Welcome to Applicant Tracking and Position Management

Overview

- Rensselaer has partnered with People Admin since 2004 to provide online 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)
To Log in as a Rensselaer Polytechnic Institute User, visit [https://rpijobs.rpi.edu/hr](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”