

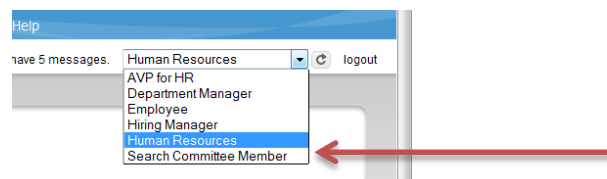
SEARCH COMMITTEE MEMBERS AND GUEST USERS USING THE APPLICANT TRACKING SYSTEM

[Note: Firefox and Chrome are the recommended browsers to use with PeopleAdmin.]

Search Committee Members and Guest Users should check with the Hiring Manager/Search Chair for guidance on when they need to begin viewing applicants and evaluating them.

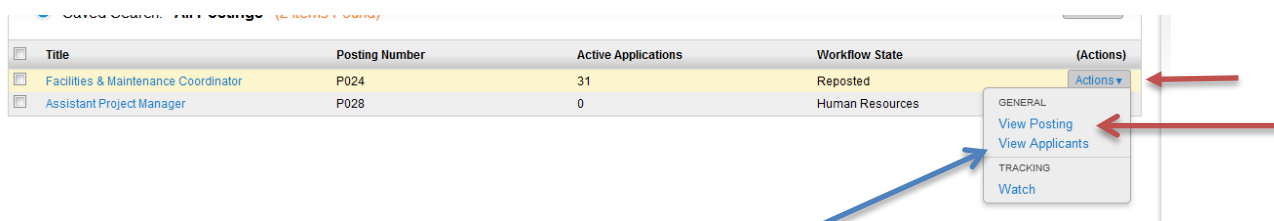
Step 1: Login to the HMC Applicant Tracking System at <https://hmc.peopleadmin.com/hr> to view your Home page with your Inbox and Watch List. For **HMC faculty and staff** assigned to a Search Committee, your Username and Password are your HMC Credentials. For **Guest Users**, your Username and Password are those generated by the system and sent to you by email. Contact Human Resources if you need assistance.

Step 2: Make sure your user role is **Search Committee Member** in the field next to your name on the top right corner of the page. If you need to change your role, remember to click on the refresh arrow after you select the correct role.



Step 3: Hover over the **Postings** tab and click on **Staff** at the top of the screen to view postings. The posting(s) assigned to your user account will be listed.

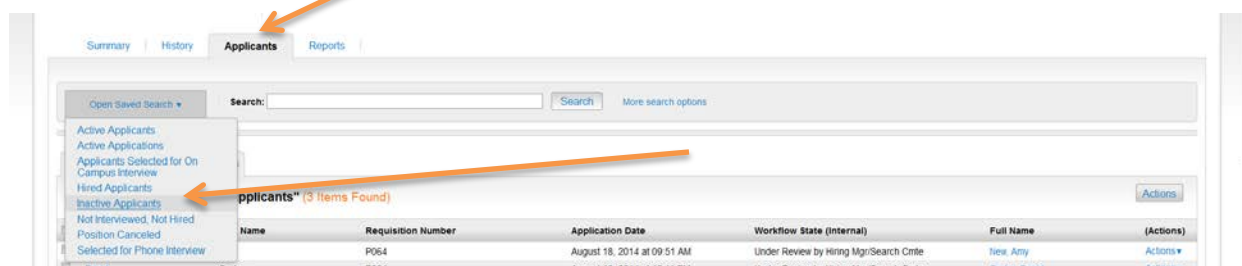
Step 4: To open and view the posting click on the title or hover over the **Actions** dropdown link (**Actions▼**) to the right of the position title and select **View Posting**.



Step 5: To open and view applicants select **View Applicants** to the right of the job title or click on the **Applicants** tab above the Posting Details.

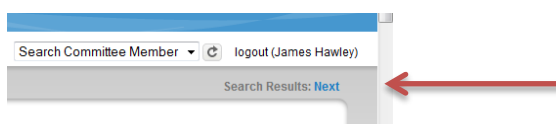
- All Active Applicants will appear – these are applicants who have been selected by the Hiring Manager/Search Chair for further consideration.
- To access Inactive Applicants (those that the Hiring Manager/Search Chair are not recommending for further consideration), hover over Open Saved Search and select Inactive Applicants.
- To return to **Active Applicants**, hover over Open Saved Search and select Active Applicants.

Applicants Tab



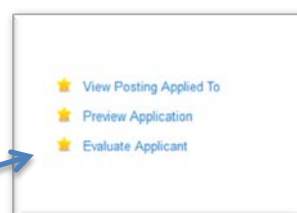
There are several ways to view applicant materials which includes the application, attached documents (if required or optional), and answers to supplemental questions (if included). Attachments appear after the application at the bottom of the page.

- **Viewing individual applicants:** Click on the name of the applicant or click on [View Application](#) in the Actions dropdown link ([Actions▼](#)) to the right of the name.
- **Viewing two or more applicants sequentially:** Check the box next to **First Name** which will automatically check all applicants, or check the box next to the names of the applicants you want to review. Next, hover over the [Actions](#) dropdown link and select [View Application](#) for the first applicant in the list. When finished, you can move to the next applicant by clicking on **Search Results: Next** on the top right corner of the page. Repeat this action until you are finished.



Step 6: On each applicant screen you will be able to:

- View the posting for the position
- Preview the application
- Evaluate the applicant (if function is used)



Step 7: Evaluating applicants

- Select Evaluate Applicant
- Complete the evaluation and save your responses
- Only the Search Committee Chair sees comments and responses
- Committee Members can access evaluation results in the aggregate and may view only their own evaluation and comments.

GUEST USERS (Search Committee Members who are not current HMC faculty or staff members, e.g. someone who works at one of the other Claremont Colleges.)

Guest Users access the system and applicants following the same steps as Search Committee Members. However, a Guest User has view-only access. The Search Committee Chair and/or Hiring Manager is responsible for advising Guest Users how to provide feedback on applicants.