



**SUPERVISOR'S GUIDE TO
REVIEWING AND MANAGING APPLICATIONS
HMC APPLICANT TRACKING SYSTEM**

BROWSER ADVICE: PeopleAdmin works best with Firefox or Chrome. If you use Internet Explorer, some functions may not be easily accessible.

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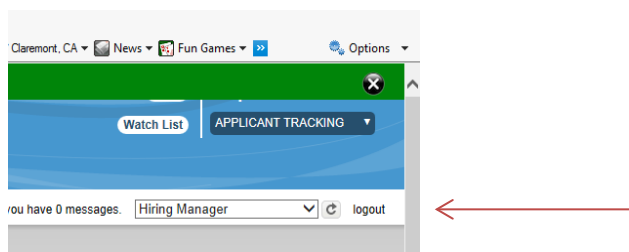
INTRODUCTION

All applicants for a position who are not screened out by disqualifying supplemental questions go directly to the hiring manager for review.

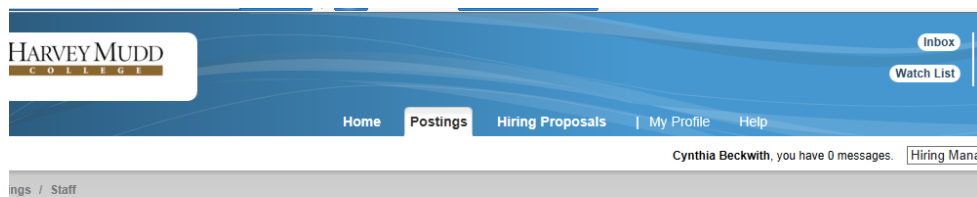
ACCESSING APPLICATIONS

After logging into the system with your HMC Credentials at <https://hmc.peopleadmin.com/hr>:

1. Select the **Applicant Tracking** module and make sure your role is set to **Hiring Manager**. If you need to change your role, remember to click on the “refresh” arrow after your select your role.



2. Select the **Postings** tab. The posting(s) assigned to your user account will be listed



Ad hoc Search

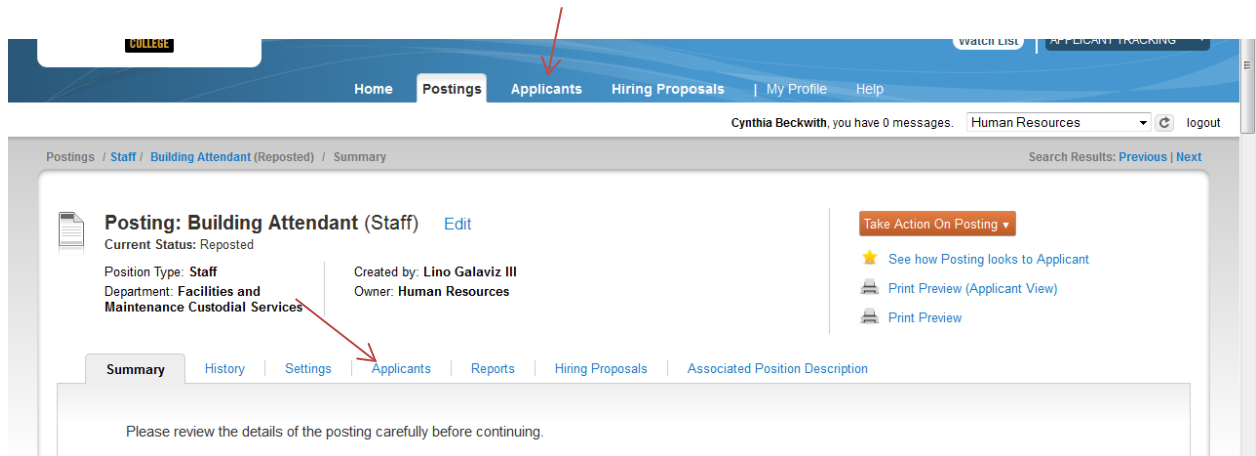
All Postings

Saved Search: "All Postings" (24 Items Found)

<input type="checkbox"/>	Title	Posting Number	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	Director of Regional Development/Major Gifts	P00014	1	Closed	Actions
<input type="checkbox"/>	File Clerk	P00019	0	HR	Actions
<input type="checkbox"/>	Administrative Assistant		0	Canceled	Actions
<input type="checkbox"/>	File Clerk		0	Draft	Actions
<input type="checkbox"/>	File Clerk - Backroom	P00020	2	Closed	Actions
<input type="checkbox"/>	Director of So. California Regional Development		0	Draft	Actions
<input type="checkbox"/>	Lead Cook		0	Draft	Actions
<input type="checkbox"/>	Financial File Clerk	P00022	3	Posted	Actions
<input type="checkbox"/>	Building Attendant		0	Draft	Actions
<input type="checkbox"/>	Building Attendant		0	Draft	Actions

3. Select the posting for which you want to view applicants. You can access the applicants' screen one of two ways:

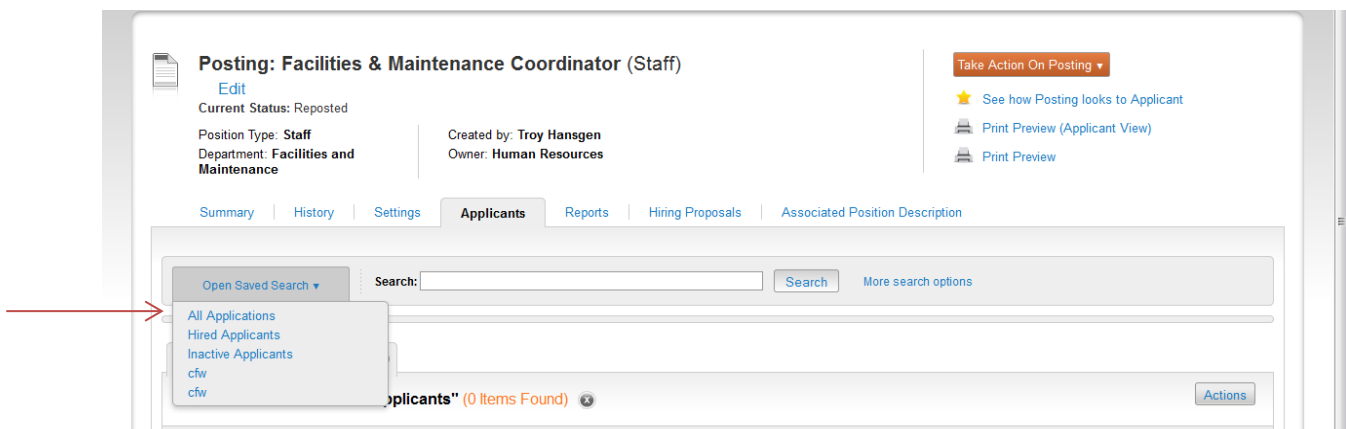
a. Click on the position's title and then click on one of the **Applicants** tabs on the next screen.



b. Select the position and hover over the **Actions** dropdown link (**Actions▼**) to view the posting and the applicants. Select **View Applicants** to be taken directly to the applicants' screen.



4. On the applicant screen, click on **Open Saved Search** on left-hand side of the screen. A dropdown menu will appear. Click on **All Applications** and the list of all active applicants will appear.



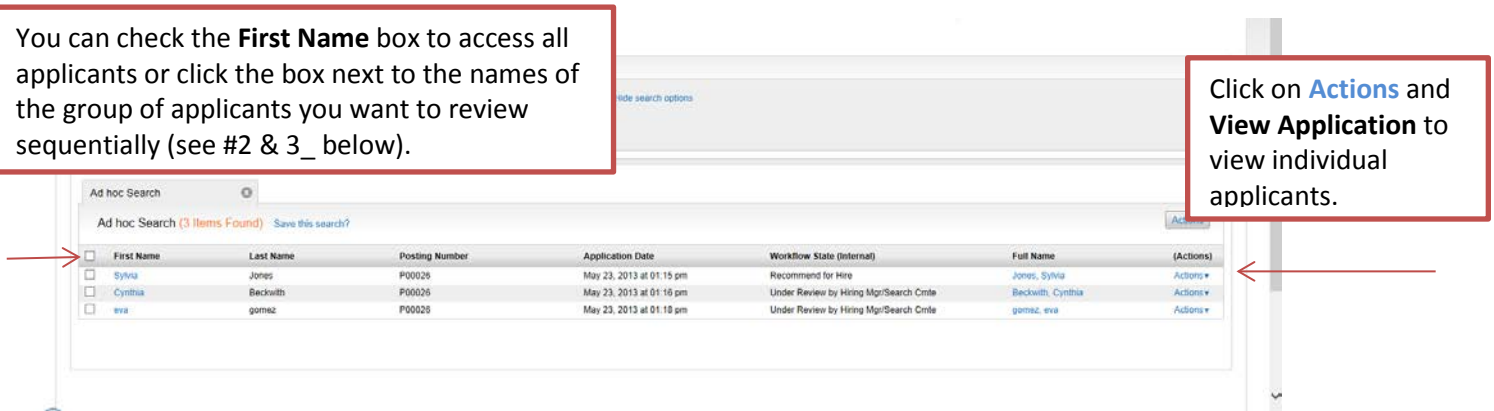
REVIEWING APPLICATIONS

There are several ways to view applicant materials which includes their application, attached documents (if required or optional), and answers to supplemental questions (if included).

1. How to view individual applicants: You can click on the name of the applicant check the box next to the name of the applicant you want to review and click on **View Application** in the Actions dropdown link (**Actions▼**)

You can check the **First Name** box to access all applicants or click the box next to the names of the group of applicants you want to review sequentially (see #2 & 3_ below).

Click on **Actions** and **View Application** to view individual applicants.



The screenshot shows a table of search results for 'Ad hoc Search (3 Items Found)'. The table has columns: First Name, Last Name, Posting Number, Application Date, Workflow State (Internal), Full Name, and (Actions). Three applicants are listed: Sylvia Jones, Cynthia Beckwith, and Eva Gomez. A red box on the left highlights the 'First Name' column header and the checkboxes next to the names. A red box on the right highlights the 'Actions' dropdown menu for each applicant. Red arrows point from the text boxes to these elements.

First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Full Name	(Actions)
<input type="checkbox"/> Sylvia	Jones	P00026	May 23, 2013 at 01:15 pm	Recommend for Hire	Jones, Sylvia	Actions▼
<input type="checkbox"/> Cynthia	Beckwith	P00026	May 23, 2013 at 01:16 pm	Under Review by Hiring Mgr/Search Cmte	Beckwith, Cynthia	Actions▼
<input type="checkbox"/> Eva	Gomez	P00026	May 23, 2013 at 01:18 pm	Under Review by Hiring Mgr/Search Cmte	Gomez, Eva	Actions▼

2. How to view all applicants sequentially: You can check the box next to **Name** which will automatically check all applicants. Hover over the **Actions** dropdown link and select **View Application** for the first applicant. Click on View Application for the first applicant. After you review the first one, you can move to the next one by clicking on **Search Results: Next** on the top right corner of the page.



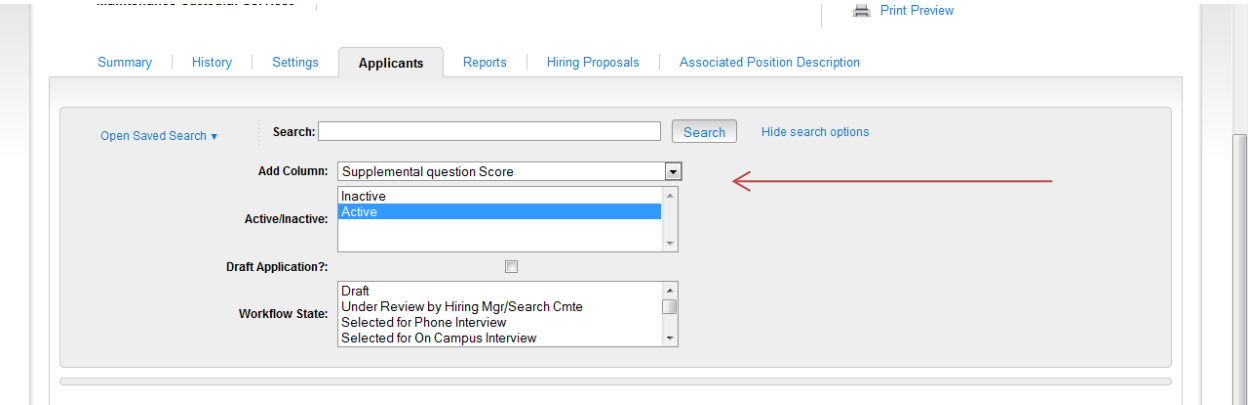
3. How to view a select group of applicants sequentially: Check the box next to the name of each applicant you want to review sequentially. Hover over the **Actions** dropdown link and select **View Application** for the first applicant. Click on View Application for the first applicant. After you review the first one, you can move to the next one by clicking on **Search Results: Next** on the top right corner of the page. You may want to use this feature to first view applicants who scored the highest on their answers to supplemental questions with predefined answer (e.g. Yes/No) that were assigned points.

BULK ACTIONS

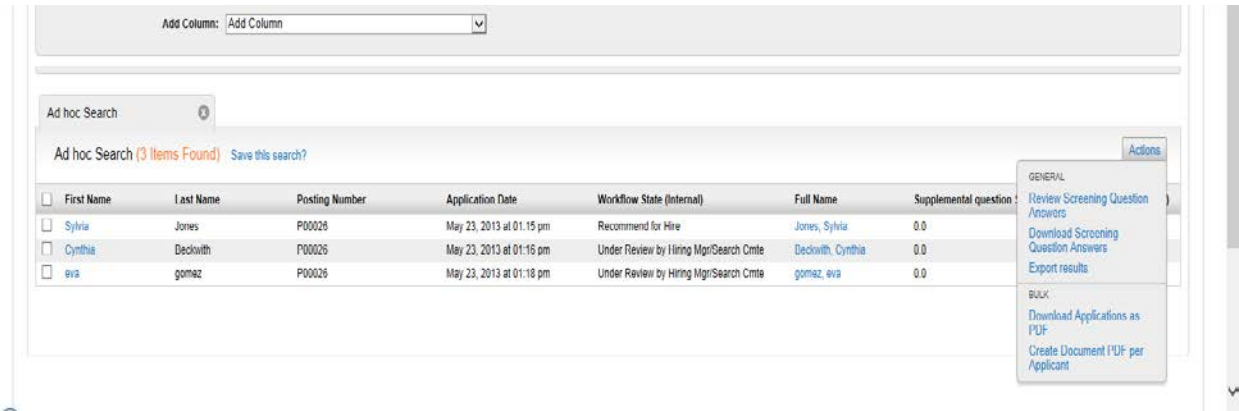
You can move applicants through the workflow in a batch. To do so, select the box that says “**First Name.**” Check the box to the left. That will check all names. Then go to the **blue “Action”** button on the right hand side. Hover over it, and you will see a header in **black** called “**bulk.**” Under that, you will see the options available to you in **blue**, depending on where you are in the workflow.

ACCESSING ANSWERS TO SUPPLEMENTAL QUESTIONS

You will be able to view each applicant’s score for supplemental questions that have been given points by adding a column with **Supplemental Question Score** to the applicant list.



If you want to review the statistics for answers, select the applicants for which you would like to see answers by selecting the **Actions** button and then select **Review Screening Question Answers**. You can also download them and export results.



CONVERTING APPLICATIONS TO PDF FORMAT AND PRINTING

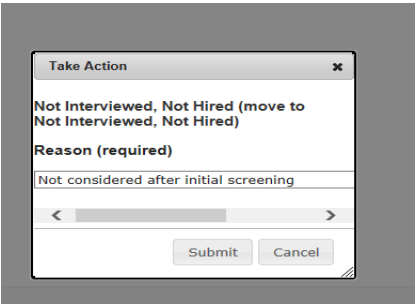
While use of the Applicant Tracking System is a paperless process, applications and attached documents can be downloaded in PDF format and printed. A link to “Recreate PDF” is at the bottom of each individual application. If First Name is checked on the page with all applicants for a position, all applications can be created in PDF by clicking on the Action button and selecting “Create Document PDF per Applicant.”

MOVING APPLICANTS THROUGH THE WORKFLOW

1. When you are finished reviewing each applicant you can hover over the **Take Action On Job Application** button and choose the appropriate action in the workflow.
2. When you are ready to move an applicant through the workflow, use the orange **Take Action on Job Application** button on the top right side of the page.



3. The workflow options are:
 - **Keep working on this job application** – keeps the applicant active and allows you to return to the application for future consideration
 - **Selected for Phone Interview** – moves the applicant to the Phone Interview status in the applicant workflow
 - **Not Interviewed, Not Hired** – moves the applicant to the Not Interviewed status in the applicant workflow. *NOTE: when you move an applicant to this status a Take Action dialogue box will appear and require you to select a reason for not hiring the applicant.*



To help you select a reason, the last page of this guide has a table that defines each reason.

- **Selected for On-Campus Interview** – moves the applicant to the Campus Interview status in the applicant workflow.

4. Finalists who are interviewed:

- As applicants are moved through the applicant workflow, those that are interviewed by phone or on-campus but not hired are moved to **Interviewed, Not Hired**. This moves the applicant to the Not Hired status in the applicant workflow. *NOTE: when you move an applicant to this status a **Take Action dialogue box** will appear and require you to select a reason for not hiring the applicant.* To help you with selecting a reason, the last page of this guide is a table that defines each reason.
- The applicant who is selected to fill the position and will be offered the position is moved to **Recommend for Hire** which prompts the Hiring Manager to begin the Hiring Proposal following the directions in the Supervisor's Guide to Completing the Hiring Proposal.

GUIDE TO REASONS FOR NOT SELECTING AN APPLICANT FOR A POSITION

Reason	Definition
Not able to contact - 2 or more attempts	At least two attempts were made to contact the applicant but could not reach or applicant did not respond.
Cancelled or failed to show for interview	The applicant did not show for interview.
Not considered after initial screening	During or after initial screening of the application or other documents (if required), applicant was not recommended for further consideration. Decision is typically based on how or whether the applicant's experience or education matches what is required of the position.
Not considered after phone screen	Based on the phone screen, applicant does not demonstrate that demeanor, communication skills, experience and qualifications that are suitable for the position and/or department.
Not considered after in-person interview	Based on the in-person interview, the applicant does not demonstrate having the communication skills, demeanor, capability, experience, knowledge, skills and/or other qualifications that are suitable for the position and/or department.
Lacks minimum requirements	Applicant does not meet the minimum qualifications in the job opening. This may be evident during the initial screening or may become evident during a phone or in-person interview.
Not best qualified	While applicant met minimum qualifications, there are other applicants whose qualifications are better suited for the position and/or department.
Cannot meet applicant salary requirements	Applicant's salary requirement is too high.
Not available for required hours	Not available to work hours for the position.
Lacks favorable references	Information obtained from a professional reference indicates concerns over qualifications, background, skills, knowledge, etc. Information may disclose discrepancies on application.
Declined job offer	Offer was made to an applicant, but the applicant declined the offer due to any number of reasons such as being no longer interested in the position or the applicant accepted a position elsewhere. Applicant may elect to not disclose reason.
Internal Transfer	The position was filled internally by an employee as a career opportunity within the department or College.
Applied after position was filled	Applicant applied for position that was already filled.
Not eligible to work in U.S.	Unable to provide legal documents to work in the United States
Did not meet pre-employment requirements (e.g. background check)	The results of the applicant's background check, DMV check and/or physical capacity test did not meet job-related criteria (HR notifies Hiring Manager).
No show for first day of work	Applicant did not report to work on first day and no reasonable or acceptable rationale provided.
Candidate withdrew	Prior to the position being filled and closed, the applicant voluntarily withdrew from consideration for the position.
Search Cancelled	Department decided to cancel the posting.