

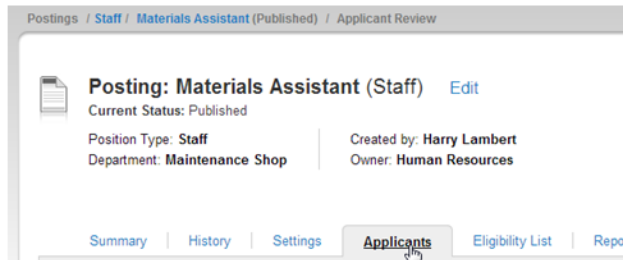
BSU's HR-TMS Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

APPLICANTS – REVIEWING

Reviewing Applicants

APPLICANT TRACKING: Postings – Select the position type of interest. Locate the posting and open it to the **Applicants** tab.



To see who has applied to a posting

1. Locate and open the posting.
2. Open the **Applicants** tab to open the list of applicants.

To view an application

1. In the search area of the posting's applicants list, add the "Document Conversion Status" column to this search view to see whether any applicants have submitted documents that did not convert properly to PDF.

If an applicant uploads a document that fails to convert to PDF, the application will need to be reactivated so the applicant can provide a new document. See [Helping Users and Applicants](#) for instructions.

2. Select the applicant of interest, whether from the complete list of applicants on the posting or from a supplemental question statistical detail. The application opens. If the applicant is on a [special handling list](#), this information is presented.

The supplemental questions section indicates whether the applicant passed the qualification group questions, if there were any on the posting.

The certification section of the application shows whether the application was submitted by the applicant or by an HR user on behalf of the applicant.

To view an applicant's documents one at a time

1. Locate the applicant of interest from the complete list of applicants on the posting or from a supplemental question statistical detail.
2. Select the document of interest.

To view one applicant's application materials together

1. If the list of applicants does not include the Combined Documents column, select **More Search Options** and add it from the Add Column list. The list of applicants refreshes.
2. For the applicant of interest, select **Generate** or **View** in the Combined Document column, depending on which is available. **Generate** creates an up-to-date PDF. **View** presents the PDF of the applicant's most recent application materials in a new tab of your browser.

To view a collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting's **Applicants** tab, check the boxes to select the applicant or applicants of interest.
2. Do one of these things:
 - See the selected applicants' materials together: From the **Actions** menu, select **Download Applications as PDF**. In the dialog box, select the types of documents you want to view, then select **Submit**.
 - See the selected applicants' materials separately: From the **Actions** menu, select **Create Document PDF per Applicant**.

The system creates a PDF containing all the documents that you request.