

Manage Applications



All of the job applications are submitted and ready. What do you need to do? You'll need to review the resumes and applications, and reject applicants that don't meet minimum qualifications. Continue to narrow your choices, rejecting applicants as you go. Next, you will need to conduct interviews and reject applicants not selected. Once you have chosen your preferred applicant and rejected all others, you will proceed to prepare a job offer.

Considerations

There are a few considerations to mention before we go further into the process:

- Veterans preference
- Downloading materials

Veterans Preference

In compliance with Chapter 295, Florida Statute, the University of South Florida is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions, as prescribed by the chapter. Qualified positions include all Staff positions. Preference does not apply to Temporary, Administration, or Faculty positions. Each position that qualifies for Veterans' Preference will be identified in the posting details.

Veterans Preference requires ALL qualified eligible veterans, including eligible spouses, be given an interview. Applicants are required to submit the correct documentation in order to qualify for Veteran's Preference. If the

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correct documentation has not been submitted, the department is required to contact the veteran at least three times by various means such as phone or email. This means of contact is now required by the Department of Veteran's Affairs to provide the applicant the opportunity to submit the required documentation.

When making a hiring decision, if there are two final candidates in the pool with equal qualifications, the position must be offered to the Veteran.

Downloads



During the process of managing applications, resumes and other attachments will need to be downloaded. PDFs and Word documents are the most common attachments and they will either open or download depending on the browser you use and your settings. If you need help with browser or pop-up settings, contact the IT Help Desk or visit the IT documentation on Pop-up Blockers

Navigate Recruiting

Let's look at the recruiting screens. From the USF Gems User Menu, click the Recruiting Tile.





At the top of the page, click the "Recruiting Home" icon

Search Applicants	Search Applicants		
E Search Job Openings	Recruiting Home		
Browse Job Openings			
Create Job Opening	Quick Search Keyword Search	Advanced Search	
Pending Approvals	✓ Search Criteria ⑦		
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	Search	Clear	

On the Recruiting home page, you'll see Quick links on the left, providing quick access to frequently used pages. My job openings in the center provides a view of your job openings.

UNIVERSITY OF SOUTH FLORIDA Recruiting Home				Recr	uiting H	ome			
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Create Job Opening	23298 - Undergraduate Student	Tampa, FL			113		0	0	
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	23319 - Professor	Tampa, FL			121		1	1	
Inerview Calendar	23362 - Tutor-A-Bull - Student	Tampa, FL	0		112		0	1	
Pending Approvals	23372 - Adjunct Instructor	Tampa, FL			120		0	1	
Browse Job Openings	23382 - Adjunct Instructor (Te_	Tampa, FL			105		1	6	
-)@	23386 - Student Assistant - Pr	Tampa, FL			119		0	4	
~	23403 - Instructor I (Adjunct)	St. Petersburg, FL			118	0	0	1	
	23400 - Adjunct - English Lang	Tampa, FL			111		2	2	
	My Job Openings An	alytics							

(If you don't see any job listings, try changing the personalization settings by clicking the gear icon on the top right).



1.10 Manage Job Opening

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	Bob Bull	76712	External	Hold				0	6
	Charles Bull	76713	External	Interview				0	6
	Amy Bull	76711	External	Offer				0	6
	Donna Bull	76714	External	Reject				0	6

Once you select a job opening, The Manage Job Opening page opens. You will notice the header bar with icons to jump quickly to other pages. You can move to the next or previous job opening. Use the Add Note icon to add a note about the job opening. Notes created using "Add Note" will appear on the Activity and Attachments tab. Below the job opening header, there are four tabs:

- The Applicants tab is the default tab that we are on now, showing the applicants and their status. Use this to review applicants and perform applicant-specific recruiting activities. Use the options at the top of the listing to find an applicant, move to first/last in a list, view all applicants or download to Excel. Downloading to Excel is a handy tool to provide search committees or interviewers with a listing.
- 2. The Applicant Search tab is not Currently used.
- 3. Use the Activity & Attachments tab to review the job's status history along with job-related notes, attachments, expenses, and saved applicant searches or add notes about the recruitment or about applicants.

Use "Add Attachment" to add all documents pertaining to this job opening. Examples:

- Search plan
- Interview questions
- Interview notes from all interviews



- Documentation required to seek hiring approval
- Employment verification
- Employment references
- Degree verification
- Copies of required license or certification
- 4. The details tab corresponds to the information from when you originally created the job opening. The job opening template controls the content and layout of this tab's subsections.

Also note the phase bar on the Manage Job Opening page; as you manage your applicants you will move them through the phases from applied to review, then interview. The phase bar displays the number of applicants at different stages. Clicking on a phase will filter the list to show only those applicants in that phase.

Application Icon

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Now that we've looked at the page for the job opening, let's look at individual applicants within that opening.

Starting on the Manage Job Opening Tab, review an applicant's application by clicking on the 'Application' Icon.



Manage Application

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anage Application		
@Recruiting Home Ø Search Applications Ø Add Applicant Note ⊗ Refresh		
Applicant	Job Opening	
Name Preferred Contact Email	Job Opening ID	Statu
Applicant ID Phone	Job Posting Title	Business Ur
Applicant Type External Applicant Email	Job Code	Departme
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The manage application page opens with all of the information you need at your fingertips.

(1) Starting at the top, you still have the header bar with icons for quick access.

(2 and 3) Just below the header bar is the applicant information section and the job opening information section.

(4) The process application section is where the applicant's status is changed in the disposition process, which will be covered in the next section.

(5) The lower section of the manage application page has tabs.

- On the Application and resume tab, the left side of the page contains information delivered by PeopleSoft but not used by USF.
- On the right side, work experience, education, training and other information is below the attachments section. Additional information is available by clicking the details icons.
- In the questionnaire tab, you can view how applicants answered a series of questions ranging from their eligibility to work to their Veterans status.
- The interview and offer tabs will only show up if the applicant makes it to the "interview" and "offer" stages.



Dispositioning



Recall the process application section where applicant statuses are changed during the disposition process.

All individuals who apply for a position with the University must be assigned a pre- defined disposition code in Careers@USF to document the reason the individual was or was not selected for the position.

This process tracks where and why an applicant fell out of the hiring process, if they did not make it to the hiring stage.

An applicant may fall out of consideration at any of the stages shown here: Applied, Review, Interview, Prepare Job Offer or Hire. Applicants who fall out of consideration will enter a Reject or Withdrawn status, and must be assigned a disposition code that provides the most appropriate reason.



Applied Status

< Manage Job Opening		
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Applicant		
A	ipplied Stat	.us
Applica		
Status	Email applicant@gmail.com	Dop Code outo (Ciencai and Secreta
Jobs Applied 1	Audress	Hiring Manager
		Salary Range 9 00000 to
		11.00000 USD/Hour
Process Application (?)		
Disposition 010 Applied		
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POI Type Unknown		
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Are you a former employee no		Copy and Pasted Resume Resume
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While in APPLIED status the Hiring Department Representative will need to screen for the basic minimum requirements and either:

- Reject any applicants that do not meet the basic minimum requirements.
- Or move an Applicant to a status of REVIEWED To move an applicant

to REJECT, use the REJECT icon.



Reject Status

< Manage Job Opening Vanage A di Return Applicant N Applica	<u>Rej</u>	<u>ect</u> Status		
Applicant Type External Applican	t Em	all applicant@gmail.com	Job Code 0000	Clerical and Secre
Status	Addre	55	Recruiter	1
Jobs Applied 1	Reject Applicant			×
Process Application ⑦ Disposition 010 Applied Reason Date	Applicant to reject Applicant ID Name Disposition Disposition "Reason	DNM Min Req - Communication DNM Min Req - Education DNM Min Req - Education DNM Min Req - Relocation DNM Min Req - Skills DNM Min Req - Travi-Shft-Hrs Dup Candidate Same Job Opening Filled B4 Condidate Considered	Duketa	Ŭ
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Notes:

When an applicant is moved to REJECT status due to not meeting basic minimum requirements, select the most appropriate of the following reasons:

Does not meet minimum requirements- for either Communication, Education, Experience, Relocation, Skills, Travel-Shift-Hours



Applied to Reviewed Status

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POI Type Unknown	
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Desired Start Date 00/00/0000	
Regular/Temporary Either Education Level	been added to this ap
Full/Part-Time Either Highest Education	been added to this ap

Applicants who meet the minimum requirements should be marked as Reviewed by clicking the Mark Reviewed icon. There is no reason to select when choosing Reviewed. From the Reviewed status, an applicant can be moved to Reject, Withdrawn or Interview.

Reject Status

 Manage Job Opening Manage A Return Applicant N Applica 	<u>Rej</u>	<u>ect</u> Status		
Applicant Type External Applicant Status	Em	all applicant@gmail.com	Job Code 0000	(Clerical and Secre
Jobs Applied 1	Reject Applicant	20) 	Neuraner	×
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Previous Terminatio	n Date	No FWS Award Letter Not Eligible to Work in US	ppy and Pasted Resume	Resume
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If the applicant does meet minimum requirements but is still moving to a REJECT status, select the most appropriate of the following reasons:

- Duplicate Candidate for the Same Job Opening
- Position Filled Before candidate was considered
- Hiring Freeze- Position Canceled
- Met Minimum but Not Preferred Requirements- for either Communication Skills, Education, Experience, Job Knowledge, or Skills
- No FWS Award Letter
- Not Eligible to Work in the U.S.
- Not Most Qualified- for either a Failed PreEmployment Test, Poor Work History, Unsatisfactory Reference Check or Unsatisfactory Interview
- You may also choose "Offer Rescinded" or
- Selected Internal Candidate

Withdrawn Status

< Manage Job Opening			
Manage A •Return			
Applica	<u>'ithdrawn</u> St	atus	
Applicant Type External Applicant	Email applicant@gmail.com	Job	Code 0000 (Cierical and Secretar
Status	Address	Rec	ruiter
Jobs Applied 1		Hiring Ma	nager
		Salary F	lange 9.00000 to 11.00000 USD/Hour
Process Application (?)			
Disposition 020 Reviewed			
Reason			
Date	Mark Reviewed 🛛 💌 Route 📰	Interview ØRej	ect Vother Actions
Application and Resume Questionnaire N	iotes .		Recruiting Actions
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POI Type Unknow Eligible to Work in U.S. Ye	/n 25	File Name	Edit Application Details
Are you a former employee M	10	Copy and Pa	Edit Disposition
Previous Termination Date			Edit Disposition
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Preferences		No Work Expe	rience has been added to this appl
Regular/Temporary Either			
Full/Part-Time Either		Histor	et Education Loval Accordate in Art
Willing to Relocate No		riigae	at Education Level Associate in Ar

If the applicant has withdrawn at any time during the recruitment process, select the Withdrawn status. To move an applicant to WITHDRAWN, go to the OTHER ACTIONS dropdown menu, then RECRUTING ACTIONS - EDIT DISPOSITION



Withdrawn Status

C Manage Job O Manage A Ø-Return Applicant Applica	<u>Withdrawn</u> Status		
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Process Applicat Disposition Reason Date Application and Personal Informs	Current Disposition 020 Reviewed *New Disposition 120 Withdrawn Status Reason Accepted Other Pos at USF Date of Applicant Withdraw Failed to Report to Work Failed to Report to Work Save Failed to Show for Interview Offer Declined		to USD/Hour stions
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	Desired Start Date 00/00/0000		
	WIPart-Time Ether Highe	st Education	Level Associate in Art

The Edit Disposition Screen will pop up. Choose Withdrawn as the New Disposition. Then select one of the

following reasons:

- Accepted Other Position at USF
- Applicant Withdrew
- Failed to Complete Required Documents, Report to Work, Respond to Messages or Show for Interview
- Offer Declined



Interview Status

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Applica		ntervie	w Sta	itus	
Applicant Type Status Jobs Applied	External Applicant	Emäll applicar Address	it@gmail.com	Jo R Hiring M Salarj	ob Code 0000 (Clerical and Secreta Recruiter Manager y Range 9.00000 to 11.00000 USD/Hour
Process Applicatio Disposition Reason Date	n 🕐 020 Reviewed	Mark Reviewed	Route 📷	Interview Ø F	Reject 🔻 Other Actions
Application and R Personal Information	esume Questionnaire on (7)	Notes	INTE		
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Are	you a forme vious Termit	REJECT		VN Bup	PREPARE JOB OFFER
	Desired Start Date 00/00 Regular/Temporary Eith	/0000 er		No Work Ex	xperience has been added to this appl Level

Once an applicant has been identified for an interview, update their status to Interview by clicking the Interview icon. There is no reason code that needs to be applied. From Interview, an applicant can move to reject, withdrawn or on to the Prepare Job Offer stage.

Set Interview

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	Interview Schedule		35					
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* Interview 1	01-30-2019 10:00 AM To 11:	00 AM EST						
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	*Start Time 10:00AM	Ap	plicant Respons	e None	~	D C		
	*End Time 1100AM							
	*Time Zone EST	2						
Interviewers	2						-	
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response		0	.0
000000	C Interviewer Name	01/30/2019	10:00AM	11:00AM	None	*		
	Attention Materials			Attacks	-			
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					Date Honsel	26		
					Decision in Consol	Inal Applicant	(Aroual Latter	
	Cantal Interview							
	Cancel Interview	a Latter of						



You will need to set up an interview by entering the date, start time, end time and time zone of the interview. Select the type of interview. The interviewer's name will auto populate from the job opening. Click "submit".

Interview Status

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Applicant N Applica	<u>Intervi</u>	e <u>w</u> Stat	us	
Applicant Type External Applicant Status Jobs Applied 1	Email appl Address	cant@gmail.com	Job Co Recru Hiring Mana Salary Rai	ode 0000 (Clerical and Secreta Iter ger nge 9.00000 to 11.00000 USD/Hour
Process Application ⑦ Disposition 010 Interview Reason Date	Mark Reviewed	d 💦 Route 📑 Inter	view ØReject	▼ Other Actions
Personal Information (7) POI Type Un Eligible to Work in U	iknown .S. Yes		File Name	Description
Are you a forme Previous Termis	REJECT		and Exp PF	REPARE JOB OFFER
Preferences Desired Start Date 0 Regular/Temporary 1 Full/Part-Time Ethee Willing to Relocate /	0/00/0000 Either r		No Work Experie Education Level Highest	Education Level Associate in A

Let's look at what happens if an applicant moves from Interview to the Prepare Job Offer stage.

Offer to Offer Accepted Status





Once the department has prepared a job offer in Careers@ USF and the offer has been approved by DHR, USF Health HR or the Regional HR office, the department will post the offer (extend) to the applicant and the system will update the applicants status to Offer. There is no reason code that needs to be applied. The final dispositions for all applicants must be completed before the job offer will be approved.

From Offer, an applicant can move to reject, withdrawn or on to the Hire stage.

Ready to Hire to Hire Status

Once DHR, USF Health HR or one of the Regional HR Offices has been notified that the applicant has accepted the offer, they will move the applicant to the Prepare for Hire step which will move them into the Ready to Hire status. There is no reason code that needs to be applied.

DHR, USF Health HR or the Regional HR Office will complete the Manage Hires process in Careers@USF. Once complete, the selected applicant's status will change to Hired. There is no reason code that needs to be applied.

Example 1: Brenda Careers

Return 👚 Recruiting Home 🕼 Se	earch Applications 📲 Previous 📲 Next 🖙 Add App	licant Note 🗐 Print 🗇 Refr	esh		
Applicant		Job Opening			
Name Brenda Careers	Preferred Contact Email	Job Opening ID	****		
Applicant ID #####	Phone 813-000-0000	Job Posting Title	Staff Assistant		
Applicant Type External Applicant	Job Code	0000 (Clerical and Secretar			
Status	Recruiter				
Jobs Applied 1		Hiring Manager			
		Salary Range	9.00000 to		
			11.00000 USD/Hour		
Process Application (?)					
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preposition 010 Applied					
Reason					
Reason Date	Mark Reviewed 🔀 Route 📑	Interview ØReject 🔻	Other Actions		
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Reason Date Application and Resume Personal information	Mark Reviewed Route	Interview Reject	Other Actions		
Reason Date Application and Resume Personal Information	Mark Reviewed Route	Interview Reject Attachments File Name	Other Actions Description		
Reason Date Application and Resume Personal Information (?) POI Type U Eligible to Work in 1 Are you a former emple	Wark Reviewed Route	Interview Reject Attachments File Name Copy and Pasted Res	Other Actions Description ume Resume		
Reaon Date Application and Resume Personal Information (2) Eligible to Work in 1 Are you a former emply Previous Termination 1	Mark Reviewed Route Route Notes Inknown J.S. Yes Opate	Interview Reject	Other Actions Description me Resume		
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Let's look at an example of an applicant, Brenda Careers.

Brenda has a current status of Applied. You have looked at Brenda's resume, experience and education level. You have determined that she has met the basic



minimum requirements, and you are now ready to move to the next phase. In the Process Application section, click the Mark Reviewed icon.

< Manage Job Opening		
Manage Application		
Return 🕋 Recruiting Home 🕼 Search	Applications 📲 Previous 📲 Next 🖙 Add App	licant Note 遡 Print 🗇 Refresh
Applicant		Job Opening
Name Brenda Careers p Applicant ID #### Applicant Type External Applicant Status Jobs Applied 1	referred Contact Email Phone 813-000-0000 Email applicant@gmail.com Address	Job Opening ID #### Job Posting Title Staff Assistant Job Code 0000 (Clerical and Secretar Recruiter Hiring Manager Salary Range 9.00000 to 11.00000 USDIMour
Disposition 010 Applied Reason Date	Mark Reviewed Route	Interview 🖉 Reject 🔻 Other Actions
Application and Resume Questionnaire Personal Information (?)	Notes	
	Attachments	
POI Type Unkno Eligible to Work in U.S. Y Are you a former employee Previous Termination Date	wn es No	Attachments File Name Description Copy and Pasted Resume Resume
POI Type Unkno Eligible to Work in U.S. Y Are you a former employee Previous Termination Date Preferences	wn es No	Attachments File Name Description Copy and Pasted Resume Resume Work Experience Vertex (Construction)

Example 1: Reviewed Status

Manage Application	
	Applicant Note 🗐 Print 🖑 Refresh
Ap C. Recruiting Home	Job Opening
Manage Job Opening	pening ID ####
🗣 Return 1 🕱 Recruiting Home 1 🦃 Search Job Openings 1 🗟 Next 1 🔍 Create New 1 🤍 Clone 1 🕫 Retrest	Ob Posting Title Staff Assistant
Job Opening ID 5050 Job Posting Title Training Support Specialist Job Code 1110 (Training Support Specialist) Postion Number 00007452 (Training Support Specialist)	Recruiter Hung Manager
Applicants Applicant Search Activity & Attachments Details	11.00000 USD/Hour
Process Application (2) Disposition 020 Reviewed	3 P
Process Application (?) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Notes	Reject Vother Actions
Process Application (?) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Notes Personal Information (?)	Interview Reject Vother Actions
Process Application (?) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Notes Personal Information POI Type Unknown Eligible to Work in U.S. Yes Are you a former employee No Previous Termination Date	Copy and Pasted Resume
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Process Application (?) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Notes Personal Information POI Type Unknown Eligible to Work in U.S. Yes Are you a former employee No Previous Termination Date Preferences	Whereiew Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this app
Process Application (?) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Notes Personal Information (?) POI Type Unknown Eligible to Work in U.S. Yes Are you a former employee No Previous Termination Date Preferences Desired Start Date 00/00/0000 Result (Result Date 00/00/000 Result (Result Result (Result Date 00/00/000 Result (Result Result Result (Result Result Re	Attachments File Name Description Copy and Pasted Resume Work Experience No Work Experience has been added to this app Filecation I avel
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Brenda's status is now Reviewed. We like what we see in this applicant's resume but have some questions, so we sent an email asking for more information. It's important to document this communication by adding a note on the Activity and Attachments tab found on the Manage Job Opening page.



Example 1: Reject

Manage Application		
Return 😤 Recruiting Home 🕼 Search	Applications 📲 Previous 📲 Next 🖙 Add App	licant Note 🗐 Print 🕆 Refresh
Applicant		Job Opening
Name Brends Careers p Applicant ID #### Applicant Type External Applicant Status Jobs Applied 1	Preferred Contact Email Phone 813-00-0000 Email applicant@gmail.com Address	Job Opening ID #### Job Posting Title Staff Assistant Job Code 0000 (Clerical and Secr Recruiter Hiring Manager Salary Range 9.00000 to 11.00000 USD/Hour
Process Application (2)		
Disposition 020 Reviewed Reason Date	ZMark Reviewed 😽 Route 📑	Interview Reject Vother Actions
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire	Mark Reviewed Route	Interview Reject Vother Actions
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Personal Information (?) POI Type Unkin Eligible to Work in U.S. Are you a former employee Previous Termination Date	Mark Reviewed Route Route	Interview Reject Vother Actions Attachments File Name Description Copy and Pasted Resume Resume
Disposition 202 Reviewed Reason Date Application and Resume Questionnaire Q Personal Information (?) POI Type Unkon Eligible to Work in U.S. Are you a former employee Previous Termination Date	Mark Reviewed Route	Interview Reject Vother Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience Work Experience
Disposition 220 Reviewed Reason Date Application and Resume Questionnaire Personal Information (?) POI Type Unkin Eligible to Work in U.S., Are you a former employee Previous Termination Date Preferences Desired Start Date 00/00 Full/Part-Time Either	Mark Reviewed Route	Interview Reject To Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this a Education Level Highest Education Level Associate in

You have requested and received additional information on work history. After reviewing everything, you decide that she does not have the preferred experience. Click the Reject icon.

Manage Application		
Return 🖀 Recruiting Home 📮 Search	h Applications 📲 Previous 📲 Next 🖙 Add App	licant Note ض Print 🗢 Refresh
Applicant		Job Opening
Name Brends Careers Applicant ID ##### Applicant Type External Applicant Status Jobs Applied 1	Preferred Contact Email Phone 813-000-0000 Email applicant@gmail.com Address	Job Opening ID #### Job Posting Title Staff Assistant Job Code 0000 (Clerical and Secreta Recruiter Hiring Manager Salary Range \$00000 to 11.00000 USD/Hour
and the second se		
Disposition 020 Reviewed		
Process Application (2) Disposition 020 Reviewed Reason Date Application and Parsuma (Dusctionnaire)	Mark Reviewed 😽 Route 📑	Interview Reject Vother Actions
Process Application (2) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire [Personal Information (2)	ZMark Reviewed 😽 Route 📑	Interview Reject Other Actions Attachments
Process Application (2) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire (Personal Information (2) Personal Information (2) Pol Type Unkn Eligible to Work in U.S. Are you a former employee Previous Termination Date	Whark Reviewed Route Notes	Interview Reject Vother Actions Attachments File Name Description Copy and Pasted Resume Resume
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Process Application (2) Disposition 020 Reviewed Reason Date Application and Resume Questionnaire (Personal Information (2) POI Type Unkin Elipible to Work in U.S. Are you a former employee Previous Termination Date Preferences	Mark Reviewed Route Notes own Yes No	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this app
Process Application (2) Disposition 020 Reviewed Reason Date Application and Resume Personal Information Pol Type Unkin Elipible to Work in U.S. Are you a former employee Previous Termination Date Preferences Desired Start Date 00/01 Full/Part-Time Etither	Vark Reviewed Route Notes No Yes No o	Interview Reject Cher Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this app Education Level Highest Education Level Associate in An



Example 1: Reject Reason

Return	Recruiting Home	Search Applications 📲 Previous	📲 Next 🖙 Add Appl	icant Note 를 Print 🗇	Refresh	
Applicant				Job Opening		
Na Applican	ame Brenda Careers t ID #####	Preferred Contact Email Phone 813-0	00-0000	Job Opening Job Posting T	ID #### itle Staff Assistant	
Rejec	t Applicant					reta
J Applic	ant to Reject				Help	-
Applicar	nt ID Name		Job Opening		Delete	
Pro 47119	Brenda	Careers	3536 - Clerical Ter	mp-Innovative Ed	Û	
Dispo	sition					
	Disposition	110 Reject				
A	*Reason		N			
Per R	eject F	DNM Min Req-Communication DNM Min Req-Education DNM Min Req-Experience DNM Min Req-Relocation			•	•
	Are you a former en Previous Terminatio	DNM Min Req-Skills DNM Min Req-TravI-Shift-Hrs		Copy and Pasted	Resume Resume	_
_		Dup Candidate Same Job Openi	ng	Work Experience		
		Filled B4 Candidate Considered				
Preferences	Desired Start Da	Hiring Freez-Position Cancel		No Work Experie	nce has been added to	this app
Preferences	Desired Start Da Regular/Tempor	Hiled B4 Candidate Considered Hiring Freez-Position Cancel Met Min Not Pref-Comm Skills Met Min Not Pref-Education	_	No Work Experie	nce has been added to	this app
Preferences	Desired Start Da Regular/Tempor Full/Part-Time E	Hind B4 Candidate Considered Hiring Freez-Position Cancel Met Min Not Pref-Comm Skills Met Min Not Pref-Education Met Min Not Pref-Experience Met Min Not Pref-Job Knowleda	_	No Work Experie Education Level Highest	nce has been added to Education Level Associ	this app ate in A

The "Reject Applicant" dialog box opens. Here, you would use the drop-down to select the most appropriate reason. This would be "Met minimum, not preferred experience."

Example 1: Reject Status

Manage Application			
Return 😤 Recruiting Home 🕼 Search Application	ns 📲 Previous 📲 Next 🗣 Add Applica	ant Note 를 Print 🗇 Ref	resh
Applicant		Job Opening	
Name Brenda Careers Preferred I Applicant ID #### Applicant Type External Applicant Status J Jobs Applied 1	Contact Email Phone 813-000-0000 Email applicant@gmail.com Address	Job Opening ID Job Posting Title Job Code Recruiter Hiring Manager Salary Range	#### Staff Assistant 0000 (Clerical and Secretar 9.00000 to 11.00000 USD/Hour
Disposition			
Disposition 0.10 Reject Reason Met Minimum - Not Preferred Experien Date Contemportation and Resume Questionnaire Notes	ce Mark Reviewed 💌 Route 📑 Int	erview 🖉 Reject 🕚	▼ Other Actions
Disposition 010 Reject Reason Met Minimum - Not Preferred Experien Date Application and Resume Questionnaire Notes Personal Information (?)	ce Mark Reviewed 💌 Route 📑 Int	erview ØReject	 Other Actions
Disposition 0.10 Reject Reason Met Minimum - Not Preferred Experien Date Application and Resume Questionnaire Notes Personal Information ? POI Type Unknown Eligible to Work in U.S. Yes Are you a former employee No Previous Termination Date	ce Mark Reviewed 💌 Route 📑 Int	Attachments File Name Copy and Pasted Ret	Other Actions Description ume Resume
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Disposition 010 Reject Reason Met Minimum - Not Preferred Experien Date V Application and Resume Questionnaire Notes Personal Information (2) POI Type Unknown Eligible to Work in U.S. Yes Are you a former employee No Previous Termination Date Preferences Desired Start Date 00/00/0000 Regular/Temporary Either Full/Part-Time Either Willing to Resourts No.	ce Mark Roviewed 💌 Route 📩 Int	Attachments File Name Copy and Pasted Ret Work Experience No Work Experience Education Level Highest Edu	Other Actions Description nume Resume has been added to this appl cation Level Associate in Ar

Brenda Careers now has a status of reject with the reason "Met Minimum but not preferred qualifications - Experience." having finished the review of Brenda's application; you can move to the next applicant in the listing.



Follow the same steps for each applicant - review the resume, application and questionnaire. Then set the disposition.

Example 2: Ann Careers



Our next example is Anne Careers. We have already set this disposition to Review. We would like to move forward with an interview, so we would Click the interview icon.

Example 2: Set Interview

The interview schedule page opens and we've started adding information. The page provides a robust method within the system of tracking when and where an interview is scheduled and who is participating in the interview.

ubmit Save as	Draft des Return						
Job Job Opt	b Opening ID 3536 ening Status 010 Open Submitted No				Business Unit L Job Posting Title	ISFBU (USF Busines Clerical Temp - Innoi	s Unit) vative Ed
Anne Careers				-			
	Applicant ID 47118				Pret	lerred Contact Emai	4
A	pplicant Type External Applicant			<u> </u>	5		
Interview 1 - D	Date not entered			-	0		
	*Date 01/31/2019		Interview Type	Phone	*	Initiator Andre	a Tamayo
	*Start Time 9:00AM	Applic	ant Response	lone	* @ ð	Not	tify Applicant
	*End Time 10.00AM					Not	tify Interview Team
13	*Time Zone EST Q						
Interviewers (2)							
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Avaitability
00000019194	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None *		ð
00000021983 Q	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None *		Ŭ
00000101821 Q	Jackson Hawthorne	01/31/2019	9:00AM	10.00AM	(None 🔹		ð
Add Interviewee	r						
	nation (2)						
Venue Inform			Q	Loc	ation		
Venue Inform	nue						
Venue Inform Ven Respor	nue		*				
Venue Inform Ven Respor	nee		٣				
✓ Venue Inform Ven Resport	nse		٣				

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We have added interview 1 as a phone interview and added the date and times. At first, a "Date not entered" may appear. Once we finish adding all of the information and click "submit," the "date not entered" text is updated.

erview	Sched	ule							
Submit	Save as D	Draft @nReturn							
	Job Job Ope	Opening ID 3536 ning Status 010 Open Submitted No				oL	Business Unit U b Posting Title 1	ISFBU (USF Busines) Derical Temp - Innov	s Unit) ative Ed
Anne Ca	areers								
	Ap	Applicant ID 4712 plicant Type					Pret	erred Contact Emai	
r Interv	riew 1 - Da	*Date 01/31/2019		Internations Trans	Phone			Initiator Andre	a Tamayo
		*Start Time 9 00AM *End Time 10:00AM	Applie	ant Response	None	•)6	9 ¢	Not	ify Applicant
ntervie	wers (2)	Time zone icon							
nterview	er ID	Interviewer Name	Date	Start Time	End Time	Response		Comments	Availability
0000001	9194 Q	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None	*		ð
0000002	1983 Q	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None	•	Ð	ð
0000010	1821 Q	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None	٣	Ð	ð
Add	interviewer ue Inform	ation 😨							
	Venu	se		*	l, Loc	ation			
	Add/Edit	Venue							
Intervie	ew Materia	sis							
Notes	(0)					Attachment			

The interviewers are populated from the Interviewers added on the Hiring Team tab when creating the job opening. If one or more interviewers are unavailable, they can be deleted.

erview	Sched	ule								New Wir	idow Help Personaliz
Submit	Save as D	ratt @sReturn									
	Job (Job Oper	Dpening ID 3536 sing Status 010 Open Submitted No						Business Job Posting	Unit I Title	JSFBU (USF Busines) Cierical Temp - Innov	s Unit) ative Ed
Anne Ca	ireers										
	,	Applicant ID 47118							Pre	ferred Contact Emai	l .
	App	plicant Type External A	pplicant								
* Interv	iew 1 - Da	te not entered 🛞									
*Date 01/31/2019			Interview Type	Phone				Initiator Andrea	a Tamayo		
		*Start Time 9.00AM		Applic	Applicant Response None			• 🖻 Ö		Notify Applicant Notify Interview Team	
		*End Time 10 00AM									
		Time Zone EST	0								
Interviev	wers 😨										
nterviewe	r ID	Interviewer Name		Date	Start Time	End Time	Response			Comments	Availability
00000019	194 Q	Sandrine Bisset		01/31/2019	9:00AM	10:00AM	None		۳	e	ð
00000021	,D 6891	Arjun Reddy		01/31/2019	9:00AM	10:00AM	None		۲		ð
00000101	1821 Q	Jackson Hawthorne		01/31/2019	9:00AM	10:00AM	None		۳		ð
Add I	interviewer	-							_		
- Vens	ue Informa	tion (7)									
	Marras	-			10	1 100	ation				
	Response						august .				
	nespons										
	Add/Edit	Venue									
Intervie	w Materia	Is									
Notes	(P)						Attachm	ent (2)			

Do not add interviewers here.



iterview Sche	edule						New Wir	ndowr Help Personalize Page	
Submit Save a	s Draft @n Return								
ət O dol	ob Opening ID 3536 pening Status 010 Open Submitted No					Business Unit U Job Posting Title (ISFBU (USF Business Derical Temo - Innov	s Unit) vative Ed	
Anne Careers									
	Applicant ID 47118					Pret	erred Contact Emai	r.	
	Applicant Type External Applica	nt							
* Interview 1 -	Date not entered (2)								
	*Date 01/31/2019		Interview Type	Phone		•	Initiator Andrea	a Tamayo	
	*Start Time 9:00AM		Applicant Response None			· 🕞 🖒	Notify Applicant		
	*End Time 10:00AM						Not	tify Interview Team	
	*Time Zone EST Q								
Interviewers g									
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response		Comments	Availability	
00000019194	Q Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None	¥.		ð	
00000021983	Q Arjun Reddy	01/31/2019	9:00AM	10:00AM	None	۳		Ċ	
00000101821	Q Jackson Hawthorne	01/31/2019	9.00AM	10:00AM	None	٣		ð	
Add Interview	er								
Venue Infor	mation (g)								
W	enue			Q. Loc	ation				
Respo	onse		۲						
-									
Add/E	dit Venue								
Interview Mate	rials								
Notes (2)					Attachmen	t (9)			

We have added information on the location of the interview.

erview Sched	lule						New Wir	idow Help Personalize I
Submit Save as I	Draft des Return							
dot aqO dot	Opening ID 3536 ning Status 010 Open Submitted No					Business Unit L Job Posting Title	ISFBU (USF Busines) Derical Temo - Innov	Unit) ative Ed
Anne Careers								
	Applicant ID 47118					Pre	lerred Contact Emai	E.
Ap	plicant Type External Applicant							
Interview 1 - Department of the second se	ate not entered							
	*Date 01/31/2019	3	Interview Type	Phone	۲		Initiator Andrea	Татауо
	*Start Time 9:00AM	Applic	Applicant Response None			0 C	Notify Applicant	
	*End Time 10:00AM						III Not	ify Interview Team
	*Time Zone EST Q							
Interviewers 👔								
Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response		Comments	Availability
00000019194 Q	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None	٠	(B)	Ċ
00000021983 Q	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None	۲		Ċ
00000101821 Q	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None	٣		ð
Add Interviewer								
Venue Inform	ation 🐨							
Ven	ue		0	Loc	ation			
Respon	se		*					
Add/Edit	Venue							
verview Materia	als							
Notes (2)					Attachment	10		

Notice the Interview Materials section; Do not add any attachments here. Interview questions and all notes taken during the interview should be uploaded to Activity and Attachments on the Manage Job Opening page. Click Submit at the bottom of the page.

Repeat this process for all applicants interviewed and each type of interview.



Example 2: Withdraw

B		
Wanage Application		
Return 🕋 Recruiting Home 📮 Searc	h Applications 📲 Previous 📲 Next 🗣 Add App	olicant Note 🗐 Print 🗇 Refresh
Applicant		Job Opening
Name Ann Careers	Preferred Contact Email	Job Opening ID ####
Applicant ID #####	Phone 813-000-0000	Job Posting Title Staff Assistant
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secreta
Status	Address	Recruiter
Jobs Applied 1		Hiring Manager
		Salary Range 9.00000 to 11.00000 USD/Hour
Process Application (?)		
Disposition 020 Reviewed		
Disposition 020 Reviewed Reason		
Disposition 020 Reviewed Reason Date	Mark Reviewed 🔀 Route 📑	Interview ØReject Vother Actions
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire	Mark Reviewed 🔀 Route 📑	Interview ØReject Other Actions
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire	Mark Reviewed Route	Interview Reject Other Actions
Disposition 020 Reviewed Reason Date Application and Resume] Questionnaire] Personal Information *? POI Type Unkr	Mark Reviewed Route	Interview Reject Other Actions Attachments File Name Description
Disposition 020 Reviewed Reason Date Application and Resume) Questionnaire) Personal Information (?) POI Type Unkr Eligible to Work in U.S.	Mark Reviewed Route	Interview Reject Other Actions Attachments File Name Description
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Personal Information (?) POI Type Unkr Eligible to Work in U.S. Are you a former employe Previous Termination Dat	Wark Reviewed Route	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Personal Information (?) POI Type Unkr Eligible to Work in U.S. Are you a former employe Previous Termination Dat	Mark Reviewed Route	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience The second
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Personal Information (?) POI Type Unix Eligible to Work in U.S. Are you a former employe Previous Termination Dat	Wark Reviewed Route	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this app
Disposition 020 Reviewed Reason Date Application and Resume) Questionnaire Personal Information (?) POI Type Unkr Eligible to Work in U.S. Are you a former employe Previous Termination Dat Preferences	Wark Reviewed Route	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this app
Disposition 020 Reviewed Reason Date Application and Resume Questionnaire Personal Information ??) POI Type Unkr Eligible to Work in U.S. Are you a former employe Previous Termination Dat Preferences Desired Start Date 000 Regular/Temporary Elit	Mark Reviewed Route	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience No Work Experience has been added to this app Education Level Education Level
Disposition 020 Reviewed Reason Date Application and Resume) Questionnaire) Personal Information (?) POI Type Unix Eligible to Work in U.S. Are you a former employe Previous Termination Dat Preferences Desired Start Date 000 Regular/Temporary Elit Full/Part-Time Elither	Wark Reviewed Route	Interview Reject Other Actions Attachments File Name Description Copy and Pasted Resume Resume Work Experience Work Experience No Work Experience has been added to this app Education Level Highest Education Level Associate in An Highest Education Level Associate in An

Anne did not show up for her interview. She needs to be withdrawn from the process. Use the Other Actions menu item. From the Recruiting Actions menu that pops up, click Edit Disposition.

Return 👚 Recruiting Home 📮 Searc	Applications 📲 Previous 📲 Next 🖙 Add App	licant Note 🗐 Prin	it 🗇 Refresh
Applicant		Job Opening	
Name Ann Careers Applicant ID #### Applicant Type External Applicant Status Jobs Applied 1	Preferred Contact Email Phone 813-000-0000 Ernäll applicant@gmail.com Address	Job Oper Job Postir Jol Re Hiring M Salary	ning ID #### ng Title Staff Assistant b Code 0000 (Clorical and Secreta ecruiter anager Range 5.00000 to 11.00000 USD/Hour
Disposition 020 Reviewed Reason Date	Z Mark Davinued 🕌 Davida 📑		
		interview City	eject • Other Actions
Application and Resume Questionnaire	Notes	Attachment	Recruiting Actions
Application and Resume) Questionnaire) Personal Information (2) POI Type Unkk Eligible to Work in U.S. Are you a former employed Previous Termination Date	Notes	Attachments File N. Copy Ed	vother Actions Recruiting Actions Applicant Actions it Application Details it Disposition
Application and Resume Questionnaire Personal Information POI Type Unkn Eligible to Work in U.S. Are you a former employee Previous Termination Date Preferences	Notes	Attachments File N. Copy Ed Work	Vother Actions Recruiting Actions Applicant Actions it Application Details it Disposition



Example 2: Withdrawn Reason

Manage Apr	lication					
Return 😭	Recruiting Home 🔽 Search Appli	cations *	Previous 📲 Next 📮 Add Applica	ant Note 를 Print	C Refresh	
Applicant				Job Opening		
Nam Applicant i	te Ann Careers Prefer	red Con Ph	tact Email one 813-000-0000	Job Open Job Postin	ing ID #### n Title Staff	Assistant
Applicant Ty	Edit Disposition				×	erical and Secretar
Sta Jobs Appl					Help	
concertipp.	Current Dis	position	020 Reviewed			to
_	"New Disj	position	120 Withdrawn	Y		0 USD/Hour
Process Appli	Status					
Dispositi Reas	Date		Accepted Other Pos at USF Applicant Withdraw Failed to Complete Req'd Docs			Actions
D;	Save		Failed to Report to Work Failed to Respond to Messages			
Application a		-	Failed to Show for Interview			
Personal Infor			Offer Declined			
l le				_		Description
A	re you a former employee No revious Termination Date			Copy and Pas	ted Resume	Resume
				Work Experience		
Preferences				No Work Exp	erience has be	en added to this appl
Preferences	Desired Start Date 00/00/0000 Regular/Temporary Either			No Work Expe	vel	en added to this appl
Preferences	Desired Start Date 00/00/0000 Regular/Temporary Either Full/Part-Time Either			No Work Exp Education Lev High	vel erience has be rel est Education	en added to this appl

In the New Disposition dropdown menu, click Withdrawn. You must select a reason. In this case, click Failed to show for Interview Click Save.

Example 2: Withdrawn Status

88 8 81 81			
Manage Application			
Return 😭 Recruiting Home 🕼 Search	Applications 📲 Previous 📲 Next 🏳 Add App	licant Note 를 Print 🗇 Refi	resh
Applicant		Job Opening	
Name Ann Careers p Applicant 1D #### Applicant Type External Applicant Status Jobs Applied 1	referred Contact Email Phone 813-000-0000 Email applicant@gmail.com Address	Job Opening ID Job Posting Title Job Code Recruiter Hiring Manager Salary Range	#### Staff Assistant 0000 (Clerical and Secretar 9.00000 to 11.00000 USD/Hour
Disposition 120 Withdrawn Reason Failed to Show for Interview			
Date	Mark Reviewed 😽 Route 📑	Interview 🖉 Reject 🤊	Other Actions
Date Application and Resume Questionnaire Personal Information (?)	✓Mark Reviewed 🙀 Route 📑	Interview Reject	Other Actions
Date Application and Resume Questionnaire Personal Information (2) POI Type Unkno Eligible to Work in U.S. Y Are you a former employee Previous Termination Date	Mark Reviewed Route of Route	Interview Reject Attachments File Name Copy and Pasted Res Work Experience	Other Actions Description Resume
Date Application and Resume Questionnaire Personal Information (?) Pol Type Unkno Eligible to Work in U.S. Are you a former employee Previous Termination Date Preferences	Mark Reviewed Route Route	Interview Reject	Other Actions Description ume Resume
Date Application and Resume Questionnaire Personal Information ⑦ POI Type Unkno Eligible to Work in U.5. Are you a former employee Previous Termination Date Preferences Desired Start Date 00/00 Regular/Temporary Ether Willing to Relocate No	Whark Reviewed Route	Interview Reject Attachments File Name Copy and Pasted Res Work Experience No Work Experience Education Level Highest Educ	Other Actions Description ume Resume tas been added to this appl cation Level Associate in Ar

The applicant now has a disposition status of withdrawn. Continue to review the rest of the applicants, using the previous and next icons. Once all applicants have been dispositioned, go back to the Manage Job Opening



page to view all the applicants. Click Return in the header bar.

Phase Bar

	Position Number 000	ning Support Specia 0 (Training Support 07452 (Training Su	alist Specialist) pport Specialist	Status: 010 Opun Business bini USFBU (USF Business Unit) Department: 0-4001 (000 (movaliwe Education) Job Family STF (Stat)						
oplicants	Applicant Search	Activity & Altachn	nents Details	1						
All (5)	Applied (0)	Review (0)	ved	Screen (1)	Route (0)	Interview (1)	Offer (1)	Hire (0)		
plicants 🌸							Per	sonalize Find \	Aew All	
Select	Applicant Name*	Applicant ID	Туро	Disposition-		Application	Resume	Reject	Pr	
	Elizabeth Bull	76716	External	Reject				0	É	
	Bob Bull	76712	External	Hold			B	0	é	
	Charles Bull	76713	External	Interview				0	É	
	Amy Bull	76711	External	offer			E	0	é	
	Donna Bull	76714	External	Reject			8	0	6	
Select All	Deselect All	 	enings ♥∄Pre	nicus 4[]Next 9	Create New 📳	Clone 🗢 <u>Retresh</u> 🔓	⁰ Add Note No	Category		

The applicant listing on the manage job opening page shows the current dispositions and the phase bar shows the number of applicants in each status. Filter the list easily by clicking on a status in the phase bar.