Hiring Manager – Managing Applicants

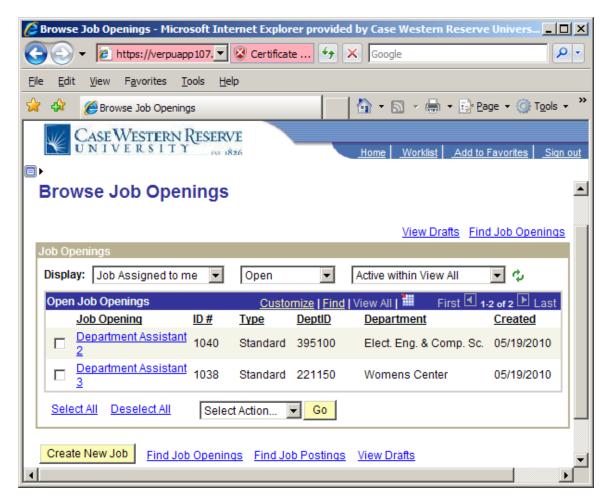
Log onto to Peoplesoft HCM

Click the Recruiting link from the main menu

Go to Find Job Openings, enter the Job ID, and click Search

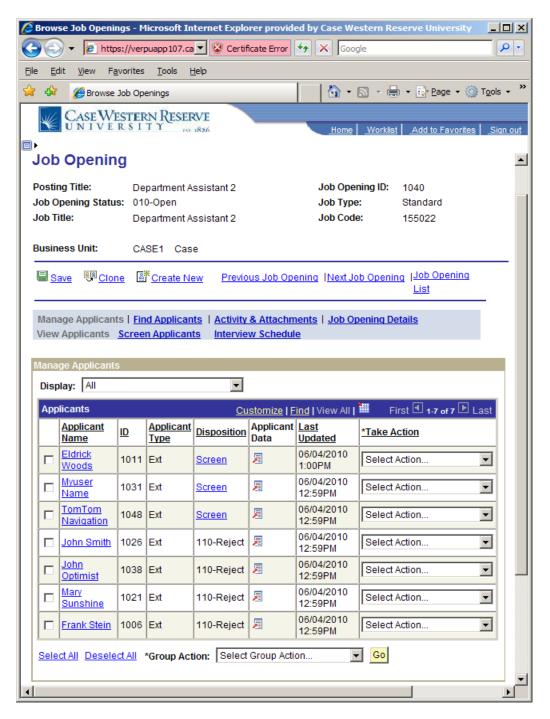
-or-

Go to Browse Job Openings, click on the job opening title (see below)



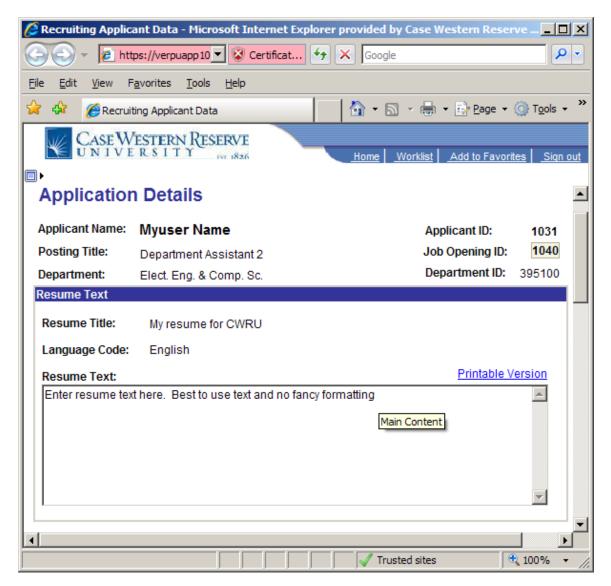
The list of applicants will appear for the position.

If the applicant's disposition is Screen, then the applicant has been qualified for the hiring manager's review. If the disposition is Applied, then the applicant has not been reviewed yet. If the disposition is Reject, then the applicant does not meet the minimum job requirements.

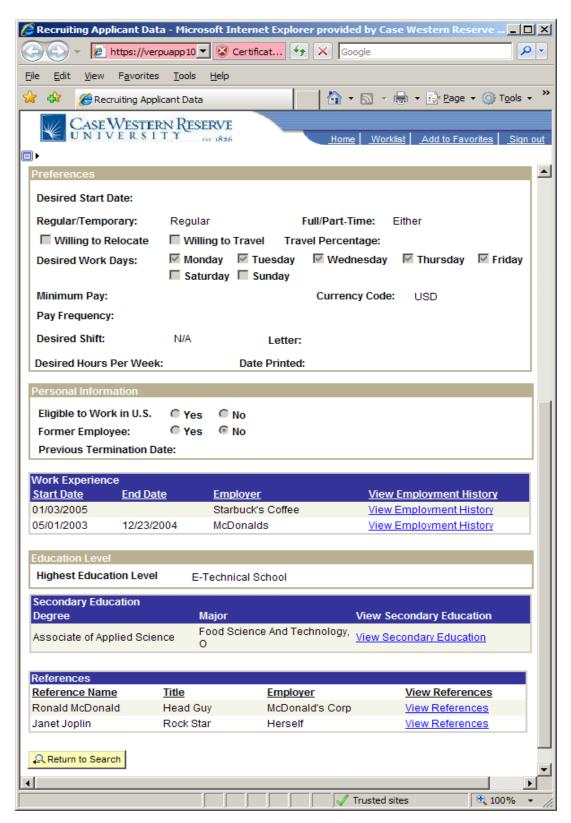


To view the resume/application, click the Applicant Data icon for the applicant you wish to review.

The Applicant details will appear, beginning with the resume text. You have the option to print the text by clicking the Printable Version link and/or ask the applicant to provide a cover letter and resume when they come to an interview.



Review the online application and click to view details for employment history, education, and references.



If an interview is desired, contact the applicant directly to make arrangements then record the interview in HCM Careers. Select Action for the applicant and choose Manage Interviews.

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		<u>Applicant</u> <u>Name</u>	<u>ID</u>	Applicant Type	Disposition	Applicant Data		*Take Action			
		<u>Eldrick</u> Woods	1011	Ext	<u>Screen</u>	見	06/04/2010 1:00PM	Select Action			
		<u>Myuser</u> <u>Name</u>	1031	Ext	<u>Screen</u>	Ħ	06/04/2010 12:59PM	Select Action			
		<u>TomTom</u> Navigation	1048	Ext	<u>Screen</u>	見	06/04/2010 12:59PM	Select Action			
[<u>John Smith</u>	1026	Ext	110-Reject	1	06/04/2010 12:59PM	Add Applicant to New List Add Applicant to Saved List Change Applicant Status			
		<u>John</u> Optimist	1038	Ext	110-Reject	1	06/04/2010 12:59PM	Create Interview Evaluation Forward Applicant			
		<u>Mary</u> Sunshine	1021	Ext	110-Reject	1	06/04/2010 12:59PM	Link Applicant to Job Manage Applicant Checklists Manage Interviews			
		Frank Stein	1006	Ext	110-Reject	2	06/04/2010 12:59PM	Pre-Employment Check Prepare For Hire			
<u>s</u>	eleo	ct All Desele	ct All	*Group Act	ion: Select	Group Acti	on 🔽	Prepare Job Offer Reject Applicant Route Applicant Select Action			
								Send Correspondence	┛		

Record the Interview Date, Start time, End time, Interviewer, Interview Type, and location.

Types of Interviews are:

- In Person 1 first in-person interview
- In Person 2 second in-person interview
- Panel multiple interviewers in the same interview room
- Phone Screen interview by phone
- Other

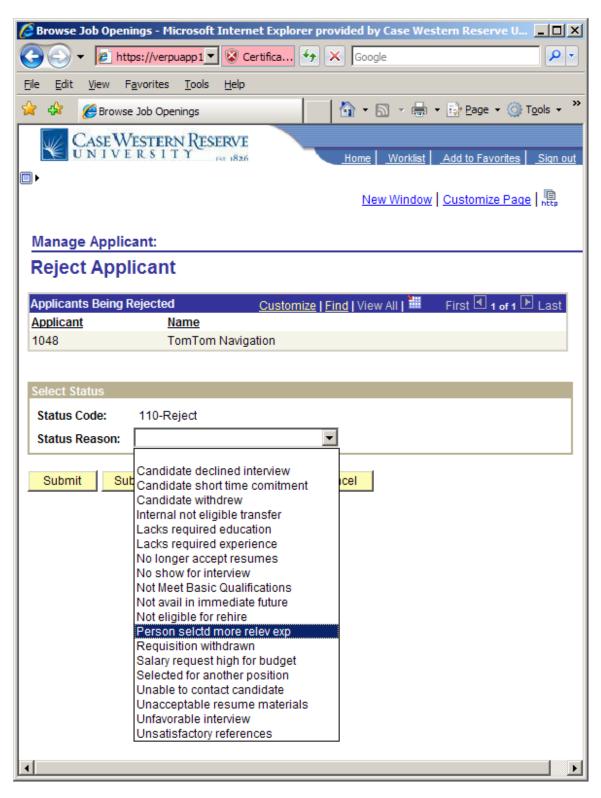
You may + Add Interviewers, if there is more than one interviewer.

🔏 Browse Job Openings - Microsoft Internet Explorer provided by Case Western Reserve University
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Job Opening: TomTom Navigation
Interview Schedule
Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Click on Delete icon to remove
corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined
within the Job Opening.
Posting Title: Department Assistant 2 Job Opening ID: 1040
Posting Title: Department Assistant 2 Job Opening ID: 1040 Job Opening Status: 010-Open Job Type: Standard
Job Title: Department Assistant 2 Job Code: 155022
Business Unit: CASE1 Case
Save Save & Submit Cancel Return to Previous Page
TomTom Navigation
Applicant Name: TomTom Navigation ID: 1048
Notify Interview Team
Letter: Date Printed:
Generate Letter Email Applicant Upload Letter
✓ Interview Schedule
Interview Date Start Time End Time Time Zone Interviewer Interviewer Interviewer Location
10/19/2010 🛐 2:00pm 3:00pm 🔍 1005038 🔍 Karma Topor 🛛 In Person 🗹 prawford304 📟 🛇 👘
+ Add Interviewer

After you have reviewed and/or interviewed the applicants, you may record a reason for rejecting applicants. For each applicant, Select Action and choose Reject Applicant.

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		Applicant Name	ID	Applicant Type	Disposition	Applicant Data	Last Updated	*Take Action			
		<u>TomTom</u> Navigation	1048	Ext	<u>Screen</u>	1	06/04/2010 12:59PM	Select Action			
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	Sele	<u>ct All</u> Desele	<u>ct All</u>	*Group Act	ion: Select	Group Acti	on 🗖	Go			
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From the Reject Applicant page, choose the appropriate status reason from the drop down table, i.e. person selected had more relevant experience in required area.



Once you have selected a finalist, contact your Recruiter to guide you through the next steps involving background screening and reference checks, preparing an employment offer, scheduling orientation/training, etc.

