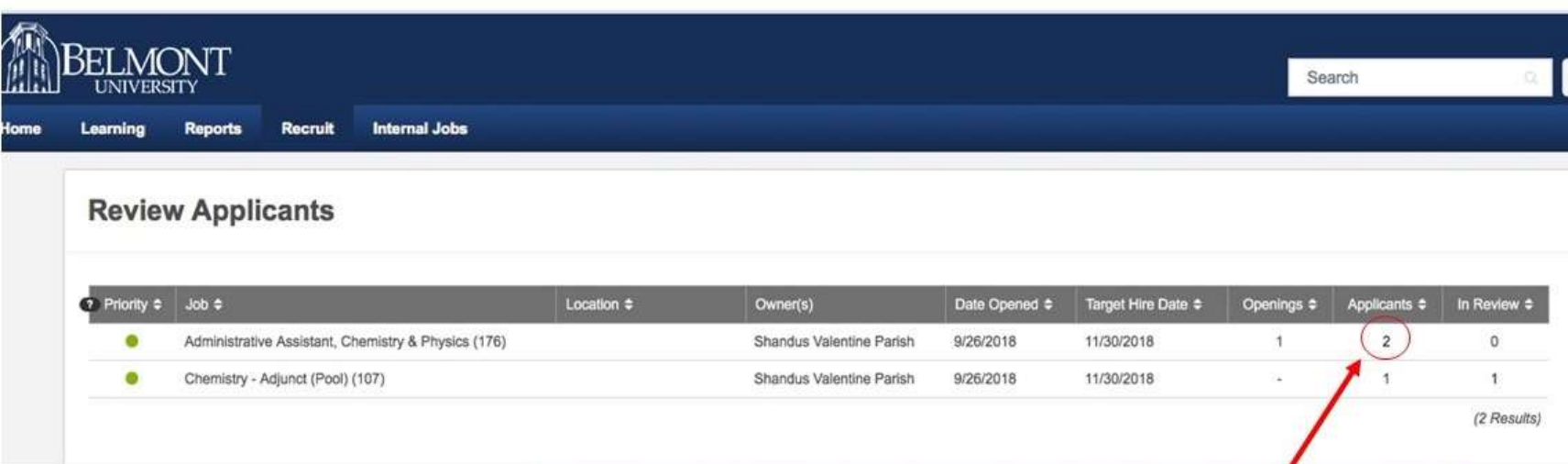


Reviewing Applicants

- Log into [myBelmont](#), click **Human Resources** tab (top menu) and click **Belmont Be You**.
- Hover over **Recruit** tab & click **Review Applicants**. (You may not see this option until a candidate has applied to your position.)
- On **Review Applicants** page (pictured below), you'll see a list of all Requisitions (postings) to which you have access. To review applicants for a specific position, click on the number in the **Applicants** column of that requisition.



Review Applicants

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
	Administrative Assistant, Chemistry & Physics (176)		Shandus Valentine Parish	9/26/2018	11/30/2018	1	2	0
	Chemistry - Adjunct (Pool) (107)		Shandus Valentine Parish	9/26/2018	11/30/2018	-	1	1

(2 Results)

Click the number in the Applicants column to view the Manage Applicants page (list of all applicants) for that requisition (job posting).

From there, you'll arrive at the **Manage Applicants** page. You can do so much on this page! In the example below, you can see there are two applicants, both in the Offer Letter stage. See the following pages for more guidance.

Administrative Assistant, Chemistry & Physics (176)

Job Details

Show All Clear All Include Hired / Closed

? <

In Review
0

Initial Screening I...
0

Campus Interview
0

Recommended f...
0

Offer Letter
2

Background Check
0

Closed
0

>

Search

1 ?

Actions ?

Show 20 ? Edit ?

☒ Applicants ?	Ratings ?	Application Flags	Applicant Flags	Type ?
☒ John Wayne 7313361815 testing@belmont.edu	★★★★☆ 1 Ratings			Internal
☒ Test Applicant 555-123-4567 kirk.mandy.hodge@gmail.com	★★★★☆ 1 Ratings			External

Back

The following pages highlight some of the available features for reviewing applicants on the **Manage Applicants** page. Explore this page and become familiar with the ways you can review and compare applicants!

Administrative Assistant, Chemistry & Physics (176)

Job Details

Click here to quickly review job description & qualifications (pop-up)

Applicant Name

Show All Clear All Include Hired / Closed

In Review 0 Initial Screening I... 0 Campus Interview 0 Recommended f... 0 Offer Letter 2 Background Check 0 Closed 0

Refine your search

Q Search

Administrative Assistant, Chemistry & Physics (176)

Job Details

Applicant Name

Show All Clear All Include Hired / Closed

In Review 0 Initial Screening I... 0 Campus Interview 0 Recommended f... 0 Offer Letter 2 Background Check 0 Closed 0

Refine your search

Easily view how many applicants are in each status. To see all applicants in a particular status, click in the box and then click search.

Q Search

1 Actions

Show 20 Edit

Administrative Assistant, Chemistry & Physics (176)

Job Details

Show All Clear All Include Hired / Closed

?

In Review
0

Initial Screening I...
0

Campus Interview
0

Recommended f...
0

Offer Letter
2

Background Check
0

Closed
0

Q Search

1

Actions

Click name to open applicant's full profile.

Click Edit to modify the columns that display in the applicant list or to rearrange the order.

Show 20 ⚙ Edit ?
Click stars to assign ratings. (Be sure to establish a consistent rating method with your committee ahead of time!) ☺
Assigned applicant flags will display here. Light blue means "Adjunct Talent Pool."
Back

As shown below, you can easily view the applicant's **Resume/CV** or **full application** at a click, without having to go into the applicant's profile.

The screenshot displays a web interface for reviewing applicants. At the top, there is a '1' with a question mark and an 'Actions' dropdown menu. Below this is a table with columns for 'Applicants', 'Application Flags', and 'Applicant Flags'. Two applicants are listed: John Wayne and Test Applicant. Red arrows point from callout boxes to the person and paper icons next to each applicant's name.

Applicants	Application Flags	Applicant Flags
☐  John Wayne 7313361815 testing@belmont.edu		
☐  Test Applicant 555-123-4567 kirk.mandy.hodge@gmail.com		

Click the person icon to view only the resume/CV file.

Click the paper icon to view PDF of full application.

Back

From the **Manage Applicants** page, click “**Actions**” for additional options. The action you choose will apply to all applicants with the checkbox marked next to their name. In the example below, both applicants are selected, as evidenced by the dark blue checkboxes.

Administrative Assistant, Chemistry & Physics (176)
Job Details

Applicant Name Include Hired / Closed

Show All Clear All Include Hired / Closed

In Review 0 Initial Screening I... 0 Campus Interview 0 Recommended f... 0 Offer Letter 2 Background Check 0 Closed 0 Hired 0

Click “Actions” to view options.

Change status for one or more applicants at a time.

Send e-mails directly to candidates by clicking the checkbox next to each applicants’ name and choosing Email from Template (pre-determined email template) or Customizable Email.

Invite applicant(s) to interview (“event”). Note: applicant(s) must be in an interview status in order to schedule an interview.

1 Actions

- Change Status
- Compare Candidates (Up to 5)
- Resume/CV Review
- Send Resume Review Link
- Send Email From Template
- Send Customizable Email
- Invite to Event
- Request Reference Letter
- Batch Process

Back

Show 20 Edit

Nashville Tennessee United States	English (US)	External
---	--------------	----------

Applicant Profile

Click Applicant's name to view profile. You will be directed to a screen like the one below, the **Applicant Summary**.

John Wayne

Email: testing@belmont.edu
Phone: 7313361815
Address: 1900 Belmont Boulevard, Nashville, TN, United States

Position: Division Onboarding
Type: Internal
Language Preference: English (US)

Applicant (User) Flags: No Flags

Applied for 4 Job(s)

Administrative Assi...	Chemistry - Adjunct...	Advertising - Adjun...	Assistant Professor...
Status: Offer Letter	Status: In Review	Status: Hired	Status: In Review
Applied: 9/29/2018	Applied: 9/29/2018	Applied: 9/29/2018	Applied: 9/29/2018

Administrative Assistant, Chemistry & Physics (176)

Summary | Statuses | Application | Comments | Documents | History | Email

Applicant Summary

Current Status: Offer Letter ⚠️ (1)

Resume/CV

Application Source

Application Received

Communication: Send Email From Template, Send Customizable Email

Rating: ★★☆☆☆ (1 Ratings)

Application Flags: No Flags

Matching Criteria: 0% (0 of 0)

Add to Requisition: Select Requisition

Callouts:

- To add Applicant Flags:** Click "Options," then "Manage Applicant Flags." A pop-up window will open with a list of available flag options. Click the "+" next to your choice, then click "Done".
- Here you can see all positions to which this person applied. If you have access to the position, you can click the box to go directly to that application.
- Use these tabs to click through the various components of the application.
- Indicates current status of applicant. To change status, click on the status name to make a new selection. (The triangle symbol means that the candidate's application is incomplete.)

In addition to **Summary**, explore the other tabs in the Applicant Profile.

Administrative Assistant, Chemistry & Physics (176)

Summary | Statuses | Application | **Comments** | Documents | History | Email

Applicant Summary

Current Status	Offer Letter  (1)
Resume/CV	
Application	
Source	Candidate Bank
Application Received	Incomplete ( Invite to Apply)
Communication	 Send Email From Template  Send
Rating	☆☆☆☆☆ (1 Ratings)
Application Flags	 No Flags
Matching Criteria	0% 0 of 0 
Add to Requisition	Select Requisition

Resume

Comments: Store notes about the applicant. Notes are visible to all reviewers on the requisition.

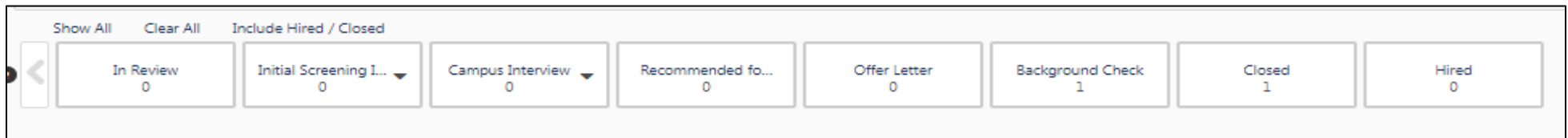
Documents: Access each of the applicant's documents individually.

History: View history of all actions taken on application, including date and user who completed the action.

Email: View record of all e-mails sent to applicant.

Applicant Statuses

Let's take a closer look at the available **Applicant Statuses**.



A horizontal filter bar for applicant statuses. It includes three action buttons at the top: 'Show All', 'Clear All', and 'Include Hired / Closed'. Below these are eight status filter boxes, each with a left arrow icon and a count. The statuses and their counts are: 'In Review' (0), 'Initial Screening I...' (0), 'Campus Interview' (0), 'Recommended fo...' (0), 'Offer Letter' (0), 'Background Check' (1), 'Closed' (1), and 'Hired' (0).

Status	Count
In Review	0
Initial Screening I...	0
Campus Interview	0
Recommended fo...	0
Offer Letter	0
Background Check	1
Closed	1
Hired	0

The following statuses apply to all **Staff** positions.

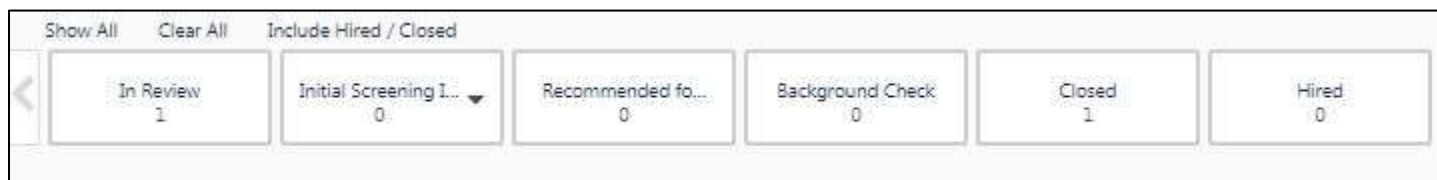
- **In Review:** Application needs to be reviewed. From here, move applicant either to an **Interview** status or to **Closed**.
- **Initial Screening Interview:** Typically this is a phone/skype interview, but can also be in-person. You may skip this status and go straight to **Campus Interview** if appropriate.
- **Campus Interview:** The in-person interview stage.
- **Recommended for Hire:** When you have identified your best candidate(s), move to **Recommended for Hire** and make verbal offer. Contact your HR Generalist to notify them of the name, start date, and salary amount.
- **Offer Letter:** HR will move applicants to **Offer Letter** as appropriate and send Offer Letter directly from Belmont Be You.
- **Background Check:** Indicates background check is initiated. Candidate will be moved to **Hired** when check comes back clear.
- **Closed:** Applicant is no longer under consideration (Not Hired). When moving to **Closed** status, you will select the reason for closing the application (disposition reason).
- **Hired:** Candidate is hired! If your position is *not* ongoing/pooled, posting will automatically close once applicant is hired.

Faculty Positions follow a modified status workflow:



- **Recommend to Provost:** This status is identified instead of Recommend for Hire. Put the candidate in this status once they have been identified as the top choice and the Dean is waiting for Provost Approval.
- **Letter of Intent:** When the candidate is approved for hire and a Letter of Intent is being prepared, place them in the **Letter of Intent** status. Once the candidate returns their signed **Letter of Intent**, notify HR and send a copy of the LOI. HR will then initiate the background check.

Adjunct positions follow a more simplified status workflow:



- When Adjunct has been identified for hire, move to **Recommended for Hire** status and notify HR by submitting a Payroll Action Form (PAF).
 - **Submitting PAF:** In the **Recruit** tab, click "Payroll Action Forms (PAFs)." Click "Adjunct PAF". Complete all fields and click "Submit for Approval". Form will route to Human Resources and Payroll for review.