



# Applicant Review Screenshot Guide

College of Charleston  
Office of Human Resources

# Topics/Processes

- **Logging In – slide 3**
- **Select Module Function and User Group – slides 4-5**
- **Change Status (for interviews) of Single Applicant – slides 7-12**
- **Change Status of Multiple Applicants – slides 13-17**
- **Ready to Hire – slide 18**
- **View Inactive Applicants – slides 19-21**
- **Best Practices and Notes-slides 6, 22**

**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**



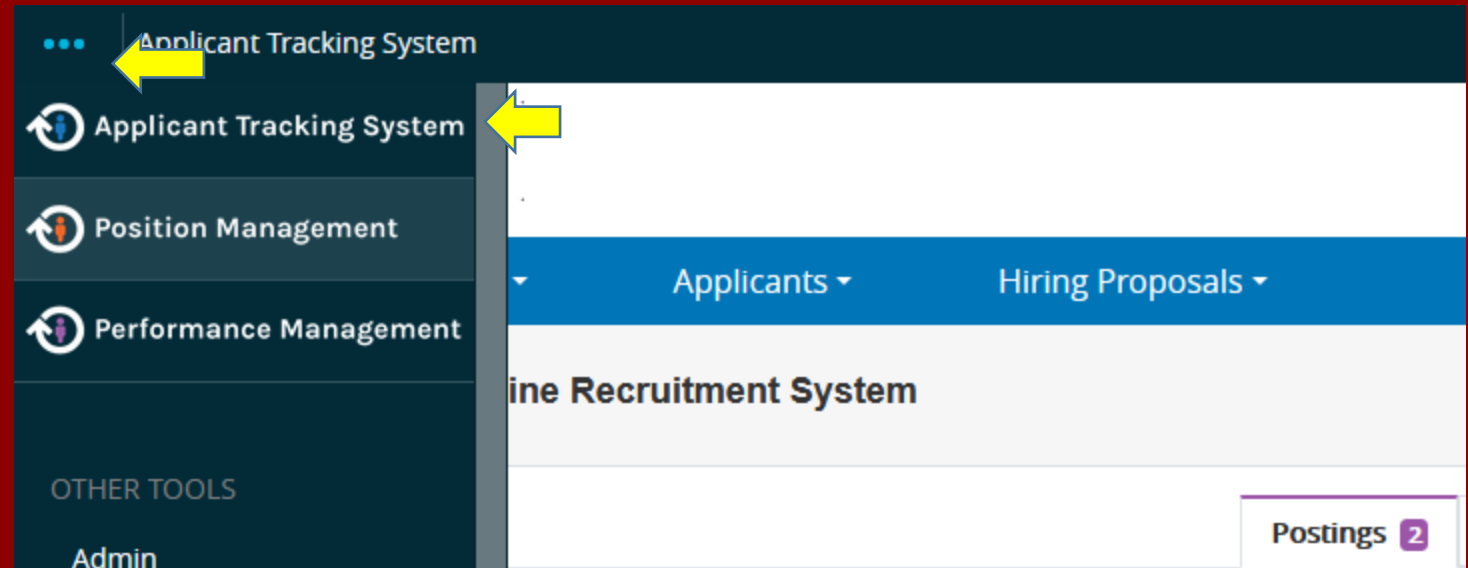
*Authenticate with single sign-on? [SSO Authentication](#)*

- 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 button with three dots.
- Select “Applicant Tracking System” option. Once selected, a blue banner should be visible.





# Select User Group

COLLEGE of CHARLESTON

User Group: Applicant Manager

Home Postings Hiring Proposals Shortcuts

Welcome to your Online Recruitment System

Inbox Postings 11 Users 208 Hiring Proposals 23 Position Requests 7

SEARCH

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 “Staff” option, if applicable.

The screenshot displays the College of Charleston HR system interface. At the top, the logo 'COLLEGE of CHARLESTON' is visible. Below it is a navigation bar with tabs: 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. The 'Postings' tab is highlighted with a yellow arrow. A dropdown menu is open under 'Postings', showing options: 'Staff', 'Faculty', and 'Temporary'. The 'Staff' option is selected, indicated by a yellow arrow. Below the navigation bar, the page title 'Staff Postings' is visible. There is a search bar with a 'Search' button and a 'More Search Options' button. A search filter 'HR9' is applied, with a count of 57 records. The page shows pagination controls: '← Previous', '1', '2', 'Next →'.

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)

**Staff Postings** + Create New Posting

Saved Searches  Search More Search Options

HR9 ×

"HR9" 57 × Delete this search? Selected records 0 × Clear selection? Actions

← Previous 1 2 Next →

<input type="checkbox"/>	Internal Title	Posting Number	Department	Position Number	Active Applications	Last Status Update	Position Supervised By	Last Filled By	Workflow State	Classification Code	Pay Band	Posting Date
<input type="checkbox"/>	Employment Manager	2018046	Office Of Human Resources	086129	1	August 02, 2018 at 02:28 PM			Posted/Opened	AG15	6	

- Click on the internal title of the position.





# View/select applicant (step 3 of 6)

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

Saved Searches ▾  Search

HR1 ✕

"HR1" 4 ✕ Delete this search? Selected records 0 ✕ Clear selection?

Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	Document Conversion Status	(Actions)
Doe	John	2018046	August 02, 2018 at 02:32 PM	Under Review by Department/Committee	In Progress	✓	Actions ▾
Jones	Jane	2018046	August 10, 2018 at 08:52 AM	Under Review by Department/Committee	In Progress	✓	Actions ▾
White	Betty	2018046	August 10, 2018 at 09:00 AM	Under Review by Department/Committee	In Progress	✓	Actions ▾
Carter	Jimmy	2018046	August 10, 2018 at 09:07 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)

**Job application: John Doe (Staff)**  
**Current Status:** Under Review by Department/Committee  
**Application form:** General Application

Full name: Brenda Brown  
Address:  
66 George St.  
Charleston, SC 29424  
Username: shannons9  
Email:  
Phone (Primary): (843) 953-1455  
Phone (Secondary):  
Position Type: Staff  
Department: Office Of Human Resources

Created by: **Brenda Brown**  
Owner: **Applicant Manager**

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- 📄 Reactivate

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

✔ Personal Information [Edit](#)

Personal Information

First Name	John
------------	------

- Hover mouse over “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*

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

Initially Reviewed - Under Consideration (move to Initial Review - Under Consideration)

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

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

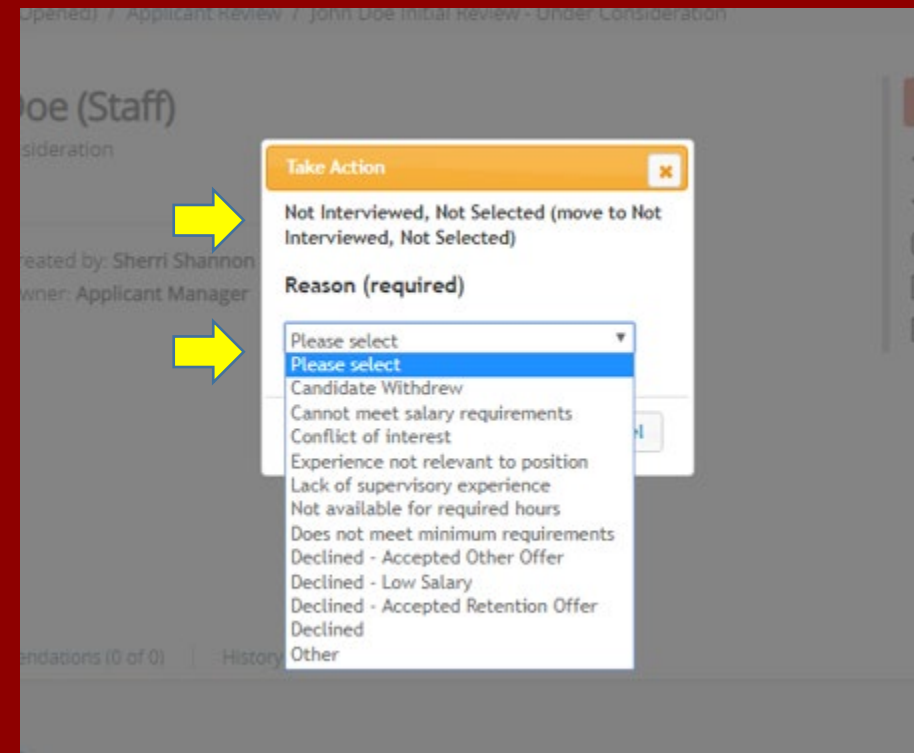
Selected for Interview - Meets Minimum Training/Experience (move to Selected for Interview - Meets Minimum Training/Experience)

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



# 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.



# Changing Status of Multiple Applicants

(step 1 of 5)

"HR1" 4 x Delete this search? Selected records 0 x Clear selection? Actions v

	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	Document Conversion Status	(Actions)
<input type="checkbox"/>	Doe	John	2018046	August 02, 2018 at 02:32 PM	Initial Review - Under Consideration	In Progress	✓	Actions v
<input type="checkbox"/>	Jones	Jane	2018046	August 10, 2018 at 08:12 AM	Under Review by Department/Committee	In Progress	✓	Actions v
<input type="checkbox"/>	White	Betty	2018046	August 10, 2018 at 09:00 AM	Under Review by Department/Committee	In Progress	✓	Actions v
<input type="checkbox"/>	Carter	Jimmy	2018046	August 10, 2018 at 09:07 AM	Under Review by Department/Committee	In Progress	✓	Actions v

- 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 John Doe 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, there 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, there is a dark grey "Ad hoc Search" button with a close icon. Below that, there is a light grey bar with the text "Ad hoc Search 3 Save this search? Selected records 0 x 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)
--------------------------	-----------	------------	----------------	------------------	---------------------------

- 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 the 'Applicants' tab in a web application. The top navigation bar includes 'Summary', 'History', 'Settings', 'Applicants', 'Reports', 'Hiring Proposals', and 'Associated Position Description'. Below the navigation bar, there is a search area with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'Filter Search Options' dropdown. A yellow arrow points to the 'Search' button. Below the search area, there are several filters: 'Add Column:' with a dropdown menu, 'Draft Application?' with a checkbox, 'Active/Inactive:' with a dropdown menu showing 'Active', and 'Applicant Status:' with a dropdown menu. A yellow arrow points to the 'Applicant Status:' dropdown. The 'Applicant Status' dropdown menu is open, showing options: 'Draft', 'Under Review by Department/Committee', 'Initial Review - Under Consideration', 'Selected for Interview - Meets Minimum Training/Experience', and 'Interview Approved'. The 'Under Review by Department/Committee' option is selected. Below the dropdown menu, there are 'Select All' and 'Unselect All' buttons. At the bottom of the page, there is a table with columns: 'Last Name', 'First Name', 'Application Number', 'Application Date', 'workflow State (Internal)', and 'Workflow (External)'. There is also an 'Ad hoc Search' box with a close button and a notification 'Ad hoc Search 3 Save this search? Select'.



# Move Groups of Applicants (step 3 of 4)

Ad hoc Search ×

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

<input checked="" type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)
<input checked="" type="checkbox"/>	Jones	Jane	2018046	August 10, 2018 at 08:52 AM	Under Review by Department/Committee	In Progress
<input checked="" type="checkbox"/>	White	Betty	2018046	August 10, 2018 at 09:00 AM	Under Review by Department/Committee	In Progress
<input checked="" type="checkbox"/>	Carter	Jimmy	2018046	August 10, 2018 at 09:07 AM	Under Review by Department/Committee	In Progress

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 PDF

PeopleAdmin Better Talent. Better Future. Copyright 2018 All Rights Reserved. Last refresh: 03/27/2018

- 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

Change for all 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		

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.



# Ready to Hire

**Job application: John Doe (Staff)**  
**Current Status:** Interview Approved  
**Application form:** General Application

Full name: Brenda Brown      Created by: **Brenda Brown**  
 Address:                              Owner: **Applicant Manager**  
**66 George St.**  
**Charleston, SC 29424**  
 Username: **shannons9**  
 Email:  
 Phone (Primary): **(843) 953-1455**  
 Phone (Secondary):  
 Position Type: **Staff**  
 Department: **Office Of Human Resources**

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

✔ Personal Information [Edit](#)

Personal Information

First Name	John
Middle Name	
Last Name	Doe
Other names used	
Address	66 George St.

Take Action On Job Application ▾

Keep working on this job application

WORKFLOW ACTIONS

Select this step to get option to Start Hiring Proposal (move to Ready to Hire - Click Link Called Start Hiring Proposal at Right)

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

Initial Review - Under Consideration

Selected for Interview - Meets Minimum Training/Experience

Ready to Hire - Click Link Called Start Hiring Proposal at Right

Hired

Not Interviewed, Not Selected

Not Interviewed, Not Selected - Meets Minimum

Not Interviewed - Selected for Interview

Interviewed, Not Selected

- 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)

**Posting: Employment Manager (Staff)** [Edit](#)

**Current Status:** Closed/Removed from Web/On Hold

Position Type: **Staff** | Created by: **Brenda Brown**  
 Department: **Office Of Human Resources** | Owner: **Human Resources**

[Take Action On Posting](#) ▼

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- 🔖 Add to Watch List

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

➔

HR11

"HR11"   Delete this search? Selected records   Clear selection?

<input type="checkbox"/>	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	Document Conversion Status	(Actions)
<input type="checkbox"/>	White	Betty	2019023	June 14, 2019 at 12:23 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	Jones	Jane	2019023	June 14, 2019 at 12:19 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	White	Roger	2019023	June 14, 2019 at 12:14 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	Brown	Brenda	2019023	June 14, 2019 at 11:50 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: Employment Manager (Staff)** [Edit](#)

**Current Status:** Closed/Removed from Web/On Hold

Position Type: **Staff** | Created by: **Brenda Brown**  
 Department: **Office Of Human Resources** | Owner: **Human Resources**

[Take Action On Posting](#) ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

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

Saved Searches ▼ [Search] [Hide Search Options] ▼

Add Column: Add Column

Draft Application?:

Active:

Applicant Status:

**Inactive**

Active

HR11 [X]

"HR11" 4 [X] Delete this search? Selected records 0 [X] Clear selection?

**Actions** ▼

	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	Document Conversion Status	(Actions)
<input type="checkbox"/>	White	Betty	2019023	June 14, 2019 at 12:23 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	Jones	Jane	2019023	June 14, 2019 at 12:19 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	White	Roger	2019023	June 14, 2019 at 12:14 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼

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



# View Inactive Applicants (3 of 3)

Saved Searches  Search

Add Column:

Draft Application?:

Active/Inactive:

Applicant Status:

Ad hoc Search

Ad hoc Search  Save this search? Selected records   Clear selection?

<input type="checkbox"/>	> ^ v x Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	Workflow State (External)	Document Conversion Status	(Actions)
<input type="checkbox"/>	Brown	Brenda	2019023	June 14, 2019 at 11:50 AM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	White	Roger	2019023	June 14, 2019 at 12:14 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	Jones	Jane	2019023	June 14, 2019 at 12:19 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	White	Betty	2019023	June 14, 2019 at 12:23 PM	Under Review by Department/Committee	In Progress	✓	Actions ▼
<input type="checkbox"/>	Carter	Jimmy	2019023	June 14, 2019 at 12:27 PM	Not Interviewed, Not Selected - Meets Minimum	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”.