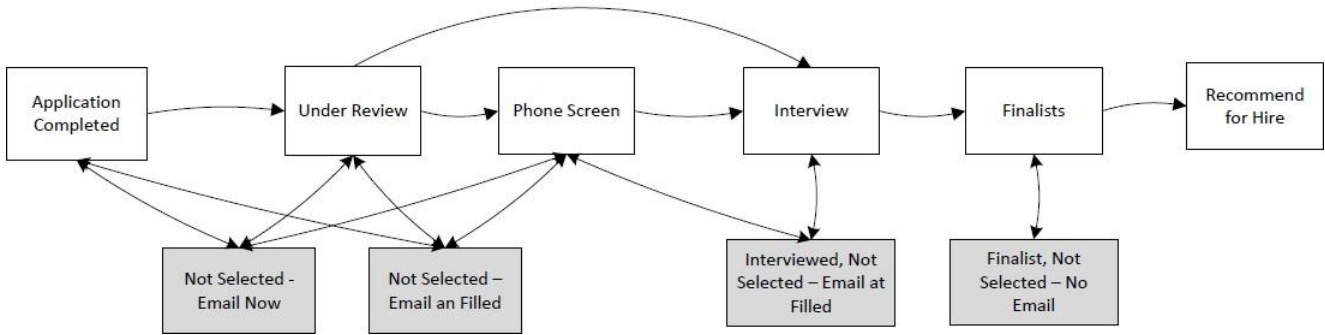


# APPLICANT REVIEWER - MOVING CANDIDATES

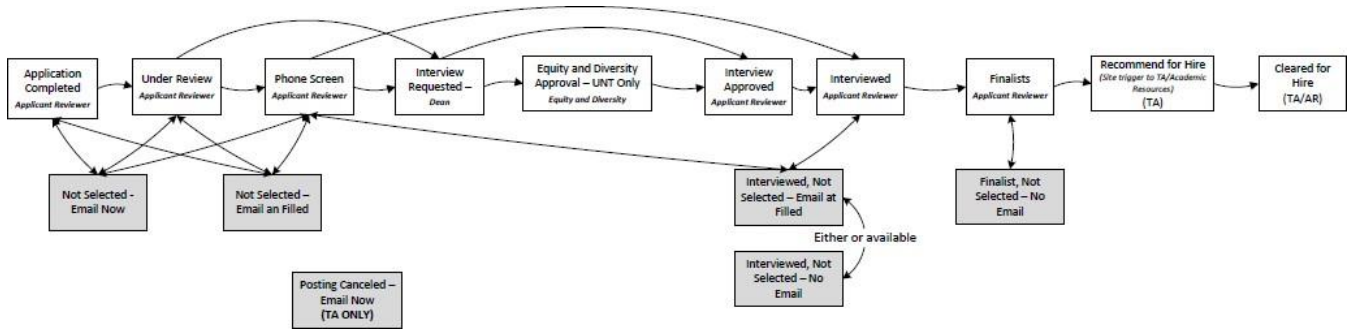
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## Applicant Reviewer Staff Workflow



## Applicant Reviewer Faculty Workflow



## Reviewing an Applicant

### Step 1: Log In

Access the PeopleAdmin system via the employee portal, [my.untsystem.edu](http://my.untsystem.edu), click the link to the PeopleAdmin system and log in using your EUID and password.

Applicant Reviewer Process  
 Revision Date October 2019  
[HREmployment@untsystem.edu](mailto:HREmployment@untsystem.edu)

# UNT | SYSTEM™

Login to PeopleAdmin, Inc.

**EUID**

> Forgot your password?

> Need Help?

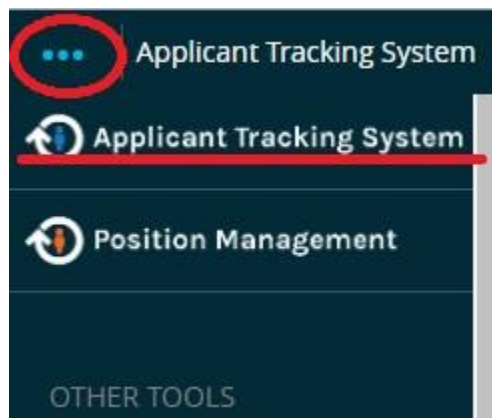
**Password**

Don't Remember Login



## Step 2: Module View and User Role

Please check your module view in the top left hand corner, it should say **Applicant Tracking System**. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.



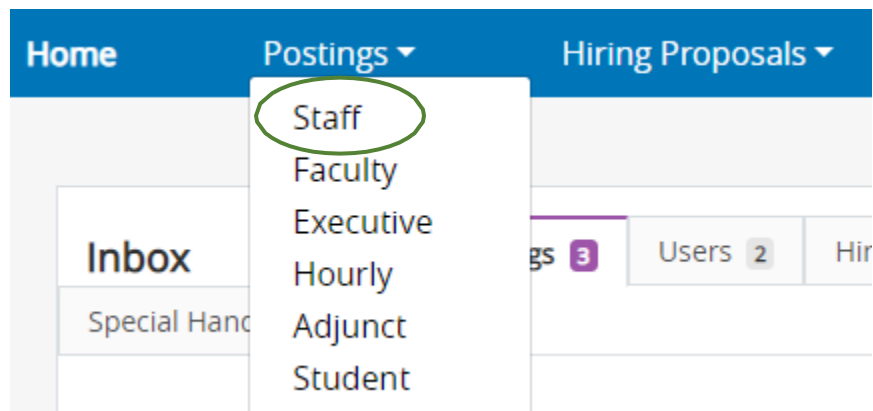
Please also ensure that you are logged in under the correct user group. To check your user group, look at the top right hand corner of the screen and you will see the user group drop down menu, if it is saying anything other than Applicant Reviewer, you will click the down arrow and select Applicant Reviewer from the list.



Only the Applicant Reviewer is able to process applicants through the workflow:

### Step 3: Finding the position and reviewing applicants

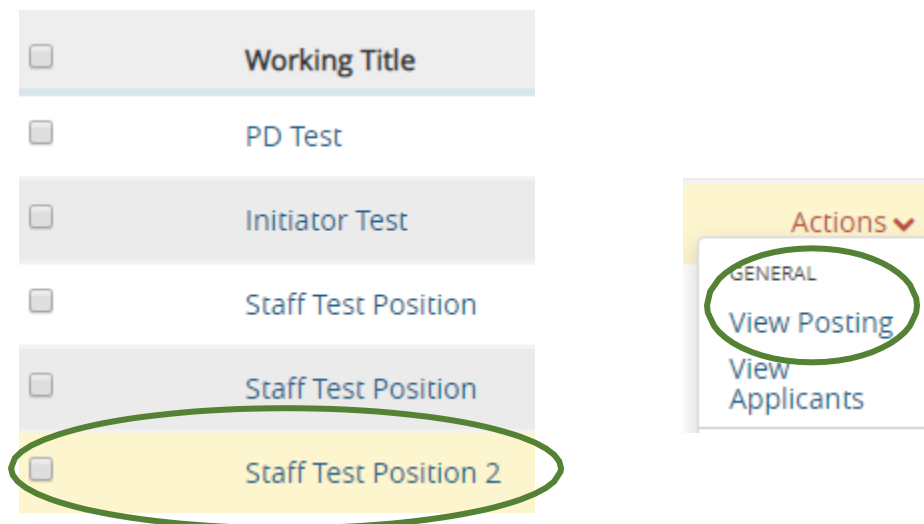
Click on postings to expand the dropdown menu and select the type of posting that you are working on.



You will only see those positions for which you have access to as an Applicant Reviewer. If you have access to more than one, you will be able to view them here. You will see the position title, posting number, department, number of applicants, workflow state (posted, closed, etc.) and the close date of the job.

	Working Title	Posting Number	Department	Active Applications	Workflow State	Job Close Date	(Actions)
<input type="checkbox"/>	PD Test	S037P	UNT-Administrative Services-152400	0	Posted	10/21/2019	Actions ▼
<input type="checkbox"/>	Initiator Test	S038P	UNT-Union Programs-163170	0	Posted		Actions ▼
<input type="checkbox"/>	Staff Test Position	S039P	UNT-Student Fin Aid & Schol-Gen-164800	1	Posted		Actions ▼
<input type="checkbox"/>	Staff Test Position	S040P	UNT-Student Fin Aid & Schol-Gen-164800	0	Posted		Actions ▼

From here you can either click on the position name or hover over the actions arrow at the end of the row and make a selection from the dropdown menu.



- Clicking on the position name or the view posting link from the actions dropdown menu takes you to the posting summary page.
- Clicking on the view applicants link, takes you to the list of applicants to be reviewed.



## Posting: Staff Test Position (Staff)

Current Status: Posted

Position Type: **Staff**  
Department: **UNT-Student Fin Aid  
& Schol-Gen-164800**

Created by: **Test User**  
Owner: **Talent Acquisition**

Summary | History | **Applicants** | Reports | Hiring Proposals

From the list of applicants you can click on either the last name of the applicant you wish to review or the view application link in the actions dropdown menu.

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Applicant1	Test	Resume	S039P	Application Completed	October 20, 2019 at 08:14 AM	Actions GENERAL View Application

You will then be able to view the applicant's information as shown below.



## Job application: Test Applicant1 (Staff)

Current Status: Application Completed

Application form: Staff Application

Full name: Test Applicant1

Address:

123 Applicant lane

Denton Texas, TX 76205

United States of America

Username: Tester1

Email: tester1@gmail.com

Phone (Primary): 999-999-9999

Phone (Secondary):

Position Type: Staff

Department: UNT-Student Fin Aid  
& Schol-Gen-164800

Created by: Test Applicant1

Owner: Applicant Reviewer

- Within the summary page you will be able to view any listed certifications, answers to supplemental questions and all other information that the applicants have submitted.
- Submitted documents will be listed in the summary but in order to view them it is best to click on the documents tab.

Summary

Documents

History

Reports

Select the documents tab to review the candidate's uploaded documents without the need for another program. You have the option of printing and/or downloading a copy if necessary.

Summary

Documents

History

Reports

▼ Resume

### ANTHONY SMITH

Fort Worth, Texas 76179

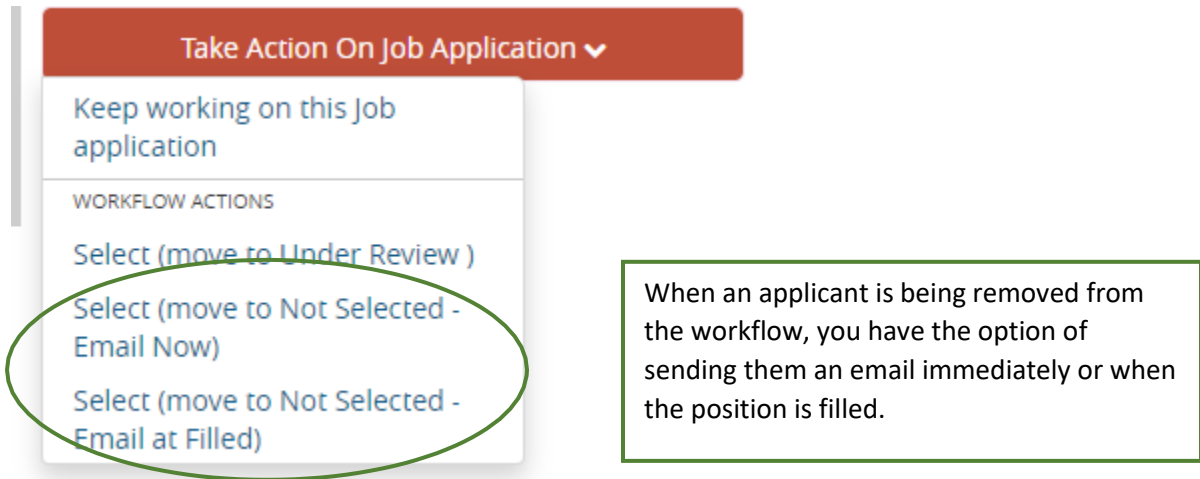
218-950-1018

[a.smith15@gmail.com](mailto:a.smith15@gmail.com)



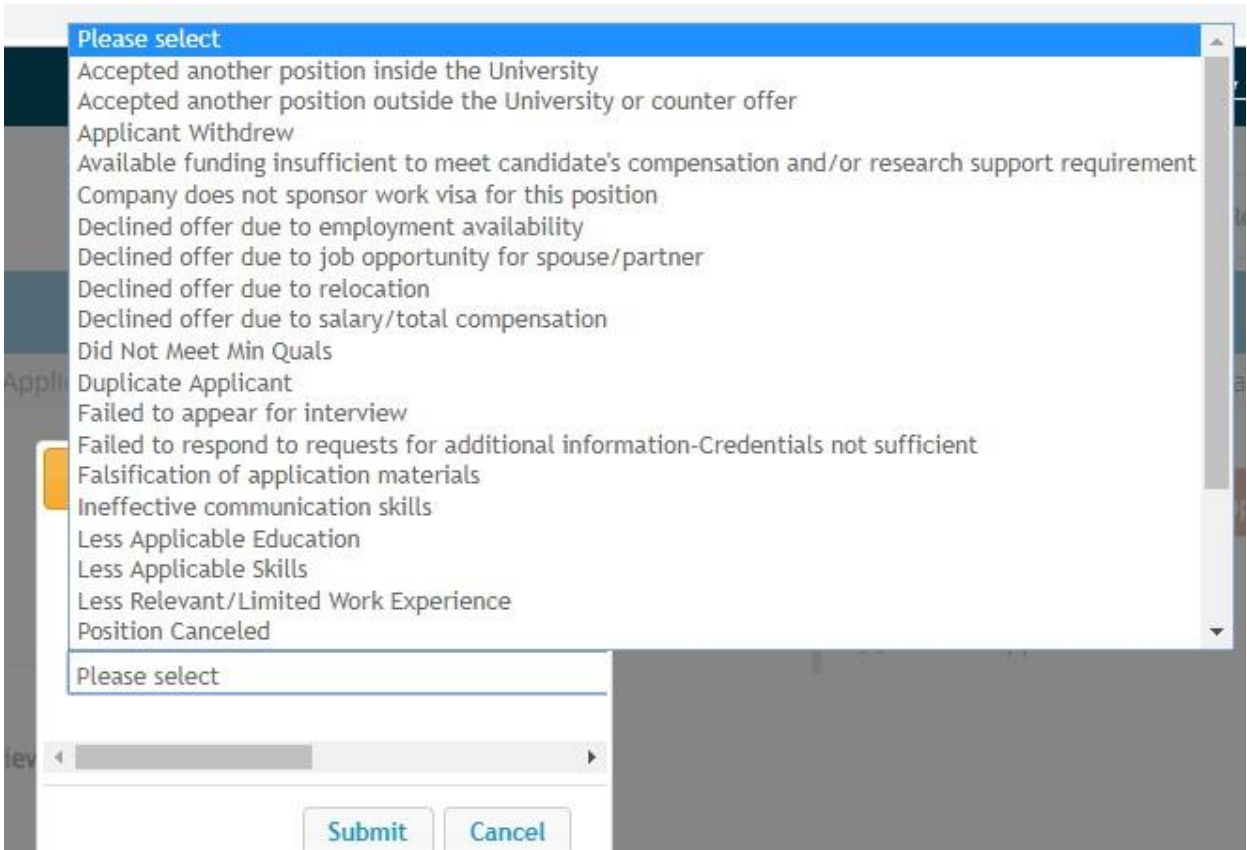
#### Step 4: Moving the applicants through the workflow

Once you have reviewed the applicant, it is time to move them through the workflow. Hover over the Take Action On Job Application button found on the top right side of the application. When the menu expands, select the relevant workflow action.



When an applicant is not selected to move forward in the process, the appropriate reason should always be selected.

Applicants that are not of interest to the department should be properly dispositioned and not left in an active state. A robust list of disposition codes will be housed in the system, once you select to remove a candidate, the list will be presented in a pop-up dialogue box for you to choose from.



Each qualified applicant will need to be forwarded through the entire workflow.

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

- Select (move to Under Review )
- Select (move to Not Selected - Email Now)
- Select (move to Not Selected - Email at Filled)

The first step is to move all applicants of interest to the Under Review workflow state

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

- Select (move to Phone Screen )
- Select (move to Interview )
- Select (move to Not Selected - Email Now)
- Select (move to Not Selected - Email at Filled)

- It is recommended that candidates be phone screened before being called in for an in-person interview.
- Candidates can be taken out of the workflow and dispositioned at any time during the process.

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

- Select (move to Finalists )
- Select (move to Interviewed, Not Selected - Email at Filled)

It is important to note that each post can have multiple finalists, but three to five at most.

Once an applicant has been moved to Recommended for Hire, and all other applicants have been properly dispositioned, the applicant reviewer's job is complete. The next step would be to prepare the hiring proposal.

