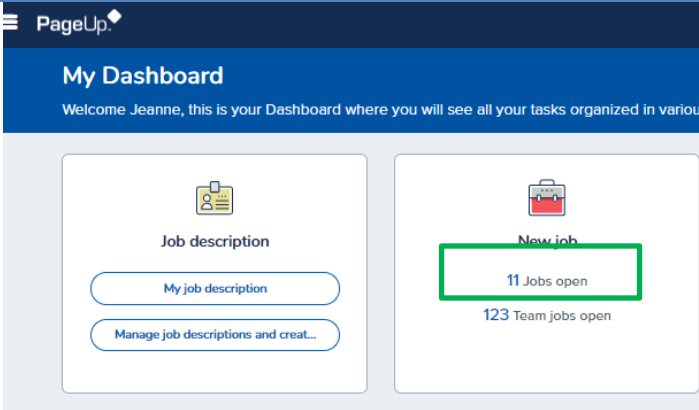
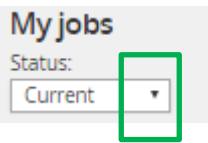



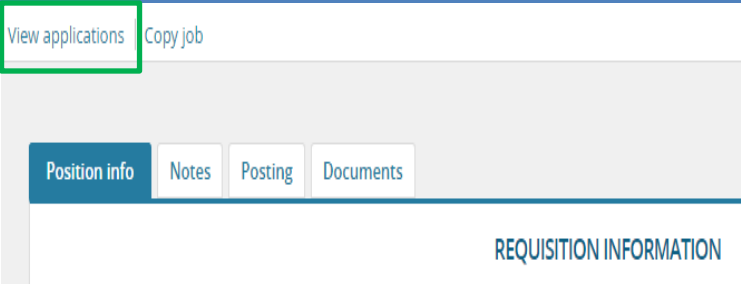
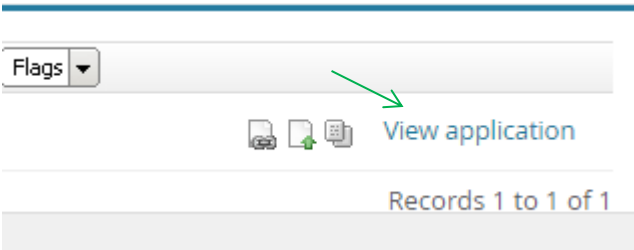
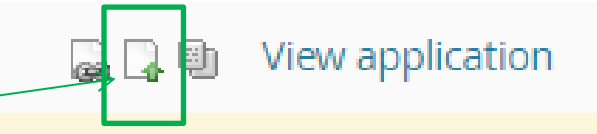
Reviewing Applicants

Contingent on permissions and team settings

What you need to do	What you will see																																				
<p>STEP 1:</p> <p>In the 'New Job' box, click the 'jobs open' link.</p> <p>This will prompt you to the 'My Jobs' open menu.</p>																																					
<p>STEP 2:</p> <p>Once clicked, you will be prompted to the 'My jobs' page- here you can see any open, closed, pending or approved jobs you may have in the system.</p> <p>To sort positions by status, click the drop down arrow in the 'Status' window.</p>  <p>To view the job card, click the 'View job' link on the right hand side of the page</p>	 <table border="1"> <thead> <tr> <th>Date added</th> <th>Status</th> <th>Supervisor</th> <th>Reporting to Manager</th> <th>Team</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>18 Sep 2018</td> <td>Filled</td> <td></td> <td></td> <td>Applied Linguistics & TESOL - 114015</td> <td>View</td> </tr> <tr> <td>26 Sep 2018</td> <td>Filled</td> <td></td> <td></td> <td>Arts & Humanities - 139067</td> <td>View</td> </tr> <tr> <td>17 Aug 2018</td> <td>Filled</td> <td></td> <td></td> <td>Arts & Humanities - 202597</td> <td>View</td> </tr> <tr> <td>6 Sep 2018</td> <td>Filled</td> <td></td> <td></td> <td>Arts & Humanities - 209016</td> <td>View</td> </tr> <tr> <td>9 Jul 2018</td> <td>Filled</td> <td></td> <td></td> <td>Arts & Humanities - 209016</td> <td>View</td> </tr> </tbody> </table>	Date added	Status	Supervisor	Reporting to Manager	Team	View	18 Sep 2018	Filled			Applied Linguistics & TESOL - 114015	View	26 Sep 2018	Filled			Arts & Humanities - 139067	View	17 Aug 2018	Filled			Arts & Humanities - 202597	View	6 Sep 2018	Filled			Arts & Humanities - 209016	View	9 Jul 2018	Filled			Arts & Humanities - 209016	View
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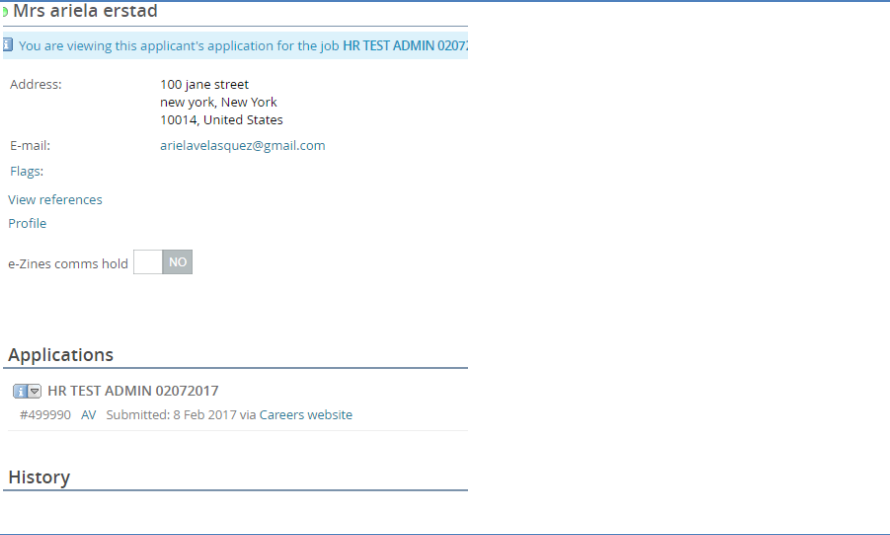
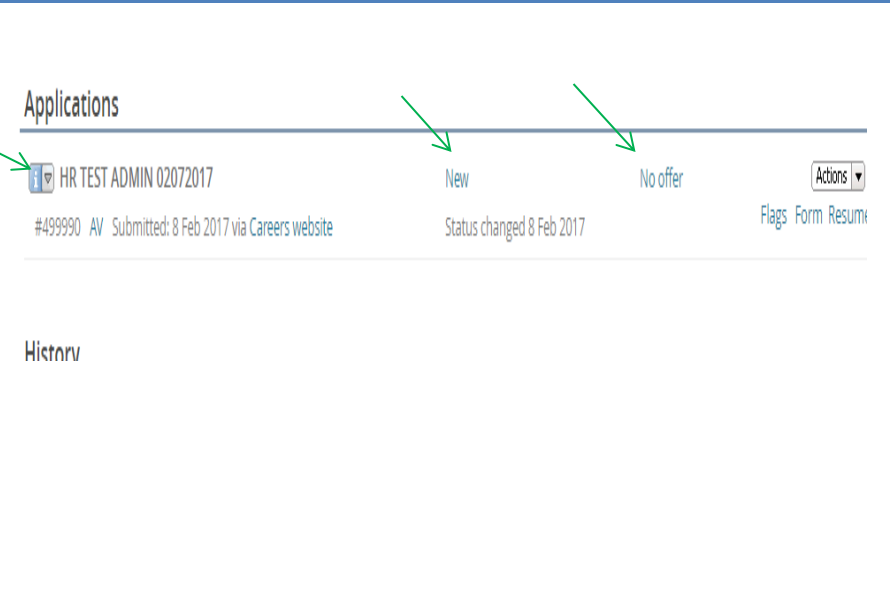
Reviewing Applicants

Contingent on permissions and team settings

What you need to do	What you will see
<p>STEP 3:</p> <p>Click the '<u>View applications</u>' link on the left top corner.</p>	
<p>STEP 4:</p> <p>You will be prompted to the applicants list. Here you can sort applicants and create your offer.</p> <p>To view applications scroll to the right side of the applicants name and click 'View application'</p>	
<p>*HINT*</p> <p>Another way to download resumes without viewing the application is by clicking on the icon pictured.</p>	

Reviewing Applicants

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<p>STEP 5:</p> <p>After clicking ‘View applications’ you will be prompted to the ‘Applicant Card’</p> <p>Here you can review applicant’s resume, cover letter etc.</p>	 <p>▶ Mrs ariela erstad</p> <p>You are viewing this applicant's application for the job HR TEST ADMIN 02072017</p> <p>Address: 100 jane street new york, New York 10014, United States</p> <p>E-mail: arielavelasquez@gmail.com</p> <p>Flags:</p> <p>View references</p> <p>Profile</p> <p>e-Zines comms hold <input type="checkbox"/> NO</p> <p>Applications</p> <p>HR TEST ADMIN 02072017 #499990 AV Submitted: 8 Feb 2017 via Careers website</p> <p>History</p>								
<p>STEP 6:</p> <p>In the Applications section of the ‘Applicant Card’ you can view any history of applications submitted to any other open positions within your department.</p> <p>From this section you can also create the offer and start the hiring process for the applicant.</p> <p>(Follow next steps in the Making an offer section, page 26)</p>	 <p>Applications</p> <table border="1"> <tr> <td data-bbox="667 1192 980 1276"> <p>HR TEST ADMIN 02072017 #499990 AV Submitted: 8 Feb 2017 via Careers website</p> </td> <td data-bbox="1084 1199 1110 1224">New</td> <td data-bbox="1279 1199 1325 1224">No offer</td> <td data-bbox="1455 1199 1507 1224">Actions</td> </tr> <tr> <td></td> <td colspan="2" data-bbox="1084 1251 1227 1276">Status changed 8 Feb 2017</td> <td data-bbox="1403 1241 1511 1266">Flags: Form Resum</td> </tr> </table> <p>History</p>	<p>HR TEST ADMIN 02072017 #499990 AV Submitted: 8 Feb 2017 via Careers website</p>	New	No offer	Actions		Status changed 8 Feb 2017		Flags: Form Resum
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