FREQUENTLY ASKED QUESTIONS

HIRING MANAGERS/SUPERVISORS

Why can't I log into the PeopleAdmin system?

If you are a Hiring Manager, Director or Department chair given access to PeopleAdmin, you must log in at https://jobs.tbr.edu/hr. Your username and password will not allow you to log into the applicant site.

What do I do if I forget my password?

If you forget your password, you may call Human Resources to reset it. Human Resources does not have access to your password, but can reset it back to your username. You will be asked to change your password upon logging in.

What is my usertype?

Your usertype depends upon the work flow of your department. Some departments have more approving levels than others. Refer to the PeopleAdmin User Manual for specific usertype information. You may find a complete PDF version of the User Manual at http://www.apsu.edu/hrhomepage/quick_links.htm.

How do I know when I need to go in and move the position forward?

To check the status of your Position Requisition,
- Click "Search Actions."
- In the right-hand column, check "Request to Fill Existing Position.
- In the left-hand column, check "Check All."
- Click "Search."

This will tell you the status of the position and if you need to perform any action.

When can I review the applications for my position?

After review/approval by AA/HR, the hiring supervisor/manager will be notified by e-mail that applications are available for review.

What is a Hiring Proposal?

When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this applicant and send it through the electronic process. For specific instructions on beginning the Hiring Proposal, refer to the PeopleAdmin User Manual. You may find a complete PDF version of the User Manual at http://www.apsu.edu/hrhomepage/quick_links.htm.