

Supervisor's Quick Guide Reviewing and Selecting Applicants in HR-TMS Staff, Professional and Service

- Be sure you are in the Applicant Tracking System (Blue) module. (Main Menu in the upper left corner represented by three dots.)
- Select Applicant Reviewer user role after you log in. (Upper right corner of screen)
- Go to the Postings tab to select the appropriate employee type (Staff, Professional, Faculty) for your open position.
- Go to the Applicants tab of your posting to review applications either individually or as a group in a PDF of all applicants.
- Review the documents applicants have attached to their application either one at a time or together in a group (i.e. cover letter, resume, transcripts, etc.).
- Review answers to supplemental questions (if supplemental questions were used) either by individual applicant or in total from the Review Supplemental Question Answers action on the Applicants tab.
- After you have reviewed applications, if you are not going to interview an applicant, move that applicant to the next workflow state, Not Interviewed/Not Selected. To do this select Take Action on Job Application.
- When an applicant is moved to Not Interviewed/Not Selected select the appropriate disposition code for this action (i.e. experience not as strong as other candidates, etc.).
- Those applicants that you wish to bring to campus for interview will need to be moved through the Request for Interview workflow for approval to interview.
- After interviews are conducted and you have checked references, move your selected candidate into Recommend for Hire. This step initiates the background checks.
- Select Hiring Manager user role to begin the Hiring Proposal for your selected candidate
- Other applicants that were interviewed need to be moved to the Interviewed/Not Selected workflow state with the appropriate disposition code.