

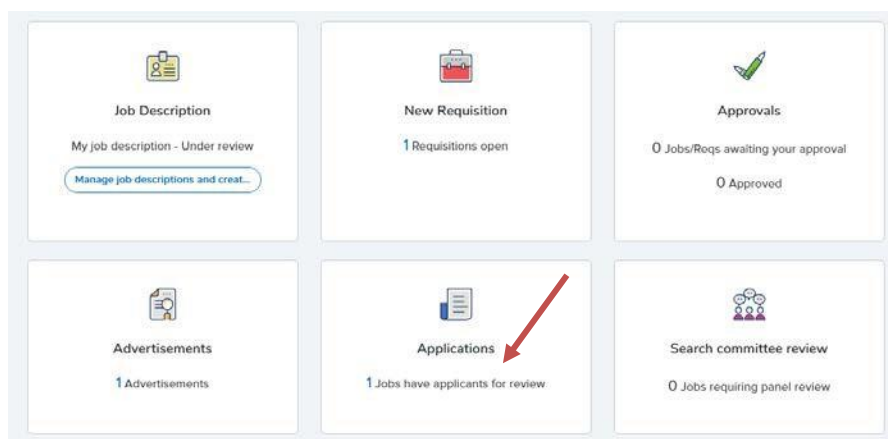
How to View Applicants (for hiring managers)

This job aid provides step-by-step directions for Hiring Managers reviewing applicants. Hiring Managers have two options for reviewing applicants: (1) review only applicants shortlisted by HR or (2) review all applicants.

OPTION 1: REVIEWING SHORTLISTED APPLICANTS

The steps in this section begin after you receive a system-generated email notifying you that one or more applicants need to be reviewed.

1. [Go to TalentLink](#)
2. View Dashboard.
3. Go to the Applications box; click “Jobs have applicants for review”.



4. Click “View shortlisted applicants” (right side of row) on the **Shortlisted applicants’** page.

Shortlisted applicants					
Requisition Number	Title	Date added	Status	Owner	
492550	Program Coordinator HM Test	12 Apr 2019	Shortlisting	Linda Lupiani	View shortlisted applicants (2)

5. Click on the applicant’s first or last name to view their applicant card.

View shortlisted applicants

Program Coordinator HM Test

Select	First name	Last name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed	
☐	Alexander	Hamilton	216.334.6400	12 Apr 2019	Hiring Manager Review	Select an outcome	x	View

- Click "Application" (right side of row) to view applicant's answer on the application.

● Aileen Forbes (Aileen Forbes)
 Actions

You are viewing this applicant's application for the job Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs. Only information related to this application will be shown.

This applicant has been referred by an employee.

Address:

New York, New York
10025, United States

E-mail:

Employment Status:

Flags:

View references

Profile

e-Zines comms hold ☐ NO

Phone:

Cell:

Number:

Original source:

1595
Employee referral

Current Employee

Applications

Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs
#492601 LL Submitted: 14 Apr 2019 via referral

Interview
Status changed 16 Apr 2019

Flags Application Resume

- Click "Resume" (right side of row) to view applicant's resume.

Note: Flags are used to highlight information about the applicant (e.g., Alum, Current Employee, Veteran, etc.) or the application (e.g., Formerly Laid Off). Flags are located at the top of the applicant card. Hover your mouse over the icon to discern what a flag represents.

● Aileen Forbes (Aileen Forbes)

You are viewing this applicant's application for the job Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs. Only information related to this application will be shown.

This applicant has been referred by an employee.

Address:

New York, New York
10025, United States

E-mail:

Employment Status:

Flags:

View references

Profile

Phone:

Cell:

Number:

Original source:

1595
Employee referral

Current Employee

- Click "Done" after reviewing applicant.

Note: A green check mark will appear in the **Reviewed** column to track applicants who have been reviewed.

View shortlisted applicants

Program Coordinator HM Test

select	First name	Last name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed	
☐	Alexander	Hamilton	216.334.6400	12 Apr 2019	Hiring Manager Review	Select an outcome	✓	View

- Go to the **Selection Criteria Outcome** column. Choose a criteria in the **Select an outcome** dropdown:
 - Interview** to move forward with the applicant.
 - Do not interview** to *not* move forward with the applicant.

View shortlisted applicants

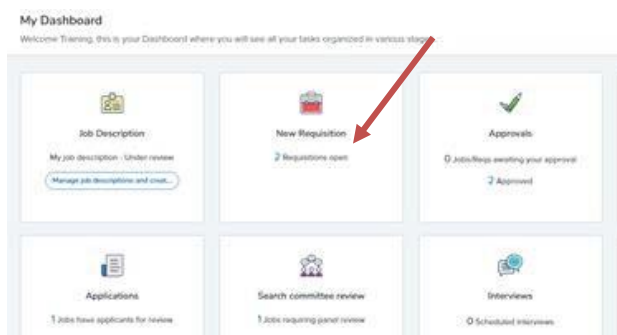
Program Coordinator HM Test

select	First name	Last name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed	
☐	Alexander	Hamilton	216.334.6400	12 Apr 2019	Hiring Manager Review	Select an outcome	✓	View
☐	Andys	Brito		12 Apr 2019	Hiring Manager Review	Select an outcome Do Not Move Forward Interview	✗	View

- Repeat steps 5-9 to review the remaining applicants.

OPTION 2: REVIEWING ALL APPLICANTS

- [Go to TalentLink](#)
- View Dashboard.
- Go to the **New Requisition** box; click “Requisitions open”.



- View requisitions you have been added to on the **My Requisitions** page.
- Click “View” (right side of row).

My Requisitions

Visibility: All jobs | **My Requisitions** | Status: All | Current | Non-current

1 search results

Job number	Title	Position Title	Sub department	Date added	IF	Status	Initiator	Reporting to Manager	Team	
492550	Program Coordinator HM Test			12 Apr 2019		Shortlisting	Training Tester	GMK Hiring Manager	Department of Economics	View

6. Scroll down to **POSTING DETAILS** to view job advertisement (optional).

7. Click on “View applications” button on top right.

(492550) Program Coordinator HM Test [View applications](#)

Position info | Notes | Documents

REQUISITION

Requisition Number: 492550
(Leave blank to automatically create a requisition No.)
 Select the number of positions required: New (personal/contract) or Replacement (backfilling all existing employees).

Additional positions, as provided by HRFC, if necessary:

# of Positions*	Position*	Type*	Applicant	Application status
1	Program Coordinator	Replacement		

REQUISITION INFORMATION

Posting Title*: Program Coordinator HM Test
 Type of Action: Replacement

8. View applicants on page.

9. View, print, download or save a resume, or to view answers the applicant provided on an application, click one of the three icons in the right-hand column of an applicant’s row:

- **View resume** and/or print resume.
- **Download Resume** and save to your computer.
- **View answers** applicant provided on application and access any files uploaded.

Program Coordinator HM Test (492550)

Search Results

Submitted	Status	Pref Name	First name	Last name	Contact Phone	Email	Zip Code	City	State	Country	Employee	Sub-source	Flags
12 Apr 2019	New	A.Ham	Alexander	Hamilton	216.334.6400	laurelh+25@pageuppeople.net	44113	Cleveland	Ohio	United State		Website	View applicant card

10. Click applicant’s name or “View applicant card” to view a one-page applicant summary.

Note: Flags are used to highlight information about the applicant (e.g., Alum, Current Employee, Veteran, etc.) or the application (e.g., Formerly Laid Off). Flags are located at the top of the applicant card. Hover your mouse over the icon to discern what a flag represents.

Aileen Forbes (Aileen Forbes)

You are viewing this applicant's application for the job Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs. Only information related to this application is displayed.

This applicant has been referred by an employee.

Address: New York, New York 10025, United States

Phone: 1595

Cell: Employee referral

E-mail: [View references](#)

Employment Status: **Current Employee**

Flags: [Profile](#)

11. Change status of applicant--after reviewing--to let HR know if the applicant will move forward or not (optional).

- Click the current **Status** of the applicant (see **Status** column).

Program Coordinator HM Test (492550)

Submitted	Status	First Name	Last Name	Contact Phone	Email	Zip Code	City	State	Country	Employee	Sub-source	Flags
12 Apr 2019	New	A.Ham	Alexander Hamilton	216.334.6400	laurelh+25@pageuppeople.net	44113	Cleveland	Ohio	United State		Website	view applicant card

- Select the appropriate application status from the **Change application status** pop-up window; click "Save" to move applicant to that status.

Change application status - PageUp People - Google Chrome

https://adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUHVjMhG0b...

Change application status

New
Shortlist
Hiring Manager Review
Do Not Move Forward
Search Committee Review
Interview
Second Round Interview
Final Interview

Save Next > Cancel

- Confirm status has changed (new status will be bolded and italicized).

Search Results

Submitted	Status	Pref Name	First Name	Last Name	Contact Phone	Email	Zip Code	City	State	Country	Employee	Sub-source	Flags
12 Apr 2019	<i>Interview</i>	A.Ham	Alexander	Hamilton	216.334.6400	laurelh+25@pageuppeople.net	44113	Cleveland	Ohio	United State		Website	