

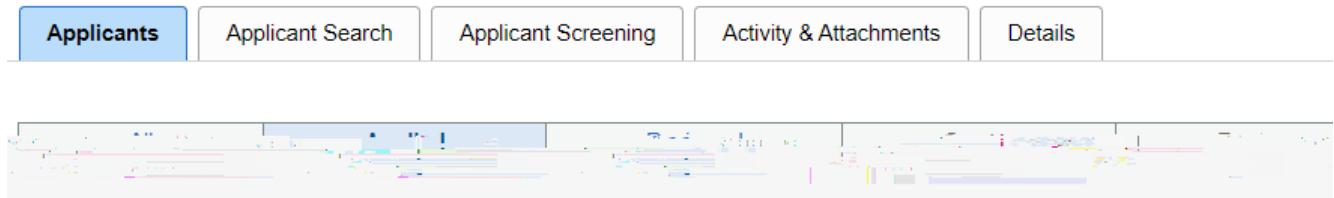
## Business Process Document

Process Name	Screening Candidates & Applicant Management
Department	Human Resources
Process Purpose	Effectively screen and manage applicants for an open job posting
Effective Date	April 2022
Revision Date	April 2022

3. Click on the blue link to the Job Opening. The page will default to the Applicants tab.

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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). You may use these tabs to narrow the applicant list for review.

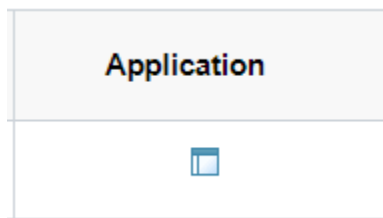


4. Review the Application details and materials.

To view an application, click on the appropriate icon in the Application or Resume column in that application.



Click on the Application icon to view additional details and attachments.



Click on the filename links under the Attachments section to view the application and any other required documents.



Other background information provided by the candidate may be populated on this page.

5. Click the Questionnaire tab to review

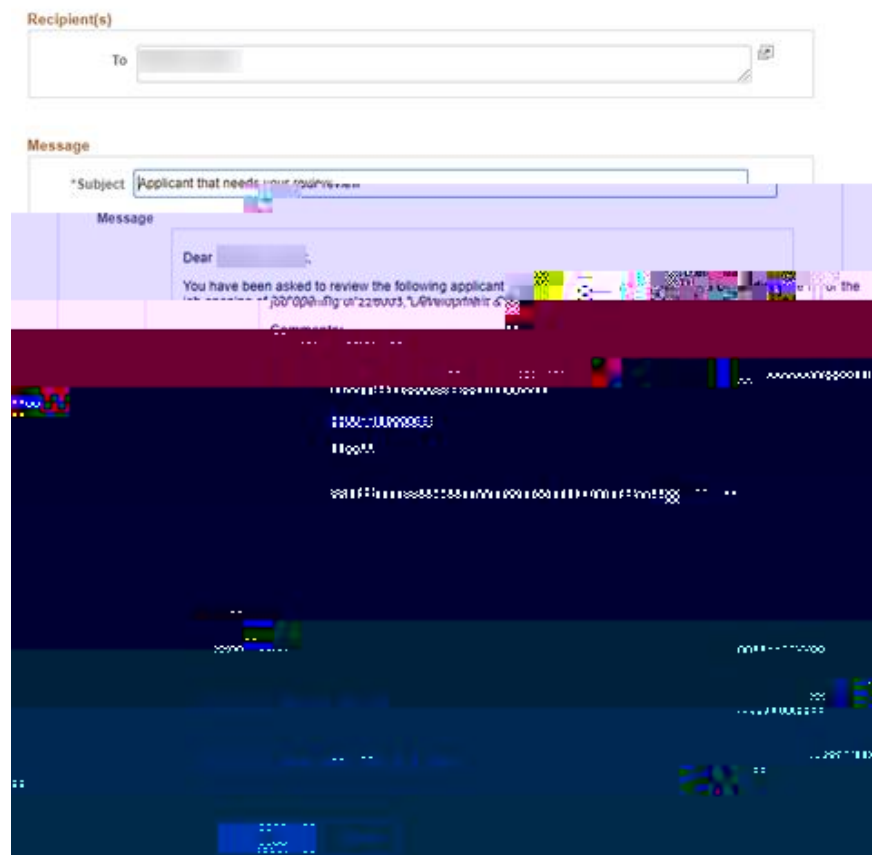
In the Notification section, use Include Attachments to check any documents the applicant attached for inclusion in the routing.



Notes in the Comments field will be added to the communication for the recipients.

Use Preview Notification to view the communication to the routing recipients.

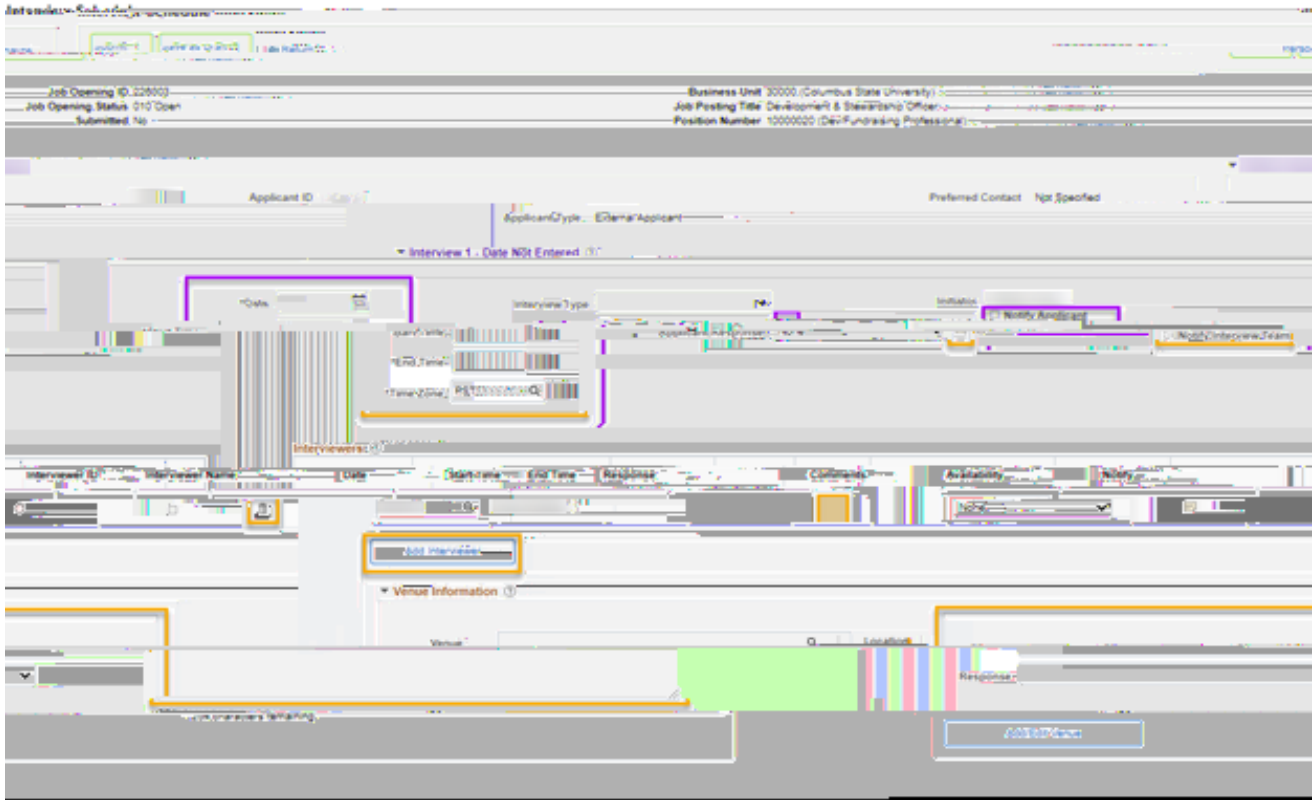
#### Preview Notification



Click OK to return to the Route Applicant page.

Click Submit

You may enter location details in the Location field.



Click Submit.

Click OK on the success message. The Display

Click the Interview icon again to Edit Interview Schedule, Create New Interview Schedule, or Create New Evaluation.



9. Create an Interview Evaluation.

The **Interview Evaluation** can be used to document comments and ratings for **Communication Skills, Education/Training, Work Experience,** and **Technical Skills.**

From the Manage Interviews page, click Create New Evaluation.

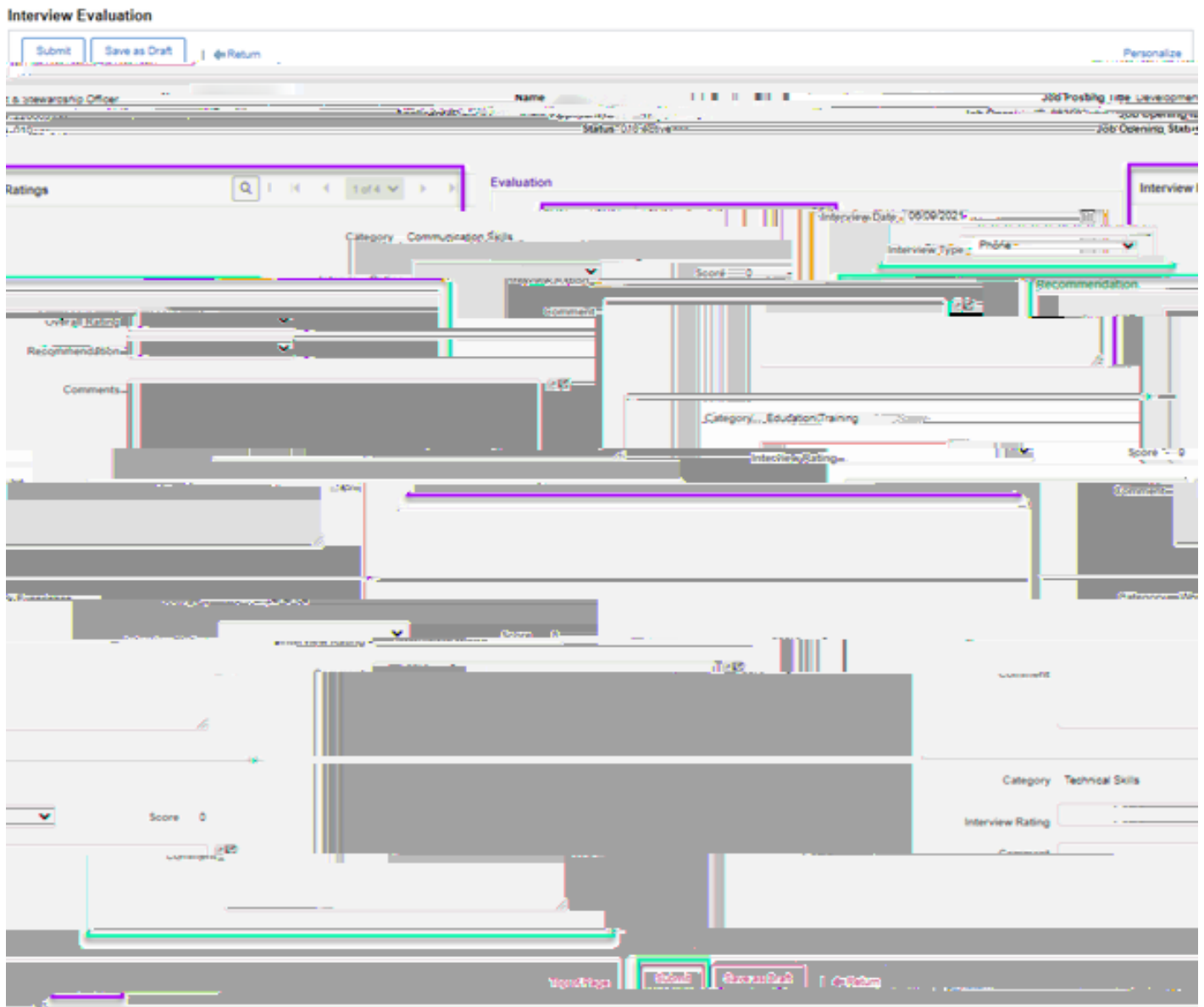
Complete the Date and Interview Type.

Down the right side, score and comment on each area.

Complete the Recommendation section on the middle left.

Click Submit. Click OK on the success message.

Click Return on the Manage Interviews page to return to the Manage Job Opening page with the applicant list.



## 10. Rejecting an Applicant.