Activity: Applicant Processing (End Users)
Applicant Tracking

Review applicants from Applicant Central

1. Navigate to Applicant Central
   Human Resources/Payroll >Human Resources>Applicant Processing> Applicant Central
2. Click on **Advanced** in the search field
   a. Select the job opening to research from the **Job Applied For** drop-down menu
      i. Input a full or partial Requisition Number into the **filter** field to narrow down the search
      ii. Click on the Requisition Number you are looking for to add it to the search selections
   b. Click **Search**
3. Click an applicant tile to view the applicant in greater detail
   a. Upon initial entry to this screen, the **Settings** menu appears
   b. Select tiles for view, then click **OK**
4. Click the applicant's name or number to view more in-depth information on a given applicant
5. Click on the **Custom Data** panel and select the **VET PREF CLAIM** field to check for Veteran's Preference claim
   a. If the applicant answered **Yes**, review the applicant for Veteran's Preference in accordance with the District Veteran's Preference Guidelines (Hiring Manager's Toolkit); otherwise, disregard the sections of this guide pertaining to Veteran's Preference
6. Click **Add** to review other panels in accordance with the screening procedures established by the cost center. Click **Back** to go back to the tile view
7. Click **Notes** in the ribbon to view written responses to questions on the application
   a. This will also include notes from Fingerprinting, Certifications, POET results, etc.
8. Click **Applicant** in the ribbon to go to the Applicant Master
   a. This screen can also be accessed directly from **Applicant Master** in the Munis menu
9. Click **Attach** to view application attachments
   a. The Defined Mappings screen appears – click **Applicant Attachment**
   b. Click **View Documents**
   c. Expand the document information view by clicking and holding on the grey border, then drag it
   d. Select the document you wish to view
   e. To download a document or view one that cannot be previewed in the **Attach** screen, click **Export** and select a file location to download it to your computer and click **Save** – the document will be saved to the standard download location on the computer and can be viewed from there
      i. Windows users can instead use **Launch in External Viewer** to view the document directly – this function does not work with Macs
   f. Click on **Reference Questionnaire** to see any references that have been returned since 12/12/16. To Print references, go to step 10.
   g. Click **Close Viewer** to return to the Defined Mappings screen
   h. Click the **X** to close the Defined Mappings screen
   i. Click **Accept** once done
10. Click the **References** folder at the bottom of the screen to view all references in a browse list
   a. Select a reference to view and click **Accept** to view it in greater detail
   b. The **Questionnaires** folder will be highlighted if a form has been emailed to the reference – click on this folder to view more details
      i. The **Complete** field lists the date that the reference was returned – if it is empty the reference has not been returned
      ii. Click **Preview** to view a returned reference as a text file or **PDF** to view a PDF
      iii. Close the PDF tab and click **Return** to return to the questionnaires list
      iv. Repeat steps **i** through **iii** for each reference
   c. Click **Return** to go back to the Applicant Master

11. Click **Pending** in the ribbon to navigate to the **Pending Applicant** screen (if there are multiple requisitions visible in a browse list, select the record with the requisition number being reviewed and click **Accept**)
    a. Click **Update** and input 'Eligible for Vet Pref' in the **Comments** field after the **Pre-screened** comment if the applicant is eligible to claim Veteran's Preference
    b. Click **Accept**
    c. Click **Return** to return to the **Applicant Master**
12. Repeat steps **3** through **11** for each additional applicant to be reviewed

The **Applicant Master** only displays the selected applicant when **Applicant** is clicked through **Applicant Central**. To view multiple applicant entries in the **Applicant Master**, go to **Job Openings**. Click **Search** and enter the requisition number, then click **Accept.** Click on **Applicants** and then **Accept.**

Review applicants in list format

1. Navigate to the Custom Applicant Export report
   Human Resources/Payroll >Human Resources>Applicant Processing> Custom Applicant Export
2. Input the job requisition number in **Requisition Number**
3. Input the requisition suffix in **Requisition Suffix**
4. Click **View Report**

The panel selections settings in the Applicant Central can be accessed again at any time by clicking **Setup Tiles**, located adjacent to the **Back** button in the ribbon.

When reviewing a detail panel, click on **Grid view** (icon appears as several green lines) to see the data in list form.

Before Making an Offer of Employment

1. Ensure all applicants for the specified requisition have been considered
2. If the position is a teaching position, email the **Review Request Form** to Certifications to verify the applicant's eligibility– the results will be emailed back and added to the **Text** folder on the **Applicant Master** by Certifications.
3. Even though an applicant may be missing references, transcripts, certificate/license documentation or work history, they can still be considered and interviewed for a position. However, they **cannot be offered** a position until the required documentation is received and (if applicable) approval through certification is obtained.

Notify Human Resources that a selection was made

1. Navigate to **Applicant Master**
   Human Resources/Payroll > Human Resources > Applicant Processing > Applicant Master
2. Click **Search**
    a. Input search criteria to assist with locating the applicant, such as applicant number or last name
    b. Click **Accept**
    c. If multiple results were returned, select the applicant to hire using **Browse** or the navigation arrows
3. Click on the **Text** folder (located adjacent to the **Notes** field)
    a. Click **Insert** in the upper-left corner and select **Top of File** from the Date/Time/User item
        i. The current date, time, and user ID are automatically added
        ii. Input the location, position, date and time the offer was made to the candidate
        iii. Click the **X** on the upper right of the display, then click **Yes** to save and close (or click **File** > **Exit**)
4. Attach MIS 303 and MIS 310 as one attachment
    a. Click **Search** and input the applicant number (if not already on the chosen applicant)
    b. Click **Attach**
    c. Select **Applicant Attachment** from the Document Mapping menu that appears
    d. Click **View Documents**

e. Click **New**
f. Input 'MIS 303 and MIS 310' in the **Description** field on the right-hand side of the viewer
g. To import documents from saved files
    i. Click **Import** and select the document to attach; you can **Choose File** or drag and drop the file
    ii. Click **Import**, then click **Save** to finish attaching the documents
    iii. Click **Close Viewer** to return to the **Applicant Master**
h. To direct scan documents
    i. Click **Scan** to scan documents, then click **Save** to finish attaching documents
    ii. Click **Close Viewer** to return to the **Applicant Master**

5. Click **Pending** to navigate to the **Pending Applicant** screen (if there are multiple **Pending Applicant** records, select the record with the requisition number being hired for and click **Accept**)
6. Click **Update**
    a. Change the **Status** to **O – Offer**
    b. Input the projected start date in **Start Date** (located on the **Recommendations** tab), following the guidelines in the Hiring Manager's Toolkit
    c. Click **Accept**
7. Click **More** and select **Release**
8. Click **Yes** in the **Release Applicant** box
9. Once HR has received the offer notification, an email will be sent to the applicant to schedule fingerprinting (and if necessary, POET testing) as well as a link to hiring documents. Once these are cleared they will initiate the Personnel Action to hire the candidate
10. HR will change the status of the applicants from Candidate to Rejected who were not hired and notify them via email that they were not selected for the position

Attach I9 and supporting documents on employee's first day

1. After completing and exporting the I-9 form on the HireForms website, navigate to **Applicant Master**
   Human Resources/Payroll > Human Resources > Applicant Processing > Applicant Master
2. Click **Search**
    a. Input search criteria to assist with locating the applicant, such as applicant number or last name
    b. Click **Accept**
    c. If multiple results were returned, select the applicant to hire using **Browse** or the navigation arrows
    d. Click **Attach**
    e. Select **Applicant Attachment** from the Document Mapping menu that appears
    f. Click **View Documents**
    g. Click **New**
    h. Input 'I9' in the **Description** field on the right-hand side of the viewer
    i. To import documents from saved files
        i. Click **Import** and select the document to attach; you can **Choose File** or drag and drop the file
        ii. Click **Import**, then click **Save** to finish attaching the documents
        iii. Click **Close Viewer** to return to the **Applicant Master**
    j. To direct scan documents
        i. Click **Scan** to scan documents, then click **Save** to finish attaching documents
        ii. Click **Close Viewer** to return to the **Applicant Master**