

SELECTION COMMITTEE & HIRING MANAGER USER'S GUIDE

Online Employment Application System San Mateo County Community College District

> Office of Human Resources San Mateo County Community College District (650) 358-6800 <u>https://jobs.smccd.edu/hr</u>

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INTRODUCTION

Welcome to the San Mateo County Community College District Online Employment Application System.

The system is designed to benefit selection committees and hiring managers by facilitating:

- Pre-screening of employment applications, saving selection committees valuable time
- Quicker access to employment applications for screening
- Ability to review applications from any location with internet access

Your Web Browser

The PeopleAdmin 7 system is designed to run in a web browser over the Internet. The system supports browser versions of Internet Explorer (8 and above), Mozilla Firefox, and Google Chrome. Since older browser versions are less powerful than newer versions, the appearance of certain screens and printed documents may be slightly askew.

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

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 at the top right side of your screen.

GETTING STARTED

After the Selection Committee has developed paper screening criteria, interview questions with key response elements (KREs), and skills assessment (if applicable), you will receive a computer generated e-mail containing login information. Please do not lose the user name and password as you will need them each time you log into the system.

Please note that the Guest user name and password will only give you access to the applications of the position for which you are screening.

To get started, enter the following URL: https://jobs.smccd.edu/hr

Ilease login	
	San Mateo County Community College District
	Username Password Logn First time here? Request an account
	Forgot your password? <u>Request a password reset</u>

After entering the URL, the following "User Login" screen will appear:

Please perform the following steps:

- 1. Enter the User Name provided to you for the selection committee.
- 2. Enter the password provided.
- 3. Click Login.

VIEWING APPLICATIONS

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

Mateo County Community College District HR Suite	: User Home :: PeopleAdmin - Windows Internet Explorer	
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Displaying items for group "Admin".		e New Staff & Admin Posting New Faculty Posting
Postings (0) Hiring Proposals (0) Position Requests (0) Special Handling Lists (0)	
II		

NAVIGATION BANNER – the top of the screen is the area containing the tabs to major sections of the site—Home, Postings, and Help.

In the top right upper corner, you will see a pull-down menu if you are already assigned a role in the system. If you are not a manager or assistant to a manager or if you have not served on a Search Committee in the past and do not already have assigned roles in the system, you may not see this function. If a pull-down menu exists, please make sure you select Search Committee Member or Guest User (in the case of part-time faculty positions) AND <u>click on the refresh button</u> to the right of the pull-down menu.

The next step is to select from the Postings tab whether the position is Staff/Administrative or Faculty. See screen shot below.

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If the position you would like to view is not visible, you will need to perform a search. Click on More Search Options See screen shot below.

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Staff & Admin Pos	-	0	Start More search options					
Staff & Admin Pos	Search:							Create New Posting

When you click on More Search Options, and you will see a screen that looks like the following:

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Staff & Admin Postings				Create New Posting
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Open Saved Search v Search: Add Column: Add Column: Chancellor's Offic Department: Origin Workthow State Division Dean/Py Lookup Work Location: Lookup Job Type: Administrative/Sur		h epitions		
Ad hoc Search Administrative/Supervisory	•			
Saved Search: "Administrative/Supervisory" (0 http://www.com/search.com/search/sear	Ins Found)			Actions
Position Title Posting Number	Active Applications Workflow State	Last Updated Positio	on Type Close Date	All Submitted Applications (Actions)

Select the Job Type you are looking for by using the pull-down menu titled Lookup Job Type. The pulldown menu will provide you with several choices. <u>Then click on the Search button</u>.

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Ad hoc Search (1 Item Found) Save this	search?						Actions
Position Title Posting Number	r Active Applications	Workflow State	Last Updated	Position Type	Close Date	All Submitted Applications	(Actions)
Office Assistant II 2014003S	18	Posted	August 01, 2014 at 11:44 AM	Classified Positions		21	Actions •

Scroll down to the bottom of your screen, where you will see the positions that you are assigned to. Once you click on the position you need to access, the next screen will look like the one below.

n Mateo County Community College District	t HR Suite :: Posting Show :: PeopleAdmin - Windows Internet Explorer		
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Postings / Staff & Admin / Office Assistant II (Poste	d) / Summary		
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Please review the details of the p	sosting carefully before continuing.		
To take the action, select the app	propriate Workflow Action by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting a	and also add this posting to your Watch List in the po	pup box that appears. When
	ting, click on the Submit button on the popup box. Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an	and a second	to environ this section and
	removing to the next step in the workflow.	orange icon with an exclamation point, you will need t	o review this section and
Posting Details			
Position Information			
Classification Title			
Classification Code			
Posting Number	20140038		
Position Title	Office Assistant II		
Location	District Office		

TABS – You will see four tabs as follows:

- **Summary** provides a summary of the posting, including supplemental questions, required documents, ranking criteria, etc.
- **History** provides a tracking of actions taken to create and edit this posting
- **Applicants** provides a list of applicants who have applied to this posting
- **Reports** provides reports that exist related to this posting. For the most part, this screen will be blank.

To view the applicants, click on the Applicants tab. This will bring you to a screen similar to the following:

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	status to smith 1 with	Guest User 0184, you have 0 messages. logout
Postings / Faculty / Part-Time Yoga-Pilates Instructor (Pool) (Posted) / Applicant Review		
Posting: Part-Time Yoga-Pilates Instructor (Pool) (Faculty) Durient Status: Posted Posting: Type Faculty Desting: Type Faculty District FEPT Structury Structury District Fert Overset Annual Resources Structury Open Bury Actor + Search:	Search More search options	See how Posting looks to Applicant A Print Preview (Applicant View) A Print Preview

You can then click on the candidate's name or at the far right you may click the Actions button and then select 'View Application.'

https://jobs.smccd.edu/nr/	postings/418/job_applications				v C Scogle	2合自
Current Status Position Type: S	Reposted taff & Admin nguage Arts CSM	II (Staff & Admin) E Greated by Deborah Carringt Owner: Human Resources				Posting looks to Applicant riew (Applicant View)
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Default	o arch: "Default" (3 Iter				Last Updated July 11, 2014 at 12:25 PM	
Default Saved Sec First Name	Cast Name	Posting Number	Workflow State (Internal)	Workflow State (External)		Podition Type (Action
Default Saved Sec First Name Sophia	Cao	Posting Number 2014004S	Workflow State (Internal) Under Review by HR	Workflow State (External) In Progress	July 11, 2014 at 12:25 PM	Position Type (Action Staff & Admin Actions

This will open the summary view of the application and you may then open up all required and optional documentation submitted by the applicant. Documents attached to the application are located at the bottom of the application summary in pdf form.

If the posting was configured to request recommendation letters, you will be able to view the recommendations by clicking on the Recommendations tab. This feature will only be used if the selection committee makes the request in advance of the posting.

EVALUATING APPLICANTS

There is a question that will be asked of each selection committee member regarding whether the applicant should be invited for an interview. Once each committee member has responded to this question, the results can be exported by Human Resources into an Excel spreadsheet for use by the selection committee.

- 1. To complete this evaluation (including other questions pre-selected by the selection committee), go to the 'APPLICANTS' tab and hover over the gray and blue Actions button.
- 2. Click on the 'Evaluate Applicants' option.

	//jobs.smccd.edu/%/pc	ostngs/418/job_applications				V C Scoogle	▶ ☆ 自 ♣
1	Posting: O Current Status: I Position Type: Sta Department: Lang (DEPT)	Reposted	II (Staff & Admin) E Created by: Deborah Carringt Owner: Human Resources		Take Action On Pool See how Yoshi Print Preview Print Preview	ng looks to Applicant	
	Summary I	fistory Settings	Applicants Reports	Hiring Proposals			
	Open Saved Searc	h v Search:		Search	More search options		
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Г Г	Sophia	Cao				LA AN DOLLA AND AN DAL	Evaluations
		Cao Lavulo	2014004S 2014004S	Under Review by HR Under Review by HR	In Progress In Progress	July 13, 2014 at 04:40 PM July 14, 2014 at 01:55 PM	Evaluations Review Screening Question Answers

Each application also has the 'Evaluate Applicant' option at the top right-hand side of the page. After clicking 'Evaluate Applicants' you will have access to the evaluative question(s) based on the workflow states set up by Human Resources.

Proceed through the available evaluation criteria and record your responses directly onto the system.

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Postings / _ / Campus Facilities	Operations Technician (Reposted) / App	Dicant Review / Jorge Sanchez Under Review by HR				
Current Status: Under R Application form: Statu Full name. Jopp Sancha Advices: 1213 Vitors In Modesto, CA United Status of Annue55 Emil Typher555g/public Phone (Pinnup) (201) 5 Phone	sz Created by Jorge Sa Overse: Human Rese ca 0.00000 J.3.2020	anchez wrecs			View Postba A ♥ View Postba A ♥ Pervise Applo ♥ Evaluate Appli ♥ Edit Application ■ Reactives	pplied To ation cant
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Contact Inform	nation					
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First	st Name Jorge					
Midd	dle Name Luis					~

Please note that evaluative questions will only be accessible to selection committee members if a candidate is in the specific workflow status 'Under Review by Selection Committee.'

DOWNLOADING AND PRINTING APPLICATIONS

To download an application or group of applications, click on the box to the left of an applicant's name. A check mark ($\sqrt{}$) will appear by each name selected. Hover over the "Actions" tab to the right of the "Active Applicants" heading and select "Download Applications as PDF" and follow the instructions. The "Download Applications as PDF" combines all applicants into one file. The operation may take a few moments. Once the PDF file is generated, you may save it to your desktop or print it.

If you would like the system to generate a PDF per applicant, click on "Create Document PDF per Applicant". To use this feature, follow the steps below.

- 1. Select the applicants for which you would like to view documents by clicking on the box next to the applicant's name.
- 2. Hover over the "Actions" tab to the right of the "Active Applicants" heading and select "Create Document PDF per Applicant".
- 3. Scroll up to the "Search" menu and click on "More search options".
- 4. Select "Combined Document" from the "Add Column" field. The page will automatically refresh and the applicants you selected in (Step 1) will have a link entitled "Combined Document". This is a compilation of all of the applicants' documents. The advantage of this feature is that it allows you to select specific applicants.

See screen shot on next page.

								minit Preview		*
	Summary	History Settin	Appli	cants	Reports	Hiring F	Proposals	Associated	Position Desc	ription
	Open Saved Sea	arch v Searc	ch:					Search	Hide searc	h optic
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E Fu	ull ame	Workflow State (Internal)	Status	Contact	ed Document Email Addres Number:					
Pe	endse, Nachiket	Under Review	Under	Country Date Dis	: scharged:					
BI	lood, Peter	Under Review	Under	Date En Do you	tered: have any relati	ives workin	g at GW?			

By selecting Combined Document, you will have the option of viewing the application along with the cover letter, resume, and other supporting documents.

A	d hoc Search	0						
	Ad hoc Searcl	h (10 Items Found)	Save this search	?				Actions
-	Full Name	Workflow State (Internal)	Status	Application Date	Workflow State Entrance Reason	Active/Inactive	Combined Document	(Actions)
-	Pendse, Nachiket	Under Review	Under Review	October 24, 2011 at 08:10 pm		Active	Not generated	Actions
	Blood, Peter	Under Review	Under Review	December 02, 2011 at 02:53 pm		Active	Combined Document	Actions
	Wensong, Yang	Under Review	Under Review	March 01, 2012 at 06:39 pm		Active	Combined Document	Actions
	O'Boyle, Sharon	Under Review	Under Review	March 10, 2012 at 11:41 am		Active	Not generated	Actions

Note: If you add the field before you click on "Create Document PDF per Applicant," you will see the following:

	Ad not Search	(10 Items Found) Save	uns sedicitr			_		Actions
	Full Name	Workflow State (Internal)	Status	Application Date	Workflow State Entrance Reason	Active/Inactive	Combined Document	(Actions
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Z	Blood, Peter	Under Review	Under Review	December 02, 2011 at 02:53 pm	(Active	Not generated	Actions
1	Wensong, Yang	Under Review	Under Review	March 01, 2012 at 06:39 pm		Active	Not generated	Actions
1	O'Boyle, Sharon	Under Review	Under Review	March 10, 2012 at 11:41 am		Active	Not generated	Actions
3	Conthikatti Vinav	Under Review	Under Review	March 14 2012 at 12 11 am		Activo	Not nenerated	Actions

LOGGING OUT

below:

Click **Logout** on the upper right-hand corner of the page to leave the employment system. 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.

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CONTACT INFORMATION

For guestions about the PeopleAdmin system, please contact any Human Resources Representative

For Administrative, Academic/Classified Supervisory, or Faculty Positions

David Feune Director of Human Resources SMCCCD 3401 CSM Drive San Mateo, CA 94402 (650) 358-6775 or ext. 6775 from within the District feune@smccd.edu

For Questions Related to All Positions

Gina Dizon Human Resources Representative SMCCCD 3401 CSM Drive San Mateo, CA 94402 (650) 358-6723 or ext. 6723 from within the District dizong@smccd.edu

For Regular, Confidential, or Professional Classified Positions

Jennie Elizalde Recruitment Specialist SMCCCD 3401 CSM Drive San Mateo, CA 94402 (650) 358-6822 or ext. 6822 from within the District elizaldej@smccd.edu

For Faculty or Facilities (AFSCME) Positions

Jim Vlahos Human Resources Representative SMCCCD 3401 CSM Drive San Mateo, CA 94402 (650) 358-6804 or ext. 6804 from within the District vlahosjames@smccd.edu