

Viewing and Screening Applicants Using the Online Employment System

Viewing your job:

Once you have logged on to the site, click on under the heading **Job Postings** on the navigational bar. This will bring up any jobs in your department that are currently posted on the applicant website or were posted and have closed.

- Click the link under the job you want to look at. The active applicants for your job will appear.
- You can see the other details about your job by using the tabs across the top.
 - **Posting Details** will show your requisition and job description
 - **Posting Specific Questions** will show any questions you added to your posting
 - **Points** will show the points you assigned to your questions
 - **Guest User** will display your guest user name and password, if one has been activated
 - **Notes/History** shows the actions that have been performed on your job.

Viewing Applications:

- All active applicants will appear in a list in alphabetical order. If you would like to see inactive applicants (i.e., applicants who have been screened out of the applicant pool), click the box next to “Inactive Applicants” at the bottom of the list and then click the key.
- You can view any of the applications by clicking the key under any of the applicants’ names. A new window will open displaying the application as a PDF file.
- You can also view multiple applications together. Check the boxes for the applications you want to see and click the link at the bottom. A new window will open and the applications will appear sequentially in a PDF File. You can then print the applications. If you would like to see all the active applications, click the link at the top, above the check boxes.

- The same is true for viewing additional documents such as resumes and cover letters. Check the boxes and click the [View Multiple](#) link.

Sorting Applications

The list of applicants is automatically sorted alphabetically by last name in ascending order. You can sort applications by any of these criteria: **Name, Working Title, Layoff Status, Score, and Applicant Status** by clicking on the arrow next to the heading. For example, sort by applicant score by clicking on the arrow next to the heading “**Score**”. This will sort the applicants by score in descending order. Click the arrow again to sort in ascending order. You can do this with any of the categories.

Helpful Hint

A simple way to screen applicants is to filter out those who earned a low score for their answers to your posting specific questions.

- Enter a value in the field “Minimum Score:” and hit the [Refresh](#) key. Any applicants who have less than the minimum score that you chose will be moved to the inactive applicant list and will not appear on the list in front of you.

Selecting Interview Candidates:

After you have reviewed the applications and determined the candidates you would like to interview, you should change the status of the selected applicants. When you begin reviewing applications, the status of all applicants is “Under review by department.”

- To indicate your interview candidates, click the link [Change Status](#) beneath the status of the applicant. You are then given several options in a drop-down menu beneath the heading “Status”. For interview candidates, choose the option, “**Interviewing**”.
- You can change the status of more than one applicant at a time. Check the boxes next to the applicants you would like to interview. Then click the [Change Multiple Applicant Statuses](#) link at the bottom of the list of applicants.

You can then change all the selected applicants under the heading “**Change For All Applicants**”

Applicants Not Selected for Interview:

- Change the status of applicants not selected for interview to **“Not Selected By Department-Not Interviewed.”**
- Once these steps are complete, contact your Employment Representative so that he or she can approve your interview pool. You will receive email notification that your interview pool has been approved, and you may then begin interviews.

Selecting a Candidate for Hire

Once interviews are completed and a candidate has been selected for hire, you will need to complete interview evaluations and a hiring proposal.

- Change the status of interviewees not selected to **“Not Selected By Department-Interviewed.”** Under **“Applicant Evaluation”** choose one of the options. A text box will appear in which you need further explain your evaluation.
- For the selected candidate, change the status to **“Recommend for Hire”** and enter your reasons in the applicant evaluation section.

Preparing a Hiring Proposal

- Once you have changed your selected candidate to **“Recommend for Hire”**, click on the link below the applicant status that reads, **“Begin Hiring Proposal”**.
- Click **“Start Action”** beneath the option **“Hiring Proposal for Job Description Listed Below”**
- Fill in the preferred start date and start salary, and click **“Continue to Next Page”**
- If you would like to save the data you entered in draft form, or for department review, click the radio button next to **“Save”**.
- If you are ready for Employment to make a job offer, click the radio button next to **“Submit to Employment”**, and then **Continue**
- Click **Confirm**

Note: The hiring proposal is only a recommendation. Your Employment Representative will contact the candidate to make the formal job offer

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Once the job offer has been finalized, you will receive an email notification highlighting the details of the accepted offer.