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 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.

3. **Click** the **"Postings"** dropdown menu and **select** the "type" of position (Staff, faculty, etc.).
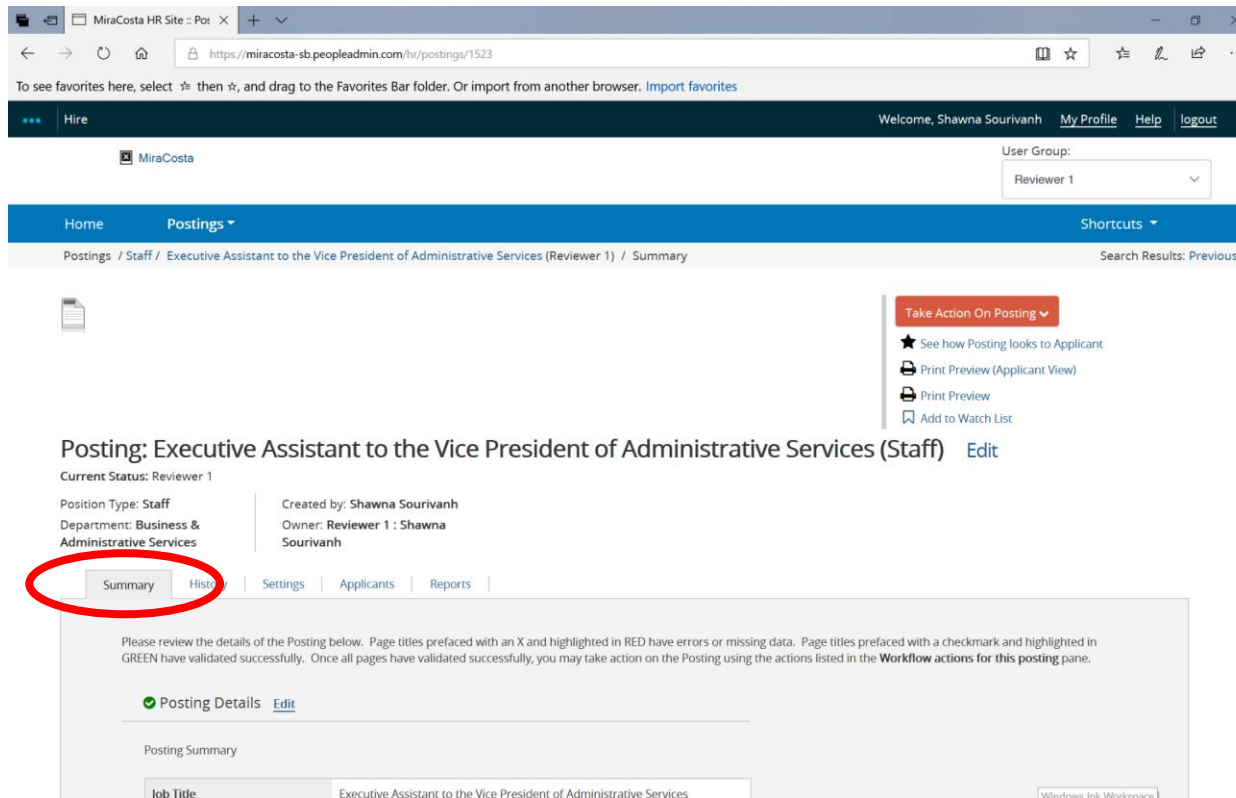
4. **Click** on the **title of the position** that you are reviewing. *You may see other positions listed for which you previously were or currently are a "Reviewer."*

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, <u>**click**</u> **"Edit"** in either location.
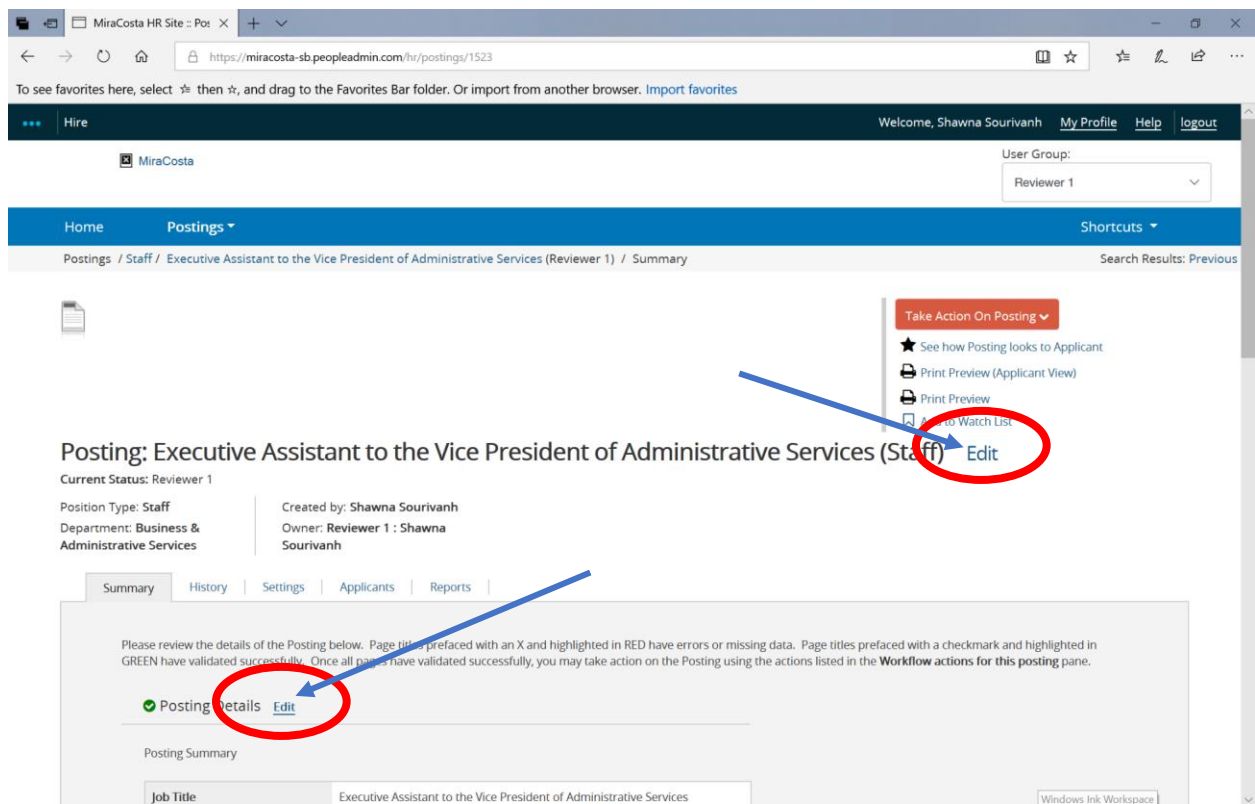
7. From the **"Posting Details" page**, you can **edit** the **"Position Details," "Basic Function," or "Desirable Qualifications"** sections by simply typing into the appropriate box.
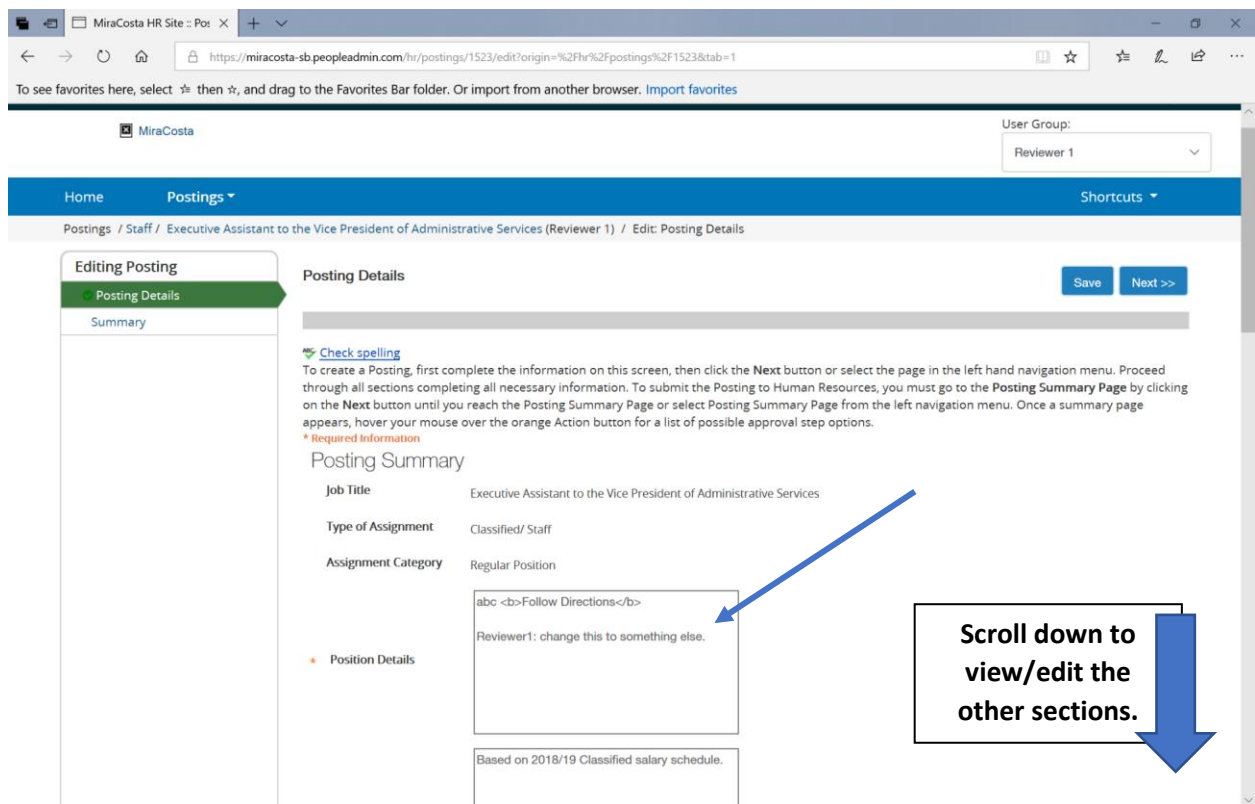
8. **After you have made edits** to the "Position Details," "Basic Function," or "Desirable Qualifications" sections, **click "Save"** and **then "Next."**
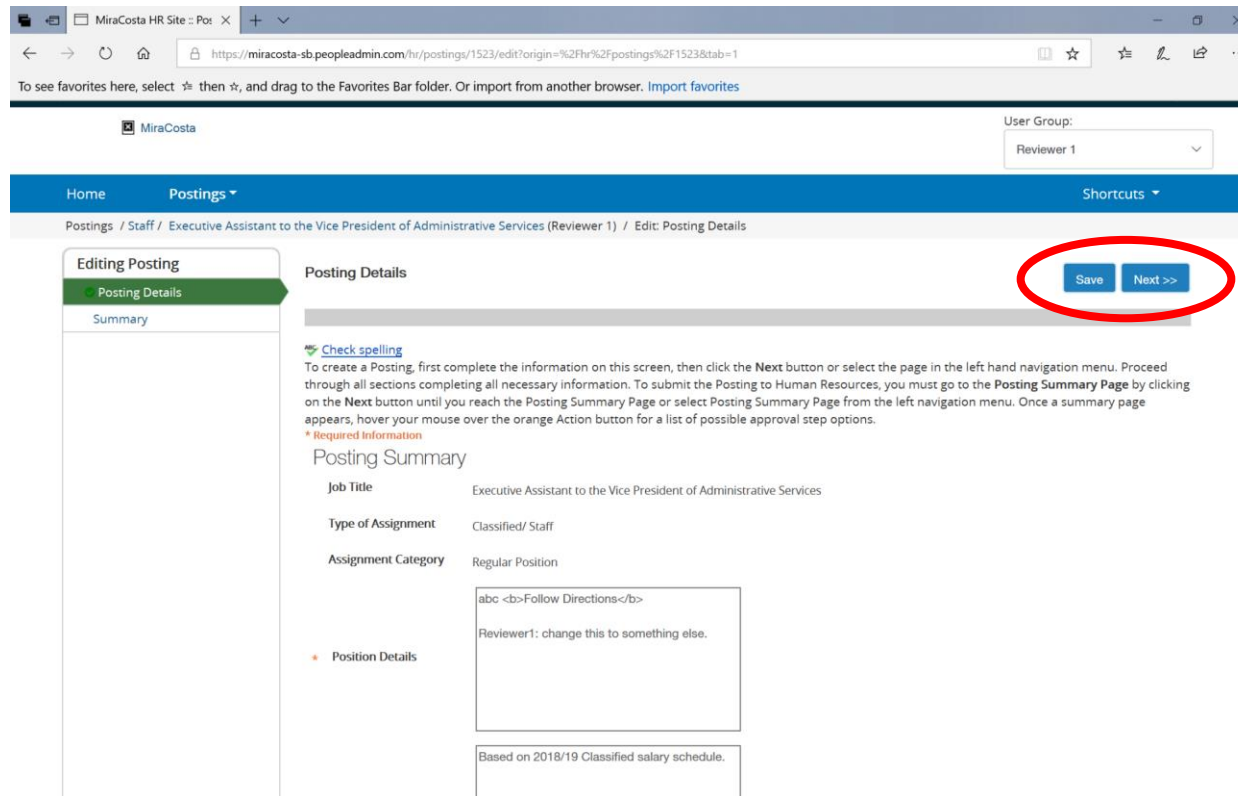
9. You may also want to see how the posting will look to an applicant or how it will look when printed. You can do so from the screen below.

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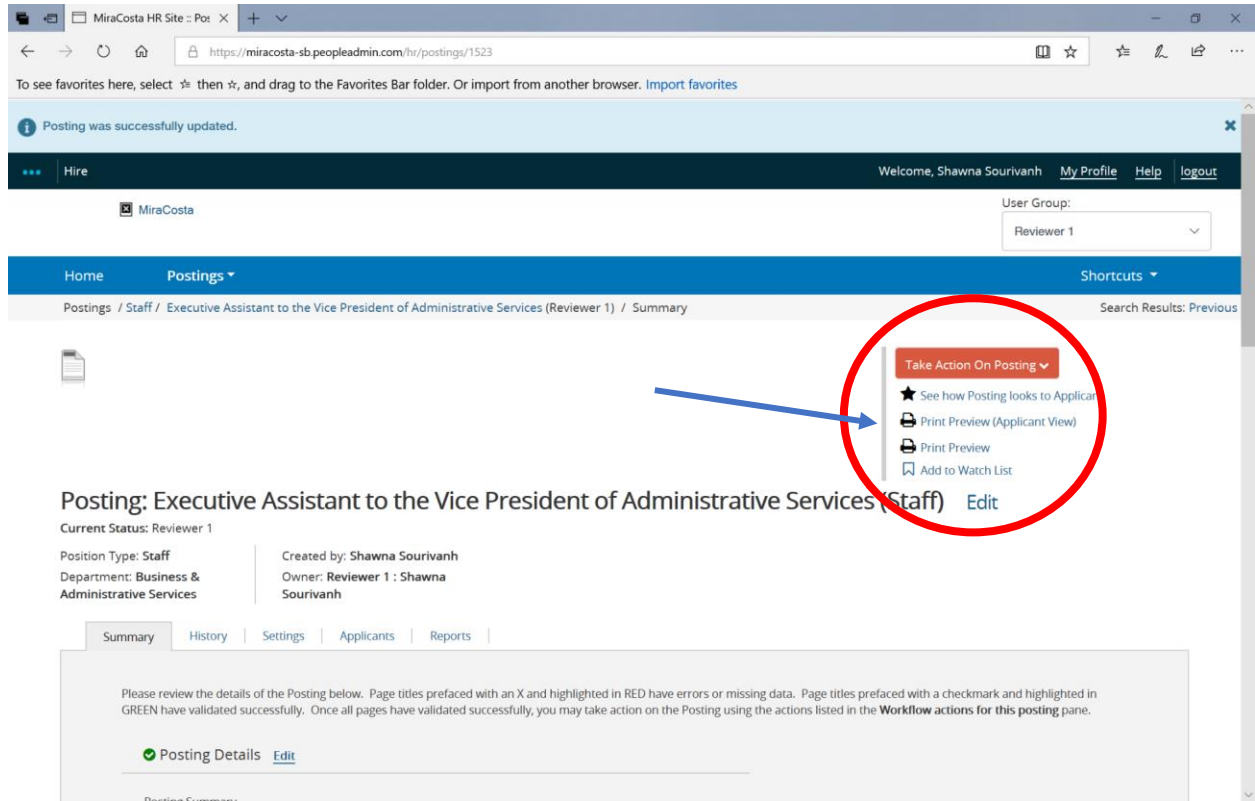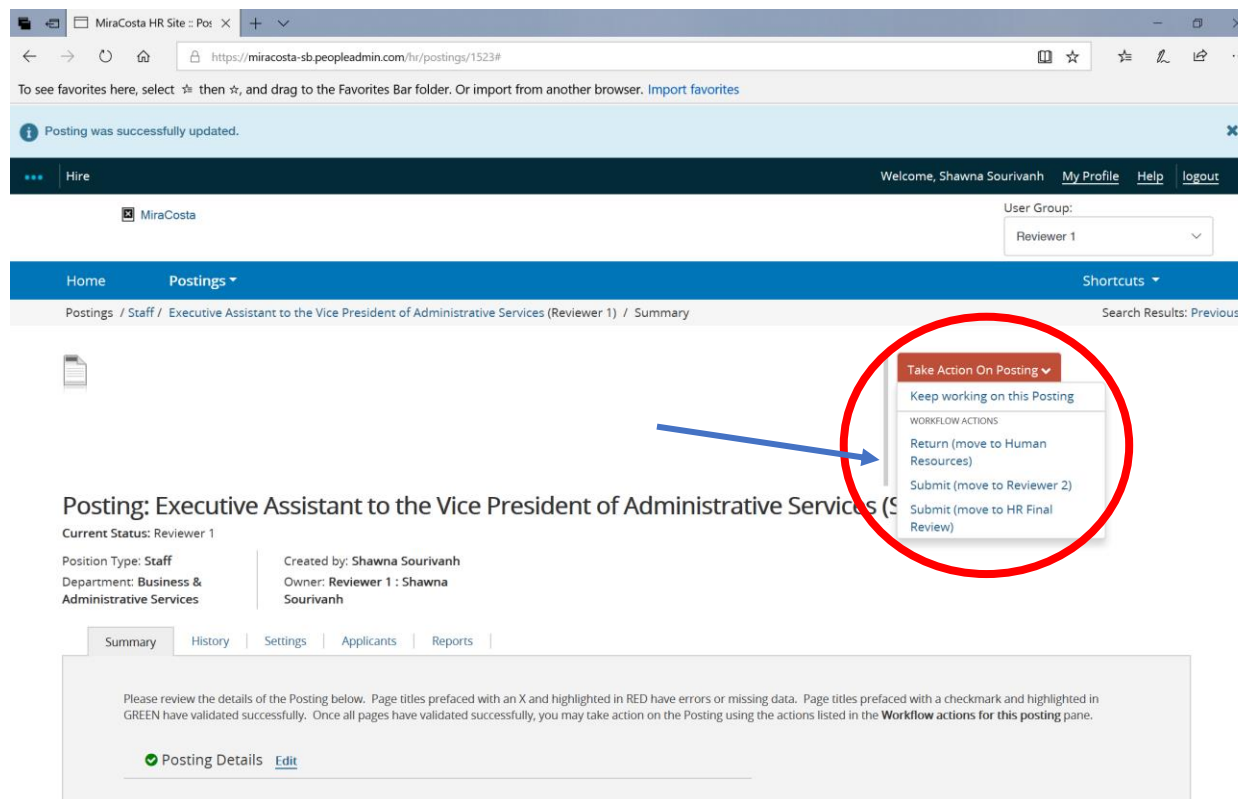   a) Send the posting back to HR for further review/edits _before_ sending it on to the next reviewer.
    b) Send the posting on to the next reviewer.
    c) Submit the posting to HR for final review if you are the only or final reviewer.

    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."**
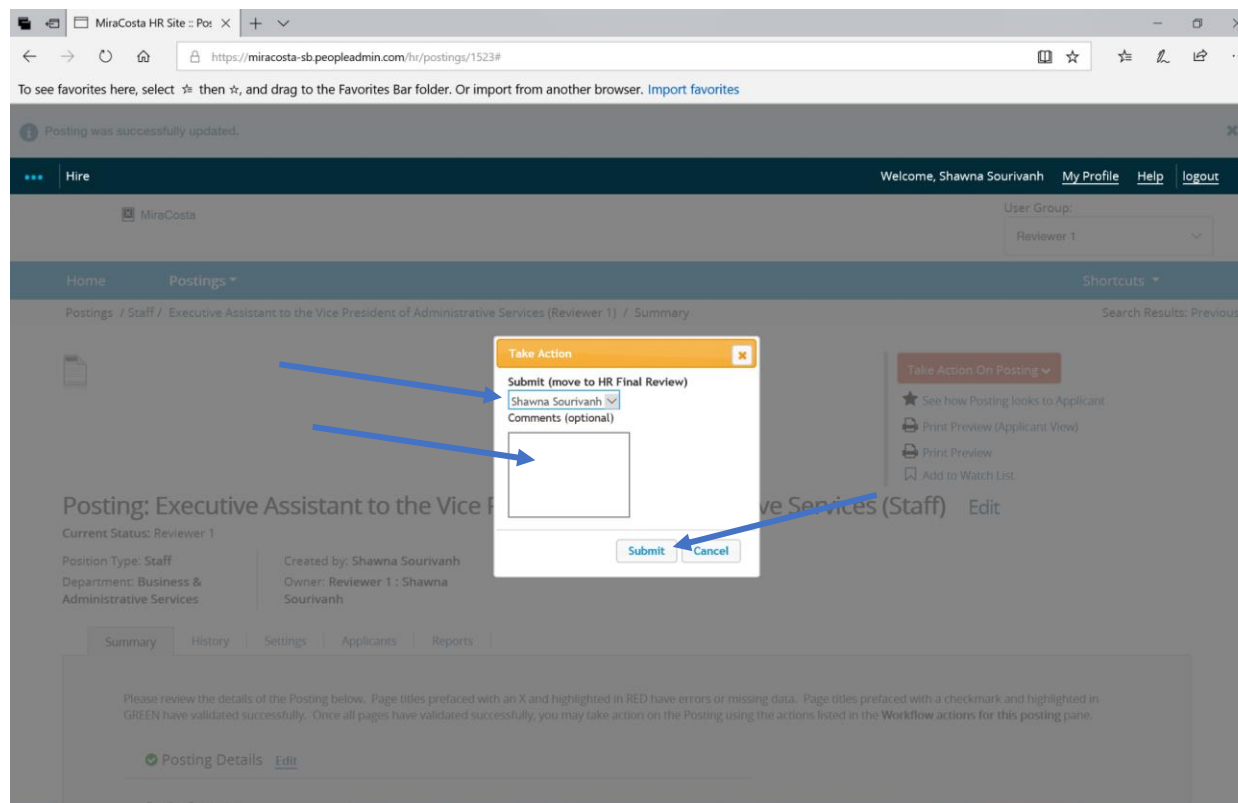
12. Once you have "taken action on the posting" and sent it to the next reviewer or to HR, you can no longer edit the posting. You can still view the "Posting Details" in the "Summary" tab. The system will automatically notify HR or the next reviewer that they now need to "take action on the posting."
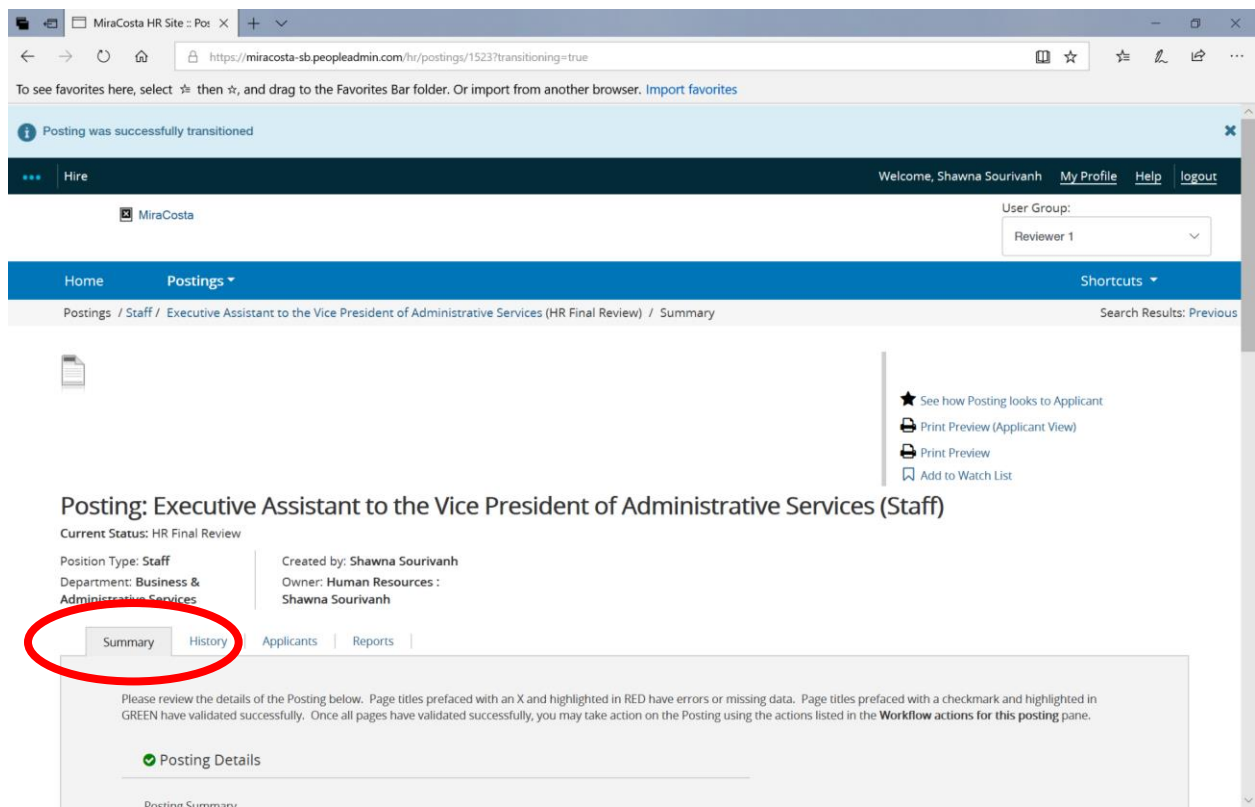
If you have any other questions, please contact your Human Resources Technician.