Overview/Description
This document provides step-by-step instructions on Applicant Management. This process reviews Applications for specific jobs and manages Applicants.

Prerequisite(s)
The Recruiter has marked the applicant as “Reviewed”. This action populates the applicant on the Hiring Manager’s Open Jobs Page. The Hiring Manager can now begin reviewing the application materials.

Instructions
Navigate to Manager Self Service (MSS) to access the “Open Jobs” tile or Browse Job Openings (or Search Job Openings) to Manage Applicants.

Navigation
Navigator > Recruiting > Browse Job Openings (or Search Job Openings)

1. The Manage Job Opening page can be reached by clicking on the Open Jobs tile or using the above navigation.
2. Manage Job Opening Page

a. 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.

b. The page will default to the “All” tab. Notice the additional tabs that show detailed information regarding the Applicants. (Applicants, Applicant Screening, Activity & Attachments, and Details)

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. Notice the additional tabs that show the various dispositions of all the Applicants. (All, Applied, Reviewed, Screen, Route, Interview, Offer, Hire, Hold, and Reject)

c. Note on Dispositions: Only a Recruiter can mark an Applicant from “Applied” to “Reviewed”. Once the Applicant is in the Reviewed disposition, the Hiring Manager will be able to see them on their Applicant list.
3. **Review the Application Details and Materials**

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

<table>
<thead>
<tr>
<th>Application</th>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Application Icon" /></td>
<td><img src="image" alt="Resume Icon" /></td>
</tr>
</tbody>
</table>

a. Clicking on the “**Application**” icon will bring up the detailed Application Page (i.e. Manage Application page).

b. You can also view the Applicants resume and other attached documents, such as cover letter, etc. from this page by clicking on the link under the “**Attachments**” section associated with each attachment. The link will open the attachment into format created in (i.e. Word, PDF, etc).

c. Click the “**Questionnaire**” tab to review the Applicant’s answers to the Questionnaire.
d. Click “Return” when you are finished reviewing the application to return to the Manage Job Opening Page.

4. View Applicant Details

a. To mark an Applicant as Reviewed, click on the icon in the “Mark Reviewed” column.
b. You will receive a pop-up window indicating that you are successful. Click OK.

c. Notice that the Applicant will now be moved to the "Reviewed" tab:

d. To route the Applicant, click on the “Route” icon.

e. The Applicant can be Routed to additional Recipients and Hiring Teams. Attachments can be added during Routing and notification given when Recipient responds.
f. To set up an interview, click on the “Interview” icon.

![Interview Icon]

g. The “Interview Schedule” Page is accessed, where all notated sections marked can be completed.
h. Comments can be added in the “Interview Schedule” page.
i. Once all necessary sections have been completed on the “Interview Schedule” page, then, click “Submit”.

j. You will receive a message that you have successfully submitted Interview details. Click OK.

k. 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.

5. Setting Up an Additional Interview

a. Click on the icon in the “Interview” column to set up another Interview with the Applicant.

b. Click “Edit Interview Schedule”
c. The “Interview Schedule” has now been updated. Click Submit.
d. You will receive a message that you have successfully submitted interview details. Click **OK**.

![Message](image)

You have successfully submitted interview details for Candace Hill for the job Graduate Assistant - Human Resources – 1500 (0.0)

OK

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e. On the “**Manage Interviews**” page you can also add an **Interview Evaluation**. Click “**Create New Evaluation**” button.

![Interview Evaluation](image)

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f. 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). After completing **Interview Evaluation**, Click **Submit**.
g. You will receive a message that you have successfully submitted interview evaluation. Click OK.

6. Rejecting an Applicant

a. **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.
b. Select the appropriate reason for the Rejection.

c. Then click on either the “Reject” or “Reject and Correspond” buttons.
d. If you selected “Reject and Correspond”, you will be brought to the “Send Correspondence” screen:

![Send Correspondence screen](image)

- **Recipient Information**
  - To: Candidate
  - Method: Email

- **Message**
  - Subject: Your Application with uSG
  - Message: 10 December 2019
  - To: Candidate
  - Body:
    Thank you for taking the time to interview with us. We have given careful consideration to your application and skills with regard to the [Job Title], and we regret to inform you that we have decided not to proceed further.

- **Attachments**: No attachments have been added.

- **Preview**, **Send**, **Cancel**

- **Message**
  - You have successfully rejected this Applicant. (18178,1100)

- **OK**

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

e. After completing your correspondence and previewing, Click **Send**.

f. You will see a pop-up window that confirms you have successfully **Rejected** the candidate. Click **OK**.

![Message confirmation](image)
### Manage Job Opening

#### Manage Job Opening

<table>
<thead>
<tr>
<th>Recurring Name</th>
<th>Search Job Openings</th>
<th>Create New</th>
<th>Clone</th>
<th>Refresh</th>
<th>Add Role</th>
<th>Interviews</th>
<th>Print Job Opening</th>
<th>Personalize</th>
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#### Applicants

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<th>Route</th>
<th>Interview</th>
<th>Office</th>
<th>Hire</th>
<th>Host</th>
<th>Report</th>
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#### Prescreen

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<thead>
<tr>
<th>Reactivate</th>
<th>Find (View All)</th>
<th>First</th>
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