To access and review applications in PeopleAdmin:

1. Go to <https://unc.peopleadmin.com/hr>
2. On the black screen click the red link ‘If you have an ONYEN account, click here to log In.’
3. Log in with your ONYEN and password.
4. On the PeopleAdmin home page, make sure that your role in the top right corner of the screen is ‘Search Committee Member’. If it says ‘Hiring Supervisor’ or ‘Employee’, select the ‘Search Committee Member’ option from the drop down menu.
5. Hover your mouse over the ‘Postings’ tab at the top of the screen and select the appropriate position type.
6. The vacancy should appear on the list. Click on the title (highlighted blue) to open the posting.
7. The posting will have several tabs: ‘Summary’, ‘History’, ‘Applicants’, etc. Click the ‘Applicants’ tab to see the list of applicants. Click on each name to view individual applications.
8. To download all application materials, click the ‘Action’ button located just above the list of applicants on the right. Select ‘Download Applications as PDF’.