Overview/Description

This document provides step-by-step instructions on **Applicant Management**. This process reviews **Applications** for specific jobs and manages **Applicants**.

Prerequisite(s)

The Recruiter has marked the applicant as "**Reviewed**". This action populates the applicant on the Hiring Manager's **Open Jobs** Page. The Hiring Manager can now begin reviewing the application materials.

Instructions

Navigate to Manager Self Service (MSS) to access the "Open Jobs" tile or Browse Job Openings (or Search Job Openings) to Manage Applicants.

Navigation

Navigator > Recruiting > Browse Job Openings (or Search Job Openings)

1. The **Manage Job Opening** page can be reached by clicking on the **Open Jobs** tile or using the above navigation.



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- a. This will take you to the **Manage Job Opening** page. Here you will see a list of all Applicants who have applied to the opening.
- b. The page will default to the "All" tab. Notice the additional tabs that show detailed information regarding the Applicants. (Applicants, Applicant Screening, Activity & Attachments, and Details)

An Applicant's disposition is the Applicant's status with regards to a particular **Job Opening**. These statuses track the progress of an Applicant through the Recruiting Process. Notice the additional tabs that show the various dispositions of all the Applicants. **(All, Applied, Reviewed, Screen, Route, Interview, Offer, Hire, Hold**, and **Reject**)

c. <u>Note on Dispositions</u>: Only a Recruiter can mark an Applicant from "**Applied**" to "**Reviewed**". Once the Applicant is in the Reviewed disposition, the Hiring Manager will be able to see them on their Applicant list.

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b. You will receive a pop-up window indicating that you are successful. Click **OK**.

Message
The applicant has successfully been marked as reviewed. (18178,1035)
OK

c. Notice that the Applicant will now be moved to the "**Reviewed**" tab:

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d. To route the Applicant, click on the "Route" icon.

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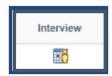
e. The Applicant can be **Routed** to additional **Recipients** and **Hiring Teams**. **Attachments** can be added during **Routing** and notification given when **Recipient** responds.

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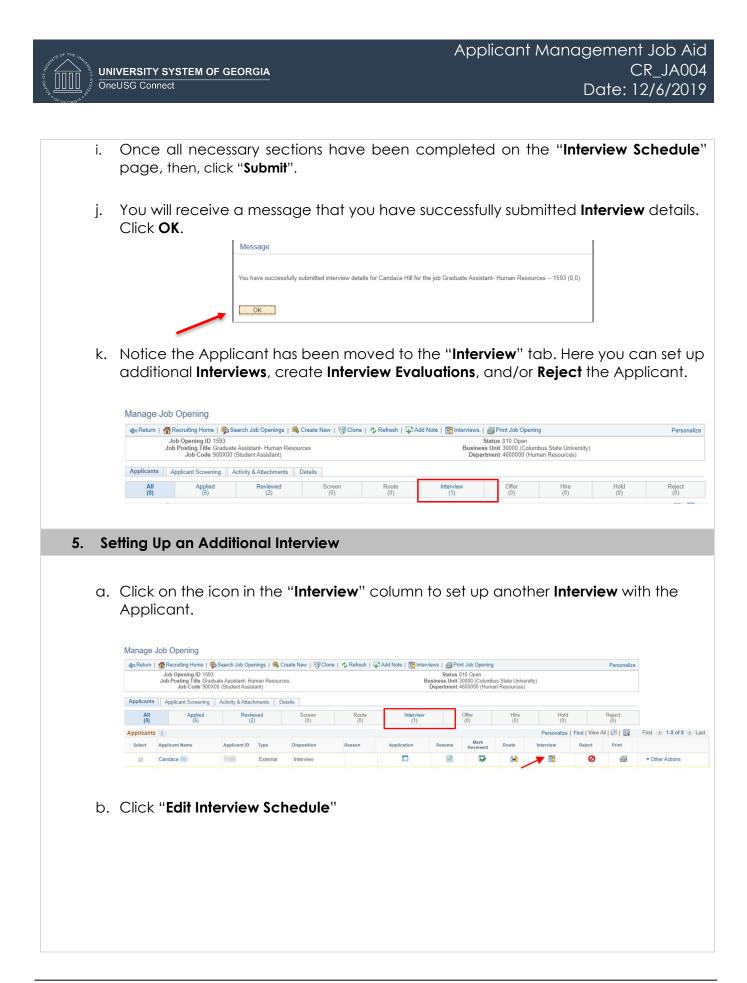
f. To set up an interview, click on the "Interview" icon.



g. The "Interview Schedule" Page is accessed, where all notated sections marked can be completed.

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	Date 12/09/2019	9			🧷 Edit Iı	nterview Schedule		
	Start Time 11:30AM E							
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	Final Recommendation (2)							
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	Interview Evaluations (?)							
	No interview evaluations found.							
	Create New Evaluation							
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f. Fill out the Interview Evaluation and click "Submit". You will be rating each category, Excellent, Average, or Not Qualified and entering comments. In the Recommendation area, you'll give an overall rating again, (of Excellent, Average, or Not Qualified) and a recommendation (choices: Interview, Make Offer, Hold, Reject, Withdrawn). After completing Interview Evaluation, Click Submit. SYSTEM OF GEORGIA

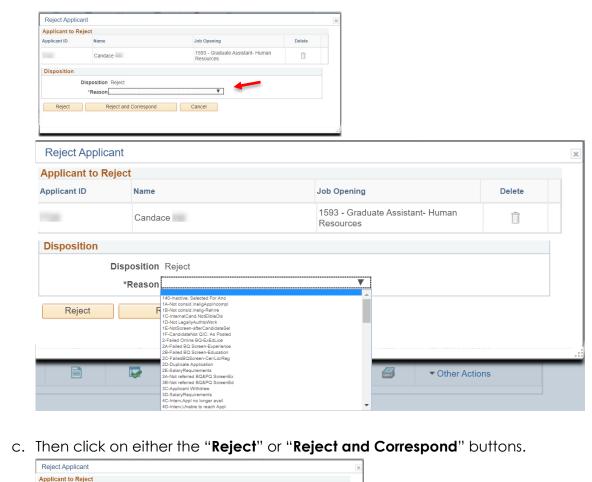
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"Interview". To Reject a candidate, click on the icon in the "Reject" column				

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b. Select the appropriate reason for the Rejection.



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Me	Candace 1593 - Graduate Assistant- Human Resources		
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	*Message 10 December 2019 Ms. Candace 123 EIN Street Columbus, OH 12345		
	Dear Ms. Candace		
	position (s). 1593 Graduate Assistant We report to inform you that we have decided to pursue other mores		
A	ttachments		
N	o attachments have been added to this Correspondence Add Attachment		
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g. Notice the candidate now shows up on the "**Reject**" tab.

OK



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