**Approvals and Managing Applicants**

**Quick Reference Guide**

**Approving Postings**

Step 1: Click on the Posting you are approving (located in the Inbox)

Step 2: Review carefully

Step 3: After reviewing Posting, hover over and click on the appropriate action to send to the next approver

Step 4: Add comments and click *Submit*

**Approving Hiring Proposals**

Step 1: Click on the Hiring Proposal you are approving (located in the Inbox)

Step 2: Review carefully

Step 3: After reviewing Hiring Proposal, hover over and click on the appropriate action to send to the next approver

Step 4: Add comments and click *Submit*

**Viewing All Applicants**

Step 1: Hover over the Postings tab and click on appropriate position type (Staff, Faculty, Student)

Step 2: Hover over and click *View Applicants*

**Viewing a Single Application**

Step 1: Click on Applicant’s name or hover over and click *View Application*

**Viewing Multiple Applications**

Step 1: Check each box for the applicants you wish to view

Step 2: Hover over the button that is located *above*

Step 3: Click *Download Applications as PDF* (one document for all applicants) or click *Create Document PDF per Applicant* (separate document per applicant)

**Other Ways to Manage Applicants**

*Search Committee Members* can Evaluate Applicants, Review Answers to Supplemental Questions, Download Screening Question Answers (Excel Document), and Export Results (Excel Document).

*Search Chairs* can also Download Applicants Evaluations (view results of all evaluative criteria submitted by search committee members to Excel Document).

To complete any of these functions:

Step 1: Hover over the Postings tab and click on appropriate position type (Staff, Faculty, Student)

Step 2: Hover over and click *View Applicants*

Step 3: Hover over the button that is located *above* and click on desired function

**Moving an Applicant to a New Workflow State**

Step 1: Click on Applicant’s Name or hover over and click *View Application*

Step 2: After reviewing applicant, hover over and select appropriate workflow action. See User Guide for information on workflow steps.

Step 3: If you select *Not Interviewed, Not Hired* or *Interviewed, Not Hired*, you will have to select a disposition reason

**Moving Multiple Applicants to a New Workflow State**

Step 1: From the All Applicants Screen, select the applicants you would like to move by clicking the box to the left of their name

Step 2: Hover over the button that is located *above*

Step 3: In the Bulk Section, click on *Move in Workflow*

Step 4: On the next screen you can select to move all applicants to a new workflow state or move applicants individually

Step 5: If you select *Not Interviewed, Not Hired* or *Interviewed, Not Hired*, you will have to select a disposition reason

**Finalist Review**

Step 1: From the All Applicants Screen, select the applicants you would like to move by clicking the box to the left of their name

Step 2: Hover over the button that is located *above*

Step 3: In the Bulk Section, click on *Move in Workflow*

Step 4: Select *Finalist Review*. At this time HR will let the search chair know if any applicant elected the Nebraska Veterans Preference.

**Hiring Proposal**

Step 1: Select the desired applicant

Step 2: Hover over and select *Recommend for Hire*

Step 3: On the Applicant’s summary page, click *Start Hiring Proposal*

Step 4: Complete the information in the Hiring Proposal. The applicant and position information will be read only. List a short reason why the applicant was selected for hire. **Remembe**r: this information remains in the search file and can be viewed later

**Create a Saved Search**

Step 1: After you have used the search and filtering controls to present the search results the way you want to see them, select ***Save this search***. The Saved Search area expands.

Step 2: Give the search a name that will help you remember its purpose.

Step 3: Select one of these:

***Personal Saved Search*** – Only you will have access to this search.

***Group Saved Search*** – The search will be available to all users within the groups that you specify. Select at least one group from the list that appears when you select the Group Saved Search option. To select more than one group, hold down the Ctrl key while you select the groups.

***Global Saved Search*** – The search will be available to all users within your organization.

Step 4: If this search presents the information you will normally want to see when you navigate to this page, you may want to select ***Make this the default search.***

Step 5: Select ***Save this search***. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session. The next time you log in, the search is available from the list of saved searches in that area.

**Please refer to the complete guide “Approvals and Managing Applicants” for more detail information**