

Applicant Portal FAQs

1. How/Where can I track the status of my references?

<https://help.powerschool.com/t5/PeopleAdmin-Applicant-Support/Where-can-I-track-the-status-of-my-references/ta-p/25548>

Where can I track the status of my references?

Once you have logged into the employment site, click **Your Applications**. In the **Completed Applications** section, you will see a **Reference Requests** link for each application that solicited reference requests. Click this link to see which references have submitted referrals.

Application Date	Application Materials
December 30, 2015	Application Reference Requests Resume
January 23, 2017	Application Reference Requests Resume

Reference Request status

Application for Sample Posting 2

Reference Email	Recommendation solicited	Recommendation received
Reference 1 ref1@zed.zed	01/23/2017 12:48 PM	01/23/2017 12:49 PM
Reference 2 ref2@zed.zed	01/23/2017 12:48 PM	No

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2. How do I update the information on an application I've already created?

<https://help.powerschool.com/t5/PeopleAdmin-Applicant-Support/How-do-I-update-information-on-an-application-I-ve-already/ta-p/25558>

If you have already created an application with the online employment system and wish to update your information, please click the "login using your existing user name" link on the navigation menu. Then enter the username and password that you selected when you created your application. Note: Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Instead, use the navigational buttons within the site.

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes.

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3. How do I revisit a submitted or withdrawn application?

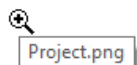
<https://help.powerschool.com/t5/PeopleAdmin-Applicant-Support/How-do-I-revisit-a-submitted-or-withdrawn-application/ta-p/25538>

How do I revisit a submitted or withdrawn application?

If you wish to revisit an application you have withdrawn from consideration, or you have questions about an application you have certified and submitted, please contact HR.

Completed Applications (1)

	Confirmation Number	Posting Number	Status
Sample Posting	CN000000006	2012001P	Withdrawn
Archive			



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4. Who do I contact at Georgia State University for assistance with the application process?

Dana Brown at perimetercareers@gsu.edu