

## Quick Reference Guide

### People Admin Tracking System

#### Frequently Asked Questions (FAQs)

##### **Q: How do I set-up my password?**

**A:** Go to <https://umes.peopleadmin.com/login> and by enter your first initial, middle initial, and your last name. Enter this for the username and password. Click login and you will be taken to the next screen that states “change password”. This screen allows you to set up your people admin password. If you do not have a middle initial then just enter in your first initial and last name. You will now be able to view current job openings and apply for jobs by clicking on your area of interest.

##### **Q: What if I forget my password?**

**A:** You can re-set your password at the login site by clicking on forgot your password or username or by contacting the Employment Manager and having the password reset.

##### **Q: I applied for a position but need to correct or add information, how can I update my submitted information?**

**A:** Contact the Employment Manager to reactivate your application materials.

##### **Q: How do I view Internal Job Postings?**

**A:** Go to [www.umes.edu/hr](http://www.umes.edu/hr) and click on Employment. Select Internal Employment Board. Login using your regular UMES login. Click on a position to view and apply.

##### **Q: I have received a message informing me I have been appointed to a search committee. What is my next step?**

**A:** Follow the steps below.

1. Go to the HR website – [www.umes.edu/hr](http://www.umes.edu/hr)
2. On the left hand side of the screen click on “People Admin for Hiring Managers” and login using your People Admin login
3. Across from your name you will see “employee”. This is a drop-down menu and you will need to change it and select “search committee member” after you log in. Then select postings. Select staff or faculty in regards to the type of position and you will see the position you are assigned to as a committee member. Click on the light orange button and select view applicants. The darker orange button will be used once the evaluative criteria has been entered.