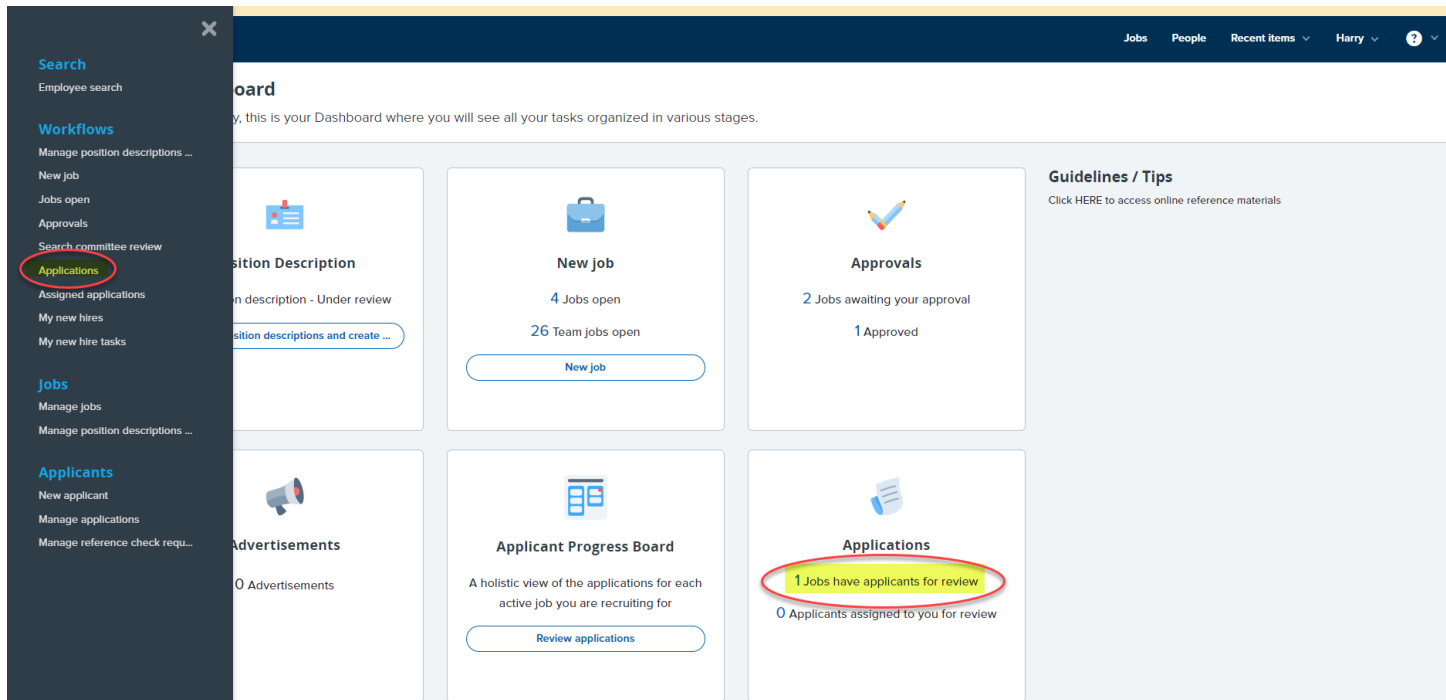
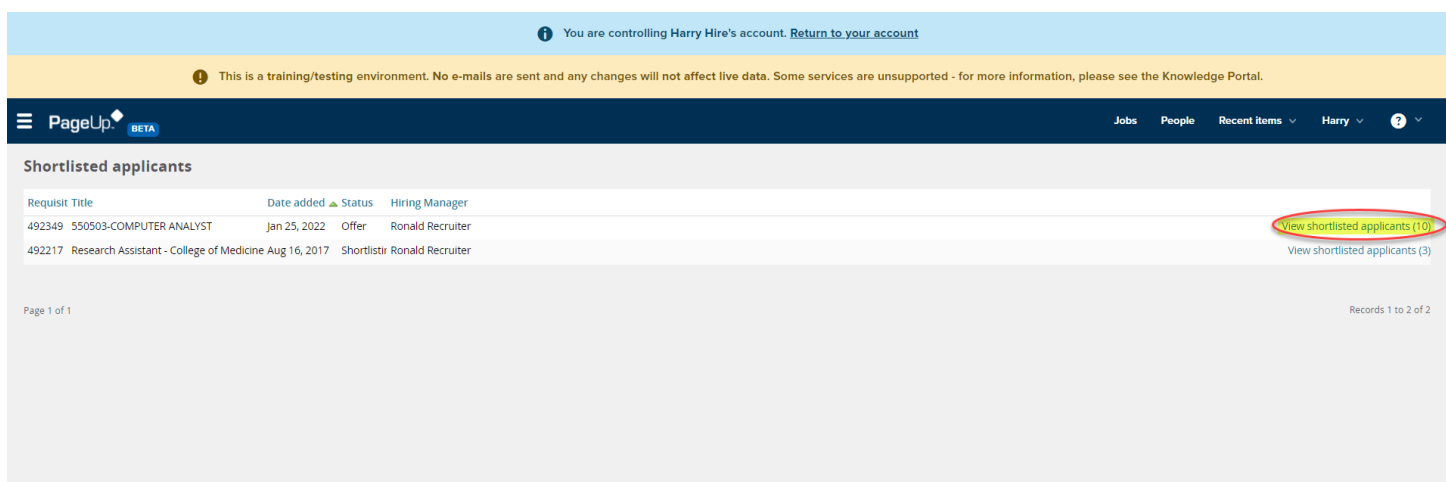


Dispositioning Applicants - Hiring Manager Shortlisting via Applications

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***.



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

- a. Click **View** to see details of the applicant, including the submitted application form and supporting documents.
- b. Click **Status history** to view the previous statuses the application has been in.
- c. 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. New
 - ii. Committee Review
 - iii. First Round Zoom Interview
 - iv. Second Round Onsite Interview
 - v. Reference check (Letter of Recommendation)
 - vi. Hiring Proposal (launch offer card)
 - vii. Verbal Offer
 - viii. Verbal Offer Accepted

You are controlling Harry Hire's account. [Return to your account](#)

This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.

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View shortlisted applicants

550503-COMPUTER ANALYST

<input type="checkbox"/>	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed	
<input type="checkbox"/>	Kristi Anderson	2257157556	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Lisa Community	2252168282	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✓	View Status history
<input type="checkbox"/>	Test Name	3373592285	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Brandi Schultz	3374216510	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Amber Saunders	3184223446	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	TestF TestM	456	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Marie Miguel	5042513642	Jan 24, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Does not meet minimum qualifications	✓	View Status history
<input type="checkbox"/>	Landon Westo	456	Feb 17, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Experience not appropriate for position	✓	View Status history
<input type="checkbox"/>	Kristine Mayonnaise	2259388697	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer	✓	View Status history
<input type="checkbox"/>	TestF1 TestM1	1234567890	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer	✓	View Status history

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4. Click Submit to save the selection(s).

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View shortlisted applicants

You have pending changes. Click Submit to save changes.

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Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed	
<input type="checkbox"/>	Kristi Anderson	2257157556	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Hiring Manager interview unsuccessful Not enough experience	✗	View Status history
<input type="checkbox"/>	Lisa Community	2252168282	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Reference Check	✓	View Status history
<input type="checkbox"/>	Test Name	3373592285	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Brandi Schulz	3374216510	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Amber Saunders	3184223446	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	TestF TestM	456	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	✗	View Status history
<input type="checkbox"/>	Marie Miguel	5042513642	Jan 24, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Does not meet minimum qualifications	✓	View Status history
<input type="checkbox"/>	Landon Westo	456	Feb 17, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Experience not appropriate for position	✓	View Status history
<input type="checkbox"/>	Kristine Mayonnaise	2259388697	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer	✓	View Status history
<input type="checkbox"/>	TestF1 TestM1	1234567890	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer	✓	View Status history