

Hiring Manager Guide

1. Click on the 3 lines on the top left corner of the page (the hamburger menu)



2. Select "Applications" from the menu

3. The "view shortlisted applicants" will appear on the right side of the job as a blue link.


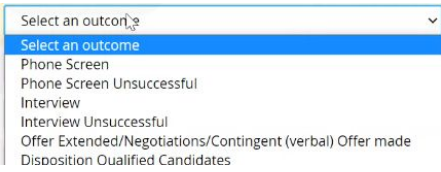
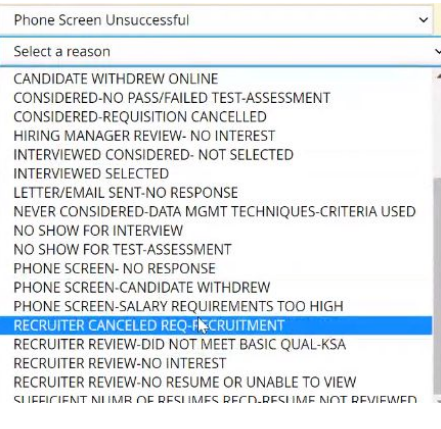
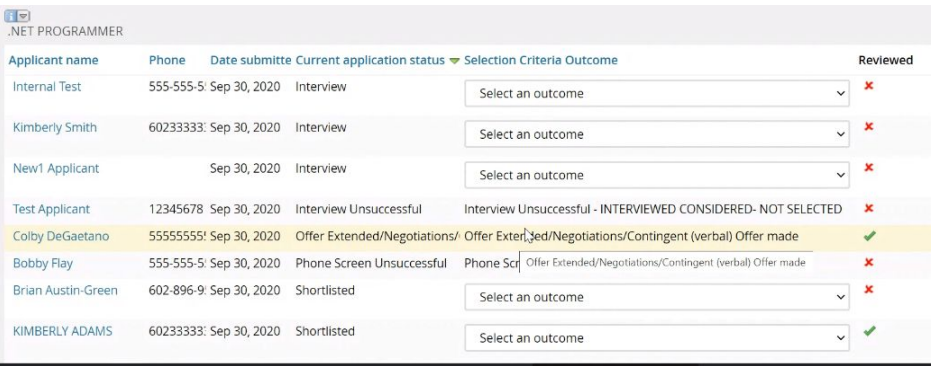

Let's select ".Net Programmer" as an example.

Requisit Title	Date added	Status	Hiring Manager	
492300 .NET PROGRAMMER	Sep 30, 2020	Shortlistir	Ronald Recruiter	View shortlisted applicants (12)
492296 21ST CENTURY GRANT PROG DIR	Sep 28, 2020	Interview	Ronald Recruiter	View shortlisted applicants (8)
492261 ADMV ASST 1	Sep 3, 2020	Interview	Ronald Recruiter	View shortlisted applicants (1)
492223 Park Ranger II	Jun 8, 2020	Offer	Ronald Recruiter	View shortlisted applicants (0)
492217 Senior Litigation Counsel	Aug 16, 2017	Interview	LAURA FOG	View shortlisted applicants (0)

4. Shortlisted applicants (view)

- You are able to view:
 - Applicant name
 - Phone
 - Date Submitted

Applicant name	Phone	Date submitte	Current application status	Selection Criteria Outcome	Reviewed
New1 Applicant		Sep 30, 2020	Shortlisted	Select an outcome	✗
Test Applicant	12345678	Sep 30, 2020	Shortlisted	Select an outcome	✗
Internal Test	555-555-5	Sep 30, 2020	Shortlisted	Select an outcome	✗
Kimberly Smith	60233333	Sep 30, 2020	Shortlisted	Select an outcome	✗
Colby DeGaetano	55555555	Sep 30, 2020	Shortlisted	Select an outcome	✗
Bobby Flay	555-555-5	Sep 30, 2020	Shortlisted	Select an outcome	✗
Brian Austin-Green	602-896-9	Sep 30, 2020	Shortlisted	Select an outcome	✗

<p>5. You can select an “outcome” or disposition status</p>		
<p>6. Select an Outcome from the list.</p>		
<p>7. Note: If you move a candidate to an unsuccessful status you will be required to enter a reason.</p> <ul style="list-style-type: none"> If the candidate is moved to Phone Screen unsuccessful, you will not be able to change that status anymore. Recruiters will have access to make edits. 		
<p>8. To keep in mind:</p> <ol style="list-style-type: none"> If you have selected a candidate to move forward, select “offer extended/negotiations/contingent (verbal) offer made”. You cannot move the candidate out of this status. 		
<ul style="list-style-type: none"> Note: When the HM select “offer extended” it notifies the Recruiter. 		
<p>9. Click Submit to submit/save Outcome changes.</p> <p>10. Contact your Recruiter/HR Contact with questions.</p>	