Find Applicants

Purpose:
To search existing applicants who have applied for your current and past positions.

Navigation:
Recruiting > Workforce Planning > Find Applicants

Necessary Information:
To narrow your search, use the following criteria:

- Job Opening ID
- Applicant ID
- First Name
- Last Name
- Applicant Status
- Applicant Type
- Disposition
- Dates of application

Instructions:
Find applicants using job criteria or keyword search
Step 1: Find an Applicant

1. Enter job-search criteria

2. Click **Find Applicants** to see a listing of applicants that are associated with jobs where you are named as originator, recruiter or authorizer.

OR

1. Enter **Keyword(s)** to find applicants based on content in their resumes and applications

2. Click **Find Applicants**
3. Your search results will display based upon your search criteria, now you can perform the following functions:

a. Perform an action on multiple applicants
   - Click **Select** for multiple applicants
   - Select **Group Action** drop down at the bottom of the screen
   - Click **Go**
1. Click Applicant name to go to Manage Applicants
2. Click Job Opening name/id to go to Manage Job Opening
3. Click Disposition number/description to view and edit the applicants disposition
4. Select Action for this applicant
5. Click Find Applicants to search the next applicant
### Step 2: Link Applicant to Job

<table>
<thead>
<tr>
<th>Search Results</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>Select</th>
<th>Applicant ID</th>
<th>Job Opening</th>
<th>Disposition</th>
<th>Resume</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>John Robert Mulcahy</td>
<td>30487</td>
<td>Programs &amp; Events Assistant-2771</td>
<td>110-Reject</td>
<td>Select Action...</td>
</tr>
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<td>2</td>
<td>John Robert Mulcahy</td>
<td>30487</td>
<td>Camp Clinics/Facilities Admin-2797</td>
<td>050-Routed</td>
<td>Select Action...</td>
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<td>3</td>
<td>John Robert Mulcahy</td>
<td>30487</td>
<td>Camp Clinics/Facilities Admin-2797</td>
<td>110-Rejected</td>
<td>Forward Applicant Link Applicant to Job</td>
</tr>
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<td>4</td>
<td>John Robert Mulcahy</td>
<td>30487</td>
<td>Athletic Events Administrator-2823</td>
<td>30-Hold</td>
<td>Manage Applicant, Create Interview Evaluation</td>
</tr>
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<td>5</td>
<td>John Robert Mulcahy</td>
<td>30487</td>
<td>Ticket Sales Representative-2824</td>
<td>110-Rejected</td>
<td>Prepare For Hire, Prepare Job Offer, Reject Applicant, Route Applicant</td>
</tr>
</tbody>
</table>

1. Select Take Action **Link Applicant to Job** once you have found the applicant.
2. Enter **Job Opening ID**

3. Click **Submit** to link applicant

4. **Review** this message

5. Click icon to search the next applicant
Step 3: Send Correspondence to Applicants

1. Enter search criteria
2. Click **Find Applicants**
3. **Select** one or several of the applicants to whom you want to correspond

4. **Select** Take Action-Send Correspondence drop down if one applicant checked

   OR

   Select Group Action-Send Correspondence if more than one applicant is checked

5. Click **Go**
6. De-Select Include Interested Parties if you want to send it to the applicants only

7. Enter Subject

8. Enter Message as you would an e-mail message

9. Select Add/Delete Attachment if needed

10. You have 3 Choices on this page

   - View e-mail
   - Send e-mail
   - Delete and do not send
11. Click Return to Find Applicants