

PeopleAdmin

Search Chair

# Change Status Applicant Status



**USERS**  
CREATE USER ACCOUNT

## User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the **Create User Account** link on the navigation bar.

User Name:

Password:

**LOGIN**

You are about to log in to a secure system. When you are finished, please click the **Logout** link on the navigation bar to ensure that others cannot access the information in the system.

Login in at <https://jobs.volstate.edu/hr>

# \*Ensure you are logged in as Search Chair\*



- JOB POSTINGS**
- ACTIVE POSTINGS
- HISTORICAL POSTINGS
- ADMIN**
- HOME
- LOGOUT
- LOGOUT OF USER

Welcome "Your name". You are logged in as Search Chair.

Wednesday, August 12, 2009

## Online System

User's Guide  
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

| Active  |   |  |   |   |                                     |   |
|---|---|--|---|---|-------------------------------------|---|
| 1 Record  |   |  |   |   |                                     |   |
| <input type="checkbox"/> Position Title   | <input type="checkbox"/> Posting Number | <input type="checkbox"/> Total Apps In Process | <input checked="" type="checkbox"/> Job Open Date | <input type="checkbox"/> Job Close Date | <input type="checkbox"/> Department | <input type="checkbox"/> Posting Status   |
| Instructor - Criminal Justice<br><a href="#">View</a>    <a href="#">View Summary</a> | 0600195                                 | 60   | 03-13-2009  | Open Until Filled                       | Social Science - Criminal Justice   | Closed/Removed from Web<br><a href="#">Send Recommended Candidate to Human Resources for Salary Information</a>    <a href="#">Cancel Posting</a> |

Click on "View" to open position and view applicants.

# Change Status of a Single Applicant

Reports

[Posting Preview](#)

[Personnel Action Form \(PAF\)](#)

|                   |                                 |                           |  |  |  |                            |                                 |
|-------------------|---------------------------------|---------------------------|--|--|--|----------------------------|---------------------------------|
| <b>Applicants</b> | <a href="#">Posting Details</a> | <a href="#">Documents</a> | <a href="#">Template Level Questions</a> | <a href="#">Posting Specific Questions</a> | <a href="#">Disqualifying / Points</a> | <a href="#">Guest User</a> | <a href="#">Hiring Proposal</a> |
|-------------------|---------------------------------|---------------------------|--|--|--|----------------------------|---------------------------------|

**Active Applicants**

1 Record

| <input type="checkbox"/> Name                             | Documents  | <input type="checkbox"/> Score | <input type="checkbox"/> Date Applied | <input type="checkbox"/> Status                     | External Status | All / None               |
|---|--|--------------------------------|---------------------------------------|---|-----------------|--------------------------|
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a>   <a href="#">Transcript</a><br><a href="#">Cvr Ltr</a> | 0                              | 05-22-2009                            | Recommend for Hire<br><a href="#">Change Status</a> | In Progress     | <input type="checkbox"/> |

**CHANGE MULTIPLE APPLICANT STATUSES**

Refresh View Multiple

Click "Change Status" to change status of only one applicant.

# Change Status of Multiple Applicants

47 Records

| <input type="checkbox"/> Name                             | Documents   | <input type="checkbox"/> Score | <input type="checkbox"/> Date Applied | <input type="checkbox"/> Status                                       | External Status | All / None                          |
|---|---|--------------------------------|---------------------------------------|---|-----------------|-------------------------------------|
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Cvr Ltr</a>   | 0                              | 05-27-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input type="checkbox"/>            |
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Cvr Ltr</a>   | 0                              | 05-28-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Ref 1</a> <input type="checkbox"/> <a href="#">Cvr Ltr</a>                          | 0                              | 06-10-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Cvr Ltr</a>   | 0                              | 06-13-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input type="checkbox"/>            |
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Cvr Ltr</a>   | 0                              | 06-19-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Cvr Ltr</a>   | 0                              | 06-25-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input type="checkbox"/>            |
| <input type="checkbox"/> <a href="#">View Application</a> | <a href="#">Res/CV</a> <input type="checkbox"/> <a href="#">Transcript</a><br><a href="#">Ref 2</a> <input type="checkbox"/> <a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a> | 0                              | 06-27-2008                            | Under review by Committee/Department<br><a href="#">Change Status</a> | In Progress     | <input type="checkbox"/>            |

To change multiple applicant statuses at one time, check the box for each applicant.

Click “Change Multiple Applicant Statuses” button located at the bottom of the applicant listing

The screenshot displays the Volunteer State User Site interface. On the left is a navigation menu with categories: JOB POSTINGS, TEMPLATES, APPLICANTS, USERS, and ADMIN. The main content area features a table of applicant listings. Each row includes a 'View Application' link, a status indicator (e.g., 'Under review by Committee/Department'), and a date. At the bottom of the table, there are two buttons: 'CHANGE MULTIPLE APPLICANT STATUSES' and 'COPY FROM POOL'. Below the table is a 'Refresh' section with a 'Minimum Score' input field and an 'Include' section with checkboxes for 'Active Applicants' (checked) and 'Inactive Applicants'. To the right of the 'Refresh' section is a 'View Multiple' section with buttons for 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS'. A black arrow from the text above points to the 'CHANGE MULTIPLE APPLICANT STATUSES' button.

| REF 2  | REF 1      | Cvr Ltr | 07-31-2009 | Under review by Committee/Department | In Progress |                                      |
|--------|------------|---------|------------|--------------------------------------|-------------|--------------------------------------|
| Res/CV | Transcript | Other   | Ref 3      | 0                                    | 07-30-2009  | Under review by Committee/Department |
| Ref 2  | Ref 1      | Cvr Ltr | 07-31-2009 | Under review by Committee/Department | In Progress |                                      |
| Res/CV | Transcript | Other   | Ref 3      | 0                                    | 07-30-2009  | Under review by Committee/Department |
| Ref 2  | Ref 1      | Cvr Ltr | 07-31-2009 | Under review by Committee/Department | In Progress |                                      |

# For one applicant, click arrow and make selection from list.

Volunteer State User Site - Windows Internet Explorer

https://training380.peopleadmin.com/userfiles/jsp/shared/frameaset/Frameaset.jsp?time=1250629230801

File Edit View Favorites Tools Help

Volunteer State User Site

**VOLUNTEER STATE** Community College

**JOB POSTINGS**  
SEARCH POSTINGS  
CREATE POSTING  
FROM TEMPLATE  
FROM PREVIOUS  
FROM SCRATCH

**TEMPLATES**  
SEARCH TEMPLATES  
CREATE TEMPLATES  
FROM TEMPLATE  
FROM SCRATCH

**APPLICANTS**  
SEARCH APPLICANTS  
CONF NUMBER SEARCH

**USERS**  
CREATE USER ACCOUNT  
APPROVE USER ACCOUNT  
SEARCH USERS

**ADMIN**  
HOME  
CHANGE DEFAULT VIEW  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Tuesday, August 18, 2009

### Change Applicant Status

| Name | Documents   | Status  | Selection Reason                          |
|------|---|---|---|
|      | Res/CV<br>Transcript<br>Other<br>Ref 3<br>Ref 2<br>Ref 1<br>Cvr Ltr | <input type="text" value="Under review by Committee/Department"/> | Choose Option Below: <input type="text"/> |

[CONTINUE TO CONFIRM PAGE >>](#) [RESET TO ORIGINAL STATUS](#) [CANCEL](#)

**This document was sent**  
Document name: 'Microsoft Pow  
Printer name: '\\vsnt3\VSNPER  
Time sent: 4:06:50 PM 8/18/20  
Total pages: 6

Volunteer State User Site - Windows Internet Explorer

https://training300.peopleadmin.com/userfiles/jsp/shared/frameaset/Frameaset.jsp?time=1250629230801

File Edit View Favorites Tools Help

Volunteer State User Site

**VOLUNTEER STATE** Community College

**JOB POSTINGS**  
SEARCH POSTINGS  
CREATE POSTING  
FROM TEMPLATE  
FROM PREVIOUS  
FROM SCRATCH

**TEMPLATES**  
SEARCH TEMPLATES  
CREATE TEMPLATES  
FROM TEMPLATE  
FROM SCRATCH

**APPLICANTS**  
SEARCH APPLICANTS  
CONF NUMBER SEARCH

**USERS**  
CREATE USER ACCOUNT  
APPROVE USER ACCOUNT  
SEARCH USERS

**ADMIN**  
HOME  
CHANGE DEFAULT VIEW  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Tuesday, August 18, 2009

### Change Applicant Status

| Name | Documents   | Status  | Selection Reason                          |
|------|---|---|---|
|      | Res/CV<br>Transcript<br>Other<br>Ref 3<br>Ref 2<br>Ref 1<br>Cvr Ltr | <input type="text" value="Under review by Committee/Department"/> | Choose Option Below: <input type="text"/> |

[CONTINUE TO CONFIRM PAGE >>](#) [RESET TO ORIGINAL STATUS](#) [CANCEL](#)

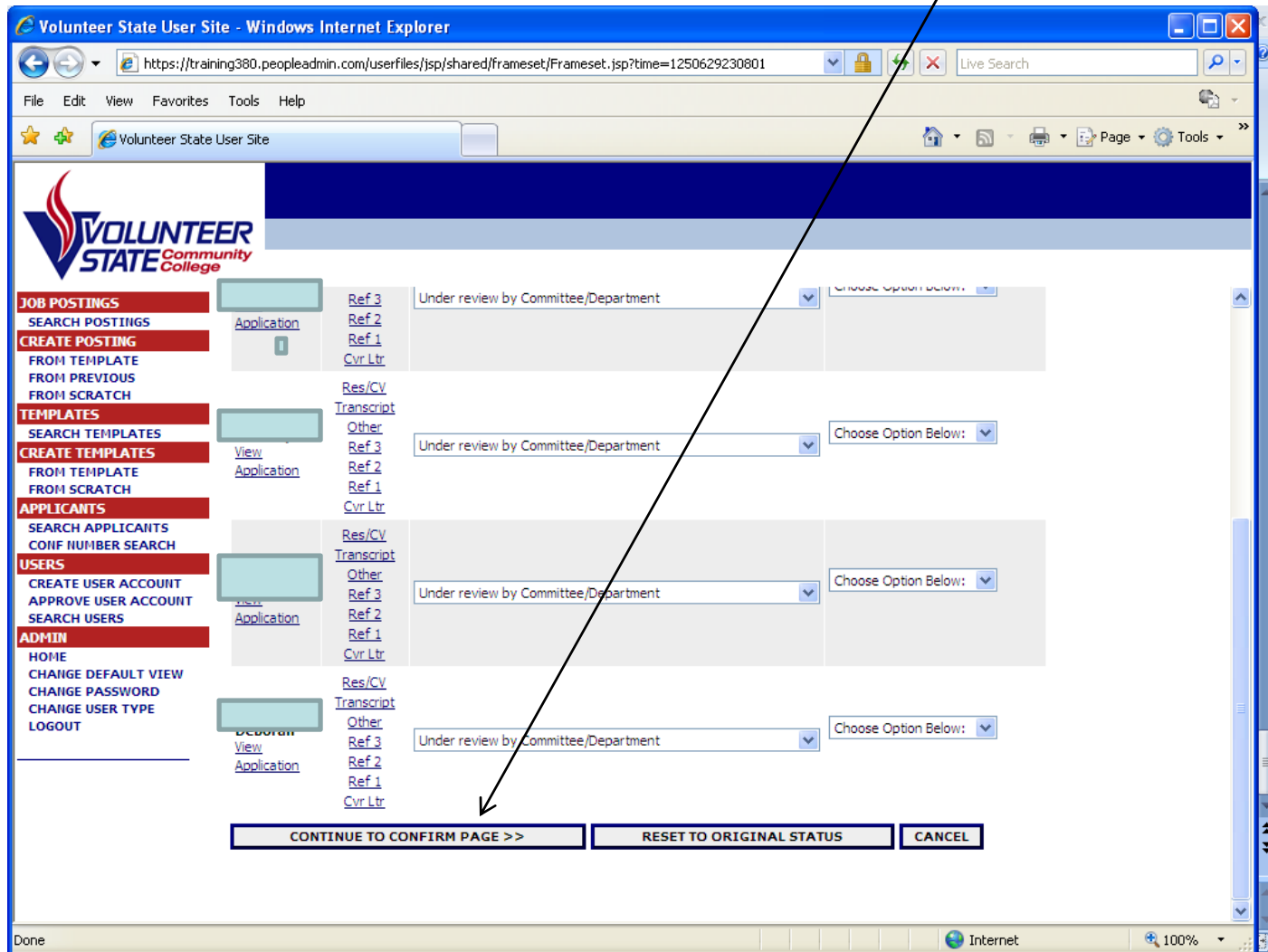
**Under review by Committee/Department**  
**Incomplete - Answered Questions, Finish Attaching Documents**  
**Incomplete - Provided References**  
**HR Reviewed**  
**Interviews Pending**  
**Interviews Complete**  
**Recommended for Hire**  
**Hired**  
**Not Interviewed - Not Hired**  
**Interviewed - Not Hired**  
**Copied Earlier from Pool**

# Selection Reason is required only when status selected is "Not Interviewed -- Not Hired"

The screenshot shows the Volunteer State User Site interface. The main content area is titled "Change Applicant Status". It features a table with columns for "Documents", "Status", and "Selection Reason". The "Status" dropdown is currently set to "Not Interviewed - Not Hired". The "Selection Reason" dropdown is open, showing a list of options. An arrow points from the text above to the "Not Interviewed - Not Hired" status in the table.

| Documents   | Status                      | Selection Reason  |
|---|-----------------------------|---|
| <a href="#">Res/CV</a><br><a href="#">Transcript</a><br><a href="#">Other</a><br><a href="#">Ref 3</a><br><a href="#">Ref 2</a><br><a href="#">Ref 1</a><br><a href="#">Cvr Ltr</a> | Not Interviewed - Not Hired | Choose Option Below:<br>Choose Option Below:<br>Applicant did not meet minimum requirements or application incomplete<br>Other applicants had more work-related experience<br>Other applicants had more professional skills/training<br>Other applicants had higher educational qualifications<br>Lacks understanding of the Comprehensive Community College philosophy<br>Applicants Availability not compatible with department needs<br>Unable to work adjustable hours<br>Salary Requirements too high<br>Requested withdrawal from consideration<br>Declined Interview<br>Lacks enthusiasm and interest in the position<br>Requires relocation package<br>Applicant materials received after selection<br>Applicant materials received after deadline<br>Other |

# To Save changes, click “Continue to Confirm Page”



# Confirm changes by clicking “Save Status Changes” button

The screenshot shows the Volunteer State User Site interface in Internet Explorer. The browser title is "Volunteer State User Site - Windows Internet Explorer" and the address bar shows the URL: <https://training380.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1250629230801>. The page features the Volunteer State Community College logo and a navigation menu on the left with categories like JOB POSTINGS, TEMPLATES, APPLICANTS, and USERS. The main content area displays a list of applications under review, each with a "View Application" link and a status of "Under review by Committee/Department". At the bottom of the list, there are two buttons: "SAVE STATUS CHANGES >>" and "CANCEL". A callout arrow from the text above points to the "SAVE STATUS CHANGES >>" button.

|                                  |   |                                      |
|----------------------------------|---|--------------------------------------|
| <a href="#">View Application</a> | Ref 3<br>Ref 2<br>Ref 1<br>Cvr Ltr                                  | Under review by Committee/Department |
| <a href="#">View Application</a> | Res/CV<br>Transcript<br>Other<br>Ref 3<br>Ref 2<br>Ref 1<br>Cvr Ltr | Under review by Committee/Department |
| <a href="#">View Application</a> | Res/CV<br>Transcript<br>Other<br>Ref 3<br>Ref 2<br>Ref 1<br>Cvr Ltr | Under review by Committee/Department |
| <a href="#">View Application</a> | Res/CV<br>Transcript<br>Other<br>Ref 3<br>Ref 2<br>Ref 1<br>Cvr Ltr | Under review by Committee/Department |