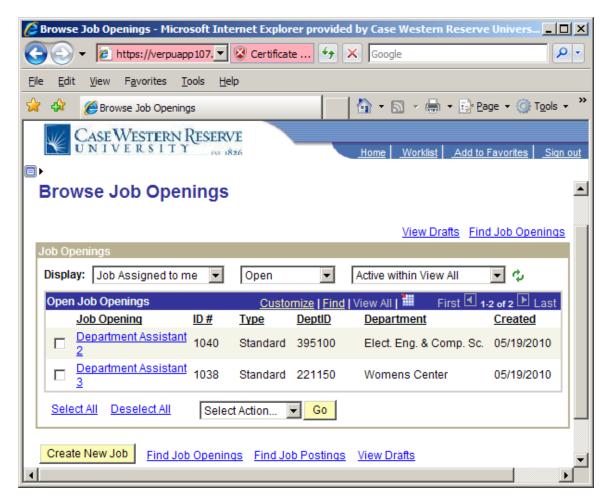# Hiring Manager – Managing Applicants

Log onto to Peoplesoft HCM
Click the Recruiting link from the main menu
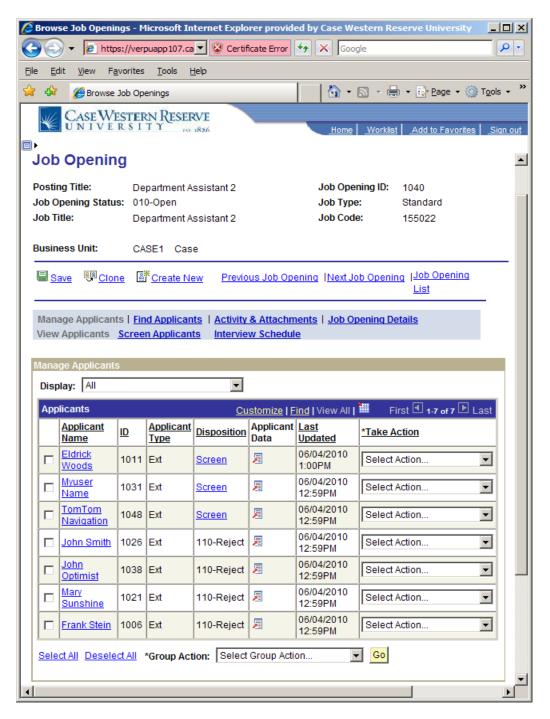Go to Find Job Openings, enter the Job ID, and click Search
-or-
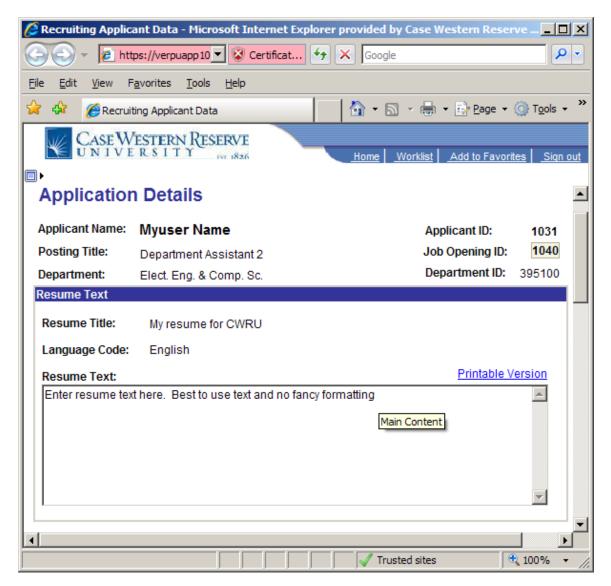Go to Browse Job Openings, click on the job opening title (see below)

The list of applicants will appear for the position.
If the applicant's disposition is Screen, then the applicant has been qualified for the hiring manager's review. If the disposition is Applied, then the applicant has not been reviewed yet. If the disposition is Reject, then the applicant does not meet the minimum job requirements.
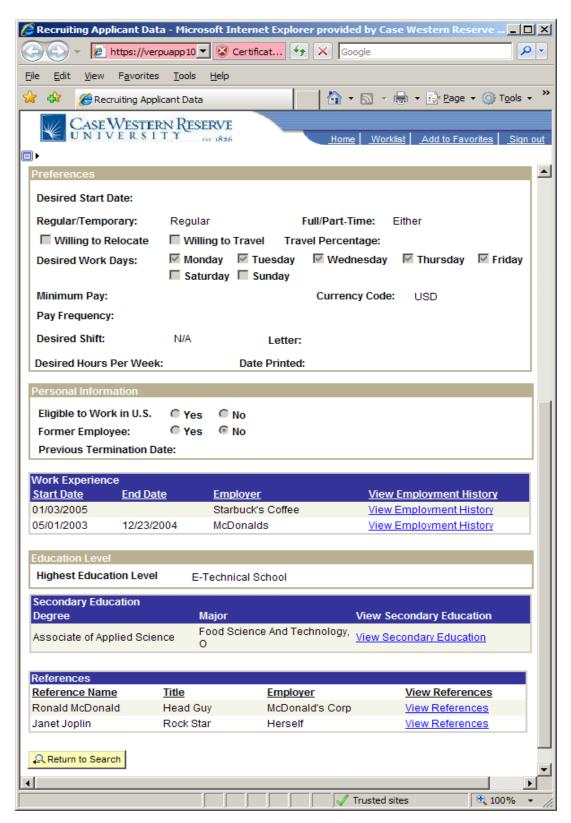
To view the resume/application, click the Applicant Data icon for the applicant you wish to review.

The Applicant details will appear, beginning with the resume text. You have the option to print the text by clicking the Printable Version link and/or ask the applicant to provide a cover letter and resume when they come to an interview.

Review the online application and click to view details for employment history, education, and references.

If an interview is desired, contact the applicant directly to make arrangements then record the interview in HCM Careers. Select Action for the applicant and choose Manage Interviews.

Record the Interview Date, Start time, End time, Interviewer, Interview Type, and location.
Types of Interviews are:
- In Person 1 – first in-person interview
- In Person 2 – second in-person interview
- Panel – multiple interviewers in the same interview room
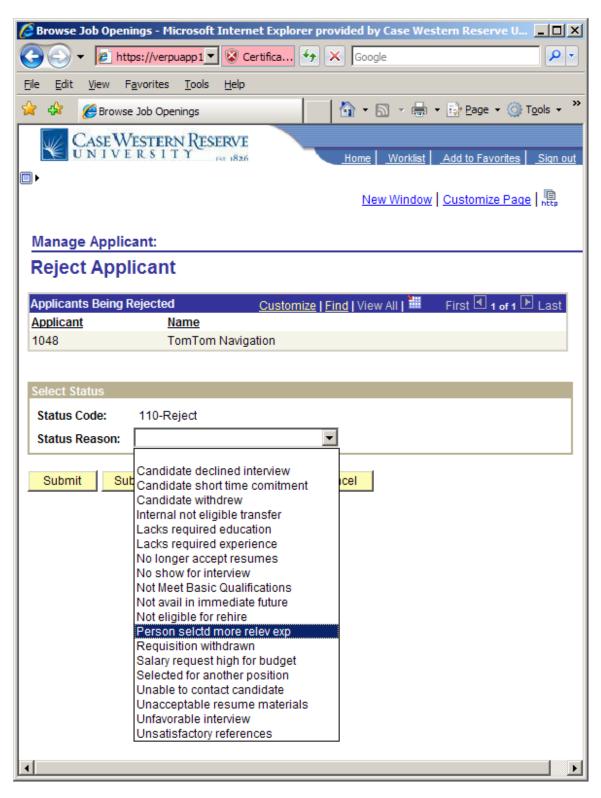- Phone Screen – interview by phone
- Other

You may + Add Interviewers, if there is more than one interviewer.

After you have reviewed and/or interviewed the applicants, you may record a reason for rejecting applicants. For each applicant, Select Action and choose Reject Applicant.

From the Reject Applicant page, choose the appropriate status reason from the drop down table, i.e. person selected had more relevant experience in required area.

Once you have selected a finalist, contact your Recruiter to guide you through the next steps involving background screening and reference checks, preparing an employment offer, scheduling orientation/training, etc.