



Temporary Hires: Applicant Review

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. EEO will send an email once the candidate(s) are approved. Once approved, an interview schedule must be sent by the supervisor to HR.



Logging In

College of Charleston

[Click Here For The College of Charleston Employee LOGIN](#)
Guest Users Please use the Username and Password Below



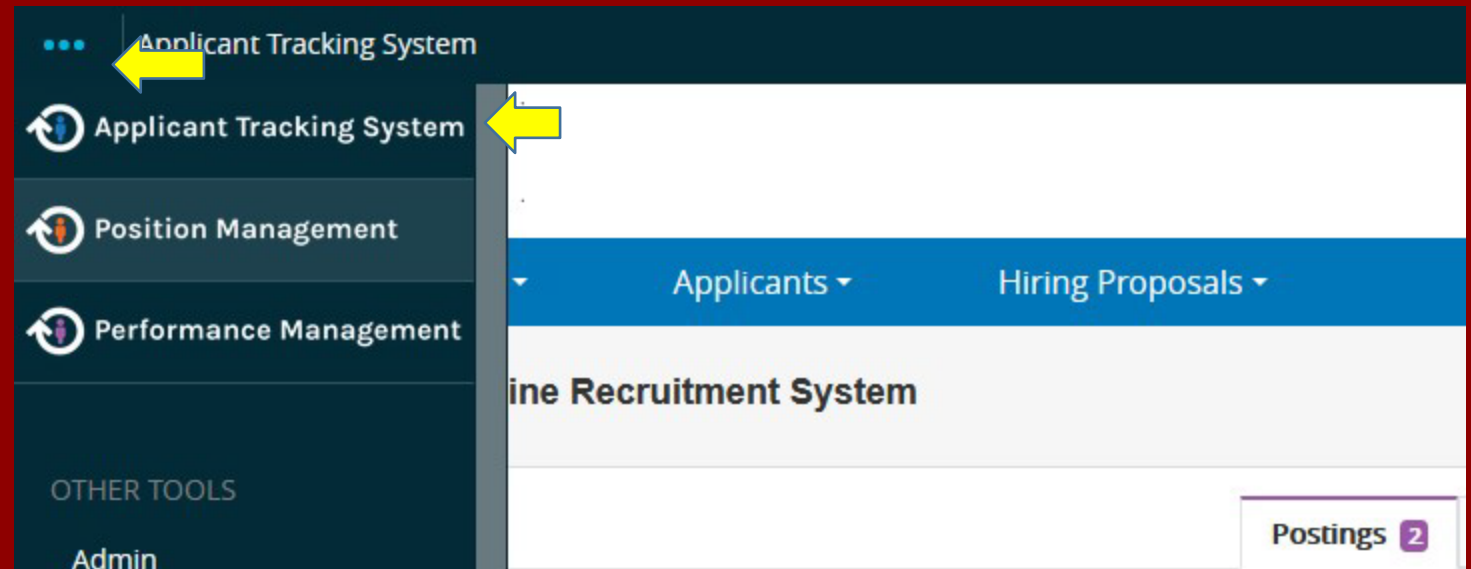
Authenticate with single sign-on? [SSO Authentication](#)

- Go to <https://jobs.cofc.edu/hr/>
- Select "SSO Authentication" and login with your College username and password.



Select Module

- In top left corner of screen, select the three dots.
- Select “Applicant Tracking System” option. Once selected, a blue banner should be visible.





Select User Group

A screenshot of the College of Charleston Online Recruitment System interface. The top left corner displays the College of Charleston logo. The top right corner features a "User Group:" dropdown menu with "Applicant Manager" selected, indicated by a yellow arrow. Below the logo is a navigation bar with "Home", "Postings", "Hiring Proposals", and "Shortcuts". The main content area includes a "Welcome to your Online Recruitment System" message, an "Inbox" section with a search bar, and a dashboard with statistics: "Postings 11", "Users 208", "Hiring Proposals 23", and "Position Requests 7". A box on the right indicates "0 Filled Postings Last 30 days".

COLLEGE of CHARLESTON

User Group: Applicant Manager

Home Postings Hiring Proposals Shortcuts

Welcome to your Online Recruitment System

Inbox

SEARCH

Postings 11 Users 208 Hiring Proposals 23 Position Requests 7

0 Filled Postings Last 30 days

- 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.



Best Practices and Notes

- 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.
- EEO will send an email once the candidate(s) are approved.
- 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 Single Applicant

Select Type of Position Posted (step 1 of 6)

- Click on “Posting” tab.
- Select “Temporary” option.

The screenshot shows the College of Charleston HR system interface. At the top, there is a navigation bar with 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. The 'Postings' tab is highlighted with a yellow arrow. Below the navigation bar, a dropdown menu is open, showing 'Staff', 'Faculty', and 'Temporary'. The 'Temporary' option is highlighted with a yellow arrow. The main content area displays 'Staff Postings' and a search bar with a 'Search' button and a 'More Search Options' button. Below the search bar, there is a search filter for 'HR9' with a close button. At the bottom, there is a summary bar showing 'HR9' with 57 results, a 'Delete this search?' button, 'Selected records 0', and a 'Clear selection?' button. Navigation buttons for 'Previous' and 'Next' are also visible.

Please Note: All interviews must be approved by the EEO office prior to scheduling. EEO will send an email once the candidate(s) are approved. Once approved, an interview schedule must be sent by the supervisor to HR.



Select Position (step 2 of 6)

Temporary Postings + Create New Posting

Saved Searches ▾ Search Q More Search Options ▾

HR6 ✕


"HR6" 24 ✕ Delete this search? Selected records 0 ✕ Clear selection? Actions ▾




<input type="checkbox"/>	Internal Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update	Closing Date	Posting Date	(Actions)
<input type="checkbox"/>	Temporary IT PC Replacement Technician (test)	T202227	IT Support Services	2	Posted/Opened	May 16, 2023 at 11:59 AM			Actions ▾


- Click on the internal title of the position.











View/select applicant (step 3 of 6)

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

Saved Searches  Search  More Search Options 

Active Applications 

"Active Applications"   Delete this search? Selected records   Clear selection? 

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>	 Jump	Jimmy	T202115	December 11, 2021 at 07:52 AM	Under Review by Department/Committee	In Progress	Actions 
<input type="checkbox"/>	Brown	Jackie	T202115	December 01, 2021 at 12:13 AM	Under Review by Department/Committee	In Progress	Actions 

- Click on “Applicants” tab
- Click on the last name of the applicant.



View Application (step 4 of 6)

A screenshot of a web application interface for reviewing a job application. The main heading is "Job application: John Doe (Temporary)". Below this, it shows the current status as "Under Review by Department/Committee" and the application form as "Temporary Application". A yellow arrow points to a "Take Action On Job Application" dropdown menu on the right side of the page. This menu contains four options: "View Posting Applied To", "Preview Application", "Edit Application", and "Reactivate". The application details are organized into two columns. The left column contains: Full name: John Doe, Address: Doeville, Doeville, N/A 00000, Username: johndoeye, Email: 4279068231374839068_1666319..., Phone (Primary): (000) 000-0000, Phone (Secondary):, Position Type: Temporary, and Department: Athletic Staff-EandG. The right column contains: Created by: John Doe and Owner: Applicant Manager. At the bottom, there are tabs for "Summary", "Documents", "Recommendations (0 of 1)", "Supporting Documents", "History", and "Reports". The "Summary" tab is active, showing a section for "Personal Information" with a green checkmark and an edit icon.

- Hover mouse over “Take Action”



Move Applicants to Correct State (step 5 of 6)

- Select “Under Consideration for Interview” 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*

Take Action On Job Application ▾

Keep working on this job application

WORKFLOW ACTIONS

Under Consideration for Interview (move to Under Consideration for Interview)

Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)

Not Interviewed, Not Selected - Meets Minimum (move to Not Interviewed, Not Selected - Meets Minimum)

Selected for Interview - Meets Minimum Training/Experience (move to Selected for Interview - Meets Minimum Training/Experience)

Not Interviewed - Selected for Interview (move to Not Interviewed - Selected for Interview)

MOVE DIRECTLY TO...



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.

A screenshot of a web application interface. At the top is a yellow header bar with the text "Take Action" and a close button (X). Below the header, the text "Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)" is displayed. Underneath is a section titled "Reason (required)" with a dropdown menu. The dropdown menu is open, showing a list of options: "Please select", "Please select", "Candidate Withdrew", "Cannot meet salary requirements", "Conflict of interest", "Experience not relevant to position", "Lack of supervisory experience", "Not available for required hours", "Does not meet minimum requirements", "Declined", and "Other". Two yellow arrows point to the "Not Interviewed, Not Selected" text and the dropdown menu.

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



Changing Status of Multiple Applicants

(step 1 of 5)

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Saved Searches ▾ [Search Bar] Search [More Search Options ▾]

Active Applications ✕

"Active Applications" 3 ✕ Delete this search? Selected records 0 ✕ Clear selection? [Actions ▾]

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>	Jump	Jimmy	T202115	December 11, 2021 at 07:55 AM	Under Review by Department/Committee	In Progress	Actions ▾
<input type="checkbox"/>	Brown	Jackie	T202115	December 01, 2021 at 12:13 AM	Under Review by Department/Committee	In Progress	Actions ▾
<input type="checkbox"/>	Planview	Daniel	T202115	September 20, 2021 at 03:05 PM	Under Consideration for Interview	In Progress	Actions ▾

- Repeat steps in slides 7-9 to get to this screen.
- If you are attempting to change the status of multiple applicants at the same time, they must all be in the same workflow state.
- In example above, candidate Daniel Plainview is in a different Workflow State.

Please Note: All interviews must be approved by the EEO office prior to scheduling. EEO will send an email once the candidate(s) are approved. Once approved, an interview schedule must be sent by the supervisor to HR.



Search Options (step 2 of 5)

A screenshot of a web application interface for searching applicants. At the top, there are navigation tabs: Summary, History, Settings, Applicants (selected), Reports, Hiring Proposals, and Associated Position Description. Below the tabs is a search bar with a 'Saved Searches' dropdown on the left, a search input field in the center, a 'Search' button on the right, and a 'More Search Options' dropdown button on the far right. A yellow arrow points to the 'More Search Options' button. Below the search bar is a dark grey 'Ad hoc Search' box with a close button. Underneath that, there is a status bar with 'Ad hoc Search' (3), 'Save this search?', 'Selected records' (0), and 'Clear selection?'. At the bottom, there is a table header with columns: Last Name, First Name, Posting Number, Application Date, and Workflow State (Internal).

Summary | History | Settings | Applicants | Reports | Hiring Proposals | Associated Position Description

Saved Searches ▾ [Search Input] Search [More Search Options ▾]

Ad hoc Search ✕

Ad hoc Search 3 Save this search? Selected records 0 ✕ Clear selection?

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)
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- Click on “More Search Options”



Select Applicant Status (step 3 of 5)

- Click “Applicant Status.”
- Select “Under Review by Department/Committee or applicable group that you want to sort.”
- Click “Search.”

The screenshot shows a web application interface with the following elements:

- Navigation Tabs:** Summary, History, Settings, Applicants (selected), Reports, Hiring Proposals, Associated Position Description.
- Search Bar:** Includes a search input field, a 'Search' button, and a 'Filter Search Options' dropdown menu (indicated by a yellow arrow).
- Filters:**
 - Add Column: Add Column
 - Draft Application?:
 - Active/Inactive:
 - Applicant Status:
- Dropdown Menu:** A dropdown menu is open under 'Applicant Status', showing options:
 - Select All
 - Unselect All
 - Draft
 - Under Review by Department/Committee
 - Initial Review - Under Consideration
 - Selected for Interview - Meets Minimum Training/Experience
 - Interview Approved
 - Ready to Hire - Click Link Called Start Hiring Proposal at
- Ad hoc Search:** A dark box with 'Ad hoc Search' and a close button (X).
- Table Headers:** Last Name, First Name, Application Number, Application Date, Workflow State (Internal), Workflow State (External).



Move Groups of Applicants (step 4 of 5)

"Active Applications" **13** × Delete this search? Selected records **13** × Clear selection?

<input checked="" type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	W
<input checked="" type="checkbox"/>	O'Blivion	Brian	T202121	January 19, 2022 at 06:56 PM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Swagger	Bob	T202121	January 18, 2022 at 12:41 AM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Moltisanti	Christopher	T202121	January 10, 2022 at 10:26 AM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Connor	Sarah	T202121	January 05, 2022 at 10:46 AM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Riggins	Tim	T202121	December 28, 2021 at 12:27 PM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Goodspeed	Stanley	T202121	December 21, 2021 at 01:30 PM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Callahan	Harry	T202121	December 16, 2021 at 11:40 AM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	House	Dr. Gregory	T202121	December 09, 2021 at 08:50 PM	Under Review by Department/Committee	In
<input checked="" type="checkbox"/>	Griffin	Peter	T202121	October 26, 2021 at 03:50 PM	Under Review by Department/Committee	In

Actions ▾

- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Import Application Data
 - Export Applicants without Email
 - Export results
- BULK
 - Copy Applications to Posting
 - Move in Workflow
 - Email Applicants
 - Download Applications as

- Click top check box to select all applicants in group.
- Select "Actions"
- Click "Move In Workflow."



Select Workflow State (step 5 of 5)

Editing: Workflow States for 3 Applicants

Applicant	Current State	Reason	Group Prompt User
Jane Jones	Under Review b Department/Cd		
Betty White	Under Review b Department/Cd		
Jimmy Carter	Under Review b Department/Cd		

Change for all applicants

Select a workflow state...

- Select a workflow state...
- Initial Review - Under Consideration
- Not Interviewed, Not Selected
- Not Interviewed, Not Selected - Meets Minimum
- Selected for Interview - Meets Minimum Training/Experience
- Not Interviewed - Selected for Interview
- Move to Draft
- Move to Interview Approved
- Move to Ready to Hire - Click Link Called Start Hiring Proposal at Right
- Move to Hired
- Move to Interviewed, Not Selected
- Move to System Det'd Did Not Meet Min Quals
- Move to Withdrawn

Save changes

Cancel

- 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.



Recommend for Hire

Job application: John Doe (Temporary)
 Current Status: Interview Approved
 Application form: Temporary Application

Full name: John Doe
 Address:
 Place
 Place, N/A 00000
 Username: johndoey
 Email:
 4279068231374836317_1666319...
 Phone (Primary): (555) 555-5555
 Phone (Secondary): 804-874-4677
 Position Type: Temporary
 Department: Library

Created by: John Doe
 Owner: Applicant Manager

Summary | Documents | Recommendations (0 of 5) | Supporting Documents | History | Reports

Personal Information

Personal Information

First Name	John
Middle Name	
Last Name	Doe
Other names used	

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Recommend for Hire (move to Recommend for Hire)

Interviewed, Not Selected (move to Interviewed, Not Selected)

Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)

MOVE DIRECTLY TO...

Draft

Under Review by Department/Committee

Under Consideration for Interview

Selected for Interview - Meets Minimum Training/Experience

Recommend for Hire

Hired

Not Interviewed, Not Selected

Not Interviewed, Not Selected - Meets Minimum

Not Interviewed - Selected for Interview

Interviewed, Not Selected


System Det'd Did Not Meet Min Quals

Withdrawn

- After interviews have been approved by EEO, conducted by the supervisor, and candidate has been chosen, click “Take Action on Job Application” and select “Recommend for Hire.” This will prompt you to initiate a hiring proposal.
- NOTE – Please see the [Temporary Hiring Proposal Screenshot Guide](#) to complete and submit a Hiring Proposal.



View Inactive Applicants (1 of 3)


Posting: Temporary IT PC/Network/AV Technician (F/T)* (Temporary) 

Current Status: Closed/Removed from Web/On Hold

Position Type: **Temporary** Created by: Will dewitt
 Department: **Networking and Engineering** Owner: Human Resources

[See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)
[Add to Watch List](#)

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

 [More Search Options](#)

Active Applications ✕

"Active Applications" 13 ✕ Delete this search? Selected records 0 ✕ Clear selection? Actions

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>	O'Blivion	Brian	T202121	January 19, 2022 at 06:56 PM	Under Review by Department/Committee	In Progress	Actions
<input type="checkbox"/>	Swagger	Bob	T202121	January 18, 2022 at 12:41 AM	Under Review by Department/Committee	In Progress	Actions

- If you need to view applicants previously categorized as “inactive,” you can do so.
- Click “More Search Options.”



View Inactive Applicants (2 of 3)

Posting: Temporary IT PC/Network/AV Technician (F/T)* (Temporary)

Current Status: Closed/Removed from Web/On Hold

Position Type: **Temporary** | Created by: **Will dewitt**
 Department: **Networking and Engineering** | Owner: **Human Resources**

Print Preview (Applicant View)
 Print Preview
 Add to Watch List

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

Saved Searches ▾ Search

Add Column: ▾

Draft Application?:

Active/Inactive

Applicant Status:

Active Applications

"Active Applications" 13 Selected records 0

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)
<input type="checkbox"/>	O'Blivion	Brian	T202121	January 19, 2022 at 06:56 PM	Under Review by Department/Committee	In Progress

- 1) Click on the “Active/Inactive” field, and select “Inactive” from the drop-down.
- 2) Click “Search.”



View Inactive Applicants (3 of 3)

Ad hoc Search ×

Ad hoc Search **13** [Save this search?](#) Selected records **0** × [Clear selection?](#) **Actions** ▾

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input type="checkbox"/>	Kane	Sutter	T202121	October 17, 2021 at 10:21 P	Not Interviewed, Not Selected	In Progress	Actions ▾
<input type="checkbox"/>	Wu	Dr. Henry	T202121	October 19, 2021 at 12:19 AM	Not Interviewed, Not Selected	In Progress	Actions ▾
<input type="checkbox"/>	Utah	Johnny	T202121	October 25, 2021 at 05:13 PM	Not Interviewed, Not Selected	In Progress	Actions ▾
<input type="checkbox"/>	Ripley	Ellen	T202121	October 25, 2021 at 10:03 PM	Not Interviewed, Not Selected	In Progress	Actions ▾
<input type="checkbox"/>	Griffin	Peter	T202121	October 26, 2021 at 03:50 PM	Under Review by Department/Committee	In Progress	Actions ▾
<input type="checkbox"/>	House	Dr. Gregory	T202121	December 09, 2021 at 08:50 PM	Under Review by Department/Committee	In Progress	Actions ▾
<input type="checkbox"/>	Callahan	Harry	T202121	December 16, 2021 at 11:40 AM	Under Review by Department/Committee	In Progress	Actions ▾
<input type="checkbox"/>	Goodspeed	Stanley	T202121	December 21, 2021 at 01:30 PM	Under Review by Department/Committee	In Progress	Actions ▾

- 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.

Best Practices and Notes

- Change the status of the remaining applicant(s) to “interviewed not selected or not interviewed not selected ” and select a reason why from the drop-down box.

** Don't forget to change your user group to “Applicant Manager”.