

PeopleAdmin – *Mott's Applicant Tracking System*

Guest User's Guide

Created by: Staffing & Recruiting, Mott Human Resources Office



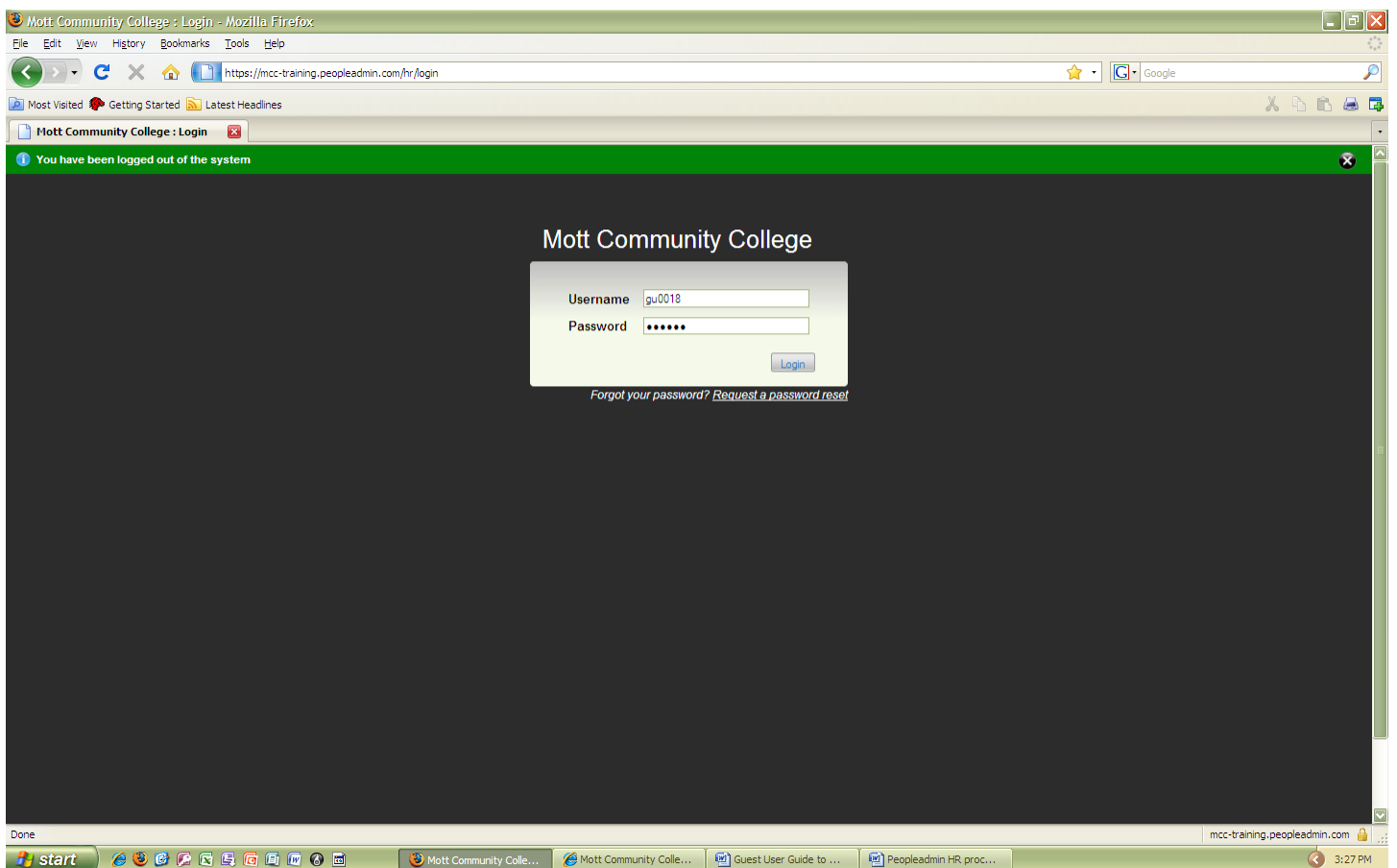
2011

PeopleAdmin – Mott’s Applicant Tracking System

Login

For best results, we recommend using Mozilla Firefox browser.

1. You will receive an email with the login web address and guest user name.
2. Contact the hiring manager for your password.
3. Use the link provided in the email notifying you of guest user access from jobs@mcc.edu.
4. Enter guest user name for Username.
5. Enter Password.



PeopleAdmin – Mott’s Applicant Tracking System

1. Click on Postings.

Mott Community College Recruitment System :: User Home :: PeopleAdmin - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://mcc-training.peopleadmin.com/hr/

Mott Community College Recruit...

MCC MOTT COMMUNITY COLLEGE

Inbox PeopleAdmin
Watch List APPLICANT TRACKING

Home Postings Help

Guest User 0018, you have 0 messages. Logout

Welcome to your Online Recruitment System

Inbox (0 items need your attention)

Displaying items for group "Guest".

Postings (0)

Job Title	Type	Current State	Owner
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Watch List (0 items)

Postings (0)

Job Title	Type	Current State	State Owner
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Shortcuts

My Links

Useful Links

[Help](#)

[Your Applicant Portal](#)
(How Applicants access your PeopleAdmin system)

[PeopleAdmin MOPAC - Customer Portal Login](#)
(best practice library, customer support portal, customer community)

Done

mcc-training.peopleadmin.com

start

Mott Community Colle... Mott Community Colle... Guest User Guide to ... Peopleadmin HR proc...

3:32 PM

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2. Click on Position Title.

The screenshot shows the PeopleAdmin web application interface. The browser title is "Mott Community College Recruitment System :: Posting Index :: PeopleAdmin - Mozilla Firefox". The address bar shows the URL "https://mcc-training.peopleadmin.com/fr/postings?position_type_id=1". The page header includes the Mott Community College logo, navigation links for Home, Postings, and Help, and user information for "Guest User 0018, you have 0 messages. Logout".

The main content area is titled "Staff & Full Time Faculty Postings". It features a search bar with a "Search" button and "More search options" link. Below the search bar, a "Basic Search" section shows a "Saved Search: 'Basic Search' (1 Item Found)" with an "Actions" button. A table displays the search results:

<input type="checkbox"/>	Position Title	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	Secretary II - Fine Arts & Social Sciences	2	Posted	Actions

A red arrow points to the "Secretary II - Fine Arts & Social Sciences" position title in the table. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:04 PM".

PeopleAdmin – Mott’s Applicant Tracking System

3. Click on Applicants Tab.

The screenshot displays the PeopleAdmin web application interface. The browser window title is "Mott Community College Recruitment System :: Posting Show :: PeopleAdmin - Mozilla Firefox". The address bar shows the URL "https://mcc-training.peopleadmin.com/hr/postings/43". The page header includes navigation links for "Home", "Postings", and "Help", along with a "Watch List" and "APPLICANT TRACKING" dropdown menu. The user is identified as "Guest User 0018, you have 0 messages. Logout".

The main content area shows the details for a job posting titled "Posting: Secretary II - Fine Arts & Social Sciences (Staff & Full Time Faculty)". The current status is "Posted". The position type is "Staff & Full Time Faculty", created by "Mary Cusack" and owned by "Human Resources". The department is "Fine Arts & Social Sciences - Dept".

Navigation tabs include "Summary", "History", "Applicants", and "Reports". The "Applicants" tab is highlighted with a red arrow. Below the tabs, the "Posting Details" section is expanded, showing a table of position information:

Position Information	
Posting Number	05-2011
Position Title	Secretary II - Fine Arts & Social Sciences
Employee Group	Administrative Support
Grade	B
Status	Full-time
If Part-Time: Number of Hours per Week	
If Part-Time: Working Hours (From/To)	
If Temp/Grant/Contract: Dates (From/To)	

The bottom of the screenshot shows the Windows taskbar with the Start button and several open applications, including "Mott Community Colle...", "Guest User Guide to ...", and "Peopleadmin HR proc...". The system clock shows 3:34 PM.

PeopleAdmin – Mott’s Applicant Tracking System

4. Click on Applicant’s name to view application.

The screenshot shows the PeopleAdmin web application interface. The browser address bar indicates the URL: https://mcc-training.peopleadmin.com/hr/postings/43/job_applications. The page title is "Mott Community College Recruitment System :: Job application Index :: PeopleAdmin - Mozilla Firefox".

The main content area displays the details for a job posting: "Posting: Secretary II - Fine Arts & Social Sciences (Staff & Full Time Faculty)". The current status is "Posted". The position type is "Staff & Full Time Faculty", and the department is "Fine Arts & Social Sciences - Dept". The posting was created by "Mary Cusack" and owned by "Human Resources".

The "Applicants" tab is selected, showing a search bar and a table of applicants. A red arrow points to the name "Worthington, Sandra" in the table.

Full Name	Workflow State (Internal)	(Actions)
Worthington, Sandra	Under review by Hiring Manager	Actions
May, Becky	Under review by Hiring Manager	Actions

PeopleAdmin – Mott’s Applicant Tracking System

5. Scroll down for cover letter and resume. Click on Application and attached documents to open.

The screenshot shows a web browser window displaying the PeopleAdmin recruitment system. The page contains a form with several questions and a document management section. A red arrow points to the 'Application and attached documents' link in the PDF Documents table.

Required Documents

Kind	Name	Conversion Status
Resume	Resume 06-14-11 13:46:27 (10 KB)	PDF complete
Cover Letter	Cover Letter 06-14-11 13:46:56 (10.2 KB)	PDF complete

Optional Documents

No optional documents added.

PDF Documents

Kind	Action
Application	Recreate PDF
Application and attached documents	Recreate PDF