As search committees and/or hiring managers review and evaluate applicants the hiring manager should move applicant records into different statuses based on their current state in the recruitment process.

*Applicant correspondence is an automated process in PeopleAdmin and occurs based on these status updates, so it is really important for hiring managers to manage their applicant statuses throughout the hiring process.*

PeopleAdmin is part of Radford University’s single sign-on. This means that it is accessible through your OneCampus Portal.

1. Log into your OneCampus Portal, using your Radford credentials

2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.

3. Once you have logged into SelectSuite, select your User Group according to your role.
4. Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Position Management**.

5. From this menu, hover over the Position Descriptions tab and select the **Position type** from the drop-down box. All “Requests” represent PD’s that have been requested and are awaiting approval.

6. Search for the appropriate position description (by position number, name, etc)

7. Hover over **Actions** drop-down (right side of the screen) select View.
1. Complete Steps 1-7
2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).

3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select Start to Continue.

4. You will now be able to edit/complete the fields for your position. Required fields are denoted by a *. These fields must be completed. You can continue to each section by selecting or you can select each section in the menu on the left hand side.

   The tabs that have exclamation points (!) next to them indicates that there is required information missing that must be completed before changing the status of the description action. **NOTE** Make sure that you add in your Applicant Reviewer names. These can be added to or taken away at any point in the posting.

   When you have completed all of the screens they will show a

5. From the final tab, Position Request Summary, hover over the **Take Action on Position Request** (Top right hand corner) and select the next appropriate next step. Please see an **EXAMPLE** below:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator</td>
<td>Operational Management</td>
</tr>
<tr>
<td>Operational Management</td>
<td>Administrative Management</td>
</tr>
<tr>
<td>Administrative Management</td>
<td>Senior Management</td>
</tr>
</tbody>
</table>

**End**