Dear Search Committee Chair/Member/Secretary:

As you may know, we are using PeopleAdmin as the new on-line recruiting system for Northern. I think you will find this system easy to use once you get the hang of it, however, there are a few things you need to know to get started:

1. The PeopleAdmin Website is [https://jobs.msun.edu/hr](https://jobs.msun.edu/hr)

2. Click on the link.

3. Your Username is your Net ID and your Password is the one you use to login to your computer each morning. If for some reason this does not work, you will need to reset your password. To reset your password, go to the following link and follow the prompts. This will reset your password for every location where you log in with your Net ID.

   [https://www3.montana.edu/myprofile-hv](https://www3.montana.edu/myprofile-hv)

4. Okay – you should be in the system now!

5. Take a look around this page and become familiar with it. You should be in the Applicant Tracking Module (see top right-hand corner area?) and just below it in the rectangle you will see Search Committee Chair/Secretary – or- Search Committee Member. If you don’t see either of these, use the pull-down menu, select the appropriate title and hit refresh.

6. You are probably on the HOME page (see the tabs?) If so, please click on the POSTINGS tab next to the HOME tab – in the upper-middle of the page – then click on FACULTY or STAFF depending upon your particular search. This will bring up the search title towards the bottom of the page.
7. Click on the Action button located at the far right end of the search title to view the applications. Click on the applicant’s first name and it will take you to his/her materials. As you scroll down, you will see the completed application. Depending upon the search requirements, you may also see a list of attachments at the very bottom under REQUIRED DOCUMENTS. IF YOU WOULD LIKE TO SEE THE APPLICATION MATERIALS OF AN APPLICANT IN ONE CONTINUOUS DOCUMENT WITHOUT HAVING TO OPEN ANY ATTACHMENTS, cursor all the way to the bottom of the application and click “combined document view.”

8. Look at the 3 tabs near the top of the application (Summary, Recommendations, History). The one you will be most interested in is the one labeled “Recommendations.” These are reference checks for the applicant. If the applicant includes the e-mails of their references, we are able to ask for references electronically!

9. After reviewing the application materials, you are ready to do the initial scoring. Click on the Evaluate Applicant button located in the top right-hand area of this page. All the required and preferred qualifications for the job will be listed here. You simply go through the list and write in your comments and scores -or- click on the appropriate button if the answers have been pre-selected for this search. There is also a box for comments at the bottom of the scoring sheet.

10. REMEMBER THAT AN APPLICANT MUST MEET ALL OF THE REQUIRED QUALIFICATIONS IN ORDER TO BE CONSIDERED FOR AN INTERVIEW.

11. You are now ready to review your applicant selections for possible interviews along with the rest of the search committee.

12. Interview questions are developed, interviews scheduled, references checked, applicants interviewed, and then the search committee makes a final recommendation via the search chair to the hiring authority. NOTE: When you are ready to make a recommendation, please let HR know so we can run a background check on your top candidate.

Thank you for serving on this search!

Human Resources