Office of Human Resources

PeopleAdmin 7
Accessing Applicant Reports

1. Log in to PeopleAdmin at: https://jobs.hrc.pdx.edu/hr. Please note that you will be logged out of the system after 60 minutes of inactivity.

2. Click on the “SSO Authentication” link below the login box and use your ODIN username and password.

3. Confirm that you are in the “Hire” module (blue). If not, click to select that module from the menu at the top left corner of the screen. Select your user type as “Initiator” then select “Postings” and choose the appropriate job type.

4. Find the posting you would like to view and then select it.
5. Choose the tab that says “Reports” to view the list of reports available to you.

The Departmental EEO Report
Indicates the number of applicants, at each disposition, who have identified as a particular ethnicity. This will help you evaluate your diversity outreach.

Applicant List Report
Provides a list of names and e mail addresses for all applicants.

Applicants in Process
Provides a list of name and e mail addresses as well as the current workflow state of all applicants.