

# PeopleAdmin SelectSuite Training

CONFIDENTIAL







# SelectSuite Features



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- Can use back button anywhere
  - Have multi-tabs/unique page URLs
  - Inbox/WatchList
  - Saved searches customized by all
  - General form navigation (fields not required until end)
  - Switch user group on any page ~~you~~ want
  - An action can be returned to the previous level
  - Organized by position types
  - Automated reference letters
  - Search Committee feature
  - Applicant reviewer feature
  - Guest Users
  - Saved searches
  - Report Builder
  - Analytics
  - Mobile Friendly

# PeopleAdmin SelectSuite- Applicant Portal

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- Can create application specific to each job
- Can update contact information and all applications immediately update
- Can reset password on thei contact inf cont      coactATT2 1 Tf 0.001 Tc 0.006 Tw 15.96







# PeopleAdmin SelectSuite- Modules

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- Position Management
- Applicant Tracking









# PeopleAdmin SelectSuite- Real Time Reports

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- Reports can be created using “saved searches”
- HR will set up basic searches
- Users can set up individual searches for those he/she has access to view
- Can add/change fields to report
- Can export results to Excel

# PeopleAdmin SelectSuite- Email Notification

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- Approver will receive an email when he/she has an action to approve
- Initiator will receive an email notification when an action is completed





# PeopleAdmin SelectSuite

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Thank you!