

Upgraded PeopleAdmin Experience



New inbox

Filters

TITLE	CU	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
A&S, Associate Dean Arts and Sciences Dean's Office	Ap	Modify Position Request Faculty	Draft	1939
VP, Stndt Life Vice President Student Development Office	Ap	Modify Position Request Staff - Non-Classified	Draft	1743
Lecturer -AT, Art Art	Ap	Modify Position Request	Draft	1679

What's new and improved?

The inbox is now inclusive of action items across each of your user groups.

It can be navigated using a title search function and/or filters, which differ by tab.

Only tabs you have access now should be visible in your inbox.

The inbox now contains information regarding days in current state and department.

You can now take action on an item with one click, which will auto-log you in as the appropriate user group.

Search

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Lecturer- AT, English English	Approved for Internal/Invitation Only	1508

Action

You are now viewing the system as a member of the Human Resources group

PEOPLEADMIN

User Group: Human Resources

Home Postings Applicants Hiring Proposals Shortcuts

Postings / Staff - Non-Classified / A&S, Associate Dean (Approved - Internal) / Summary

Take Action On Posting

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- ➕ Create Posting Template from this Posting
- 🔖 Add to Watch List

Posting: A&S, Associate Dean (Staff - Non-Classified) Edit

Current Status: Approved - Internal

TITLE	CURRENT STATE	DAYS IN CU
A&S, Associate Dean Arts and Sciences Dean's Office	Approved - Internal	1574
Security Ofcr, Security Campus Security and Public Safety	Approved - Internal	1508
Lecturer- AT, English English	Approved for Internal/Invitation Only	1508
General Office Assistant 1 Dept of Leadership & Administration (DELA)	Approved - Internal	1423
	Approved - Internal	1423

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New watch list

Watch List Postings 4 Hiring Proposals 1 Actions

SEARCH Unwatch Postings

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	Library Systems Specialist Foley Library Services	Staff - Non-Classified	Posted	Human Resources
<input checked="" type="checkbox"/>	Chair - Humanities Social Sciences	Faculty	Posted	Faculty Affairs
<input checked="" type="checkbox"/>	Special Events Assistant Athletics Facilities	Student	Posted	SEO
<input type="checkbox"/>	IT Part Time Adjunct Computer Science	Adjunct	Posted	Faculty Affairs

Manage

What's new and improved?

The watch list is now much more easily configured and managed.

Watch and un-watch items currently in your list by selecting the bookmark on the left hand side.

Un-watch in bulk by placing a check next to the items and clicking "Unwatch Postings" on the upper right hand side.

Easily search the watch list for something specific.

Add an item to your watch list with an in intuitive bookmark icon labeled "Add to Watch List" in the upper right hand corner.

Remove from your watch list similarly.

Watch List Postings 1 Hiring Proposals 1 Actions

SEARCH Unwatch Postings

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input checked="" type="checkbox"/>	Chair - Humanities Social Sciences	Faculty	Posted	Faculty Affairs

Search

Modify Position Request: Ast Prof, Rel Studies (Faculty) Edit

Current Status: Draft
Position Type: Faculty
Department/Discipline: Religious Studies
Created by: Kaycee Inman
Owner: Kaycee Inman

Take Action On Action
Print Preview
Add to Watch List

Summary History Settings

Classification Title [Edit](#)

Classification Title Details

Add

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Remove from Watch List

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New widgets

What's new and improved?

At-a-glance data visualizations are now available on the home page.

Persona based insights are scoped down so that users only see information within their respective scope/ organization.

If a user has admin permissions, they will always see admin widgets. If they have reviewer (or search committee) permissions, they will always see reviewer widgets. If a user has only basic approver permissions, they will see approver widgets.

For now, widgets are not configurable.

Welcome to your Online Recruitment System

Inbox Postings 100 Users 34 Hiring Proposals 55 Actions 45 Special Handling Lists

SEARCH Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
ASS, Associate Dean Arts and Sciences Dean's Office	Approved - Internal	1574
Security Ofcr, Security Campus Security and Public Safety	Approved - Internal	1508
Lecturer- AT, English English	Approved for Internal/Invitation Only	1508
General Office Assistant 1 Dept of Leadership & Administration (DELA)	Approved - Internal	1423
Student program assistant Honors	Approved - Internal	1423
Information Desk Crosby Student Center	Approved - Internal	1381
	Approved - Internal	1255

4 Filled Postings Last 30 days

Applicants Per Day Last Week

Admin

Welcome to your Online Recruitment System

Inbox Postings 2

SEARCH Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Program Assistant III, Law Admissions Law Admissions	Filled	1046
Library Systems Specialist Foley Library Services	Posted	646

Watch List Postings

SEARCH Unwatch Postings

there are no results to be displayed.

0 Active Applicants

2 Committees Served By Department last 365 Days

Reviewer

Welcome to your Online Recruitment System

Inbox Postings Hiring Proposals Actions Special Handling Lists

SEARCH Filters

There are no results to be displayed.

Watch List Postings Hiring Proposals Actions

SEARCH Unwatch Postings

there are no results to be displayed.

My Filled Postings Last 30 days 4

My Open Postings 250

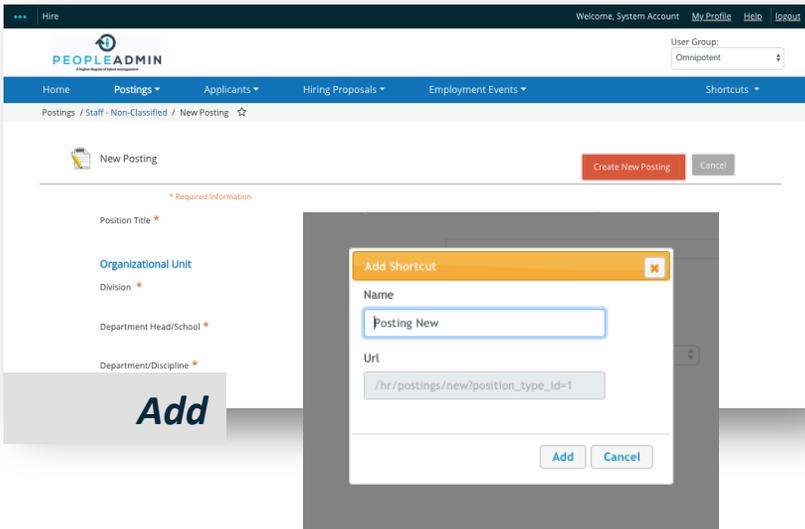
Average days your inbox tasks wait

Approver

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New shortcuts



What's new and improved?

Shortcuts are now completely configurable and mirror experiences common in web browsers.

Any user can add items to their shortcuts tab by selecting the star in the upper left hand corner near the title of the page.

If there is no star available, the page is not currently eligible for shortcut inclusion.

Upon selecting the star, you can designate a specific name for your shortcut.

Visit any saved shortcut by clicking the Shortcuts tab on the upper right hand side of your navigation bar.

Edit, delete, or reorder shortcuts by selecting Manage Shortcuts.

