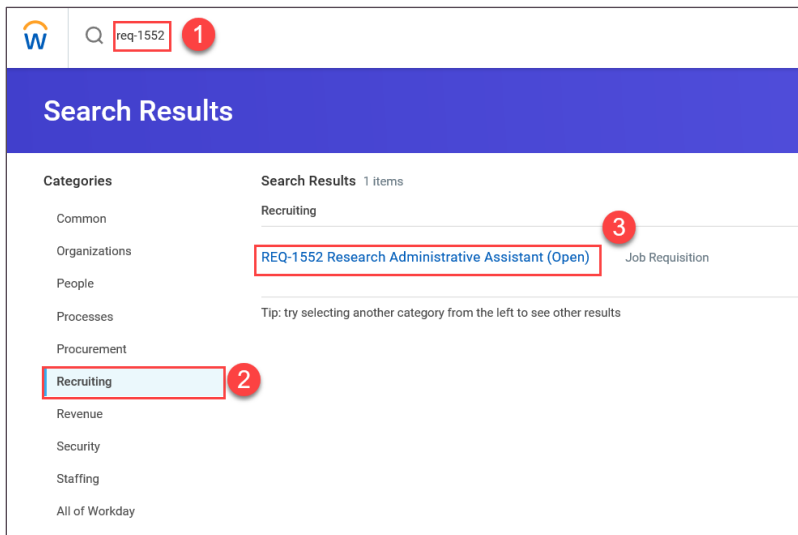


Application Selection Process

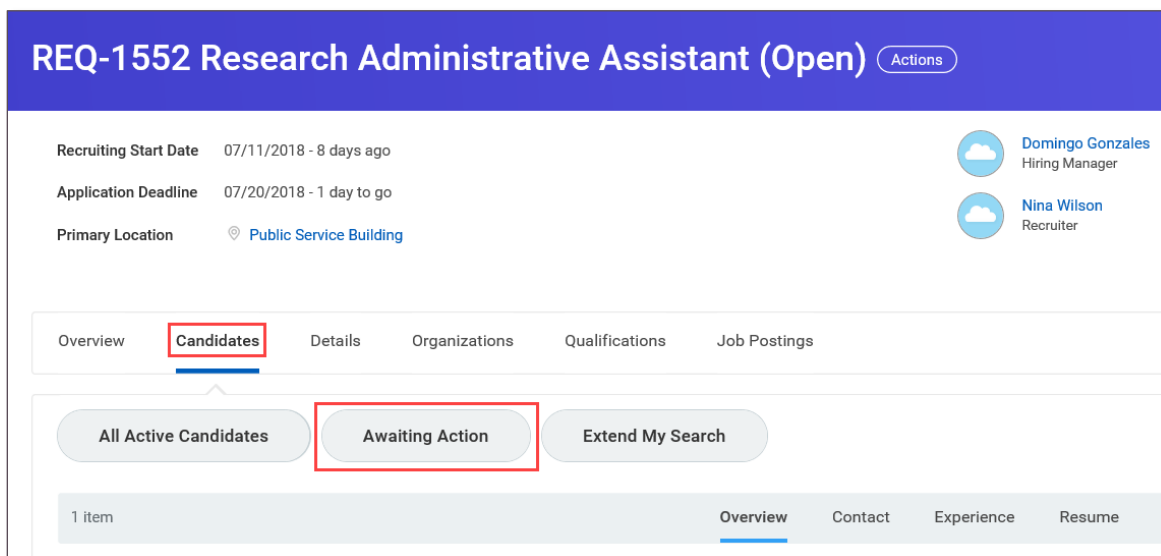
This job aid will provide step by step instructions for various roles to screen and process candidates through the application selection process.

Reference Check: Hiring Manager

Step 1: (1) In the search bar, type in the requisition number (**req-####**). (2) Below Categories, select **Recruiting**. (3) The requisition will appear. Select the requisition.



Step 2: (1) On the requisition screen, select the *Candidates* tab and (2) click **Awaiting Action**. The candidates for screening by the manager will display.



Step 3: Select the **Please Complete the Reference Check Questionnaire** button for the candidate you want to start the reference check on.

Review Candidates
REQ-1290 Training & Development Specialist 1 (Open) Actions

Active Candidates: 3 of 3 | Active Referrals: 1 of 1 | Active Internal Candidates: 0 of 0 | Converted Prospects: 0 of 0

All Active Candidates Awaiting Action Extend My Search

2 items | Overview | Contact | Experience | Resume

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied	Current Title	Current Company	Source	Jobs Applied to
<input type="checkbox"/>	John Doe (Referral) (CAND-1005)	Reference Check	Please Complet...	1	48	07/31/2018			Employee Referral -> Connection in the company	1
<input type="checkbox"/>	Jane Doe (CAND-1003)	Reference Check	Please Complet...	1	155	07/31/2018			Other Sources -> Career Fair	1

Step 4: Document the checked references in the Reference Check Questionnaire. You can also upload supporting documents at the end of the questionnaire. Click **Submit** to continue.

Complete Questionnaire
'Reference Check' for Reference Check for Job Application: Tom Smith - REQ-1552 Research Administrative Assistant (CAND-1055) Actions

Reference Check

Please check a minimum of three references

Name of Reference

Date Reference Check Complete

MM / DD / YYYY

Please indicate how the reference knows the candidate

Supervised Candidate

Colleague of Candidate

Submit Save for Later Cancel

Step 5: Return to the candidate grid. To move qualified candidates forward, from the *Candidates* tab, (1) click the check box next the candidate's name and (2) click **Move Forward**. The candidate

is now sent to the next selected step. If the candidate does not qualify, click **Decline** and select the correct disposition. (**NOTE:** declining a candidate will send a system generated notification to the candidate, so do not decline until you are no longer considering the candidate).

Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Total Score (Primary Questionnaire)	Date Applied	Current Title	Current Company	Resume	Source	Jobs Applied to
Andy Louis (CAND-1056)	Manager Screen		1	100	07/23/2018	Admin Assistant	DAS		Job Sites -> Indeed	1
<input checked="" type="checkbox"/> Tom Smith (CAND-1055)	Manager Screen		1	100	07/19/2018	Training Specialist	DAS		Job Sites -> Indeed	2

Buttons: Move Forward, Decline, Send Message, ...

Step 6: (1) Select the next stage the candidate will be moving to from the **Move Selected Candidates to Next Stage** prompt. (2) Then select the **Next Step** from the available options in the drop down. (3) Click **Ok**.

For this example, we will move the candidate to *Offer*. (Other possible next steps include: Pre-Employment Check).

Move Selected Candidates to Next Stage: Offer

Current Step	Next Step	Candidates
Reference Check	Offer	John Doe (Referral) (CAND-1005)

Buttons: OK, Cancel