Applicant Review
Screenshot Guide

College of Charleston
Office of Human Resources
Topics/Processes

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Please Note: All interviews must be approved by the EEO office prior to scheduling. Once approved, an interview schedule must be sent by the supervisor to HR.
Logging In

• Go to https://jobs.cofc.edu/hr/sso/
• Login with your College username and password.
Select Module

• In top left corner of screen, select button with three dots.

• Select “Hire” option. A blue menu banner should be visible.
• Click drop-down menu beneath the “User Group” heading to change your user group.
• Select “Applicant Manager.” Contact HR if this option is not available.
Changing Status of Single Applicant

Select Type of Position Posted (step 1 of 6)

• Click on “Posting” tab.

• Select “Staff” option, if applicable.

Please Note: All interviews must be approved by the EEO office prior to scheduling. Once approved, an interview schedule must be sent by the supervisor to HR.
Select Position (step 2 of 6)

- Click on the internal title of the position.
View/select applicant (step 3 of 6)

- Click on “Applicants” tab
- Click on the last name of the applicant.
View Application (step 4 of 6)

- Click on orange “Take Action” button
Move Applicants to Correct State
(step 5 of 6)

• Select “Initially Reviewed – Under Consideration” if you are not sure and would like to keep them in active applications to review more thoroughly.

• Select “Not Interviewed, Not Selected” when you know that you do not want to interview the applicant. You will need to select a reason for choosing this option.

• Select “Not Interviewed, Not Selected – Meets Minimum” when the applicant meets your minimum requirements but is not one of your selected candidates. You will need to select a reason for choosing this option.

• Select “Selected for Interview” when the candidate meets your requirements and you would like to submit their name to EEO for approval. *All interviews must be approved by EEO office prior to scheduling.*
Not Interviewed  
(step 6 of 6)

• From the drop-down menu, select “Not Interviewed, Not Selected.”

• Select the reason for which you are not interviewing the applicant.

• Selecting “other” will prompt an explanation.

Please Note: This step is required for all applicants (except the candidate to be hired) prior to a job offer being made.
Best Practices and Notes

For EEO approval purposes, move all “selected for interview” candidates within the same relative time frame. EEO receives e-mail notifications for each interview request, and it is more time-efficient to receive them in groups.

When you have moved all applicants to a workflow state, only the active applicants (those “selected for interview” and “under consideration”) will remain in the visible list of applicants. As you progress through the applicant selection process, you will not have to go back through all of the applicants.
Changing Status of Multiple Applicants

Check Internal Workflow State (step 1 of 5)

- Take steps shown in slides 6-11.
- Ensure that Workflow State (Internal) is the same for each applicant.
- In example above, candidate John Doe is in a different Workflow State.

Please Note: All interviews must be approved by the EEO office prior to scheduling. Once approved, an interview schedule must be sent by the supervisor to HR.
Search Options (step 2 of 5)

- Click on “More Search Options”
Select Applicant Status (step 3 of 5)

- Click the “Applicant Status” field.
- Select “Under Review by Department/Committee (or applicable group that you want to sort).”
- Click “Search.”
Move Groups of Applicants (step 4 of 5)

- Click top check box to select all applicants in group.
- Select “Actions”
- Click “Move In Workflow.”
Select Workflow State (step 5 of 5)

- Click dropdown menu at top of screen.
- Select workflow state for group of applicants. NOTE – If you select a “Not Interviewed” option, you will be prompted for a reason – you can either select a reason for the group, or on an individual basis.
- Click “Save Changes.” NOTE – After saving, the applicant list screen takes a moment to update – you may want to hit “refresh” after 10-15 seconds.
• After interviews have been approved by EEO, conducted by the supervisor, and candidate has been chosen, click “Take Action on Job Application” and select “Ready to Hire.” This will prompt you to initiate a hiring proposal.
• NOTE – Please see the Hiring Proposal Screenshot Guide to complete and submit a Hiring Proposal.
View Inactive Applicants (1 of 3)

If you need to view applicants previously categorized as “inactive,” you can do so. Click “More Search Options.”
1) Click on the “Active/Inactive” field, and select “Inactive” from the drop-down.
2) Click “Search.”
View Inactive Applicants (3 of 3)

• You will now see all Active and Inactive candidates in your search field, and can click on the last name to view the candidate’s application and all attachments.
After selecting a candidate for hire, return to applicant list and status remaining applicants as inactive.