

## Chapter Two

### Applicant Management

1. Click on the **Open Jobs** tile or navigate to **Recruiting → Browse Job Openings** (or Search Job Openings). Select the job opening of interest.
2. This will take you to the **Manage Job Opening** page. Here you will see a list of all applicants who have applied to the opening.
3. The page will default to the **“Applied”** tab. Notice that the disposition of all the applicants on this tab is “Applied”.

An applicant's disposition is the applicant's status with regards to a particular job opening. These statuses track the progress of an applicant through the recruiting process.

You can review an applicant's application and/or resume by clicking on the appropriate icons in the **“Application”** or **“Resume”** columns.

The screenshot displays the 'Manage Job Opening' interface. At the top, there's a navigation bar with 'Search Job Opening' and 'Manage Job Opening'. Below this, the job details are shown: Job Opening ID 1116, Job Posting Title Dir., Budget Services, Job Code 193X29 (Dir., Budget Services), Position Number 10006264 (Dir., Budget Services), Status 010 Open, Business Unit 51000 (Valdosta State University), and Department 1492000 (VPFA & Budgeting Services). The 'Applicants' tab is selected, showing a list of 7 applicants. The 'Disposition' column for all applicants is 'Applied'. The 'Application' and 'Resume' columns contain icons for viewing documents. Red arrows point to these icons for the 'Fake Applicant' and 'Heather Riner' rows. The 'Mark Reviewed' column shows green checkmarks for all applicants. The bottom of the page has a navigation bar with 'Return', 'Recruiting Home', 'Search Job Openings', 'Previous', 'Next', 'Create New', 'Clone', 'Refresh', 'Add Note', 'No Category', and 'Top of Page'.

All (7)	Applied (7)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Other Actions	
<input type="checkbox"/>	Agatha Christie	1028	External	Applied				Other Actions	
<input type="checkbox"/>	Dwayne Johnson	1027	External	Applied				Other Actions	
<input type="checkbox"/>	Fake Applicant	1109	External	Applied				Other Actions	
<input type="checkbox"/>	Giavonnie Sykes	1018	Employee	Applied				Other Actions	
<input type="checkbox"/>	Heather Riner	1079	External	Applied				Other Actions	
<input type="checkbox"/>	Joe Test	1111	External	Applied				Other Actions	
<input type="checkbox"/>	Tester 123	1110	External	Applied				Other Actions	

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Clicking on the “Application” icon will bring up the detailed application page (i.e. **Manage Application** page). You can also view the applicants resume and other attached documents, such as cover letter, etc. from this page.

Click “**Return**” when you are finished reviewing the application to return to the Manage Job Opening page.

The screenshot shows the 'Manage Application' interface for applicant Heather Riner. It includes sections for Applicant Information, Job Opening details, Process Application options, Personal Information, and Attachments. A red arrow points to the 'Return' button in the top navigation bar. Another red arrow points to the 'Resume.docx' attachment in the Attachments table.

Applicant		Job Opening	
Name: Heather Riner	Preferred Contact: Not Specified	Job Opening ID: 1116	Status: Open
Applicant ID: 1079	Phone: 478/555-5555	Job Posting Title: Dir., Budget Services	Business Unit: S1000 (Valdosta State University)
Applicant Type: External Applicant	Email: xxxhriner@ssc.usg.edu	Job Code: 193X29 (Dir., Budget Services)	Department: 1492000 (VPFA & Budgeting Services)
Status: 010 Active	Address: 1235 May Road, Sparta, GA 31087	Recruiter:	Job Type: Standard
Jobs Applied: 4		Hiring Manager:	Position Number: 10006264 (Dir., Budget Services)
		Salary Range: 79,737.00 to 119,606.00 USD/Year	

Process Application	
Disposition: 010 Applied	
Reason:	<input type="checkbox"/> Mark Reviewed <input type="checkbox"/> Interview <input type="checkbox"/> Reject <input type="checkbox"/> Other Actions
Date: 12/20/2017	

Personal Information		Attachments					
POI Type: Unknown		Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Eligible to Work in U.S.:		Resume.docx	Resume2.docx	Resume			11/28/2017 2:27PM
Are you a former employee: No		Cover_Letter.docx	Cover_Letter.docx	Cover Letters		Heather Riner	11/28/2017 2:34PM
Previous Termination Date:							

Preferences	
Desired Start Date:	
Regular/Temporary: Either	
Full/Part-Time: Either	
Willing to Relocate: No	
Willing to Travel: No	
Travel Percentage: Never or rarely	

Work Experience	
No Work Experience has been added to this applicant's profile.	

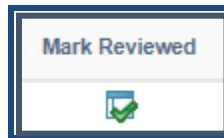
Education Level	
Highest Education Level: A-Not Indicated	

Training	
No Training has been added to this applicant's profile.	

Clicking on the “**Resume**” icon will bring up the applicant’s resume in the attached format (i.e. Word, PDF, etc).

- To mark an applicant as reviewed, click on the icon in the “**Mark Reviewed**” column.

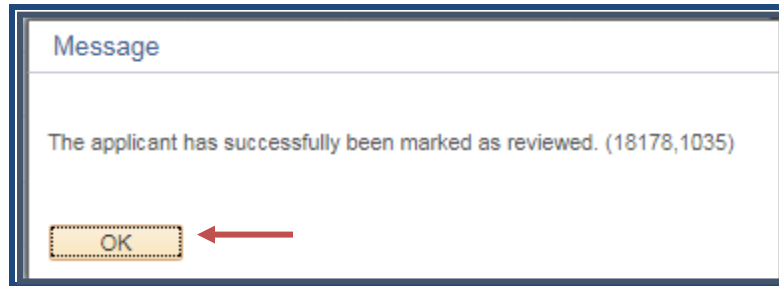


- You will receive a pop-up window indicating that you are successful.

Click OK.

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6. Notice that the applicant will now be moved to the “Reviewed” tab:

The screenshot shows the "Manage Job Opening" interface. At the top, there are navigation links: "Return", "Recruiting Home", "Search Job Openings", "Previous", "Next", "Create New", "Clone", "Refresh", "Add Note", "No Category", and "Personalize". Below this, job details are displayed: "Job Opening ID 1116", "Job Posting Title Dir., Budget Services", "Job Code 193X29 (Dir., Budget Services)", "Position Number 10006264 (Dir., Budget Services)", "Status 010 Open", "Business Unit 51000 (Valdosta State University)", and "Department 1492000 (VPFA & Budgeting Services)".

The "Applicants" tab is selected, showing a summary table:

All (7)	Applied (6)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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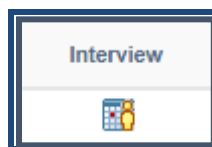
Below the summary table is a table of applicants:

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Interview	Reject	Other Actions
<input type="checkbox"/>	Agatha Christie	1028	External	Reviewed				

At the bottom, there are more navigation links: "Return", "Recruiting Home", "Search Job Openings", "Previous", "Next", "Create New", "Clone", "Refresh", "Add Note", "No Category", and "Top of Page".

Here you can review the application again, set up an interview, and/or reject the applicant.

7. To set up an interview, click on the “Interview” icon.



8. This will take you to the “Interview Schedule” page, where you need to complete all the fields marked with an “\*”.

You can also add comments.

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Then, click “Submit”.

**Manage Job Opening** Interview Schedule

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 1116 Business Unit 51000 (Valdosta State University)  
Job Opening Status 010 Open Job Posting Title Dir., Budget Services  
Submitted No Position Number 10006264 (Dir., Budget Services)

**Agatha Christie**

Applicant ID 1028 Preferred Contact Not Specified  
Applicant Type External Applicant

**Interview 1 - Date Not Entered**

\*Date 01/08/2018 Interview Type Phone Initiator Traycee Martin  
\*Start Time 11:30AM Applicant Response None Notify Applicant  
\*End Time 12:00PM Notify Interview Team  
\*Time Zone EST

**Search Committee**

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0095157	Traycee Martin	01/08/2018	11:30AM	12:00PM	None			

Add Interviewer

**Venue Information**

Venue Location  
Response 254 characters remaining

Add/Edit Venue

**Interview Materials**

**Notes** No notes have been added to this interview. Add Note Load Job Opening Notes

**Attachment** No Attachments have been added to this interview. Add Attachment Load Job Opening Attachment

**Letter** Letter Date Printed Include In Consolidated Letter Generate Letter Email Applicant Upload Letter

**Consolidated Interview Letter** Add Interview

View All Interviews Expand All Collapse All

Submit Save as Draft Return Top of Page

Interview Schedule Comments

Comments

Spoke with on the phone to discuss resume, qualifications, and experience

OK Cancel

9. You will receive a message that you have successfully submitted interview details. Click OK.

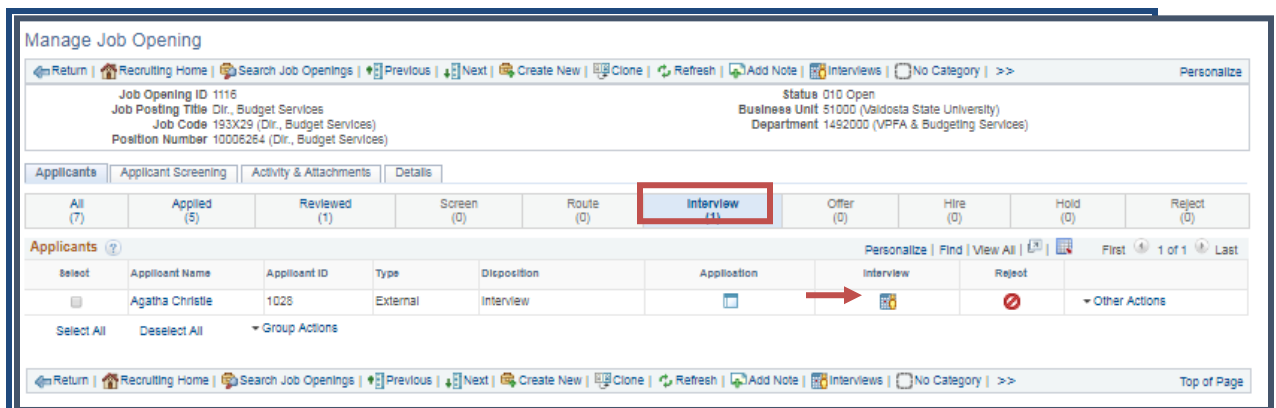
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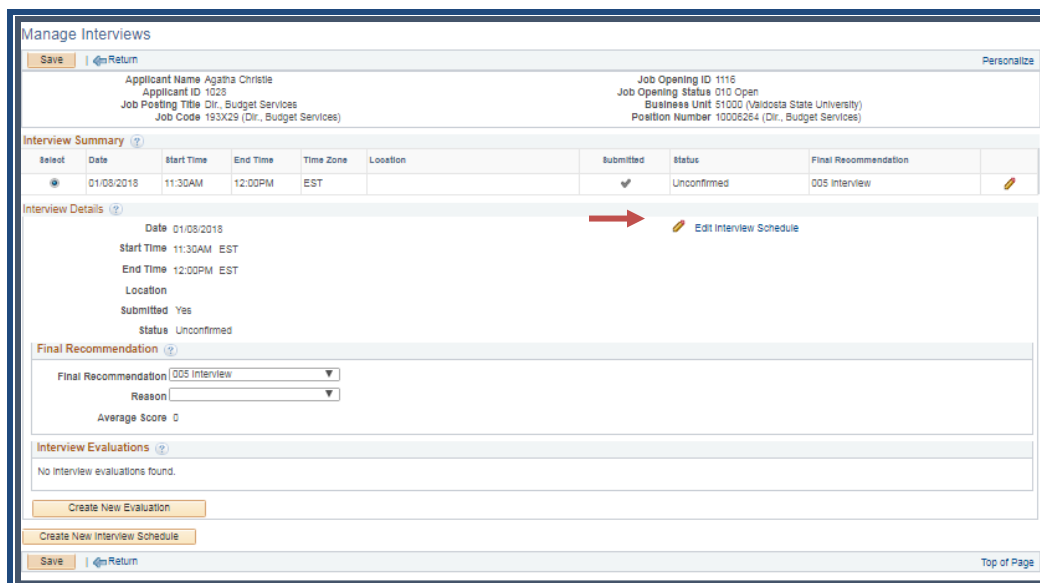


10. Notice the applicant has been moved to the **“Interview”** tab. Here you can set up additional interviews, create interview evaluations, and/or reject the applicant.

Click on the icon in the “Interview” column to set up another interview with the candidate.



11. Click **“Edit Interview Schedule”**



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12. Fill out additional interview information and click “Submit”.

**Interview 2 - Date Not Entered**

\*Date: 01/12/2018  
\*Start Time: 1:00PM  
\*End Time: 2:00PM  
\*Time Zone: EST

Interview Type: Inhouse  
Applicant Response: None  
Initiator: Traycee Martin  
Notify Applicant:   
Notify Interview Team:

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0095157	Traycee Martin	01/12/2018	1:00PM	2:00PM	None			<input checked="" type="checkbox"/>

**Venue Information**

Venue: USG Shared Services Center  
kgore@usc.usg.edu  
Response: Accepted  
Location: Regents Conference Room  
231 characters remaining

**Interview Materials**

**Notes**: No notes have been added to this interview.  
**Attachment**: No Attachments have been added to this interview.

**Letter**

Letter: [Dropdown]  
Date Printed: [Date Picker]  
Include In Consolidated Letter:   
Buttons: Generate Letter, Email Applicant, Upload Letter

**Consolidated Interview Letter**

Buttons: Add Interview, View All Interviews, Expand All, Collapse All

Buttons: **Submit**, Save as Draft, Return

13. On the “**Manage Interview**” page you can also add an Interview Evaluation.

Click “**Create New Evaluation**” button.

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**Manage Interviews**

Save | Return Personalize

Applicant Name: Agatha Christie  
Applicant ID: 1028  
Job Posting Title: Dir., Budget Services  
Job Code: 193X29 (Dir., Budget Services)

Job Opening ID: 1116  
Job Opening Status: 010 Open  
Business Unit: 51000 (Valdosta State University)  
Position Number: 10006264 (Dir., Budget Services)

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input type="radio"/>	01/12/2018	1:00PM	2:00PM	EST	Regents Conference Room	<input checked="" type="checkbox"/>	Unconfirmed	005 Interview	
<input type="radio"/>	01/09/2018	11:30AM	12:00PM	EST		<input checked="" type="checkbox"/>	Unconfirmed	005 Interview	

**Interview Details** Edit Interview Schedule

Date: 01/12/2018  
Start Time: 1:00PM EST  
End Time: 2:00PM EST  
Location: Regents Conference Room  
Submitted: Yes  
Status: Unconfirmed

**Final Recommendation**

Final Recommendation: 005 Interview  
Reason: Interview Further  
Average Score: 0

**Interview Evaluations**

No interview evaluations found.

Create New Evaluation

Create New Interview Schedule

Save | Return Top of Page

14. Fill out the Interview Evaluation and click “Submit”.

You will be **rating each category**, Excellent, Average, or Not Qualified and entering **comments**.

In the Recommendation area, you’ll give an **overall rating** (again, of Excellent, Average, or Not Qualified) and a **recommendation** (choices: Interview, Make Offer, Hold, Reject, Withdrawn).

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**Interview Evaluation**

Submit Save as Draft Return Personalize

Name Agatha Christie  
Applicant ID 1028  
Status 010 Active

Job Posting Title Dir., Budget Services  
Job Opening ID 1116  
Job Opening Status 010

**Evaluation**

Interview Date 01/12/2018

Interview Type Inhouse1

**Recommendation**

Overall Rating Excellent

Recommendation 020 Make Offer

Comments I would like to proceed forward with hiring Agatha.

**Interview Ratings** Find First 1-4 of 4 Last

Category Communication Skills  
Interview Rating Average Score 1  
Comment Agatha has good communication skills as noted in the interview.

Category Education/Training  
Interview Rating Excellent Score 2  
Comment Agatha has a Master's degree when the job only requires a Bachelors.

Category Work Experience  
Interview Rating Average Score 1  
Comment Although Agatha hasn't had many jobs, the few she has had have been long term and prepared her for this new opportunity.

Category Technical Skills  
Interview Rating Excellent Score 2  
Comment Agatha has the software skills needed for the position.

Submit Save as Draft Return Top of Page

15. **Rejecting an applicant** can be done from several tabs, including “Reviewed” and “Interview”.

To reject a candidate, click on the icon in the “**Reject**” column.



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Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Personalize

Job Opening ID 1116 Status 010 Open  
Job Posting Title Dir., Budget Services Business Unit 51000 (Valdosta State University)  
Job Code 193X29 (Dir., Budget Services) Department 1492000 (VPFA & Budgeting Services)  
Position Number 10006264 (Dir., Budget Services)

Applicants | Applicant Screening | Activity & Attachments | Details

All (7)	Applied (5)	Reviewed (1)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ? Personalize | Find | View All | First 1 of 1 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Interview	Reject	Other Actions
<input type="checkbox"/>	Dwayne Johnson	1027	External	Reviewed				

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Top of Page

16. Select the appropriate reason for the rejection.

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
1027	Dwayne Johnson	1116 - Dir., Budget Services	

Disposition

Disposition: 110 Reject

\*Reason

- Conflicts with Schedule
- Failed Reference Check
- Inelig-Employment Conditions
- Inelig-Required Qualifications
- Job Opening Canceled
- No Show for Interview
- Not Best Qualified- Skills
- Not Best Qualified-Education
- Not Best Qualified-Experience
- Not Selected
- Poor Interview
- Selected Another Position
- Unable to Contact
- Unable to Work in US
- Verbal Offer Rejected
- Withdrawn

Reject

External Reviewed

Previous | Next | Create New

Interviews | No Category | >>

Then click on either the “Reject” or “Reject and Correspond” buttons.

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**Reject Applicant**

**Applicant to Reject**

Applicant ID	Name	Job Opening	Delete
1027	Dwayne Johnson	1116 - Dir., Budget Services	

**Disposition**

Disposition: 110 Reject  
\*Reason: Not Best Qualified-Experience

17. If you selected “Reject and Correspond”, you will be brought to the “Send Correspondence” screen:

**Send Correspondence**

**Message Type and Method**

\*Contact Method: Email  
Letter: Applicant Rejection Letter (R)

**Recipient Information**

To: Dwayne Johnson  
Cc: xtmartin@valdosta.edu  
Bcc: [empty]  
 Include Interested Parties

**Sender Information**

From: Traycee Martin

**Message**

\*subject: Your Application with USG  
\*Access: Public

3 January 2018

Mr Dwayne Johnson  
123 Sesame St  
Valdosta, GA 31602

Dear Mr Johnson,

Thank you for taking time to interview with us. We have given careful consideration to your experience and skills with regard to the position(s).

1116 Dir., Budget Services

We regret to inform you that we have decided to pursue other more suitable candidates.

Thank you for considering our company as a prospective employer. We wish you success in your job search.

Sincerely,  
Barbara Smith  
Employment Coordinator

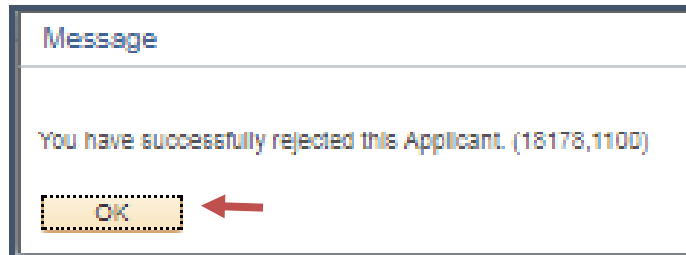
**Attachments**  
No attachments have been added to this Correspondence

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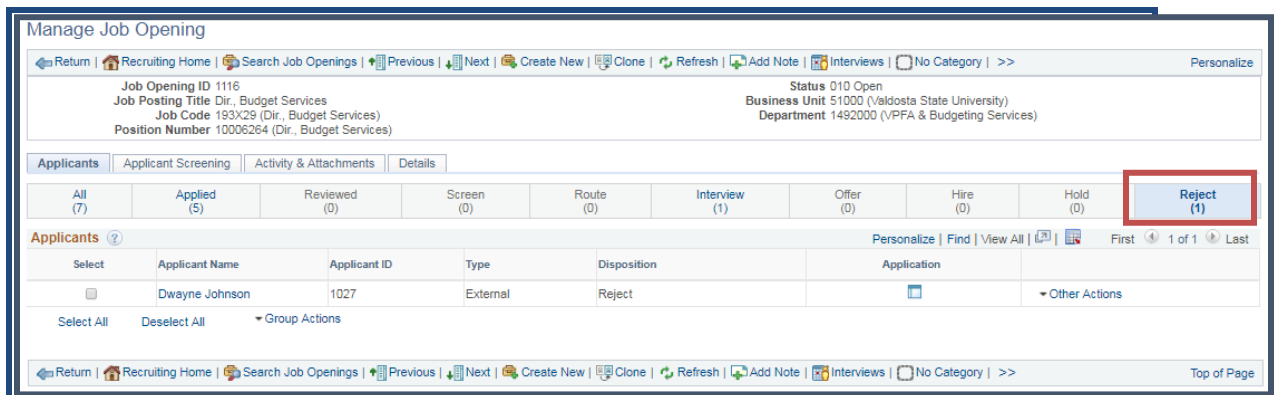
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18. Finally, you will see a pop-up window that confirms you have successfully rejected the candidate.

Click OK.



19. Notice the candidate now shows up on the “Reject” tab.



Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Personalize

Job Opening ID 1116 Status 010 Open  
Job Posting Title Dir., Budget Services Business Unit 51000 (Aldosta State University)  
Job Code 193X29 (Dir., Budget Services) Department 1492000 (VPFA & Budgeting Services)  
Position Number 10006264 (Dir., Budget Services)

Applicants | Applicant Screening | Activity & Attachments | Details

All (7)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (0)	Hire (0)	Hold (0)	Reject (1)
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Applicants ? Personalize | Find | View All | First | 1 of 1 | Last

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Other Actions
<input type="checkbox"/>	Dwayne Johnson	1027	External	Reject		

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Top of Page