




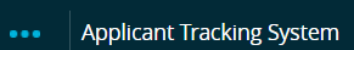
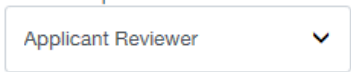
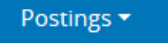
PeopleAdmin Review Applicants

Version Date: January 7, 2021

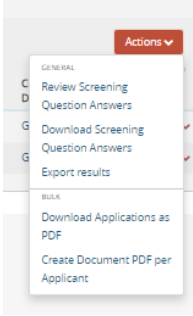
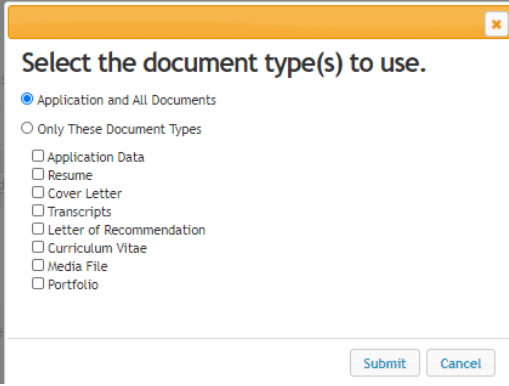
Job Aid

Review Applicants

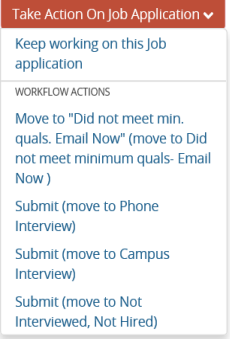
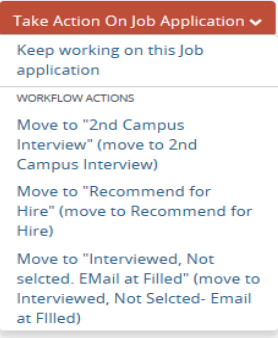
The process for reviewing applicants is the same for all employee types.

Step	Action																											
1.	Click the Select Module button. 																											
2.	Click the Applicant Tracking System button. 																											
3.	Click the button to the right of the User Group : Click the Applicant Reviewer item to review applicants. User Group: 																											
4.	Click the Postings link. 																											
5.	Click the applicable employee type link.																											
6.	Use the Search box to find your position or find the position from the list. Click on the position you want to review candidates for.																											
7.	The screen will indicate the number of Active Applicants . Click the arrow next to Actions . <table border="1" data-bbox="277 1318 1070 1409"> <thead> <tr> <th>Functional Position Title</th> <th>Posting Number</th> <th>Department</th> <th>Active Applications</th> <th>Workflow State</th> <th>Posting Close Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Widget manager</td> <td>S024P</td> <td>Human Resource Management</td> <td>2</td> <td>Posted</td> <td>10/08/2018</td> <td>Actions</td> </tr> </tbody> </table>	Functional Position Title	Posting Number	Department	Active Applications	Workflow State	Posting Close Date	Actions	Widget manager	S024P	Human Resource Management	2	Posted	10/08/2018	Actions													
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8.	Select View Applicants from the drop down.																											
9.	All applicants will display on the screen. To view the application, either click on the applicant name or select View Application under Actions . <table border="1" data-bbox="277 1545 1070 1635"> <thead> <tr> <th><input type="checkbox"/></th> <th>Full Name</th> <th>Documents</th> <th>Posting Number</th> <th>Workflow State (Internal)</th> <th>State (External)</th> <th>Application Date</th> <th>Combined Document</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>hathoway, jane</td> <td></td> <td>C00004P</td> <td>Under Review by Department</td> <td>In Progress</td> <td>December 21, 2020 at 01:34 PM</td> <td>Generate</td> <td>Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Schexnayder, Sara</td> <td></td> <td>C00004P</td> <td>Under Review by Department</td> <td>In Progress</td> <td>January 07, 2021 at 09:39 AM</td> <td>Generate</td> <td>Actions</td> </tr> </tbody> </table>	<input type="checkbox"/>	Full Name	Documents	Posting Number	Workflow State (Internal)	State (External)	Application Date	Combined Document	Actions	<input type="checkbox"/>	hathoway, jane		C00004P	Under Review by Department	In Progress	December 21, 2020 at 01:34 PM	Generate	Actions	<input type="checkbox"/>	Schexnayder, Sara		C00004P	Under Review by Department	In Progress	January 07, 2021 at 09:39 AM	Generate	Actions
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Step	Action
10.	<p>To open or save multiple applications or resumes at one time, mark the applicants you want to see by clicking the box next to their name.</p> <p>From the Actions box, Select Download Applications as PDF.</p> 
11.	<p>You may select to just download the Resumes and/or CVs or all documents.</p> 

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Step	Action
12.	<p>Once you have reviewed the applicants, the next step is to disposition the candidates. Click on the Take Action on this Job Application link.</p> <ul style="list-style-type: none"> • Keep working on this job application leaves the application in the current state • Move to “Did not meet minimum quals” should be used when the candidate is not qualified for the position • Move to Phone Interview should be used to indicate a desire for a screening call with the candidate before bringing in for an interview. This is not a required step. From this step you can elect to Move to Campus Interview or to Interviewed, Not Selected. • Move to Campus Interview should be used on those selected to be brought in for an interview. NOTE: All Selected Candidates must be moved to this step before they are recommended for hire. • Move to Not interviewed, not selected should be used when the candidate is not selected for the position. 
13.	<p>Once all interviews are complete and a final candidate selected, All candidates should be dispositioned. Click on the Take Action on this Job Application link.</p> <ul style="list-style-type: none"> • Keep working on this job application leaves the application in the current state • Move to 2nd Campus Interview is an optional step • Move to Recommend for Hire is the status for the selected candidate. Select this step for your selected candidate. • Interviewed, Not Selected is also an option. 
14.	<p>Once Recommend for Hire is checked, the Applicant Reviewer no longer has access to change the Applicant’s status. If the selected candidate withdraws, HR Operations must update the status.</p>
15.	<p>This completes Applicant Review Process. End of Procedure.</p>
16.	<p>The Initiator or Department Approver has the next step to begin the Hiring Proposal.</p>

Commented [SSL1]: Updated the picture to the current options without tracking changes due to the formatting.

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