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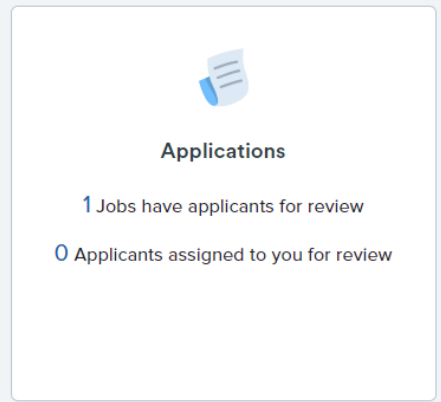
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**Introduction**

Application statuses are the stages applicants will go through following the submission of their application. During the recruitment process, the recruiter moves the applicant to the Hiring Manager Review application status. The application status change automatically shortlists the applicant and assigns the applicant to the Hiring Manager for review. The Hiring Manager reviews the shortlisted applicant and decides whether to move forward with the applicant or not. The Hiring Manager’s decision automatically updates the application status. Recruitment continues only for applicants that pass the initial review.

### Review Shortlisted Applicants

The Applications tile on the Hiring Manager Dashboard will indicate when there are applicants to review. The initial group of applicants is typically ready for review two weeks from the date the job was posted.

<p><b>Retrieve Application Materials</b></p> <p>1. From the Hiring Manager Dashboard, click <b>Jobs have applications for review</b> on the <b>Applications</b> tile</p> <p>The Shortlisted applicants page opens</p>																															
<p>2. Click <b>View shortlisted applicants</b> for the applicable job</p>	<p><b>Shortlisted applicants</b></p> <table border="1"> <thead> <tr> <th>Requisition Number</th> <th>Title</th> <th>Date added</th> <th>Status</th> <th>Owner</th> <th></th> </tr> </thead> <tbody> <tr> <td>497997</td> <td>Police Officer (Pool)</td> <td>Oct 16, 2020</td> <td>Shortlisting</td> <td>Meracle Cothron</td> <td><a href="#">View shortlisted applicants (5)</a></td> </tr> </tbody> </table>	Requisition Number	Title	Date added	Status	Owner		497997	Police Officer (Pool)	Oct 16, 2020	Shortlisting	Meracle Cothron	<a href="#">View shortlisted applicants (5)</a>																		
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<p>3. To view the applicant's application and resume, click the applicant's name or <b>View</b>. The <b>Applicant card</b> opens.</p>	<p><b>View shortlisted applicants</b></p> <p>Police Officer (Pool)</p> <table border="1"> <thead> <tr> <th>Applicant name</th> <th>Date submitted</th> <th>Current application status</th> <th>Overall Rating</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Bob Robertson</td> <td>Feb 16, 2021</td> <td>Hiring Manager Review</td> <td>Select an outcome</td> <td><a href="#">View</a> Status history</td> </tr> <tr> <td><input type="checkbox"/> Daisy Cheddar</td> <td>Feb 16, 2021</td> <td>Hiring Manager Review</td> <td>Select an outcome</td> <td><a href="#">View</a> Status history</td> </tr> <tr> <td><input type="checkbox"/> Emily Applicant</td> <td>Feb 16, 2021</td> <td>Hiring Manager Review</td> <td>Select an outcome</td> <td><a href="#">View</a> Status history</td> </tr> <tr> <td><input type="checkbox"/> Pepe Candidate</td> <td>Feb 16, 2021</td> <td>Hiring Manager Review</td> <td>Select an outcome</td> <td><a href="#">View</a> Status history</td> </tr> <tr> <td><input type="checkbox"/> Smurfette Smurf</td> <td>Feb 18, 2021</td> <td>Hiring Manager Review</td> <td>Select an outcome</td> <td><a href="#">View</a> Status history</td> </tr> </tbody> </table>	Applicant name	Date submitted	Current application status	Overall Rating		<input type="checkbox"/> Bob Robertson	Feb 16, 2021	Hiring Manager Review	Select an outcome	<a href="#">View</a> Status history	<input type="checkbox"/> Daisy Cheddar	Feb 16, 2021	Hiring Manager Review	Select an outcome	<a href="#">View</a> Status history	<input type="checkbox"/> Emily Applicant	Feb 16, 2021	Hiring Manager Review	Select an outcome	<a href="#">View</a> Status history	<input type="checkbox"/> Pepe Candidate	Feb 16, 2021	Hiring Manager Review	Select an outcome	<a href="#">View</a> Status history	<input type="checkbox"/> Smurfette Smurf	Feb 18, 2021	Hiring Manager Review	Select an outcome	<a href="#">View</a> Status history
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<p>4. On the applicable job tile, click View under Resume/CV and Form (application) to view the application materials</p>	<p><b>Emily Applicant</b></p> <p><a href="#">View profile</a></p> <p>Address: California, United States Ph</p> <p>E-mail: <a href="mailto:testofficer54668764314568@gmail.com">testofficer54668764314568@gmail.com</a> Ap</p> <p>Employment status: - Or</p> <p>e-Zines comms hold: <input checked="" type="checkbox"/> Yes</p> <p><b>Applications</b>   History   Scheduled emails   Resume / CV</p> <hr/> <p><b>497997 - Police Officer</b></p> <p>Date submitted: Feb 16, 2021 Applied via: Google Status cha: Hiring Ma</p> <p><a href="#">Resume / CV View</a> <a href="#">Form View</a></p>																														

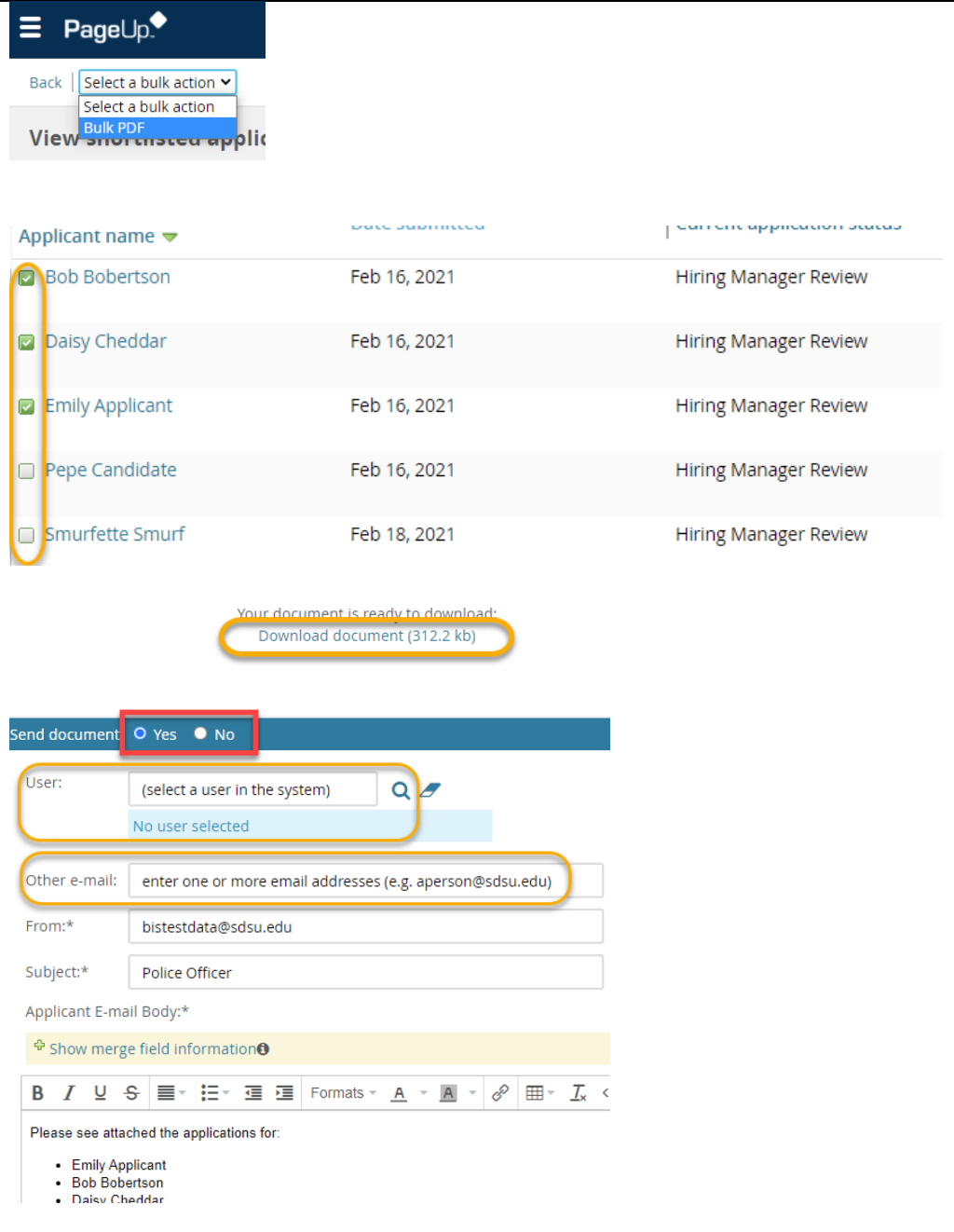
**Export to PDF**

You may choose to export the application materials to a PDF by checking the box next to the applicant names, then select **Bulk PDF** from the **Select a bulk action** dropdown menu

On the next screen you may download the PDF by clicking the Download document link and/or email it.

Select Yes or No next to Send document, enter user/emails if applicable, click Okay when finished.

*Note: Application materials are confidential and should only be shared with search committee.*



The screenshot shows the PageUp interface for managing applicants. At the top, there is a 'Back' button and a 'Select a bulk action' dropdown menu with 'Bulk PDF' selected. Below this is a table of applicants with checkboxes for selection. A yellow circle highlights the checkboxes for Bob Bobertson, Daisy Cheddar, and Emily Applicant. Below the table, a message states 'Your document is ready to download: Download document (312.2 kb)'. Below that is a 'Send document' section with radio buttons for 'Yes' (selected) and 'No'. There are input fields for 'User' (with a search dropdown), 'Other e-mail', 'From:' (pre-filled with bimestdata@sdsu.edu), and 'Subject:' (pre-filled with Police Officer). A rich text editor is present for the 'Applicant E-mail Body:' with a 'Show merge field information' button. A list of selected applicants is shown at the bottom: Emily Applicant, Bob Bobertson, and Daisy Cheddar.

Applicant name	Date submitted	Current application status
<input checked="" type="checkbox"/> Bob Bobertson	Feb 16, 2021	Hiring Manager Review
<input checked="" type="checkbox"/> Daisy Cheddar	Feb 16, 2021	Hiring Manager Review
<input checked="" type="checkbox"/> Emily Applicant	Feb 16, 2021	Hiring Manager Review
<input type="checkbox"/> Pepe Candidate	Feb 16, 2021	Hiring Manager Review
<input type="checkbox"/> Smurfette Smurf	Feb 18, 2021	Hiring Manager Review

Send document:  Yes  No

User: (select a user in the system) [Search] [No user selected]

Other e-mail: enter one or more email addresses (e.g. aperson@sdsu.edu)

From:\* bimestdata@sdsu.edu

Subject:\* Police Officer

Applicant E-mail Body:\*

Show merge field information

Please see attached the applications for:

- Emily Applicant
- Bob Bobertson
- Daisy Cheddar

## Select an Outcome/Update Application Status

An outcome is how a Hiring Manager would like to progress an applicant, following the review of their application materials. For example, an applicant’s current application status might be ‘Hiring Manager Review’, and from there the Hiring Manager might want to progress that person to either a highly qualified or not moving forward in the process.

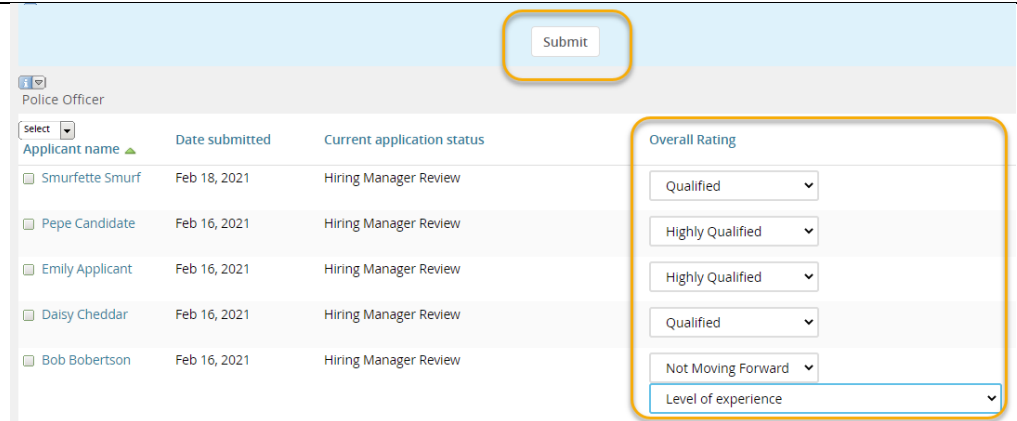
### Select an Outcome

- From the **View shortlisted applicants** page, select an outcome for each applicant to update their application status. Initially all applicants will have a Current application status of Hiring Manager Review. From there select one of three possible outcomes:

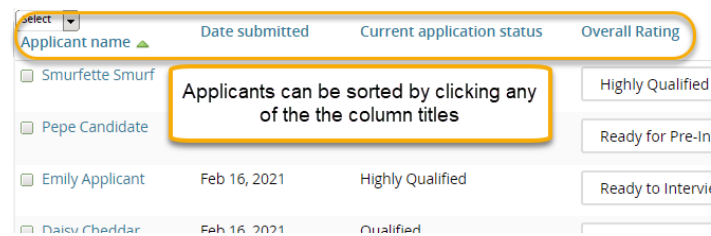
Highly Qualified – applicant meets all minimum qualifications and most or all preferred qualifications and should move forward

Qualified – applicant meets all minimum qualifications and some preferred qualifications. They may possibly move forward

Not Moving Forward – applicant does not meet minimum qualifications or is less qualified than others and is not moving forward in the recruitment  
*\*A reason must be selected. Only one of the green highlighted reasons is appropriate at this stage of*



The screenshot shows a web interface for reviewing applicants. At the top right is a 'Submit' button. Below it is a table with columns: Applicant name, Date submitted, and Current application status. The table lists five applicants, all with a status of 'Hiring Manager Review'. To the right of the table is a dropdown menu titled 'Overall Rating' with options: Qualified, Highly Qualified, Highly Qualified, Qualified, Not Moving Forward, and Level of experience.



This screenshot shows the same table as above, but with a callout box over the column headers. The callout box contains the text: 'Applicants can be sorted by clicking any of the the column titles'. The table shows the 'Overall Rating' column with values: Highly Qualified, Ready for Pre-In, Ready to Intervi, and Qualified.

*NOTE: For jobs with large numbers of applicants, discuss with your recruiter which applicants to review first. The recruiter can also assist you by "bulk moving" applicants to a status.*

- Select a reason
- Accepted another offer
  - Background check requirements not met
  - Benefits unsatisfactory
  - Continuing study
  - Cost of housing
  - Does not meet minimum qualifications
  - Falsified application
  - Ineligible
  - Insufficient pool
  - Lack of employment for spouse
  - Level of experience
  - No show / Did not respond
  - Other
  - Other candidates more suitable
  - Personal reasons
  - Position cancelled
  - Position filled
  - Research / Prof development opportunities limited
  - Salary unsatisfactory
  - Staying with current employer
  - Travel requirements unsatisfactory
  - Unable to relocate
  - Unsatisfactory references
  - Visa requirements not met

*recruitment.*

2. Click the Submit button to save your selections and update the applicant status
  
3. Applicants in Qualified or Highly Qualified should be updated further once you have decided the next steps for those applicants.

Additional outcomes are now available:

Ready for Pre-Interview Test/Exercise – applicant will be invited to participate in a pre-interview test/exercise

Ready to Interview – applicants will be invited to an interview

4. Click the Submit button to save your selections and update the applicant status
  
5. Continue to update each applicant’s status until they have reached either Ready to Interview, Ready for Pre-interview Test or Not Moving Forward status. *You may leave some applicants in Qualified status – these would be your “maybe” applicants that could be moved forward later if*

select	Applicant name ▲	Date submitted	Current application status	Overall Rating
<input type="checkbox"/>	Smurfette Smurf	Feb 18, 2021	Qualified	Highly Qualified
<input type="checkbox"/>	Pepe Candidate	Feb 16, 2021	Highly Qualified	Ready for Pre-Interview Test/Exercise
<input type="checkbox"/>	Emily Applicant	Feb 16, 2021	Highly Qualified	Ready to Interview
<input type="checkbox"/>	Daisy Cheddar	Feb 16, 2021	Qualified	Not Moving Forward
<input type="checkbox"/>	Bob Robertson	Feb 16, 2021	Not Moving Forward	Level of experience
				Not Moving Forward - Level of experience

*necessary*

6. If you have not already done so, select your search committee and provide their names to the HR Recruiter or enter them on the job card

Select	Applicant name ▲	Date submitted	Current application status	Overall Rating
<input type="checkbox"/>	Smurfette Smurf	Feb 18, 2021	Ready to Interview	Ready to Interview
<input type="checkbox"/>	Pepe Candidate	Feb 16, 2021	Ready to Interview	Ready to Interview
<input type="checkbox"/>	Emily Applicant	Feb 16, 2021	Ready to Interview	Ready to Interview
<input type="checkbox"/>	Daisy Cheddar	Feb 16, 2021	Not Moving Forward	Not Moving Forward - Level of experience
<input type="checkbox"/>	Bob Bobertson	Feb 16, 2021	Not Moving Forward	Not Moving Forward - Level of experience

**Notify HR that your review is complete**

Prior to inviting applicants to an interview or performance test, HR must review the applicants. The Notes tab of the job card will be used for communications regarding the recruitment.

**From the Notes tab, notify the HR recruiter that your applicants are ready for review**

1. From the Notes tab, select Add: Note
2. Enter your note to the HR recruiter
3. Be sure to check the box next to **Email this note to**
4. Enter the recruiter's name in the **User** field or use the search function

If you want to email this note to more than one person, enter additional email addresses in the **Other e-mail** field

*NOTE: The job number will automatically appear in the email recipients receive*

5. Click Submit
6. To confirm the email was sent, on the Notes tab check that your note states "Note emailed to:" with the recipient's email address

Position info   **Notes**

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Add: Select

Jan 26, 2022, 12:11pm

Please review final applicants.

Note emailed to: rstali

**Add note**

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Note:\*

Please review final applicants.

File:

E-mail this note to:

User:

Other e-mail:

Add: Select

Jan 26, 2022, 12:11pm

Please review final applicants

Note emailed to: mcothron@sdsu.edu

**HR Recruiter reviews applicants and notifies the Hiring Manager when they move forward**

1. HR Recruiter reviews to ensure all applicants were rated and moved into the correct status.
2. HR Recruiter will change the application status of applicants moving forward to Search Committee Review status
3. An email will be sent to the Hiring Manager, Search Committee Chair, and Search Committee Members notifying them that there are applicants ready for review and rating

**HR Recruiter notifies applicants that are not moving forward**

1. Applicants in a status of Not Moving Forward will be notified via email that they are no longer under consideration for the position

*Applicants in Qualified status will not be notified yet*



**Managing Applicants (View/Export Only)**

Hiring Managers and Administrative Support can view applications and see status updates from the Manage applications page. Manage applications is a search that shows applicants for a particular job. When you open the page, you see the results of the most recently run search.

You can use the Manage applications page to sort and organize applicants, as well as perform certain tasks with applicants.

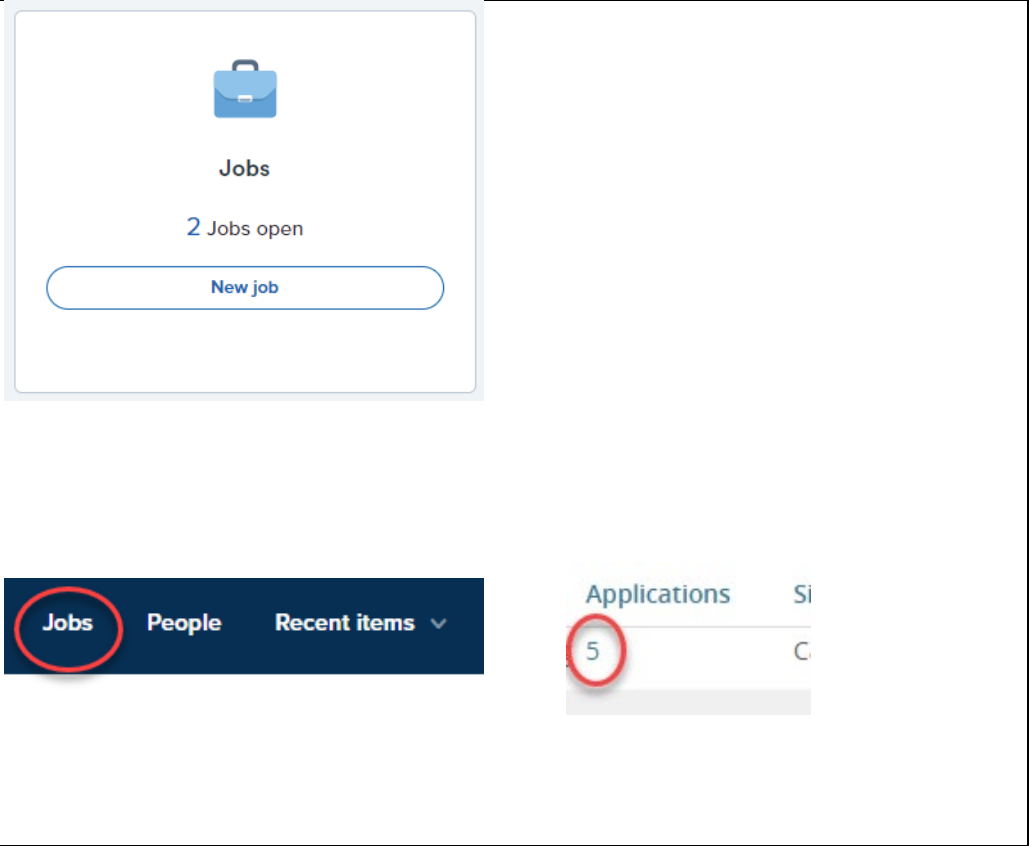
**Manage Applicants – Results tab**

There are multiple ways to navigate to the Manage Applicants page:

From the dashboard Click **Jobs open** on **Jobs** tile, click View on the **My Jobs** page (opens Job Card), click **View applications** at the top of the **Job Card**

OR

Click **Jobs** at the top right of the screen, from the jobs list click the number under **Applications** for the applicable job



The applicant list may be more than one page and has several columns including:

- Applicant information - preferred name, email, etc.
- Status – current status of application
- Score – calculated from answers to screening questions
- Employee – self reported by applicant (not verified). Yellow smiley=current CSU employee, Purple smiley=former CSU



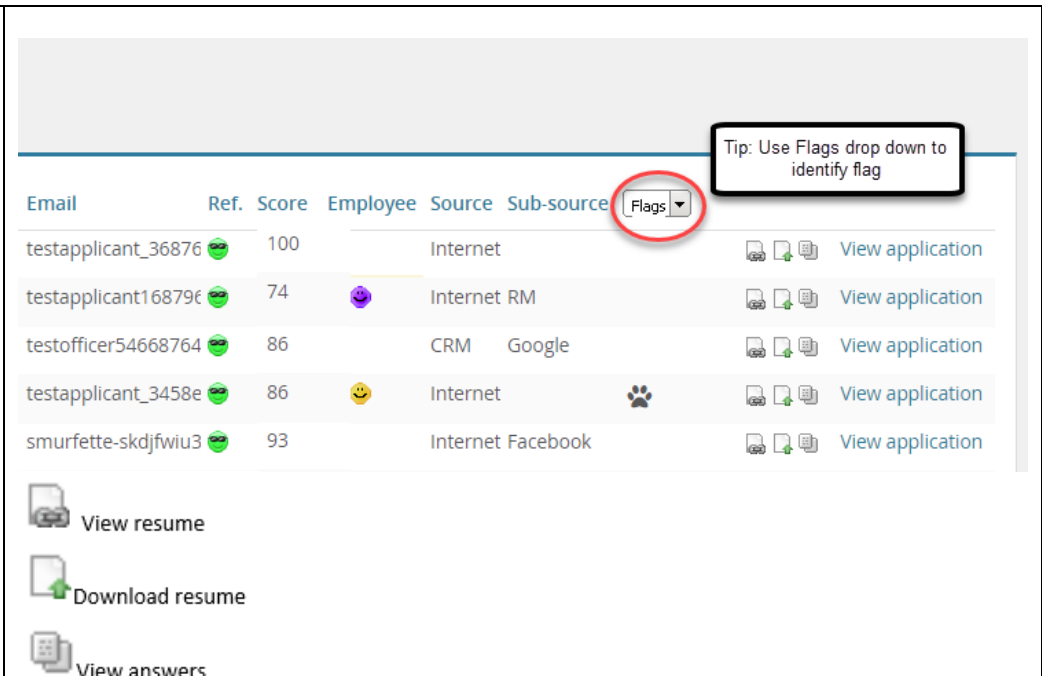
Select	Submitted	Status	Pref Name	First name	Last name	Phone
<input type="checkbox"/>	Feb 16, 2021	Application Review Unsuc	Bob	Bob	Robertson	
<input type="checkbox"/>	Feb 16, 2021	Reference Check	Daisy	Daisy	Cheddar	
<input type="checkbox"/>	Feb 16, 2021	Interview Event 1 Accepted	Emily	Emily	Applicant	
<input type="checkbox"/>	Feb 16, 2021	Interview Event 1 Accepted	Pepe	Pepe	Candidate	
<input type="checkbox"/>	Feb 18, 2021	Hiring Manager Review	Smurfetti	Smurf		

employee

Click on an applicant's name to view applicant card.

Sort by clicking the name of any column.

Use the icons and View application link on the far left to view application materials.



Email	Ref.	Score	Employee	Source	Sub-source	Flags	
testapplicant_36876		100		Internet			View application
testapplicant16879		74		Internet RM			View application
testofficer54668764		86		CRM	Google		View application
testapplicant_3458e		86		Internet			View application
smurfette-skdfjwiu3		93		Internet	Facebook		View application

View resume

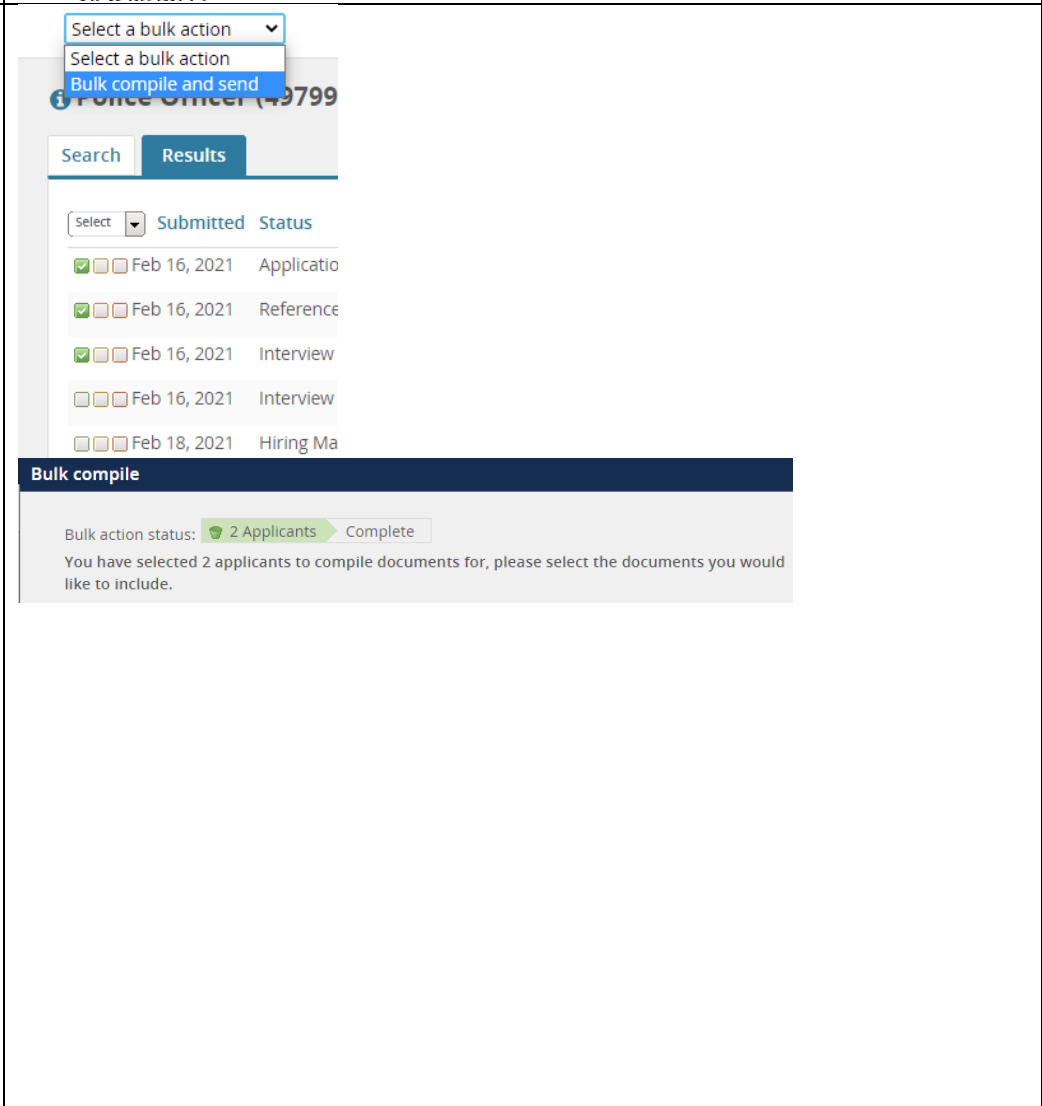
Download resume

View answers

**Export to PDF**

You may also to export the application materials to a PDF from the applicant list by checking the box next to the applicant names (check color doesn't matter, just use the one color for all), then select **Bulk compile and send** from the **Select a bulk action** drop down.

From the **Bulk compile** window select the documents you wish to export.  
*Note: Select only documents relevant to the recruitment (Application form, Cover letter, Resume, etc.)*



Select a bulk action

- Select a bulk action
- Bulk compile and send**

Police Officer (49799)

Search Results

Select Submitted Status

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feb 16, 2021	Applicatio
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feb 16, 2021	Reference
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Feb 16, 2021	Interview
<input type="checkbox"/>	<input type="checkbox"/>	Feb 16, 2021	Interview
<input type="checkbox"/>	<input type="checkbox"/>	Feb 18, 2021	Hiring Ma

**Bulk compile**

Bulk action status: ✔ 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

On the next screen you may download the PDF by clicking the Download document link and/or email it.

Select Yes or No next to Send document, enter user/emails if applicable, click Okay when finished.

*Note: Application materials are confidential and should only be shared with the search committee.*

Your document is ready to download:  
Download document (312.2 kb)

Send document:  Yes  No

User: (select a user in the system)

Other e-mail: enter one or more email addresses (e.g. aperson@sdsu.edu)

From:\* bistestdata@sdsu.edu

Subject:\* Police Officer

Applicant E-mail Body:\*

Show merge field information

B I U S [List Icons] Formats A A [List Icons]

Please see attached the applications for:

- Emily Applicant
- Bob Robertson
- Daisv Cheddar

**Manage Applicants – Search tab**

You can narrow down the applicants appearing in the list using the **Search tab**.

Enter your desired search criteria and click the **Search** button.

To clear your search criteria return to the search tab and click the Clear button on the right side.

*Note: Search results are saved, so next time you visit the Manage applications page, you will see the same results until you update the search.*

**Police Officer (497997)**

Search Results

Job/campaign: Police Officer

Application status:  Hiring Manager Review  Qualified  Application Review Unsuccessful  Invite to Pre-Interview Test/Exercise  Pre-Interview Test/Exercise Accepted

E-mail:

First name:

Last name:

Reference check status: All

Applicant number:

Current application statuses only:

Show other search criteria

Search