Enhancements to Managing Applicants

Changes have been made to within eRecruit relating to the Disposition Status process on the Manage Applicant page.

- The process to update an applicant from ‘Route’ to ‘Interview’ has changed to improve the detail of HR Reporting on an applicant.
- Rejection Reasons are easier to select and track by applicant at the ‘Interview’ stage.
- These changes will also allow Employment to meet their auditing requirements for their applicant pools.

Updating an Applicant to the ‘Interview’ status:
1. When advancing an Applicant to the ‘Interview’ status, select Manage Interviews from the Take Action drop down field.

2. This can also be selected from the Group Action field.

---

3. Click on arrow to view/update applicant's interview schedule.

4. Save & Submit Cancel Return to Previous Page

---

3A

---

Save & Submit Cancel Return to Previous Page
3. The Interview schedule can be displayed if a manager chooses to utilize it. The schedule is closed by default, but can be opened by clicking the side arrow in the blue header.

3A. This is a view of the Interview Schedule section. It defaults with the current date in order for the manager to proceed without entering any information.

4. Select the ‘Save & Submit’ button to update the applicant’s status to ‘Interview’.

5. Click on the Job Link to return to the Manage Applicant page.
Select Rejection Reasons at the Interview Status:

6. The Felony Link has been disabled. This does not provide us with additional information that would be useful in interviewing a candidate. The Hiring Manager and the Employment Department are the only groups in need of this information.

7. The Resume Icon has been activated for Interviewers. This enhancement allows the Interviewer to open the resume directly from the Manage Applicant page by clicking on the Resume Icon.

8. Cover Letters are now available to Interviewers. This is an enhancement for all users to access this information directly from the Manage Applicant page. The cover letters open by clicking on the Cover Letter icon and selecting the cover letter link pertaining to the specific job opening.

   Please Note: The applicant may have more than one cover letter in the list. Please be aware and select the one pertaining to specific job being viewed.

9. Interviewers can now perform ‘Take Action’ transactions for their applicant pool. This enhancement will allow the Interviewers to determine if the applicants should be ‘Rejected’ based on qualifications or advance an applicant to the ‘candidate’ stage by choosing ‘Select for Interview’ and updating their status to ‘060 – Interview’.

10. The ‘select all’ feature allows the Interviewer to ‘Take an Action’ on more than one applicant at a time.
11. ‘Group Action’ is the drop down menu that corresponds to the ‘Take Action’ drop down, but, as stated in number 9, it can be done on more than one applicant at a time.