

Page Up – How to View Applicants

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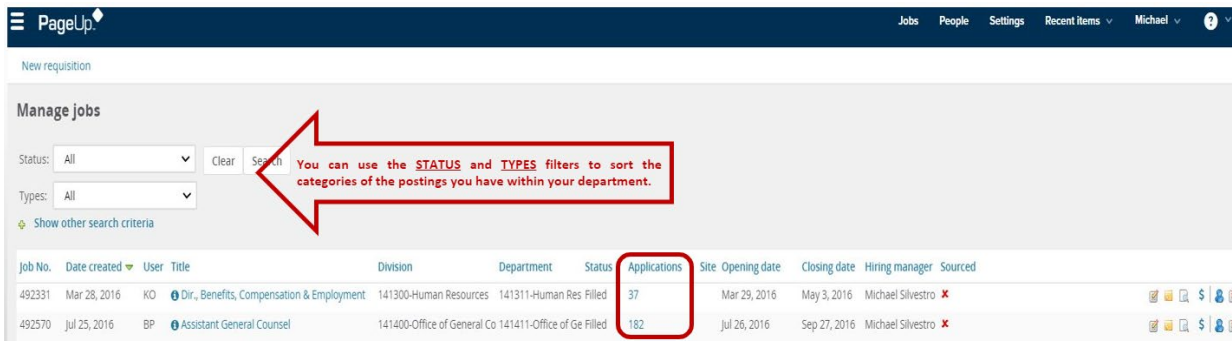
Log In

1. Log into **PirateNet**.
2. Click the **Profile Tab**, under **Human Resources**.
3. Choose **Applicant Tracking System (Hiring Managers)**.

Please Note: All applicants should be dispositioned prior to closing/filling the position.

Viewing Applicants as a Search Committee Member

1. Choose the Main Menu Icon 
2. Select **Manage Jobs**
 - a. This page will display all positions you are assigned too
3. **Applications** column displays the number of applications received for each requisition
 - a. Click the number under the **Applications** column to view.



Job No.	Date created	User	Title	Division	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Sourced
492331	Mar 28, 2016	KO	Dir., Benefits, Compensation & Employment	141300-Human Resources	141311-Human Res	Filled	37		Mar 29, 2016	May 3, 2016	Michael Silvestro	✗
492570	Jul 25, 2016	BP	Assistant General Counsel	141400-Office of General Co	141411-Office of Ge Filled		182		Jul 26, 2016	Sep 27, 2016	Michael Silvestro	✗

- b. To review applicants, click their **First** or **Last** name (Words in light blue font are hyperlinks)
- c. The Candidate Profile will populate and you will be able to view the applicants **Resume** and **Application Form**.

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Viewing Several Applicant Materials

1. Select the applicants you wish to review
2. Click the drop down **Select a Bulk Action** and select **Bulk compile and send**
3. Select the material you wish to download
 - a. As a standard, we recommend selecting the **Application Form and Resume** (minimum)
4. Click Create PDF
 - a. Downloading status will appear, and may take several minutes
5. Once documentation is ready to download you may
 - a. Download for immediate viewing
 - b. Email to yourself to view at a later time (only email to SHU email accounts for confidentiality and security purposes)

Updating Applicant Status

1. Under Candidate Profile, select Status and **Change Application Status** will appear.
2. Select appropriate **Application Status** from the list.
 - a. New - the default status for all applicants
 - b. Not Interviewed, Not Selected
 - c. Request Interview
 - d. Interview Event Accepted/Declined
 - e. Interviewed, Not Selected
 - f. Request for References
 - g. Recommend for Hire
3. **Status allows the applicant and Administrators to know the status of their application**

Notes:

You can use the Status and Types filters to sort categories of the postings you have within your department.