Office of Human Resources

PeopleAdmin 7
Accessing Applicant Reports

How to Login

1. Log in to PeopleAdmin at:  https://jobs.hrc.pdx.edu/hr
2. Please note that you will be logged out of the system after 60 minutes of activity.
3. Click on the “SSO Authentication” link below the login box and use your ODIN username and password.

4. Confirm that you are in the “Applicant Tracking” module (blue). If not, click to select that module from the drop down on the top right corner of the screen. Select your user type as “Initiator” then select “Postings” and choose the appropriate job type.
5. Find the posting you would like to view and then select it.

Classified Postings

6. 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.