



**West Valley-Mission**  
Community College District

*Quick Guide for Hiring Committee Chairs:*

# **Reviewing Applicant Evaluation Results in PeopleAdmin**

**Once you login to PeopleAdmin, click to view your requisition**

*\*Note: blue boxes in screen shot are to protect privacy of applicants and staff/faculty*

## 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 

Click on the **Applicants** tab.

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

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Position Type: Full Time and Part Time Regular

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★ See how Requisition looks to Applicant

🖨️ Print Preview (Applicant View)

🖨️ Print Preview

🔖 Add to Watch List

Summary | History | Applicants | Reports

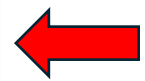
Saved Searches  Search More Search Options

Search Committee Member

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

Actions

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



Hover your mouse over **Actions** and select **Evaluate Applicants**

The screenshot shows a user interface for an application review process. On the left, there is a sidebar titled "Evaluative Criteria" with three items: "Application Documentat..." (highlighted in green), "View Detailed Entries" (highlighted in light blue with a red arrow pointing to it), and another item. The main content area is titled "Workflow State: Application Documentation Review (Paper Screen)". Below the title, there is a grey bar and the text: "Values for this evaluative criterion cannot be edited.", "Showing 8 of 8 Applicants", and "Evaluations".

Click **View Detailed Entries**.

This action will take you to a complete list of all applicant scores for the Application Review.

Requisitions / ... / [General Counselor Associate Faculty Pool \(Closed/Remove from Web\)](#) / [Applicant Review](#) / Evaluative Criteria Details

**Requisition: General Counselor Associate Faculty Pool (Part Time Pool)**  
**Current Status:** Closed/Remove from Web  
**Position Type:** Part Time Pool  
**Department:** MC Counseling  
**Created by:** [Redacted]  
**Owner:** Human Resources

[View Requisition Summary](#)  
[Review Applicants](#)  
[Evaluate Applicants](#)  
[Print Preview](#)

**Evaluative Criteria Score Details**

Showing 30 Applicants. [Show More](#)

Full Name	Current State	Application Documentation (Paper Screen) Review	First Level Interview	Overall
[Redacted]	Application Documentation (Paper Screen) Review	33.80	-	33.80
[Redacted]	Application Documentation (Paper Screen) Review	37.80	-	37.80
[Redacted]	Application Documentation (Paper Screen) Review	63.00	-	63.00
[Redacted]	Application Documentation (Paper Screen) Review	30.00	-	30.00
[Redacted]	Application Documentation (Paper Screen) Review	72.20	-	72.20
[Redacted]	Application Documentation (Paper Screen) Review	42.40	-	42.40
[Redacted]	Application Documentation (Paper Screen) Review	41.80	-	41.80
[Redacted]	Application Documentation (Paper Screen) Review	31.80	-	31.80
[Redacted]	Application Documentation (Paper Screen) Review	51.80	-	51.80
[Redacted]	Application Documentation (Paper Screen) Review	45.20	-	45.20
[Redacted]	Application Documentation (Paper Screen) Review	66.20	-	66.20
[Redacted]	Application Documentation (Paper Screen) Review	54.00	-	54.00
[Redacted]	Application Documentation (Paper Screen) Review	34.80	-	34.80
[Redacted]	Application Documentation (Paper Screen) Review	77.00	-	77.00
[Redacted]	Application Documentation (Paper Screen) Review	62.20	-	62.20
[Redacted]	Application Documentation (Paper Screen) Review	46.65	-	46.65
[Redacted]	Application Documentation (Paper Screen) Review	72.60	-	72.60
[Redacted]	Application Documentation (Paper Screen) Review	53.60	-	53.60
[Redacted]	Application Documentation (Paper Screen) Review	64.60	-	64.60
[Redacted]	Application Documentation (Paper Screen) Review	32.40	-	32.40
[Redacted]	Application Documentation (Paper Screen) Review	28.40	-	28.40
[Redacted]	Application Documentation (Paper Screen) Review	37.00	-	37.00
[Redacted]	Application Documentation (Paper Screen) Review	70.00	-	70.00
[Redacted]	Application Documentation (Paper Screen) Review	55.80	-	55.80
[Redacted]	Application Documentation (Paper Screen) Review	47.20	-	47.20

Click **Print Preview** to view and print overall results from your application screen scores.

To review individual committee member scores, click on the individual applicant's name under the **Full Name** heading and a list of scores per committee member will be listed.

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