Beth	0.0	April 18, 2011 at 10:53 pm	Selected to Interview
<input type="checkbox"/>	Meuse	Scott	0.0	April 19, 2011 at 10:25 am	Selected to Interview
<input checked="" type="checkbox"/>	Goldberg	Geneva	0.0	April 19, 2011 at 11:33 am	Selected to Interview In Progress
<input checked="" type="checkbox"/>	Hansen	Sheryl	0.0	April 23, 2011 at 09:33 pm	Selected to Interview In Progress
<input type="checkbox"/>	Del Priore	Nicole	0.0	April 24, 2011 at	Selected to Interview In Progress

An "Actions" menu is open over the table, showing options: GENERAL (Review Supplemental Question Answers, Export results), BULK (Download Applications as PDFs).

Viewing Documents

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

To view a single document (such as a résumé or cover letter) that the applicant attached when applying for the Posting, click the link of the document.



The screenshot shows a web browser window with the URL https://sdccd-training.peopleadmin.com/hr/job_applications/16971. The page displays a section for document management with three sub-sections: Required Documents, Optional Documents, and PDF Documents.

Required Documents

Kind	Name	Conversion Status
Cover Letter	-	-
Résumé	-	-

Optional Documents

Kind	Name	Conversion Status
Letter of Recommendation 1	-	-
Letter of Recommendation 2	-	-

PDF Documents

Kind	Recreate PDF
Application	Recreate PDF
Application and attached documents	Recreate PDF

The footer of the page includes the PeopleAdmin logo, the tagline "Talent Management Made Easy", the copyright notice "Copyright 2010 All Rights Reserved.", and a "Help" link.

To view the application along with the documents, click the **Application and attached documents** link.

Uploading Documents

As the Search Chair, only you have access to the Documents section of the Posting.

To upload documents, click **Edit** then **Documents**. Click **Actions** and select what you would like to do. Follow the screen prompts. Make sure you **Save**.

The screenshot shows a web browser window with the title "SDCCD - HR Suite :: Posting Edit :: PeopleAdmin - Mozilla Firefox". The address bar shows the URL "https://sdccd-training.peopleadmin.com/hr/postings/2168/edit?tab=4". The page header includes "Inbox", "PeopleAdmin", "Watch List", and "APPLICANT TRACKING". The main navigation bar has "Home", "Postings", "My Profile", and "Help". Below the navigation bar, it says "Employment Services, you have 0 messages." and "Search Chair" with a dropdown arrow. The main content area is titled "Postings / Classified / Senior Clerical Assistant (Closed / Removed from Web) / Edit: Documents". On the left, there is a sidebar with "Editing Posting" and "Documents" sections. The "Documents" section is active, showing a "Summary" link. The main content area has a "Documents" heading with "Save", "<< Prev", and "Next >>" buttons. Below the heading, it says "On this tab, you may attach and view documents." and "Applicant Screening Documents: Paper Screening Report || Interview Rating Form". A note states "PDF conversion must be completed for the document to be valid when applicable." Below this is a table with columns "Document Type", "Name", "Status", and "(Actions)". The table lists several document types, each with an "Actions" link. A dropdown menu is open over the "Actions" link for "Screening Report", showing options: "Upload New", "Create New", and "Choose Existing".

Editing Posting

- Posting Details
- Posting Specific Quest...
- Required & Optional Ap...
- Documents**
- Summary

Documents [Save] [<< Prev] [Next >>]

On this tab, you may attach and view documents.

Applicant Screening Documents: [Paper Screening Report](#) || [Interview Rating Form](#)

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Employment Recommendation			Actions ▾
Interview Rating Form			Actions ▾
Interview Selection Summary			Actions ▾
Other			Actions ▾
Screening Report			Actions ▾
Physical Requirements			
Confidential Statement			

Upload New
Create New
Choose Existing

Changing the Applicant Statuses

While in the Active Applicants display screen, you can change the status of Applicants as you review their applications.

To change the status of multiple applicants at the same time, check the box for each applicant, and then click **Actions**, then **Move in Workflow**. A screen similar to the following will appear:

Editing: Workflow States for 8 Applicants

Change for all applicants Select a workflow state...

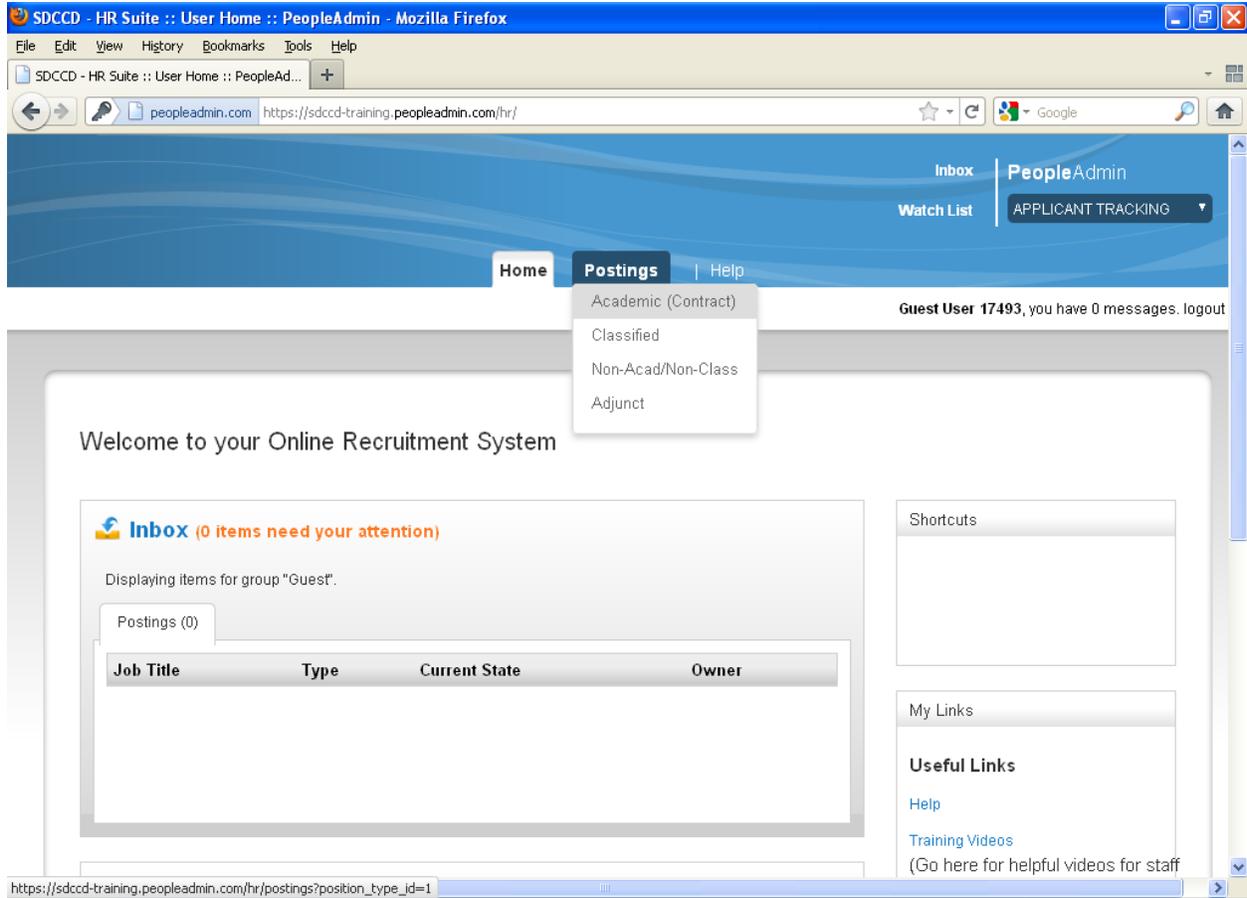
Applicant	Current State	New State	Reason
Christopher Sinh	Under Review by HR-Employment	Select a workflow state...	
Dong Huynh	Under Review by HR-Employment	Select a workflow state...	
Paul Browning	Under Review by HR-Employment	Select a workflow state...	
Joshua Munoz	Under Review by HR-Employment	Select a workflow state...	
rocky miller	Under Review by HR-Employment	Select a workflow state...	

Follow the screen prompts to complete the changes. Make sure you click **Save** or your changes will not be saved.

SEARCH COMMITTEE MEMBER “Guest User”

Logging In

The HR-Employment Office will provide the Search Chair with a User Name and Password for all committee members, including the EEO Representative. After you receive your login information from the Search Chair, you may go to <https://www.sdccdjobs.com/hr> and login. Once logged in, you should see a screen similar to the one below. If you are in more than one committee, you will need a Guest User Name and Password for each position.



Go to the [Search Chair](#) section of this manual for information on how to view access applications and uploaded documents.

Logging Out

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 Logout of the system by clicking on the logout link located on the bottom left side of your screen.