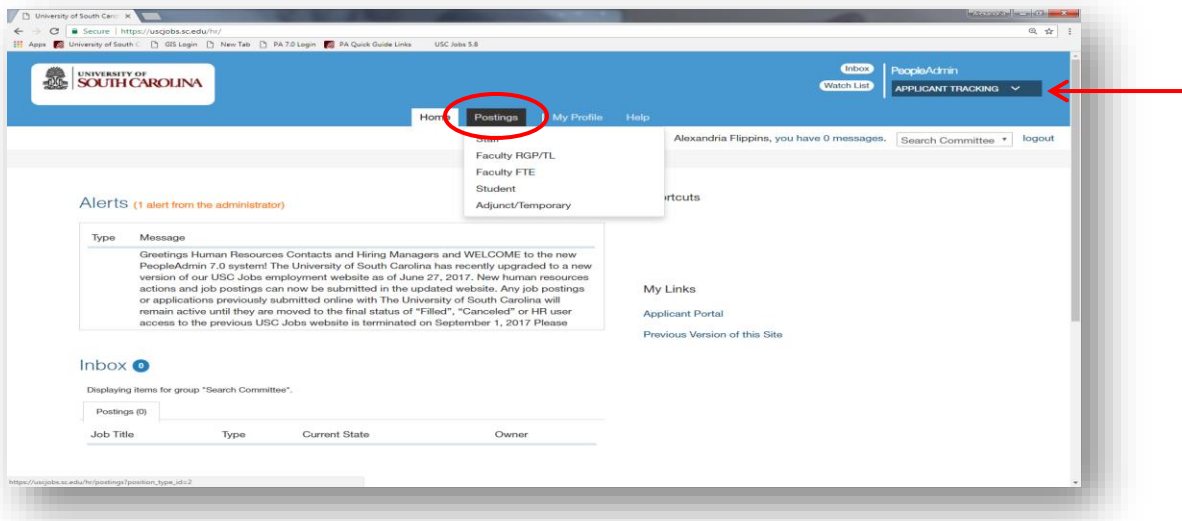


Applicant Reviewer

The Applicant Reviewer feature is designed to allow you to view the applications and applicant documents associated with a posting, and move the applicants through the applicant workflow states in the applicant review process. Applicant reviewers are assigned to a posting when the posting is created.

To View Applicants for a Posting:

1. Make sure you are in the **Applicant Reviewer** role in the **Applicant Tracking Module**. Hover over the **Postings** tab and select the position type of the posting to be reviewed. Search for the posting and select it. If you added the posting to your Watch List, you will be able to locate the posting there.



2. Click the **Applicants** tab.

Position Type: Adjunct/Temporary | Created by: Alexandria Flippins
 Department: Division of Human Resources | Owner: HR Recruitment

Summary | History | **Applicants** | Reports

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Once all pages have validated successfully, you may take action on the Posting using the actions listed.

✔ Posting Details

Posting Summary

Posting Number	TMP00077PO17
Classification Title	Administrative Specialist I

Applicant Reviewer

3. A list of the applicants for the posting will be shown.

<input type="checkbox"/>	Full Name	Posting Number	Application Form	Workflow State (External)	Documents	Status	Application Date	Last Application Update	
<input type="checkbox"/>	Kinney, Nicole	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 18, 2017 at 12:23 PM	July 18, 2017 at 12:23 PM	Actions ▾

To View an Applicant's Materials Individually:

1. Click on the Applicant's name.

Adjunct Faculty/Temporary Staff Applicants 14 ✕ Delete this search? Selected records 0 ✕ Clear selection? Actions ▾

<input type="checkbox"/>	Full Name	Posting Number	Application Form	Workflow State (External)	Documents	Status	Application Date	Last Application Update	
<input checked="" type="checkbox"/>	Kinney, Nicole	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 18, 2017 at 12:23 PM	July 18, 2017 at 12:23 PM	Actions ▾
<input type="checkbox"/>	Lear, Christian	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 19, 2017 at 03:45 PM	July 19, 2017 at 03:45 PM	Actions ▾
<input type="checkbox"/>	Johnson, Lindsay	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 19, 2017 at 04:30 PM	July 19, 2017 at 04:30 PM	Actions ▾
<input type="checkbox"/>	Drakeford, Annette	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, Cover Letter, List of References and Contact Information	Under Review by Department	July 20, 2017 at 11:13 AM	July 20, 2017 at 11:13 AM	Actions ▾

2. Scroll through the application to view the document. Any required or optional applicant documents can be found at the bottom of the application in the **Required Documents** or **Optional Documents** section. Click on the document to view it.

Required Documents

Document Type	Name	Conversion Status
<input checked="" type="checkbox"/> Resume	Resume 07-18-17 11:17:15 (136 KB) ←	PDF complete
<input checked="" type="checkbox"/> List of References and Contact Information	List of References and Contact Information 07-13-17 13:41:28 (21 KB)	PDF complete

Optional Documents

Document Type	Name	Conversion Status
Cover Letter	-	-

3. To view the PDF version of the application and/or documents, scroll to the bottom of the screen to the **PDF Documents** section and select the action to either **view** or **generate** the application or combined documents.

PDF Documents

Document Type	Actions
Application	View ←
Combined Document	View Regenerate ←

Applicant Reviewer

4. Once the PDF opens, you will be able to view and print the document.

To View an Applicants’ Materials Collectively:

You can review more than one applicant’s documents at a time. You will be able to choose to view certain documents for each group of applicants or all documents for a group of applicants.

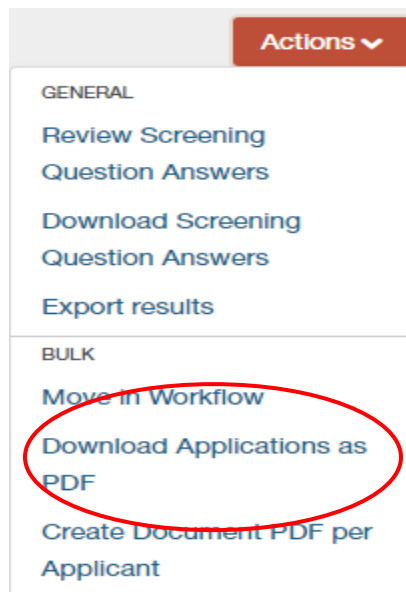
1. Check the boxes to select the applicants of interest that need to be reviewed.

<input checked="" type="checkbox"/>	McElroy, Chris	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information
<input checked="" type="checkbox"/>	Caplinger, Ashley	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information
<input checked="" type="checkbox"/>	Durham, Tevya	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information
<input checked="" type="checkbox"/>	Ijadare, Toyin	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter

2. Hover over the **Actions tab** and click **Download Applications as PDF**.

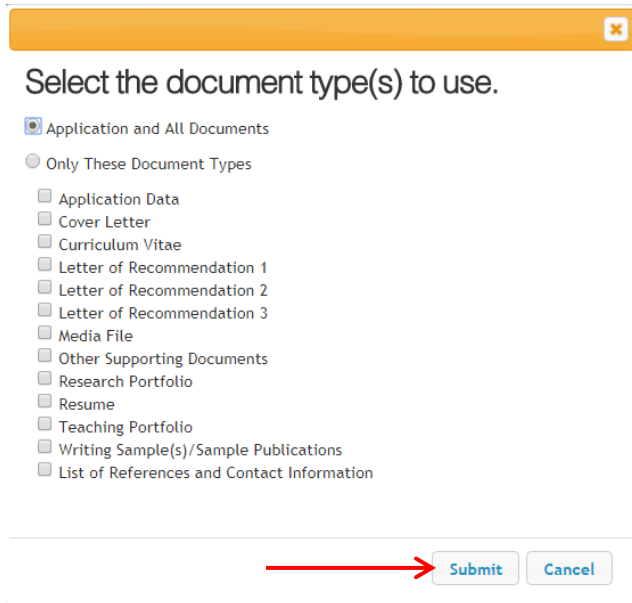
Note: Other actions are available at this stage as well.

- Review the supplemental question answer statistics if applicable by selecting **Review Screening Question Answer**.
- Download the supplemental question answers if applicable in an excel spreadsheet by selecting **Download Screening Answer Questions**.



Applicant Reviewer

3. Select the document type(s) to view and click Submit.



4. The system will create a PDF containing all the documents you selected.

Moving Applicants through the Workflow States or Dispositions:

1. Select the name of the applicant that you would like to move in the workflow state.

Adjunct Faculty/Temporary Staff Applicants 14 ✕ Delete this search? Selected records 0 ✕ Clear selection? Actions ▾

<input type="checkbox"/>	Full Name	Posting Number	Application Form	Workflow State (External)	Documents	Status	Application Date	Last Application Update	Actions ▾
<input checked="" type="checkbox"/>	Kinney, Nicole	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 18, 2017 at 12:23 PM	July 18, 2017 at 12:23 PM	Actions ▾
<input type="checkbox"/>	Lear, Christian	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 19, 2017 at 03:45 PM	July 19, 2017 at 03:45 PM	Actions ▾
<input type="checkbox"/>	Johnson, Lindsay	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 19, 2017 at 04:30 PM	July 19, 2017 at 04:30 PM	Actions ▾
<input type="checkbox"/>	Drakeford, Annette	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, Cover Letter, List of References and Contact Information	Under Review by Department	July 20, 2017 at 11:13 AM	July 20, 2017 at 11:13 AM	Actions ▾

2. Hover over the **Take Action On Job Application** tab and select the workflow state that you would like to move the applicant to. A take action box will then appear, click submit to move the applicant.

- Candidates must be moved through the correct order of the applicant workflow. In order to select a candidate to be interviewed, you must first select the status of Interview Approved/Pending. Once selected, the applicant reviewer will then have the option to move the applicant to the status of interviewed, then finalist, and lastly recommended for hire.

Applicant Reviewer

Human Resources

- Applicants will be able to see the status of their application as they are moved through each workflow state. However, they will not be able to see the reasons that were selected.

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

Further Consideration (move to Under Consideration)

Interview Approved/Pending (move to Interview Approved/Pending)

Quick Hire (Recommend for Hire) (move to Recommend for Hire)

Did Not Meet Min Quals- Email Now (move to Did Not Meet Min Quals- Email Now)

Not Interviewed/Not Selected- Email Now (move to Not Interviewed/Not Selected- Email Now)

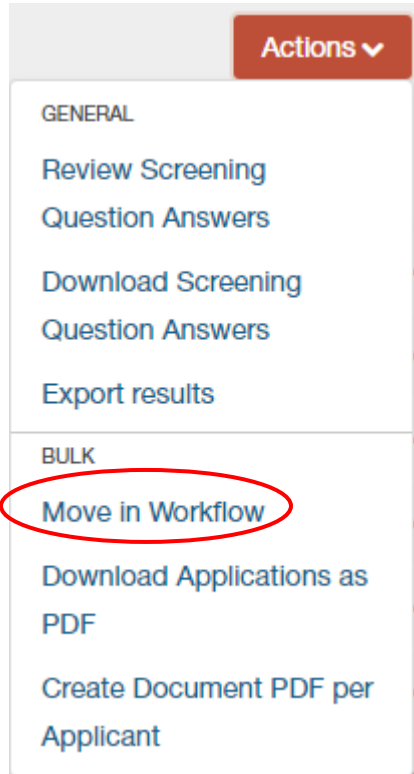
Not Interviewed/Not Hired- Email at Filled (move to Not Interviewed, Not Hired- Email at Filled)

3. To move more than one applicant to a workflow state at a time, select the check boxes in front of each desired applicant's name.

<input checked="" type="checkbox"/>	McElroy, Chris	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information
<input checked="" type="checkbox"/>	Caplinger, Ashley	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information
<input checked="" type="checkbox"/>	Durham, Tevya	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information
<input checked="" type="checkbox"/>	Ijadare, Toyin	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter

Applicant Reviewer

4. Hover over the **Actions** tab and select **Bulk, Move in Workflow**.



5. Select the workflow state to which you would like to move all applicants. Click **Save Changes**.

