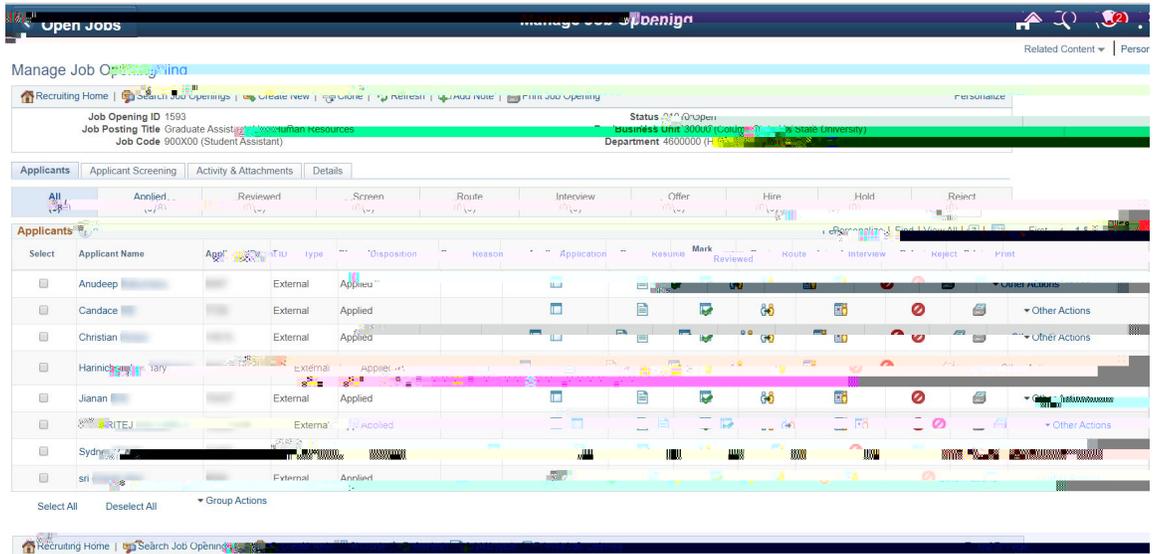




## 2. Manage Job Opening Page



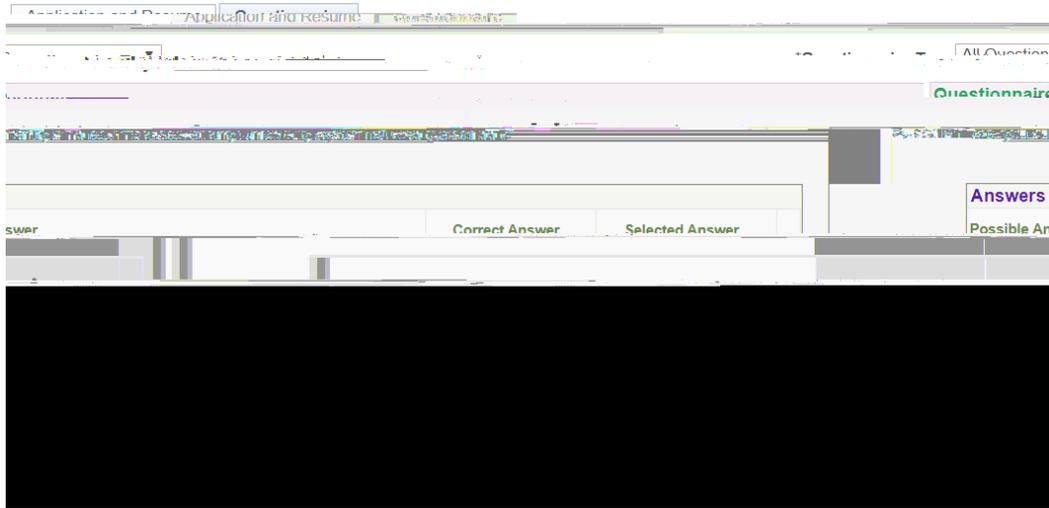
- This will take you to the Manage Job Opening page. Here you will see a list of all Applicants who have applied to the opening.
- The page will default to the “ All” tab. Notice the additional tabs that show detailed information regarding the Applicants. (Applicants , Applicant Screening , Activity & 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.

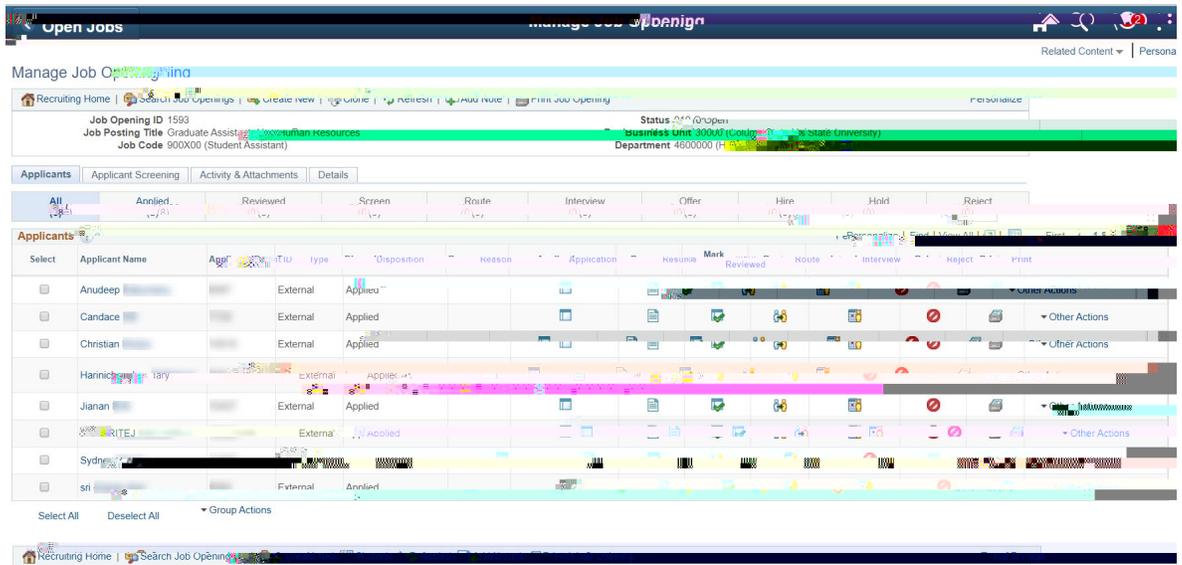




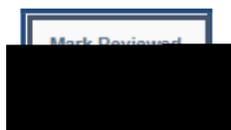


- d. Click “Return ” when you are finished reviewing the application to return to the Manage Job Opening Page.

#### 4. View Applicant Details



- a. To mark an Applicant as Reviewed , click on the icon in the “ Mark Reviewed ” column.

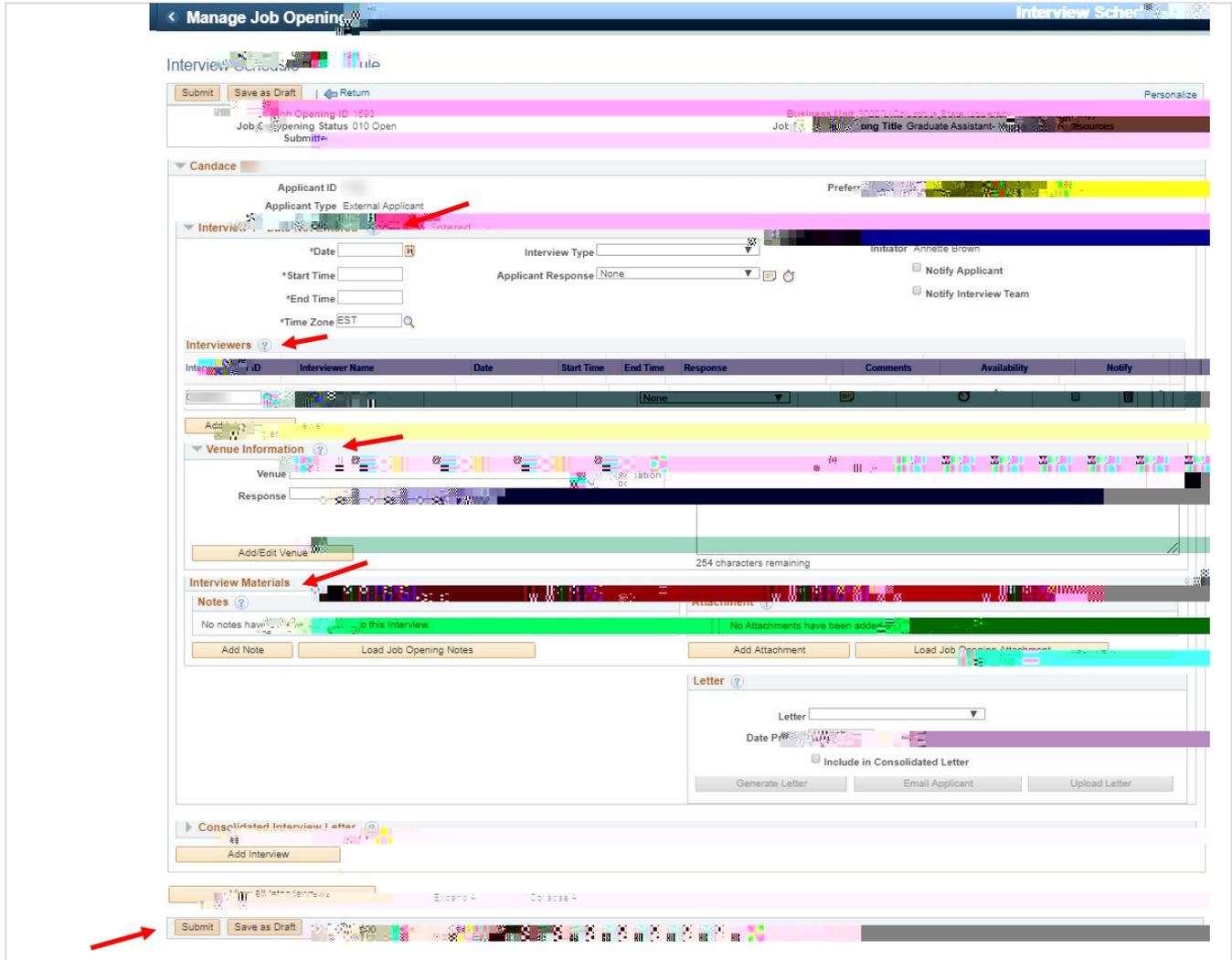


b. You will receive a pop-up window indicating that you are successful . Click OK.

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

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





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.

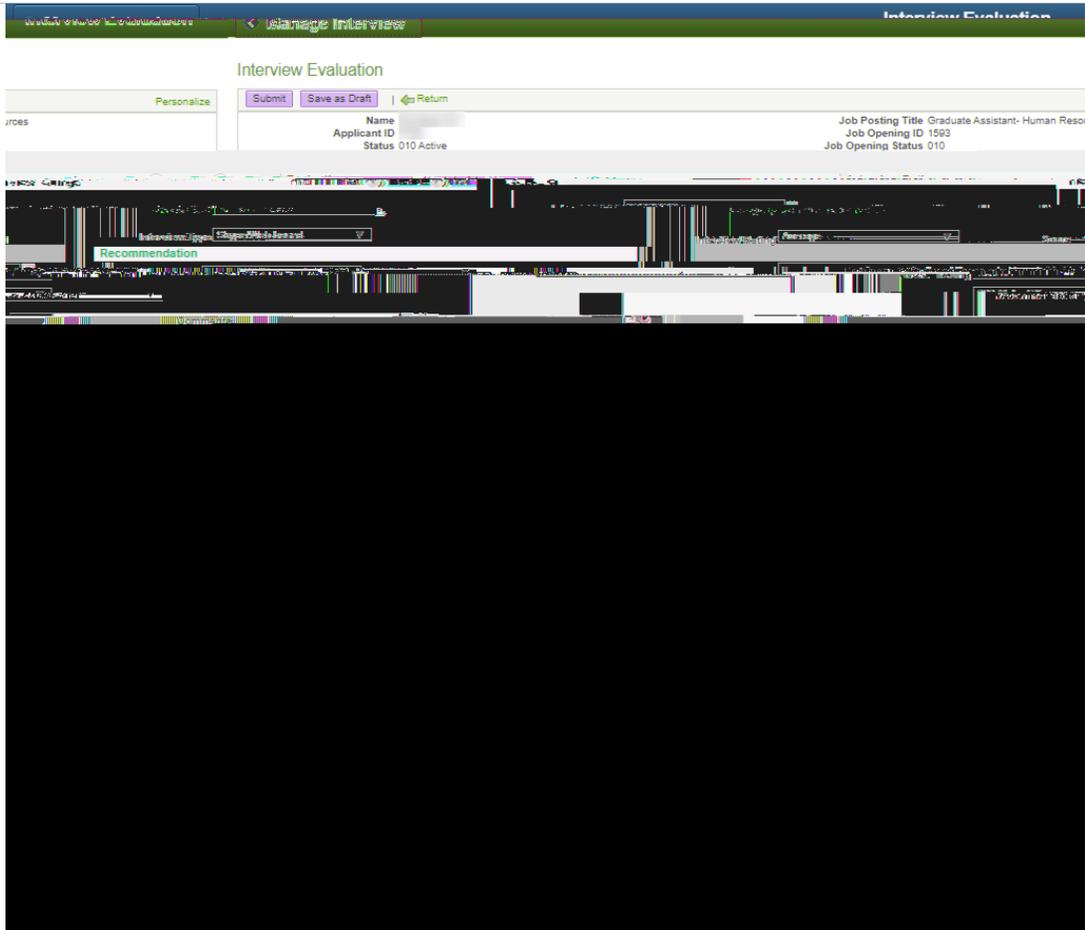
k. Notice the Applicant has been moved to the “Interview” tab. Here you can set up additional Interviews, create Interview

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation buttons for 'Save' and 'Return'. Below this, the 'Interview Summary' section includes a table with columns for 'Select', 'Date', 'Start Time', 'End Time', 'Time Zone', 'Location', 'Submitted', 'Status', and 'Final Recommendation'. The 'Interview Details' section is expanded, showing the following information: Date: 12/09/2019, Start Time: 11:30AM EST, End Time: 12:00PM EST, Location, Submitted, and Status: Unconfirmed. A red arrow points to the 'Edit Interview Schedule' button. Below this, the 'Final Recommendation' section has dropdown menus for 'Final Recommendation' and 'Reason', and a highlighted 'Average Score' field. The 'Interview Evaluations' section shows 'No interview evaluations found.' At the bottom, there are buttons for 'Create New Interview Schedule', 'Save', and 'Return'.

c. The “Interview Schedule” has now been updated. Click Submit.

The screenshot shows the 'Interview' interface. At the top, there are navigation buttons for 'Submit', 'Save as Draft', and 'Return'. Below this, the 'Venue Information' section includes a dropdown for 'Venue' (Columbus State University) and a text field for 'Location' (Columbus State University - University Police Department). The 'Interview Materials' section includes a 'Notes' field and an 'Add Attachment' button. At the bottom, there is a 'Letter' section with a dropdown for 'Letter', a 'Date Printed' field, and buttons for 'Generate Letter', 'Email Applicant', and 'Upload Letter'. There are also buttons for 'Cancel Interview', 'Add Interview', and 'View All Interviews'.





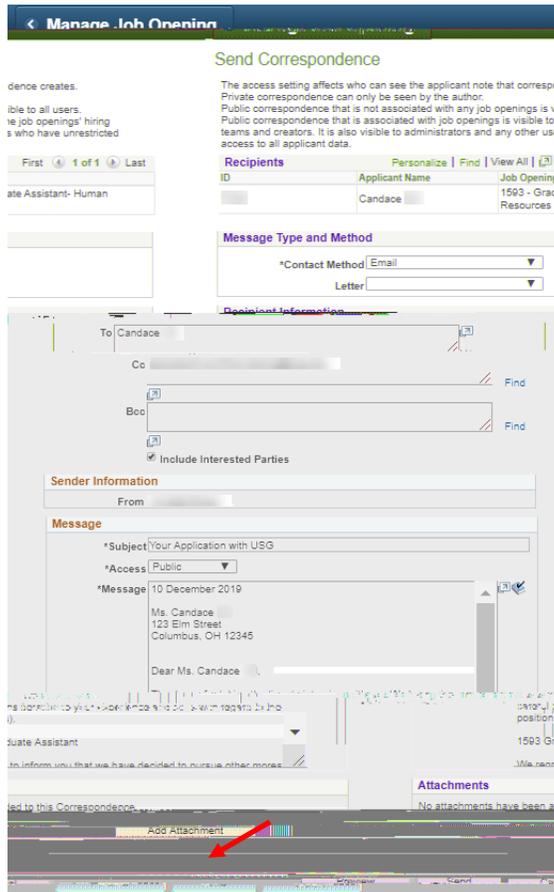
- g. You will receive a message that you have successfully submitted interview evaluation . Click OK.

## 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 “ Reject ” column.



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



- e. After completing your correspondence and previewing , Click Send.  
f. You will see a pop -up window that confirms you have successfully R ejected the candidate. Click OK .



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

Manage Job Opening

Recruiting Home | Search Job Q

Job Opening ID 155  
Job Posting Title Graduate Assistant- human resources  
Job Code 900X00 (Student Assistant)

Status: O (Open)  
Business Unit 46000 (Columbus State University)  
Department 4600000 (Human Resources)

Applicants | Applicant Screening | Activity & Attachments | Details

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

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

Select	Applicant Name	Applicant ID	Type	Disposition	Reason
<input type="checkbox"/>	Candace		External	Reject	Not Best Qualified