



## 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” file 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** file or using the above navigation.



**Manage Job Opening**

Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening | Personalize

Job Opening ID 1593      Status 010 Open  
 Job Posting Title Graduate Assistant- Human Resources      Business Unit 30000 (Columbus State University)  
 Job Code 900X00 (Student Assistant)      Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (8)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ?      Personalize | Find | View All | First 1-8 of 8 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
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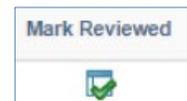


## 2. Manage Job Opening Page

- 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.
- 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**)

- 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.

Application	Resume

- 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 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).
- Click the "Questionnaire" tab to review the Applicant's answers to the **Questionnaire**.

The screenshot shows the 'Manage Application' interface. At the top, there are navigation tabs: 'Manage Job Opening' and 'Manage Application'. Below this, the 'Manage Application' section is divided into several panels:

- Applicant:** Displays personal information for Candace, including Name, Applicant ID, Applicant Type (External Applicant), Status (010 Active), and Jobs Applied (11).
- Job Opening:** Displays details for Job Opening ID 1593, Job Posting Title Graduate Assistant- Human Reso..., Status Open, Business Unit 30000 (Columbus State University), Job Code 900X00 (Student Assistant), Department 4600000 (Human Resources), Recruiter, Hiring Manager, Salary Range, and Job Type Continuous.
- Process Application:** Shows Disposition Applied, Reason, and Date 12/20/2018. It includes action buttons for Mark Reviewed, Route, Interview, Reject, and Other Actions.
- Application and Resume:** Contains a 'Referral Source' section with 'How did you learn of the job?' (Job Board) and 'Specific Referral Source' (Columbus State University.com).
- Attachments:** A table listing uploaded documents:
 

Attachment	Attachment Title	Attachment Type	Apply to	Uploaded By	Last Updated
	Professional_Resume.do	Resume	All		12/20/2018 4:11PM
	Cover_Letter.do	Cover Letters	All		12/20/2018 4:11PM
	Class_Schedule.docx	School Schedule	All		12/20/2018 4:20PM
- Work Experience:** A table showing employment history:
 

Start Date	End Date	Employer	Ending Job Title	Ending Pay Rate	Details
09/06/2016		Macy's	Support Team		



Application and Resume **Questionnaire**

\*Questionnaire Type All Questions

**Questionnaire**

**Question** Are you currently enrolled in classes at any University System of Georgia school?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		✓
No	✓	

Return | Recruiting Home | Search Applications | Previous | Next | Add Applicant Note | Print | Refresh

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

#### 4. View Applicant Details

**Open Jobs** **Manage Job Opening** Home Search 2 Person

Manage Job Opening Related Content Person

Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 1593 Status 010 Open  
 Job Posting Title Graduate Assistant- Human Resources Business Unit 30000 (Columbus State University)  
 Job Code 900X00 (Student Assistant) Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (8)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	First	1-8 of 8	Last
<input type="checkbox"/>	Anudeep		External	Applied											
<input type="checkbox"/>	Candace		External	Applied											
<input type="checkbox"/>	Christian		External	Applied											
<input type="checkbox"/>	Hannichowday		External	Applied											
<input type="checkbox"/>	Jianan		External	Applied											
<input type="checkbox"/>	SRITEJ		External	Applied											
<input type="checkbox"/>	Sydney		External	Applied											
<input type="checkbox"/>	sri		External	Applied											

Select All Deselect All Group Actions

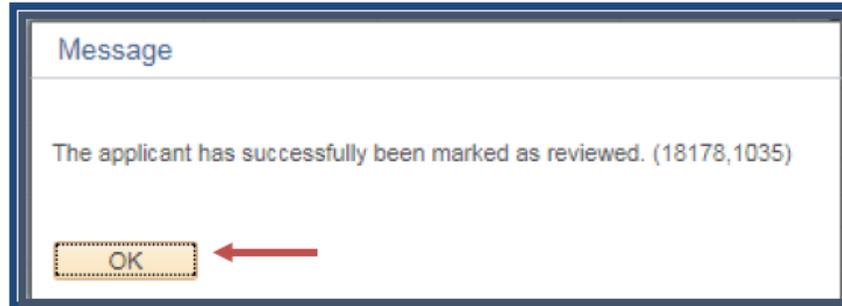
Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Top of Page

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:

**< Manage Job Opening** **Manage Job Opening**

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening

Job Opening ID 1593 Status 010 Open  
 Job Posting Title Graduate Assistant- Human Resources Business Unit 30000 (Columbus State University)  
 Job Code 900X00 (Student Assistant) Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

All (6)	Applied (5)	Reviewed (3)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)			
Applicants ? <span style="float: right;">Personalize   Find   View All</span>											
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject
<input type="checkbox"/>	Candace		External	Reviewed							

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.



[← Manage Job Opening](#) **Route Applicant**

Route Applicant

[Submit](#) | [Return](#)

**Applicants to Route**

Applicant ID	Name	Job Opening	
	Candace	Graduate Assistant- Human Resources	

**Routing Details** ?

\*Routing Status: 010 Route Reason:

**Recipients** ?

*Routing Date	*Name	Assignment	Response Due Date	
12/01/2019				

[Add Recipient](#) [Add Hiring Team](#)

**Notification** ?

Comments:

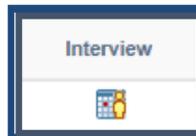
[Include Attachments](#) [Preview Notification](#)

Notify me when a Recipient responds

[Submit](#) | [Return](#) Top of Page



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



g. The **“Interview Schedule”** Page is accessed, where all notated sections marked can be completed.

Manage Job Opening Interview Schedule

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 1593 Business Unit 30000 (Columbus State University)  
 Job Opening Status 010 Open Job Posting Title Graduate Assistant- Human Resources  
 Submitted No

**Candace**

Applicant ID [Redacted] Preferred Contact Not Specified  
 Applicant Type External Applicant

**Interview 1 - Date Not Entered**

\*Date [Calendar Icon]  
 Interview Type [Dropdown]  
 Initiator Annette Brown  
 Applicant Response [None] [Dropdown] [Refresh]  
 Notify Applicant  
 Notify Interview Team  
 \*Start Time [Text]  
 \*End Time [Text]  
 \*Time Zone EST [Dropdown]

**Interviewers**

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
[Redacted]	[Redacted]				None			

Add Interviewer

**Venue Information**

Venue [Text] [Calendar Icon] [Search Icon]  
 Response [Dropdown]  
 Location [Text Area]  
 Add/Edit Venue  
 254 characters remaining

**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 [Dropdown]  
 Date Printed [Calendar Icon]  
 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

h. Comments can be added in the "Interview Schedule" page.

Interview Schedule Comments

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

OK Cancel



- 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.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening | Personalize

Job Opening ID 1593  
Job Posting Title Graduate Assistant- Human Resources  
Job Code 900X00 (Student Assistant)

Status 010 Open  
Business Unit 30000 (Columbus State University)  
Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (5)	Reviewed (2)	Screen (0)	Route (0)	<b>Interview (1)</b>	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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## 5. Setting Up an Additional Interview

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

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening | Personalize

Job Opening ID 1593  
Job Posting Title Graduate Assistant- Human Resources  
Job Code 900X00 (Student Assistant)

Status 010 Open  
Business Unit 30000 (Columbus State University)  
Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

All (8)	Applied (5)	Reviewed (2)	Screen (0)	Route (0)	<b>Interview (1)</b>	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Candace		External	Interview									

- b. Click “**Edit Interview Schedule**”



**Manage Job Opening** **Manage Interviews**

Manage Interviews

Save | Return Personalize

Applicant Name Candace Hill  
Applicant ID 7729  
Job Posting Title Graduate Assistant- Human Resources  
Job Code 900X00 (Student Assistant)

Job Opening ID 1593  
Job Opening Status 010 Open  
Business Unit 30000 (Columbus State University)

**Interview Summary**

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="checkbox"/>	12/09/2019	11:30AM	12:00PM	EST		<input checked="" type="checkbox"/>	Unconfirmed	005 Interview

**Interview Details**

Date 12/09/2019 Edit Interview Schedule

Start Time 11:30AM EST

End Time 12:00PM EST

Location

Submitted Yes

Status Unconfirmed

**Final Recommendation**

Final Recommendation 005 Interview

Reason

Average Score 0

**Interview Evaluations**

No interview evaluations found.

Create New Evaluation

Create New Interview Schedule

Save | Return Top of Page

c. The "Interview Schedule" has now been updated. Click **Submit**.

**Manage Interview** **Interview Schedule**

Interview Schedule

Submit | Save as Draft | Return Personalize

Job Opening ID 1593  
Job Opening Status 010 Open  
Submitted Yes

Business Unit 30000 (Columbus State University)  
Job Posting Title Graduate Assistant- Human Resources

**Candace**

Applicant ID  
Applicant Type External Applicant  
Preferred Contact Not Specified

**Interview 1 - 12-09-2019 11:30 AM To 12:00 PM EST**

Date 12/09/2019 Interview Type Phone Initiator Annette Brown

\*Start Time 11:30AM Applicant Responses None

\*End Time 12:00PM

\*Time Zone EST

Notify Applicant

Notify Interview Team

**Interviewers**

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
		12/09/2019	11:30AM	12:00PM	None			

Add Interviewer

**Venue Information**

Venue Columbus State University Location Columbus State University - University Police Department

Response Accepted

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

Cancel Interview

**Consolidated Interview Letter**

Add Interview

View All Interviews Expand All Collapse All

Submit | Save as Draft | Return Top of Page



- d. You will receive a message that you have successfully submitted interview details. Click **OK**.

**Message**

You have successfully submitted interview details for Candace Hill for the job Graduate Assistant- Human Resources -- 1593 (0,0)

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

← Manage Job Opening
Manage Interviews

Manage Interviews

Save | Return
Personalize

Applicant Name Candace Hill

Applicant ID [redacted]

Job Posting Title Graduate Assistant- Human Resources

Job Code 900X00 (Student Assistant)

Job Opening ID 1593

Job Opening Status 010 Open

Business Unit 30000 (Columbus State University)

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="checkbox"/>	12/09/2019	11:30AM	12:00PM	EST	Columbus State University - University Police Department	<input checked="" type="checkbox"/>	Unconfirmed	005 Interview	

**Interview Details**  Edit Interview Schedule

Date 12/09/2019

Start Time 11:30AM EST

End Time 12:00PM EST

Location Columbus State University - University Police Department

Submitted Yes

Status Unconfirmed

**Final Recommendation**

Final Recommendation 005 Interview

Reason [redacted]

Average Score 0

**Interview Evaluations**

No interview evaluations found.

Create New Evaluation
Create New Interview Schedule

Save | Return
Top of Page

- 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.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Interviews | Print Job Opening | Personalize

Job Opening ID 1593  
Job Posting Title Graduate Assistant- Human Resources  
Job Code 900X00 (Student Assistant)

Status 010 Open  
Business Unit 30000 (Columbus State University)  
Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

All (8) | Applied (5) | Reviewed (2) | Screen (0) | Route (0) | Interview (1) | Offer (0) | Hire (0) | Hold (0) | Reject (0)

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	Candace		External	Interview								Other Actions

b. Select the appropriate reason for the Rejection.

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
	Candace	1593 - Graduate Assistant- Human Resources	

Disposition Reject

\*Reason

Reject | Reject and Correspond | Cancel

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
	Candace	1593 - Graduate Assistant- Human Resources	

Disposition Reject

\*Reason

- 140-Inactive: Selected For Ano
- 1A-Not consid.IneligApplncompl
- 1B-Not consid.Inelig.Rehire
- 1C-InternatCand.NoEligbleDis
- 1D-Not LegallyAutho/Work
- 1E-NotScreen-afterCandidateSel
- 1F-CandidateNot QIC: As Posted
- 2-Failed Online BQ-Ex:Ed:Loc
- 2A-Failed BQ Screen-Experience
- 2B-Failed BQ Screen-Education
- 2C-FailedBQScreen-Cer/Lic/Reg
- 2D-Duplicate Application
- 2E-SalaryRequirements
- 3A-Not referred BQ&PQ ScreenEx
- 3B-Not referred BQ&PQ ScreenEd
- 3C-Applicant Withdrew
- 3D-SalaryRequirements
- 4C-Interv.Appl no longer avail
- 4D-Interv.Unable to reach Appl

Reject | Reject and Correspond | Cancel

Other Actions

c. Then click on either the "Reject" or "Reject and Correspond" buttons.

Reject Applicant

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
	Candace	1593 - Graduate Assistant- Human Resources	

Disposition Reject

\*Reason Not Best Qualified-Experience

Reject | Reject and Correspond | Cancel



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

**< Manage Job Opening**

### Send Correspondence

The access setting affects who can see the applicant note that correspondence creates.  
Private correspondence can only be seen by the author.  
Public correspondence that is not associated with any job openings is visible to all users.  
Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

**Recipients** Personalize | Find | View All | First | 1 of 1 | Last

ID	Applicant Name	Job Opening
	Candace	1593 - Graduate Assistant- Human Resources

**Message Type and Method**

\*Contact Method | Email | Letter

**Recipient Information**

To: Candace  
Cc:  
Bcc:

Include Interested Parties

**Sender Information**

From:

**Message**

\*Subject: Your Application with USG  
\*Access: Public  
\*Message: 10 December 2019  
Ms. Candace  
123 Elm Street  
Columbus, OH 12345  
Dear Ms. Candace,  
Thank you for taking the time to interview with us. We have given careful consideration to your experience and skills with regard to the position (s).  
1593 Graduate Assistant  
We regret to inform you that we have decided to pursue other candidates.

**Attachments**

No attachments have been added to this Correspondence

Add Attachment

Preview Send Cancel

- 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**.



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



**Manage Job Opening** **Manage Job Opening**

Manage Job Opening

[Recruiting Home](#) | 
 [Search Job Openings](#) | 
 [Create New](#) | 
 [Clone](#) | 
 [Refresh](#) | 
 [Add Note](#) | 
 [Interviews](#) | 
 [Print Job Opening](#) | 
 [Personalize](#)

Job Opening ID 1593      Status 010 Open  
 Job Posting Title Graduate Assistant- Human Resources      Business Unit 30000 (Columbus State University)  
 Job Code 900X00 (Student Assistant)      Department 4600000 (Human Resources)

[Applicants](#) | 
 [Applicant Screening](#) | 
 [Activity & Attachments](#) | 
 [Details](#)

All (8)	Applied (5)	Reviewed (2)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (1)
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Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	Candace		External	Reject	Not Best Qualified-Experience								Other Actions

Personalize | Find | View All |  | First 1-8 of 8 Last