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.
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.

![Image of a posting page with Applicants tab highlighted]

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.

![Image of a posting page with Action dropdown menu]

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.

![Image of an applicant screen with Open Saved Search highlighted]
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▼).

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.
<table>
<thead>
<tr>
<th>Reason</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not able to contact - 2 or more attempts</td>
<td>At least two attempts were made to contact the applicant but could not reach or applicant did not respond.</td>
</tr>
<tr>
<td>Cancelled or failed to show for interview</td>
<td>The applicant did not show for interview.</td>
</tr>
<tr>
<td>Not considered after initial screening</td>
<td>Decision is typically based on how or whether the applicant’s experience or education matches what is required of the position.</td>
</tr>
<tr>
<td>Not considered after phone screen</td>
<td>Applicant did not demonstrate having the demeanor, communication skills, and other qualifications that are suitable for the position.</td>
</tr>
<tr>
<td>Not considered after in-person interview</td>
<td>Applicant did not demonstrate having the communication skills, demeanor, capability, experience, knowledge, skills and/or other qualifications that are suitable for the position.</td>
</tr>
<tr>
<td>Lacks minimum requirements</td>
<td>Applicant does not meet the position’s minimum qualifications described in the posting.</td>
</tr>
<tr>
<td>Not best qualified</td>
<td>While applicant met minimum qualifications, there are other applicants whose qualifications are better suited for the position.</td>
</tr>
<tr>
<td>Cannot meet applicant salary requirements</td>
<td>Applicant’s salary requirement is too high.</td>
</tr>
<tr>
<td>Not available for required hours</td>
<td>Not available to work hours for the position.</td>
</tr>
<tr>
<td>Lacks favorable references</td>
<td>Information obtained from a professional reference indicates concerns over qualifications, background, skills, knowledge, etc. Information may disclose discrepancies on application.</td>
</tr>
<tr>
<td>Declined job offer</td>
<td>Offer was made to an applicant, but the applicant declined the offer due to any number of reasons.</td>
</tr>
<tr>
<td>Internal Transfer</td>
<td>The position was filled internally by a current employee.</td>
</tr>
<tr>
<td>Applied after position was filled</td>
<td>Applicant applied for position that was already filled.</td>
</tr>
<tr>
<td>Not eligible to work in U.S.</td>
<td>Unable to provided legal documents to work in the United states</td>
</tr>
<tr>
<td>Did not meet pre-employment requirements (e.g. background check)</td>
<td>The results of the applicant’s background check did not meet job-related criteria (HR notifies Hiring Manager).</td>
</tr>
<tr>
<td>No show for first day of work</td>
<td>Applicant did not report to work on first day and no reasonable or acceptable rationale provided.</td>
</tr>
<tr>
<td>Candidate withdrew</td>
<td>Applicant voluntary withdrew from consideration.</td>
</tr>
<tr>
<td>Search Cancelled</td>
<td>Department decided to cancel the posting.</td>
</tr>
</tbody>
</table>