

PeopleAdmin 7.0 - Applicant FAQ

QUESTION		ANSWER
Does this new process apply to internal AND external applicants?		Yes, all individuals interested in full-time, temporary, or adjunct positions after December 8, 2016 will need to apply to the new upgraded system.
Do I need to create a new User account?		Yes, all applicants will need to create new user accounts.
Do I need to create a new application?		Yes, all applicants will need to create new applications.
Will new job postings be listed in 5.8 or 7.0?		Effective December 8, 2016 all new job postings will be available only in the upgraded 7.0. system. There will ALSO be jobs in 5.8 (the old system)
Will my application, application information, or documents be automatically transferred to the new system?		No, documentation and applications <u>WILL NOT BE TRANSFERRED</u> . After creating a new user account and an application when applying to a position, the information will be prepopulated each time applicants apply to other positions. We recommend that applicants save previous information and attachments.
Do I use 5.8 or 7.0 to apply for jobs that were posted BEFORE December 8, 2016?		Applicants applying to positions advertised before December 8, 2016 will apply in the “old” 5.8 system. The job applied for will remain in 5.8 and will not be moved over to the new system. There will be a link to the old system from the new site so that pending postings, etc. can still be accessed.
What should I do if I get a browser error message when I try to find the new website?		Please delete all history, bookmarks, and favorites related to the old website then try again. Also Chrome and Mozilla (Firefox) browsers are the best to use.
If I withdraw my application from a position, can I reapply to the same position?		No, just like in the current system withdrawn applications cannot be used to reapply to the same position.
Will I be able to edit my application and documents after I submit them?		Yes, you will be able to edit your online application and documents attached after they are submitted, up until the posting close date.
During the Copy/Paste process, (usually from Microsoft Word) is there a way to avoid the accidental transfer of special characters? (EX: „ÿŸ%ÖÇús)		Yes, this can be avoided by copying/pasting from Microsoft Word to Notepad to avoid special characters. (EX: „ÿŸ%ÖÇús)