PeopleAdmin Lookup: HR Partners

Purpose

The PeopleAdmin Lookup application (PAL) allows HR Partners to search for historical job descriptions that were entered into PeopleAdmin site (UChicago Jobs) for staff positions prior to December 18, 2017.

Connecting

1. Log-in to PAL at http://pal.uchicago.edu, using your CNet ID and password.

Figure 1: logging in

Note: PAL uses Shibboleth authentication.
Access is granted to those who have an HR Partner role in Workday. A report runs daily at 8pm to capture those who have been recently added or removed as an HR Partner in Workday.

Requisition Search Navigation

There are 3 ways to search for requisitions:

Figure 2: Requisition Search Navigation

1. **Requisition Number**: Enter a specific Requisition Number. Requisition numbers are six numeric characters.

   The search field accepts partial requisition numbers. The search will return all requisitions which contain the numbers you entered.

2. **Department**: Enter the department name.

   The search field accepts partial department names. The search will return all requisition numbers which contain the department name you entered.
3. **Posting Date Range:** Use the calendar widgets to retrieve requisitions that were posted between the selected begin and end dates.

![Calendar Widgets](image)

**Figure 2: Calendar Widgets**

![Posting Date Range](image)

**Figure 3: Posting Dates**

**Requisition Search Steps**

1. Enter search criteria (requisition number, department name, and/or posting dates) in the search criteria.
2. Click **Search**.

![Search](image)

**Figure 4: Search**

Requisitions matching the search parameters will be displayed along with summary information to help identify them: Requisition Number, Posting Date, Job Title, and Department.

![Requisition List](image)

**Figure 5: Search Results**

**Note:** Search results will display 50 requisitions per page. Scroll down and select **Next** or **Page Number** to advance to the next page of results.

![Page Navigation](image)

**Figure 6: Search 50+**
3. Select the desired **Requisition**, to view the requisition details from when it was posted in UChicago Jobs.

![Requisition List](image)

**Figure 7: select requisition**

**Note:** If certain fields are blank, it is because no information was entered into that field in UChicago Jobs.

4. If needed, click **Print Requisition** to create a PDF version of the Requisition.

![Print Requisition](image)

**Figure 8: select requisition**

5. Select **Search Requisition** to return to the Search Requisition page.

![Search Requisitions](image)

**Figure 9: return to search requisition**

6. Use the **Clear** button to clear out the search parameters and start a new search.

![Clear](image)

**Figure 10: clear search parameters**

7. Click on the **Log out** button from the right hand corner when your search is complete.

![Logout](image)

**Figure 11: logout**