Managing and Reviewing Applicants

- Login
- Home screen
- Manage requisitions screen
  - Searching on the manage requisition screen
  - Details on the manage requisition screen
    - Applicant card
      - Applicant’s personal information
      - Application information
      - Applicant history
- Reviewing applicants
- Changing the status of an applicant
  - Bulk move
- Hiring Manager Responsibilities
To **login** go to [jobs.ua.edu/hr](http://jobs.ua.edu/hr)

From your **home screen** select manage requisitions

From the **Manage requisitions** screen you can see all requisitions to which you are assigned.
• You can view by a status or you can go a step further and **search** by specific criteria.
Details on the **Manage Requisition Screen**

When you click the dropdown menu next to the “i” the details to the left will appear. When you scroll over some of the text your cursor will change to the hand cursor symbol and you can select the text as a link.

Requisitions with a green check mark are currently live postings on the UA Staff Job Site.
On the far right side of the requisition details you will see the following links:

- Edit
- Notes
- Preview
- Applications

When you click on applications it takes you to the manage applications screen.

- To review an applicant click on the applicants name.
- The **applicant card** for that individual will then appear.
The **applicant card** contains personal/contact information, positions applied to, and applicant history.

![Applicant Card Example](image1)

The **personal information section** includes phone, email, etc.

![Personal Information Example](image2)

Click here to view the resume and other attachments.

The **applications information section** includes the application, resume/CV, and the application status.

![Applications Information Example](image3)

Click here to view the application submitted for this position; additional details are included below and titled reviewing applicants.

Click here to change the applicant status; additional details are included below titled changing the status of an applicant.

The **applications information section** will include all positions (that you have access to) that this applicant has applied to. (i.e. if the applicant applied to 3 groundskeeper positions you will see all three positions in this section).

![Applications Information Example](image4)

The **applicant history section** shows the history of actions for the applicant.

![Applicant History Example](image5)

Last Revised 2/12/2015: HLH
**Reviewing applicants**

- Click on the application link to view the applicant details.

- The application will then open up on your screen for you to review. As you scroll through the application you will notice that the resume and other attachments follow the application. There is an option to print the application at the top of the screen.

Once you’ve reviewed the application, close the window. You will return to the applicant card. You can continue reviewing applicants from the applicant card. At the bottom of the applicant card you can move forward to the next candidate by selecting Next Applicant.
Changing the status of an applicant

- You will also see three boxes on the applicant card and on the manage applicant screen.

  ![Applicant Card](image1)

  ![Manage Applicant Screen](image2)

- As you review applicants, the three boxes can be used to sort the applicants. The first (green) box could be used for candidates that you would like to move forward with; the second (orange) box could be used for ones that you may consider and could be moved to a hold for further review status’ and the third (red) box could be used for candidates that you would not consider for hire. Once you’ve screened through all of the candidates you can do a bulk move to change the applicant status. (Please note that if you leave this screen it will not save the boxes that you’ve checked.)

- At the top left-hand side of the screen select **bulk move** from the dropdown.
This will take you through all three of the boxes (green, orange, and red) so that you can move these applicants to another status like selected for interview or not hired. (Please note, if you leave this screen it will not save the boxes that you’ve checked.)

You can also change the applicant status on the applicant card by clicking on the text of the current status. Below you can see the status of this applicant has been changed to Forwarded to Dept. To change the applicant to a different status such as Not Hired, click on the text and select the new status.
• When you click on the current status text, the window below will appear. Select the status you would like to move the applicant to and then click next at the bottom of the window.

• To confirm the status change select “move now” on the next screen.
Hiring Manager Responsibilities

As a **hiring manager**, it is your responsibility to do the following:

- Review the EEO data associated with this requisition to make sure the applicant pool is diverse. For more information, see the training tutorial [Reviewing EEO Data- By Requisition](#) or contact your [HR Recruiter](#).

  ![View reports](image1)

- Indicate which applicants have been interviewed, by moving their status to the “interview complete” or “interview unsuccessful” status. This is essential for the University’s Affirmative Action Reporting and is analyzed annually. Contact your [HR Recruiter](#), if you have any questions.

  ![Change application status](image2)
• Dispense applicants including a “not hire” reason.

All applicants that are “not hired” must be assigned a reason indicating why they were not selected. Applicants can be moved one-by-one or by using the bulk move option. From the change application status section select “not hired” from the list and then “next” from the bottom of the window. ** Do not select “Save” because this bypasses the selection of a not hired reason code.
• Scroll to the bottom of the confirm status change screen and select a “not hired” reason from the dropdown. All applicants that are not hired should be moved to “not hired” with an appropriate reason code assigned. If you have questions, contact your HR Recruiter.