

As search committees and/or hiring managers review and evaluate applicants the hiring manager should move applicant records into different statuses based on their current state in the recruitment process.

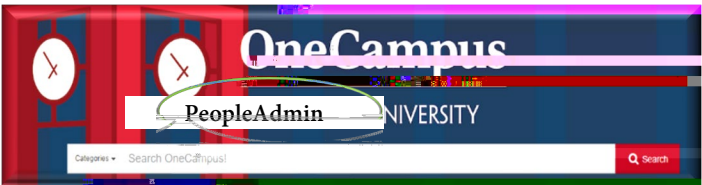
** Applicant correspondence is an automated process in PeopleAdmin and occurs based on these status updates, so it is really important for hiring managers to manage their applicant statuses throughout the hiring process.*

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your [OneCampus Portal](#).

1. Log into your [OneCampus Portal](#), using your Radford credentials



2. On the landing page of your Portal, select or search for



. Click on the tab to open.



3. Once you have logged into SelectSuite, select the user group (this is the drop-down field below name).

your

4. Navigate to the

A. You can click on the applicant record for whom you wish to review **OR**

Woman	Wonder	Cover Letter/Letter of Application, Resume	8675309	Review by Department	January 15, 2021 at 6:02 PM	Actions
Elm	Bob	Cover Letter/Letter of Application, Resume, Letter of Recommendation	8675310	Review by Department	January 17, 2021 at 5:02 PM	

B. You can Select [Generate](#) and a PDF with all of the attached documents will be combined for you to view. **OR**

C. If you would like to Review or Download *all* or *several* applicants as one PDF, check the box beside the applicants you wish to include and then select the option from the [Menu](#)

End