

# PeopleAdmin: Viewing Candidates

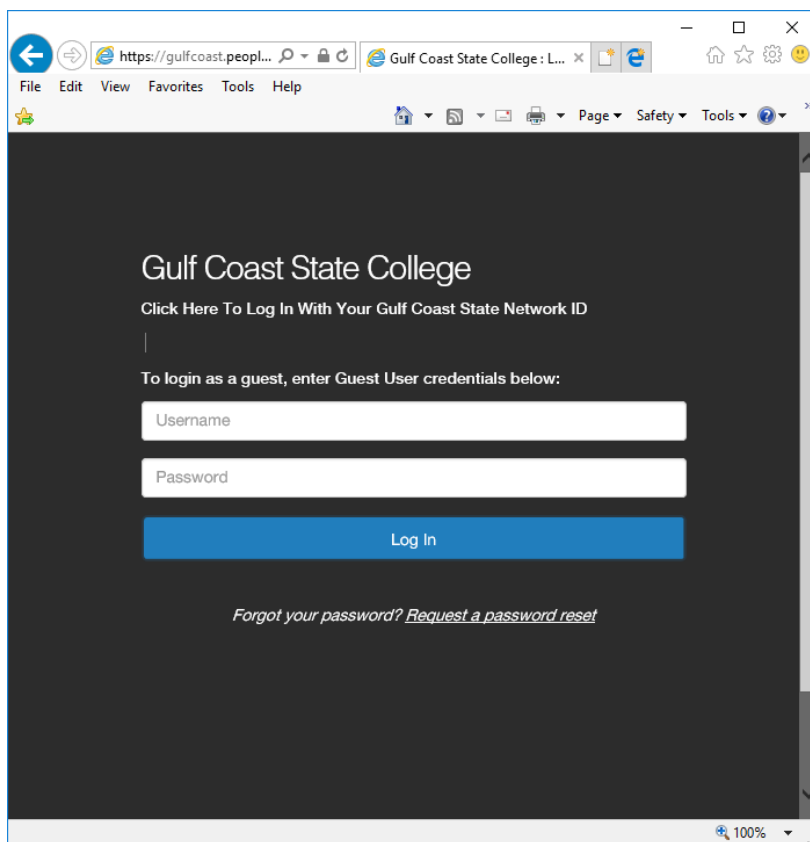
## Log Into PeopleAdmin

To access PeopleAdmin, open your internet browser and go to the following URL:

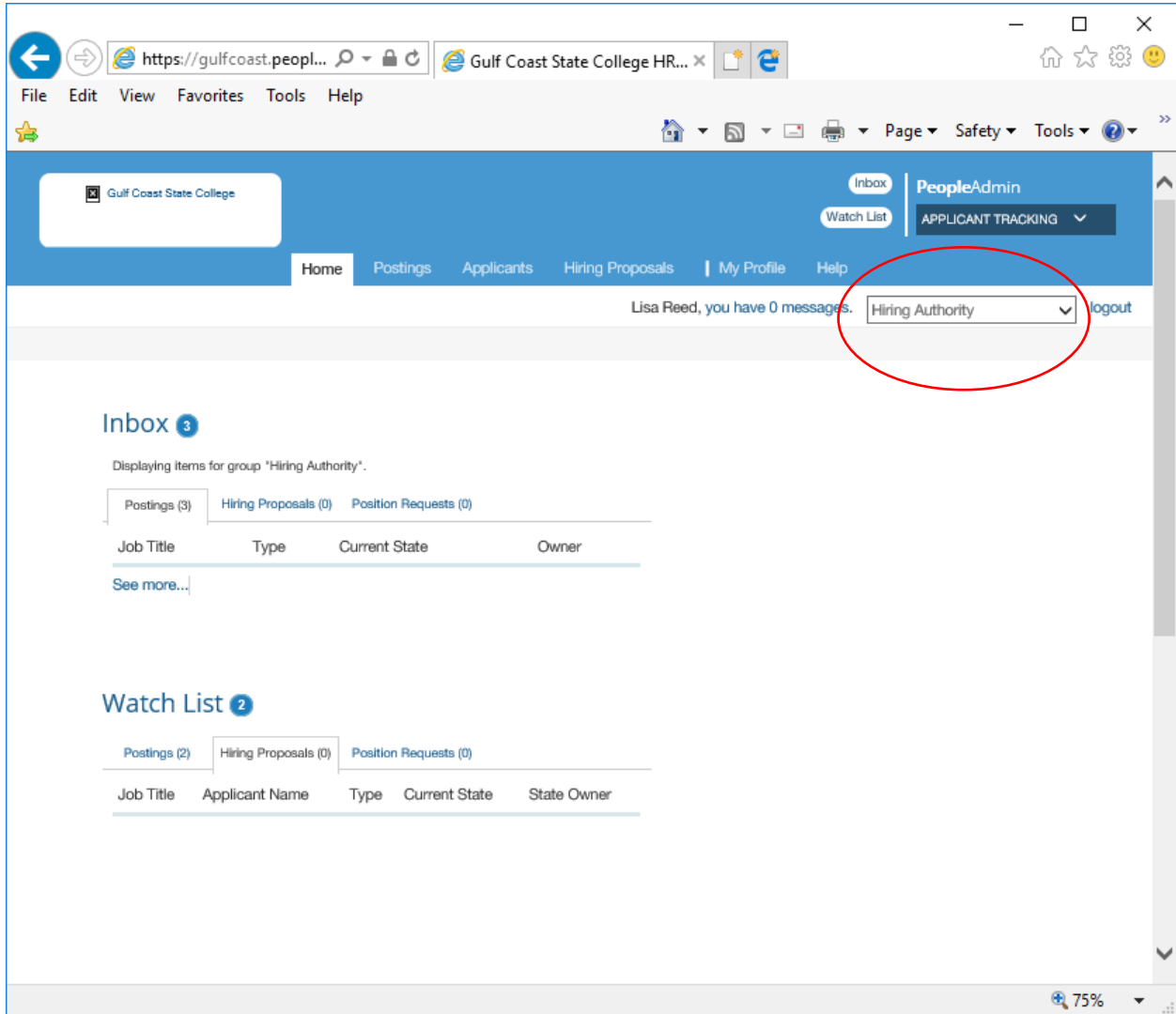
<https://gulfcoast.peopleadmin.com/hr/>

It's a good idea to bookmark this page for easy access in the future.

Log in using your GCSC user name and password.



When you log in, you will be brought to the home screen. You will want to make sure you are logged in as the Hiring Authority. To do this, select "Hiring Authority" from the drop-down menu by your name, and then click the "Refresh" arrow beside the menu if the page doesn't update in a few seconds.

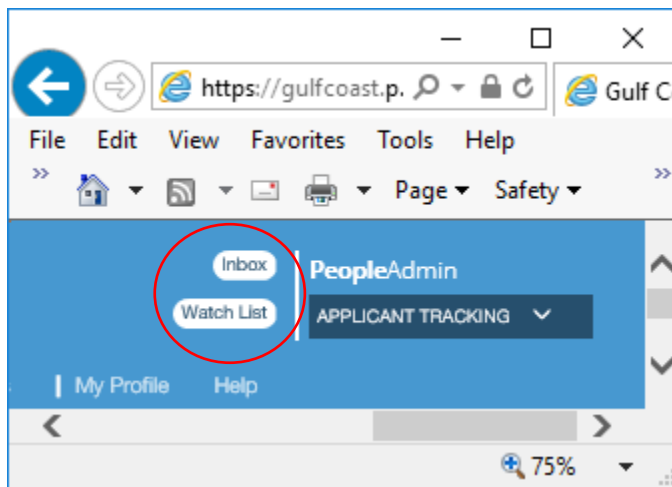


## General Navigation in PeopleAdmin

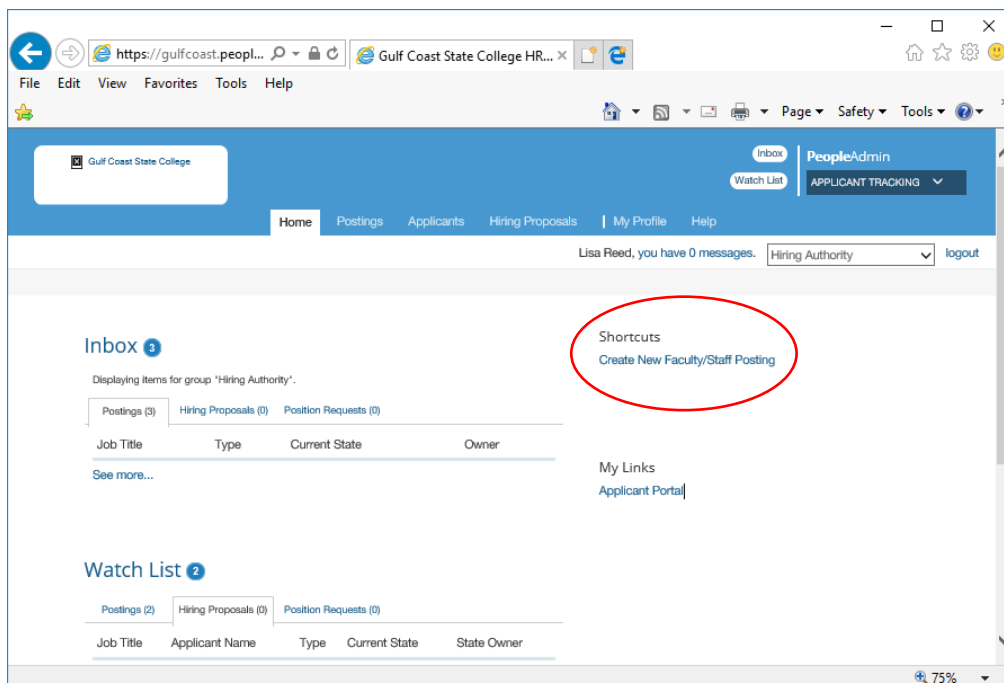
To help you navigate through the system, a menu will always be available in the upper right hand corner.

An **Inbox** will take you to pending actions

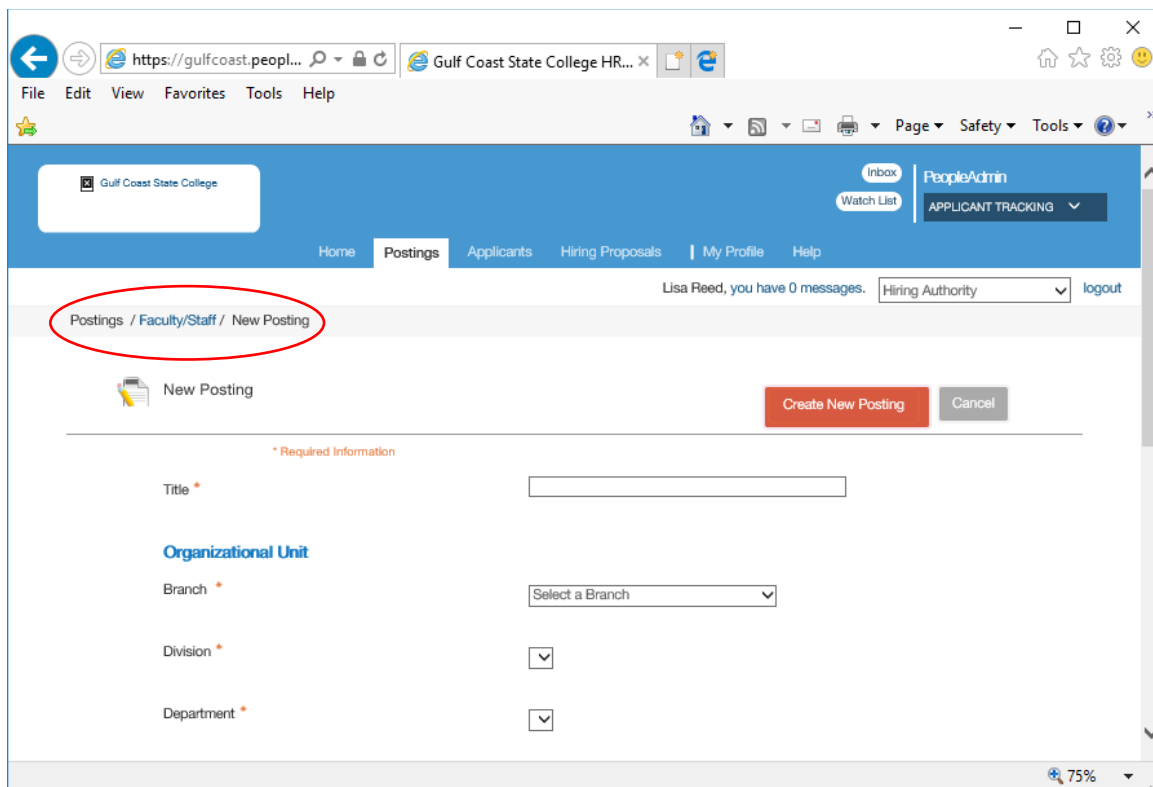
Adding postings to your **Watch List** can make it easier to track them later



A menu of **Shortcuts** is available on the right hand sidebar.



Know where you are at any given point by looking at the **Breadcrumbs** in the upper left hand corner.



Menu **Tabs** can also be used to navigate from one area to another.

To view candidates, click on the “Postings” tab. Choose the appropriate posting from the populated listing.

Then, select the corresponding “Actions” tab.

Postings / Faculty/Staff

## Faculty/Staff Postings

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search [More Search Options](#)

Postings  Selected records  Clear selection?

<input type="checkbox"/>	Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Actions
<input type="checkbox"/>	Executive HR Director	AS12P	Human Resources	1	Closed	December 01, 2017 at 12:16 AM	Actions
<input type="checkbox"/>	Nursing Faculty	AS13P	B.S.N. Nursing	1	Closed	December 16, 2017 at 12:01 AM	Actions
<input type="checkbox"/>	Custodian	AS18P	Custodial	0	Hiring Authority	November 28, 2017 at 01:04 PM	Actions
<input type="checkbox"/>	Custodian	AS14P	Facilities Management	1	Closed	November 30, 2017 at 12:22 AM	Actions
<input type="checkbox"/>	Graphic Designer	AS15P	Marketing & Communications	0	Posted - External Access	November 28, 2017 at 01:38 PM	Actions
<input type="checkbox"/>	Test 123		Broadcasting & Media Support	0	Draft	November 28, 2017 at 01:31 PM	Actions
<input type="checkbox"/>	Surgical Technology Credentialing Specialist	AS17P	Surgical Technology	0	Closed	January 31, 2018 at 12:00 PM	Actions
<input type="checkbox"/>	Surgical Coordinator	AS18P	Surgical Technology	0	Posted - External Access	January 31, 2018 at 10:22 AM	Actions

The "Actions" tab drop down menu allows you to select "View Applicants".

## Faculty/Staff Postings

To add a new column to the search results, select the column from the drop down list.

The screenshot shows the 'Faculty/Staff Postings' page. At the top, there is a search bar with 'Saved Searches' and 'More Search Options' buttons. Below the search bar is a table of postings. The table has columns for Title, Posting Number, Department, Active Applications, Workflow State, and Last Status Update. The first row is highlighted in yellow and shows 'Executive HR Director' with 1 active application. The 'Actions' dropdown menu is open on the right side of the table, and 'View Applicants' is circled in red. A red arrow points from the text above to this menu item.

Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update
Executive HR Director	AS12P	Human Resources	1	Closed	December 01, 2017 at 12:16 AM
Nursing Faculty	AS13P	B.S.N. Nursing	1	Closed	December 16, 2017 at 12:01 AM
Custodian	AS16P	Custodial	0	Hiring Authority	November 28, 2017 at 01:04 PM
Custodian	AS14P	Facilities Management	1	Closed	November 30, 2017 at 12:22 AM
Graphic Designer	AS15P	Marketing & Communications	0	Posted - External Access	November 28, 2017 at 01:38 PM

After selecting "View Applicants", a new page will load with a list of all who have applied for the position:

The screenshot shows the 'Posting: Executive HR Director (Faculty/Staff)' page. The 'Applicants' tab is selected, and a table of applicants is displayed. The first row shows an applicant named 'Mouse Mickey' with application date 'November 07, 2017 at 02:29 PM'. The 'Applicant Last Name' and 'Applicant First Name' columns are circled in red. The 'Actions' dropdown menu is open on the right side of the table, and 'Evaluate Applicants' is circled in purple. A red arrow points from the text above to the 'Applicants' tab, and a purple arrow points from the text above to the 'Evaluate Applicants' menu item.

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
Mouse	Mickey		AS12P	Under Review by Department/Committee	November 07, 2017 at 02:29 PM

Click the orange "Actions" tab to perform the next action (i.e. view application, evaluate candidate, etc.) on the candidate profile.