

The background of the top half of the page features a large, stylized watermark of the Colorado College logo. The logo is composed of three interlocking shapes: a circle on the left, a square in the center, and a circle on the right. These shapes are filled with a dense pattern of parallel, diagonal lines in a golden-brown color. The text "COLORADO COLLEGE" is centered over this watermark.

**COLORADO COLLEGE**

**PEOPLE ADMIN USER GUIDE:  
STAFF EDITION**

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# Introduction



**Welcome to Colorado College's People Admin User Guide: Staff Edition!**

**The purpose of this user guide is to help you better understand and utilize the applicant tracking system to ensure a smooth hiring process. If you have any questions, concerns, or suggestions for this People Admin User Guide, please contact Courtney Gibson, HR Coordinator for Recruitment & Performance Excellence at [cougibson@coloradocollege](mailto:cougibson@coloradocollege) or (719) 389-7421.**

**At Colorado College, we are dedicated to dismantling systemic and institutional discrimination. We embrace diversity and support a community where all individuals, without exception, feel valued, empowered, and treated equitably. Guided by the College's Antiracism Plan, we work to foster an equitable and inclusive environment for all who teach, learn, work, and live in our community.**

**Colorado College is committed to equal opportunity for all employees and applicants in all aspects of the employment relationship—including (but not limited to) recruiting, hiring, promotions, compensation, benefits, and access to training—without regard to race, creed, color, caste, religion, national origin, ancestry, sex (including pregnancy, gender identity or gender expression, perceived gender, sexual preferences and sexual orientation), disability, marital status, veteran status, age, genetic information, or any other status protected by federal, state, or local law.**





## People Admin terms:

- External posting: The position is available to internal and external employees.
- Dispositioning: The act of moving an applicant in the workflow out of consideration from the pool.
- Internal posting: The position is available to internal employees only.
- Position canceled: The position has been canceled for the foreseeable future.
- Position closed/removed from web: The position has been closed. No new applications can be submitted.
- Position filled: A person has been moved into the "hired" workflow for the position and all other applicants have been dispositioned from the active pool.

## User Group terms:

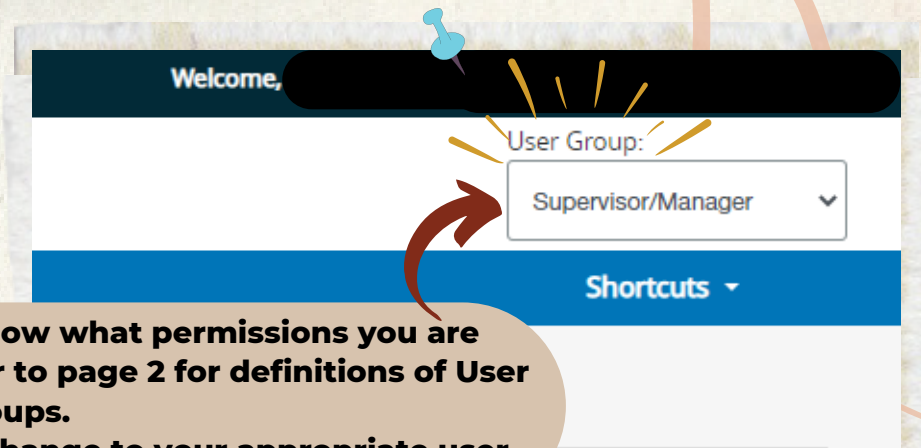
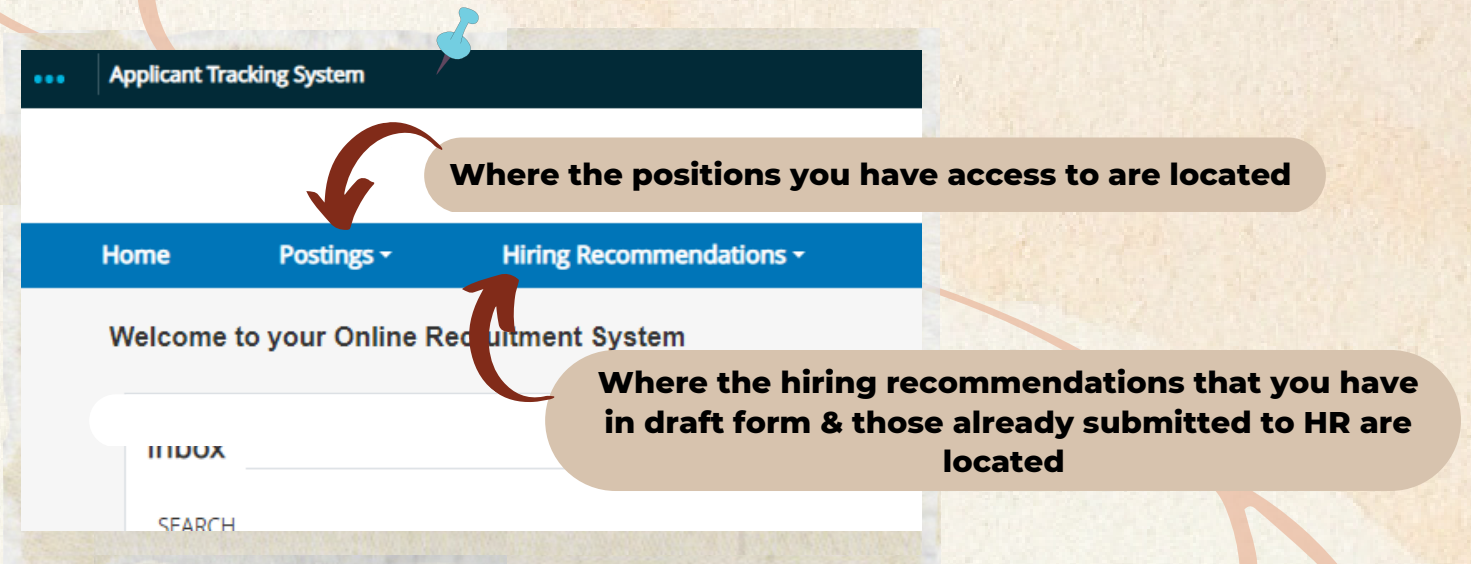
- Search Team: This group can review applications but cannot disposition candidates.
- Supervisor/Manager: This group has the ability to disposition candidates out of consideration from the pool.



## To navigate to the People Admin portal:

- Go to the CC sign in page: <https://www.coloradocollege.edu/other/ssi/index.html>
- Click "employment portal"
- Click "manage my searches"

Below is a breakdown of the homepage when you first log into People Admin(PA):



- The 'User Group' lets you know what permissions you are logged in to and possess. Refer to page 2 for definitions of User Groups.
- Use the drop down menu to change to your appropriate user group

### TIP:

Contact Courtney Gibson if you do not have the proper user group or have trouble logging in!

**Below is a breakdown of the job posting page:**



Posting details

Active & inactive applicants

Hiring recommendations submitted to HR

Actions made by HR (i.e. when position is posted, closed, filled, canceled position, dispositioned applicants)

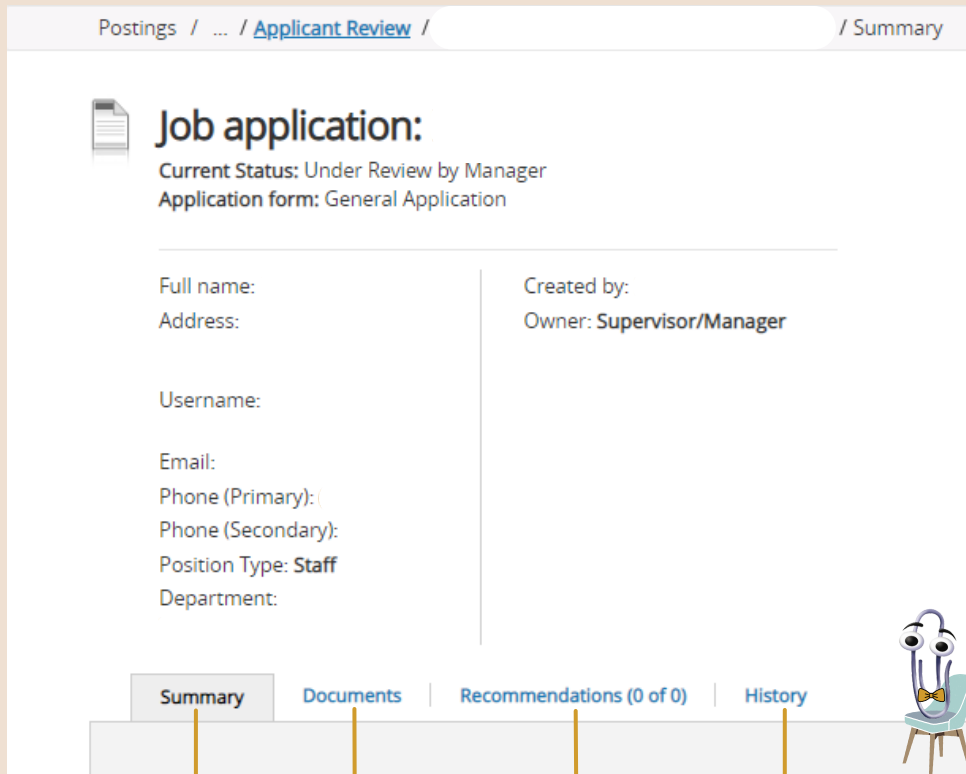
- Search expense procedures (*exempt only*; FOAP is automatically generated)
- Hiring recommendation instructions
- Relocation assistance guidelines
- Reference check template



# Managing your applicants: Job Application Page V

**To view an individuals application page, select the 'Applicant' tab on the job posting page and click on their last name.**

**Below is a breakdown of the job application page:**



Required documents for application (i.e., CV, Resume)

Date(s) when application was submitted, workflow status moved into, etc.

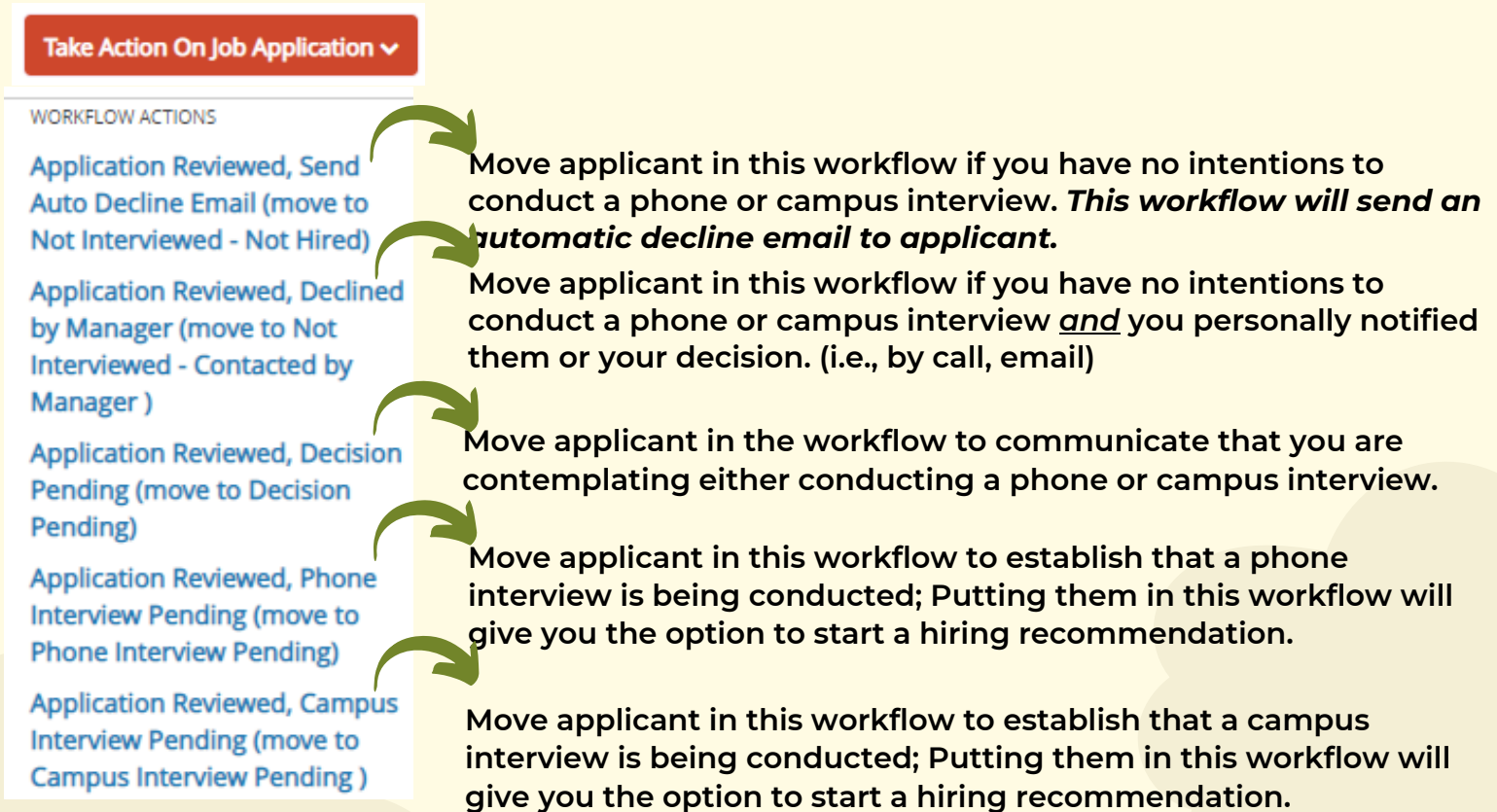
Applicants personal information, employment history, education history, references, etc.

Used for faculty only



**While viewing the Job Application page, there is a "Take Action on Job Application" drop down menu. Select the appropriate workflow to place the applicant in.**

**Below is a breakdown of the workflows:**



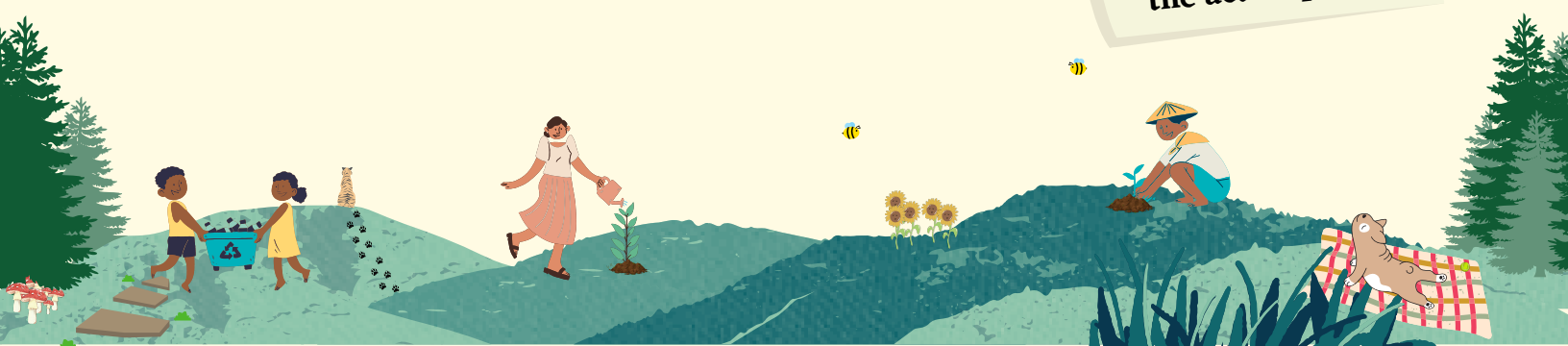
**Take Action On Job Application** ▾

WORKFLOW ACTIONS

- Application Reviewed, Send Auto Decline Email (move to Not Interviewed - Not Hired) → Move applicant in this workflow if you have no intentions to conduct a phone or campus interview. ***This workflow will send an automatic decline email to applicant.***
- Application Reviewed, Declined by Manager (move to Not Interviewed - Contacted by Manager ) → Move applicant in this workflow if you have no intentions to conduct a phone or campus interview and you personally notified them or your decision. (i.e., by call, email)
- Application Reviewed, Decision Pending (move to Decision Pending) → Move applicant in the workflow to communicate that you are contemplating either conducting a phone or campus interview.
- Application Reviewed, Phone Interview Pending (move to Phone Interview Pending) → Move applicant in this workflow to establish that a phone interview is being conducted; Putting them in this workflow will give you the option to start a hiring recommendation.
- Application Reviewed, Campus Interview Pending (move to Campus Interview Pending ) → Move applicant in this workflow to establish that a campus interview is being conducted; Putting them in this workflow will give you the option to start a hiring recommendation.

**TIP:**

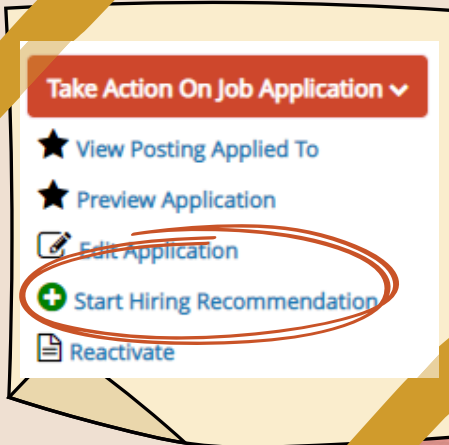
Contact Courtney Gibson if there is an applicant that withdrew- she will move them out of the active pool





# Managing your applicants: Hiring Recommendation

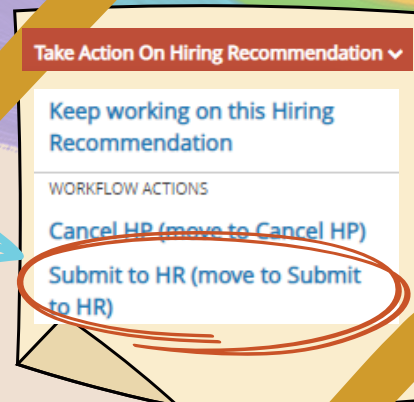
Once the applicant is either in the "Campus interview pending" or "Phone interview pending" workflow, you will receive the option to start a hiring recommendation.



**The hiring recommendation form will require you to fill out/upload the following:**

- Who is the search chair
- Who are the search team members
- Who participated in a phone and/or campus interview and the rationale for why they are not being recommended for the position.
- Rationale for the candidate you are recommending
- The projected start date of your candidate
- Upload 2-3 completed references using the reference form. References can be uploaded *after* an offer is accepted if need be. *If a candidate is internal, references are not required.*

**TIP:**  
After completing the hiring recommendation, make sure to click to "submit to HR!"



# Managing your applicants: Bulk & Individual Dispositioning

Once you have completed & submitted the hiring recommendation, you will need to disposition the remaining applicants from the active applicant pool. You can do this in two ways: Individually or Bulk

Below is a breakdown of dispositioning candidates in bulk:

Clicking this top box will allow you to select all of the active candidates on that specific page. If you have more than 1 page of applicants, you will need to go through each page and repeat the bulk dispositioning process.

Select the 'Move in Workflow' once you have selected the candidates you are dispositioning

Checkbox	Document Type	Status	Action
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions
<input type="checkbox"/>	Resume, Cover Letter	Under Review by Manager	View Actions

## Dispositioning individually:

Using what you have learned from page 5 and 6, move the applicant into the proper workflow so the only individual left is the one being recommended for hire.

### TIP:

It is recommended to disposition individually, but Bulk will be more helpful with large pools of applicants





**What are the next steps in the onboarding process after I have submitted the Hiring Recommendation?**



**HR will reach out to you to discuss the offer (please allow 24-48 for review after submitting the hiring rec). Courtney Gibson will then order a background check once the candidate has accepted to position (if they are not already a current CC employee) and reach out to you to coordinate a start date, generate the offer letter, and assign onboarding paperwork to be completed by the candidate before their first day.**



**How long will the background check take?**



**Please allow a minimum of 5-7 business days.**



**How soon can my new employee start after their background check is complete?**



**Please allow a minimum of 5 business days for your new employee to complete their onboarding paperwork, HR and Payroll to complete data entry & processing, and login credentials to be created. Allowing time for this will ensure a smooth onboarding process.**



**It's my new employees first day. Is there anything else they need to complete for HR?**



**Make sure that your employee has come by to provide ID documents to complete their I-9 form. Other than that, they are good to go! However, if you have any onboarding questions call or stop by anytime between the hours of 8:30AM-5:00PM, Monday-Friday.**

**Have a question that wasn't covered?**

**Email:**



**Calendar availability:**

