Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

Table of Contents

Logging in to the Hiring Manager’s Site ........................................................................................................ 2

Viewing Requisitions / Hiring Proposals .................................................................................................. 3

Viewing Requisition Details ..................................................................................................................... 4

Viewing/Printing a Single Application ..................................................................................................... 5

Viewing/Printing Multiple Applications or Documents ........................................................................ 6

Applicant Statuses ..................................................................................................................................... 7

Changing the Status of one Applicant at a Time ....................................................................................... 7

Changing the Status of Multiple Applicants at the Same Time .............................................................. 8

Logging Out ................................................................................................................................................ 10
Logging in to the Hiring Manager's Site

1. Log in to the hiring manager’s site from the Human Resources web page. At www.fairmontstate.edu, click on “Faculty/Staff” then under the administration heading, click “Human Resources.”

2. Click on Current Employees:

3. Click on Hiring Manager Toolkit:

4. Click on Returning Users if you are an existing hiring manager OR you are serving on a search committee and have been given a username and password. If you are a new user, please click on New Users for further instructions.
Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

Viewing Requisitions / Hiring Proposals

After logging in to the system, if you have an active requisition, you will see a screen that looks similar to the following:

Underneath the Job Posting heading on the left navigation bar, you are presented with the option to View Active, View Pending, View Historical, or Search Hiring Proposals. Click on the word “view” beneath the relevant title if you want to review an active requisition.

View Active: requisitions that are active are either:
- currently posted on the applicant site, or no longer posted, but contain applicants still under review

View Pending: requisitions that are pending are either:
- waiting for final review by HR, or approved by HR, but not active on the applicant site

View Historical: requisitions that are historical are either:
- filled and are no longer listed on the applicant job site or cancelled and therefore not listed on the applicant job site

Search Hiring Proposals:
- may search for hiring proposals that you have saved, submitted to upper level administration, or have been submitted for approval.
Viewing Requisition Details

You will notice the requisition (posting) data is divided into tabs listed across the top, starting with Applicants. The first tab lists the applicants who have applied to the requisition.

Additional information is also provided on this screen, including date applied, status, etc. You may click “continue to next page” to view the posting details. Also, you may click on the “Position Announcement” report under the reports section at any time to view the job announcement which contains duties/responsibilities, date posted, minimum qualifications, etc.

From the screen shown above, you may also perform a number of tasks, including printing applications and documents and changing an applicant’s status.
Viewing/Printing a Single Application

Click the link “View Application” under the applicant’s name. After clicking on this link, the application will appear in a new browser window. It may take a couple moments for the information to load into the new window. Select File>Print from your browser’s menu to print the application. To close the window, click the “close window” link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the “View Applicants” screen).
Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

Viewing/Printing Multiple Applications or Documents

1. Check the boxes next to the corresponding applicants whose applications you wish to print (or if you want to view/print all, click the “All/None” link).

2. Click the View Multiple Applications or View Multiple Documents button.

3. A new window will appear (it may take several moments to load). This window contains all of the applications (or documents) you selected to print/view.

4. To print, select File>Print from your browser’s menu to print the applications or documents.
Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

Applicant Statuses

After you have finished interviewing and before you recommend a hire, you will need to change all of the applicant statuses to an interviewed or not interviewed status. See below instructions for completing this task:

Changing the Status of one Applicant at a Time

1. Click the “Change Status” link under the Status column in the row corresponding to each applicant.

   ![Change Status Link]

2. Change Status to an “Interviewed” or “Not Interviewed” status then, if applicable, select a “not hired reason.” Note: All not hired statuses will require a not hired reason. Click “continue to confirm page.”

   ![Change Applicant Status]

   1. Select status from dropdown
   2. Select reason for non-hire
Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

Changing the Status of Multiple Applicants at the Same Time

1. Click the “All/None” column if you want to change all applicant statuses at the same time (this will check or uncheck all boxes in the column) then,

2. Click the button labeled “Change Multiple Applicant Statuses.”

3. After clicking the “Change Multiple Applicant Statuses” button, a screen similar to the one below will appear. On this page, you may change all applicants selected to the same status and reason (see top portion of screen) OR you may change a different status and reason for non-hire for each of the selected applicants (see bottom portion of screen).

4. When you are finished assigning all statuses and reasons, click “continue to confirm page.” To reset the statuses to their original statuses, click the “Reset to Original Status” button.

5. After clicking the “continue to confirm page” button, you will come to a confirmation page. Select the “Save Status changes” button to complete the action. Note: You may also select the “Cancel” button if you want to return to the previous screen to edit your changes.
Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Status</th>
<th>Not Hired Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Sample</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td>Finalist</td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td>Sample</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Application</td>
<td></td>
<td>Finalist</td>
<td></td>
</tr>
</tbody>
</table>

Click here to save
Supervisor/Hiring Manager: Managing Applications and Changing Applicant Statuses

Logging Out

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and logout of the system by clicking on the logout link located on the bottom left side of your screen.