

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*.

×				Jobs People Recent items v Harry v 🕐 v
Search Employee search Workflows	<b>oard</b> y, this is your Dashboard where yo	u will see all your tasks organized in various stag	ges.	
Manage position descriptions				
New Job Jobs open Approvals	<b>1</b>	<b>e</b>	<ul> <li>Image: A set of the set of the</li></ul>	Guidelines / Tips Click HERE to access online reference materials
Applications	sition Description	New job	Approvals	
Assigned applications My new hires My new hire tasks <b>Jobs</b> Manage jobs Manage position descriptions	n description - Under review sition descriptions and create	4 Jobs open 26 Team jobs open New job	2 Jobs awaiting your approval 1 Approved	
Applicants New applicant Manage applications	<b>41</b>	Ē	Ē	
Manage reference check requ	Advertisements	Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Review applications	Applications           1 Jobs have applicants for review           0 Applicants assigned to you for review	

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

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.									
				Jobs	People	Recent items 🗸	Harry 🗸	? ~	
Shortlisted applicants									
Requisit Title	Date added 🔺 Status	Hiring Manager							
492349 550503-COMPUTER ANALYST	Jan 25, 2022 Offer	Ronald Recruiter				View	shortlisted appl	licants (10)	
492217 Research Assistant - College of Me	edicine Aug 16, 2017 Shortlistir I	Ronald Recruiter				Viev	v shortlisted ap	plicants (3)	
Page 1 of 1							Record:	is 1 to 2 of 2	

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

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	🕕 Thi	s is a training/tes	sting environment. No e-mails are sent and any ch	nanges will not affect live data. Some services are unsupported - for more information	n, please see the Knowledge Portal.		
РадеUp. Вета					Jobs People Recent items 🗸	Harry 🗸	?
Back Select a bulk action	~					Board	view
/iew shortlisted a	pplicants						
550503-COMPUTER ANALY	ST						
select 🔹 Applicant name	Phone	Date submitted	Current application status 🔺	Selection Criteria Outcome	Reviewed	A	B
🔲 Kristi Anderson	2257157556	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	×	View S	itatus histo
Lisa Community	2252168282	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	4	View S	itatus histo
Test Name	3373592285	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	×	View S	itatus histo
Brandi Schulz	3374216510	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	×	View S	Jtatus histo
Amber Saunders	3184223446	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	×	View S	Status histo
TestF TestM	456	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	×	View S	itatus histo
Marie Miguel	5042513642	Jan 24, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Does not meet minimum qualifications	4	View S	Status histo
Landon Westo	456	Feb 17, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Experience not appropriate for position	4	View S	status histo
Kristine Mayonnaise	2259388697	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer	4	View S	status histo
	1234567890	lan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer	4	View S	status histor

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



## HUMAN RESOURCES

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				J.	obs Peop	ole Recent items 🗸	Harry 🗸	? ~		
Back Select a bulk action	•						Board view	v		
View shortlisted a	pplicants									
You have pending chang	ges. Click Subi	mit to save chang	ges.	Submit						
550503-COMPUTER ANALYS	ST									
Select 💽 Applicant name	Phone	Date submittee	d Current application status 🔺	Selection Criteria Outcome	Re	eviewed				
Kristi Anderson	2257157556	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Hiring Manager interview unsuccessful V Not enough experience	د	¢	View Statu	us history		
Lisa Community	2252168282	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Reference Check 🗸	•	1	View Statu	us history		
Test Name	3373592285	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	د	¢	View Statu	us history		
Brandi Schulz	3374216510	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	د	ĸ	View Statu	us history		
Amber Saunders	3184223446	Jan 24, 2022	Hiring Manager/Vice Chancellor - Review/Interview	Select an outcome	د	ĸ	View Statu	us history		
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Marie Miguel	5042513642	Jan 24, 2022	Hiring Manager Interview unsuccessful	Hiring Manager interview unsuccessful - Does not meet minimum qualifications	•	1	View Statu	us history		
Landon Westo	456	Feb 17, 2022	Hiring Manager interview unsuccessful	Hiring Manager interview unsuccessful - Experience not appropriate for position	•	1	View Statu	us history		
Kristine Mayonnaise	2259388697	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer		1	View Statu	us history		
TestF1 TestM1	1234567890	Jan 24, 2022	Conditional/Verbal offer	Conditional/Verbal offer		1	View Statu	us history		