

Reviewing Applicants

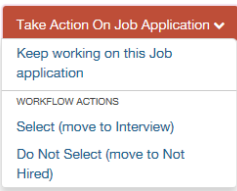
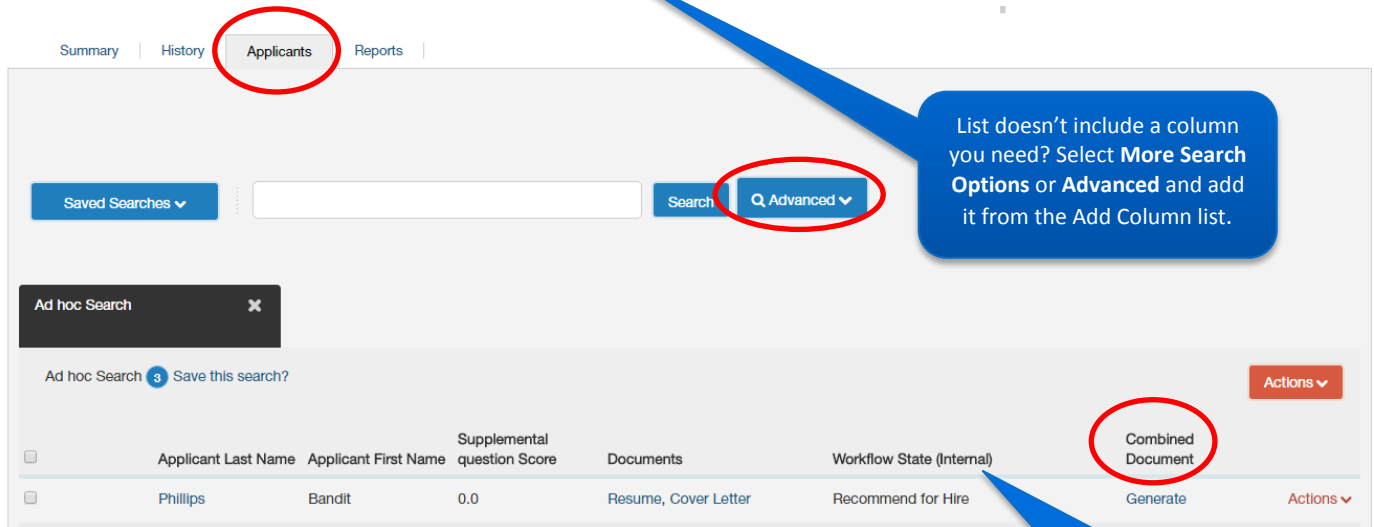
Check your settings: Applicant Reviewer (Current Group) Hire (Module) Postings (Tab)



- * Select the Posting (open position) by clicking on the **Position Title** and then clicking on the **Applicants** tab. Here you will see a list of those who have applied to the position.
- * To review applications, there are options depending on preference.

Review applicants one-by-one
Click on applicant's **Last Name** to review application, and then click on the links for their supporting materials (**Resume**, **Cover Letter**) **OR** click on **Generate** (then, **View**) under the **Combined Document** column to see all materials at once (application, cover letter, and resume).

Review multiple applications in single PDF
Select applicants by checking the box next to their names, hover over the **Actions** drop-down, and select **Download Applications as PDF**. You will then have the option to choose the document types you'd like to include in the download.



Changing Workflow State for Applicants

To transition an applicant from one workflow status to another simply click on their Name to view their application. Click on the Take Action on Job Application and make the

appropriate selection.

All applications start-off in the Workflow State: **Under Review by Committee**. Only the **Applicant Reviewer** may change the Workflow State.

Evaluating Applicants

To evaluate applicants on ranking criteria, click on the applicant and then "Evaluate Applicant". Evaluative Criteria will be listed (if any) according to Workflow State (some questions are applicable at resume review stage, while some are applicable after a candidate has been interviewed). Be sure to click "Save" after making selections and entering comments.