

PeopleAdmin User Guide – Applicant Statuses

An important piece of the hiring process is the communication between you as the Hiring Manager and Human Resources. This is done most effectively by adjusting the applicant statuses. Let's get started!

There are two options of applicants for you to view:

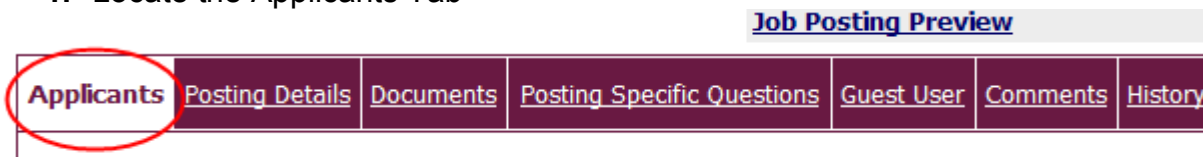
1. Inactive Applicants
2. Active Applicants

Inactive Applicants are those who have not completed their application or have been disqualified based on specific criteria.

Active candidates are those who are currently under consideration. Active applicants become inactive when you change their statuses.

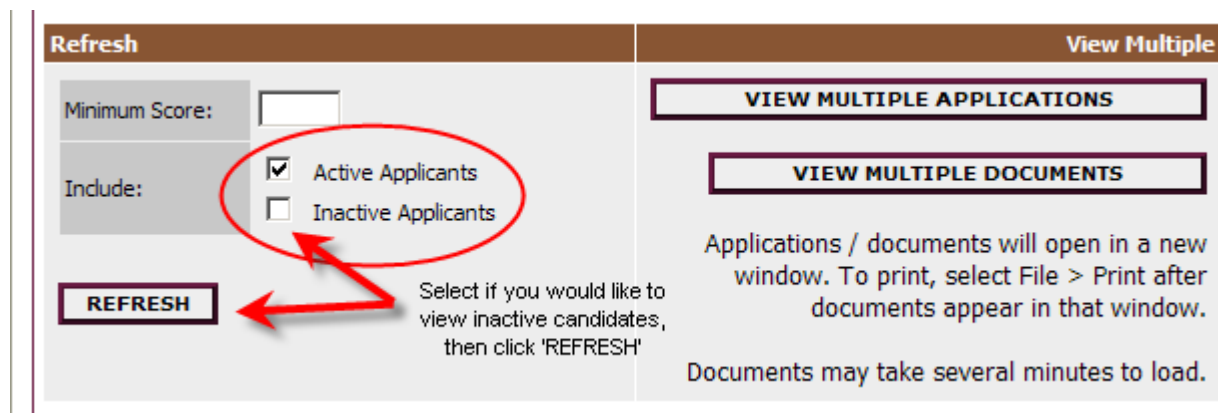
Viewing 'Inactive Applicants'

1. Locate the Applicants Tab



- Active Applicants will automatically default for your viewing.

2. Scroll down to the bottom of the page, you should see this:



Changing Applicant Statuses



'Statuses' are designed to assist HR and Hiring Managers alert appropriate parties on specific actions one may be required to take or to alert users of an applicant's next step.

There are two ways that a candidate's status can be changed:

- One by one
- Changing multiple candidates at once

1. Status Overview

Type	Purpose
Under Review by HR	Used only by HR
Under Review by HM/Search Committee Chair	Hiring Managers (HM) see this status when candidates first apply
Phone Screen	Notifies HR that you would like a phone screen conducted – Support Staff Notifies HR that the HM plans to conduct a phone interview – Admin Staff & Faculty
Schedule Interview	Notifies HR that they should schedule an interview – Support Staff Notifies HR that an interview is being scheduled – Admin Staff & Faculty
Interview Scheduled	Notifies HM that an interview has been scheduled
Interviewed	Applicant has completed his/her interview – Admin, Support and Faculty
Recommend for Hire	Notifies HR that an offer needs to be extended – Support Staff Notifies HR that an offer is being extended – Admin Staff & Faculty
Hired	Used only by HR
Not Hired – Not Interviewed (Send Email)	Disqualify applicants, email <u>will</u> generate
Not Hired – Interviewed (Send Email)	Disqualify applicants, email <u>will</u> generate
Not Hired – Not Interviewed	Disqualify applicants, email <u>will NOT</u> generate
Not Hired – Interviewed	Disqualify applicants, email <u>will NOT</u> generate
Application Withdrawn	Used by applicants only

For the statuses that disqualify applicants, you will be required to select a reason why.

F.Y.I.

Reasons are:

- Does not meet minimum requirements
- Did not submit all application materials
- Other apps a better fit for position
- Candidate withdrew
- Cannot meet candidate's salary requirements
- Cannot meet candidate's salary/benefit requirements
- Not available for required hours and/or dates
- Did not meet pre-employment requirements
- Posting canceled
- Hired for another position

2. One by One Status Changes

F.Y.I.

When you initially log-in and view your active posting, all candidate will have the status, '**Under Review by HM/Search Committee Chair**'

STEP #1 – Click '[Change Status](#)'

Pegram, Alexis View Application	Cvr Res	0	02-18-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input type="checkbox"/>
--	--	---	------------	---	-------------	--------------------------

STEP #2 – Change the status, then click on '**CONTINUE TO CONFIRM PAGE>>**'

STEP #3 – Click '**SAVE STATUS CHANGES>>**'

3. Multiple Status Changes



You can change the status of more than one applicant by using the **'CHANGE MULTIPLE APPLICANT STATUSES'** button – located at the bottom of the list of active applicants.

STEP #1 – 'Check Mark' those candidates whose status you would like to change.

STEP #2 – Click **'CHANGE MULTIPLE APPLICANT STATUSES'** button.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Chandwalker, Gauri View Application	Cvr Res	0	02-17-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input type="checkbox"/>
Pegram, Alexis View Application	Cvr Res	0	02-18-2008	Interview Pending Change Status	In Progress	<input checked="" type="checkbox"/>
de-Souza, Richard View Application	Res	0	02-18-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input checked="" type="checkbox"/>
Hestbeck, Ryan View Application	Res	0	02-19-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input type="checkbox"/>
Scott, Benjamin View Application	Res	0	02-20-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input checked="" type="checkbox"/>
Nasri, Abdelouhab View Application	Cvr Res	0	02-27-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input checked="" type="checkbox"/>
Foell, Renae View Application	Cvr Res	0	03-13-2008	Under Review by HM/Search Committee Chair Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Click **'All/None'** to check all at once.

Click this button **after** you have placed a check mark next to the applicant's whose statuses you would like to change.

STEP #3 – Change the status for all applicants

Change For All Applicants:

Status: **Selection Reason:**

Use the drop down to select the new status for the applicants.

STEP #4 – Click **'SAVE STATUS CHANGES'**

Sorting Applicants based on Statuses



You can sort the applicants based on multiple criteria by clicking on the arrows in the column headings (i.e. alphabetical order, statuses, etc).

Click on the arrow to sort applicants.

7 Records

Name	Documents	Score	Date Applied	Status	External Status	All / None
------	-----------	-------	--------------	--------	-----------------	------------