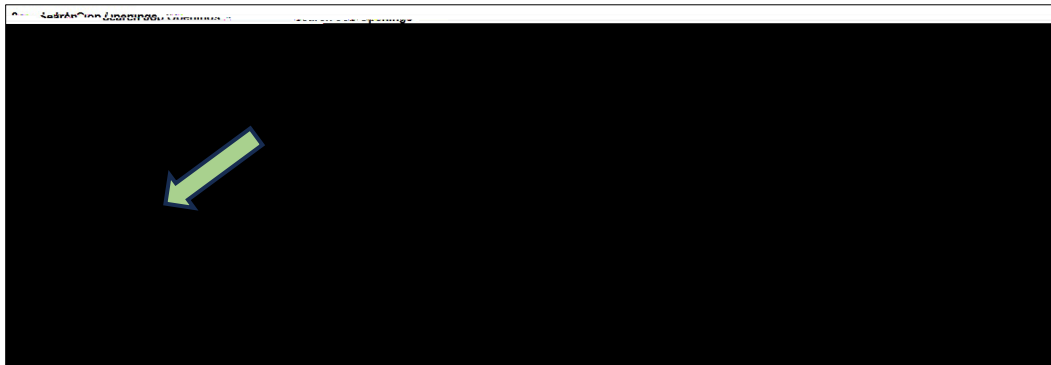
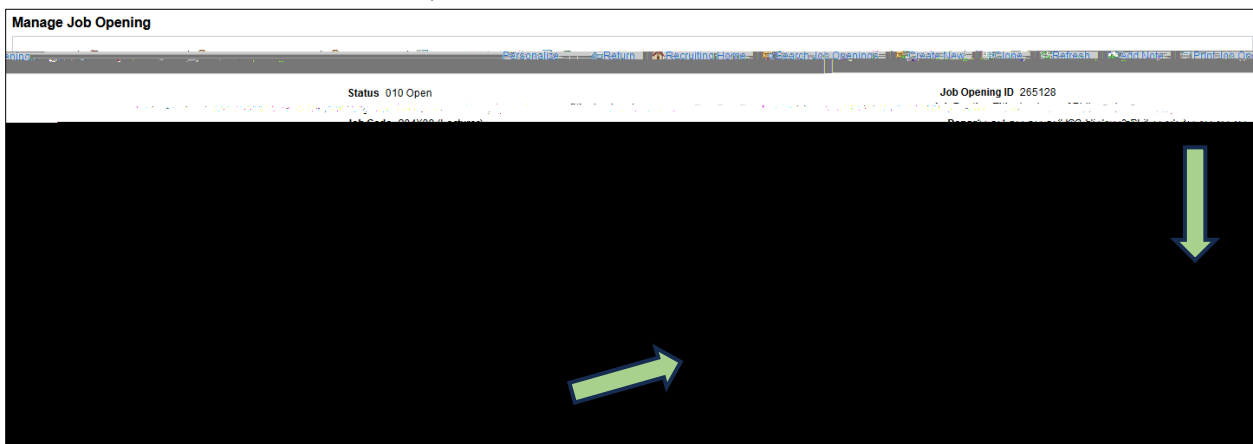


APPLICANT REVIEW AND MANAGEMENT FOR FACULTY SEARCHES

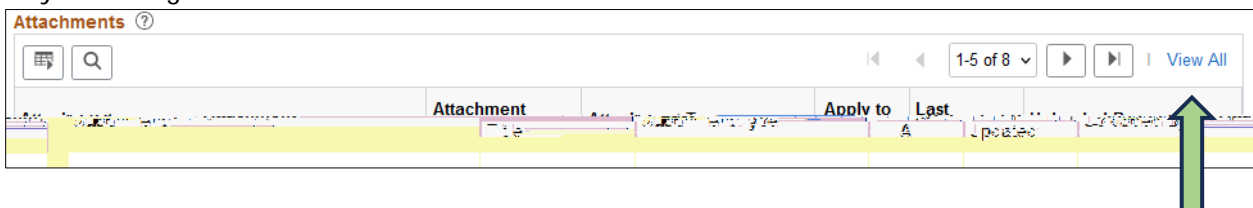
3. Click on the Job Opening title for the search you wish to see applications.



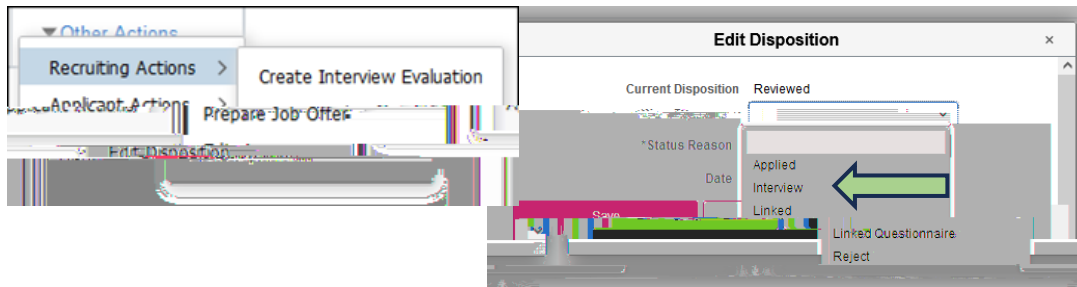
4. Here you will find a list of all applicants who have applied for the position. NOTE: Only 25 applications will be visible unless you choose the "View All" option above "Other Actions".
- a. Click on the Application icon to bring you to the Manage Application screen.
 - i. Here you have access to the application and any required or optional attachments, such as cover letters, curriculum vitae, transcripts, references, etc.



(NOTE: There may be multiple pages of attached documents so you may need to scroll all the way to the right and choose View All.



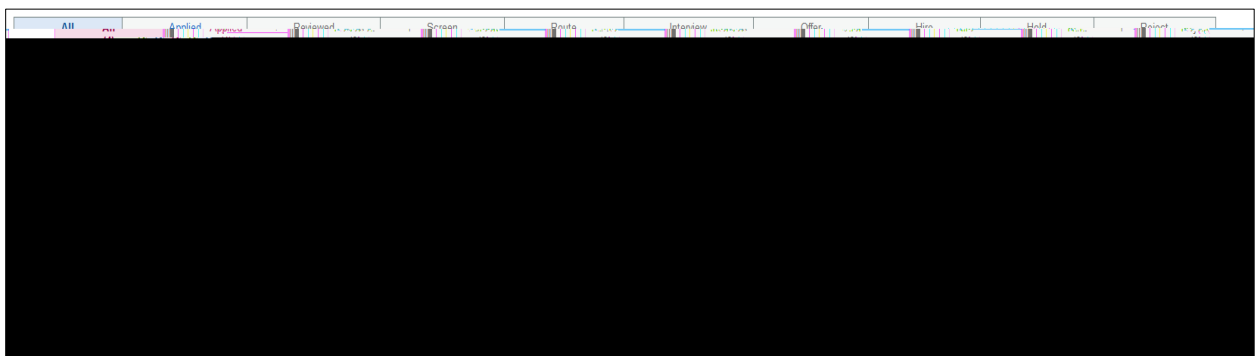
6. Move applications to *Interview* **after** the applicant has agreed to be interviewed.
 - a. Click the box next to the applicant's name to highlight the row
 - b. Select *Other Actions*
 - c. Select *Recruiting Actions*
 - d. Select Edit Disposition
 - i. Select *Interview*



MOVING APPLICATIONS IN BULK

This should only be done when the reason for rejection is truly the same for each candidate.

- a. Select multiple applicants
- b. Click on the *Group Actions* dropdown
- c. Click on Recruiting Actions
- d. Choose Action
- e. Choose the *Reason* if you are Rejecting



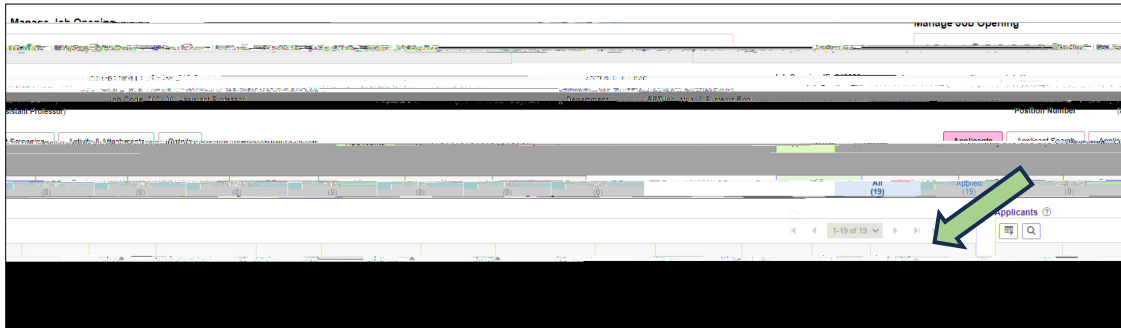
REJECTING APPLICATIONS

Move applications to *Reject* as you review them and when a job offer is submitted. You may keep your top three candidates in the pool in case your first choice does not work out. Any remaining applications will automatically be rejected with the reason, *Hired more qualified candidate*, when the job offer is moved to *Hired*.

NOTE: It is very important to choose the appropriate *Status Reason* for the rejection because this is reported in our EEO mandated reporting.

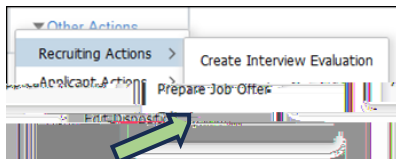
To move the applications to Reject:

- a. Choose the Reject icon on the application row
- b. Choose the appropriate dispensation reason per the table in the Appendix



OR

- a. Click the box next to the applicant's name to highlight the row
- b. Select *Other Actions*
- c. Select *Recruiting Actions*
- d. Select Edit Disposition
 - i. Select *Reject*
 - ii. Choose appropriate dispensation reason per the table in the Appendix



See Appendix for appropriate dispensation *Reason* choices.

Appendix

Initial Application Review Process

Action	Status	Dispensation Reason	Notes
N/A	N/A	Applied	Initial Disposition when applicant applies.
HM - Moves to	Reviewed	Reviewed	Hiring Manager - as applications are reviewed
HM - Moves to	Reject	Screening - Failed Min Quals	Hiring Manager - does not meet minimum qualifications or application is not complete
HM - Moves to	Reject	Unable to Contact/Make Offer	Hiring Manager - If applicant cannot be reached for an interview.
N/A	N/A	Withdrawn	Automatically moves applicant to this when they