Applicant Reviewer User Group

Applicant Reviewers are assigned to a posting when it is created. The Applicant Reviewer can access to applicant applications and resumes and can move applicants to different workflow states such as Recommend for Interview or Recommend for Hire. Typically supervisors, search committee chairs or hiring managers are assigned as Applicant Reviewers and are responsible for moving applicants through all the appropriate workflow states. See the chart in the Appendix an example of a typical workflow process for reviewing and approving applicants.

To review a posting as an Applicant Reviewer,

1. Log onto the eJobs system using your ETSU username and password.
2. Verify or select 'Applicant Tracking' as the current module.
3. Verify or select 'Applicant Reviewer' as your Current Group.


Finding a Posting

1. Hover over the "Postings" tab and select the type of posting you are reviewing (Support Staff, Administrative Staff or Faculty).
2. On the Search screen, select the posting or search using the posting number or position title. The search results shows the number of active applications for each posting.
3. Click on the position title to view the posting and applicants.
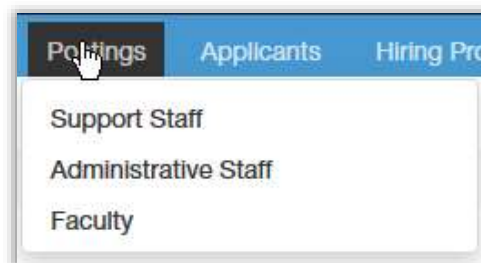
	Position Title	Posting Number	Department	Active Applications	Workflow State	
☐	Sample Patient Care Specialist	SS00002P	Graduate Programs, College of Nursing (35400)	1	Posted	Actions ⌄
☐	TEST Staff Position	SS00003P	Human Resources (50200)	0	Dept. Chair/Director	Actions ⌄

Reviewing Applications

1. From the posting, select the "Applicants" tab.
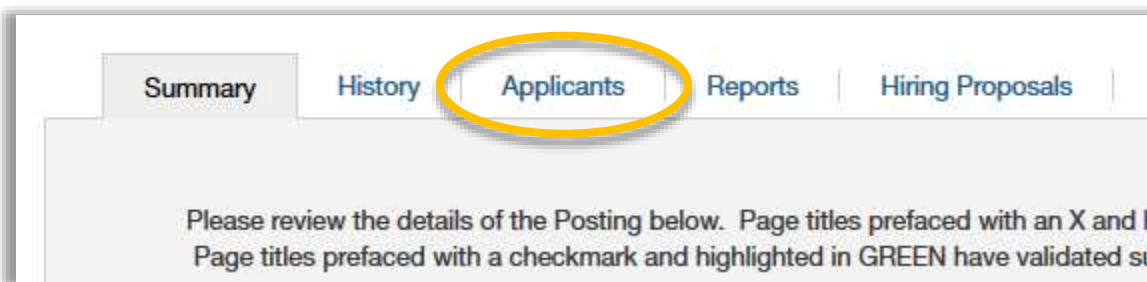
2. From the applicant list, select the applicant name to open the application.
3. Scroll to review the application.
4. If the applicant uploaded a document, click on the document name to review.

Required Documents

Document Type	Name	Conversion Status
✓ Resume	Resume 09-28-16 13:47:43 (11.3 KB)	PDF complete

5. You can view and print a pdf version of the application by selecting **View** at the bottom of the page.
6. Click **Generate** at the bottom of the page to create a single pdf that includes the application along with the applicant's uploaded documents.

You can use the "breadcrumb" navigation banner at the top of the screen and click **Applicant Review** to navigate back to the applicant list to review other applicants for this posting.

/ Sample Support Staff Posting (Posted) / Applicant Review / Sample Applicant3 Under Review by Department
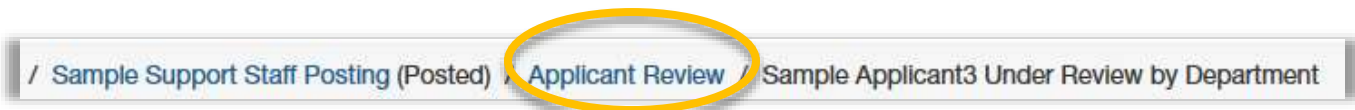
Changing an Application State

You can move applicants to a different work state (e.g. 'Recommend for Interview' or 'Solicit Letters of Recommendation') individually from the Job Application screen or move multiple applicants at once from the Application Review list.
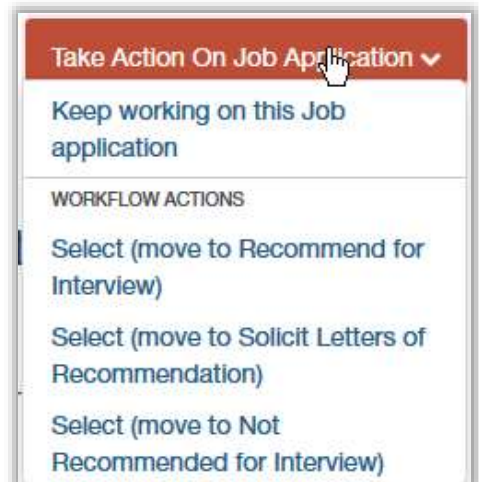
Individually

From the Job Application screen:

1. Hover over 'Take Action On Job Application'.
2. Select the appropriate work state. Enter a reason if required.
3. On the popup screen, click **Submit**.

In Bulk

From the Applicant Review screen:

Take Action On Job Application ∨

Keep working on this Job application

WORKFLOW ACTIONS

Select (move to Recommend for Interview)

Select (move to Solicit Letters of Recommendation)

Select (move to Not Recommended for Interview)

1. To move multiple applicants to a specific workstate, the selected applicants must be in the same current state. To filter to applicants in same workstate, click **More Search Options** and select the applicants' current workflow state.
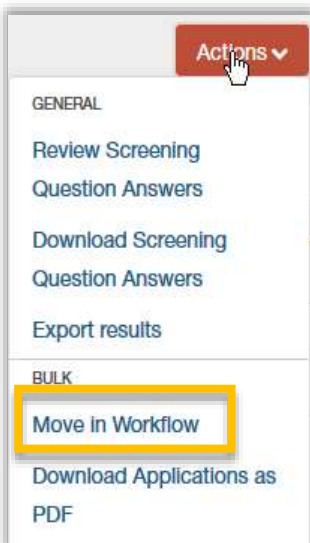
2. Check the box next to each applicant you want to move to a specific workflow.

3. Hover over the main "Actions" button and select **Move in Workflow** under the Bulk heading.

4. Select the desired state from the 'Change for all applicants' dropdown. Enter a reason for each applicant if required.
5. Click **Save Changes** to update the applications

Submitting a Recommend for Hire

When you have completed the applicant review process and submitted a state of "Recommend for Hire" for your selected candidate, contact your hiring manager to start the hiring proposal.

Appendix: Sample Applicant Review Workflow

Applicant 1 was reviewed and online letters of recommendation were requested. The applicant was recommended for an interview and approved by Affirmative Action. The applicant was interviewed but not hired.

Action	State
Initial state.	**Under Review by Department**
Applicant Reviewer selects this state to send automated emails to the applicant's references.	**Solicit Letters of Recommendation**
Applicant Reviewer selects this state before contacting Affirmative Action for pool certification.	**Recommend for Interview**
After review, Affirmative Action moves the applicant to this state.	**Approved for Interview**
Applicant Reviewer selects this state after applicant interview.	**Interviewed**
Applicant Reviewer selects this state (reason required) when a different candidate is selected.	**Interviewed Not Hired**

Applicant 2 was reviewed and was determined not to meet the minimum qualifications so no letters of recommendation were requested and the applicant was not recommended for an interview.

Action	State
Initial state	**Under Review by Department**
Applicant Reviewer selects this state (reason required) before contacting Affirmative Action for pool certification.	**Not Recommended for Interview**

Applicant 3 was reviewed and letters of recommendation were requested. The applicant was recommended for an interview and approved by Affirmative Action. The applicant was interviewed and recommended for hire.

Action	State
Initial state.	**Under Review by Department**
Applicant Reviewer selects this state to send automated emails to the applicant's references.	**Solicit Letters of Recommendation**
Applicant Reviewer selects this state before contacting Affirmative Action for pool certification.	**Recommend for Interview**

Action	State
After review, Affirmative Action moves the applicant to this state.	**Approved for Interview**
Applicant Reviewer selects this state after applicant interview.	**Interviewed**
Applicant Reviewer selects this state and contacts the Hiring Manager to start a hiring proposal from this application.	**Recommend for Hire**