University System of New Hampshire

Evaluating Applicants

People Admin 7 Quick Guide

Log in to PeopleAdmin at usnh.peopleadmin.com/hr and Select APPLICANT TRACKING from the dropdown menu in the upper right.

Find the Applicant

1. From the Applicant Tracking Module, click the Postings tab.
2. Use the Search box to locate the job posting.
3. Choose View Applicants from the Actions menu to the right of the posting.
4. Select one or more applicants from the list using the checkboxes at the left.
5. Choose Evaluate Applicants from the Actions button on the right.

Evaluating the Applicant

Note: When creating a job posting, evaluative criteria may be set up at many workflow states, such as "under review," "phone interview," or "campus interview."

1. You can now see the evaluative criteria that were attached to this job posting, for the applicant(s) you selected. If you would like to evaluate all applicants, click Show More .
2. Each Criterion will have either a list of predefined answers, or a text box to enter a response.
3. Complete all Criteria and click Next >> to see the criteria for the next workflow step, if applicable.
4. When you've completed the evaluative criteria, be sure to click Save .

Downloading Data

1. On the Posting page (follow steps 1 & 2 at the top of this page) you may download a spreadsheet of the Evaluative Criteria responses from the applicants.
2. Choose one or more applicants from the list, just as in step 4 above.
3. Choose Download Applicants Evaluations from the Actions button on the right.
4. Choose to open the Excel file or save it to your computer.