

## 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)

**Case Western Reserve University** [Home](#) [Worklist](#) [Add to Favorites](#) [Sign out](#)

### Browse Job Openings

[View Drafts](#) [Find Job Openings](#)

Job Openings

Display:

Open Job Openings		Customize   Find   View All    First 1-2 of 2 Last				
	Job Opening	ID #	Type	DeptID	Department	Created
<input type="checkbox"/>	<a href="#">Department Assistant 2</a>	1040	Standard	395100	Elect. Eng. & Comp. Sc.	05/19/2010
<input type="checkbox"/>	<a href="#">Department Assistant 3</a>	1038	Standard	221150	Womens Center	05/19/2010

[Select All](#) [Deselect All](#)

[Find Job Openings](#) [Find Job Postings](#) [View Drafts](#)

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.

**Job Opening**

Posting Title: Department Assistant 2      Job Opening ID: 1040  
 Job Opening Status: 010-Open      Job Type: Standard  
 Job Title: Department Assistant 2      Job Code: 155022

Business Unit: CASE1 Case

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details  
 View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

Applicant Name	ID	Applicant Type	Disposition	Applicant Data	Last Updated	*Take Action
<a href="#">Eldrick Woods</a>	1011	Ext	Screen		06/04/2010 1:00PM	Select Action...
<a href="#">Myuser Name</a>	1031	Ext	Screen		06/04/2010 12:59PM	Select Action...
<a href="#">TomTom Navigation</a>	1048	Ext	Screen		06/04/2010 12:59PM	Select Action...
<a href="#">John Smith</a>	1026	Ext	110-Reject		06/04/2010 12:59PM	Select Action...
<a href="#">John Optimist</a>	1038	Ext	110-Reject		06/04/2010 12:59PM	Select Action...
<a href="#">Mary Sunshine</a>	1021	Ext	110-Reject		06/04/2010 12:59PM	Select Action...
<a href="#">Frank Stein</a>	1006	Ext	110-Reject		06/04/2010 12:59PM	Select Action...

Select All Deselect All \*Group Action: Select Group Action... Go

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.

The screenshot shows a Microsoft Internet Explorer browser window titled "Recruiting Applicant Data - Microsoft Internet Explorer provided by Case Western Reserve ...". The address bar shows "https://verpuapp10" and a search bar with "Google". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the Case Western Reserve University logo and navigation links: "Home", "Worklist", "Add to Favorites", and "Sign out".

### Application Details

<b>Applicant Name:</b>	<b>Myuser Name</b>	<b>Applicant ID:</b>	<b>1031</b>
<b>Posting Title:</b>	Department Assistant 2	<b>Job Opening ID:</b>	<b>1040</b>
<b>Department:</b>	Elect. Eng. & Comp. Sc.	<b>Department ID:</b>	395100

#### Resume Text

**Resume Title:** My resume for CWRU

**Language Code:** English

**Resume Text:** [Printable Version](#)

Enter resume text here. Best to use text and no fancy formatting

Main Content

Trusted sites 100%

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

**Case Western Reserve University** est. 1826

Home | Worklist | Add to Favorites | Sign out

---

**Preferences**

**Desired Start Date:**

**Regular/Temporary:** Regular      **Full/Part-Time:** Either

Willing to Relocate     Willing to Travel    **Travel Percentage:**

**Desired Work Days:**     Monday     Tuesday     Wednesday     Thursday     Friday  
 Saturday     Sunday

**Minimum Pay:**      **Currency Code:** USD

**Pay Frequency:**

**Desired Shift:**      N/A      **Letter:**

**Desired Hours Per Week:**      **Date Printed:**

---

**Personal Information**

**Eligible to Work in U.S.**     Yes     No

**Former Employee:**       Yes     No

**Previous Termination Date:**

---

**Work Experience**

Start Date	End Date	Employer	<a href="#">View Employment History</a>
01/03/2005		Starbuck's Coffee	<a href="#">View Employment History</a>
05/01/2003	12/23/2004	McDonalds	<a href="#">View Employment History</a>

---

**Education Level**

**Highest Education Level**      E-Technical School

---

**Secondary Education**

Degree	Major	<a href="#">View Secondary Education</a>
Associate of Applied Science	Food Science And Technology, O	<a href="#">View Secondary Education</a>

---

**References**

Reference Name	Title	Employer	<a href="#">View References</a>
Ronald McDonald	Head Guy	McDonald's Corp	<a href="#">View References</a>
Janet Joplin	Rock Star	Herself	<a href="#">View References</a>

[Return to Search](#)

Trusted sites    100%

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.

Manage Applicants

Display: All

Applicant Name	ID	Applicant Type	Disposition	Applicant Data	Last Updated	*Take Action
<input type="checkbox"/> <a href="#">Eldrick Woods</a>	1011	Ext	Screen		06/04/2010 1:00PM	Select Action...
<input type="checkbox"/> <a href="#">Mvuser Name</a>	1031	Ext	Screen		06/04/2010 12:59PM	Select Action...
<input type="checkbox"/> <a href="#">TomTom Navigation</a>	1048	Ext	Screen		06/04/2010 12:59PM	Select Action...
<input type="checkbox"/> <a href="#">John Smith</a>	1026	Ext	110-Reject		06/04/2010 12:59PM	Add Applicant to New List Add Applicant to Saved List Change Applicant Status Create Interview Evaluation Forward Applicant Link Applicant to Job Manage Applicant Checklists <b>Manage Interviews</b> Pre-Employment Check Prepare For Hire Prepare Job Offer Reject Applicant Route Applicant Select Action... Send Correspondence
<input type="checkbox"/> <a href="#">John Optimist</a>	1038	Ext	110-Reject		06/04/2010 12:59PM	
<input type="checkbox"/> <a href="#">Mary Sunshine</a>	1021	Ext	110-Reject		06/04/2010 12:59PM	
<input type="checkbox"/> <a href="#">Frank Stein</a>	1006	Ext	110-Reject		06/04/2010 12:59PM	
<a href="#">Select All</a> <a href="#">Deselect All</a> *Group Action: <a href="#">Select Group Action...</a>						

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.

**Job Opening: TomTom Navigation**

### Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Click on Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

**Posting Title:** Department Assistant 2      **Job Opening ID:** 1040  
**Job Opening Status:** 010-Open      **Job Type:** Standard  
**Job Title:** Department Assistant 2      **Job Code:** 155022  
**Business Unit:** CASE1 Case

[Return to Previous Page](#)

---

**TomTom Navigation**

**Applicant Name:** TomTom Navigation      **ID:** 1048  
 **Notify Interview Team**       **Notify Applicant**  
**Letter:**       **Date Printed:**

[Generate Letter](#)    [Email Applicant](#)    [Upload Letter](#)

**Interview Schedule**

Interview Date	Start Time	End Time	Time Zone	Interviewer ID	Interviewer Name	Interview Type	Location
10/19/2010	2:00pm	3:00pm		1005038	Karma Topor	In Person	Crawford304

[+ Add 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.

The screenshot shows a web browser window titled "Browse Job Openings - Microsoft Internet Explorer provided by Case Western Reserve University". The address bar shows "https://verpuapp107.ca" with a "Certificate Error" warning. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features the Case Western Reserve University logo and navigation links for Home, Worklist, Add to Favorites, and Sign out.

The main content area is titled "Manage Applicants" and includes a "Display:" dropdown set to "All". Below this is a table of applicants with the following columns: Applicant Name, ID, Applicant Type, Disposition, Applicant Data, Last Updated, and \*Take Action. The table contains seven rows of applicant data. A context menu is open over the "John Optimist" row, listing various actions such as "Add Applicant to New List", "Change Applicant Status", and "Reject Applicant", with "Reject Applicant" currently selected.

Applicant Name	ID	Applicant Type	Disposition	Applicant Data	Last Updated	*Take Action
<a href="#">TomTom Navigation</a>	1048	Ext	Screen		06/04/2010 12:59PM	Select Action...
<a href="#">Mvuser Name</a>	1031	Ext	Screen		06/04/2010 12:59PM	Add Applicant to New List Add Applicant to Saved List Change Applicant Status
<a href="#">Eldrick Woods</a>	1011	Ext	Screen		06/04/2010 1:00PM	Create Interview Evaluation Forward Applicant
<a href="#">Mary Sunshine</a>	1021	Ext	110-Reject		06/04/2010 12:59PM	Link Applicant to Job Manage Applicant Checklists Manage Interviews
<a href="#">Frank Stein</a>	1006	Ext	110-Reject		06/04/2010 12:59PM	Pre-Employment Check Prepare For Hire
<a href="#">John Smith</a>	1026	Ext	110-Reject		06/04/2010 12:59PM	Prepare Job Offer Reject Applicant
<a href="#">John Optimist</a>	1038	Ext	110-Reject		06/04/2010 12:59PM	Route Applicant Select Action... Send Correspondence

At the bottom of the table, there are links for "Select All" and "Deselect All", a "\*Group Action:" dropdown menu set to "Select Group Action...", and a "Go" button.

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.

**Manage Applicant:**  
**Reject Applicant**

**Applicants Being Rejected** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Applicant	Name
1048	TomTom Navigation

**Select Status**

Status Code: 110-Reject

Status Reason:

- Candidate declined interview
- Candidate short time comitment
- Candidate withdrew
- Internal not eligible transfer
- Lacks required education
- Lacks required experience
- No longer accept resumes
- No show for interview
- Not Meet Basic Qualifications
- Not avail in immediate future
- Not eligible for rehire
- Person selctd more relev exp**
- Requisition withdrawn
- Salary request high for budget
- Selected for another position
- Unable to contact candidate
- Unacceptable resume materials
- Unfavorable interview
- Unsatisfactory references



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.

**Job Opening**

Posting Title: Department Assistant 2      Job Opening ID: 1040  
 Job Opening Status: 010-Open      Job Type: Standard  
 Job Title: Department Assistant 2      Job Code: 155022

Business Unit: CASE1 Case

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details  
 View Applicants Screen Applicants Interview Schedule

Manage Applicants

Display: All

Applicant Name	ID	Applicant Type	Disposition	Applicant Data	Last Updated	*Take Action
<a href="#">Eldrick Woods</a>	1011	Ext	Screen		06/04/2010 1:00PM	Select Action...
<a href="#">Myuser Name</a>	1031	Ext	Screen		06/04/2010 12:59PM	Select Action...
<a href="#">TomTom Navigation</a>	1048	Ext	Screen		06/04/2010 12:59PM	Select Action...
<a href="#">John Smith</a>	1026	Ext	110-Reject		06/04/2010 12:59PM	Select Action...
<a href="#">John Optimist</a>	1038	Ext	110-Reject		06/04/2010 12:59PM	Select Action...
<a href="#">Mary Sunshine</a>	1021	Ext	110-Reject		06/04/2010 12:59PM	Select Action...
<a href="#">Frank Stein</a>	1006	Ext	110-Reject		06/04/2010 12:59PM	Select Action...

Select All Deselect All \*Group Action: Select Group Action... Go