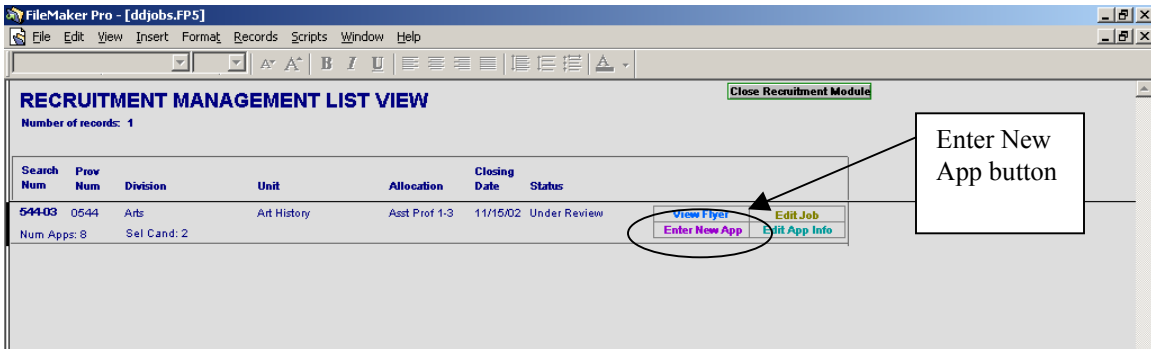


CREATING A NEW APPLICANT RECORD

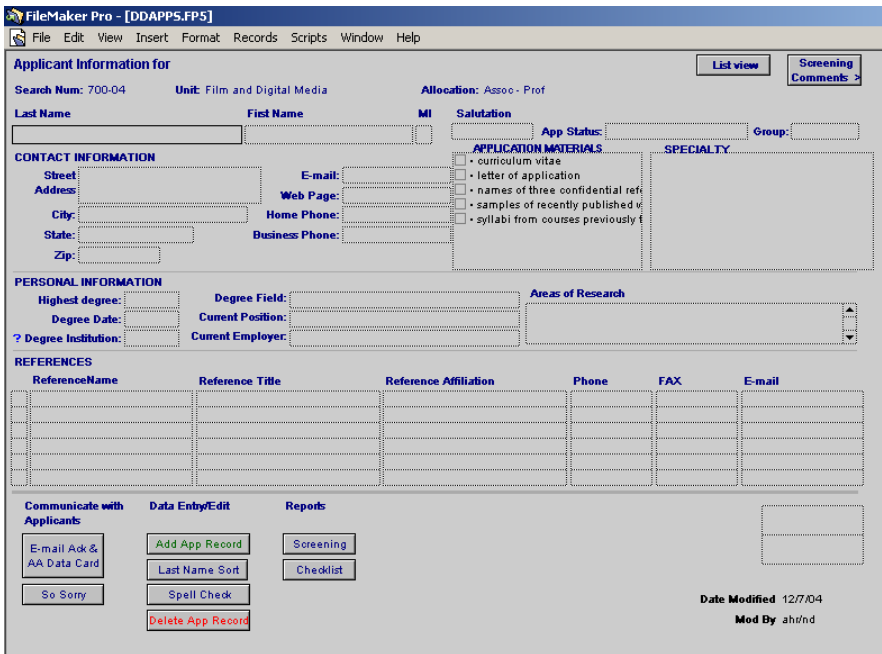
PURPOSE

This section describes how to create a new applicant record for a job in the Recruitment Management Module. You will want to set up the information about the job before you begin entering applicant records. Please see the manual section on Setting Up the Job for more information on how to set up the job record.

- 1) Select the Enter New App button for the correct job record in the Recruitment Management List View.

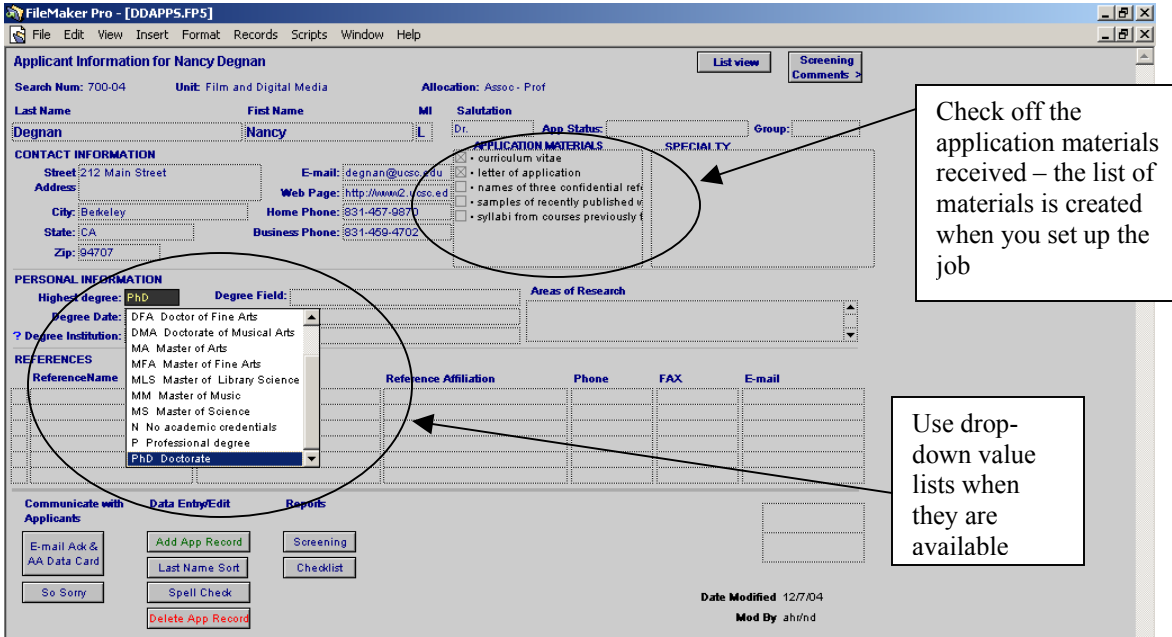


- 2) You will be taken to the Applicant Information screen.



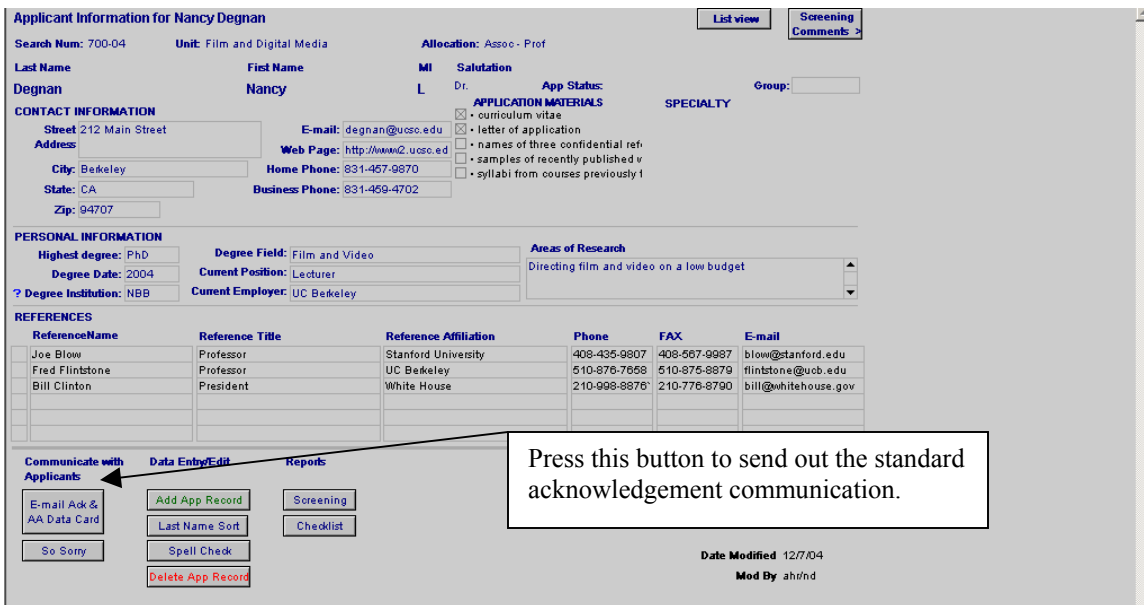
- 3) Enter the applicant information, using the drop-down menus when they are available. Use of the drop-down menus allows the information collected during the recruitment process to be automatically loaded into the employment section of

the database once a final candidate is selected. It also allows for easier reporting and analysis in the EEO/AA office.

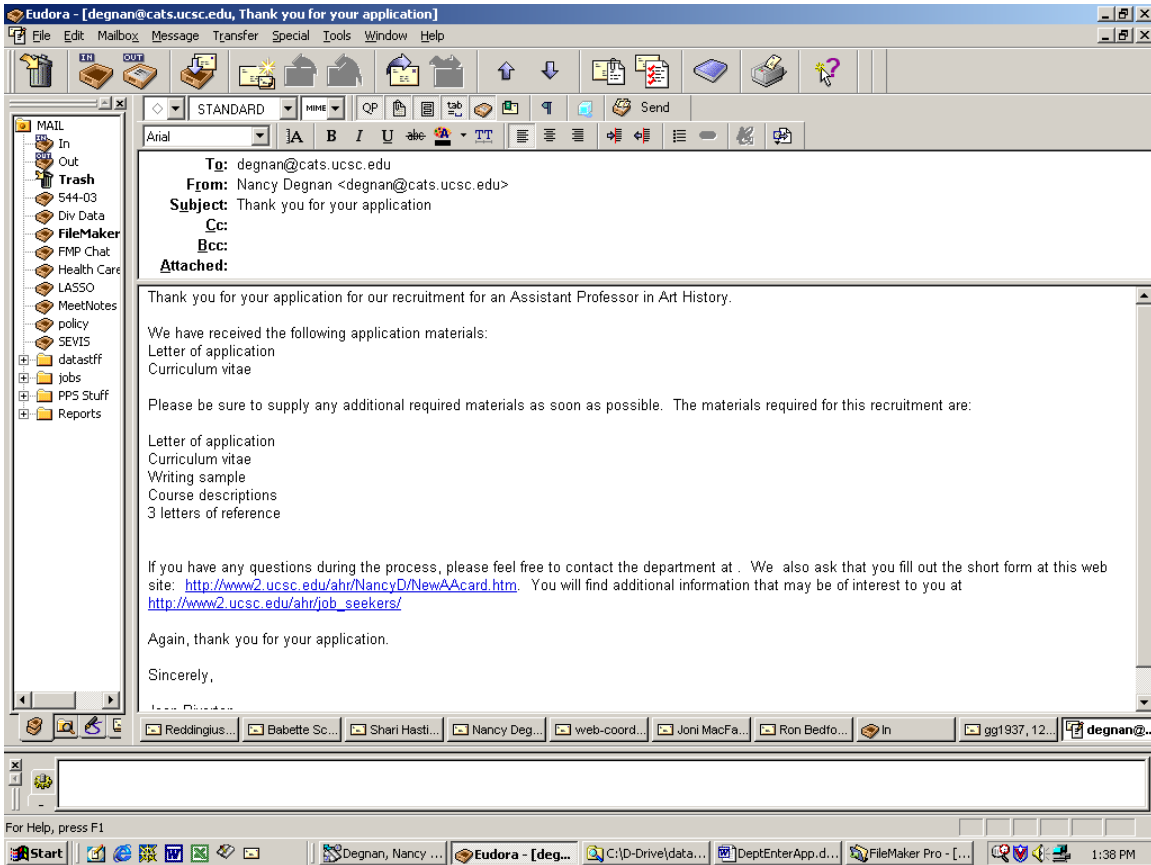


4) Check off the application materials that have been received. You will see that the list of Application Materials is taken from the list of required application materials that was created when the job was first set up. This information will be used to create the standard acknowledgement letter to be sent to the applicant.

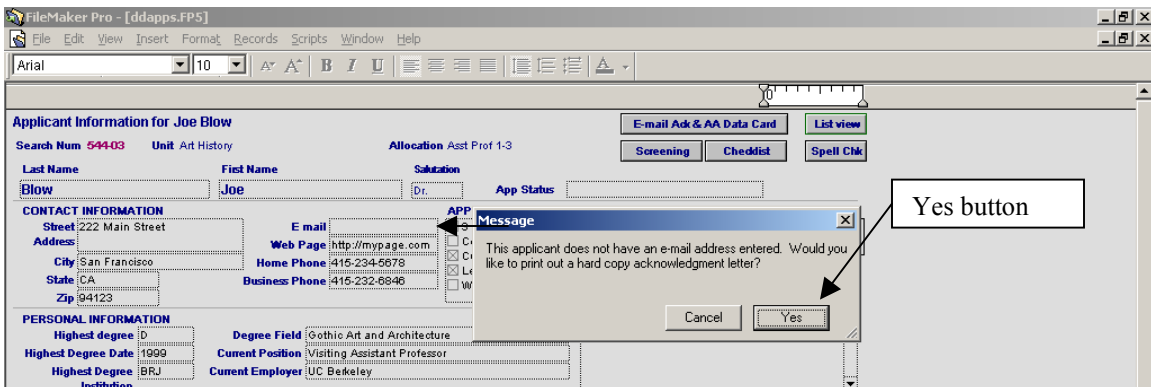
5) When you have entered all of the available information, press the button labeled “E-Mail Ack & AA Data Card.”



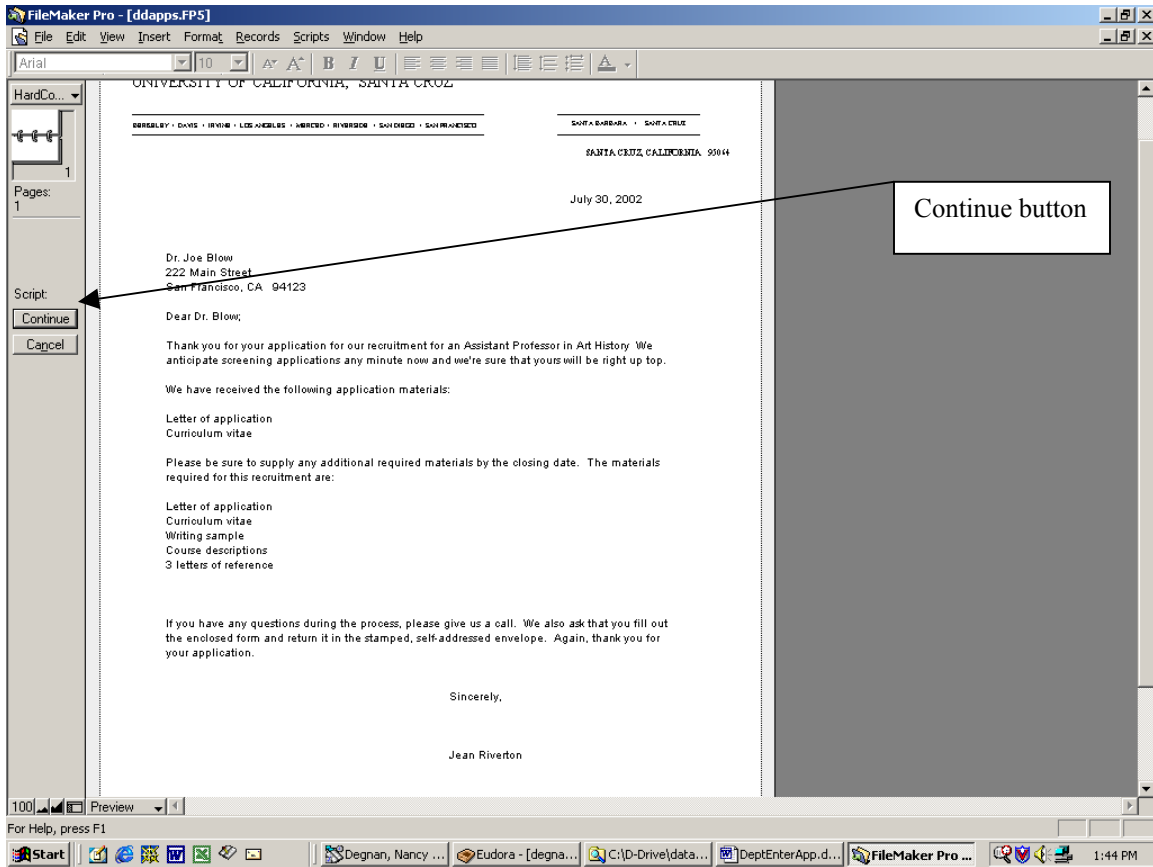
- 6) If there is an e-mail address entered for the applicant, FileMaker will open your e-mail program and format an e-mail acknowledgement for you to send. If the job is one for which the campus collects EEO/AA data, the applicant will be asked to go to the web site to fill out the data card, and to submit it electronically.



- 7) If there is no e-mail address entered for the applicant, you will be presented with a dialog box. The dialog will note that no e-mail address is available for this applicant, and will ask you if you want to send a hard copy acknowledgement letter. Press the Yes button.

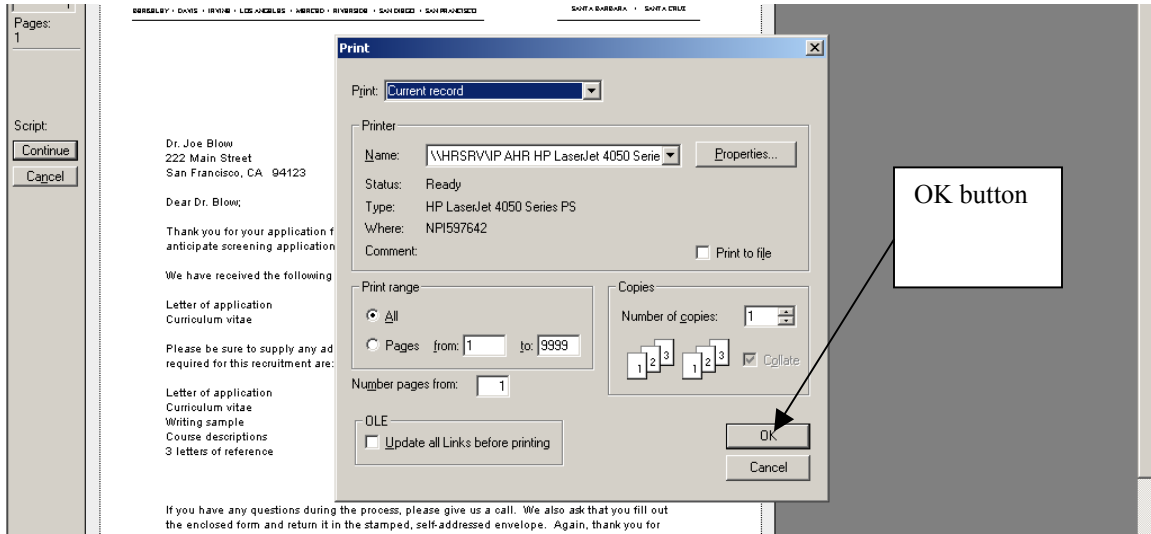


- 8) You will be given a chance to review the hard copy acknowledgement letter before printing it. Press the Continue button when you are done admiring the letter.

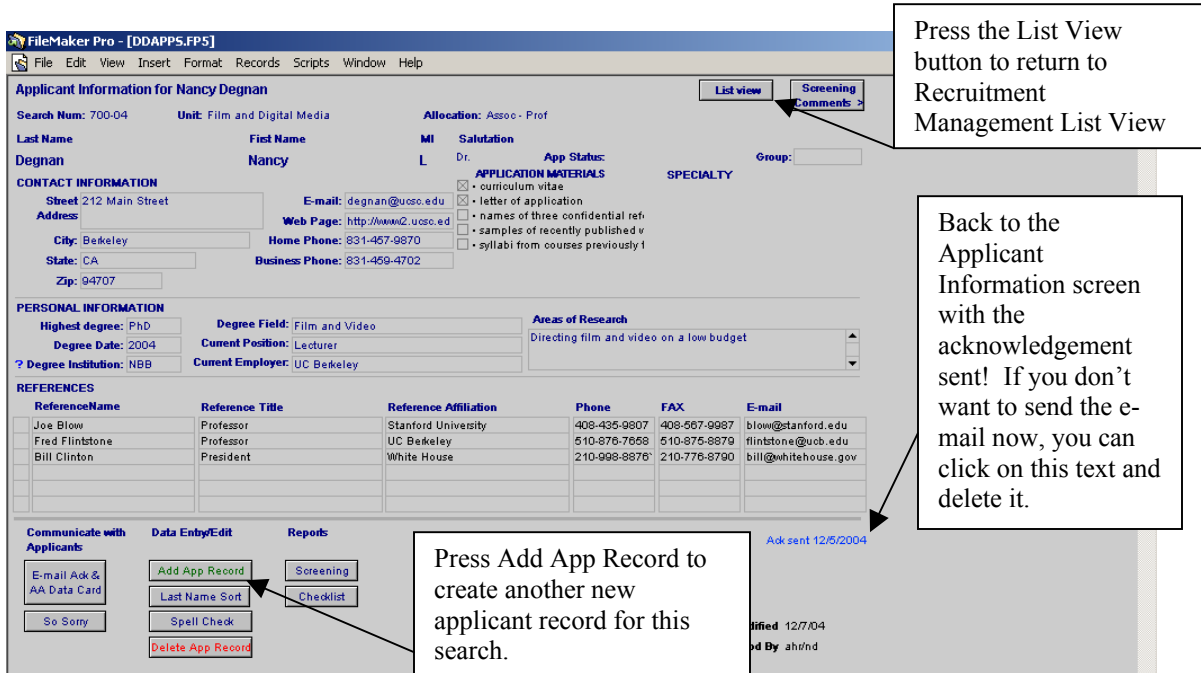


- 9) You will be presented with a Print dialog box. Press OK to print the letter and return to the Applicant record.

REC MANAGEMENT – ENTER APP



10) When you return to the Applicant Information screen, the applicant's record will be marked "Acknowledgement Sent," with the date. However, the e-mail will not actually be sent until you send it in your e-mail program. If, for some reason, you don't want to send the communication at this point, you can click on the text that says "Ack sent" and delete that note. You can then generate the acknowledgement e-mail for this applicant again.



11) At this point you can either press the List View button to return to your Recruitment Management List View, or you could press the Add App Record button to add another new applicant record for this position.