

Managing Applicants

This tip sheet will provide an overview of the following recruitment actions:

- Finding Applicants ([page 2](#))
- Reviewing Application Materials ([page 3](#))
- Changing Applicant Statuses ([page 4](#))
 - Staff Applicant Workflow States ([page 5](#))
 - Faculty Applicant Workflow States ([page 6](#))
- Hiring Proposals
 - Staff ([page 7](#))
 - Faculty ([page 10](#))

Finding Applicants

In Staff postings, HRS will release applicants to the department for review and ranking after the posting close date. In Faculty postings, applicants are automatically released to the department as they apply.

1. Find the posting in one of the following places in the Applicant Tracking module:
 - a. Watch List on the Home tab, or
 - b. Select “Staff” or “Faculty” under the Postings tab
2. Once a posting is selected, view the “Applicants” tab for active and inactive applicants.

The screenshot shows the Applicant Tracking System interface. At the top, there is a navigation bar with 'Hire' and 'Welcome,'. Below this is a 'User Group' dropdown menu set to 'Hiring Manager'. The main navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The breadcrumb trail shows 'Postings / Staff / Computer Systems Administrator'. The main content area displays the 'Posting: Computer Systems Administrator (Staff)' with details like 'Current Status', 'Position Type: Staff', and 'Department'. A black arrow points to the 'Applicants' tab in the bottom navigation bar. On the right side, there are links for 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', and 'Print Preview'.

3. To view inactive applicants, change your search parameters:
 - a. Click on “More Search Options” next to your search bar to select Active and/or Inactive applicants.
 - b. Holding down the Ctrl button on your keyboard will allow you to select more than one option, or deselect an option.

Reviewing Application Materials

Application materials can be viewed individually or in bulk.

- To view application materials *individually*, select an applicant name from the list. This will open the application for the selected applicant.
 - Scroll to the bottom of the application to view other submitted documents, such as resume/cover letter.
 - A combined document that includes all application materials submitted can also be generated at the bottom of each application.
- To view application materials *in bulk*, select the box next to the applicants you want to review and then select the Action button on the right.

Posting:
Current Status: Closed / Removed from Web
Position Type: Staff
Department:
Created by:
Owner: Human Resources

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Saved Searches Search

Export Results2

"Export Results2" 28 Delete this search? Selected records 2 Clear selection?

	A-First Name	A-Last Name	A-Email Address	Workflow State (Internal)	Are you a current or former employee of Washington State University?	A-Address1	A-Address2	A-City	A-State
<input checked="" type="checkbox"/>	Amanda								
<input checked="" type="checkbox"/>	Ramon								
<input type="checkbox"/>	Jacob								
<input type="checkbox"/>	Susan								
<input type="checkbox"/>	Matthew								

Actions

- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Export results
- BULK
 - Email Applicants
 - Download Applications as PDF
 - Create Document PDF per Applicant

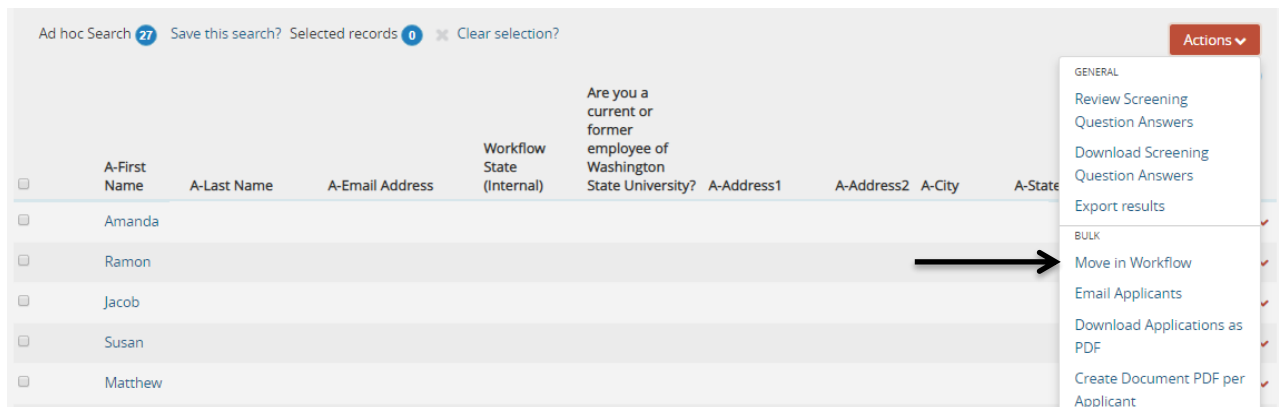
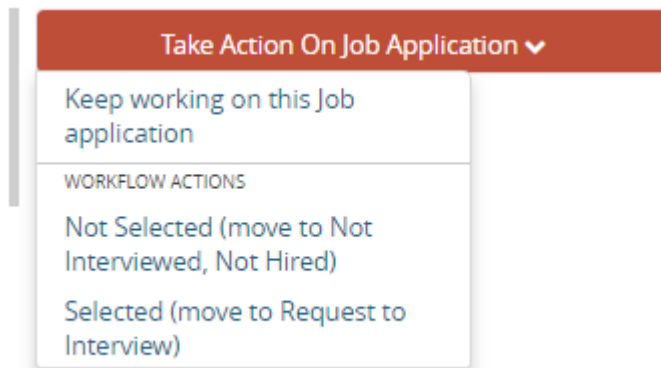
- Download Applications as PDF:** select this to choose which applicant document(s) you would like to include in the download.
- Create Document PDF per Applicant:** select this to open a pdf of all documents submitted by each applicant. This option can be slow if your applicant pool is large.

Note: PDF's will *usually* open in a separate window.

Changing Applicant Statuses

Applicant statuses can be changed individually or in bulk.

1. To change applicant status *individually*, select an applicant name from the list. This will open the application for the selected applicant.
 - a. On the right side of the application, hover over the orange **Take Action on Job Application** button.
 - b. The workflow actions available will change each time an applicant is moved through the workflow.
2. To change applicant status *in bulk*, select the box next to the applicants you want to move and then select the Action button on the right.



- a. Select "Move in Workflow".
 - i. If the "Move in Workflow" action is missing, change your search parameters to include only applicants under the hiring manager workflow state owner. The workflow state owner determines which user type has access to the action. If even one applicant is "owned" by a different workflow state owner, you will be unable to move applicants in bulk. i.e., if one applicant has already been moved to Request to Interview, this applicant is now "owned" by the Human Resources user type. You will be unable to move the rest of the applicant pool in bulk unless you change your search parameters.
 1. Click on "More Search Options" next to your search bar to select specific Workflow State(s).
 - b. The system will ask which workflow state you would like to move the applicant(s) to.

3. In order to finalize the posting, each applicant not hired will need to have a Not Hired Reason.

Note: As a best practice, the search committee should identify the candidates they do not wish to move forward with at the same time applicants are being requested to interview.

Staff Applicant Workflow States

Under Review by Dept

- This workflow state is owned by the Hiring Manager.
- In this state, the department is reviewing the application for minimum qualifications and ranking the application to determine if an interview will be requested or not.

Not Interviewed, Not Hired

- This workflow state is owned by Human Resources.
- Once the department has determined they do not wish to interview an applicant, the status can be changed to “Not Interviewed, Not Hired”.
- The department will then select the reason for why they do not wish to move forward with the applicant.

Request to Interview

- This workflow state is owned by Human Resources.
- In this state, HRS is reviewing the applicant pool for concerns.

Approved for Interview

- This workflow state is owned by the Hiring Manager.
- If HRS has no concerns, or once concerns are discussed with the department and approved, HRS will change the applicant status to Approved for Interview.
- In this state, the department is scheduling and conducting interviews and determining top candidate(s).

Interviewed, Not Selected

- This workflow state is owned by Human Resources.
- After the interview process, once the department has determined they do not wish to move forward with the applicant, the status can be changed to “Interviewed, Not Selected”.
- The department will then need to select the reason for why they do not wish to move forward with the applicant.

Alternate Finalist

- This workflow state is owned by Human Resources.
- After the interview process, once the department has determined they do not wish to move forward with the applicant, the status can be changed to “Alternate Finalist”.

Recommend for Hire

- This workflow state is owned by Human Resources.
- Once the department has determined their top candidate(s), the applicant will be changed to “Recommend for Hire”. This will signal to HRS that the department is ready to move forward with the hiring proposal, including the background check, if required.

Hired

- This workflow state is owned by Human Resources.
- Once the hiring proposal is completed, the applicant’s status will change to “Hired” and HRS will change the posting to “filled”.

Faculty Applicant Workflow States

Under Review by Department/Committee

- This workflow state is owned by the Hiring Manager.
- In this state, the search committee is reviewing the application for minimum qualifications and ranking the application to determine if the candidate will be moved to the Long List.

Not Interviewed, Not Hired

- This workflow state is owned by Human Resources.
- Once the department has determined they do not wish to interview an applicant, the status can be changed to “Not Interviewed, Not Hired”.
- The department will then select the reason for why they do not wish to move forward with the applicant.

Long List

- This workflow state is owned by the Hiring Manager.
- In this state, the search committee is reviewing the candidate to determine if a Preliminary Interview will be conducted.

Preliminary Interview

- This workflow state is owned by the Hiring Manager.
- In this state, the search committee is reviewing the candidate to determine if a Campus Interview will be conducted.

Campus Interview

- This workflow state is owned by the Hiring Manager.
- In this state, the search committee is determining top candidate(s).

Interviewed, Not Selected

- This workflow state is owned by Human Resources.
- After the interview process, once the department has determined they do not wish to move forward with the applicant, the status can be changed to “Interviewed, Not Selected”.
- The department will then need to select the reason for why they do not wish to move forward with the applicant.

Recommend for Hire

- This workflow state is owned by Human Resources.
- Once the department has determined their top candidate(s), the applicant will be changed to “Recommend for Hire”. This will signal to HRS that the department is ready to move forward with the hiring proposal, including the background check, if required.

Selected as Finalist

- This workflow state is owned by Human Resources.
- If more than one vacancy is being filled from the posting, the status can be changed to “Selected as Finalist”.

Hired

- This workflow state is owned by Human Resources.
- Once the hiring proposal is completed, the applicant’s status will change to “Hired” and HRS will change the posting to “filled”.

Hiring Proposals

Staff

1. Select the applicant and move the individual to the workflow state "Recommend for Hire." This will alert HRS that you are ready to move forward in the process.

Summary | History | Settings | Applicants | Reports | Hiring Proposals | Associated Position Description

Saved Searches Search More Search Options

Export Results2

"Export Results2" 28 Delete this search? Selected records 0 Clear selection?

Actions (Actions)

	A-First Name	A-Last Name	A-Email Address	Workflow State (Internal)	Are you a current or former employee of Washington State University?	A-Address1	A-Address2	A-City	A-State	A-Zip / Postal Code	
<input type="checkbox"/>	Amanda			Under Review by Dept							Actions
<input type="checkbox"/>	Ramon			Recommend for Hire							Actions
<input type="checkbox"/>	Jacob			Under Review by Dept							Actions

2. HRS selects the applicant that has been "Recommended for Hire" and begins the hiring proposal.
 - a. If there is a background to check to process, HRS will begin the process and move the hiring proposal to "Background Check."
 - b. Once a satisfactory background check is complete, or if the recruitment did not require a background check, HRS will move the hiring proposal to "Approved to Make Offer."
3. Find the hiring proposal in one of the following places in the Applicant Tracking module:
 - a. Inbox on the Home tab,
 - b. Select Staff under the Postings tab
 - i. Once a posting is chosen, select the "Hiring Proposal" tab to view active and inactive hiring proposals.
 - c. OR Select Staff under the Hiring Proposals tab

... Hire Welcome My Profile Help Logout

User Group: Hiring Manager

Home Postings Hiring Proposals Shortcuts

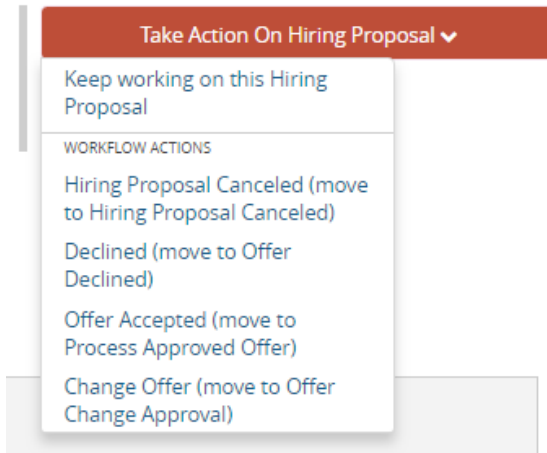
Postings / Staff Staff Faculty

Staff Postings

+ Create New Posting

Saved Searches Search More Search Options

4. To view inactive hiring proposals, change your search parameters:
 - a. Click on “More Search Options” next to your search bar to select specific Workflow State(s).
 - b. Holding down the Ctrl button on your keyboard will allow you to select more than one option, or deselect an option.
5. Select Edit to begin editing the Hiring Proposal details, including requested salary and start date. When finished, select the appropriate action.



- a. **Offer Accepted:** select this if the offer is at the minimum step for Classified Staff (usually step A), or at or below the approved salary amount on the position description for Administrative Professional. This option moves the action directly to HRS, skipping the Appointing Authority.
- b. **Change Offer:** select this if the requested salary is above the minimum step for Classified Staff, or above the approved salary amount on the position description for Administrative Professional. The justification section will need to be filled out for this request. This option moves the action to the Appointing Authority for approval. Once the Appointing Authority has approved/adjusted the request, the request will be moved to HRS for review and approval.
 - i. HRS will work with Appointing Authorities and other offices as necessary for any concerns with monthly salary amount requests. Offers are not to be extended without approval from HRS.

Faculty

1. Select the applicant and move the individual to the workflow state “Recommend for Hire.” This will alert HRS that you are ready to move forward in the process.
2. HRS selects the applicant that has been “Recommended for Hire” and begins the hiring proposal.
 - a. If there is a background to check to process, HRS will begin the process and move the hiring proposal to “Background Check.”
 - b. Once a satisfactory background check is complete, or if the recruitment did not require a background check, HRS will move the hiring proposal to the Hiring Manager.
3. Find the hiring proposal in one of the following places in the Applicant Tracking module:
 - a. Inbox on the Home tab,
 - b. Select Faculty under the Postings tab
 - i. Once a posting is chosen, select the “Hiring Proposal” tab to view active and inactive hiring proposals.
 - c. OR Select Faculty under the Hiring Proposals tab
4. To view inactive hiring proposals, change your search parameters:
 - a. Click on “More Search Options” next to your search bar to select specific Workflow State(s).
 - b. Holding down the Ctrl button on your keyboard will allow you to select more than one option, or deselect an option.
5. Select Edit to begin editing the Hiring Proposal details, including requested salary and start date. When finished, move the action back to Human Resources.
 - a. NOTE: If Open Rank was used as the title for the recruitment, change the Working Title on the hiring proposal to define the official title the candidate is being hired at.
 - b. If there are concerns or questions on the salary amount, HRS will move the applicant to the Appointing Authority for additional review.
 - c. Once details are finalized (BGC results, questions, etc.) HRS will approve the hiring proposal.