Screenshot Guide

APPLICANT STATUS-TEMPORARY (SELECTING FOR INTERVIEW)

►ACCESSING PEOPLEADMIN

- HTTP://jobs.cofc.edu/hr/sso
  or my.cofc.edu/employee tab/quicklinks and select PeopleAdmin
- Sign-In with your computer user name and your regular computer password
- Log in as **Applicant Manager and refresh**
- Select **Applicant Tracking Module**

QUICK STEPS

1) Change Module to Applicant Tracking and Role to Applicant Manager
2) Hover on Posting Tab and Select Temporary
3) Click on Position Internal Title
4) Select Applicant Tab
5) Review Individual Applicants
6) Change the Applicants' Workflow State (example: select for interview)
7) Receive HR E-Mail Approving Interviews
8) Schedule Interviews
9) E-Mail Employment Manager the Interview Schedule

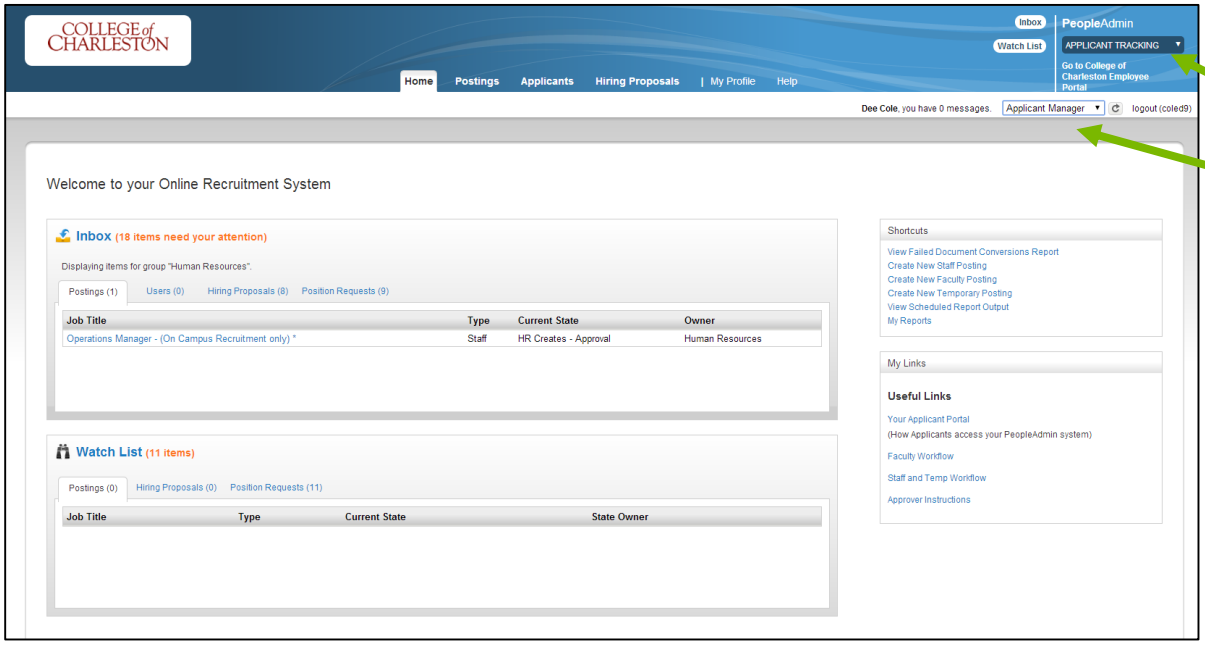
►OVERVIEW

1. Review all applicants
2. Select the qualified applicants to interview (generally 3-5) and send through workflow to Human Resources
3. Human Resources will send an email when interviews are approved **(DO NOT SCHEDULE INTERVIEWS UNTIL YOU RECEIVE THIS EMAIL)**
4. Indicate reason for not interviewing all other applicants

►IMPORTANT REMINDERS

- Select the appropriate module – **Applicant Tracking**
- Select the appropriate role – **Applicant Manager and refresh**
- Take action and send along workflow/cancel/etc. with **orange Take Action Button** on the right
- Actions are confirmed with a **green** bar at the very top of the form
- If something doesn't work, look for **orange exclamation points in the menu** or a **red error bar** at top of the screen
- **You may schedule interviews ONLY after receiving an email from Employment Manager that your interview candidates have been approved! It is best practice to select all of your "select for interview" candidates at the same time so that emails are received by Employment Manager at the same time, and Employment Manager will know that you have completed your selections**
- **Send a copy of your interview schedule to Employment Manager**

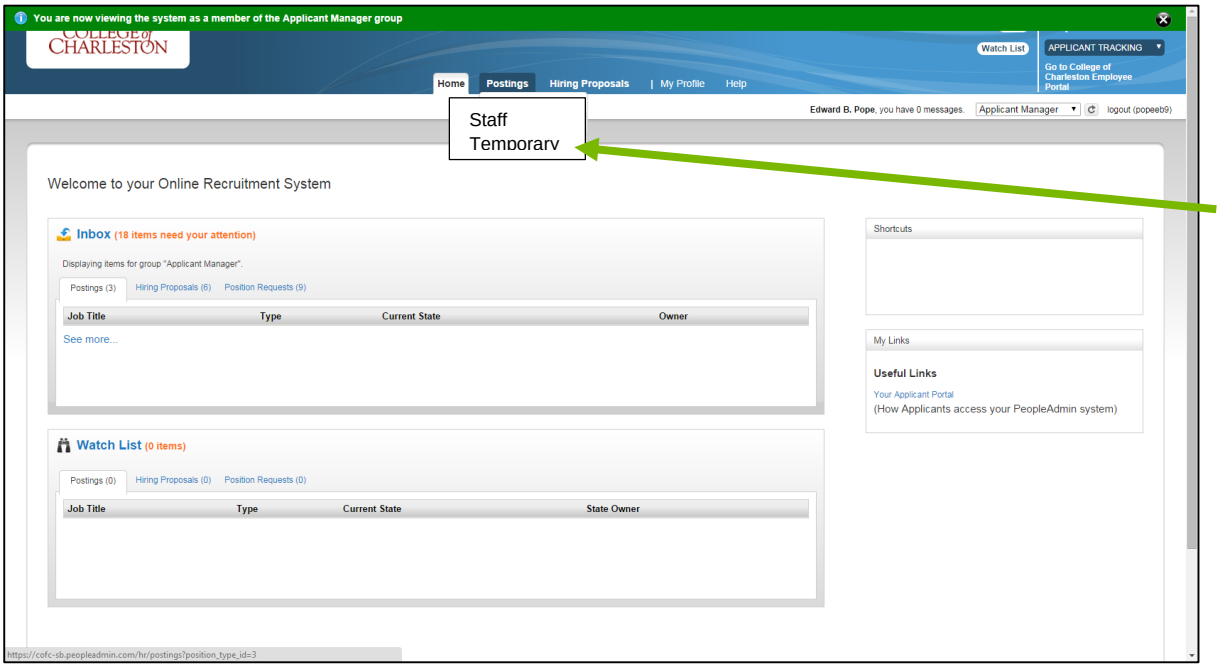
▶STEP 1 – MAKE SURE YOU ARE IN THE RIGHT PLACE



Module- Applicant Tracking

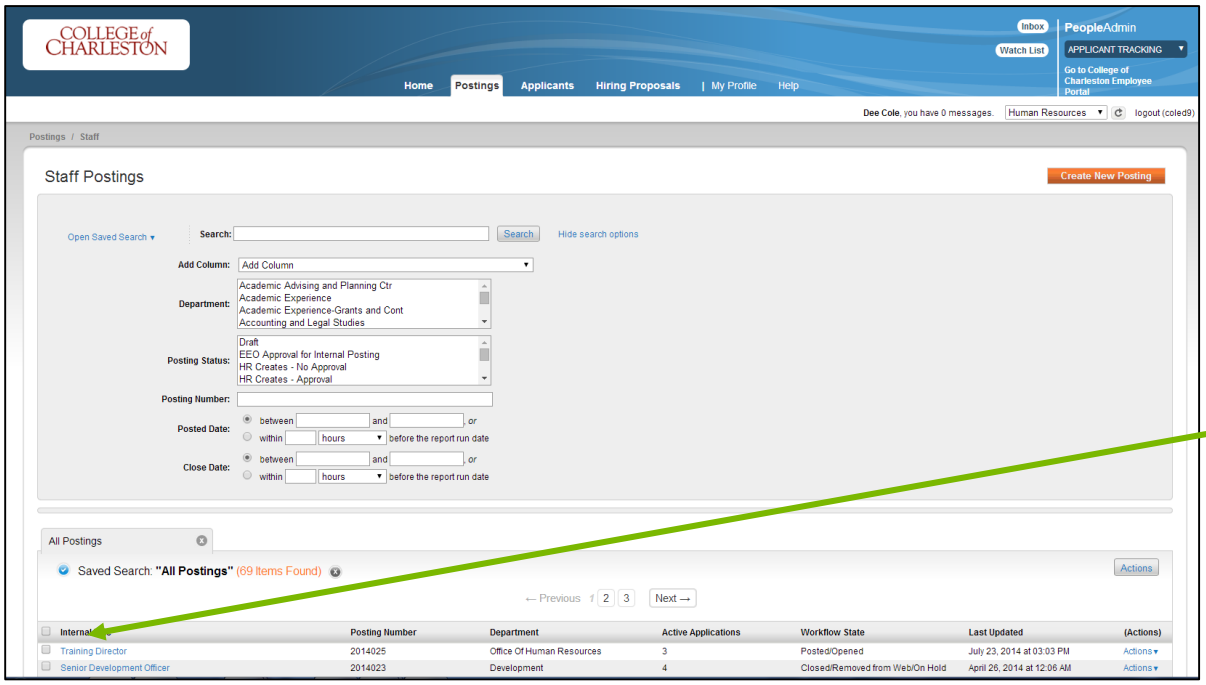
Role- Applicant Manager (refresh if changing roles)

▶STEP 2 – SELECT STAFF OR TEMPORARY POSITION



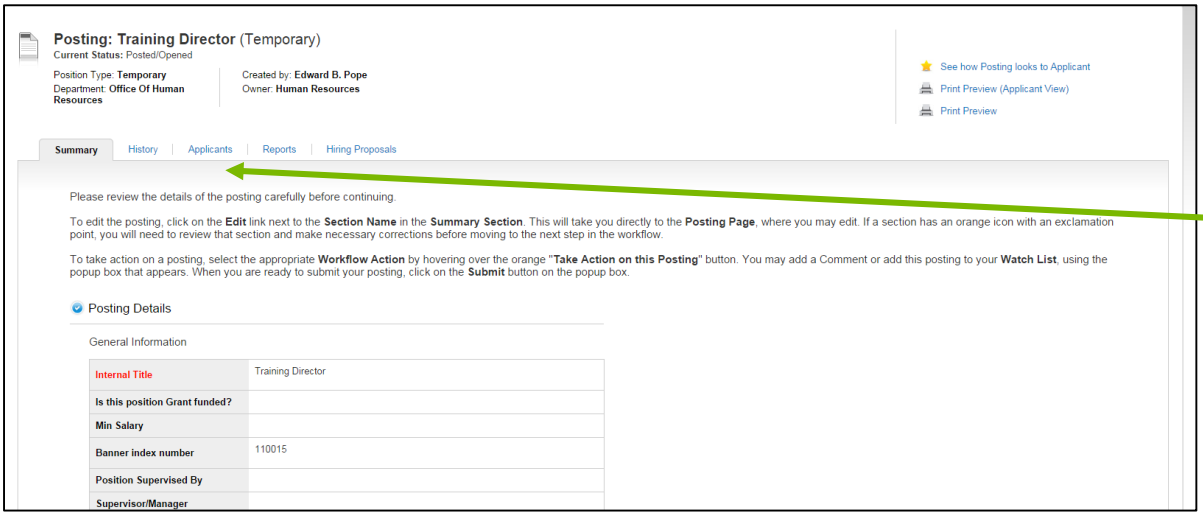
Postings- Hover over the Posting Tab and click on temporary

▶ STEP 3 – SELECT POSTED POSITION



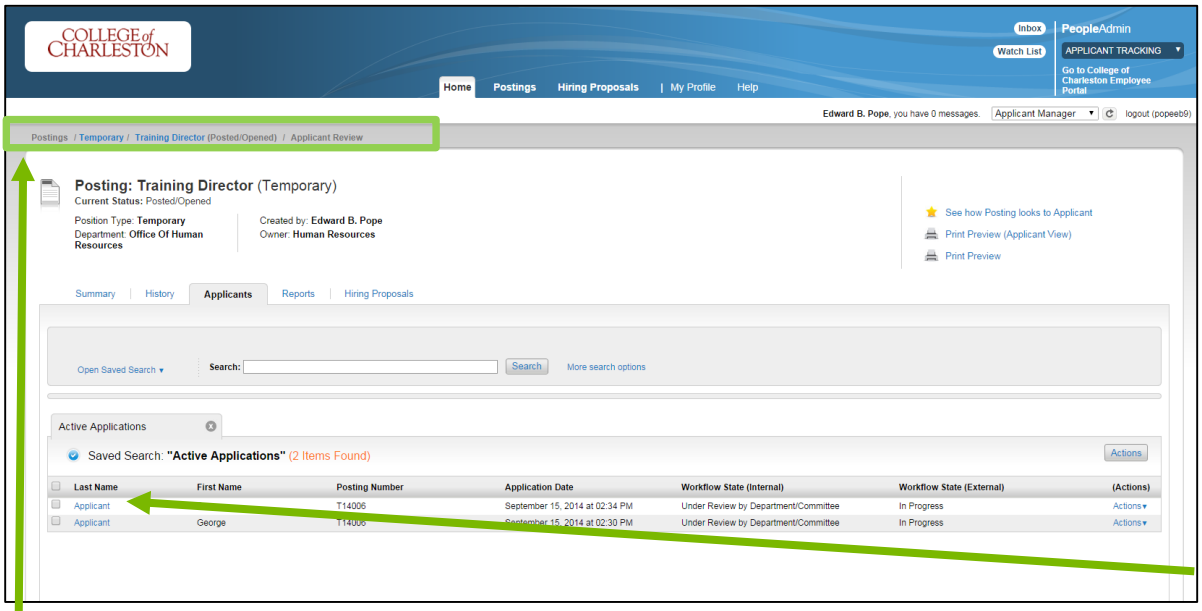
Position- Click on the Name of the Posted Position

▶ STEP 4 – ACCESS APPLICANTS



Applicants- Select Applicants Tab

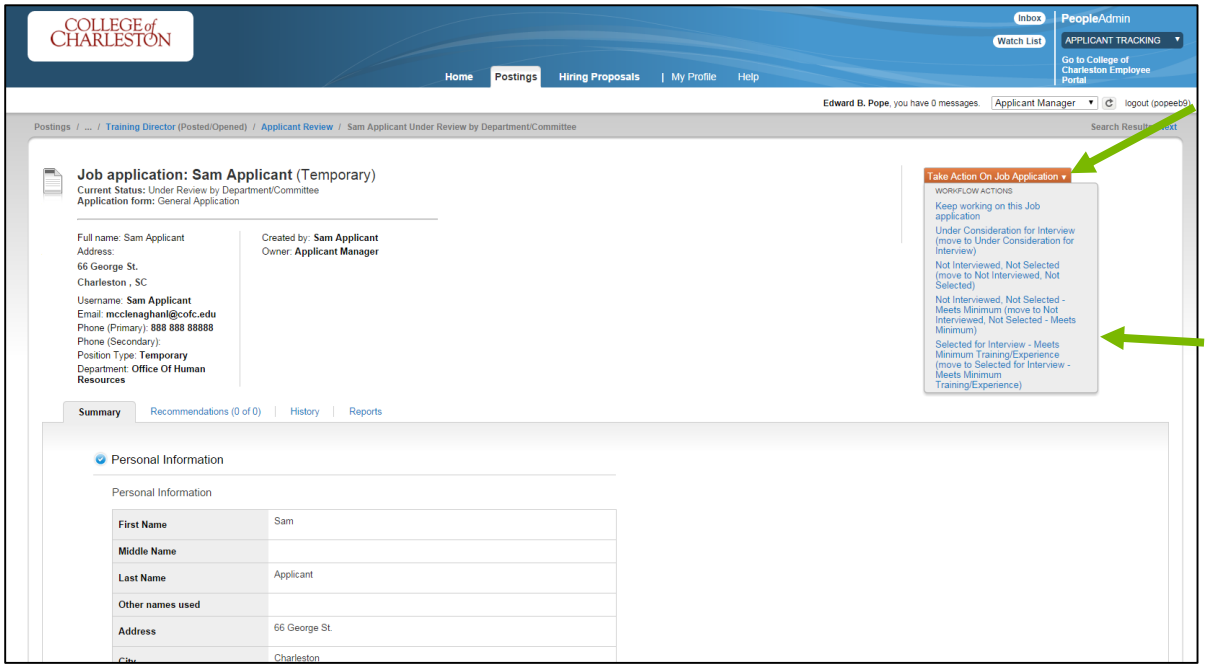
▶ STEP 5 – REVIEW INDIVIDUAL APPLICANTS



View Applicant Info - Click on Candidate's Last Name

Note: Use Breadcrumbs to return to Applicant Review or the back button will also work.

▶ STEP 6A – MOVE APPLICANTS TO APPROPRIATE STATE



Workflow State- Hover on the **Orange Action** Button and select approriate state to "move" applicant (see best practices)

If you "select for interview" you will get a "submit" confirmation box and a **system generated** e-mail will be sent to HR

BEST PRACTICES: REVIEWING APPLICANTS

1. Look at each applicant and make an initial decision (you can always go back to change the status – see **Special Instructions 1** at end of this document.) This will save you time!. Your choices are:

Use "under consideration" if you are not sure and would like to keep them in active applications to review more thoroughly.

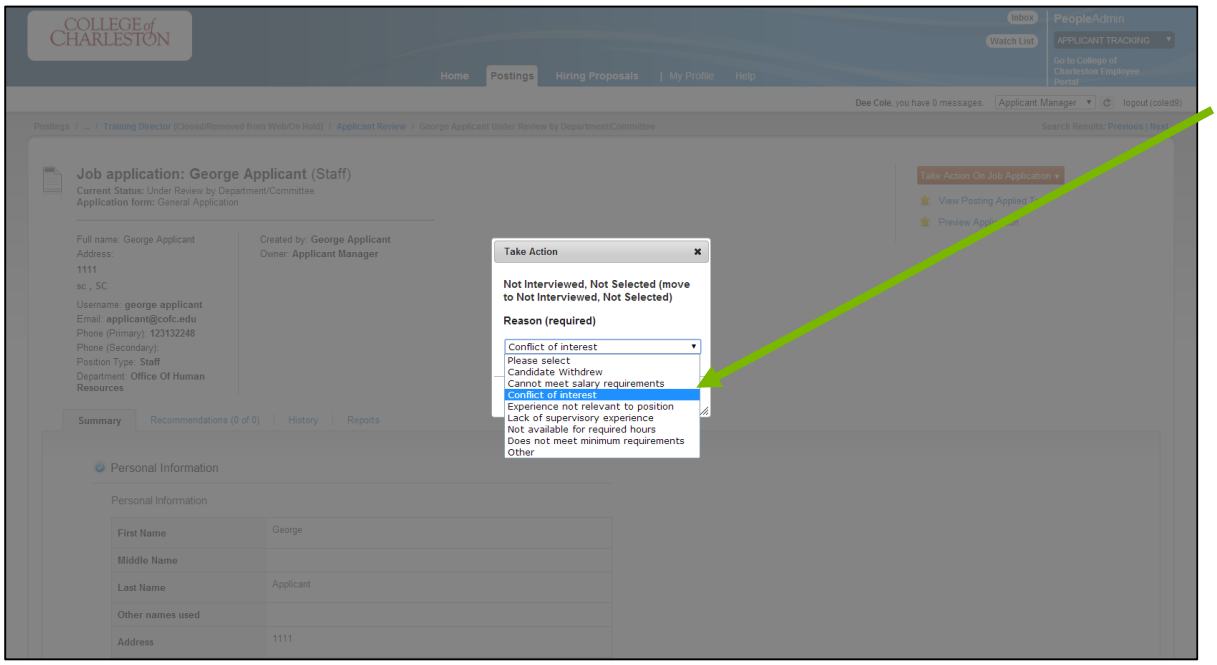
Select "Not Interviewed, Not Selected" when you know you do NOT want to interview the applicant. You will need to select a reason why you are not interviewing.

Select "Not Interviewed-Meets Minimum" when the applicant meets your minimum requirements but is NOT in your top candidates. You will need to select a reason why you are not interviewing.

Select "Selected for Interview" when the candidate meets your requirements, and you would like to submit their name to HR for approval.

2. For HR approval purposes, it is best **to move all "selected for interview" at the same time** so HR will receive an email for all of the candidates at the same time and know you have completed your selection process.
3. When you have moved all applicants to a workflow "state", only the active applicants "selected for interview" and "under consideration for interview" will remain in the list of applicants. You will not have to go back through all the applicants and can concentrate on only your best candidates.

►STEP 6B – SELECT REASON FOR "NOT SELECTING FOR INTERVIEW"

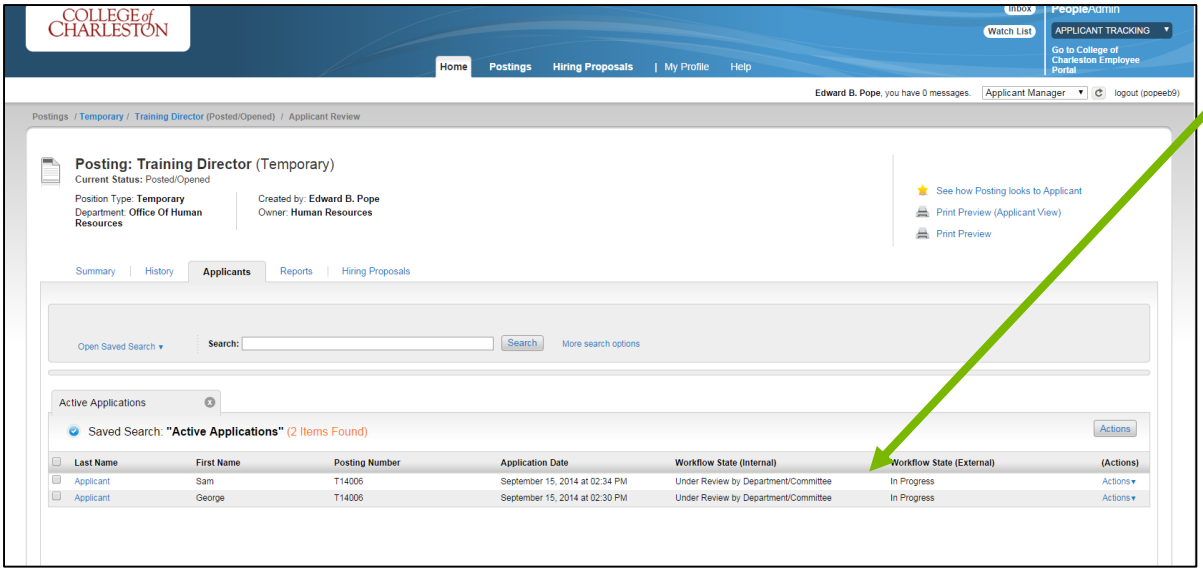


Reason- Select the reason that you are not interviewing the applicant.

Selecting "Other" will prompt for an explanation.

Note: see Special Instructions 1 – Changing the States of Multiple Applicants

▶ STEP 7 – LOOK AT WORKFLOW STATE TO SEE SELECTED CANDIDATES



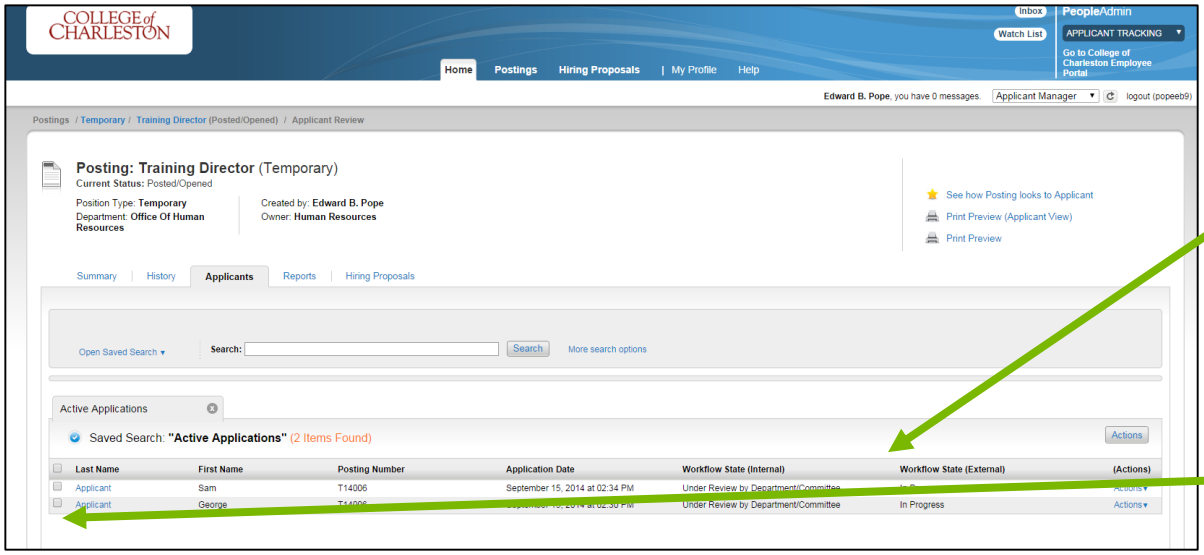
Sort- Hover on the **right** side of "workflow State" and click on little sort arrow

Notice- only *active applicants are visible

***Note: see Special Instructions 2 – Viewing both Active and Inactive Applicants**

▶ SPECIAL INSTRUCTIONS 1 – CHANGING STATES OF MULTIPLE APPLICANTS

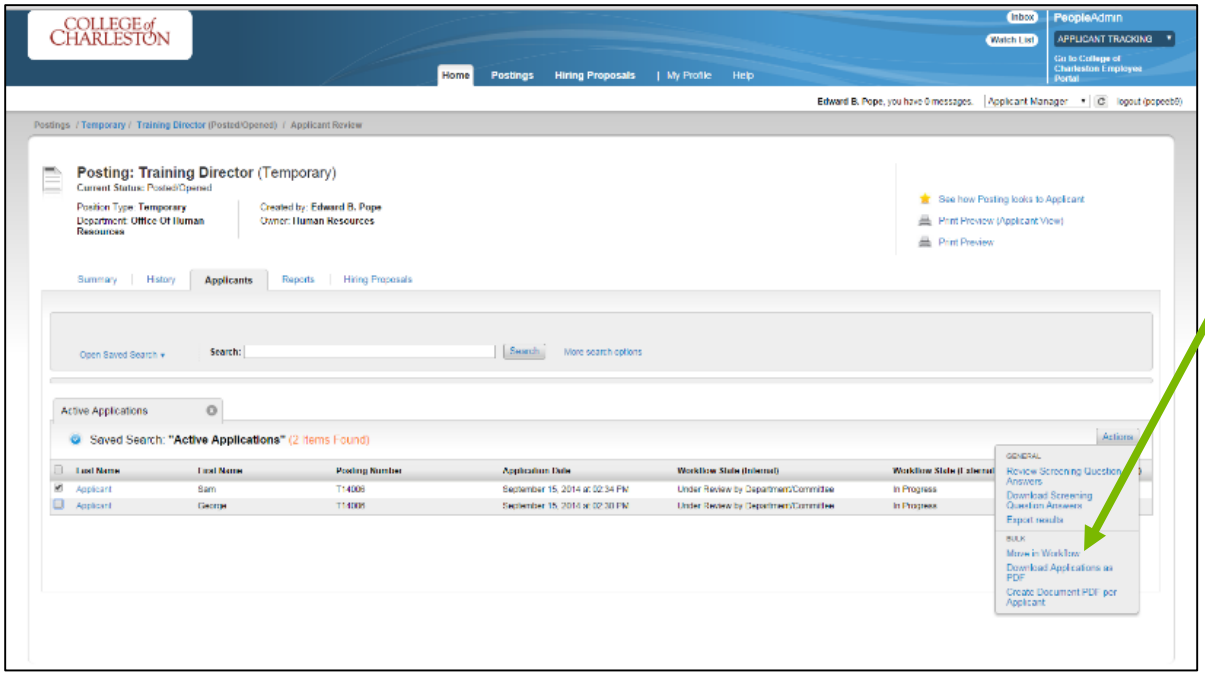
STEP 1 (OF 3) - CHANGING STATES



Sort- Hover on the right side of "workflow State" and select little sort arrow

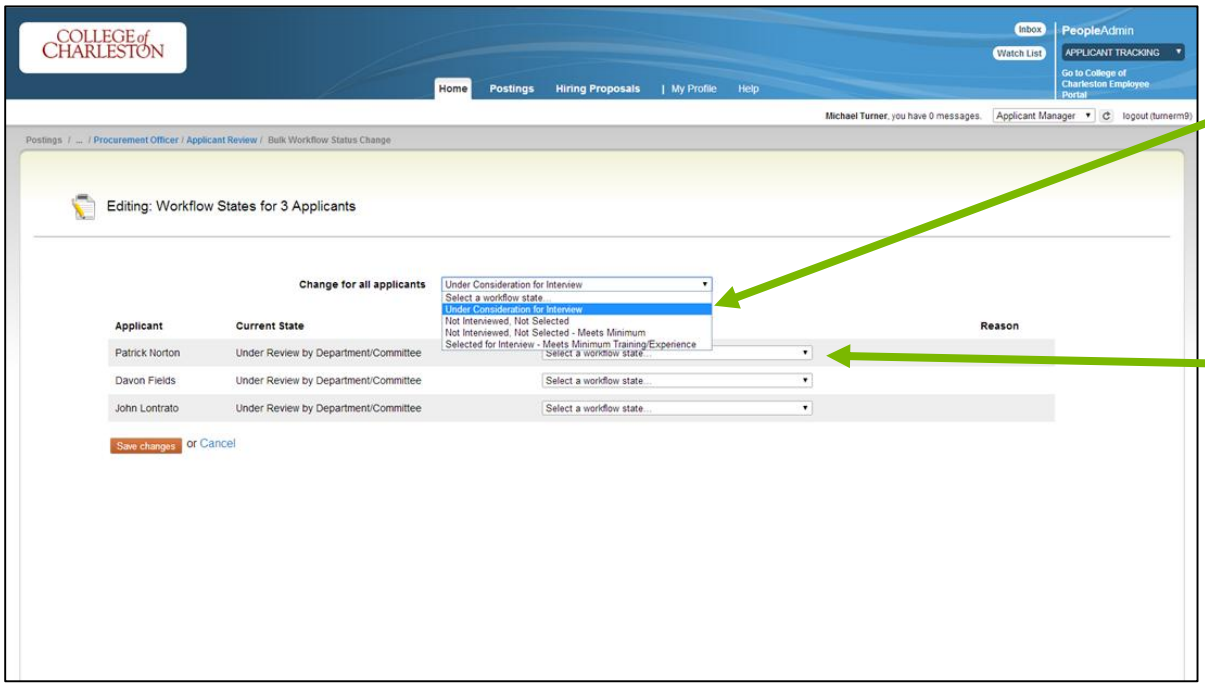
Names-Select checkboxes next to names to move (**all must be in the same state**)

STEP 2 (OF 3) – CHANGING STATES



Action- Select "Move in Workflow"

STEP 3 (OF 3) – CHANGING STATES

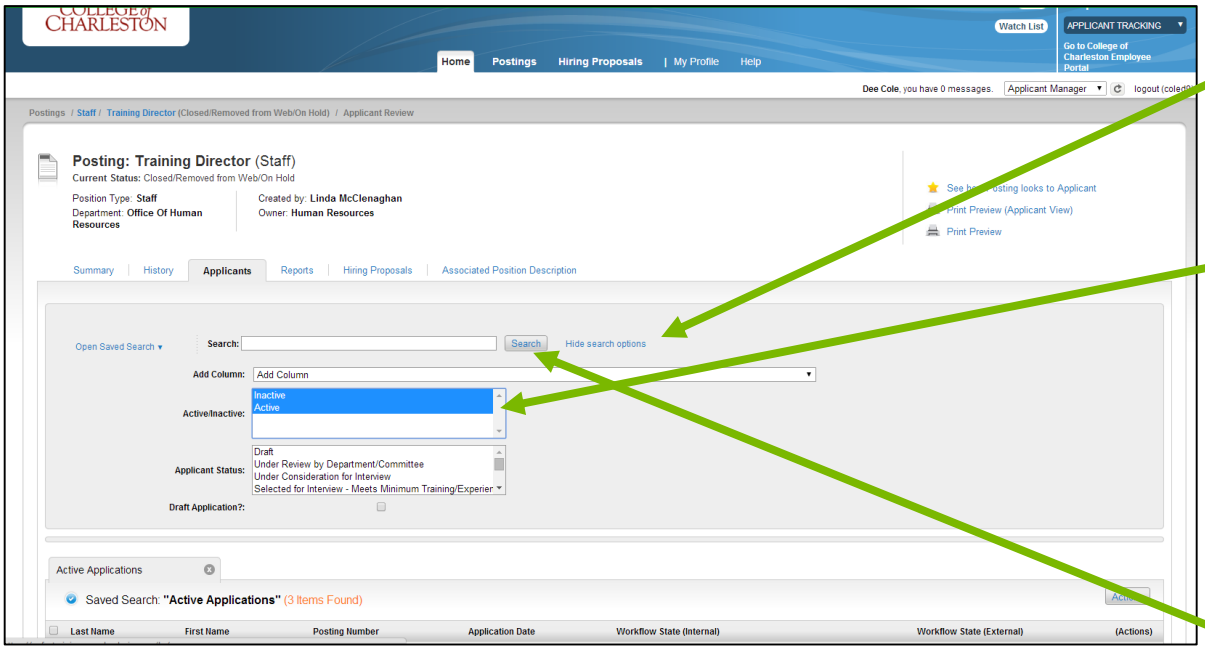


States- Select to change all applicants listed to the same state

Or

Change individual applicants

▶ SPECIAL INSTRUCTIONS 2 – VIEWING INACTIVE AND ACTIVE APPLICANTS



Search- Select "More Search Options"

Hold down Control Key and click on Inactive and Active (the one that is not high-lighted)

AND

CLICK "SEARCH"