Manage Applicants

Purpose:
To move an applicant through the recruiting life cycle and to review and update information about an applicant.

Navigation:
Recruiting > Workforce Planning > Find Applicants > Click on Applicant
OR
Recruiting > Workforce Planning > Browse Job Openings > Click on Job > Click on Applicant

Necessary Information:
Applicants Name or ID

Instructions:
There are multiple sections to the Manage Applicant page.
- Applicant Activity.
- Contact Notes
- Applicant Data
Step 1: Applicant Activity

1. Select an Action from the **Take Action** drop down to perform an action for this applicant independent of a specific job opening.

2. Click Go
3. Click **Job Opening** to view the applicant pool.

4. Click **Resume** Icon to view the applicants resume for that specific job.

5. Select an appropriate Action from the **Take Action** drop down.

6. Click **Disposition** to view or make changes to an applicant’s disposition.

7. Click **to edit disposition details**.
Step 2: Contact Notes

Name: MARIA E. BENO  Applicant Type: External Applicant
Applicant ID: 32040  Status: 010-Active
Contact: 617277 8529  Address: 65 Strathmore Road # 45
Phone: 815333 2745  Brighton, MA 02135
Email: hjkowalski@yahoo.com

8. Enter or Change
   - Status Code
   - Status Date

9. Click Save after updating disposition details

10. Click Return to Previous Page

11. Click Contact Notes to review, edit/contact notes or attach a document.

12. Click Subject to see an exiting note

13. Click Add Contact Note to add an additional new note.
1. Select Public or Private (only the author) for the **Note Audience**

2. Select **Contact Method**

3. Enter a **Subject** (Required)

4. Enter **Notes** if you have them

5. Click **Add Attachment** to associate an attachment with this applicant
6. Click **Browse**

7. Select the document to attach

8. Click **Upload**

9. Click **Filename** to ensure the attachment was uploaded successfully

10. Enter a **Description** to identify the attachment

11. Click **Save & Return** to return to the Manage Applicant – Contact Note Page

12. Review **Contact History**
13. Click **Add Interested Parties** to send e-mail messages about this job applicant.

14. Enter **Name** and **Email** address for the interested party.
Step 3: Applicant Data – Applications and Resumes

15. Click **Applicant Data** to see the 4 sections of applicant data:
   - Applications & Resumes
   - Contact
   - Verification
   - Eligibility & Identity

16. Click **Applications & Resumes** to view and edit applications and view attached resumes.

17. Click **Printable Version** to print a copy of the resume.

18. Review application information under each heading. This information comes from the online application and the applicants resume.
Step-By-Step Guide 7 – Manage Applicants

Work Experience

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<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Employer</th>
<th>Edit Employment History</th>
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<tbody>
<tr>
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<td>06/01/1995</td>
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<td></td>
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</table>

Education Level

Highest Education Level: Bachelor’s Level Degree

Primary Education

No primary education information has been added to this applicant's profile.

Secondary Education

No secondary education information has been added to this applicant's profile.

Training

No Training has been added to this applicant's profile.
19. Click **Return to Previous Page** (Required)
Step 4: Contact Information

Manage Applicant: MARIA E. BENO

- **Name:** MARIA E. BENO
- **Applicant ID:** 32040
- **Contact:** 617277 8529
- **Email:** bkowalski@yahoo.com
- **Address:** 65 Strathmore Road # 45
  Brighton, MA 02135

- **Applicant Type:** External Applicant
- **Status:** 010-Active

- **Applicant Activity:**
  - Contact
- **Contact Notes:**
  - Verification
- **Applicant Data:**
  - Eligibility & Identity

- **Preferred Contact:**
  - **Email Addresses**:
    - **Preferred Email Type:**
      - **Email Address:**

20. Click **Contact** to view and edit contact information

21. Select **Preferred Contact** method from the drop down

22. Select **Preferred** for primary e-mail address
23. Select the **E-mail Type** from the drop down

24. Enter the **E-mail Address**

25. Select **Add Email Address** to add an additional address

**Step 5: Verification**

26. Select **Verification** to view, edit, add and request references

27. Click **Add Reference** to add a reference.

   The Add Reference Details window will appear
28. Enter:
- Reference Name
- Title
- Employer
- Contact Phone

29. Click Edit Address to enter the reference's address

30. Enter Comments as needed

31. Click OK to save the information and return to the previous page.
32. Review **References** for accuracy.

33. Click **Request Reference** to request a reference.

If there is an email on file, this will send an e-mail to the applicant requesting a reference.
Eligibility and Identity section is reserved for Hire Process

You have now completed Manage Applicant