

Section 6:

Recording an Applicant Status

This section includes instructions how to change an applicant status as it relates to the hiring process

- JOB POSTINGS**
- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS
- ADMIN**
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Active Applicants

1 Record

<input checked="" type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	All / None
Revere, Paul View Staff App		0	02-14-2006	Under Review by Manager Change Status	<input type="checkbox"/>

Click here to change applicant status

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> <small>Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.</small>

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE



JOB POSTINGS

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- VIEW HISTORICAL
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- PROPOSALS

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• Welcome **Sample Hiring Authority**. You are logged in with Department View.

Change Applicant Status

Name	Documents	Status	Selection Reason
Shishkabob, Bob View Staff Application		<div style="border: 1px solid black; padding: 2px;"> Under Review by Committee Department Detd Did Not Meet Min Quals Under Review by Committee First Interview (Committee) Finalist Second Interview Recommend for Hire Not Hired </div>	Choose Option Below: <input type="button" value="v"/> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> ORIGINAL STATUS </div>
<input type="button" value="CONTINUE TO CONFIRM"/>			
<input type="button" value="CANCEL"/>			

Click here for drop down menu to change applicant status based on process listed in menu

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• Welcome **Sample Hiring Authority**. You are logged in with Department View.

Change Applicant Status

Name	Documents	Status	Selection Reason
Shishkabob, Bob View Staff Application		First Interview (Committee)	

SAVE STATUS CHANGES >> **CANCEL**

Click here to save to status change and continue to the next page



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Welcome **Sample Hiring Authority**. You are logged in with Department View.

Change Applicant Status

Name	Documents	Status	Selection Reason
Revere, Paul View Staff App		Recommend for Hire	Choose Option Below: <input type="button" value="v"/>

CONTINUE TO CONFIRM PAGE >>

CANCEL

RESET TO ORIGINAL STATUS

Click here to "Confirm" the change in status

Once a successful applicant has been chosen change the Applicant Status to "Recommend for Hire"



JOB POSTINGS

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Welcome **Sample Hire**

You may review the application throughout the status change

Name	Documents	Status	Selection Reason
Revere, Paul View Staff App		Recommend for Hire	

SAVE STATUS CHANGES >> CANCEL

Click here to Save status change selected "Recommend for Hire"