Office of Human Resources

PeopleAdmin 7
Search Committee Member Guide

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. As a “Search Committee Member,” you can:
   - View postings
   - View application materials
   - Print application materials

3. If you are NOT a PSU employee, you should have received an e-mail providing you with a Guest User “Username” and “Password.” Enter these to log in.

   If you ARE a PSU employee, click on the “SSO Authentication” link below the login box and use your ODIN username and password.

4. Confirm that you are in the “Hire” module (blue). Confirm that your user type is “Search Committee Member.”

   ![Login Screen](image-url)
1. Click on “Postings” and select the appropriate employee group from the drop-down menu (for this example, “Admin” will be used).

2. The screen will, under “Admin Posting Summary,” indicate the number of items found, which represents the number of postings for which you are a member of the search committee. This screen will look relatively blank. However, you may add search criteria (column headings) by clicking on “More search options,” selecting the column heading(s) you desire, and clicking .

   If you are on more than one search committee, you will want to add “Working Title” or “Position Number” or something to assist you in determining which posting you need to view. If, however, you are on only one search committee, simply hover over the “Actions” link at the end of the row (not the one above the last column) and click on “View Posting.” You will see a summary of the posting.
1. From the posting “Summary,” click on the “Applicants” tab.

2. From this screen, you can perform a variety of activities. If you hover over the “Actions” link at the end of the row of an applicant and click on “View Application,” you can review all submitted application materials for that individual.

3. You may also view, export, or download application materials for more than one or all applicants. Check the box next to “Full Name” for all applicants, or check the box next to selected individuals to review only those applicant materials. Hover over the “Actions” link (at the top of the last column) and select the action you would like to take.
4. You are able to evaluate applicants on selection criteria, or general comments (depending on the request within the posting). Check the box next to “Full Name” for all applicants, or check the box next to selected individuals to evaluate/comment only those applicants. Hover over the “Actions” link (at the top of the last column) and select “Evaluate Applicants.”

5. Enter your comments, click **Save** then click on “Show More” if you selected additional applicants. Once you have completed entering your comments, click **Next >>** to return to the “Applicants” tab. Your comments will only be viewable by you and the Search Chair.

- **Allows you to provide comments on applicants selected**
- **Statistical overview of screening questions**
- **Downloads to an Excel spreadsheet the answers to the screening questions from all applicants selected**
- **Downloads to an Excel spreadsheet a summary of each applicant selected - (includes score, if applicable; workflow state (status); etc.)**
A portion of PSU’s Value Statement reads “We are dedicated to collaborative learning, innovative research, sustainability and community engagement.” In keeping with this value, we urge you to print application materials only when necessary.

1. Check the box next to “Full Name” for all applicants, or check the box next to selected individuals to review only those applicant materials. Hover over the “Actions” link (at the top of the last column) and select the action you would like to take.

2. Use your browser tools to print as needed.

*If you are the Search Chair, in addition to the above, you will also have the ability to view the other members of the search committee's comments.

To log out of the system, click on the “logout” link.

If you have any questions, please contact your Search Committee Coordinator.