

SELECTION COMMITTEE & HIRING MANAGER USER'S GUIDE

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**Online Employment Application System
San Mateo County Community College District**

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

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INTRODUCTION

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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 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.** 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

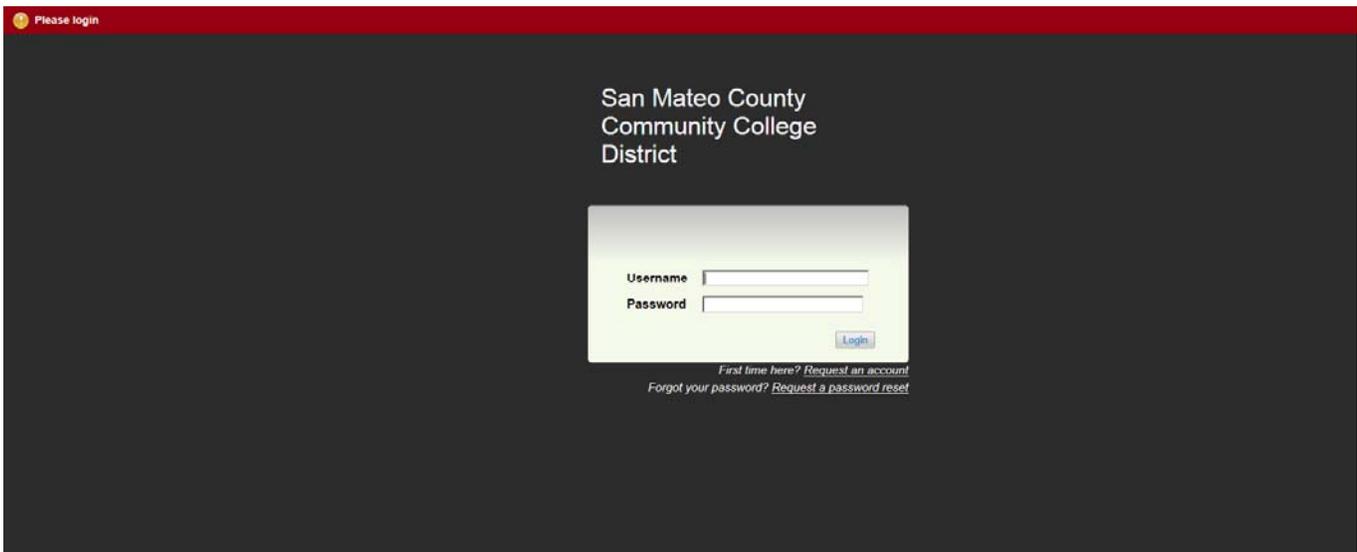
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After the Selection Committee has developed paper screening criteria, interview questions with key response elements (KREs), and skills assessment (if applicable), you will receive a computer generated e-mail containing login information. **Please 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>

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



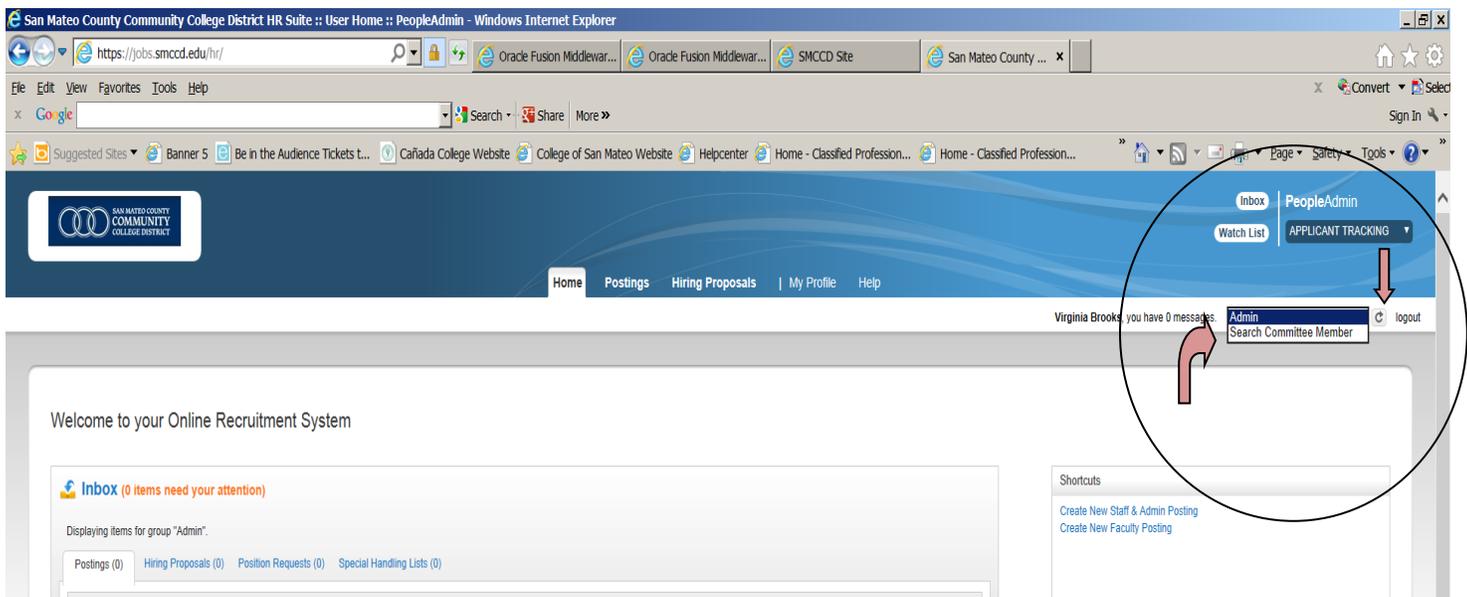
Please perform the following steps:

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

VIEWING APPLICATIONS

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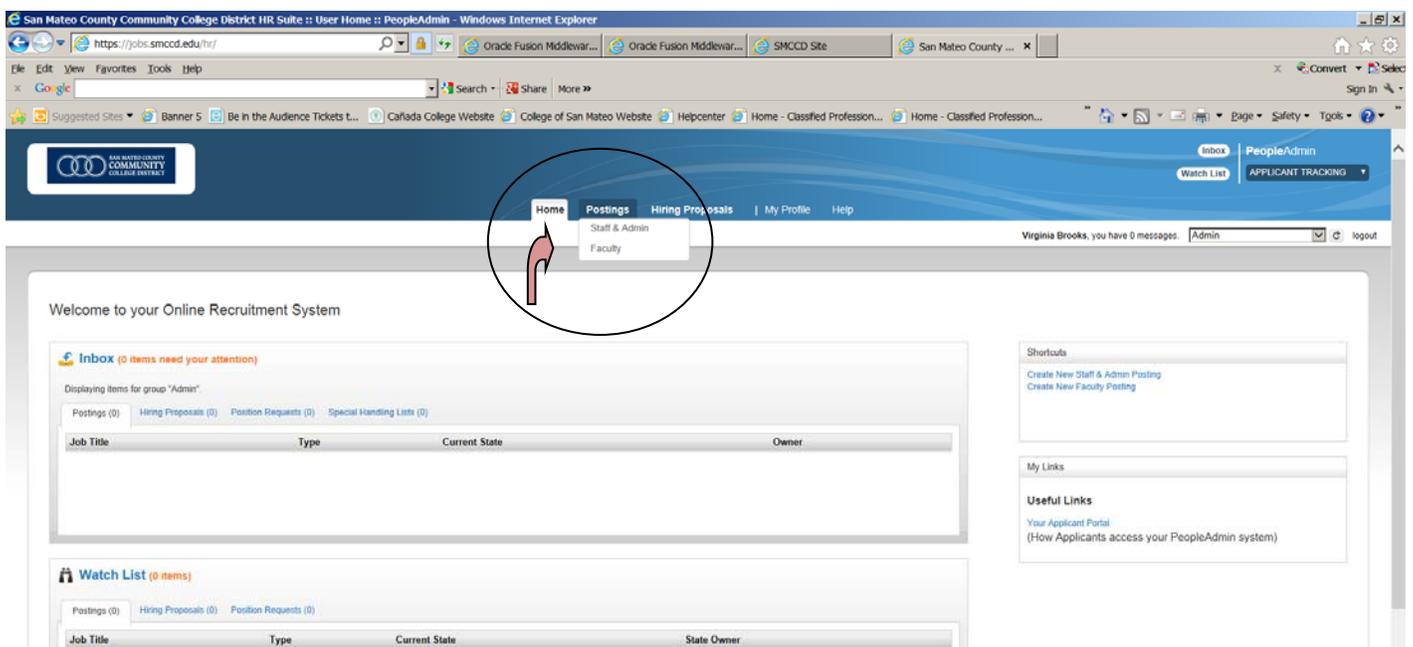
After logging in, you will see a screen that looks similar to the following:



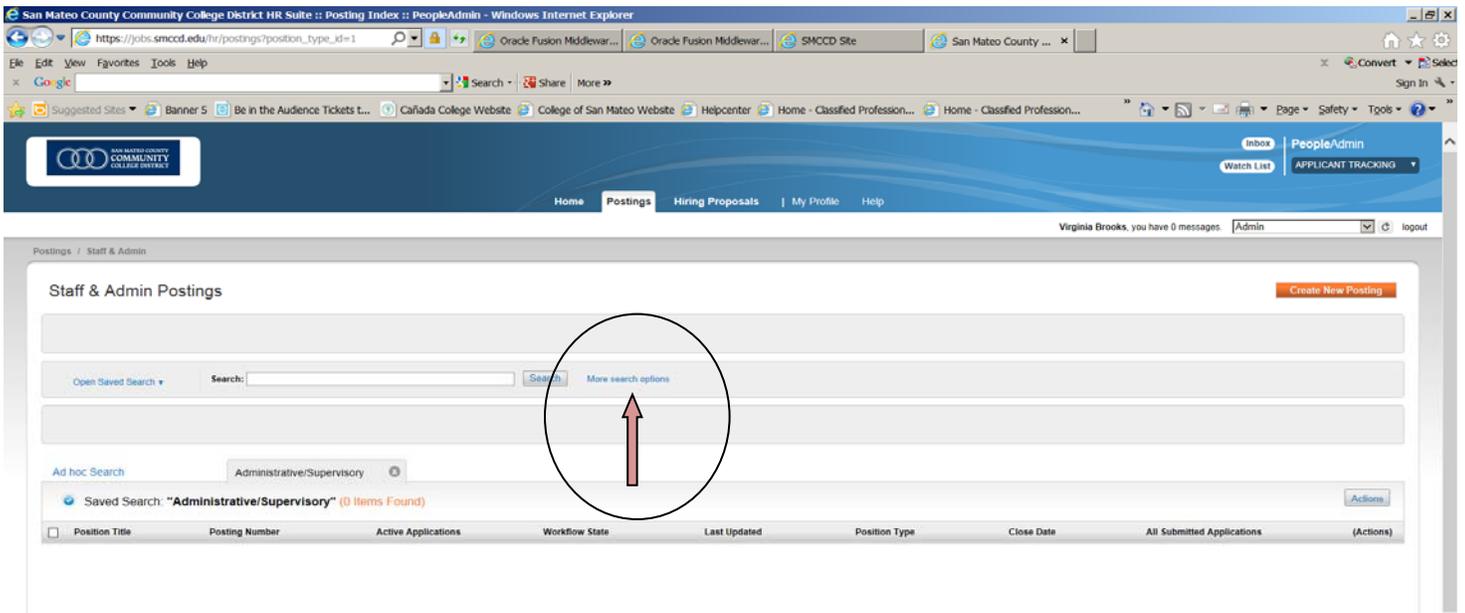
NAVIGATION BANNER – the top of the screen is the area containing the tabs to major sections of the site—Home, Postings, and Help.

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 click on the refresh button to the right of the pull-down menu.

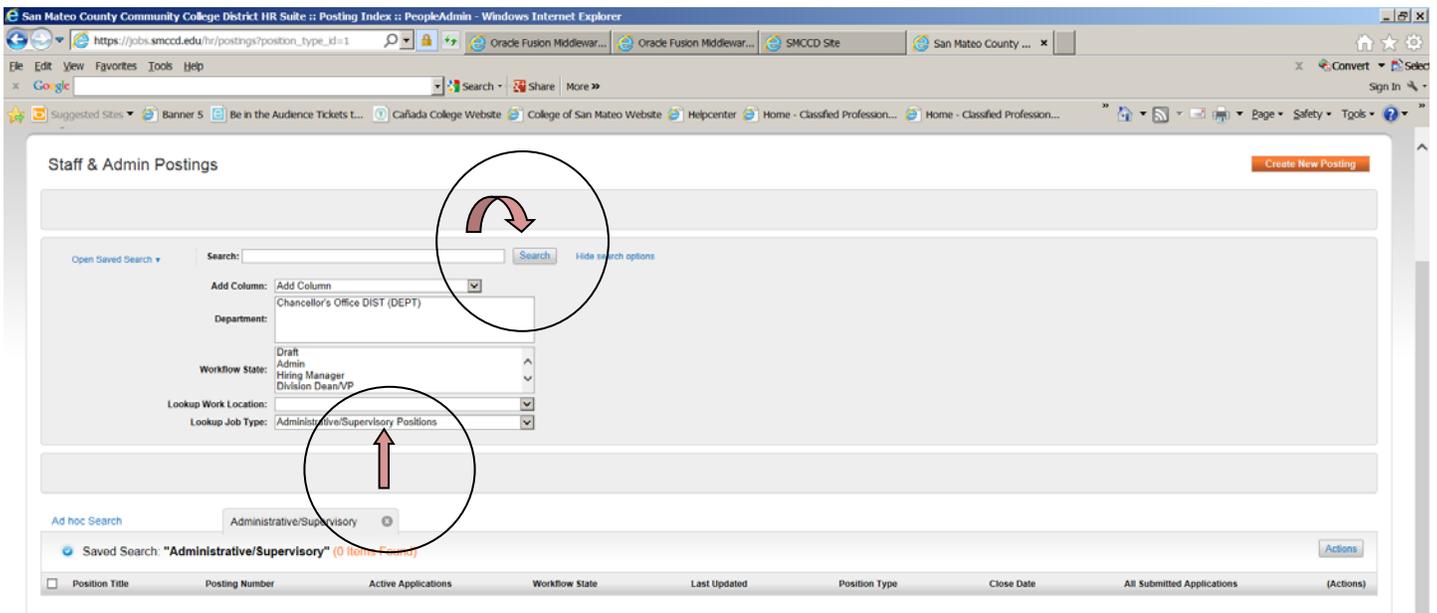
The next step is to select from the Postings tab whether the position is Staff/Administrative or Faculty. See screen shot below.



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.



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



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

Staff & Admin Postings

Administrative/Supervisory

Ad hoc Search (1 Item Found) Save this search?

<input type="checkbox"/>	Position Title	Posting Number	Active Applications	Workflow State	Last Updated	Position Type	Close Date	All Submitted Applications	(Actions)
<input type="checkbox"/>	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.

Posting: Office Assistant II (Staff & Admin)
Current Status: Posted

Position Type: Staff & Admin
Department: Chancellor's Office DIST (DEPT)

Created by: Irene Lambly
Owner: Human Resources

Summary History Applicants Reports

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **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 orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Posting Details

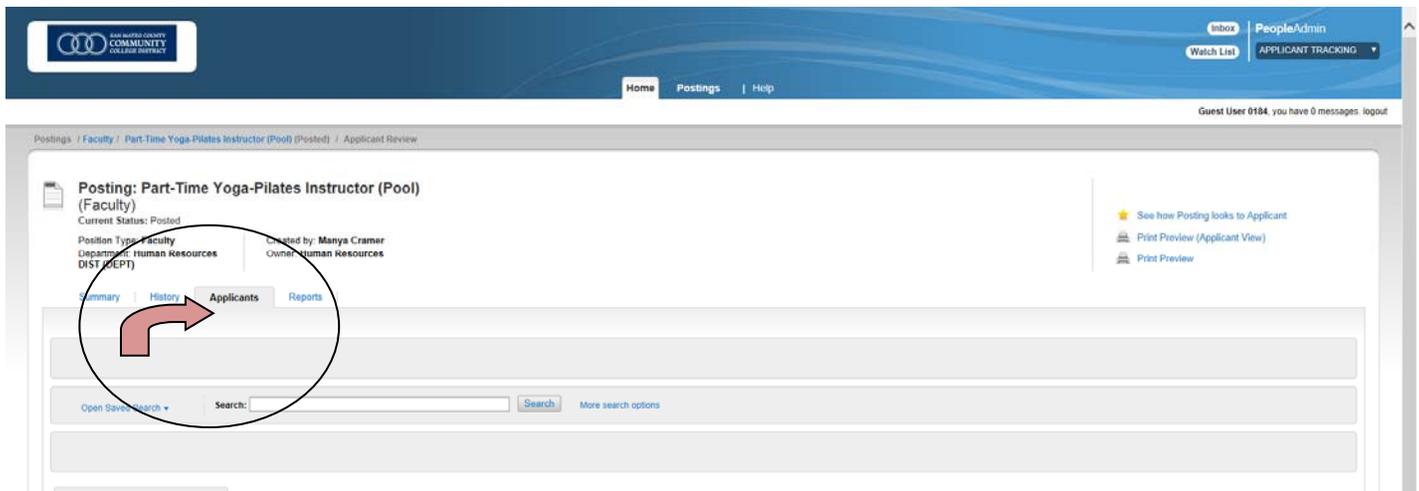
Position Information

Classification Title	
Classification Code	
Posting Number	2014003S
Position Title	Office Assistant II
Location	District Office

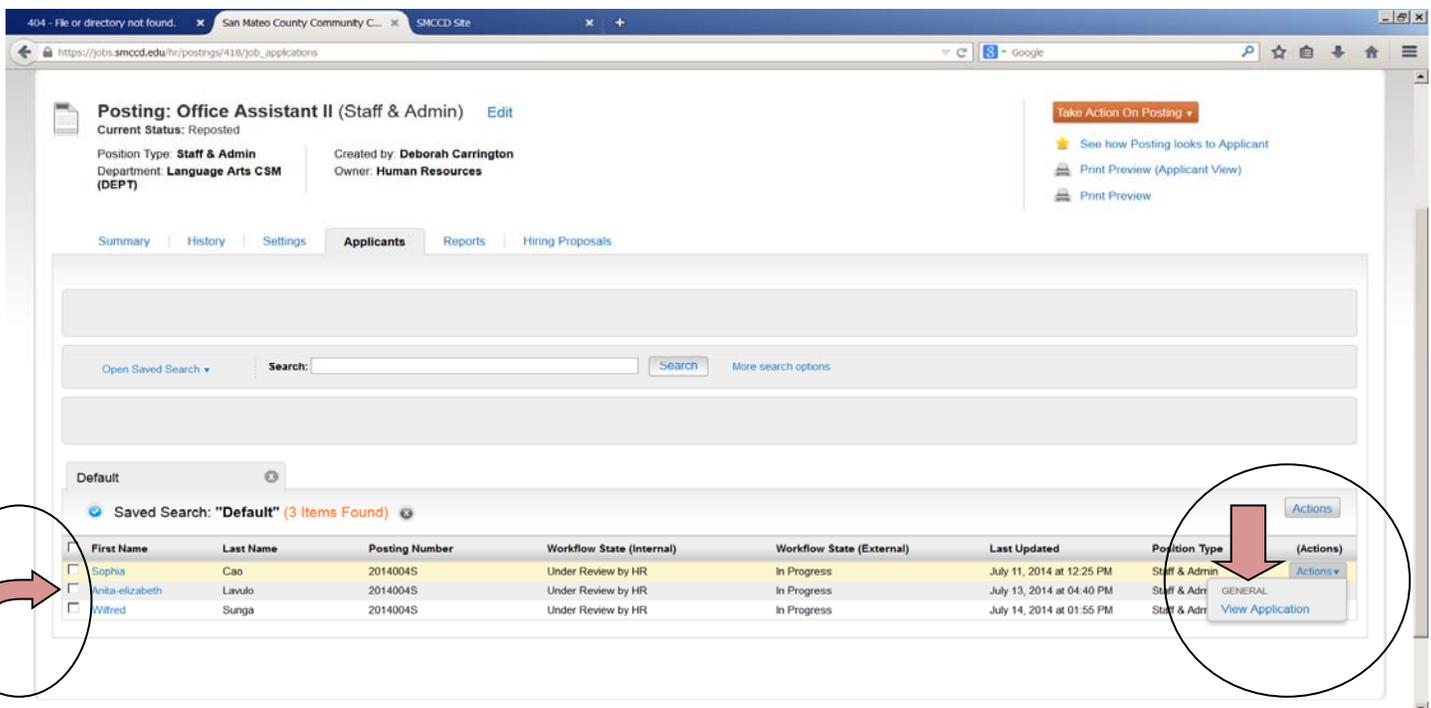
TABS – You will see four tabs as follows:

- **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:



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.'



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.

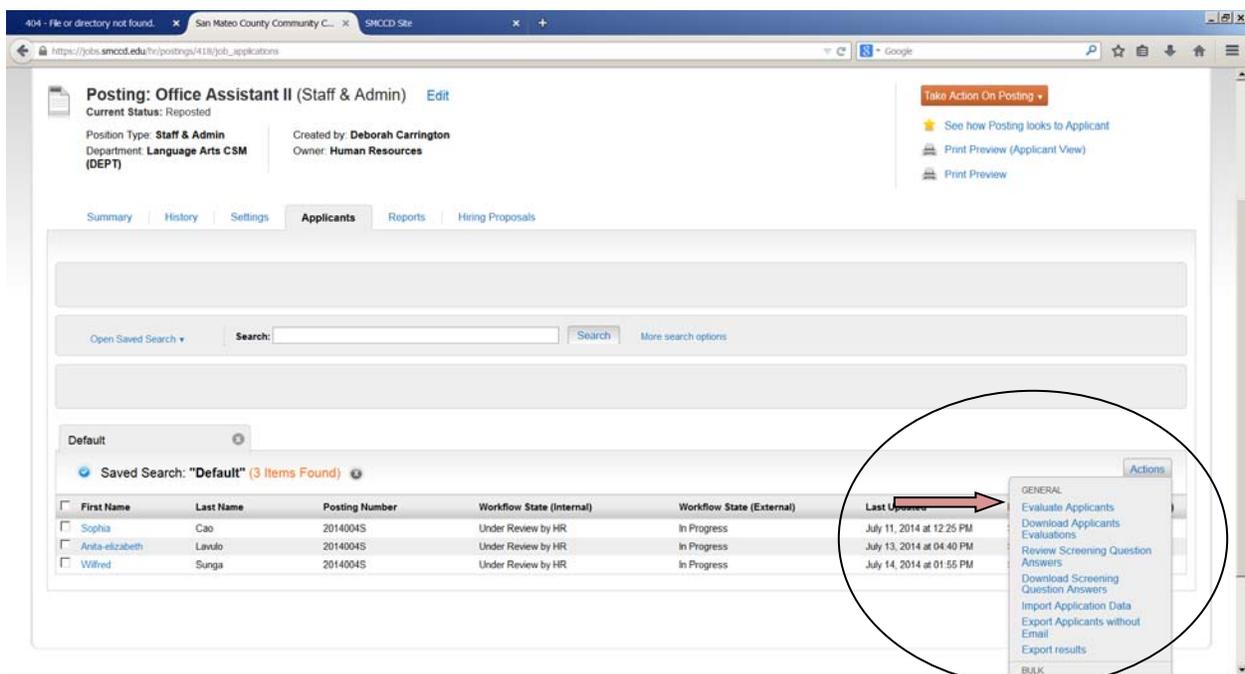
If the posting was configured to request recommendation letters, you will be able to view the recommendations by clicking on the Recommendations tab. This feature will only be used if the selection committee makes the request in advance of the posting.

EVALUATING APPLICANTS

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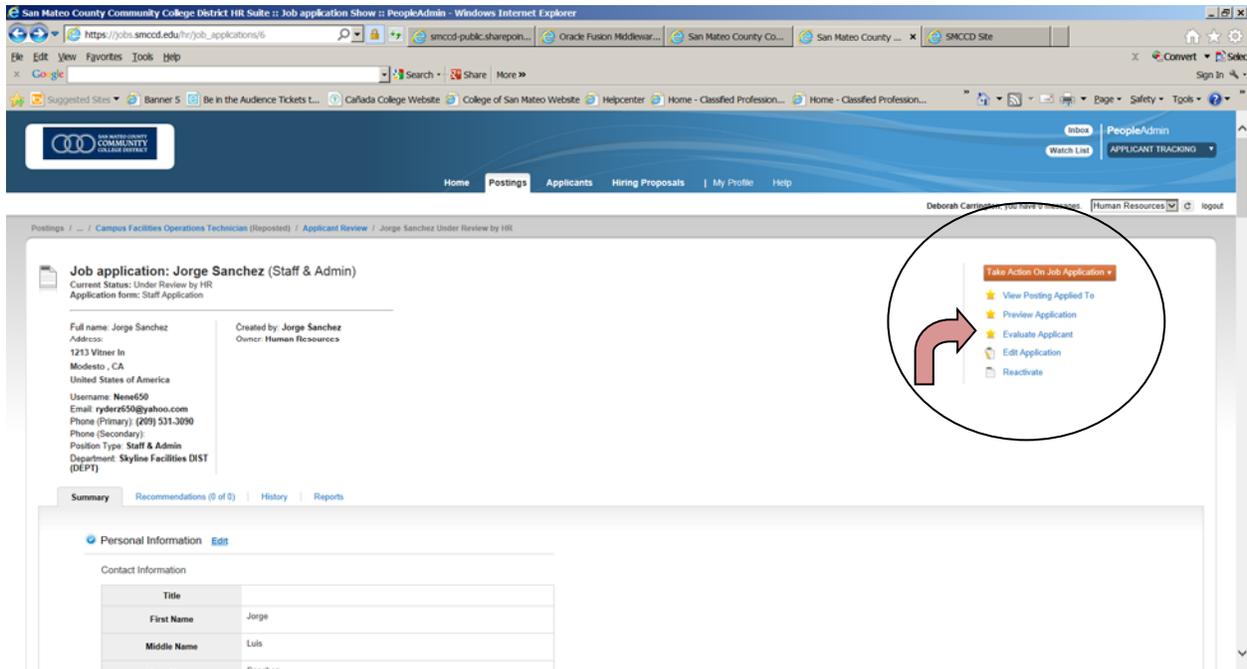
There is a question that will be asked of each selection committee member regarding whether the applicant should be invited for an interview. Once each committee member has responded to this question, the results can be exported by Human Resources into an Excel spreadsheet for use by the selection committee.

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.



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.



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.'

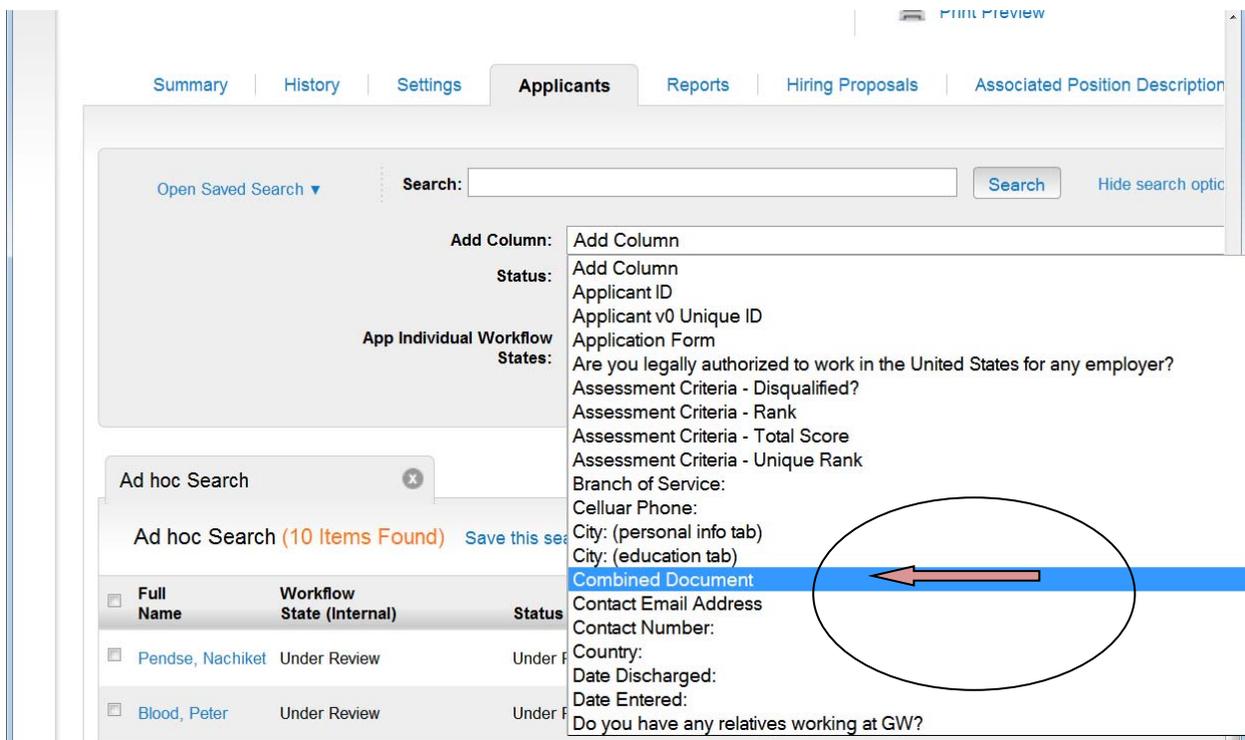
DOWNLOADING AND PRINTING APPLICATIONS

To download an application or group of applications, click on the box to the left of an applicant's name. A check mark (✓) 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.

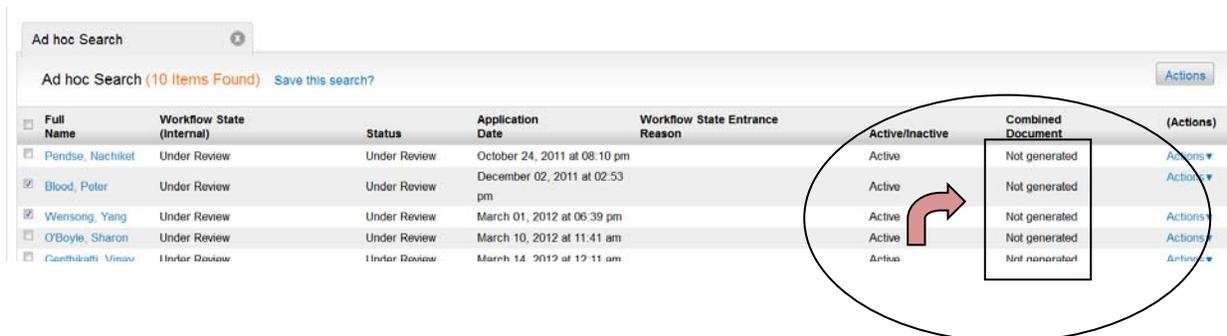
See screen shot on next page.



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



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



LOGGING OUT

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.

CONTACT INFORMATION

For questions about the PeopleAdmin system, please contact any Human Resources Representative below:

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