PV TALENT
Position Description and Applicant Tracking System

Our Tradition...
Your Opportunity
Tracking an Applicant
The above blue background banner informs the end-user that he is in the Applicant Tracking portal for PVTALENT.

Observe the Three Bold White Tabs:

1. Home
2. Postings
3. Hiring Proposals

Hover over Postings, navigate to Students and click. At the bottom of the screen, you should will find the position you are tracking.

Hover over Actions and you will see a menu. Select View Applicants.
You are now on the Applicant Review screen.

Notice the various tabs.
1. Summary
2. History
3. Applicants
4. Reports
5. Hiring Proposal
6. Associated Position Description

To view your applicants, click on the Applicant tab.
You are now on the **Student Applicant View** screen.

Notice the **Workflow State** from an **Internal View** and **External View**. To begin processing a student through the workflow, click on the applicant’s name or hover over **Actions** and select **View Application**.
You are now viewing the Student’s Application.

Hover over Take Action on Job Application and select your next action. In this scenario, the applicant will be moved to Selected for Interview. Click on Submit.
Applicant is now in the Selected for Interview workflow state.

Notice the current status. When interview is completed, hover over Take Action, and click on Selected for Recommend for Hire, if applicant is finalist. Click Submit.

Once Recommended for Hire, you can start the Hiring Proposal.
Applicant statuses must be changed for all applicants. Only those applicants who have been placed at the status of **Recommend for Hire** should be left in the applicant pool once all statuses have been changed.
End of this Section