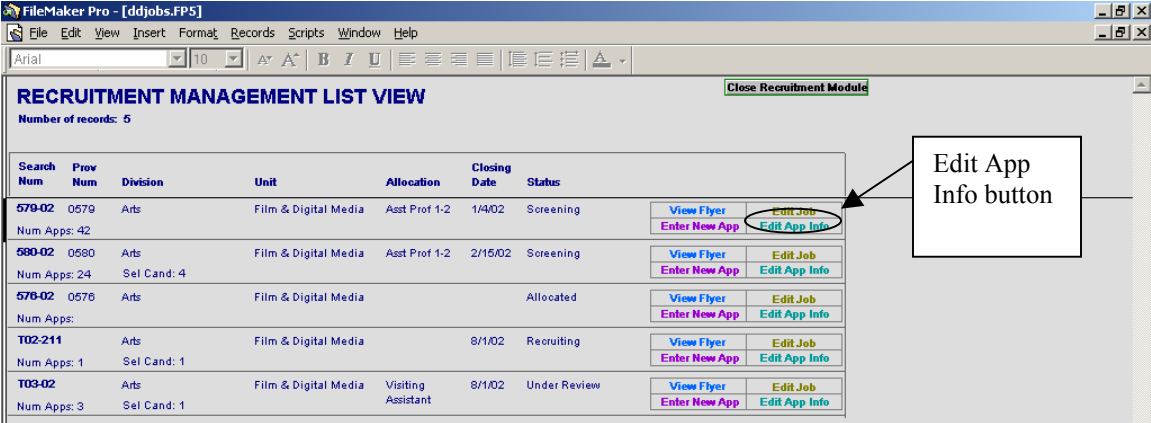


ENTERING SCREENING COMMENTS FOR APPLICANTS

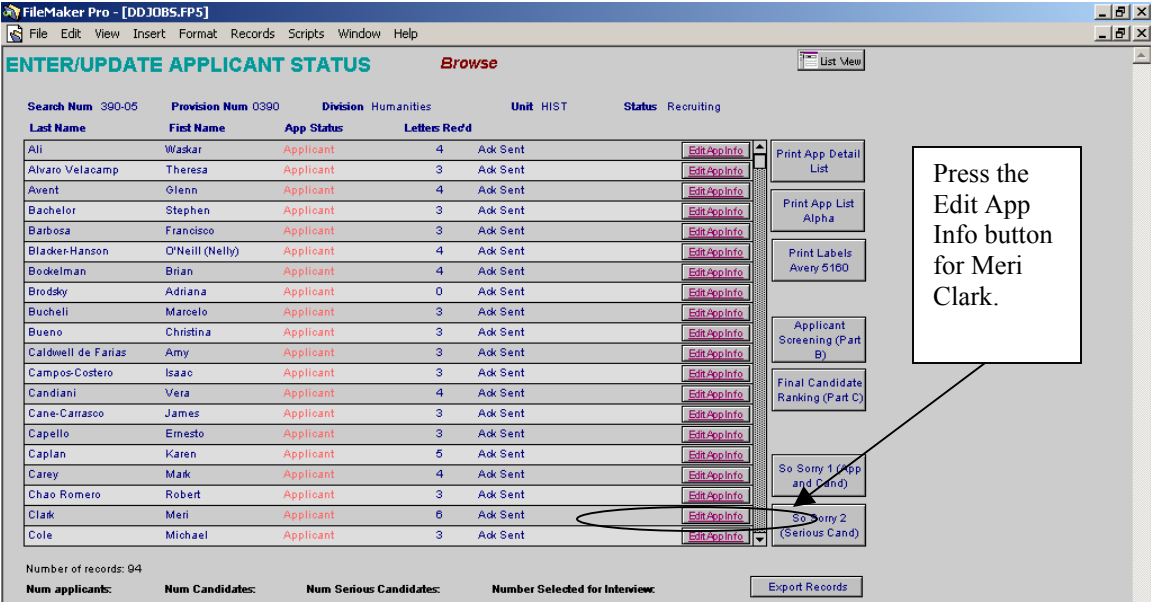
PURPOSE

This section describes how to enter screening comments for applicant records in the Recruitment Management Module. You will need to edit applicant records to add the screening comments from the search committee so that you can produce the recruitment record. Please see the manual section on Creating a New Applicant Record for more information on how to create a new applicant record. Please see the manual sections on Producing the Applicant Screening (Part B) or Producing the Final Candidate Ranking (Part C) to learn more about running reports from the Recruitment Management module.

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

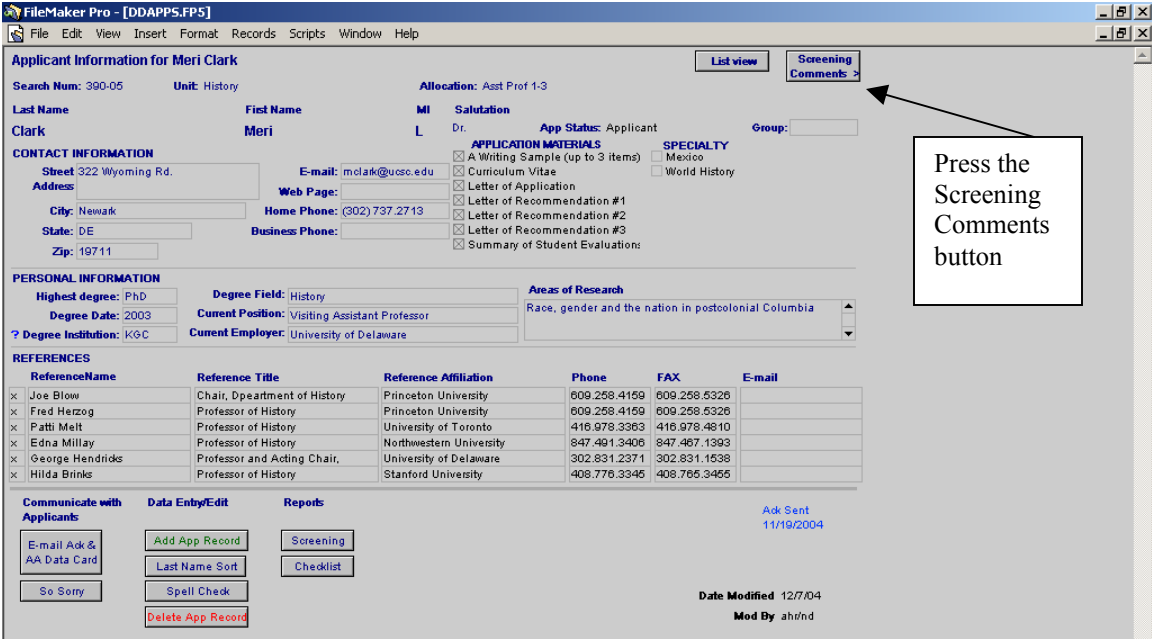


- 2) You will be taken to the Enter/Update Applicant Status screen. Select the applicant record that you want to update and press the button labeled Edit Applicant Info associated with that record. Say you want to enter screening comments for Meri Clark. Press the button labeled Edit Applicant Info in the row with her name in it.

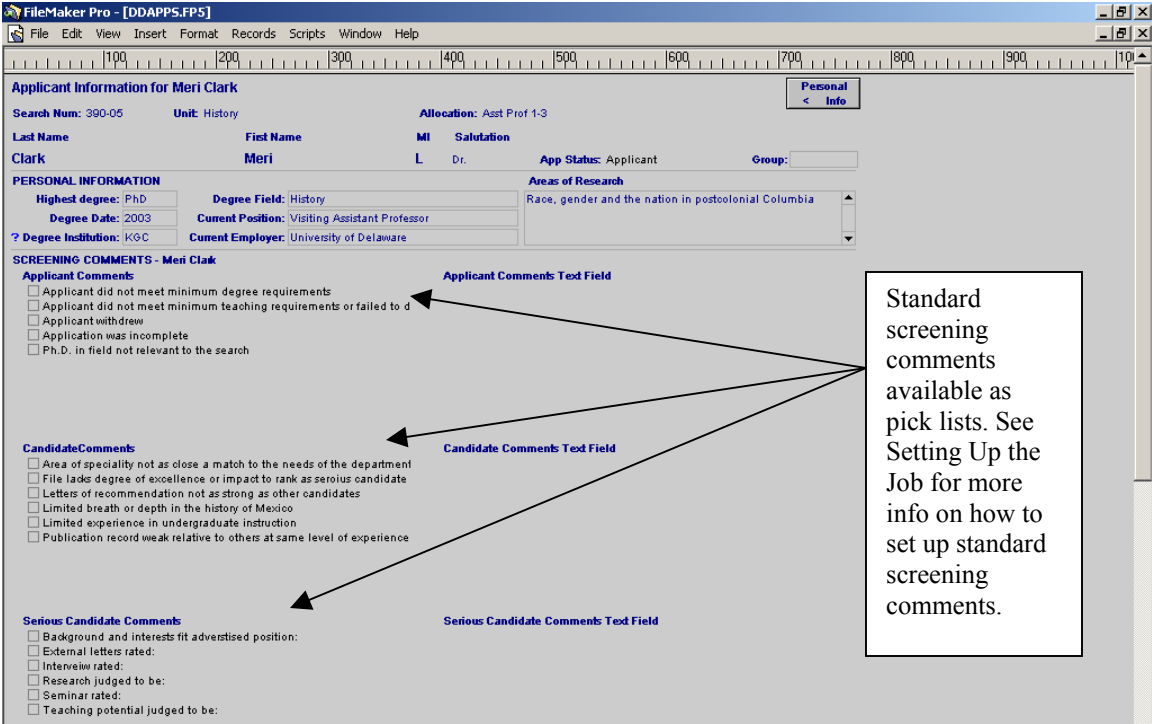


SCREENING COMMENTS

- 3) You will be taken to Meri Clark’s existing applicant record. Press the button labeled Screening Comments to view the standard screening comments that have been put in place for this recruitment. See the section on Setting Up the Job to learn more about how to set up the standard screening comments.

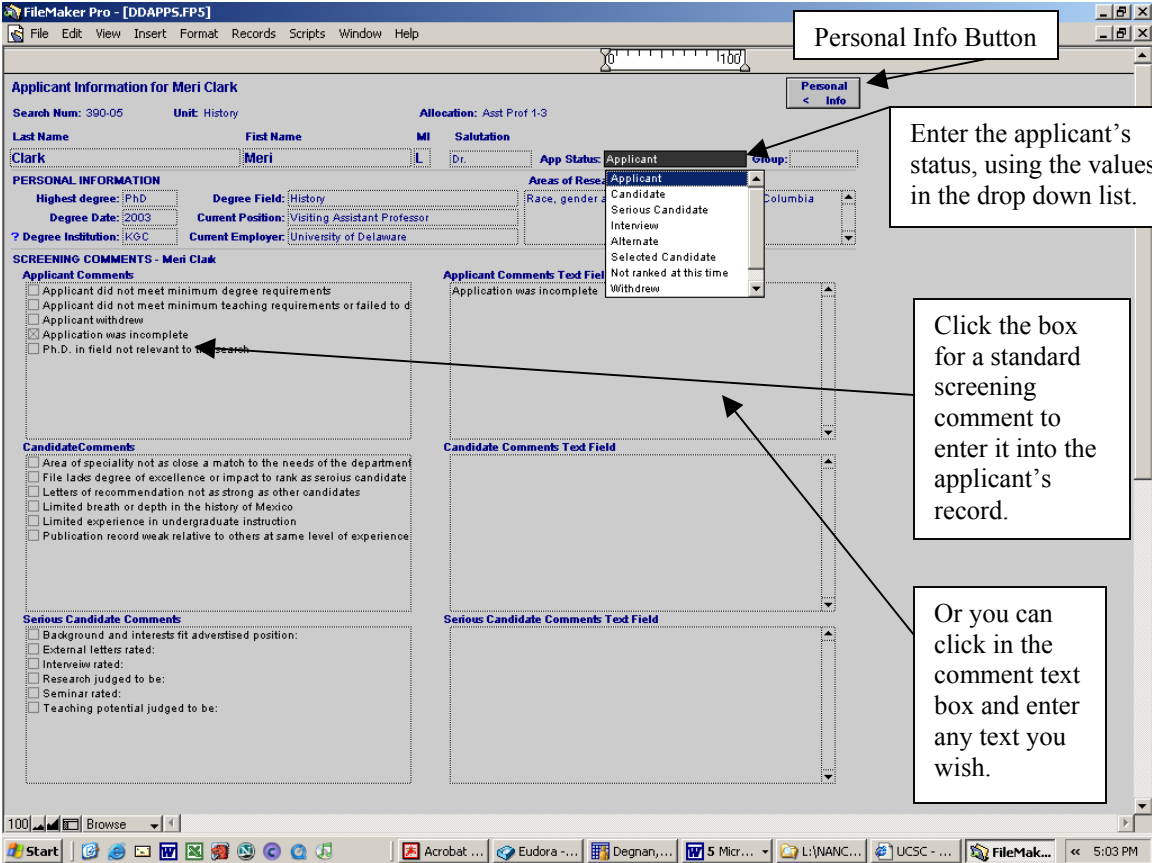


Screening Comments View



SCREENING COMMENTS

- 4) In this case, Meri Clark has an incomplete file, because you have only received one letter of reference. You can note this screening comment in **two** ways. If you click the box next to the comment “Incomplete file” under Applicant Reasons, that standard screening comment will be entered into Meri Clark’s applicant record.

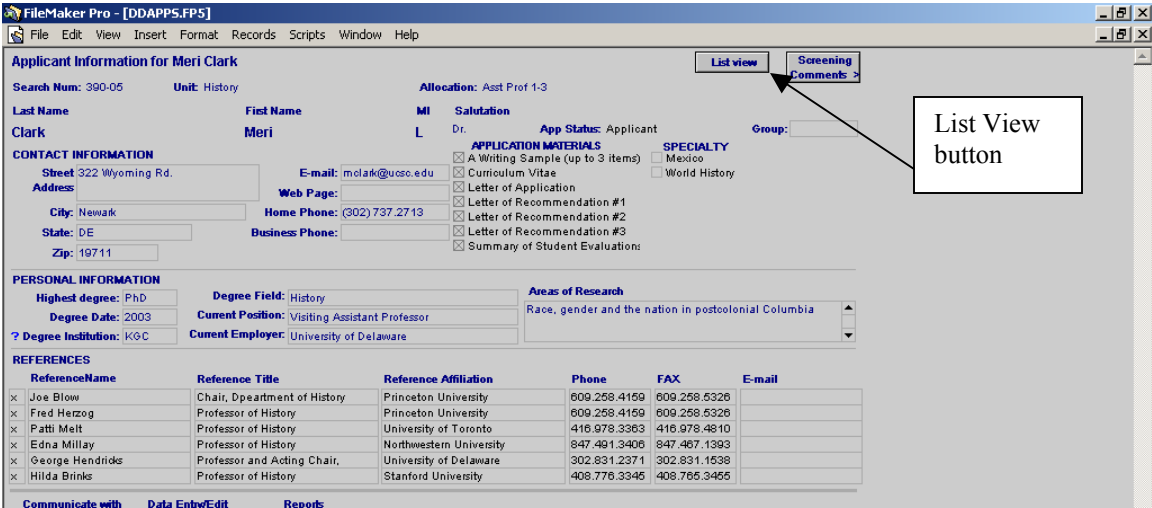


If you want to enter the text manually, or if you find that you want to enter a screening comment that does not exactly match the standard screening comments, you can simply click into the Applicant Comment Text Field and type any information you want.

Enter the applicant’s status, using the values in the drop down list. The status in the App Status field will be used to do the statistics when you run the Applicant Screening (Part B) of the recruitment record. See the manual section on Producing the Applicant Screening for more information on that process.

SCREENING COMMENTS

5) Press the Personal Info button to return to the Personal Information screen so that you can access the List View button.



5) Push the List View button to return to the Enter/Update Applicant Status screen.

