



# Reviewer Instructions

PeopleAdmin 7.0

1. Go to [PeopleAdmin](#) site and log in (continue to step 2)

**OR**

**Click** the “Direct Link” in the system email that was sent to you, **log in**, and the system will take you directly to the posting to review (skip to step 5 below).

**NOTE: If this is the first time you are logging into the new applicant tracking system, you should have already received an email from [jobs@miracosta.edu](mailto:jobs@miracosta.edu) with your username and a link to create a password.**

If you cannot remember your password, please [reset your password](#).

2. From the “User Group” dropdown menu, select “Reviewer 1” or “Reviewer 2” depending on whether you are the first or second reviewer.

The screenshot shows the MiraCosta HR Site interface. At the top right, there is a 'User Group' dropdown menu with 'Reviewer 1' selected. Below this, the main content area is divided into several sections:

- Inbox:** A search bar and a table of job postings.
- Watch List:** A search bar and a table of job postings.
- 1 Filled Postings Last 30 days:** A donut chart showing 1 filled posting, with a legend for Faculty (blue) and Staff (purple).
- Applicants Per Day Last Week:** A bar chart showing the number of applicants per day.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Police Officer Campus Police	HR Final Review	58
Transfer Center Specialist Transfer & Articulation Prog	Reviewer 1	0
Executive Assistant to the Vice President of Administrative Services Business & Administrative Services	Reviewer 1	0

Applicants Per Day
Day 1: 1
Day 2: 3
Day 3: 0
Day 4: 0
Day 5: 0
Day 6: 0
Day 7: 0

3. Click the “**Postings**” dropdown menu and select the “type” of position (Staff, faculty, etc.).

The screenshot shows the MiraCosta HR Site interface. The browser address bar displays <https://miracosta-sb.peopleadmin.com/hr/>. The user is logged in as Shawna Sourivanh. The main navigation bar includes 'Home', 'Postings', and 'Shortcuts'. The 'Postings' dropdown menu is open, showing 'Faculty' and 'Staff' options, which are circled in red. Below the navigation bar, there are tabs for 'Inbox', 'Postings', 'Users', 'Hiring Proposals', 'Position Requests', and 'Special Handling Lists'. The 'Inbox' tab is active, showing a search bar and a table of postings. The table has columns for 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. The data rows are:

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Police Officer Campus Police	HR Final Review	58
Transfer Center Specialist Transfer & Articulation Prog	Reviewer 1	0
Executive Assistant to the Vice President of Administrative Services Business & Administrative Services	Reviewer 1	0

On the right side, there are two charts: '1 Filled Postings Last 30 days' (a donut chart showing 100% Staff) and 'Applicants Per Day Last Week' (a bar chart showing 1 applicant on Monday and 3 on Tuesday).

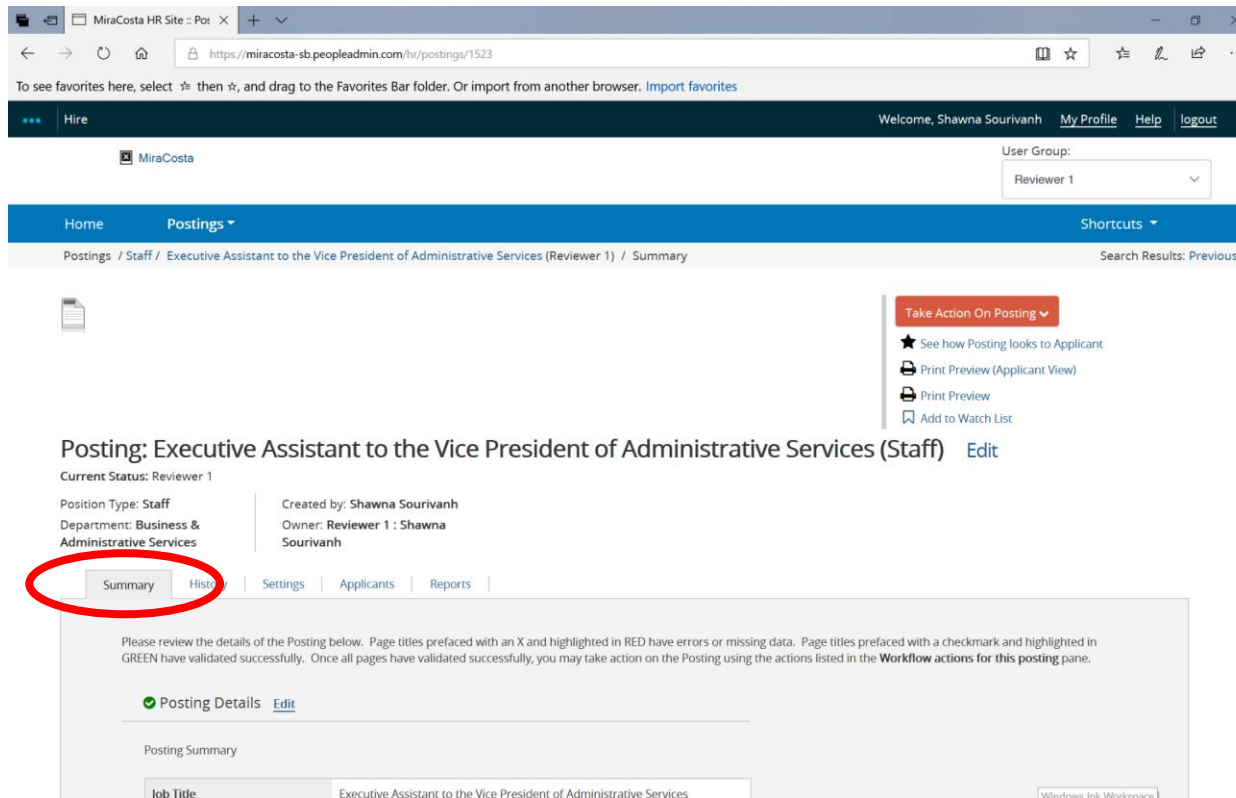
4. **Click** on the **title of the position** that you are reviewing. *You may see other positions listed for which you previously were or currently are a “Reviewer.”*

The screenshot shows the MiraCosta HR Site interface. The main content area displays a table of positions under the 'Inbox' tab. The table has columns for 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. The position 'Executive Assistant to the Vice President of Administrative Services' is circled in red, and a blue arrow points to it from the text above.

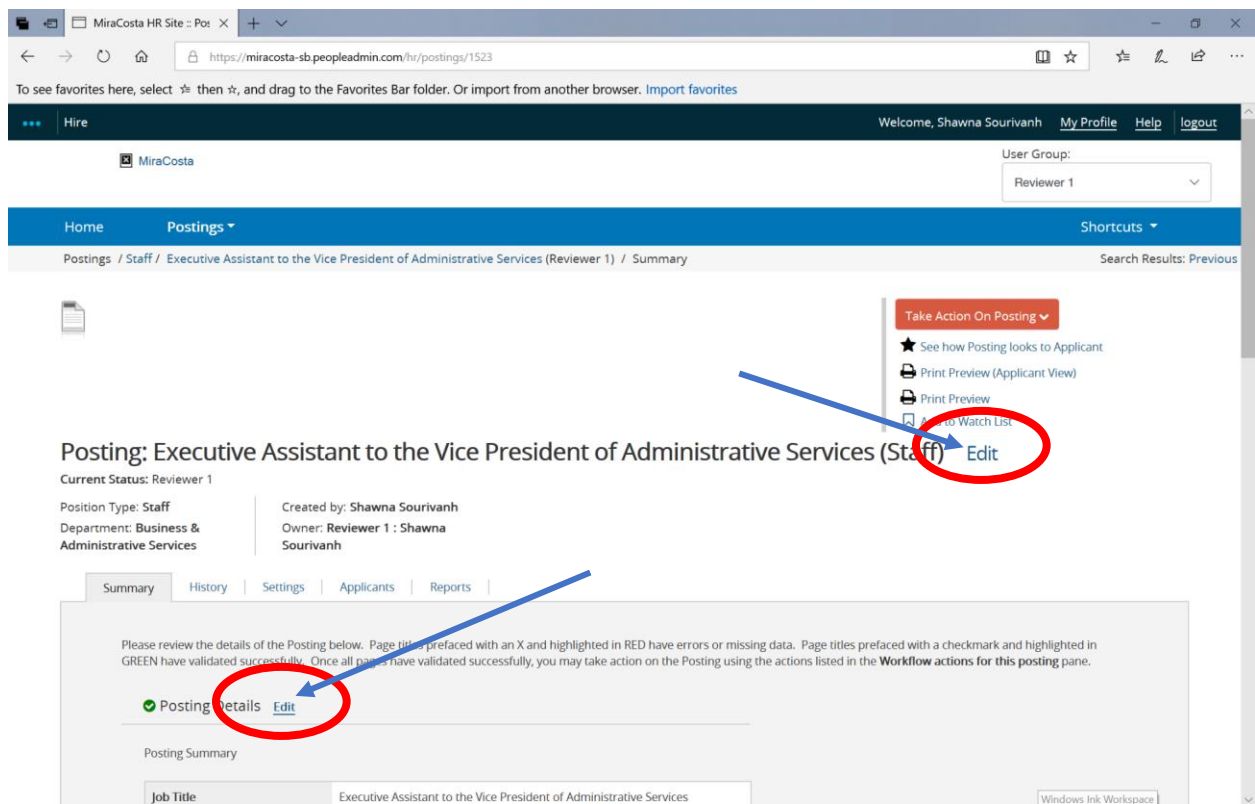
TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Police Officer Campus Police	HR Final Review	58
Transfer Center Specialist Transfer & Articulation Prog	Reviewer 1	0
Executive Assistant to the Vice President of Administrative Services Business & Administrative Services	Reviewer 1	0

Additional elements in the screenshot include a search bar, a 'Filters' button, and a 'Watch List' section at the bottom. On the right side, there are two charts: '1 Filled Postings Last 30 days' (a donut chart showing 1 filled posting for Staff) and 'Applicants Per Day Last Week' (a bar chart showing 3 applicants on one day).

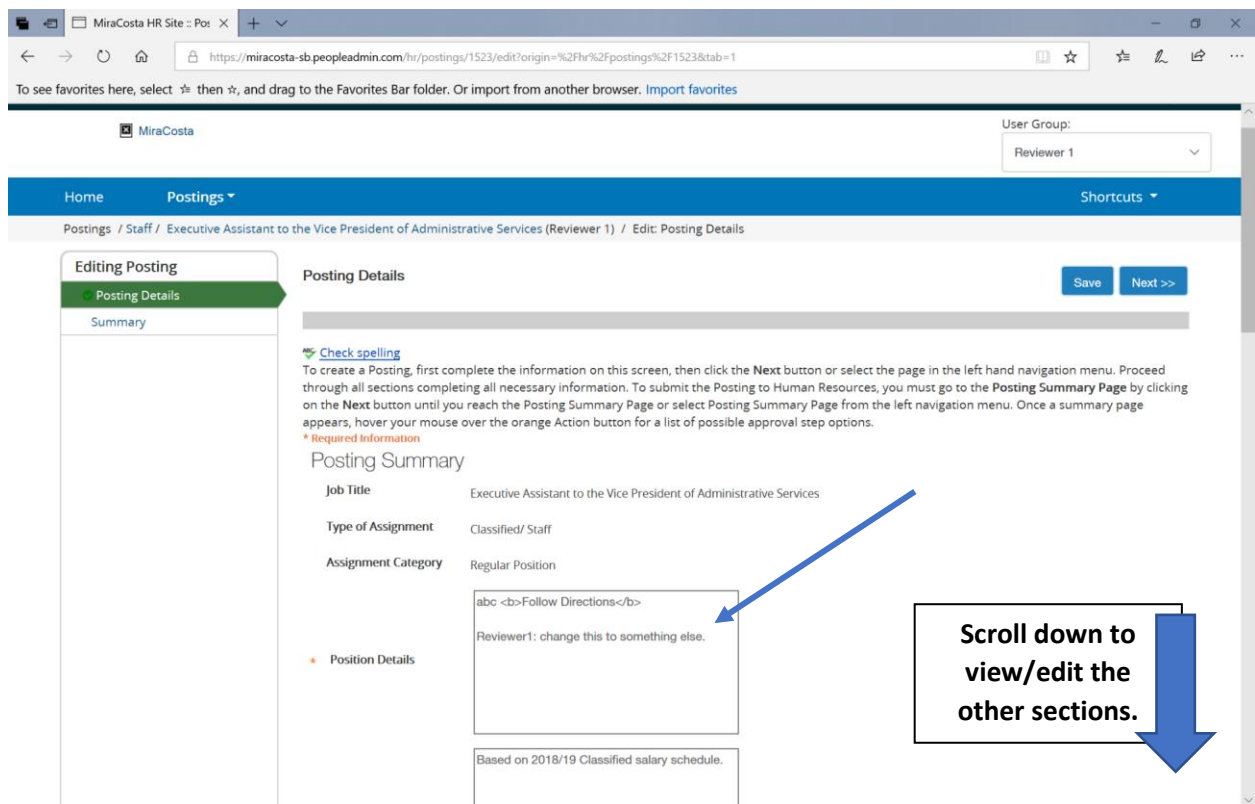
5. You are now in the posting for the position. From the **“Summary” tab**, you can view the details of the posting.



6. As a “Reviewer,” you may only edit the “Position Details,” “Basic Function,” or “Desirable Qualifications” sections of the posting. **To edit** any of these sections, click “**Edit**” in either location.

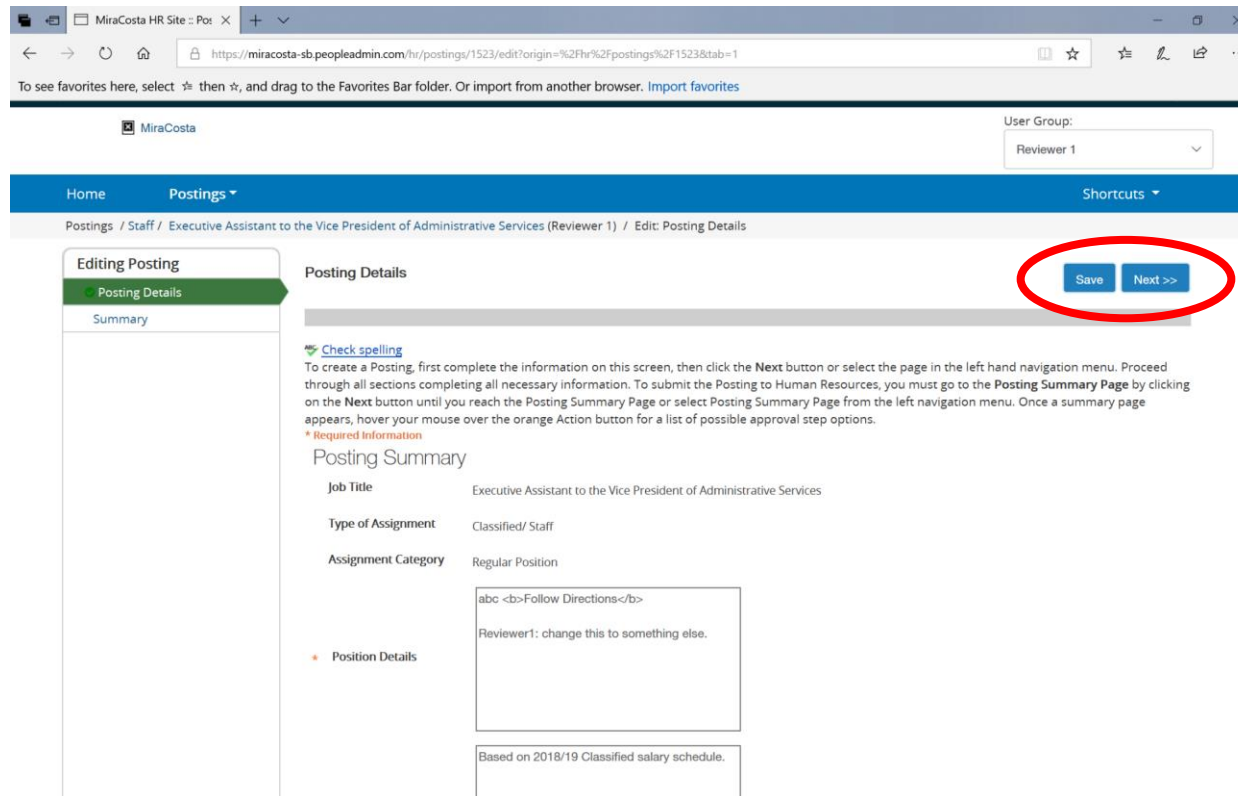


7. From the “Posting Details” page, you can edit the “Position Details,” “Basic Function,” or “Desirable Qualifications” sections by simply typing into the appropriate box.

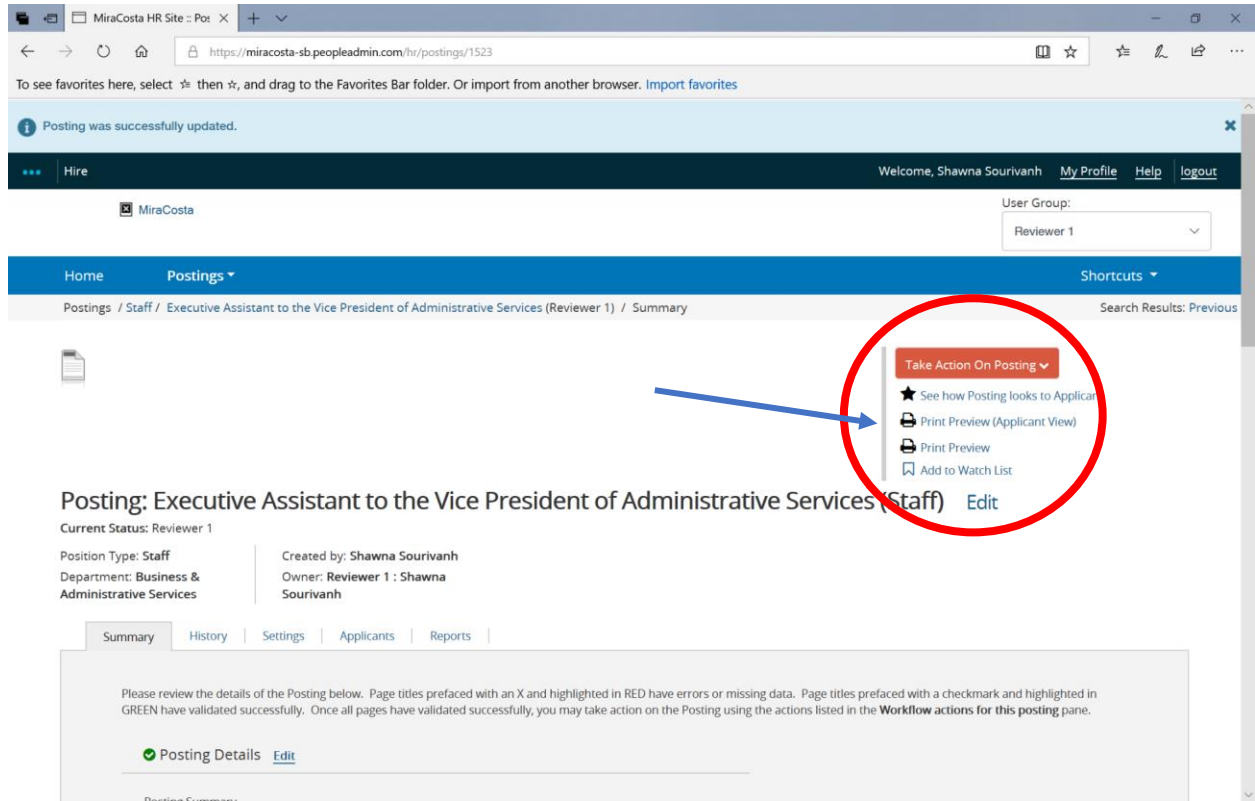




8. After you have made edits to the “Position Details,” “Basic Function,” or “Desirable Qualifications” sections, click “Save” and then “Next.”

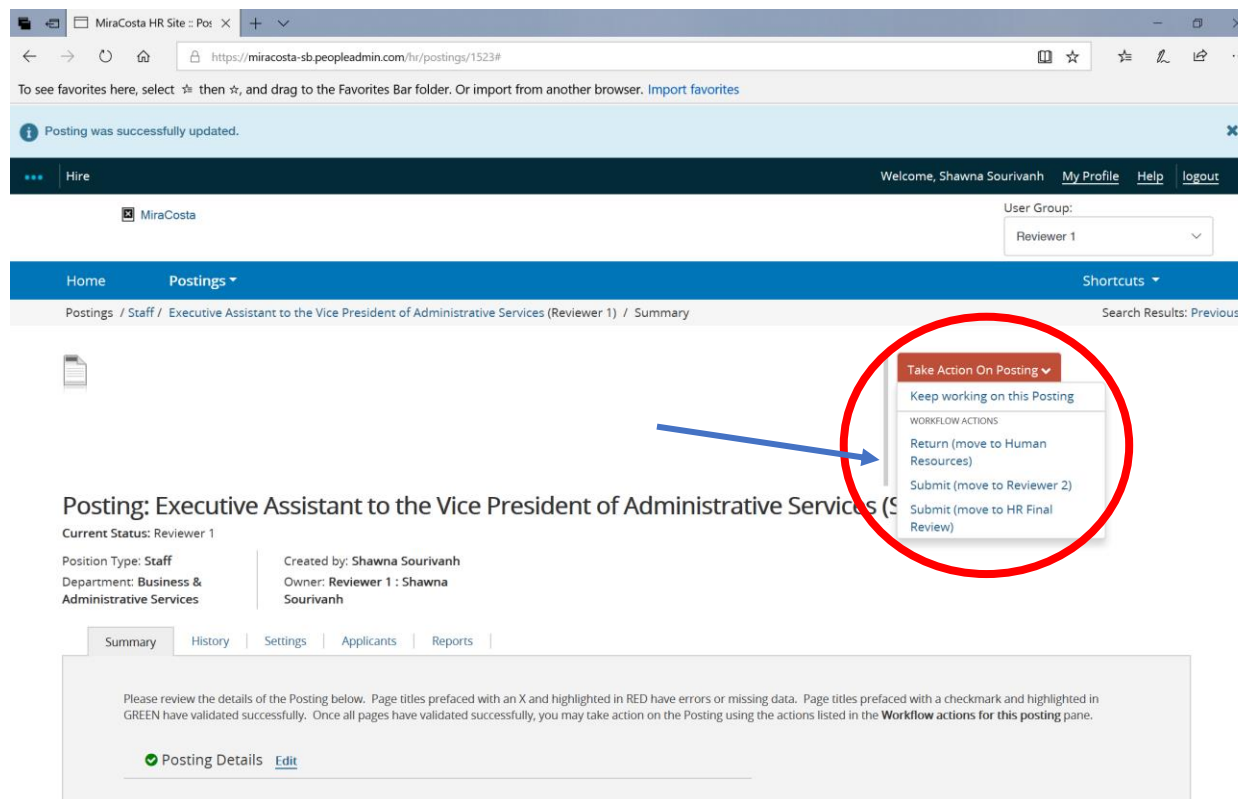


9. You may also want to see how the posting will look to an applicant or how it will look when printed. You can do so from the screen below.

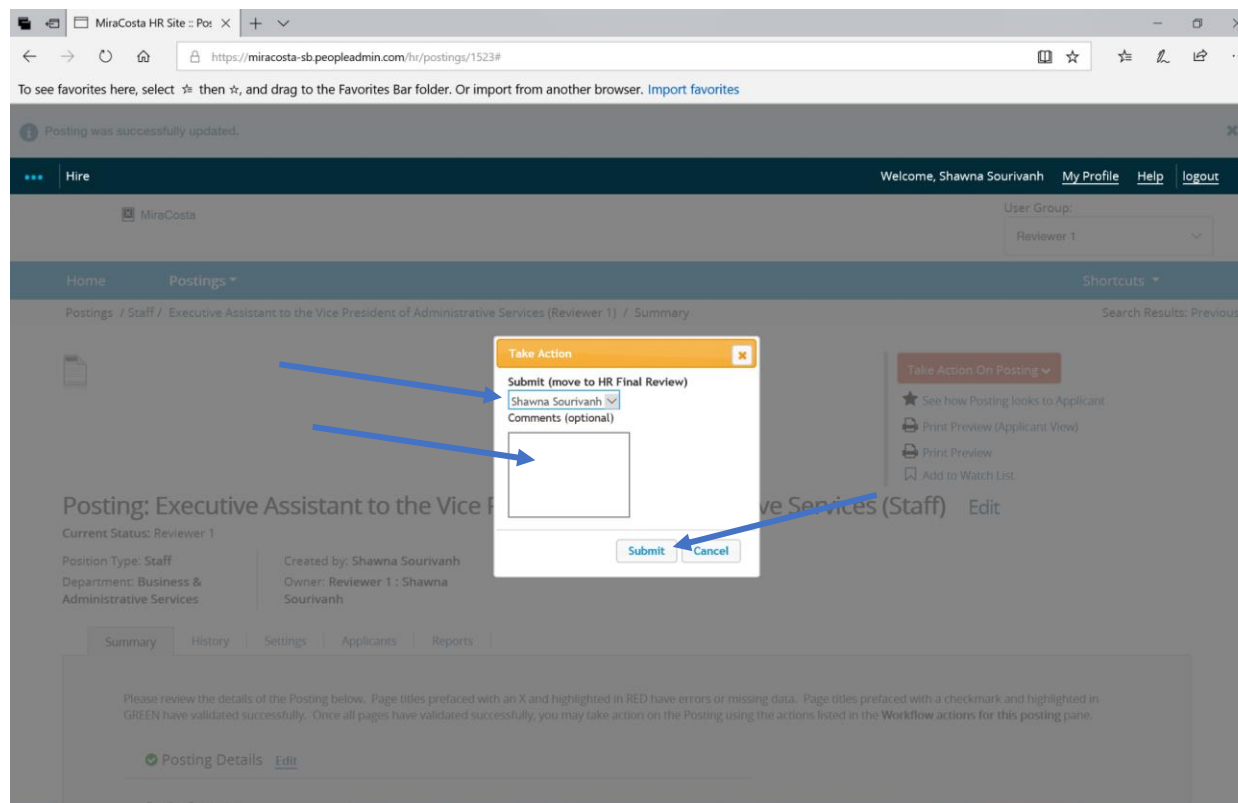


10. Once you **finish reviewing/editing** the posting, you will need to **“Take Action On Posting”** to:
- a) Send the posting back to HR for further review/edits *before* sending it on to the next reviewer.
  - b) Send the posting on to the next reviewer.
  - c) Submit the posting to HR for final review if you are the only or final reviewer.

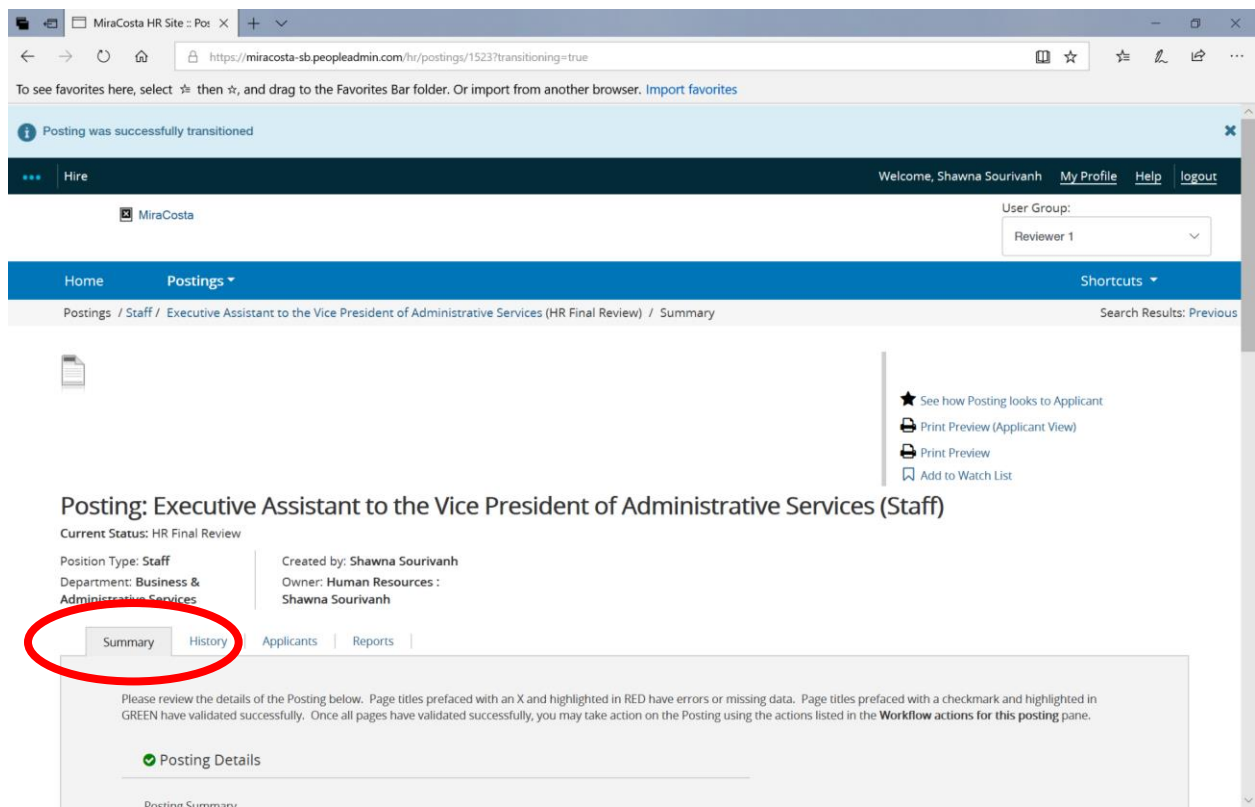
To do any of these, **hover** over the **orange “Take Action On Posting” button** and **select** the **appropriate action**.



11. **Select** the **name** of the next reviewer or your HR Technician in the dropdown menu. **IMPORTANT: If you made any edits to the posting, please note these changes in the comments section. Click “Submit.”**



12. Once you have “taken action on the posting” and sent it to the next reviewer or to HR, you can no longer edit the posting. You can still view the “Posting Details” in the “Summary” tab. The system will automatically notify HR or the next reviewer that they now need to “take action on the posting.”



If you have any other questions, please contact your Human Resources Technician.