

## Reviewing Applications in ApplicantPro

### Step One:

Login to the ApplicantPRO Admin Area:

<https://admin.applicantpro.com/>

Enter **Username** and **Password**

### Step Two:

To view applicants for an open position, select the Applicants Tab.



### Step Three:

Click on the magnifying glass or the job title to view the applications. Note: you must be on the Applicants Tab.

| Job Title     | Unit       | Viewed | Started | Completed | Met BQ | No Status |
|---------------|------------|--------|---------|-----------|--------|-----------|
| IT Specialist | Production | 1      | 1       | 0         | 0      | 0         |

### Step Four:

Click on the magnifying glass next to the applicant that you would like to review.

Filters: Status: All, Active: Active, Date Range: Last 30 Days, Met BQ: Qualified, Sort By: [dropdown], Refresh

|                             | Name           | Date        | Met BQ | Status     |
|-----------------------------|----------------|-------------|--------|------------|
| <input type="checkbox"/> 1. | Hunter, Bayley | 13-May-2013 | Yes    | [dropdown] |

Select All - Deselect All

You may choose to filter and view only candidates Employee Services has reviewed and recommended with the sort by drop down or you may view all candidates (qualified and disqualified) with the met BQ drop down.

Filters: Status: All, Active: Active, Date Range: Last 30 Days, Met BQ: Qualified, Sort By: [dropdown], Refresh

|  |                           |             |     |                             |
|--|---------------------------|-------------|-----|-----------------------------|
|  | Laroche, Jacquelyn        | 15-Jul-2014 | Yes | Recommended to Manager by H |
|  | jean noel, jacky louis II | 24-Jul-2014 | Yes | Reviewed and Not Selected   |

## Reviewing Applications, Interviewing and Hiring

### Step Five:

Review the application and update the status for each candidate. For candidates whom you wish to pursue, change status to Selected for Phone Screen by Manager. Employee Services will then call and conduct a phone screen on your selected candidates.

Reviewed and Not Selected ▼

Selected for Phone Screen by M. ▼

Selected for Phone Screen by M. ▼

### Step Six:

As phone screenings are conducted, Employee Services will update statuses of your selected candidates to either: Screened and Not Selected or Phone Screen Completed by HR. Employee Services will provide feedback from the phone screenings and the manager will decide which candidates they wish to interview.

Phone Screen Completed by HR ▼

Screened and Not Selected ▼

Screened and Not Selected ▼

Screened and Not Selected ▼

### Step Seven:

Employee Services will contact selected candidates for interview and schedule (skype, phone or in-person).

### Step Eight:

Once the candidate has been selected for hire by the manager, background checks will be conducted. Employee Services will update the status of the final candidate to Selected for Hire- Pending Background Check.

### Step Nine:

The manager will complete and send a change form to Employee Services with two levels of signature authorizing the hire. A verbal and written offer will be extended to the candidate upon successful completion of the background and reference checks.

### Step Ten:

If final candidate accepts, job posting will be removed from website. Candidates whom applied and were not selected to fill the position will be notified of the university's decision by Employee Services.