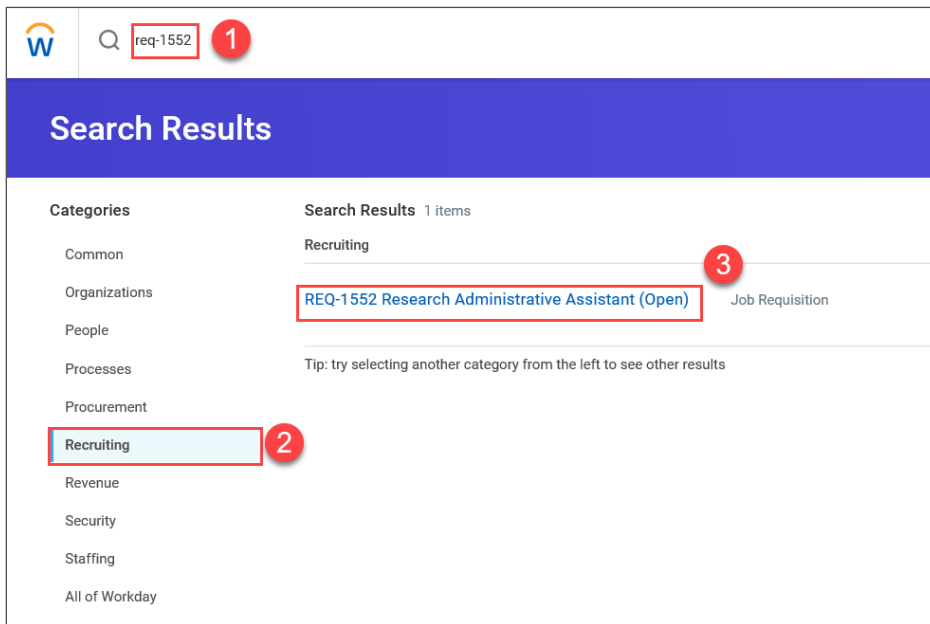


## Application Selection Process

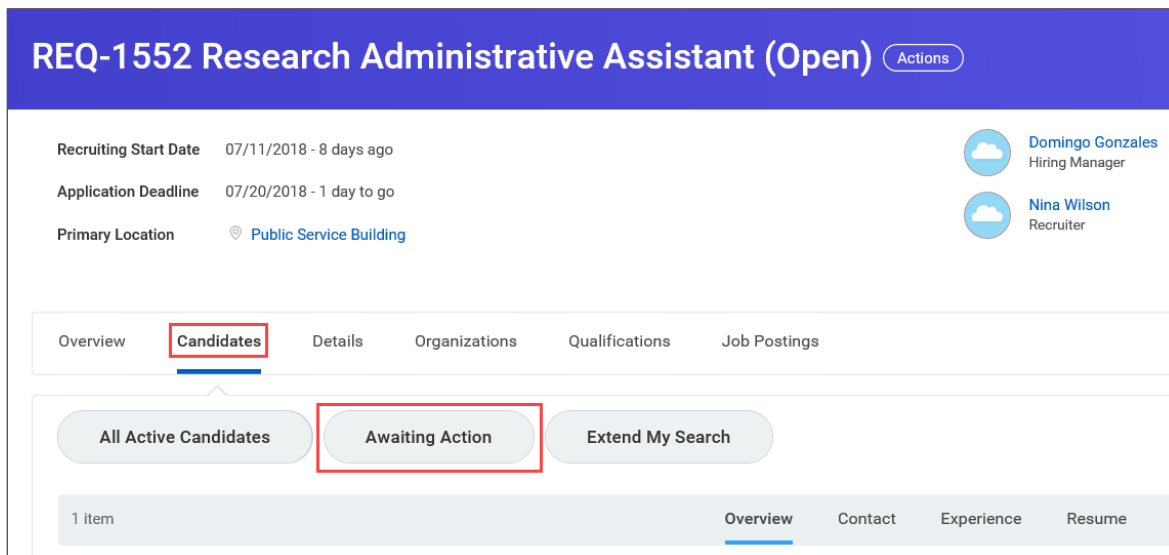
This job aid will provide step by step instructions for various roles to screen and process candidates through the application selection process.

## Screen Candidate Application: 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:** To review details of the candidate’s application, (1) click on the candidate’s name. (2) To review additional information such as the questionnaire results and attachments, you can click the appropriate tabs (and sub-tabs, if available).

The left screenshot shows a 'Candidates' tab with a table of candidates. The candidate 'Tom Smith (CAND-1055)' is highlighted, and a red circle with the number '1' is placed next to his name. The right screenshot shows the candidate's profile page for 'Tom Smith (CAND-1055)'. The 'Overview' tab is selected, and a red circle with the number '2' is placed next to it.

**Step 4:** 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).

The screenshot shows a 'Candidates' list with two candidates. The candidate 'Tom Smith (CAND-1055)' is selected, and a red circle with the number '1' is placed next to his checkbox. Below the table, the 'Move Forward' button is highlighted, and a red circle with the number '2' is placed next to it.

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

Step 5: (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 *Manager Assessment*. (Other possible next steps include: Recruiter Assessment, Recruiter Interview and Manager Interview)

