Rensselaer

Welcome to Applicant Tracking and Position Management

PeopleAdmin

POSITION MANAGEMENT ▼
APPLICANT TRACKING

(Tips for accessing the new site are found on the next page)

Overview

- Rensselaer has partnered with People Admin since 2004 to provide on line Posting and Position Description management, and Applicant Tracking.
- The upgrade to the 7.0 platform includes many user-friendly features for Applicants and for Rensselaer Users.
- To learn more about hiring at Rensselaer, please visit this page for a detailed description of the process: http://hr.rpi.edu/update.do?artcenterkey=18

Prior Version

- **Postings and Applications Created Before September 18, 2014**
    - Recruitments that were started before the upgrade will be finished in the old version
    - Rensselaer Polytechnic Institute User access: https://pa140.peopleadmin.com/hr
    - Applicant Access: https://pa140.peopleadmin.com
    - Applications created prior to September 18, 2014 cannot be transferred to the new site.

Technical Tips for using the Upgrade

- **Browser Compatibility:**
    - PeopleAdmin 7.0 is compatible with Firefox and Chrome; Mac users may use Safari
- **Clear Your Cache:**
    - Applicants and Rensselaer Users are advised to "clear your cache" before logging in: http://www.rpi.edu/dept/hr/Employment/HowtoCleartheCache.pdf
- **Applicant Access**
    - Both internal and external applicants must visit https://rpijobs.rpi.edu, and follow the instructions for creating an account
    - Current Rensselaer Polytechnic Institute employees who are applying for postings may use their RCS account name and password to log in to the applicant site
        - Individuals who do not currently work at Rensselaer, including former employees must create a user account
- **Access for Rensselaer Polytechnic Institute Faculty and Staff**
    - All Faculty and Staff at Rensselaer have the ability to log in to the site at this link: https://rpijobs.rpi.edu/hr   *(To apply for a job use the applicant link: https://rpijobs.rpi.edu)*
    - Tasks available to you will depend on your user type and your job function.
    - Examples of tasks that can be completed in PeopleAdmin include:
        - Viewing an assigned Position Description
        - Creating or Modifying a Position Description
        - Creating Postings
        - Viewing Applicants
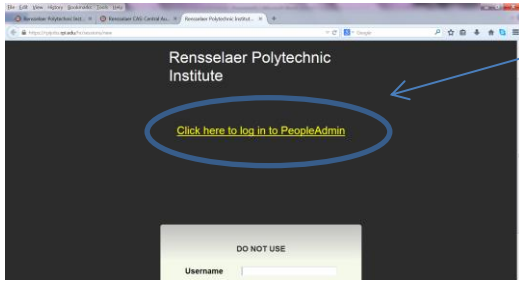   - Processing a Hiring Proposal

(continued)

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- To Log in as a Rensselaer Polytechnic Institute User, visit https://rpijobs.rpi.edu/hr
  - If you are directed to the initial log on screen choose the link that says "Click here to log in to PeopleAdmin"

- At this screen, use your RCS ID and Password at the CAS screen. This is the user name and password you use to log in to your Rensselaer Computing Systems:
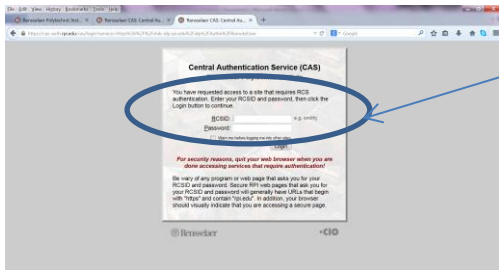
- Once in, instructions are found in the "My Links" section and also within the system "Help"