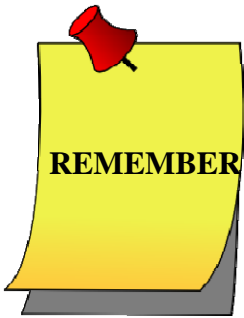


APPLICANT REVIEW

PEOPLEADMIN HR SYSTEM
USER'S GUIDE

APPLICANT REVIEW: MOVING CANDIDATES THROUGH THE WORKFLOW

Typically, the hiring manager will be responsible for the initial review of applicants. To have full access to applicant data including the candidate's application, you should be logged in as the "hiring manager/search committee chair". As the Dean/Director or VP/(SVP) Provost, you will be able to view cover letter and resume, but may be limited, and unable to view the application.



Change your user group to "Hiring Manager/Search Chair"

To review applicants for a particular posting, you must:

1. Click on "Postings" tab
2. Select "Search Staff", "Search Faculty", or "Select Student" (depended upon the category of the posting)

CHICAGO STATE UNIVERSITY

Inbox: 71 | PeopleAdmin
Watch List: 11 | APPLICANT TRACKING

Home | **Postings** | Classifications/Titles | Hiring Proposals | My Profile | Help

Renee Mitchell | Hiring Manager/ Search Chair | logout

Staff Postings

Open Saved Search | Search: student activities | Search | More search options

Ad hoc Search | Posting Global Search

Ad hoc Search (3 Items Found) | Save this search? | Actions

Employee Class	Position Control Number	Title	Funding Source Type	Department	(Posting Detail) Posting Number	Workflow State	(Actions)
Administrator		Assistant Director for Student Activities		Student Activities	S110001P	Closed	Actions
Administrator		Director for Student Activities and Student Leadership		Student Activities	S110002P	Closed	Actions
Administrator	A52600	Adviser, Program	Appropriated	Nursing	S110011P	Closed	Actions

3. a) In the row of the desired posting, Click “View Applicants” under ‘Actions’, or

Home Postings Classifications/Titles Hiring Proposals My Profile Help

Renee Mitchell Hiring Manager/ Search Chair logout

Postings / Staff

Staff Postings

Open Saved Search Search: student activities Search More search options

Ad hoc Search Posting Global Search

Ad hoc Search (3 Items Found) Save this search? Actions

Employee Class	Position Control Number	Title	Funding Source Type	Department	(Posting Detail) Posting Number	Workflow State	(Actions)
Administrator		Assistant Director for Student Activities		Student Activities	S110001P	Closed	Actions View Posting View Applicants
Administrator		Director for Student Activities and Student Leadership		Student Activities	S110002P	Closed	
Administrator	A52600	Adviser, Program	Appropriated	Nursing	S110011P	Closed	

3. b) Click the corresponding link to the posting to reveal the posting detail, including applicants

Posting: Assistant Director for Student Activities (Staff)

Current Status: Closed

Position Type: Staff Department: Student Activities Created by: Renee Mitchell Owner: Human Resources

Summary History Applicants Reports Hiring Proposals

Open Saved Search Search: Search More search options

Applicant Review Default Saved Search: "Applicant Review Default" (2 Items) Actions

Full Name	Position Type	Application Date	Documents	Internal Applicant?	Supplemental question Score	Job Title	(Actions)
Parks, Jonathan	Staff	August 06, 2010 at 12:01 pm	Resume Cover letter	No	0	Assistant Director for Student Activities	Actions View Application
Yelvington, Denise	Staff	August 10, 2010 at 05:51 am	Resume Cover letter	No	0	Assistant Director for Student Activities	

- a) You may view any attached documents
- b) You may view the application

c) You may view a bar graph summarizing the answers to the supplemental questions. You may click links within the graph to identify corresponding applicants

4. After reviewing applicant documentation, the hiring manager and/or search chair must indicate the applicant’s next step in the workflow.

**Applicants can be moved through the workflow individually or in bulk.

a) To move in bulk:

* click the box next to the name of the applicants that you would like to move through the workflow.

Note: This is generally done when you have chosen the individuals to interview or not to interview

The screenshot shows the 'Applicant Review Default' interface. At the top, there are tabs for Summary, History, Applicants, Reports, and Hiring Proposals. Below the tabs is a search bar with a search button and a link to 'More search options'. The main content area shows a table of applicants with columns for Full Name, Position Type, Application Date, Documents, Internal Applicant?, Supplemental question Score, and Job Title. Two applicants are listed: Jonathan Parks and Denise Yelvington. An 'Actions' dropdown menu is open over the table, showing options for 'GENERAL' (Review Supplemental Question Answers, Export results) and 'BULK' (Move to Posting, Move in Workflow).

Full Name	Position Type	Application Date	Documents	Internal Applicant?	Supplemental question Score	Job Title
Parks, Jonathan	Staff	August 08, 2010 at 12:01 pm		No	0	Assistant Director Activities
Yelvington, Denise	Staff	August 10, 2010 at 05:51 am		No	0	Assistant Director Activities

* Select the ‘Action’ button and click on “Move in Workflow”

The screenshot shows the 'Move in Workflow' dialog box. It has four columns: Applicant, Current State, New State, and Reason. Two applicants are listed: Jonathan Parks and Denise Yelvington. Both are currently in the 'Selected for Interview' state. The 'New State' column has a dropdown menu open, showing options: 'Select a workflow state...', 'Selected for Second Interview', 'Not Hired', 'Recommended for Hire', and 'Not Interviewed-Not Hired'. At the bottom, there are 'Save changes' and 'Cancel' buttons.

Applicant	Current State	New State	Reason
Jonathan Parks	Selected for Interview	Select a workflow state...	
Denise Yelvington	Selected for Interview	Select a workflow state...	

* Select the ‘new state’ or next step in the process for the applicant

b) To move individually:

* **Click on the applicant's name**

Summary | History | **Applicants** | Reports | Hiring Proposals


Open Saved Search ▾ Search: Search More search options

Applicant Review Default ✕

Saved Search: "Applicant Review Default" (2 Items Found) Actions

<input type="checkbox"/>	Full Name	Position Type	Application Date	Documents	Internal Applicant?	Supplemental question Score	Job Title	(Actions)
<input type="checkbox"/>	Parks, Jonathan	Staff	August 08, 2010 at 12:01 pm		No	0	Assistant Director for Student Activities	Actions ▾
<input type="checkbox"/>	Yelvington, Denise	Staff	August 10, 2010 at 05:51 am		No	0	Assistant Director for Student Activities	Actions ▾

* **Select the “Take Action on Job Application” button and select the next step in the process**

 **Job application: Denise Yelvington (Staff)**
Current Status: Selected for Interview

Full name: Denise Yelvington
Address:
Chicago, IL
Email: emailaddress@zed.zed
Phone (Primary):
Phone (Secondary):
Position Type: Staff

Created by: Denise Yelvington
Owner: Hiring Manager/ Search Chair

Take Action On Job Application ▾

WORKFLOW ACTIONS

- Keep working on this Job application
- Selected for Second Interviewed (move to Selected for Second Interview)
- Do Not Hire Applicant (move to Not Hired)
- Recommend for Hire (move to Recommended for Hire)
- Do Not Hire Applicant - Not Interviewed (move to Not Interviewed-Not Hired)

Summary | History



Search committee members should be identified when the posting is created. Search committee members have access to the “Applicant Review” screen for postings that identify them as members of the search committee.

If you did not identify a search committee for the posting initially, please contact HR to assist you in setting your committee up electronically.