Williams College  
Office of Human Resources  
PeopleSoft Manager Self-Service

These instructions are for hiring managers and interested parties who have been granted access to view applicant information for specific positions.

Steps to view applicants:
1. Log into PeopleSoft at https://ephr.williams.edu
2. Go to Main Menu > Manager Self Service > Staff Recruiting > Browse Job Openings
3. Find the position you’re responsible for and click on the underlined Job Opening title. This will bring you to the Job Opening page, which will display the table below and details about the opening.

Note: You can sort the jobs by clicking on the blue text headings Job Opening, ID number, Location, or Created.

The Job Opening page has 3 tabs: Manage Applicants > Activity & Attachments > Job Opening Details

Manage Applicants is the most important!

The Job Opening table will display applicant information (all of which can be sorted by clicking on the column title), including the Applicant Name, ID and other fields:

- **Type** – Ext for external candidates, or **Emp** for current employees (if applied via PeopleSoft Self-Service)
- **Disposition** – applicant status as **Applied** or **Reject**
- **Resume** – displays an icon if a document was uploaded*
- **Application** – displays an icon that links to a system-generated employment application*
- **Former Employee** – displays an icon if applicant is a former employee
- **Last Updated** – date and time the application was received

Note: We have provided instructions for applicants to upload a cover letter and resume as one document. If the cover letter is not included in the attachment, the applicant may have included it as part of the application which can be found on the last page of the Application attachment.

* When downloading the resume or application, check your browser’s settings for pop-ups.

If you have any questions and/or concerns, please contact K.D. Ann Welsh in the Office of Human Resources at knw1@williams.edu or 413.597.4247.