- 2. Manage Job Opening Page Denigr age Job O Recruiting Home | Search Job Ope Job Opening ID 1593 Job Posting Title Gradu Job Code 900X0 Statu Applicants Applicant Screening Activity & Attachments Details Applied All Applicants Applicant Name Appl Con 1000 Anudeep External . ô -8 ø Candace an Harinichand an hary . lianan 18 2018 SITE I Sydne sri 💦 😽 · Group Actions Deselect All Recruiting Home | Search Job Opening
  - 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 A pplicants . (All, Applied , Reviewed , Screen , Route, Interview , Offer , Hire, Hold, and Reject )

c. <u>Note on Dispositions</u>: 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.

Ma	rk Reviewed

Applicant Management Job Aid CR\_JA004

·				Questionnaire
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				Answers
swer		Correct Answer	Selected Answer	Possible An

 Click "Return " when you are finished reviewing the application to return to the Manage Job Opening Page.

## 4. View Applic ant Details

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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 A pplicant will now be moved to the " Reviewed " tab :

d. To route the Applicant, click on the "Route" icon. ha 1 Tf 0.03Tm (Td (79Tj EMeT6 1 Tf 0 Tc 0 T

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- i. Once all necessary sections have been completed on the "Interview Schedule" pag e, then, click "Submit".
- j. You will receive a message that you have successfully submitted I nterview details. Click OK.

 k. Notice the Applicant has been moved to the "Interview " tab. Here you can set up additional Interviews, create Interview EEInddi a Tc -n, cre1.393 (a)5.4 (i)-7.6104 Td ()T6 ro41BD

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

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