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

Click on the **Applicants** tab.

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
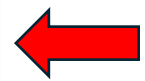🔖 Add to Watch List

| Summary | History | Applicants | Reports |

| Saved Searches ⌄ | | Search | More Search Options ⌄ |

Search Committee Member ✖

"Search Committee Member" **7**   Selected records **0**   ✕ Clear selection?   **Actions ⌄**

☐	Full Name	Application Date	Workflow State (Internal)	(Actions)
☐				Actions ⌄
☐				Actions ⌄
☐				Actions ⌄
☐				Actions ⌄
☐				Actions ⌄
☐				Actions ⌄
☐				Actions ⌄

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

Click **View Detailed Entries**.

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

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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