Did you know...

How to navigate PeopleAdmin?

The Home Page

When you first log on to the system, your landing spot is called the **Home Page**.

This is the page you see when you log in. It presents a dashboard that provides access to:

- **Summary view of your Inbox.** The Inbox is a notification area to display any items that you or those in your user group need to take action upon.

- **Watch List** provides links to tasks and items of interest to the current owner of a post or for items the user has flagged.

- **Shortcuts** take you to pages and saved searches that you use often.

Permission Groups

Group permissions define functions that you can perform in PeopleAdmin. Your Permission Group gives you access to resources relevant to your work. Typical group permissions include Employee, Applicant
Reviewer, and Search Committee. Most user profiles are assigned more than one group permission, but *when you first log in your default is set to the Employee Permission Group.*

<table>
<thead>
<tr>
<th>User Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
<td>This group allows the user to see their own profile, edit preferences related to passwords, and the initial home page. There is no permission for job postings at all for this group.</td>
</tr>
<tr>
<td><strong>Applicant Reviewer</strong></td>
<td>The Applicant Reviewer will manage the applicants by rating and routing applicants, as well as create a hiring proposal for the final candidate(s).</td>
</tr>
<tr>
<td><strong>Search Committee Member</strong></td>
<td>The search committee member group is used so those associated with the search, but not leading the search, can view applicant documents such as resume and application. The search committee also has the ability to rate applicants within the system.</td>
</tr>
</tbody>
</table>

**Changing To Another Permission Group**

If you cannot access the area where you need to work, check which permission group you are currently using and change to another group if necessary. To switch to a new permission group, use the drop-down arrow listed to the left of the logout link in the upper right hand corner of the screen.