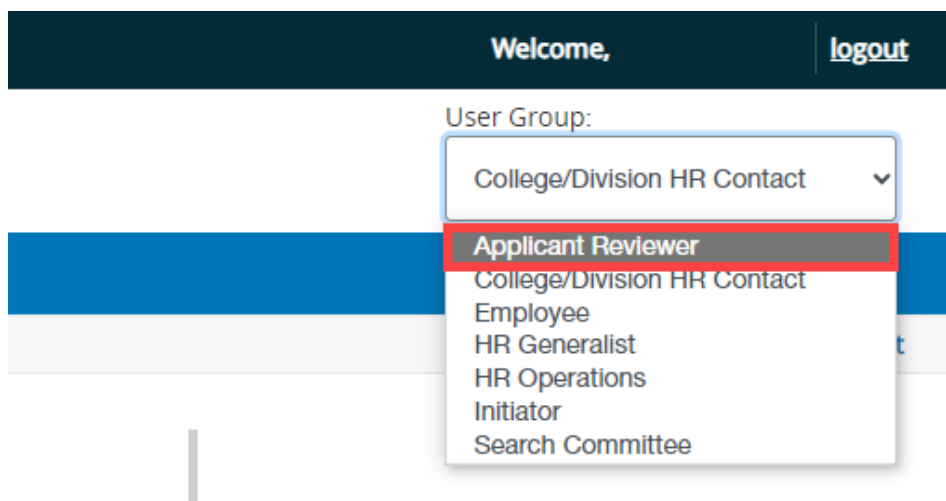


# Applicant Reviewer: Review and Dispose of Applicants

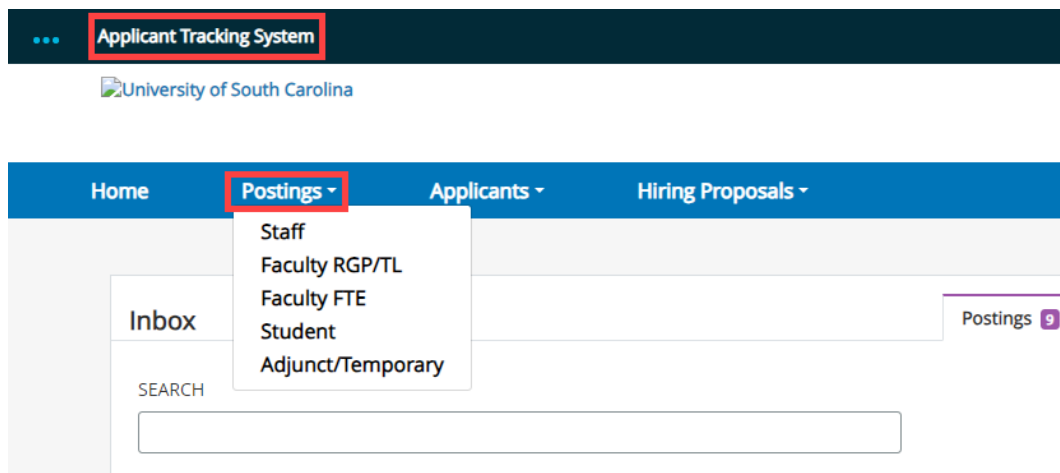
The Applicant Reviewer feature is designed to allow you to view the applications and applicant documents associated with a posting and move the applicants through the applicant workflow states in the applicant review process. Applicant reviewers are assigned to a posting when the posting is created. **All applicants must be properly disposed before a posting can be marked as filled or cancelled.**

## To View Applicants for a Posting:

- 1) Make sure you are in the Applicant Reviewer role in the Applicant Tracking Module.

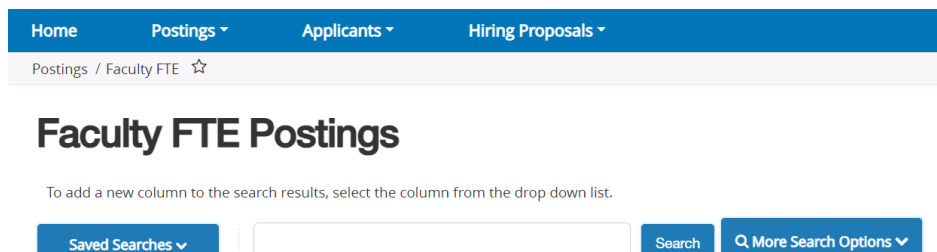


- 2) Hover over the Postings tab and select the position type of the posting to be reviewed.



# Applicant Reviewer: Review and Dispose of Applicants

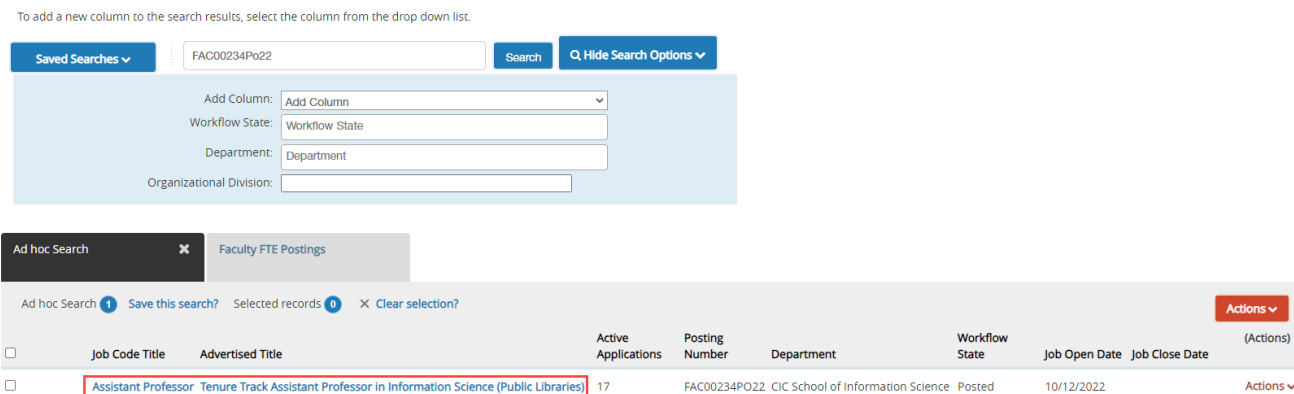
- 3) Search for the posting in which you would like to review applicants by entering the posting number, Advertised Title, or Job Code Title in the search box.



The screenshot shows the top navigation bar with tabs for Home, Postings, Applicants, and Hiring Proposals. Below the navigation bar is a breadcrumb trail: Postings / Faculty FTE. The main heading is "Faculty FTE Postings". Below the heading is a message: "To add a new column to the search results, select the column from the drop down list." There is a search bar with a "Search" button and a "More Search Options" button.

- 4) Click either the Classification Title or Internal Title of the position to enter the Posting.

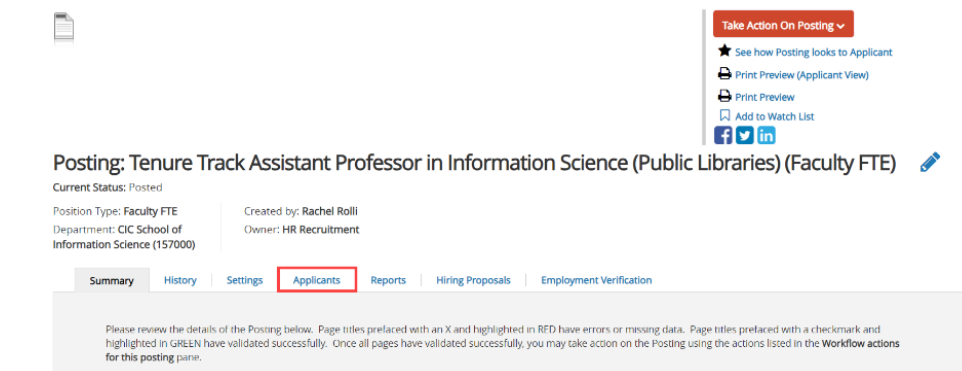
## Faculty FTE Postings



The screenshot shows the search results for "Faculty FTE Postings". The search criteria are: FAC00234Po22. The search results table is as follows:

Job Code Title	Advertised Title	Active Applications	Posting Number	Department	Workflow State	Job Open Date	Job Close Date	Actions
<a href="#">Assistant Professor</a>	<a href="#">Tenure Track Assistant Professor in Information Science (Public Libraries)</a>	17	FAC00234PO22	CIC School of Information Science	Posted	10/12/2022		Actions

- 5) Click on the Applicants tab within the posting.



The screenshot shows the details for the posting: "Posting: Tenure Track Assistant Professor in Information Science (Public Libraries) (Faculty FTE)". The current status is "Posted". The position type is "Faculty FTE", the department is "CIC School of Information Science (157000)", and the owner is "HR Recruitment". The "Applicants" tab is highlighted in the navigation bar. Below the navigation bar is a message: "Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting page."

# Applicant Reviewer: Review and Dispose of Applicants

6) A list of the applicants for the posting will be shown.

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

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search [More Search Options](#)

Faculty FTE Applicants

"Faculty FTE Applicants" 15 Selected records 0 X Clear selection? [Actions](#)

<input type="checkbox"/>	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Application Update	(Actions)
<input type="checkbox"/>		FAC00234PO22	Recommend for Hire	Curriculum Vitae, List of References and Contact Information, Teaching Statement, Other Supporting Documents, Cover Letter	Recommend for Hire	October 19, 2022 at 05:01 PM	July 10, 2023 at 11:00 AM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Recommend for Hire	Cover Letter, Curriculum Vitae, List of References and Contact Information, Teaching Statement	Recommend for Hire	October 20, 2022 at 05:07 PM	December 16, 2022 at 03:47 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, Teaching Statement, Curriculum Vitae, List of References and Contact Information, Teaching Portfolio	Under Review by Department/Committee	November 02, 2022 at 04:33 PM	November 02, 2022 at 04:34 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	List of References and Contact Information, Cover Letter, Curriculum Vitae, Teaching Statement	Under Review by Department/Committee	November 08, 2022 at 06:38 PM	November 08, 2022 at 06:38 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Curriculum Vitae, Cover Letter, List of References and Contact Information, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Research Statement, Teaching Statement, Other Supporting Documents	Under Review by Department/Committee	November 09, 2022 at 05:17 AM	November 09, 2022 at 05:17 AM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, List of References and Contact Information, Teaching Statement, Other Supporting Documents	Under Review by Department/Committee	November 23, 2022 at 08:28 PM	November 23, 2022 at 08:28 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Curriculum Vitae, Teaching Statement, Cover Letter, List of References and Contact Information, Research Statement	Under Review by Department/Committee	December 04, 2022 at 06:05 PM	December 04, 2022 at 06:05 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, List of References and Contact Information, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Research Statement, Teaching Statement, Other Supporting Documents	Under Review by Department/Committee	December 15, 2022 at 11:30 AM	December 15, 2022 at 11:31 AM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, List of References and Contact Information, Teaching Statement	Under Review by Department/Committee	January 12, 2023 at 08:28 PM	January 12, 2023 at 08:28 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Curriculum Vitae, Cover Letter, List of References and Contact Information, Teaching Statement	Under Review by Department/Committee	January 19, 2023 at 06:21 PM	January 19, 2023 at 06:21 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, List of References and Contact Information, Curriculum Vitae, Teaching Statement, Other Supporting Documents	Under Review by Department/Committee	January 20, 2023 at 10:48 AM	January 20, 2023 at 10:48 AM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, List of References and Contact Information, Curriculum Vitae, Teaching Statement	Under Review by Department/Committee	January 27, 2023 at 01:21 PM	January 27, 2023 at 01:21 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Teaching Statement, List of References and Contact Information	Under Review by Department/Committee	January 31, 2023 at 12:57 PM	January 31, 2023 at 12:57 PM	<a href="#">Actions</a>

## To View an Applicant's Materials Individually:

7) Click on the blue hyperlink of your final applicant's name to open the application or on the action button to view the application.

Faculty FTE Applicants

"Faculty FTE Applicants" 15 Selected records 0 X Clear selection? [Actions](#)

<input type="checkbox"/>	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Application Update	(Actions)
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	<a href="#">Curriculum Vitae, List of References and Contact Information, Teaching Statement, Other Supporting Documents, Cover Letter</a>	Under Review by Department/Committee	October 19, 2022 at 05:01 PM	October 19, 2022 at 05:01 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Recommend for Hire	Cover Letter, Curriculum Vitae, List of References and Contact Information, Teaching Statement	Recommend for Hire	October 20, 2022 at 05:07 PM	December 16, 2022 at 03:47 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	Cover Letter, Teaching Statement, Curriculum Vitae, List of References and Contact Information, Teaching Portfolio	Under Review by Department/Committee	November 02, 2022 at 04:33 PM	November 02, 2022 at 04:34 PM	<a href="#">Actions</a>
<input type="checkbox"/>		FAC00234PO22	Under Review by Department/Committee	List of References and Contact Information, Cover Letter, Curriculum Vitae, Teaching Statement	Under Review by Department/Committee	November 08, 2022 at 06:38 PM	November 08, 2022 at 06:38 PM	<a href="#">Actions</a>

# Applicant Reviewer: Review and Dispose of Applicants

- 8) Scroll to the bottom of the application to view any present documents in the Required Documents or Optional Documents section. Click on the document to view it.

Required Documents		
Document Type	Name	Conversion Status
Cover Letter	Cover Letter 10-19-22 16:55:34 (EDT) (107 KB)	PDF complete
Curriculum Vitae	Curriculum Vitae 10-19-22 16:33:36 (EDT) (273 KB)	PDF complete
List of References and Contact Information	List of References and Contact Information 10-19-22 16:34:24 (EDT) (3.78 KB)	PDF complete
Teaching Statement	Teaching Statement 10-19-22 16:37:29 (EDT) (57.3 KB)	PDF complete
Optional Documents		
Document Type	Name	Conversion Status
Letter of Recommendation 1	-	-
Letter of Recommendation 2	-	-
Letter of Recommendation 3	-	-
Other Supporting Documents	Other Supporting Documents 10-19-22 16:39:25 (EDT) (1.44 MB)	PDF complete
Teaching Portfolio	-	-
Research Statement	-	-

- 9) To view the PDF version of the application and/or combined documents, scroll to the PDF Documents section and select the action to either view or regenerate the application or combined documents. Once the PDF opens, you will be able to view and print the document.

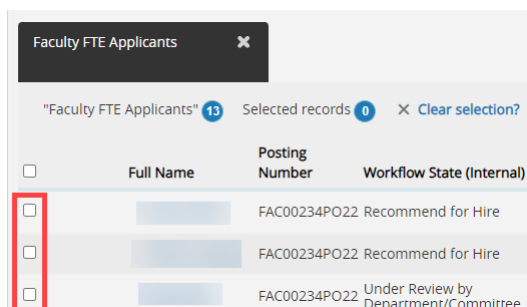
PDF Documents	
Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">View</a>   <a href="#">Regenerate</a>

# Applicant Reviewer: Review and Dispose of Applicants

## To View Multiple Applicants' Materials Collectively:

You can review more than one applicant's documents at a time. You will be able to choose to view certain documents for each group of applicants or all documents for a group of applicants.

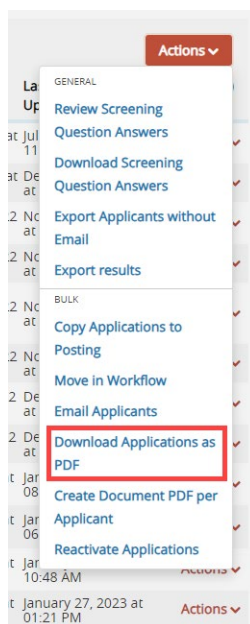
10) Check the boxes to select the applicants of interest that need to be reviewed.



11) Hover over the Actions tab and click Download Applications as PDF.

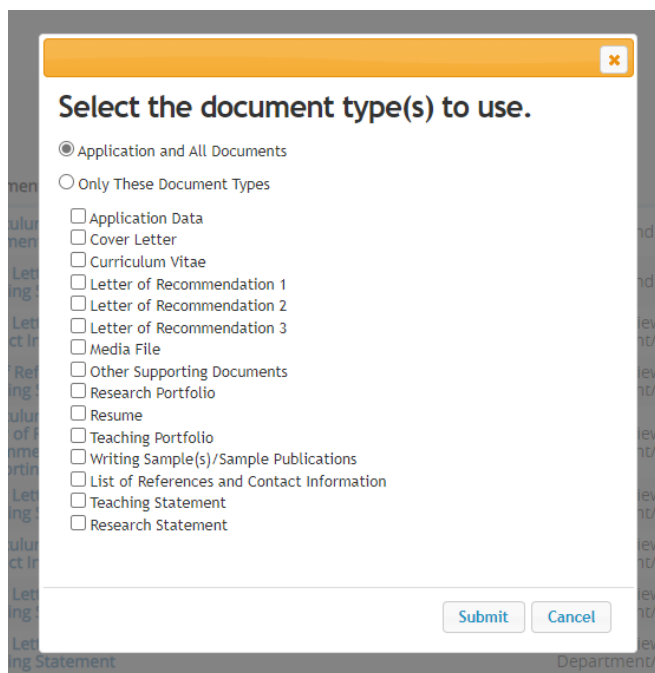
**Note:** Other actions are available at this stage as well.

- Review the supplemental question answer statistics if applicable by selecting Review Screening Question Answer.
- Download the supplemental question answers if applicable in an excel spreadsheet by selecting Download Screening Answer Questions.



# Applicant Reviewer: Review and Dispose of Applicants

12) Select the document type(s) to view and click Submit. The system will create a PDF containing all the documents you selected. **Note:** This may take several minutes to generate.



**Select the document type(s) to use.**

Application and All Documents

Only These Document Types

- Application Data
- Cover Letter
- Curriculum Vitae
- Letter of Recommendation 1
- Letter of Recommendation 2
- Letter of Recommendation 3
- Media File
- Other Supporting Documents
- Research Portfolio
- Resume
- Teaching Portfolio
- Writing Sample(s)/Sample Publications
- List of References and Contact Information
- Teaching Statement
- Research Statement

Submit Cancel

## Moving Applicants through the Workflow States or Dispositions:

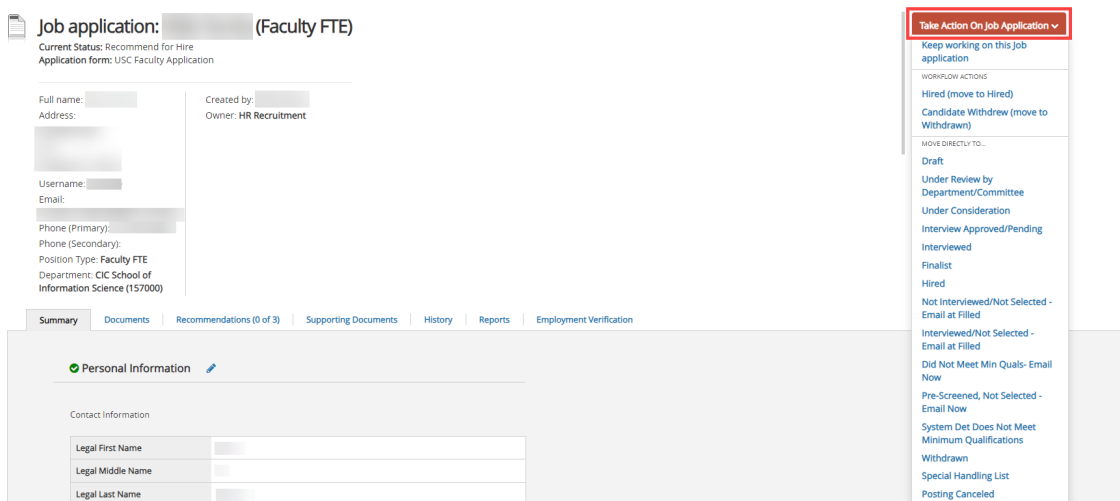
### To Move One Applicant:

13) Select the name of the applicant that you would like to move in the workflow.

Faculty FTE Applicants								
*Faculty FTE Applicants* 1 Selected records 0 X Clear selection?								
	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Application Update	Actions (Actions)
<input checked="" type="checkbox"/>		FAC00234PO22	Recommend for Hire	Curriculum Vitae, List of References and Contact Information, Teaching Statement, Other Supporting Documents, Cover Letter	Recommend for Hire	October 19, 2022 at 05:01 PM	July 10, 2023 at 11:00 AM	Actions
<input type="checkbox"/>		FAC00234PO22	Recommend for Hire	Cover Letter, Curriculum Vitae, List of References and Contact Information, Teaching Statement	Recommend for Hire	October 20, 2022 at 05:07 PM	December 16, 2022 at 03:47 PM	Actions

# Applicant Reviewer: Review and Dispose of Applicants

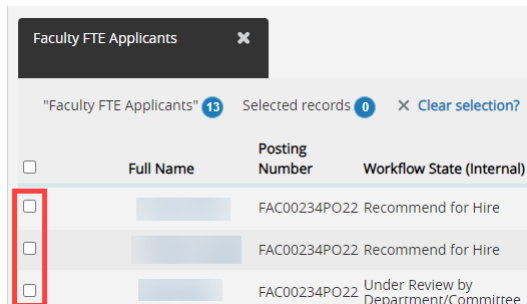
14) Hover over the Take Action on Job Application tab and select the workflow state that you would like to move the applicant to. A take action box will then appear, click submit to move the applicant.



- **Candidates must be moved through the correct order of the applicant workflow. In order to select a candidate to be interviewed, you must first select the status of Interview Approved/Pending. Once selected, the applicant reviewer will then have the option to move the applicant to the status of interviewed, then finalist, and lastly recommended for hire.**
- Applicants will be able to see the status of their application as they are moved through each workflow state. However, they will not be able to see the reasons that were selected.

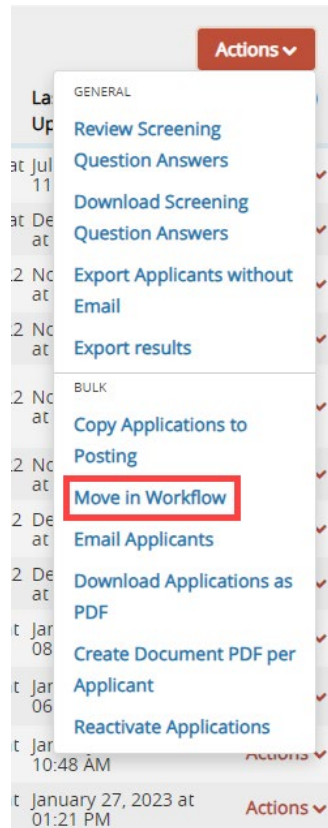
## To Move Multiple Applicants:

15) To move more than one applicant to a workflow state at a time, select the check boxes in front of each desired applicant's name.



# Applicant Reviewer: Review and Dispose of Applicants

16) Hover over the Actions tab and select Bulk, Move in Workflow.



17) Select the workflow state to which you would like to move all applicants. Click Save Changes.

Editing: Workflow States for 2 Applicants

Change for all applicants

Applicant	Current State	New State	Reason	Group Prompt User
Wikki Terrile	Recommend for Hire	<input type="text" value="Select a workflow state..."/>		
Abigail Phillips	Recommend for Hire	<input type="text" value="Select a workflow state..."/>		