

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

Applicant Search

Find Applicants Reset Search Search My Applicants

Job Opening ID: 🔍

Applicant ID:

First Name:

Last Name:

Applicant Status: ▼

Applicant Type: ▼

Disposition: ▼

Applied Within: ▼

Applied Between: [31] And: [31]

Find Applicants Reset Search

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

Saved Resume and Applicant Search: **Find Applicants**

Resume and Application Search

Enter Keywords: **Application received:** ▼

Find Applicants Save Search [Advanced Search](#) [Search Tips](#)

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

Search Results Customize | Find | View All | First 1-6 of 6 Last

Select	Applicant	ID	Job Opening	Disposition	Resume	*Take Action
<input type="checkbox"/>	John Robert Mulcahy	30487	Smr Prof Res-faculty-3030	015-Linked		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	Programs & Events Assistant-2771	110-Reject		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	CampClinics/Facilities Admin-2797	050-Route		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	CampClinics/Facilities Admin-2797	110-Reject		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	Athletic Events Administrator-2823	100-Hold		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	Ticket Sales Representative-2824	110-Reject		Select Action...

[Select All](#) [Deselect All](#)

Group Action: Go

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Forward Applicant
- Link Applicant to Job
- Manage Interviews
- Reject Applicant
- Route Applicant

[Return to Find Ap](#)



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**

Search Results Customize | Find | View All | First 1-5 of 5 Last

Select	Applicant	ID	Job Opening	Disposition	Resume	*Take Action
<input type="checkbox"/>	John Robert Mulcahy	30487	Programs & Events Assistant-2771	110-Reject		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	CampClinics/Facilities Admin-2797	050-Route		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	CampClinics/Facilities Admin-2797	110-Reject		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	Athletic Events Administrator-2823	100-Hold		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	Ticket Sales Representative-2824	110-Reject		Select Action...

Select All Deselect All

*Group Action:

[Return to Find Applicants](#)

Select Action...

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Create Interview Evaluation
- Forward Applicant
- Link Applicant to Job
- Manage Applicant Checklist
- Manage Interviews
- Prepare For Hire
- Prepare Job Offer
- Reject Applicant
- Route Applicant
- Select Action...
- Send Correspondence

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

Disposition Details: 110-Reject

Applicant Name: [John Robert Mulcahy](#) Date Entered: 04/04/2007
 ID: 30487
 Posting Title: Programs & Events Assistant Job Opening ID: 2771
 Job Opening Status: 010-Open Job Type: Standard
 Job Title: Assistant
 Position Number: 00011080 Programs & Events Assistant
 Business Unit: EAGLE Boston College [To be overwritten with PCODE](#)

* Click icon to edit disposition details

4. Select **Action** for this applicant

5. Click [Return to Find Applicants](#) to search the next applicant

Step 2: Link Applicant to Job

Select	Applicant	ID	Job Opening	Disposition	Resume	*Take Action
<input type="checkbox"/>	John Robert Mulcahy	30487	Programs & Events Assistant-2771	110-Reject		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	CampClinics/Facilities Admin-2797	050-Route		Select Action...
<input type="checkbox"/>	John Robert Mulcahy	30487	CampClinics/Facilities Admin-2797	110-Reject		Select Action... Add Applicant to New List Add Applicant to Saved List Change Applicant Status Create Interview Evaluation Forward Applicant Link Applicant to Job Manage Applicant Checklist Manage Interviews Prepare For Hire Prepare Job Offer Reject Applicant Route Applicant
<input type="checkbox"/>	John Robert Mulcahy	30487	Athletic Events Administrator-2823	100-Hold		
<input type="checkbox"/>	John Robert Mulcahy	30487	Ticket Sales Representative-2824	110-Reject		

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

Manage Applicant: John Robert Mulcahy

Link to Job Opening

Enter Disposition Information

*Status Code: 015 Linked
Status Reason:
Status Date: 06/14/2007

Enter Job Openings

Job Opening ID	Posting Title
3030	Smr Prof Res-faculty

+ Add Job Opening

Submit

Cancel

2. Enter **Job Opening ID**

3. Click **Submit** to link applicant

Find Applicants

✓ You have successfully linked Applicant(s) to Job Opening.

Saved Resume and Applicant Search: Select Search... Find Applicants

▶ Click icon to Open Applicant Search Criteria

4. **Review** this message

5. Click Icon ▶ to search the next applicant

Step 3: Send Correspondence to Applicants

Applicant Search

Find Applicants **Reset Search** Search My Applicants

Job Opening ID:

Applicant ID:

First Name:

Last Name:

Applicant Status: ▼

Applicant Type: ▼

Disposition: ▼

Applied Within: ▼

Applied Between: And:

Find Applicants **Reset Search**

1. Enter search criteria
2. Click **Find Applicants**

Select	Applicant	ID	Job Opening	Disposition	Resume	*Take Action
<input checked="" type="checkbox"/>	John Robert Mulcahy	30487	Smr Prof Res-faculty-3030	015 Linked		Select Action...
<input checked="" type="checkbox"/>	Mary Elizabeth Desmond	31714	Smr Prof Res-faculty-3030	015 Linked		Select Action...

[Select All](#) [Deselect All](#)

*Group Action:

[Return to Find Ap](#)

- Add Applicant to New List
- Add Applicant to Saved List
- Change Applicant Status
- Forward Applicant
- Link Applicant to Job
- Manage Interviews
- Reject Applicant
- Route Applicant
- Select Group Action...
- Send Correspondence**

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

AIRS

Message Type and Method
*Contact Method: Email

Recipient Information
To: John Robert Mulcahy, Mary Elizabeth Desmond
Cc: ulloa@mail.bc.edu [Find](#)
Bcc: [Find](#)
 Include Interested Parties

Sender Information
From: Anita E Ulloa

Message
*Subject: The position at BC for which you applied
Message: We thank you for applying for the position at Boston College but it has now been filled.

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

Attachments
No attachments have been added to this Correspondence

[+ Add Attachment](#) [- Delete Attachment](#)

[Preview](#) [Send](#) [Cancel](#)

10. You have 3 Choices on this page

- | | |
|-------------------------|--------------------------|
| Preview | • View e-mail |
| Send | • Send e-mail |
| Cancel | • Delete and do not send |

Select	Applicant	ID	Job Opening	Disposition	Resume	*Take Action
<input type="checkbox"/>	MARIA E. BENO	32040	Mail Order Service Rep-2790	060-Interview		Select Action...
<input type="checkbox"/>	MARIA E. BENO	32040	Operations Assistant-2698	060-Interview		Select Action...
<input type="checkbox"/>	MARIA E. BENO	32040	Mail Order Service Rep-2790	060-Interview		Select Action...

[Select All](#) [Deselect All](#)

*Group Action:

[Return to Find Applicants](#)



11. Click [Return to Find Applicants](#)