APPLICANT MANAGEMENT FOR FACULTY SEARCHES
Hiring Manager: Transitioning Applications during Review Process

OVERVIEW/DESCRIPTION

This document provides step-by-step instructions on **APPLICANT MANAGEMENT FOR FACULTY SEARCHES - Hiring Manager: Transitioning Applications during Review Process**

WHO CAN DO THIS?

Applicant management can only be conducted by Hiring Managers.

INSTRUCTIONS

In Careers, Hiring Managers, Search Committee Members, and Faculty Affairs Recruiters have access to review applicants, but only Hiring Managers may transition applicants from one stage of the review process to the next.

I.   The Manage Job Opening page can be reached by clicking on the Open Jobs tile in Recruiting Self Service.
   a. This screen displays a list of all applicants who have applied to the opening.
   b. You may filter by state or level of review, but the system defaults to All.
   c. Applied is the initial status for applicants.
   d. You can review applications and resumes by clicking on the corresponding icons.
   e. You can generate PDFs to view offline by clicking the Print icon and selecting the documents you wish to view from the lists provided.
   f. Applications are sorted alphabetically by first name for each disposition status (sorting by last name is not an available feature in Careers).
   g. Application date is not an available field to view on the applicant list.

II. To transition applicants to different steps in the process, click on Other Actions, Recruiting Actions, Edit Disposition, then select the next state for the applicant, such as Rejected, Reviewed, or Interviewed.
   a. You should mark applicants as Reviewed prior to moving them to the appropriate next step in the process.

III. You may execute bulk movements by selecting multiple applicants and clicking on the Group Actions dropdown.

IV. To proceed with interviews, move applicants to the Interview state.
   a. Clicking on the Interview Icon will take you to the Interview Schedule screen. Here you can schedule a variety of types and multiple rounds of interviews and add venue information.

    b. Alert parties to be involved in a particular interview by checking the Notify Applicant and/or Notify Interview Team buttons to send email notifications once the Interview Schedule has been submitted.

    c. Committee members must be employees of KSU in order to access the Careers portal.

    d. NOTE: The Interview Schedule is an optional functionality available to you in Careers. You may opt to arrange and conduct interviews outside of the system. However, applicants will still need to be moved to the Interview disposition before a job offer can be created.

V.   Once an applicant is selected for the position, move that applicant to the Prepare Job Offer state.

VI.   From this point, please refer to the applicable job aid for preparing job offers.

VII.   Applicants not selected for the position should be marked as Rejected. This can be done by editing an applicant's disposition or by clicking on the icon in the Reject column.

    a. NOTE: The system will automatically reject and correspond with all applicants who have not been moved past the Offer Accepted status when a finalist is moved to the Hire status or the job opening is moved to a terminal state (i.e., closed/filled).