

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

Click here to change applicant status.

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"/>

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.</small> <small>Documents may take several minutes to load.</small>

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SAVE AND STAY ON THIS PAGE



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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: 5px;"> 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"/> <input type="button" value="CONTINUE TO CONFIRM"/> <input type="button" value="CANCEL"/>

ORIGINAL STATUS

You must indicate the status of the applicant and which applicants were interviewed before placing at the "Not Hired" status.

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 the status change and continue to the next page.

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• Welcome **Sample Hiring Authority**. You are logged in with Department View. Tuesday, March 7, 2006

Change Applicant Status

Name	Documents	Status	Selection Reason
Revere, Paul View Staff App		<input style="width: 100%;" type="text" value="Recommend for Hire"/>	<input style="width: 100%;" type="text" value="Choose Option Below:"/>

Click here to "Confirm" the change in status.

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

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• Welcome, **Paul Revere**, to the Jobs@PVAMU system. You are logged in with the following information:

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".

For questions regarding the PV PAWS system please contact:

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