Applicant Workflow Training

1. Important that you move candidates through the interviewing process using the different status options.
2. Important that you work with your Business Service Representative as soon as an offer is accepted.
3. When you move a candidate to the "Hired" status, an email will be sent either to Human Resources to initiate a background check or to the candidate with instructions on how to fill out the Self Disclosure form, depending on the type of position.
You will login to jobs website with your A-number and strong password.
On this dashboard you will find widgets based on the role you have been assigned in the system.

You will be assigned a role in the job posting, either Committee Chair or Search Committee. To view the posting select the ‘Open Jobs’ tab.
Click on the position title.

Please note that this is the ‘Requisition ID’ number. Allowing others to search for the position.

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Job Posting Title</th>
<th>Committee Chair</th>
<th>Location</th>
<th>Position</th>
<th>Updated Date</th>
<th>Job Status</th>
</tr>
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You will be redirected to the ‘People’ tab where you can view the applicants who have applied for the position. Click on the applicant’s name to view documents.
Viewing Applicant Documents/Information
Once you click on the applicant's name, it will take you directly to the ‘Resume’ tab.
This step may vary depending on how the department requested the applicant documents to be collected. If you requested an iForm, you will need to click on the ‘iForm’ tab. This drop down will allow you to view all iForms that have been requested. Please note that the formatting may be affected since content gathered in the iForms was copied and paste into the iForm field.
Depending on how you requested documents, the ‘Application Documents’ tab will have generic forms uploaded by the applicant.
The ‘Person Contact’ tab will have the applicant’s contact information.
The ‘Source Information’ tab will give you information on how the applicant found this position.
If you requested applicants to answer pre-screening questions, you can find their responses on this tab.
Here is how the pre-screening responses will display.

To go back to the list of applicants, select the back button here.

To go to the next applicant record, select the arrow here.
If you would like to view how your applicants viewed this position, click on the ‘By Source’ tab.
If you have requested applicants to send additional documents to an email, you are able to upload those documents into the system by selecting ‘Add Attachment’ on this tab.
If you want to view and download multiple applicant documents, you will select the check box next to applicant’s name, select the ‘More actions’ button, then ‘Bulk Print Documents.’
Click on the documents you would like to download, then select the arrow to move them to the ‘selected’ box.
Once you have the documents selected, click on ‘Bulk Print’ it will give you an option to download and then print.
Click on ‘Download File’
Once you download the bulk documents, it will have a ‘Bulk Print Summary’ page that will give you the names of the applicants and their documents. From this step you are able to print the documents.
Hiring Workflow

Important that you move candidates through the interviewing process using the different status options.
To advance an applicant, click on the check box next to the applicant’s name or drag their name over ‘Advance’, to move them forward to either ‘Reviewed; Under Consideration’ or ‘Interview(ed)’. Applicants must be moved to one of those statuses before you can hire them.
If you are deselecting an applicant, select the check box next to their name or drag and drop over the ‘Reject’ option. If they did not get past the resume review select ‘Reviewed; Not Selected’.
A window will appear asking you to indicate why the applicant was deselected by selecting a disposition reason from the dropdown menu. If you wish to send them an email during this stage you can select the check box ‘Send an email notice to this candidate.’ You can also wait and bulk e-mail all applicants at the end of your search.
If you select the email option, the compose an e-mail window will pop up. To find the Rejection Letter template, select ‘All Templates’ under the ‘Template Category’ and select ‘Rejection Letter’ under the ‘Template’.

You are able to make edits to the email. However, we encourage you to keep the wording as close to the template as possible. You will then select ‘Send.’
As you update applicant statuses, you will see different Bins being created. As you move applicants forward the ‘New Submission’ Bin will disappear.
The ‘Bin: In Process’ has two applicant statuses, ‘Reviewed; Under consideration’ and ‘Interview(ed).’ If you wish to interview an applicant that is currently at the status of ‘Reviewed; Under Consideration, select their name, then the green “advance’ button, then ‘Interviewed.’

You will see the statuses update here. When you deselect an applicant, their disposition reason will appear here.
To deselect an applicant after you’ve interviewed them, select their name, then select the red ‘Reject’ button, then ‘Interviewed; Not Selected.’ You will then be prompted to provide a disposition code.
Once an offer has been made and accepted, you will move the applicant’s status to ‘Hired’ by selecting their name, the green ‘Advance’ button, then ‘Hired.’
The ‘New Hire’ window will appear. If you did not send deselected notifications to those that were not hired, please do so now.

Please uncheck ‘Create an Employee (Onboarding) Profile’ then select ‘OK.’
If you select the bulk email option, the compose an e-mail window will pop up. To find the Rejection Letter template, select ‘All Templates’ under the ‘Template Category’ and select ‘Rejection Letter’ under the ‘Template’.
Once the applicant has been changed to ‘Hired’ the position will automatically close and be taken off the web. If you have indicated to your Business Services Representative that you will be hiring more than one applicant it will wait until that amount of statuses has been changed.
The requisition will be successfully completed when the following steps are completed:

2) All applicants have a ‘status’ and all deselected applicants have a disposition code.
3) The status of the position is ‘Closed (Filled).’

Let your Business Services Representative know that an offer has been accepted, so they can begin the paperwork to begin the onboarding.