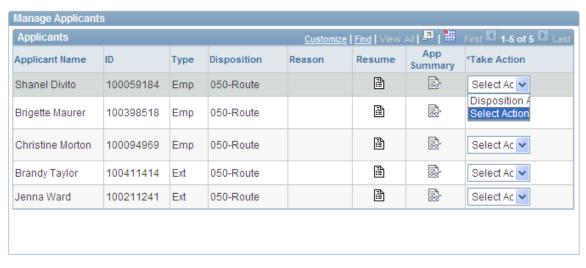
## "View Applicants" Enhancements

The below screen shot illustrates the new look and feel of the View Applicant functionality in MyHUB. The same help tips and guides still exist it is simply a new color scheme and a fresh look.



With this upgrade, we have streamlined your ability to disposition applicants. We have removed the "Yes" and "Hold" actions that were not easily visible to the recruiters, and have updated the reject function to be simply titled "Disposition Applicant" to allow for more functionality.

**Note:** the Application Summary is now in PDF format to allow for you to save the application to your computer and more easily email and print the application.



Save

Previous Job Opening | Next Job Opening | Job Opening List

The new disposition applicant functionaly retains your ability to reject applicants with a detailed reject reason and the ability to enter the interview information. With the upgrade we will be introducing a new status code called "065-Final Candidate". This new code will allow you to enter the interview date, and will help facilitate dialog with your recruiter so they will know this is the candidate for whom you will be extending a job offer.

## Manage Applicant: Shanel Divito

## **Disposition Applicant**

<u>Click Here</u> 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.

