# AppState Careers

**User Guide – Search Committee Chair**

The purpose of this guide is to provide instruction and orientation to the AppState Careers system (PeopleAdmin) for the Search Committee Chair during a search process using the Hire Module (formerly Applicant Tracking). This document will concentrate on the Search Committee Chair's role for the following:

- Locate and View Posting

- Locate and Review Applications

- Assign Search Committee Members

- Setup of Evaluative Criteria (Rubric) and Evaluate Applicants

- Manage Applicant Status(es) (move in bulk)

- Generate Beneficial Reports.

**Search Committee Chair and Members Roles & Responsibilities:**

- Protect confidentiality of applicants and the decision-making process;

- Draw upon connections to support recruitment efforts;

- Participate fully and consistently;

- Challenge conventional assumptions;

- Treat all applicants in a thoughtful and respectful manner;

- Set aside biases and preconceptions in order to fully consider all those who may be qualified to assume University roles;

- Give fair consideration to all applicants;

- Act promptly to ensure that top candidates are not lost to organizations that move quickly to hire top talent.

Go Applicant Tracking Position Management Performance Management Streamlined & Sustainable !

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| Topic | Page |
|---|---|

## 1 Hire Module

Once a Position action is approved, HR will create the Posting from the approved position description in the Hire Module. The Search Committee Chair receives email notification when position is posted.

### 1.1 Select Hire Module & User Group:

- Log into the PeopleAdmin System www.jobs.appstate.edu/hr
- Select the correct module click ••• (top left) and choose Hire
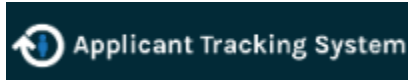
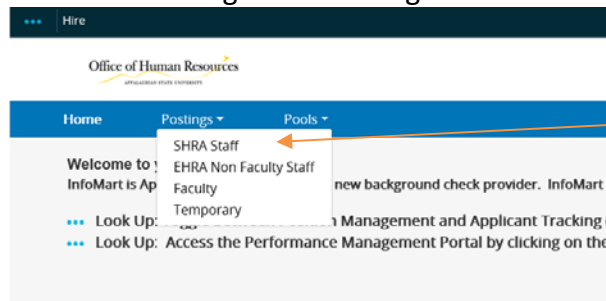

- User group must be Search Committee Chair (top right)
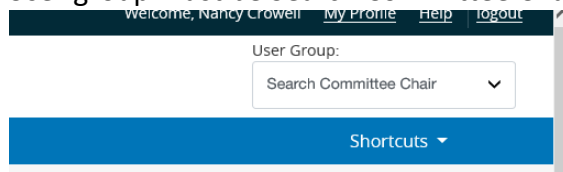


*If you receive this message "Sorry, you don't have permission to access this object." Contact HR in order to obtain proper access to this posting.*



### 1.2 Search/View Posting

There are three methods to locate a Posting:
  A. On the Home Page click Postings and select the Position Type



To view using Postings - on the Home Page Click Postings and select Postion Type.

To view the posting click on the Posting Title or under Actions, click on View Posting, View Applicants, or add to Watch List.

## SHRA Staff Postings

Create New Posting

Click on **Saved Searches v** below to view other search options.
Please check out the helpful Help section on Searching and Saving Searches.

| Saved Searches ✔ | | | Search | ⚲ More Search Options ✔ |

Search Chair should only Create an ERHA Non Faculty Posting once the Position Description Action is Approved.
Once the Search Chair has recommended a finalist, the hiring authority will go to the posting and open up the finalist's application and click Start Hiring Proposal.
EHRA NF Applicant Workflow
SHRA Applicant Workflow

Current Active (Closed & Po... **✖**

"Current Active (Closed & Posted)" **1**  Selected records **0**  ✕ Clear selection?

Actions ✔
(Actions)

| ☐ | Classification Title | Working Title | Department | Position Number | Active Applications | All Submitted Applications | Workflow State | Closing Date | Search Committee Members | |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Engineer (Composite) | Project Manager | Planning, Design and Construction - 410400 | 068511 | 16 | 16 | Posting Closed - HR Review | 12/03/2018 | 5 | Actions ✔ |

GENERAL
View Posting
View Applicants
TRACKING
Watch

**B.** On the Home Page view Inbox and click on the Posting Title:

| Home | Postings ▾ | Pools ▾ | | Shortcuts |

**Welcome to your online HR System**
InfoMart is Appalachian State University's new background check provider. InfoMart provides a quicker turnaround time, unrivaled accuracy, trusted security, and global capability.

••• Look Up: Toggle between Position Management and Applicant Tracking (Hire) by clicking on the 3 blue dots ••• top left of screen.
••• Look Up: Access the Performance Management Portal by clicking on the 3 blue dots ••• top left of screen.

| Inbox | Postings 250 | Users 4 | Hiring Proposals 9 | Position Actions 35 | Onboarding Tasks | Special Handling Lists 1 |

SEARCH | | | Filters |

**0 Filled Postings**
Last 30 days

**0**

SHRA Staff  EHRA Non Faculty Sta
Faculty  Adjunct  Tempora

| TITLE | CURRENT STATE | DAYS IN CURRENT STATE |
|---|---|---|
| Human Resources Specialist The Office of Human Resources - 170100 | Posted | 70 |
| Lead Teacher Child Development Center - 330100 | Posted | 444 |

**C.** On the Home Page view Watch List and click on the Posting Title (posting will only show if added to your Watch List):

| Watch List | | | Postings 2 | Hiring Proposals | Position Actions |

SEARCH | | | Unwatch Postings |

Inbox Item
**33**

| ☐ | | JOB TITLE | TYPE | CURRENT STATE | STATE OWNER |
|---|---|---|---|---|---|
| ☐ | 🔖 | Human Resources Specialist The Office of Human Resources - 170100 | Temporary | Posted | Search Committee Chair |
| ☐ | 🔖 | Project Manager Planning, Design and Construction - 410400 | SHRA Staff | Posting Closed - HR Review | Human Resources |

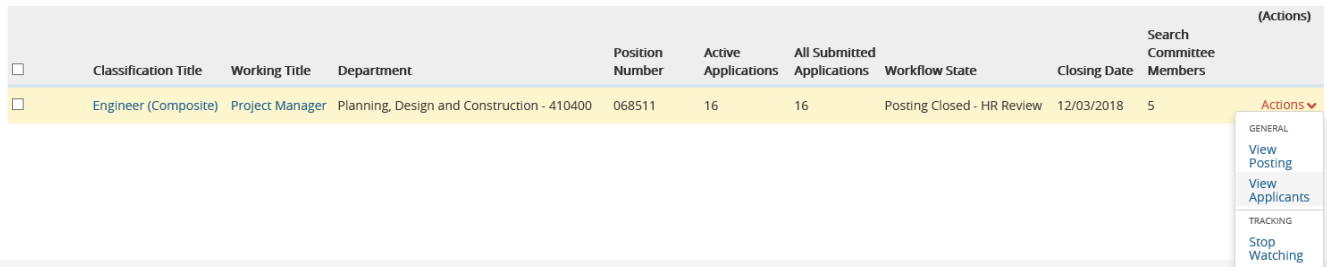My Reports
My Links
Useful Links
Training Video

## 1.3  Methods to Locate Applications

There are two options:
(1) Click the Posting Title to view Posting and click the Applicants tab:
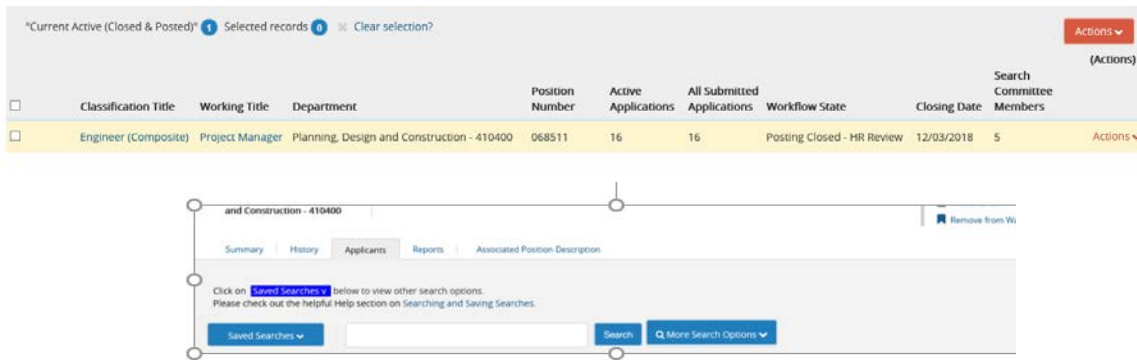
(2) or Locate Posting and click Actions and select View Applicants



## 1.4 Methods to View Applications

There are three methods to view applications in the posting:

1. View one applicant at a time
2. View multiple applicants at a time
3. Download a PDF file with all applications

1. **One Applicant at a time:**
   In the Posting click on the Applicants tab. Choose the applicant and click the Actions button and select View Application.
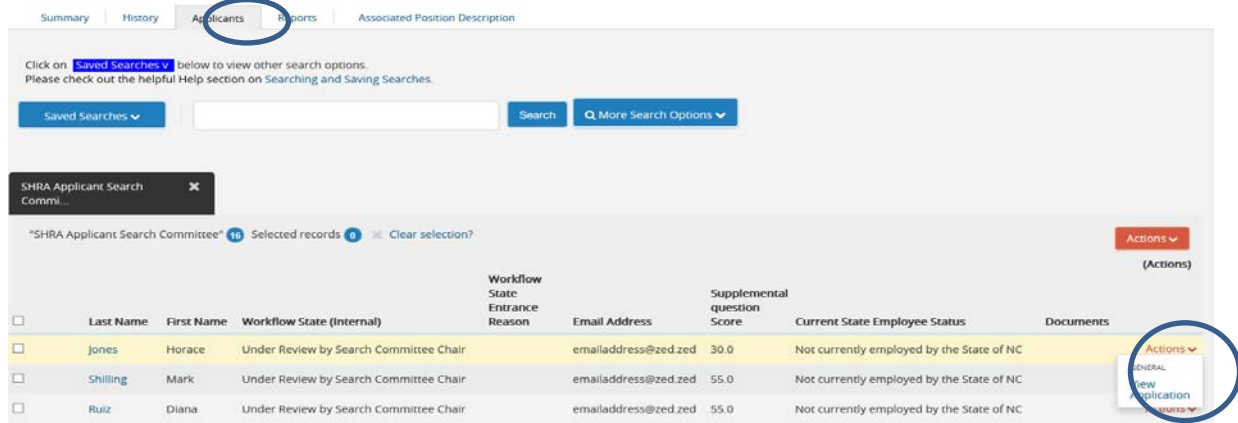


2. **Multiple Applicants at a time:** The **Download Applications as PDF** option will generate one PDF for all checked applications. Once the PDF has generated, it will automatically download to your computer. With this option, you can specify which combination of documents are included in the PDF. Because this file is downloaded, it is not saved for future access.

You will be prompted to select the document(s): Either select Application and All Documents to view all submitted information or select Only These Documents Types to view only specific information.



The information will download in one pdf window.

3. **Create Document PDF per Applicant:**

Generates individual PDFs for all applications you have checked. This will automatically include all documents and is accessed in the **Applicants** tab by clicking **View** in the Combined Document search column. (You can also view the application PDF at the bottom of the application's summary page.) PDFs generated in this manner are saved in SelectSuite, and can always be accessed in the search results.

On the posting's **Applicants** tab, check the desired applications. Select **Actions** > **Create Document PDF per Applicant**

Next, in your **Search Options**, select **Add Column** > **Combined Document**.
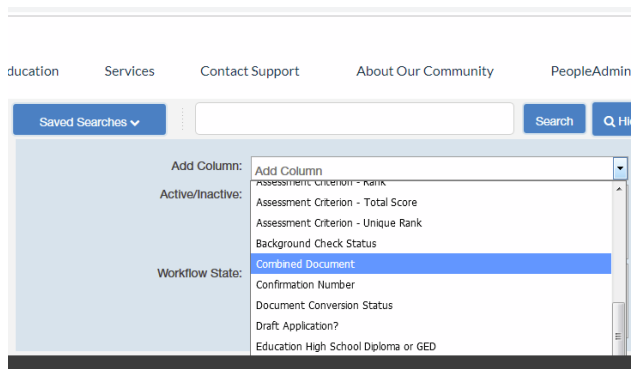
The **Combined Document** search column will appear. Clicking the 'View' link will display an application with all candidate and reference documents. Unselected applications will have **Generate** links; clicking one of these will create a PDF for this application.



## 1.5  Assign Search Committee Members / Guest Users

Search Committee Members are responsible for providing feedback on applicants to the Search Chair or Hiring Manager.

1.  To add Seach Committee Members, the Search Chair must go to the Posting, click Edit and click on the Search Committee tab.



2.  To add an existing user (AppState user), choose                .

3.  Search for the name of the committee member you would like to add.

Choose Add Member, then click the X
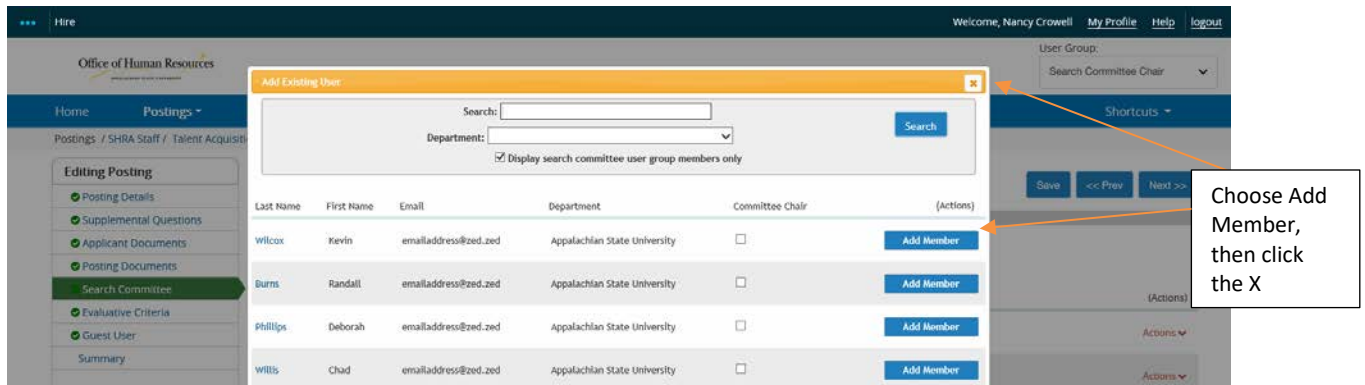
4. If you do not see the user in the search, click on **Create New User Account** (this is mainly used when AppState students are assigned to Search Committees. Requests will be approved through HR.

5. You may also remove Search Committee Members from the selected list of Search Committee Members by clicking Actions and Remove from Posting.
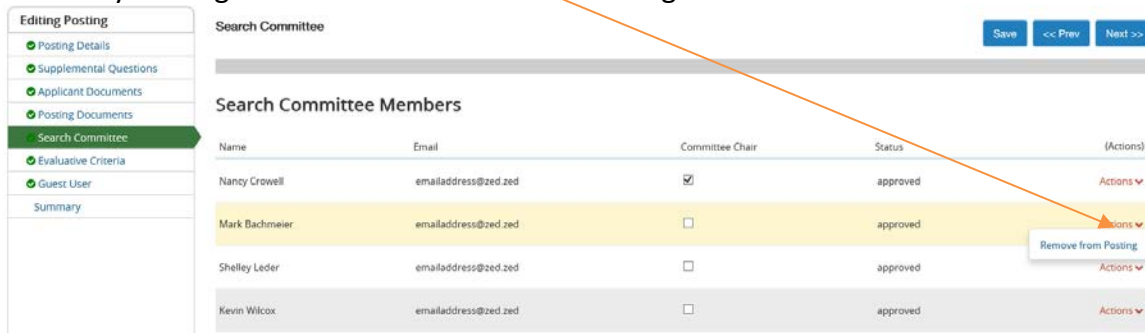


**Guest User –** Guest Users are defined as users who may not be an employee of your organization, and are given permission to view a single Posting and its Applications. This tab allows users to generate Guest User accounts by providing email contact information for the Guest. Upon activation, the Guest user will be sent an email invitation for access to the Posting and Applications.

To create a Guest User account, navigate to the Guest User Section of your posting.
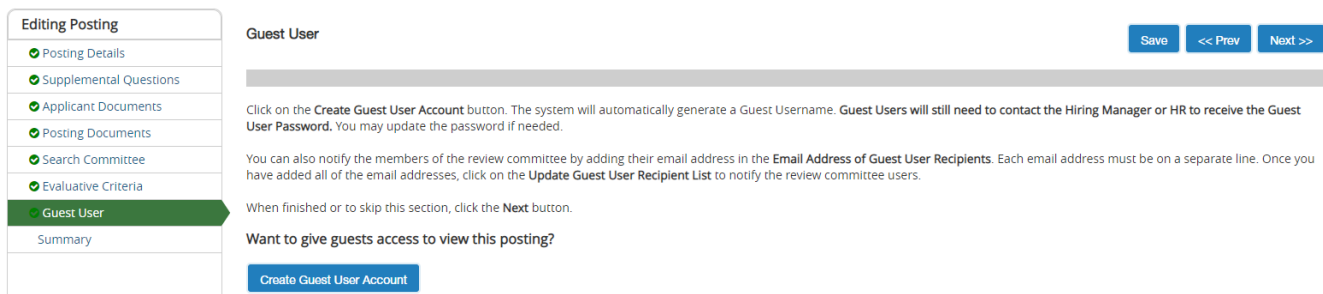


## 1.6 Evaluative Criteria

Evaluative criteria can be used by the Search Committee to rank applicants based on responses to certain criteria/questions. Evaluative criteria can also be used to allow the search committee to score applicants on

subjective factors (presentation skills, confidence, etc.). The rankings entered by the individual committee members are all visible to the Search Committee Chair.  Applicants are automatically ranked based on how the criteria is weighted, along with the a point system for each applicant response. Including Evaluative Criteria on the posting can ensure that you interview candidates consistently and the information is readily available for compliance review.

**Please click HERE to view our video tutorial on Evaluative Criteria.**
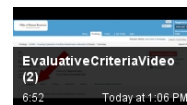
**To add Evaluative Criteria:**
1. To use the Evaluative Criteria feature, the Search Chair must go to the Posting, click Edit and select the Evaluative Criteria tab.

2. Click Add a Criterion **Add a Criterion**.  A list of criteria is available to choose from by searching appropriate keywords, or you may create your own (you may create criteria that have pre-defined answers or open ended responses).

You may select a Category or search by a keyword.

To view Question Details and the possible answers, click on the blue Description

Click here to create a new criteria item.

3. Click to add the criteria to you Evaluative Criteria items.

4. After you have selected all the items you want to use in your evaluation/ranking, click Submit.

5. Now you will need to add a Weight for each of the criteria items. The weights of all the Criteria items combined must total 100. Points need to be entered for each of the Possible Rankings.



## 1.6.1 Creating New Criteria

1. Click to Add a New Criteria Item

2. Add Name, Label, Category, Description and Choose your Possible Answer preference



3. New Evaluative Criteria will be submitted for approval through Human Resources.

4. To effectively use the scoring tool, you will need to add a Weight for each of the criteria items. The weights of all the Criteria items combined must total 100. Points need to be entered for each of the Possible Rankings.
    i. Weight – must use if you want scoring to appear

## 1.6.2 Evaluating Applicants Using Evaluative Criteria

Once applications have been reviewed Search Committee Members can perform evaluations (Evaluative Criteria must be set up for this position in order to evaluate applicants using criteria).

1. To begin reviewing applicants for a Posting, access the Hire Module and search for the desired Posting.
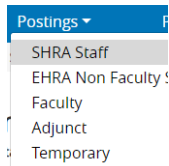
2. Select the desired Posting from the results.  Click the Posting Name, then choose the Applicants tab



You may choose to evaluate each applicant one-at-a-time or evaluate several at once.

**To evaluate multiple applicants:**

1. Click the checkboxes to the left of the First Name column and then the Actions button:



Select all or some applicants, then choose the Evaluate Applicants item from the Action button.

2. A new page will appear with multiple applicants and the evaluative criteria listed for the posting:

Workflow State: Under Review By Search Committee Chair

Save    Next >>

Showing 30 Applicants. Show More
Evaluations

Holly Tur___
Adm_____: Does candidate have administrative experience in a professional office setting?
3 – Substantial (has administrative experience overseeing day-to-day operations of office) ▼
HR Knowledge: Does candidate have general HR knowledge?
Yes. ▼
Managing Financial Operations: Does candidate have the ability to manage financial operations in a general office setting?
3 – Outstanding (has experience with Banner Finance) ▼
Organizational/Event Management Experience: Candidate has demonstrated organizational/event management experience
2 – Some (has some organizational/event management experience) ▼
Written Communication Skills1: Candidates written communication skills as presented in the application materials
Very Strong ▼
Comments

Angela Norris
Adm_____ es candidate have administrative experience in a professional office setting?
3 – Substantial (has administrative experience overseeing day-to-day operations of office) ▼
HR Knowledge: Does candidate have general HR knowledge?
No ▼
Managing Financial Operations: Does candidate have the ability to manage financial operations in a general office setting?
3 – Outstanding (has experience with Banner Finance) ▼
Organizational/Event Management Experience: Candidate has demonstrated organizational/event management experience
2 – Some (has some organizational/event management experience) ▼
Written Communication Skills1: Candidates written communication skills as presented in the application materials
Very Strong ▼
Comments

> Evaluate each applicant and click Next when done.

**To evaluate one applicant at a time:**

1. Click on the Applicants Name:

| | First Name | Last Name | Posting Number | Application Date |
|---|---|---|---|---|
| ☐ | Test1 | Person1 | 201500072P | July 18, 2016 at 03:07 PM |
| ☐ | Test2 | Person2 | 201500072P | July 18, 2016 at 03:11 PM |
| ☐ | Test3 | Person3 | 201500072P | July 18, 2016 at 03:14 PM |
| ☐ | Test4 | Person4 | 201500072P | August 04, 2016 at 08:57 AM |

2. Click on Evaluate Applicant on the right side of the screen

★ View Posting Applied To
★ Preview Application
★ Evaluate Applicant

3. The Evaluative Criteria window will pop-up:

**Evaluative Criteria**

Holly Turt___
Administrative Experience: Does candidate have administrative experience in a professional office setting?
3 - Substantial (has administrative experience overseeing day-to-day operations of office) ▼
HR Knowledge: Does candidate have general HR knowledge?
Yes ▼
Managing Financial Operations: Does candidate have the ability to manage financial operations in a general office setting?
3 - Outstanding (has experience with Banner Finance) ▼
Organizational/Event Management Experience: Candidate has demonstrated organizational/event management experience
2 - Some (has some organizational/event management experience) ▼
Written Communication Skills1: Candidates written communication skills as presented in the application materials
Very Strong ▼
Comments

> Evaluate the applicant. Click Save to exit OR click Save and Next to save the evaluation and move on to the next applicant.

Save    Save and Next    Cancel
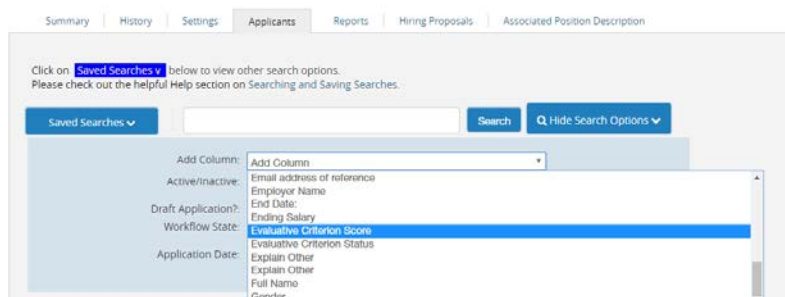
4. Once evaluations have been completed, scores will be generated:

Evaluative Criteria Score Details

Showing 4 of 4 Applicants

| Full Name | Current State | Under Review by Search Committee | Overall |
|---|---|---|---|
| Test1 Person1 | Under Review by Search Committee | 34.00 | 34.00 |
| Test2 Person2 | Under Review by Search Committee | 91.75 | 91.75 |
| Test3 Person3 | Under Review by Search Committee | 50.75 | 50.75 |
| Test4 Person4 | Under Review by Search Committee | 98.00 | 98.00 |

*Note: You can click on the applicant name to review score detail.*

## 1.6.3  Reviewing Evaluative Scores

There are 3 methods that can be used to view Evaluative Scores:

1.  Add a column to the search:  Navigate to the Applicants tab and add the Evaluative Score Column in the search screen to only see scores.



The Evaluative Criteria Score column will appear (you may sort from high to low or vice versa):



2.  Summary of Scores:  Click the orange Action button and choose Evaluate Applicants.
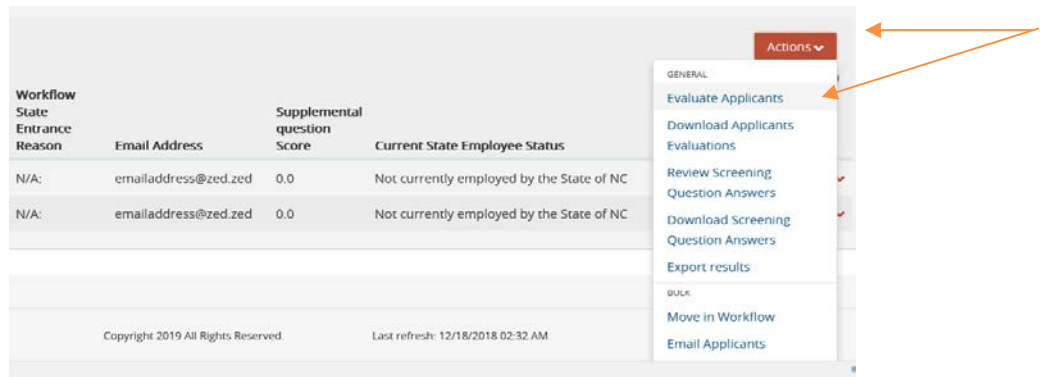
Click on View Detailed Entries

View Total Scores:



3. Download detailed evaluative scores -
    a. Navigate to the Applicants tab.
    b. Click the checkboxes of the Applicants you wish to view.
    c. Click the **Actions ∨** button and choose Download Applicants Evaluations.
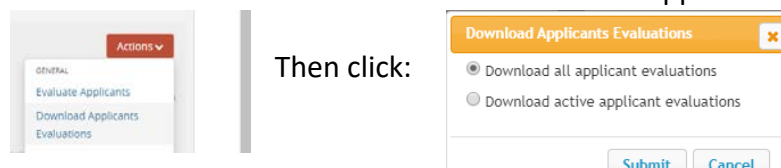


Then click:



    d. This will create an Excel file of how each Search Committee member evaluated the applicants. The rankings entered by the individual committee members are all visible to the Search Committee Chair.
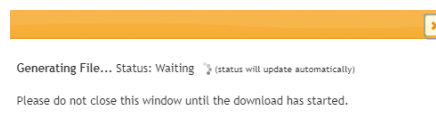


➢ Evaluate Applicants: Once the applications have been reviewed, the committee members can perform their evaluations (number 3 in the above screenshot).



14
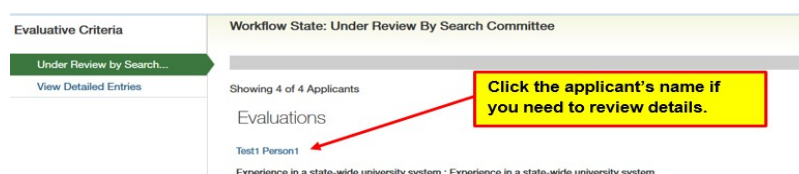
Click Save to continue later; Next >> when finished. *Note: You can click on the applicant name to review score detail.*

➢ Download Applicants Evaluations: This will create an Excel file of how each Search Committee member evaluated the applicants. The rankings entered by the individual committee members are all visible to the Search Committee Chair.

➢ Review Screening Question Answers: This will show Answer Statistics by question for the screening (supplemental) questions as answered by the applicants.



➢ Download Screening Question Answers: This will create an Excel file with each ot the applicants answers to the screening (supplemental) questions as answered on their applications.

➢ Download Applications as PDF: This will allow you to generate a PDF document of all of the

desired applicants checked.

a. Overall Scores are only visible to Search Chairs, Hiring Managers and HR

b. Search Committee Members can only see how they rated the applicant

c. Scores are given per workflow state assigned as well as Overall scores for each applicant across all criteria and individual applicant scoreing details.



Download Applicants Evaluations: Creat an Excel file of how each Search Committee member evaluated the applicants. The rankings entered by the individual committee members are all visible to the Search Committee Chair.

Review Screening Question Answers: This will show Answer Statistics by question for the screening (supplemental) questions as answered by the applicants.

Download Screening Question Answers: This will create an Excel file with each ot the applicants answers to the screening (supplemental) questions as answered on their applications.

## 1.7 Applicant Workflows and Actions

### SHRA-Applicant Workflow

Applicant statuses can only be adjusted by the assigned Search Chair. Adjusting applicant statuses will assist the Chair in managing and sorting the applicant pool and will safeguard compliance.

Applicants under Review by Search Chair → HR indicates Internal Applicants with Priority and Veterans with Priority → Search Committee determines Most Qualified & Not Among Most Qualified → Search Committee selects applicants to Interview → Search Committee Chair moves successful candidate to 'Recommend for Hire' → Hiring Authority starts Hiring Proposal

### EHRA-Applicant Workflow

Applicant statuses can only be adjusted by the assigned Search Chair. Adjusting applicant statuses will assist the Chair in managing and sorting the applicant pool and will safeguard compliance.

Applicants under Review by Search Committee → Qualified/Not Qualified → Select for Phone Interview → Select for Campus Interview—Compliance/EEO Approves (Interim AA Review) → Campus Interviews → Finalist to Recommend for Hire → Hiring Authority begins Hiring Proposal
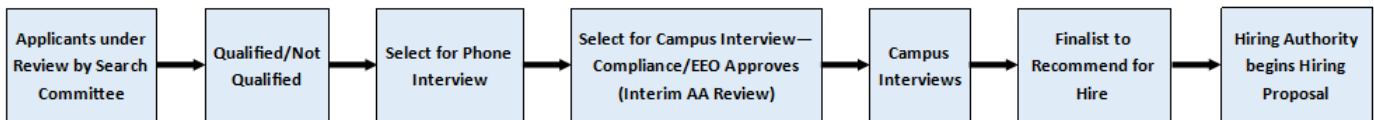
## 1.7.1 How to Change Applicant Status

Once the Applicants have been accessed, there are several Actions needed including reviewing the application and documents; evaluating, and moving the application in the workflow.

• **One Applicant at a time:** With the application open, click Take Action on Application.

| Take Action On Job Application ⌄ |
|---|
| Keep working on this Job application |
| WORKFLOW ACTIONS |
| Selected for Interview (move to Selected for Interview) |
| Not Hired (move to Not Hired) |
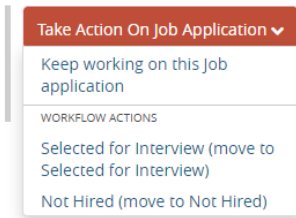
• **Take Action on Multiple Applications at one time:**

1. Select all, some, or one applicant.

2. Click the Actions button.



3. Select Move in Workflow. (This will allow you to move the selected applicants in the workflow).

You may change the status for all applications at once or change each status individually.



Then choose Save Changes

ℹ Started the process to transition these 4 applicants. This may take several minutes.

*Notice that only the 3 qualified applicants are now displayed.*

| | First Name | Last Name | Posting Number | Application Date | Workflow State (Internal) | Email Address | |
|---|---|---|---|---|---|---|---|
| ☐ | Test2 | Person2 | 201500098P | July 19, 2016 at 04:07 PM | Qualified | mainkt@appstate.edu | Actions ⌄ |
| ☐ | Test3 | Person3 | 201500098P | July 19, 2016 at 04:11 PM | Qualified | mainkt@appstate.edu | Actions ⌄ |
| ☐ | Test4 | Person4 | 201500098P | July 19, 2016 at 04:14 PM | Qualified | mainkt@appstate.edu | Actions ⌄ |

The Search Committee chair will move the applications along in the workflow until a candidate is Recommend for Hire.  Once a candidate is at Recommend for Hire, the hiring authority (User Groups:  Supervisor, Hiring Manger, Department Head, Dean/Director, Vice Chancellor) can initiate the Hiring Proposal and submit forward for approval.



## 1.8 Reports Available to Search Chairs

**Departmental EEO Report (Summary of Affirmative Action Data) for Search Chairs**
The search chair can generate this helpful report during the search process.  This real-time report will provide information to determine the degree to which we are attracting a diverse applicant pool based on gender, race, veteran status, and disability status.

To view the current AA data for Applicants:

1.  Find and click on the Posting for which you want to view Affirmative Action data.

2. Click on the Reports tab

| Summary | History | Settings | Applicants | Reports |
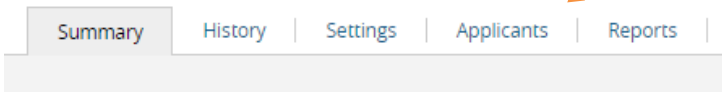
3. Choose Departmental EEO Report and wait until the Status changes to Completed.

4. Click Actions and View Report or Download to Excel

| Status | Message | (Actions) |
|---|---|---|
| Completed | Completed at 06/19/2019 03:08 PM | Actions |

Report Generated: Friday July 05, 2019 02:31:30 PM
Job Title: Office Manager
Classification Title: Administrative Support Specialist (Lead in Acad Dept or Admin with Budget Function)
Job Number: 088981

**All Applicants**

| Gender | Hispanic / Latino | American Indian Or Alaska Native | Native | Asian | Black Or African American | American | Native Hawaiian Or Other Pacific Islander | White | Two Or More Races | Not Disclosed | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Female | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 27 | 0 | 1 | 29 |
| Male | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 9 |
| Prefer Not To Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 36 | 0 | 1 | 38 |

| Veteran Status | Hispanic / Latino | American Indian Or Alaska Native | Native | Asian | Black Or African American | American | Native Hawaiian Or Other Pacific Islander | White | Two Or More Races | Not Disclosed | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| I Identify As One Or More Of The Classifications Of Protected Veteran Listed In The Category Definitions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I Am Not A Protected Veteran | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 0 | 37 |
| I Choose Not To Provide This Information | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 1 | 38 |

| Disabled Status | Hispanic / Latino | American Indian Or Alaska Native | Native | Asian | Black Or African American | American | Native Hawaiian Or Other Pacific Islander | White | Two Or More Races | Not Disclosed | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Yes, I Have A Disability (Or Previously Had A Disability) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No, I Do Not Have A Disability | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 34 | 0 | 1 | 37 |
| I Do Not Wish To Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 1 | 38 |

View Report in PeopleAdmin

<p><span style="color:#f00;"><br /></span></p>
Report Generated: Friday July 05, 2019 02:31:30 PM
Job Title: Office Manager
Classification Title: Administrative Support Specialist (Lead in Acad Dept or Admin with Budget Function)
Job Number: 088981

**All Applicants**

| Gender | Hispanic / | American | Native | Asian | Black Or A | American | Native Ha | White | Two Or M | Not Disclo | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Female | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 27 | 0 | 1 | 29 |
| Male | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 9 |
| Prefer Not To Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 1 | 38 |
| Veteran Status | Hispanic / | American I | Native | Asian | Black Or A | American | Native Haw | White | Two Or Mo | Not Disclo | Total |
| I Identify As One Or Mo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| I Am Not A Protected V | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 0 | 37 |
| I Choose Not To Provide | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 1 | 38 |
| Disabled Status | Hispanic / | American I | Native | Asian | Black Or A | American | Native Haw | White | Two Or Mo | Not Disclo | Total |
| Yes, I Have A Disability | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No, I Do Not Have A Dis | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 34 | 0 | 1 | 37 |
| I Do Not Wish To Answ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| No Answer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 35 | 0 | 1 | 38 |

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## AppState Careers (PeopleAdmin) User Guides

ASU has developed some training and reference manuals available on the HR website.

- AppState Careers (PeopleAdmin) User Guide – Introduction and Basic Navigation
  - Saving a Search

- AppState Careers (PeopleAdmin) User Guides for Position Types
  - SHRA Positions
  - EHRA Non Faculty Positions
  - Temporary Positions

- AppState Careers (PeopleAdmin) User Guide – Approvers

- AppState Careers (PeopleAdmin) Separations Guide

- Performance Management User Guides