

Applicant Management: Hiring Manager

1. Log into **OneUSG**. Under **Manager Self Service**, click on the **Open Jobs** tile or use the Navigator and click **Recruiting** → **Search Job Openings**. Select the job opening of interest.
2. This will take you to the **Manage Job Opening** page. Here you will see a list of all applicants who have applied to the opening.
3. The page will default to the **“Applied”** tab. Notice that the disposition of all the applicants on this tab is **“Applied”**.
 - An applicant's disposition is the applicant's status with regards to a particular job opening. These statuses track the progress of an applicant through the recruiting process.
 - You can review an applicant’s application and/or resume by clicking on the appropriate icons in the **“Application”** or **“Resume”** columns.

The screenshot displays the 'Manage Job Opening' interface. At the top, there are navigation links and a search bar. Below that, the job opening details are shown, including Job Opening ID 1116, Job Posting Title Dir., Budget Services, Job Code 193X29, and Position Number 10006264. The status is '010 Open'. The page is divided into several tabs: 'Applicants', 'Applicant Screening', 'Activity & Attachments', and 'Details'. The 'Applicants' tab is active, and the 'Applied' sub-tab is selected. A table lists the applicants with columns for 'Select', 'Applicant Name', 'Applicant ID', 'Type', 'Disposition', 'Application', 'Resume', 'Mark Reviewed', and 'Other Actions'. The 'Disposition' column for all applicants is 'Applied'. Red boxes highlight the 'Applied' sub-tab and the 'Disposition' column. Red arrows point to the 'Application' and 'Resume' icons in the table.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Other Actions
<input type="checkbox"/>	Agatha Christie	1028	External	Applied				Other Actions
<input type="checkbox"/>	Dwayne Johnson	1027	External	Applied				Other Actions
<input type="checkbox"/>	Fake Applicant	1109	External	Applied				Other Actions
<input type="checkbox"/>	Giavonnie Sykes	1018	Employee	Applied				Other Actions
<input type="checkbox"/>	Heather Riner	1079	External	Applied				Other Actions
<input type="checkbox"/>	Joe Test	1111	External	Applied				Other Actions
<input type="checkbox"/>	Tester 123	1110	External	Applied				Other Actions

- Clicking on the **“Application”** icon will bring up the detailed application page (i.e. **Manage Application** page). You can also view the applicants resume and other attached documents, such as cover letter, etc. from this page.
- Click **“Return”** when you are finished reviewing the application to return to the Manage Job Opening page.

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Manage Application

Return | Recruiting Home | Search Applications | Previous | Next | Refresh Personalize

Applicant

Name: Heather Riner	Preferred Contact: Not Specified	Job Opening ID: 1116	Status: Open
Applicant ID: 1079	Phone: 478/555-5555	Job Posting Title: Dir., Budget Services	Business Unit: 51000 (Valdosta State University)
Applicant Type: External Applicant	Email: xxhriner@ssc.usg.edu	Job Code: 193X29 (Dir., Budget Services)	Department: 1492000 (VPFA & Budgeting Services)
Status: 010 Active	Address: 1235 May Road, Sparta, GA 31087	Recruiter:	Job Type: Standard
Jobs Applied: 4		Hiring Manager:	Position Number: 10006264 (Dir., Budget Services)
		Salary Range: 79,737.00 to 119,606.00 USD/Year	

Process Application

Disposition: 010 Applied

Reason: Mark Reviewed Interview Reject Other Actions

Date: 12/20/2017

Application and Resume | Questionnaire | Notes

Personal Information

POI Type: Unknown

Eligible to Work in U.S.:

Are you a former employee: No

Previous Termination Date:

Preferences

Desired Start Date:

Regular/Temporary: Either

Full/Part-Time: Either

Willing to Relocate: No

Willing to Travel: No

Travel Percentage: Never or rarely

Geographic Preferences

Attachments

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
	Resume.docx	Resume2.docx	Resume		11/28/2017 2:27PM
	Cover_Letter.docx	Cover_Letter.docx	Cover Letters	Heather Riner	11/28/2017 2:34PM

Work Experience

No Work Experience has been added to this applicant's profile.

Education Level

Highest Education Level: A-Not Indicated

Training

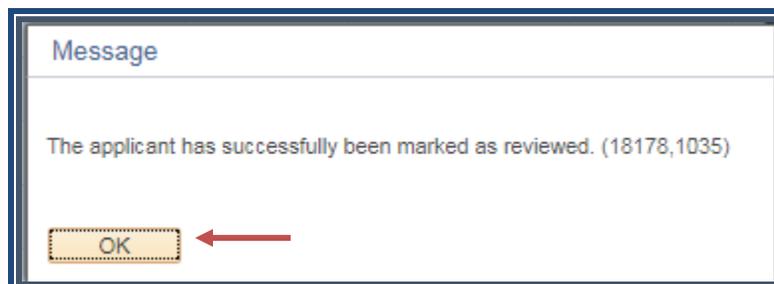
No Training has been added to this applicant's profile.

- Clicking on the **“Resume”** icon will bring up the applicant’s resume in the attached format (i.e. Word, PDF, etc).

4. To mark an applicant as reviewed, click on the icon in the **“Mark Reviewed”** column.



5. You will receive a pop-up window indicating that you are successful. Click **OK**.



6. Notice that the applicant will now be moved to the **“Reviewed”** tab:

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The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Refresh, Add Note, No Category, and Personalize. Below this, job details are displayed: Job Opening ID 1116, Job Posting Title Dir., Budget Services, Job Code 193X29 (Dir., Budget Services), Position Number 10006264 (Dir., Budget Services), Status 010 Open, Business Unit 51000 (Valdosta State University), and Department 1492000 (VPFA & Budgeting Services). A tabbed menu includes Applicants, Applicant Screening, Activity & Attachments, and Details. A summary row shows counts for various stages: All (7), Applied (6), Reviewed (1), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (0). The 'Reviewed (1)' tab is highlighted with a red box. Below the summary row, the 'Applicants' table lists one applicant: Agatha Christie (ID 1028, External, Reviewed). The table has columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Interview, and Reject. The 'Interview' column for Agatha Christie contains an icon of a calendar and a person, with a red arrow pointing to it. At the bottom, there are more navigation links and a 'Top of Page' link.

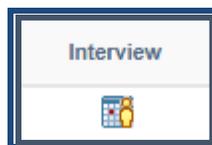
**Here you can review the application again, set up an interview, and/or reject the applicant.

7. For Faculty and Director level and above, email the short list to the Office of Social Equity (OSE) for review and approval. Part Time Instructors do not have to be submitted to OSE.

a. Once you have the approval via email, attach the email to the job opening under the **Activates and Attachments** tab.

This screenshot is similar to the first one, showing the 'Manage Job Opening' interface. The 'Applicants' table is visible, and the 'Activity & Attachments' tab in the menu is highlighted with a red arrow. The 'Interview' icon in the table is also visible.

8. To set up an interview, click on the “**Interview**” icon.



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9. This will take you to the “**Interview Schedule**” page, where you need to complete all the fields marked with an “*”.

You can also add comments.

If you would like to notify the applicant via the system, click **Notify Applicant**

Then, click “**Submit**”.

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 1115 Business Unit 51000 (Valdosta State University)
Job Opening Status 010 Open Job Posting Title Dir., Budget Services
Submitted No Position Number 10096264 (Dir., Budget Services)

Agatha Christie

Applicant ID 1028 Preferred Contact Not Specified
Applicant Type External Applicant

Interview 1 - Date Not Entered

*Date 01/08/2018
*Start Time 11:30AM
*End Time 12:00PM
*Time Zone EST

Interview Type Phone
Applicant Response NONE
Initiator Traycee Martin

Notify Applicant
 Notify Interview Team

Search Committee

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0095157	Traycee Martin	01/08/2018	11:30AM	12:00PM	None			

Add Interviewer

Venue Information

Venue
Response

Add/Edit Venue

254 characters remaining

Interview Materials

Notes
No notes have been added to this interview.
Add Note Load Job Opening Notes

Attachment
No Attachments have been added to this interview.
Add Attachment Load Job Opening Attachment

Letter
Letter
Date Printed
 Include In Consolidated Letter
Generate Letter Email Applicant Upload Letter

Consolidated Interview Letter
Add Interview

View All Interviews Expand All Collapse All

Submit Save as Draft Return Top of Page

Interview Schedule Comments

Comments
Spoke with on the phone to discuss resume, qualifications, and experience

OK Cancel

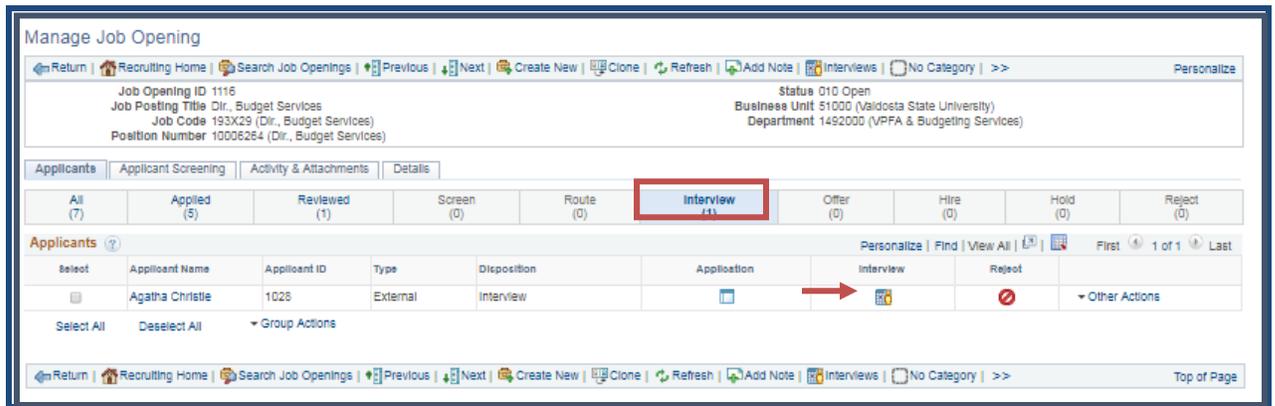
10. You will receive a message that you have successfully submitted interview details. Click **OK**.

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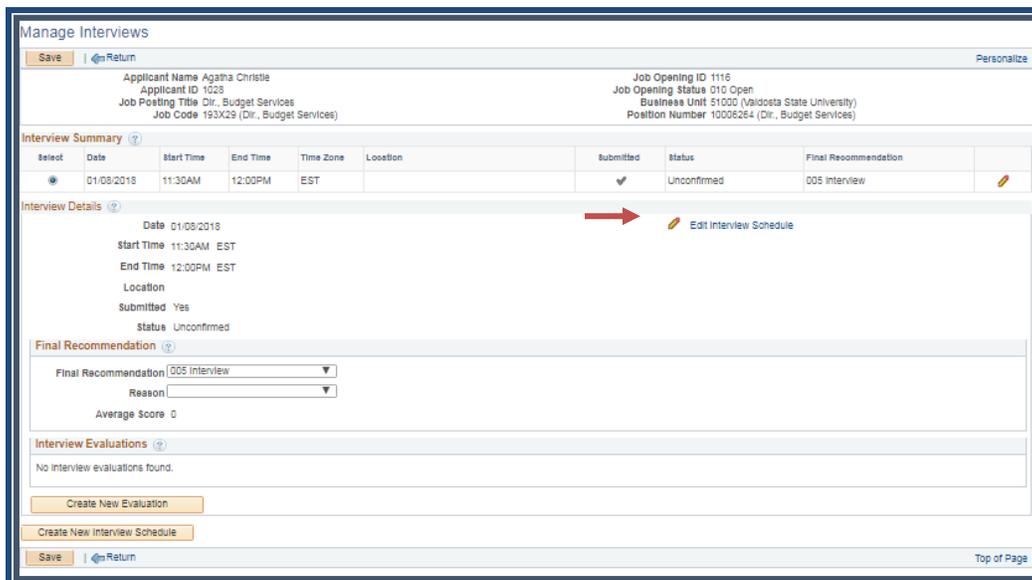


11. Notice the applicant has been moved to the “**Interview**” tab. Here you can set up additional interviews, and/or reject the applicant.

Click on the icon in the “Interview” column to set up another interview with the candidate.



12. Click “**Edit Interview Schedule**”



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13. Fill out additional interview information and click “Submit”.

The screenshot shows the 'Interview 2 - Date Not Entered' form. It includes fields for Date (01/12/2018), Interview Type (Inhouse), Initiator (Traycee Martin), Start Time (1:00PM), Applicant Response (None), End Time (2:00PM), and Time Zone (EST). There are checkboxes for 'Notify Applicant' and 'Notify Interview Team'. A 'Search Committee' table lists Traycee Martin as the interviewer. The 'Venue Information' section shows the venue as 'USG Shared Services Center' and location as 'Regents Conference Room'. The 'Interview Materials' section has buttons for 'Add Note', 'Load Job Opening Notes', 'Add Attachment', and 'Load Job Opening Attachment'. A 'Letter' section has a dropdown for 'Letter', a 'Date Printed' field, and an 'Include In Consolidated Letter' checkbox. At the bottom, there are buttons for 'Generate Letter', 'Email Applicant', and 'Upload Letter'. A 'Consolidated Interview Letter' section has an 'Add Interview' button. At the very bottom, there are buttons for 'View All Interviews', 'Expand All', 'Collapse All', 'Submit', 'Save as Draft', and 'Return'. A red arrow points to the 'Submit' button.

14. **Rejecting an applicant** can be done from several tabs, including “Reviewed” and “Interview”.

To reject a candidate, click on the icon in the “**Reject**” column.

The screenshot shows the 'Manage Job Opening' interface. It includes a navigation bar with 'Return', 'Recruiting Home', 'Search Job Openings', 'Previous', 'Next', 'Create New', 'Clone', 'Refresh', 'Add Note', 'Interviews', and 'No Category'. The job opening details are: Job Opening ID 1118, Job Posting Title Dir., Budget Services, Job Code 193X29 (Dir., Budget Services), Position Number 10008264 (Dir., Budget Services), Status 010 Open, Business Unit 51000 (Valdosta State University), and Department 1492000 (VPFA & Budgeting Services). The 'Applicants' tab is selected, showing a table with columns: All (7), Applied (5), Reviewed (1), Screen (0), Route (0), Interview (1), Offer (0), Hire (0), Hold (0), and Reject (0). The 'Applicants' table has columns: select, Applicant Name, Applicant ID, Type, Disposition, Application, Interview, Reject, and Other Actions. The 'Reject' column has a red 'X' icon. A red box highlights the 'Reject' button for the applicant Dwayne Johnson. A red arrow points to the 'Reject' button.

15. Select the appropriate reason for the rejection.

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The screenshot shows the 'Reject Applicant' window. At the top, there is a table titled 'Applicant to Reject' with the following data:

Applicant ID	Name	Job Opening	Delete
1027	Dwayne Johnson	1116 - Dir., Budget Services	

Below the table is a 'Disposition' section with a dropdown menu set to '110 Reject'. A '*Reason' dropdown menu is open, showing a list of reasons. The first reason, 'Conflicts with Schedule', is highlighted in blue. Other reasons include 'Failed Reference Check', 'Inelig- Employment Conditions', 'Inelig- Required Qualifications', 'Job Opening Canceled', 'No Show for Interview', 'Not Best Qualified- Skills', 'Not Best Qualified- Education', 'Not Best Qualified- Experience', 'Not Selected', 'Poor Interview', 'Selected Another Position', 'Unable to Contact', 'Unable to Work in US', 'Verbal Offer Rejected', and 'Withdrawn'.

At the bottom of the window, there are buttons for 'Reject' and 'Reject and Correspond'. The 'Reject' button is highlighted in orange.

Then click on either the **“Reject”** or **“Reject and Correspond”** buttons.

The screenshot shows the 'Reject Applicant' window with the '*Reason' dropdown menu set to 'Not Best Qualified- Experience'. The 'Disposition' is still '110 Reject'. At the bottom, there are three buttons: 'Reject', 'Reject and Correspond', and 'Cancel'. Red arrows point to the 'Reject' and 'Reject and Correspond' buttons.

16. If you selected **“Reject and Correspond”**, you will be brought to the **“Send Correspondence”** screen:

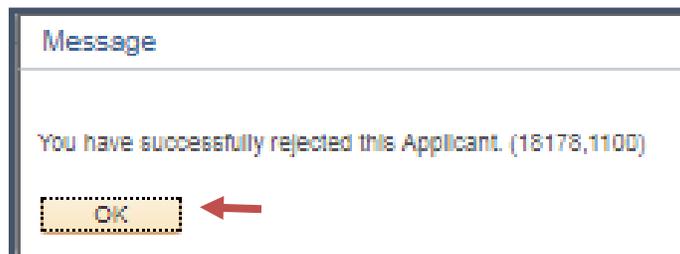
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The screenshot shows a 'Send Correspondence' form with the following sections:

- Message Type and Method:** *Contact Method (Email), Letter (Applicant Rejection Letter IR)
- Recipient Information:** To (Dwayne Johnson), Cc (xtmartin@valdosta.edu), Bcc (empty), Include Interested Parties (checked)
- Sender Information:** From (Traycee Martin)
- Message:** *Subject (Your Application with USG), *Access (Public), Date (3 January 2018), Recipient (Mr Dwayne Johnson, 123 Sesame St, Valdosta, GA 31602), Body text: 'Dear Mr Johnson, Thank you for taking time to interview with us. We have given careful consideration to your experience and skills with regard to the position(s). 1116 Dir., Budget Services We regret to inform you that we have decided to pursue other more suitable candidates. Thank you for considering our company as a prospective employer. We wish you success in your job search. Sincerely, Barbara Smith, Employment Coordinator'
- Attachments:** No attachments have been added to this Correspondence. Add Attachment button.
- Buttons: Preview, Send, Cancel

17. Finally, you will see a pop-up window that confirms you have successfully rejected the candidate.

Click **OK**.



18. Notice the candidate now shows up on the “**Reject**” tab.

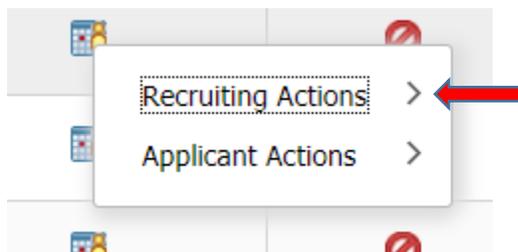
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19. Repeat steps 3 through 13 to review all applicants.

20. Once you have selected an applicant to hire, Click **Other Actions** on the applicant you wish to hire

Reject	Print	
		▼ Other Actions

21. Click **Recruiting Actions**



22. Click **Edit Disposition** and transition applicant to **Offer**

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23. Contact Human Resources for the next steps in the hiring process.