

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

MANAGE AND REVIEWING APPLICANTS

MANAGE JOBS:

Select **“Manage Jobs”** from the **“Hamburger View”** all requisitions to which you are assigned.

Jobs
Manage jobs

to view the status of a job posting. From the **“Manage Jobs”** view, you can see

You can view by a status or you can go a step further and search by a specific criteria.

- Approved
- Current recruitment
- Non current recruitment
- All
-
- Testing
- Draft
- Pending approval
- Approved
- Declined
- Shortlisting
- Interviewing
- Reference checking
- Offer
- Filled
- On hold
- Withdrawn

Select a status from the dropdown box

New job
Select a bulk action

Manage jobs

Status: Approved
Search

Types: All
Show other search criteria

Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Sourced
493285	28 Apr 2016	JR	Cheesemaker	Agri. Fores	010208-Dair	Approve 1	1		28 Apr 2016		Harry Hire	✓
492285	13 Apr 2016	JR	Accounts Receivable Speciali	Budget an 450200-Offic	Approve 0		0		13 Apr 2016		Harry Hire	✓
492284	6 Apr 2016	JR	Accounts Receivable Speciali	Budget an 450200-Offic	Approve 1		1		6 Apr 2016		Harry Hire	✓
			Cheesemaker	Budget an 450200-Offic	Approve 2		2		30 Mar 2016	3 Apr 2016	Harry Hire	✗

Cheesemaker

Requisition Number: 493285

Type: Job

Pos.: 1

Division: Agri. Forestry and Vet Medicine-MAFES-GMA

Site:

Status: Approved

User: Juli Rester

Owner: Harry Hire

Recruitment process: Support Staff

Applications

[Make Online Offer \(1\)](#)

G Dwarf

[View all applications](#)

Sourcing

Website: 28 Apr 2016 - (none) (CST)

Current Requisition Status

Requisitions with a green check mark are currently live postings on the MSU Job Site

When you click the dropdown menu next to the “i”, the details to the left will appear. When you scroll over some of the text, your cursor will change to the hand cursor symbol and you can select the text as a link.

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On the far right side of the requisition details, you will see the following links



Edit



Notes



Preview



Job Cost



Applications



Close Job



When you click on applications it takes you the **manage applications** screen. To review an applicant click on the **applicant's name**.

Select	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref. Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
<input type="checkbox"/>	28 Apr 2016	Make Online Offer	Grumpy	Grumpy	Dwarf	66232518:		jcr15@msstate.edu	United St	Mississipp	Starkville	0		False		Internet	Website	

View Resume

Download Resume

View Answers-Application

These icons are located on the right side of the applicant screen.

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The applicant card for that individual will then appear.

● Mr Grumpy Dwarf
Actions ▲

! You are viewing this applicant's application for the job Cheesemaker. Only information related to this application will be shown.

Address: 100 Starkville, Mississippi 39759, United States

E-mail: jcr15@msstate.edu

Original source: Applicant applied via Email

Profile

e-Zines comms hold

Phone: +1 6623251831

Number: 1053

Flags:

Communicate

Invite to apply

...

Add document

View profile

...

Applications

📄 Cheesemaker #493285 JR Submitted: 28 Apr 2016 via Careers website	Make Online Offer	Offer incomplete	Actions ▼
Flags Form Resume			

History

Item: Job:

Date & time	Item	
📄 Thursday, 28 Apr 2016, 3:30pm Harry Hire	Status changed to 'Make Online Offer' by Harry Hire.	Edit Delete
📄 Thursday, 28 Apr 2016, 3:17pm Harry Hire	Cheesemaker Offer Final: Test Offer.rtf Size: 10924kb	View Delete
📄 Thursday, 28 Apr 2016, 3:12pm Juli Rester	Offer, Status: Offer made Cheesemaker	View
📄 Thursday, 28 Apr 2016, 3:08pm Harry Hire	Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete
📄 Thursday, 28 Apr 2016, 3:07pm Harry Hire	Status changed to 'New' by Harry Hire.	Edit Delete
📄 Thursday, 28 Apr 2016, 3:06pm Juli Rester	Status changed to 'Under Review for Position' by Juli Rester.	

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The applicant card contains personal/contact information, positions applied to, and applicant history. The **“Personal Information Section”** includes phone, email, etc.

The **“Application Information Section”** includes the application, resume/CV, and the application status.

Mr Grumpy Dwarf

You are viewing this applicant's application for the job Cheesemaker. Only information related to this application will be shown.

Address:	100 Starkville, Mississippi 39759, United States	Phone:	+1 6623251831
E-mail:	jcr15@msstate.edu	Number:	1053
Original source:	Applicant applied via Email	Flags:	

Profile

e-Zines comms hold YES

Applications

Cheesemaker

#493285 jr Submitted: 28 Apr 2016 via Careers website

Make Online Offer

Offer incomplete

Status changed 28 Apr 2016

Actions

Flags Form Resume

Click here to change the applicant status or select “Change Status” from the dropdown box when you select “Actions”.

Click here to view the application submitted for this position.

Actions Dropdown List:

Actions

- Add document
- Add document from file
- Add note
- Change status
- Compile and send
- New form
- New referral
- Offer details
- View references
- Undisclose application

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The **“Application Information Section”** will include all positions (that you have access to) that this applicant has applied to. (i.e. if the applicant applied to three other position within your department, you will see all three positions in this section). The **“Applicant History Section”** shows the history of actions for the applicant.

History

Item: Job:

Date & time	Item	
Thursday, 28 Apr 2016, 3:30pm Harry Hire	Status changed to 'Make Online Offer' by Harry Hire. Cheesemaker	Edit Delete
Thursday, 28 Apr 2016, 3:17pm Harry Hire	Offer Final: Test Offer.rtf Size: 10924kb Cheesemaker	View Delete
Thursday, 28 Apr 2016, 3:12pm Juli Rester	Offer, Status: Offer made Cheesemaker	View
Thursday, 28 Apr 2016, 3:08pm Harry Hire	Status changed to 'Prepare Offer' by Harry Hire. Cheesemaker	Edit Delete
Thursday, 28 Apr 2016, 3:07pm Harry Hire	Status changed to 'New' by Harry Hire. Cheesemaker	Edit Delete
Thursday, 28 Apr 2016, 3:06pm Juli Rester	Status changed to 'Under Review for Position' by Juli Rester.	

Done

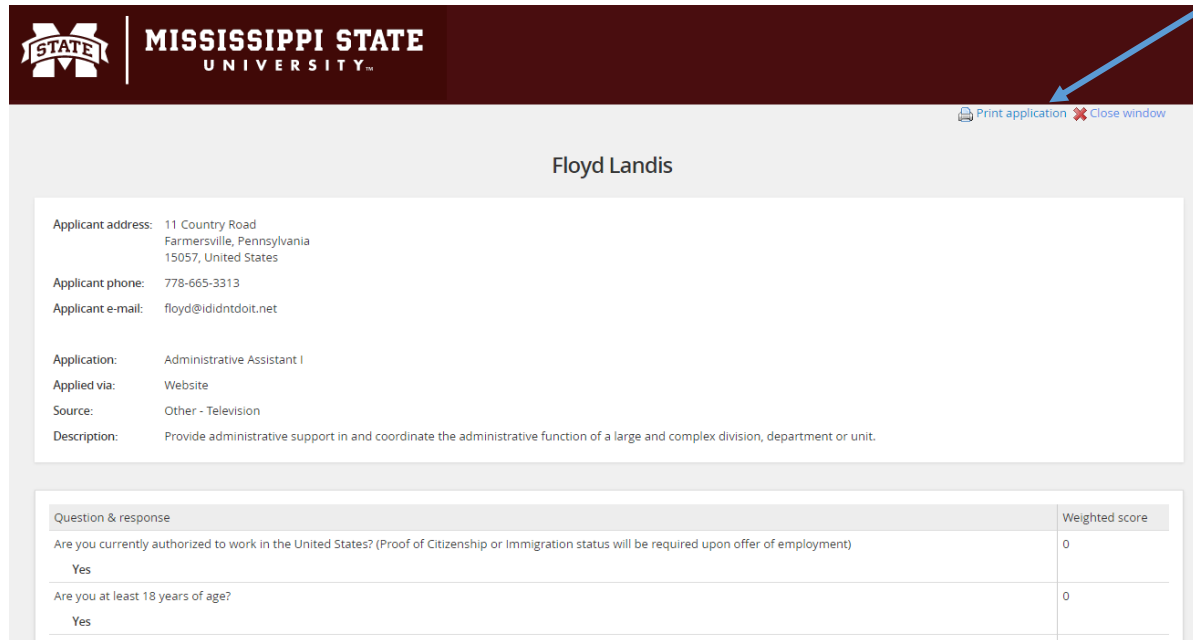
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REVIEWING APPLICANTS

 [View application](#)

Click on the application link to view the applicant details. The application will then open on your screen for you to review. As you scroll through the application, you will notice that the resume and other attachments follow the application. There is an option to **print the application** at the top of the screen.



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Floyd Landis

Print application Close window

Applicant address: 11 Country Road
Farmersville, Pennsylvania
15057, United States

Applicant phone: 778-665-3313

Applicant e-mail: floyd@didntdoit.net

Application: Administrative Assistant I

Applied via: Website

Source: Other - Television

Description: Provide administrative support in and coordinate the administrative function of a large and complex division, department or unit.

Question & response	Weighted score
Are you currently authorized to work in the United States? (Proof of Citizenship or Immigration status will be required upon offer of employment)	0
Yes	
Are you at least 18 years of age?	0
Yes	

Once you have reviewed the application, close the window. You will return to the applicant card. You can continue reviewing the applicants from the applicant card. At the **bottom of the applicant card**, you can move forward to the next candidate by selecting **"Next Applicant"**.

Done [Next >](#)

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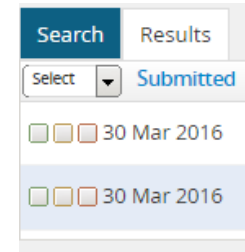
MANAGE AND REVIEWING APPLICANTS

You will also see three boxes on the applicant card and on the manage applicant screen.

Applicant Card

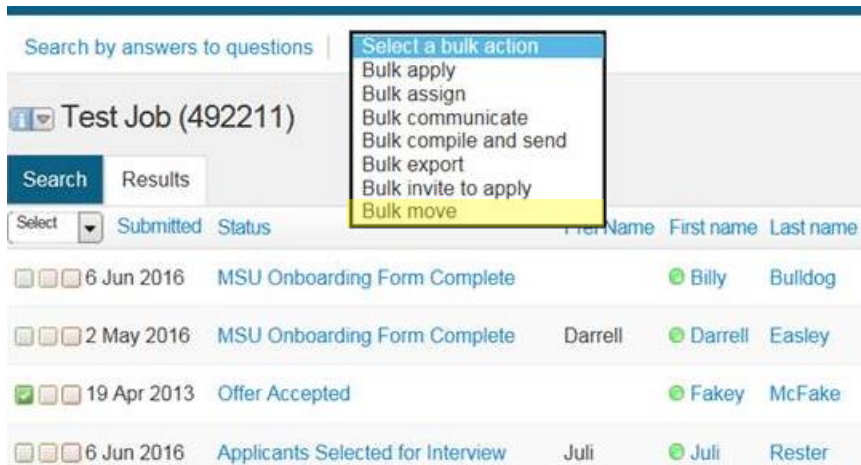


Manage Applicant Screen



As you review applicants, the three boxes can be used to sort the applicants. The first (green) box could be used for candidates that you would like to move forward with; the second (orange) box could be used for ones that you may consider an could be moved to a hold for further review status and the third (red) box could be used for candidates that you would not consider for hire. Once you have screened through all of the candidates you can do a bulk move to change the applicant status. **(Please note that if you leave this screen it will not save the boxes that you have checked.)**

At the top left-hand side of the screen, select **“Bulk Move”** from the dropdown list. **Only use the bulk move option if you are moving more than one applicant to the same status. NEVER USE THE BULK MOVE TO MOVE AN APPLICANT TO PREPARE OFFER OR MAKE ONLINE OFFER.**



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This will take you through all three of the boxes (green, orange, and red) so that you can move these applicants to another status. (Please note, if you leave the screen it will not save the boxes that you have checked.)

Bulk move

Bulk action status: 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status:

- Select
- New
- Under Review for Position
- Did not Meet Minimum Qualifications
- Selected for Interview
- Reference Check
- Applicants Interviewed/Not Hired
- Applicants Not Selected for Interview
- Prepare Offer
- Make Online Offer
- Offer Rescinded
- Offer Declined
- Do not use
- Hired
- Removed
- Withdrawn
- Ineligible

You can also change the applicant status on the applicant card by clicking on the text displayed in the **“Status”** column and select a new status.

Select	Submitted	Status	Pref Name	First name	Last name
<input type="checkbox"/>	30 Mar 2016	Applicants Interviewed/Not H	Norm	Norman	Abram
<input type="checkbox"/>	30 Mar 2016	Make Online Offer	Darrell	Darrell	Easley

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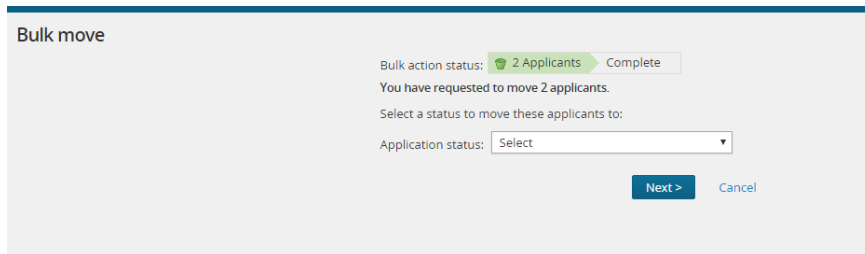
MANAGE AND REVIEWING APPLICANTS

AVAILABLE BULK ACTIONS

- Bulk Assign Assigns applications to be viewed by other users
- Bulk Communicate Communicates with the applicants to update them on the status of position and use to view multiple applicants
- Bulk Compile and Send Selects documents and notes for a number of applicants to send as a PDF
- Bulk Export Allows users to bulk export applicant personal details and applicant forms into excel. Once the bulk export is completed, task will be created and accessible on the dashboard. After a few minutes, there will be a link to the export.
- Bulk Move Moves applicants to different application statuses

A best practice is to wait until the recruitment process is complete before making any changes to the applicant status and send any emails to the applicants.

BULK MOVE WINDOW



Bulk move

Bulk action status: 2 Applicants Complete

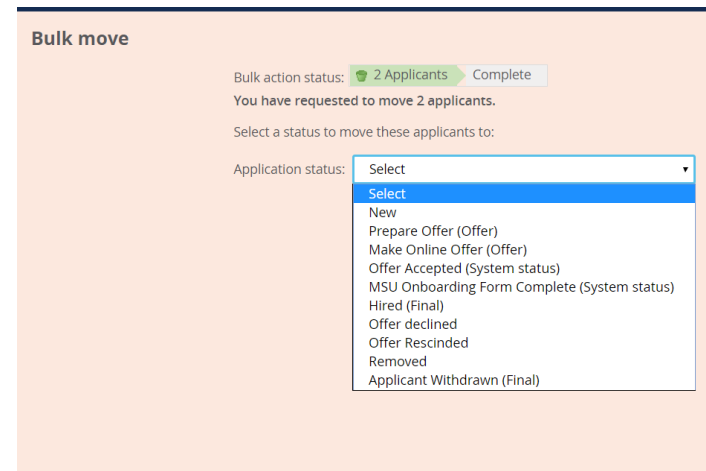
You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status: Select

Next > Cancel

BULK MOVE DROPDOWN SELECTION



Bulk move

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants.

Select a status to move these applicants to:

Application status: Select

- Select
- New
- Prepare Offer (Offer)
- Make Online Offer (Offer)
- Offer Accepted (System status)
- MSU Onboarding Form Complete (System status)
- Hired (Final)
- Offer declined
- Offer Rescinded
- Removed
- Applicant Withdrawn (Final)

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When you click on the status text, the window below will appear. Select the appropriate status and then click next at the bottom of the window.

Change application status

- New
- Applicant under review (Screening)
- Applicant review unsuccessful (Final)
- Phone screen (Screening/Interviewing)
- Phone screen unsuccessful (Final)
- Applicants Selected for Interview (Screening/Interview)**
- Applicants Interviewed/Not Hired (Final)
- Applicants Not Selected for Interview (Final)
- Prepare offer (Offer)
- Make Online Offer (Offer)
- Offer accepted (System status)
- MSU Onboarding Form Complete (System status)
- Offer declined (Final)
- Offer Rescinded (Final)
- Application Withdrawn (Final)
- Ineligible (Final)
- Hired (Final)

Submit Next > Cancel

Make your selection and click **“Next”**.

Before you confirm your status, you have the option to send an **email** to the applicant.

You are about to move Norman Abram to a different status:

From status: Applicants Interviewed/Not Hired
To status: Under Review for Position

Communication template: -- No template --

E-mail: Applicant: Yes No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

Status	Date	Time	User
<input checked="" type="checkbox"/> Offer made	19 Apr 2016	3:53 pm	Harry Hire
<input checked="" type="checkbox"/> Pre-offer check	14 Apr 2016	8:19 am	Judy Shaw
<input checked="" type="checkbox"/> Reference check 3	30 Mar 2016	12:03 pm	English Begley
<input checked="" type="checkbox"/> Review 3	30 Mar 2016	11:03 am	English Begley
<input checked="" type="checkbox"/> Unsuitable - at this time	13 Apr 2016	2:52 pm	Juli Rester
<input checked="" type="checkbox"/> Assessment 1	13 May 2016	11:28 am	Harry Hire
<input type="checkbox"/> Interview 1	dd mmm yyyy		--
<input type="checkbox"/> Interview 2	dd mmm yyyy		--
<input type="checkbox"/> Line manager review 1	dd mmm yyyy		--
<input type="checkbox"/> Offer accepted	dd mmm yyyy		--
<input type="checkbox"/> Offer declined	dd mmm yyyy		--

Show all

Note

The following will be added to the applicant notes for administrators to view:

Move now Cancel Spell check

To confirm the status change select **“Move Now”**.

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Mark each applicant with the appropriate status. All applicants that are “not hired” must be assigned a reason indicating why they were not selected. Applicants can be moved one-by-one or by using the bulk move option. From the change application status section select the appropriate status from the list and then select “next” from the bottom of the window. ****Do not select “Save”** because this bypasses the selection of a not hired reason code. You must select a reason from the next window as to why you did not interview or hire an applicant.

You will need a reason for the following statuses:

- Did not Meet Minimum Qualifications
- Applicants Not Selected for Interview
- Applicants Interviewed/Not Hired
- Ineligible

When an applicant is moved to a different status, you have the option to send the applicant an email to update them on the status of their application. Scroll to the bottom of the confirmed status change screen and select an appropriate reason from the dropdown list as to why this applicant was not hired.

The screenshot shows the 'Confirm status change' window. At the top, it displays the applicant's name 'Julii Rester' and the date '13 Apr 2016'. Below this is a table with columns for 'Interview 1', 'Interview 2', 'Line manager review 1', 'Offer accepted', and 'Offer declined', each with a date field and a status dropdown. A dropdown menu is open under the heading 'Did not Meet Minimum Qualifications reason'. The menu lists various reasons such as 'Did not meet minimum qualifications-Certifications/Licenses', 'Did not meet minimum qualifications-Education', 'Did not meet minimum qualifications-Experience', 'Did not meet minimum qualifications-Skills or Abilities', 'Did not meet minimum qualifications-Other', 'Applicant Withdrew-Salary Requirements', 'Applicant Withdrew-Unable to Relocate', 'Applicant Withdrew-Unable to Travel', 'Applicant Withdrew-Unable to Work Schedule', 'Applicant Withdrew-Voluntary', 'Applicant Withdrew-Other', 'Did not Select for Interview-Certifications/Licenses', 'Did not Select for Interview-Education', 'Did not Select for Interview-Experience', 'Did not Select for Interview-Failed to Submit Required Materials for Consideration', 'Did not Select for Interview-Position Withdrawn', 'Did not Select for Interview-Skills or Abilities', 'Did not Select for Interview-Unsatisfactory References', and 'Did not Select for Interview-Other'.

EMAIL EXAMPLE:

The screenshot shows the 'Confirm status change' window with the email content displayed. The email is addressed to 'Norman Abram' and is from 'harry@test.com'. The subject is 'Position Outcome'. The message body reads: 'Dear Norman, Dear Norman, Thank you for taking the time to submit your credentials for the position of Mickey Mouse with Mississippi State University. After careful consideration, we regret to inform you that you were not selected for this position and the position has been filled. If you wish to pursue other employment opportunities at Mississippi State University, please visit our career page at <http://careers.pageuppeople.com/773c/w/en-us/listing> for a list of current vacancies. Again, we are pleased that you considered Mississippi State University as a prospective employer and wish you every success in your career. Kind Regards, Harry Hire, Mississippi State University'. At the bottom of the window, the 'Move now' button is circled in red.

Once you have made all your selections select **“Move Now”**.