Applicant Review Screenshot Guide

College of Charleston

Office of Human Resources
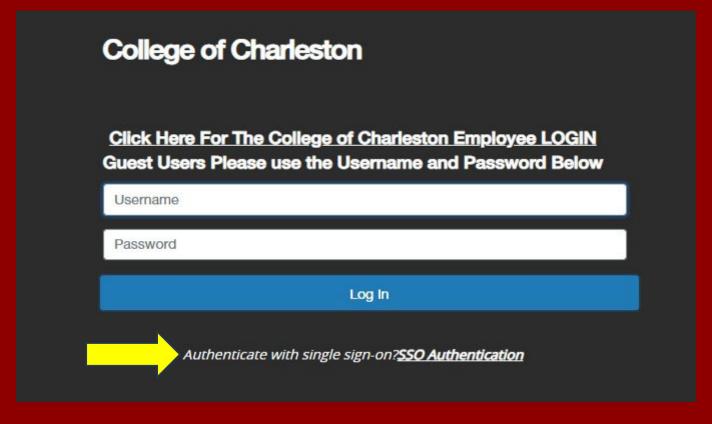
<u>Topics/Processes</u>

- **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.
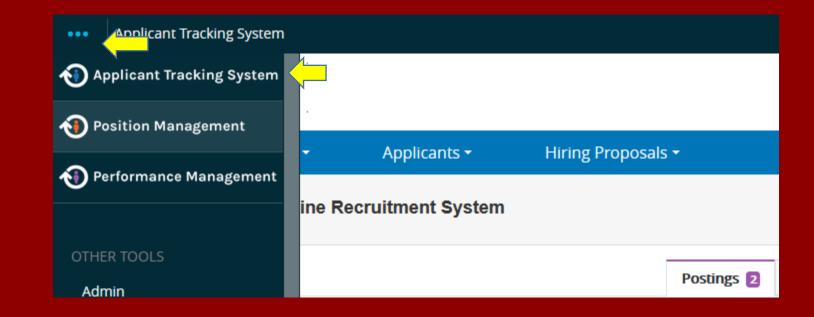
Logging In

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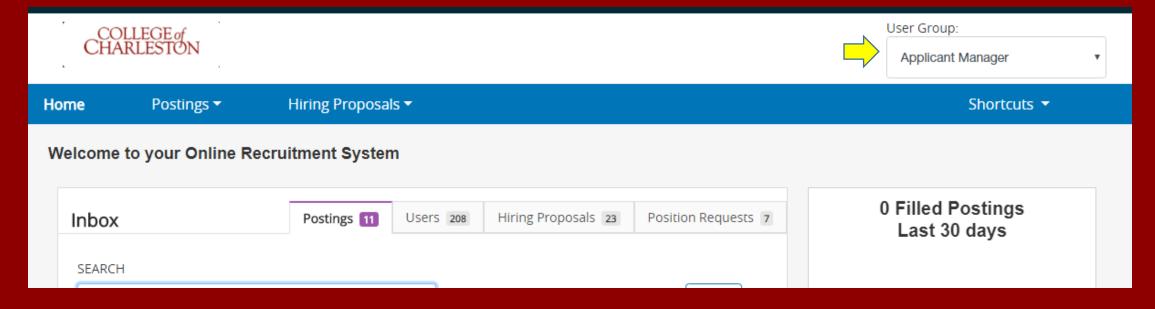
Select Module

- **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

- **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.
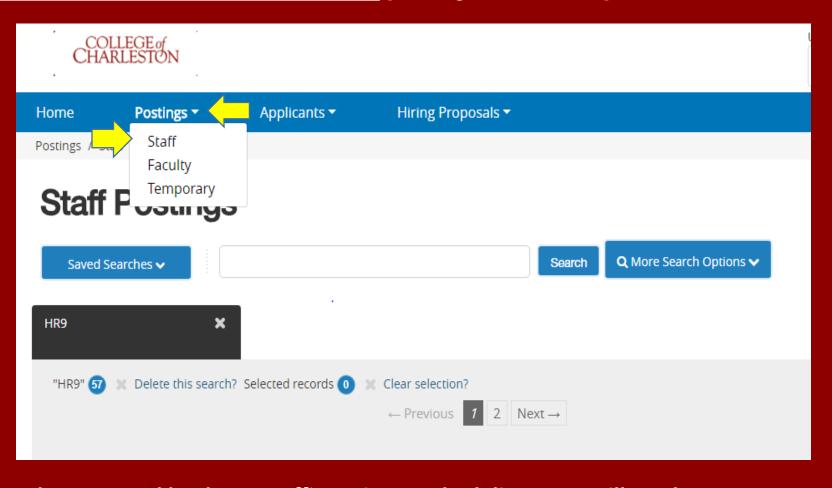
Changing Status of Single Applicant
Select Type of Position Posted (step 1 of 6)
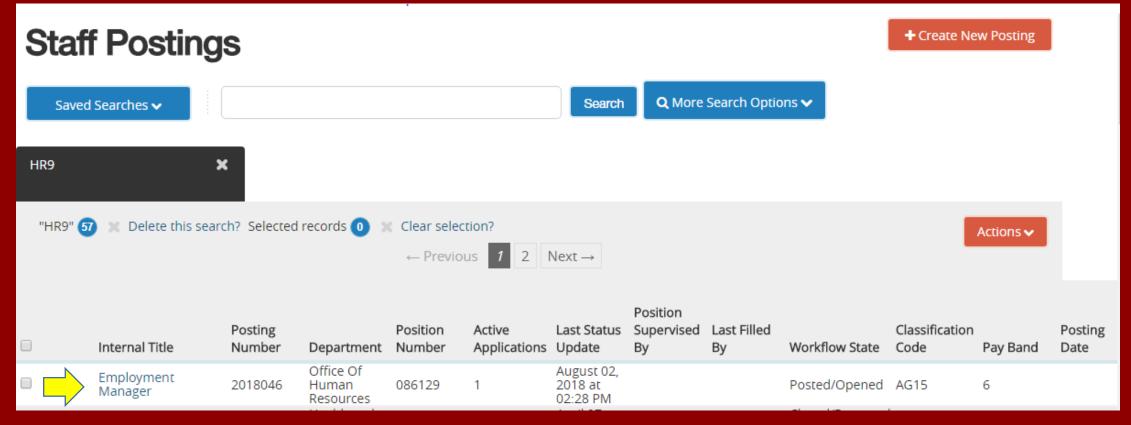
- **Click on "Posting" tab.**

- **Select "Staff" option, if applicable.**

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.
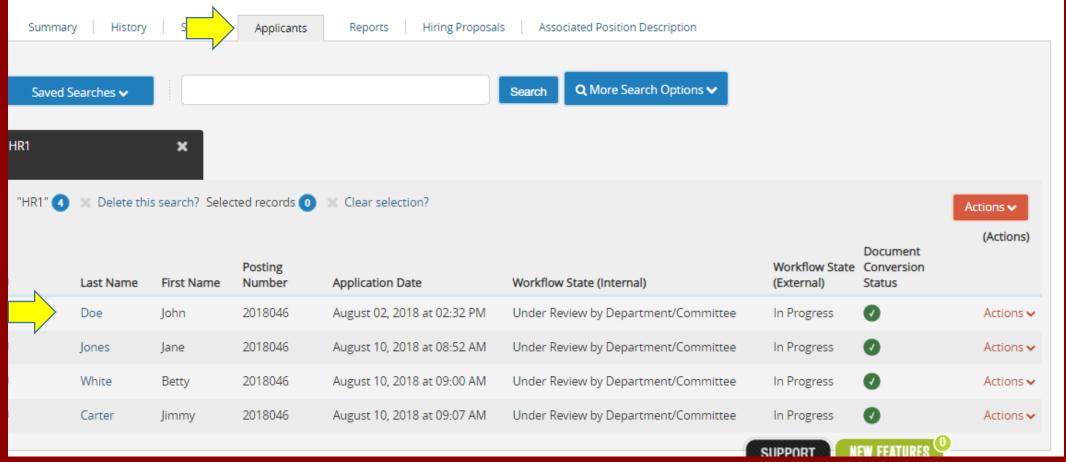
Select Position (step 2 of 6)

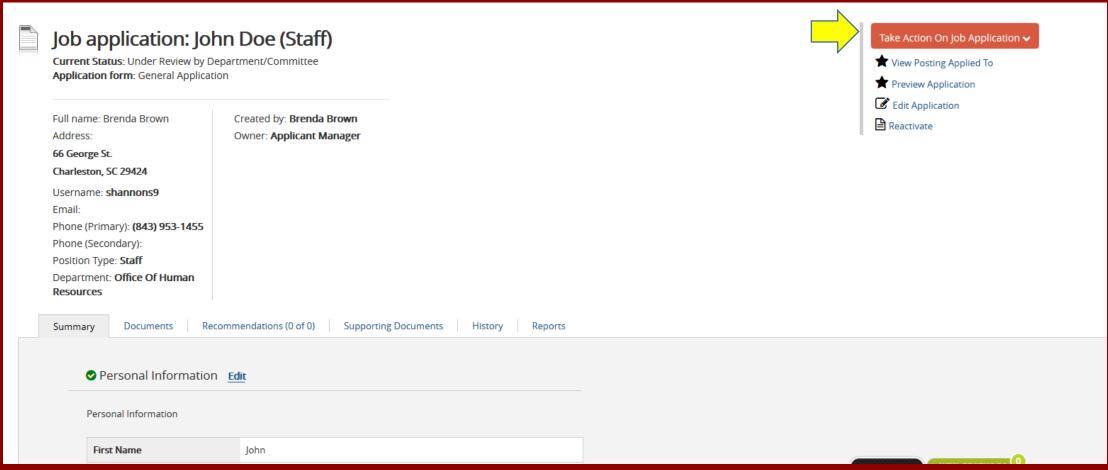- **Click on the internal title of the position.**

View/select applicant (step 3 of 6)

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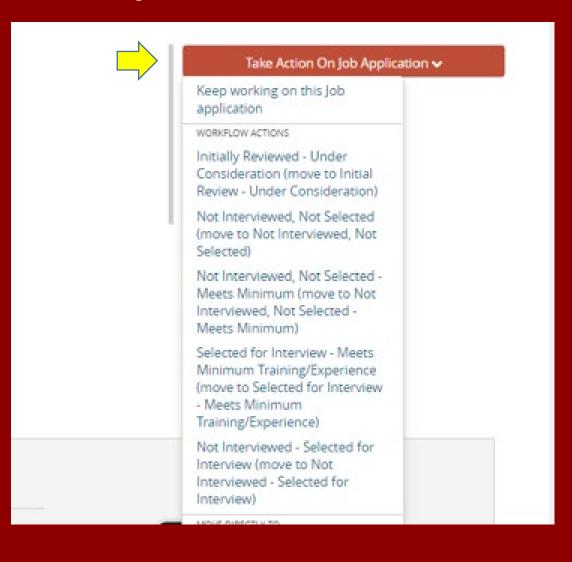
View Application (step 4 of 6)

- **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*
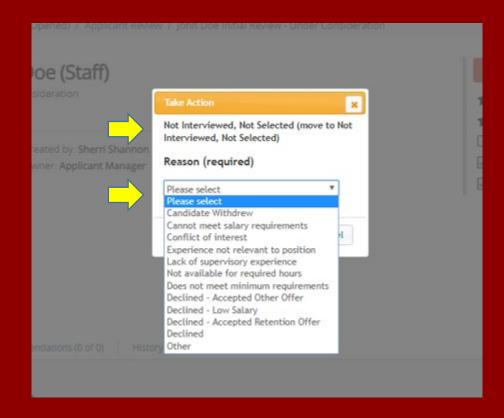
Not Interviewed
(step 6 of 6)

- **From the drop-down menu, select "Not Interviewed, Not Selected."**

- **Select the reason for which you are not interviewing the applicant.**

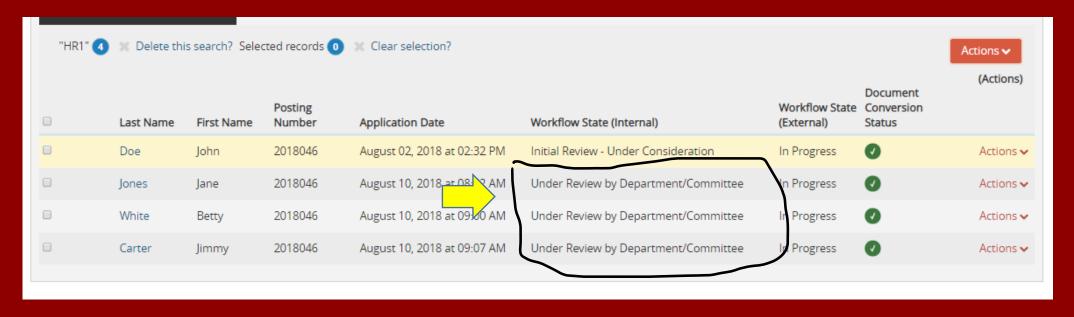- **Selecting "other" will prompt an explanation.**

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)

- **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)

- **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."**

Move Groups of Applicants (step 3 of 4)

- **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.**

Ready to Hire

Job application: John Doe (Staff)

Current Status: Interview Approved
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 ⌄
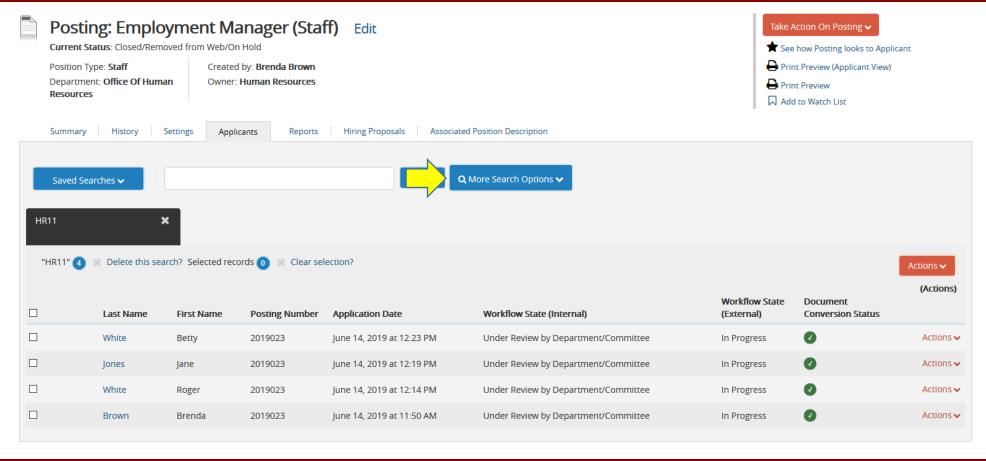
Keep working on this Job application

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

| 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.

- **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.**
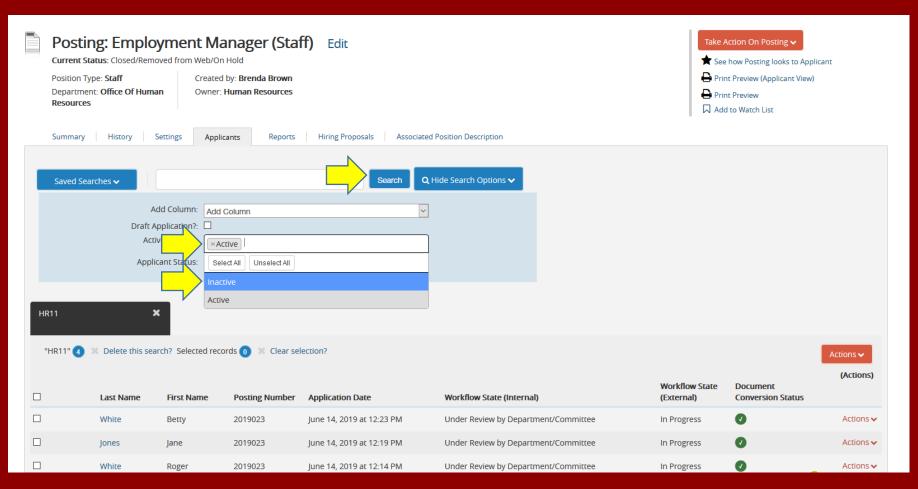
View Inactive Applicants (1 of 3)

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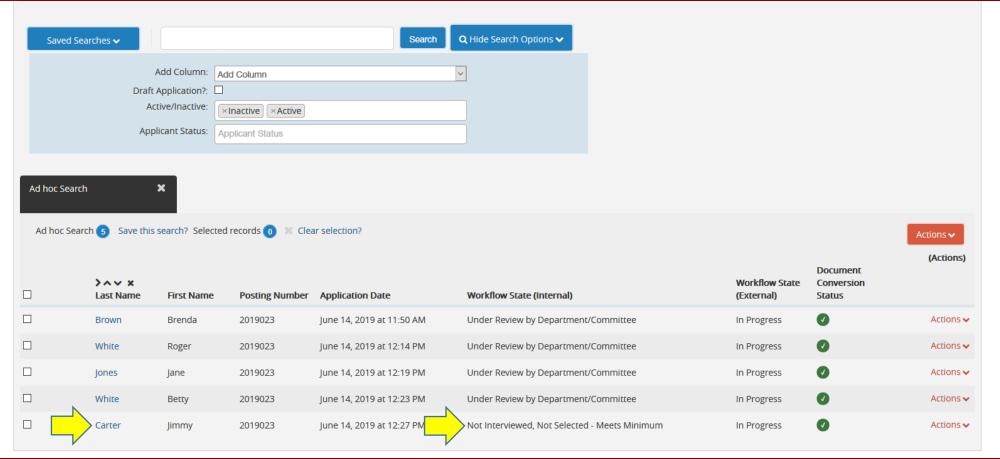- **Click "More Search Options."**

View Inactive Applicants (2 of 3)

- **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.**

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".