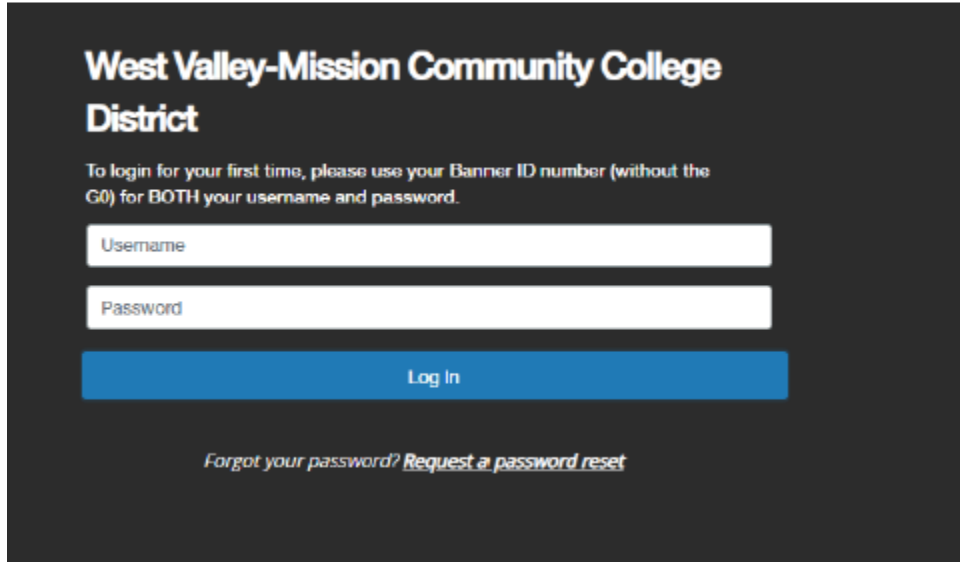


## Application Review in PeopleAdmin

1. Log in at <https://wvm.peopleadmin.com/hr/>

If you require a password reset, contact the HR Recruitment Specialist.



**West Valley-Mission Community College  
District**

To login for your first time, please use your Banner ID number (without the G0) for BOTH your username and password.

Username

Password

[Log In](#)

*Forgot your password? [Request a password reset](#)*

2. Select Search Committee from the drop-down list.



Applicant Tracking System

Welcome, [redacted] [logout](#)

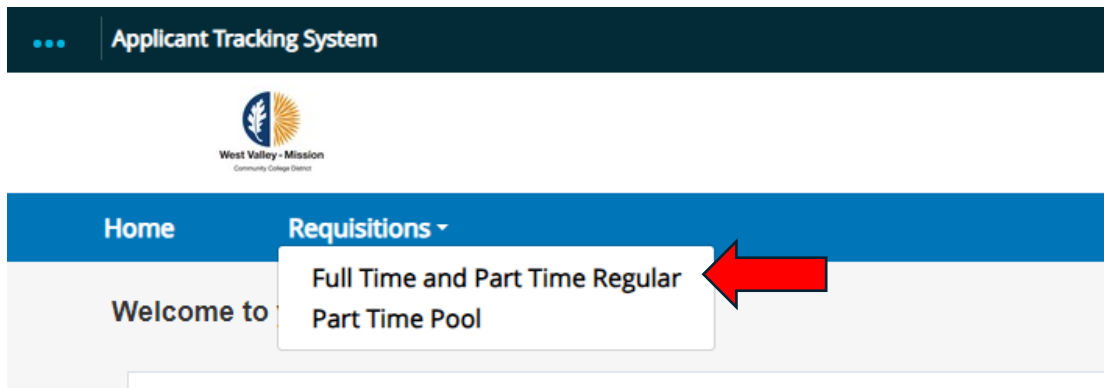


User Group:

[Home](#) [Requisitions](#) [Shortcuts](#)

Welcome to your Online Recruitment System

3. Click on Requisitions and select Full Time and Part Time Regular



4. Click on the Position Title

## Full Time and Part Time Regular Requisitions

Saved Searches ▾  Search More Search Options ▾

Active (A-Z) ✕

"Active (A-Z)" 19 ✕ Delete this search? Selected records 0 ✕ Clear selection?

| <input type="checkbox"/> | Position Title  | Department                              | Campus                         | Workflow State         | Active Applications | Posting Number |
|--------------------------|---|---|--------------------------------|------------------------|---------------------|----------------|
| <input type="checkbox"/> | Accountant  | District Finance                        | WVMCCD District (All Campuses) | Closed/Remove from Web | 7                   | FY22/23-211F   |
| <input type="checkbox"/> | Court Reporting Full-Time Instructor                    | WV Court Reporting                      | West Valley College            | Closed/Remove from Web | 2                   | FY22/23-175F   |
| <input type="checkbox"/> | Executive Director, Human Resources, Employee Relations | District HR Compliance & Empl Relations | WVMCCD District (All Campuses) | Closed/Remove from Web | 6                   | FY22/23-212F   |

5. Click on Applicants

# Requisition: Accountant (Full Time and Part Time Regular)

Current Status: Closed/Remove from Web

Position Type: Full Time and Part Time Regular

Department: District Finance

Created by: Choua Wu

Owner: Human Resources

Summary

History


Settings

Applicants

Reports

Hiring Proposals

JobElephant

 Requisition Details 






6. Click on Actions and select Evaluate Applicants

## Requisition: Accountant (Full Time and Part Time Regular)

Current Status: Closed/Remove from Web

Position Type: Full Time and Part Time Regular  
Department: District Finance

Created by: Choua Wu  
Owner: Human Resources

- ★ See how Requisition looks to Applicant
-  Print Preview (Applicant View)
-  Print Preview
-  Add to Watch List

Summary

History

Applicants

Reports

Saved Searches  Search More Search Options

Search Committee Member ×

"Search Committee Member" 7 Selected records 0 × Clear selection?

| <input type="checkbox"/> | Full Name | Application Date | Workflow State (Internal) | (Actions)              |
|--------------------------|-----------|------------------|---------------------------|------------------------|
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |
| <input type="checkbox"/> |           |                  |                           | Actions <span>▼</span> |



7. Review each applicant's application and select your ratings for reach criteria;  
0 = Lowest, 5 = Highest

Workflow State: Application Documentation Review (Paper Screen)

Values for this evaluative criterion cannot be edited.  
Showing 8 of 8 Applicants  
Evaluations

Overall: N/A

Financial Aid Advisor: Knowledge & Background:

Knowledge and background to perform essential functions of the position as demonstrated in work history on application.

Please select ▼

Criteria: computer hardware & software:

Knowledge of computer hardware and software (as demonstrated in application documents).

Please select ▼

Demonstrated written communication skills: Written communication skills (as demonstrated in presentation of application materials)

Please select ▼

Knowledge & Experience with Org Tasks:

Knowledge and experience with organizational tasks (as demonstrated by application materials)

Please select ▼

Sensitivity to diversity-general:

Sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students (as demonstrated in involvement of activities, organizations or statement of commitment to diversity and understanding diversity as indicated in application).

Please select ▼

Team work ethic: Ability to work as a team player and support personnel (as demonstrated in presentation of application materials)

Please select ▼

WVC Mission & Values:

Alignment of current/prior work experiences to the position and the values/mission of West Valley College.

Please select ▼

Comments