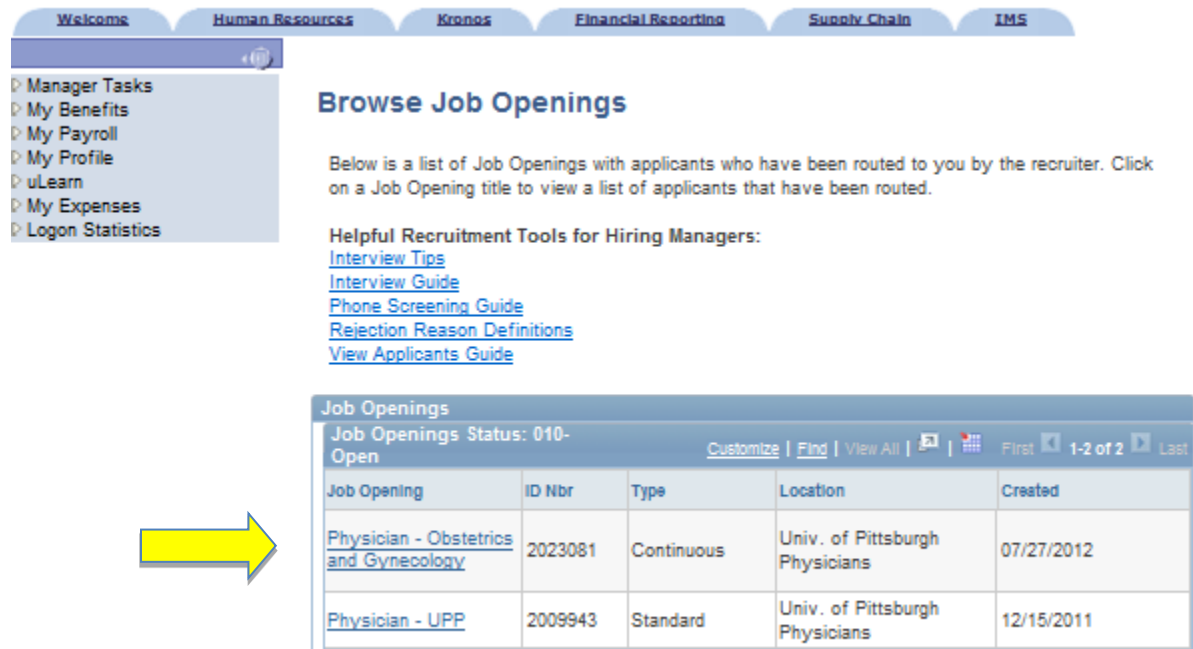


## Choosing a Job Opening

Click on the title of the Job Opening for which you wish to review applicants.



The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes: Manager Tasks, My Benefits, My Payroll, My Profile, uLearn, My Expenses, and Logon Statistics. The main content area has a header with tabs for Welcome, Human Resources, Kronos, Financial Reporting, Supply Chain, and IMS. Below the header is a section titled "Browse Job Openings" with a sub-header "Job Openings". The sub-header includes "Job Openings Status: 010-Open" and navigation options: Customize, Find, View All, First, 1-2 of 2, Last. Below this is a table with columns: Job Opening, ID Nbr, Type, Location, and Created. A yellow arrow points to the first row of the table.

**Browse Job Openings**

Below is a list of Job Openings with applicants who have been routed to you by the recruiter. Click on a Job Opening title to view a list of applicants that have been routed.

**Helpful Recruitment Tools for Hiring Managers:**


- [Interview Tips](#)
- [Interview Guide](#)
- [Phone Screening Guide](#)
- [Rejection Reason Definitions](#)
- [View Applicants Guide](#)

**Job Openings**

Job Openings Status: 010-Open [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Job Opening	ID Nbr	Type	Location	Created
<a href="#">Physician - Obstetrics and Gynecology</a>	2023081	Continuous	Univ. of Pittsburgh Physicians	07/27/2012
<a href="#">Physician - UPP</a>	2009943	Standard	Univ. of Pittsburgh Physicians	12/15/2011

## Reviewing the Applicant Resumes and Applications

1. Click on the  icon to view the application.

2. Click on the  icon to view the resume.













The document will open in another window or another tab, depending on your browser settings.

Below is a list of applicants to be considered for this job opening.

Click on the Resume and Applicant Summary icons to view details of the applicant's resume and application.

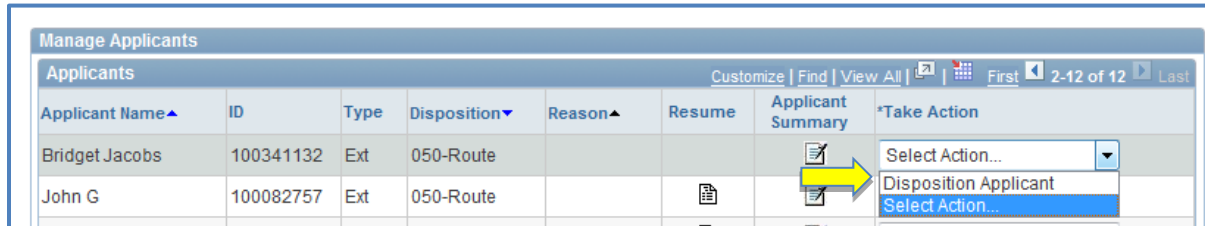
Click on the 'Take Action' drop down list to consider or reject an applicant.

**Note:** All applicants must be rejected below before an offer can be extended. All applicants that were interviewed, including your final candidate, must have an interview date entered before an offer can be extended. Please contact your HR recruiter when you have identified your final candidate for hire.

Manage Applicants							
Applicants <span style="float: right;">Customize   Find   View All    First 2-12 of 12 Last</span>							
Applicant Name ▲	ID	Type	Disposition ▼	Reason ▲	Resume	Applicant Summary	*Take Action
Bridget Jacobs	100341132	Ext	050-Route				Select Action... ▼
John G	100082757	Ext	050-Route				Select Action... ▼
Morena Baccarin	200000003	Ext	065-Fin Ca				Select Action... ▼
asss aqqa	100050292	Ext	050-Route				Select Action... ▼
howard anderson-stuvaints	100258845	Ext	050-Route				Select Action... ▼
theresa wright	100281401	Ext	050-Route				Select Action... ▼

## Dispositioning an Applicant

1. Choose an Applicant
2. Go to Take Action drop down list
3. Select Disposition Applicant – will automatically take you to the next screen



Applicant Name▲	ID	Type	Disposition▼	Reason▲	Resume	Applicant Summary	*Take Action
Bridget Jacobs	100341132	Ext	050-Route				Select Action... Disposition Applicant Select Action...
John G	100082757	Ext	050-Route				

## Dispositioning an Applicant – cont.

4. Select a Status Code from the drop down list and enter all other required information.
5. Click Submit.
6. Once the final candidate has been selected, notify your recruiter so that an offer can be made. All other routed candidates must be rejected.

**Manage Applicant: John G**

### Disposition Applicant

[Click Here](#) to view a listing of Status Reasons and information about when each reason should be used.

If you state that you have interviewed the applicant, you are required to provide the most recent Interview Date. Based on the reason that you select, you are also required to select a value from the 'Detailed Rejection Reason' drop down box below (only if the drop down is visible).

**Reminder:** All interview notes, phone screen questionnaires, and/or any other written documentation relating to this applicant must be sent to your human resources recruiter.

Applicants to be Customize | First 1 of 1 Last

Applicant

**Enter Disposition Information**

\*Status Code: 105-Manager Reject

Status Reason: Less Preferred Applicant

**Disposition Details**

Did you interview this applicant?  Yes  No Last Interview Date

Detailed Rejection Reason: MeetsRequirements/NotPreference:

**Submit** **Cancel**

**Callout 1:** \* Select Route, Manager Reject, or Final Candidate

**Callout 2:** If Manager Reject, select a status reason.

**Callout 3:** Answer "Yes" or "No" and enter the last interview date if interviewed.

**Callout 4:** Select a Detailed Rejection Reason if the option is available.

**Callout 5:** Click Submit after entering all information.

\* Route – holds applicant in routed status; use to keep candidate in consideration or to remove a previously selected rejection reason

\* Manager Reject – use to indicate that the candidate is no longer in consideration; must select a rejection reason and detailed rejected reason (if applicable)

\* Final Candidate – use to identify the final candidate; must enter an interview date