

Dispositioning Applicants - Hiring Manager Shortlisting via Applications

1. From the Hiring Manager dashboard, under *Applications*, click *Jobs have applicants for review*. Alternatively, from the Hamburger Menu, click *Applications*.



2. On the **Shortlisted applicants** screen, next to the relevant job, click *View shortlisted applicants*.

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Shortlisted applicants																				
Requisit Title	Date added 📥 Status	Hiring Manager																		
492349 550503-COMPUTER ANALYST	Jan 25, 2022 Offer	Ronald Recruiter															View	shortlisted a	oplicants (0)
492217 Research Assistant - College of Me	dicine Aug 16, 2017 Shortlist	ir Ronald Recruiter															Vie	v shortlisted	applicants	(3)
Page 1 of 1																		Reco	rds 1 to 2 c	f 2

3. On the View shortlisted applicants screen, you can:



- a. Click *Applicant's Name* to see details of the applicant, including the submitted application form and supporting documents.
- b. Select an *Outcome* for the application based on where the applicant is at in the process. Below are the application statuses that an applicant can be moved to (dependent on where applicant is in the process):
 - i. Committee Review
 - ii. First Round Zoom Interview
 - iii. Second Round Onsite Interview
 - iv. Hiring Proposal (launch offer card)

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() 494641 - Assistant Professor (American Politics) ∨ Job statu	s: Shortlisting Owner: Barbara Patrick View	dof w				Guided tour					
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COCC Applicant name ≎ Flags	Application status 🗘	Screening activities 🗘	Score 🗘	Documents	Comments	Actions					
NOV 20 2023 Hannah Wilson V Nashville Mannah e. wilson@vanderbilt.edu	New		Application 0%	Resume Form Cover letter Other documents	Add comment	Progress Decline					
NOV 17 2023 Stacey Deering (A) (312) Stacey deering mpa/ligmail.com (313) S80-7115	New		Application 0%	Resume Form Cover letter Other documents	Add comment	Progress Decline :					
NOV 13 2023 Alexandria Putman Athens amp33579@uga.edu	Committee Review		Application 0%	Resume Form Cover letter Other documents	Add comment	Progress Decline :					
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- 4. Outcomes can be selected one of two ways:
 - a. Bulk status change. Selecting candidates by clicking on the green circle see (1)
 - b. Individually. On the right, click on the progress button see (2) and you can select which status to move to.
- 5. Follow the prompts to save.