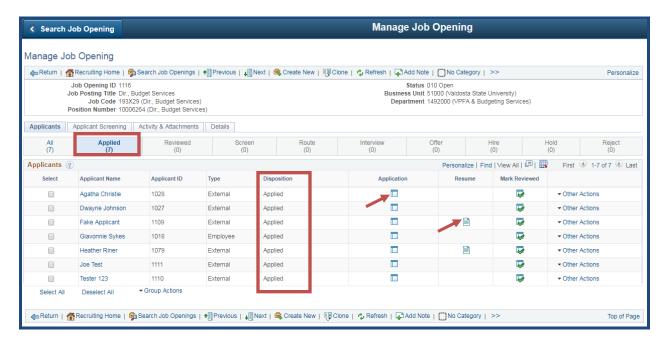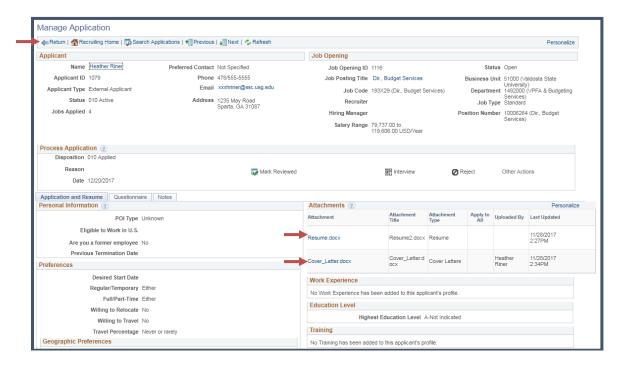# Applicant Management: Hiring Manager

1. Log into **OneUSG**. Under **Manager Self Service,** click on the **Open Jobs** tile or use the Navigator and click **Recruiting → Search Job Openings**. Select the job opening of interest.

2. This will take you to the **Manage Job Opening** page. Here you will see a list of all applicants who have applied to the opening.

3. The page will default to the **"Applied" tab.** Notice that the disposition of all the applicants on this tab is "Applied".

   - An applicant's disposition is the applicant's status with regards to a particular job opening. These statuses track the progress of an applicant through the recruiting process.

   - You can review an applicant's application and/or resume by clicking on the appropriate icons in the "**Application**" or "**Resume**" columns.

   - Clicking on the "Application" icon will bring up the detailed application page (i.e. **Manage Application** page). You can also view the applicants resume and other attached documents, such as cover letter, etc. from this page.

   - Click "**Return**" when you are finished reviewing the application to return to the Manage Job Opening page.
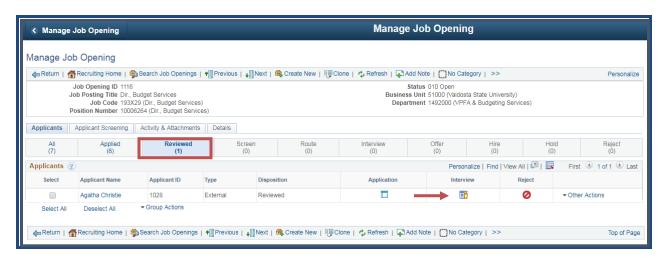
Applicant Management: Hiring Manager

- Clicking on the "**Resume**" icon will bring up the applicant's resume in the attached format (i.e. Word, PDF, etc).

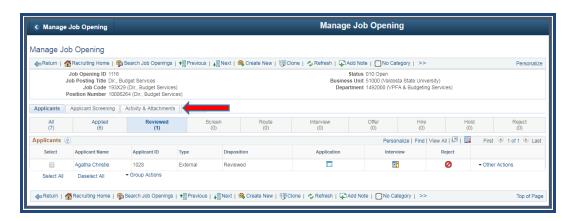4. To mark an applicant as reviewed, click on the icon in the "**Mark Reviewed**" column.

5. You will receive a pop-up window indicating that you are successful. Click **OK**.

6. Notice that the applicant will now be moved to the "**Reviewed**" tab:

Applicant Management: Hiring Manager

**Here you can review the application again, set up an interview, and/or reject the applicant.

7. For Faculty and Director level and above, email the short list to the Office of Social Equity (OSE) for review and approval. Part Time Instructors do not have to be submitted to OSE.

   a. Once you have the approval via email, attach the email to the job opening under the **Activates and Attachments** tab.
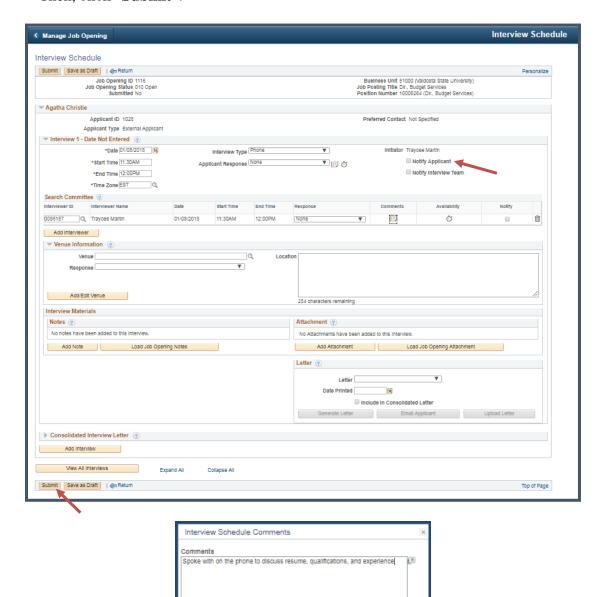

8. To set up an interview, click on the "**Interview**" icon.

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9. This will take you to the "**Interview Schedule**" page, where you need to complete all the fields marked with an "*****".

    You can also add comments.

    If you would like to notify the applicant via the system, click **Notify Applicant**
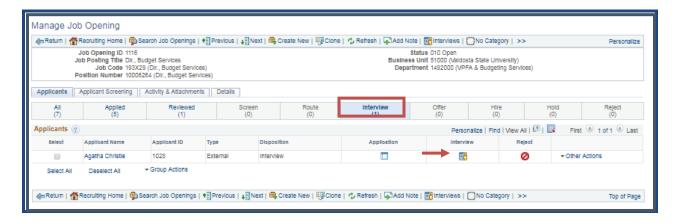
    Then, click "**Submit**".

10. You will receive a message that you have succesfully submitted interview details. Click **OK**.

> **Message**
>
> You have successfully submitted interview details for Agatha Christie for the job Dir., Budget Services -- 1116 (0,0)
>
> OK

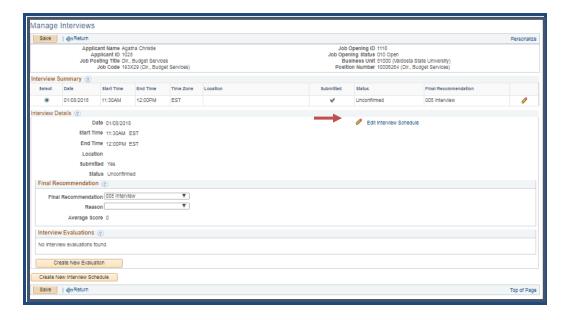11. Notice the applicant has been moved to the "**Interview**" tab. Here you can set up additonal interviews, and/or reject the applicant.

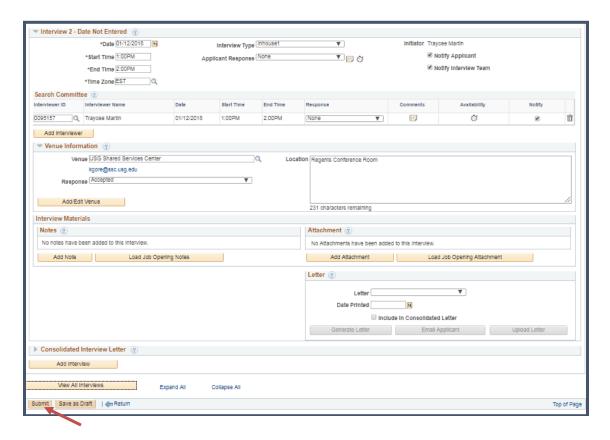   Click on the icon in the "Interview" column to set up another interview with the candidate.

12. Click "**Edit Interview Schedule**"

13. Fill out additonal interview information and click "Submit".

14. **Rejecting an applicant** can be done from several tabs, including "Reviewed" and "Interview".

To reject a candidate, click on the icon in the "**Reject**" column.

15. Select the appropriate reason for the rejection.

Then click on either the "**Reject**" or "**Reject and Correspond**" buttons.

16. If you selected "Reject and Correspond", you will be brought to the "Send Correspondence" screen:

Send Correspondence

Message Type and Method
*Contact Method [Email ▼]
Letter [Applicant Rejection Letter IR ▼]

Recipient Information
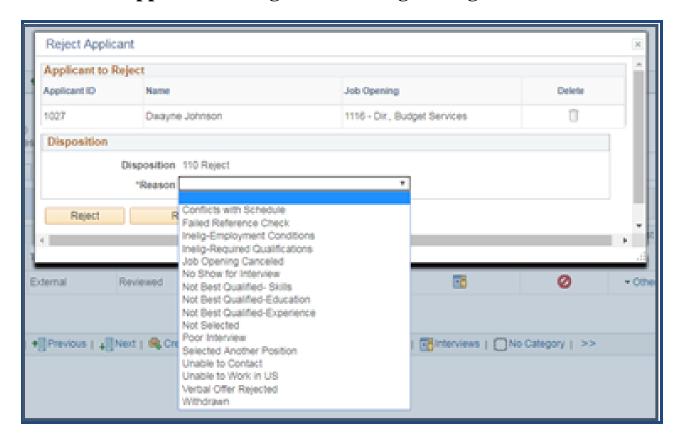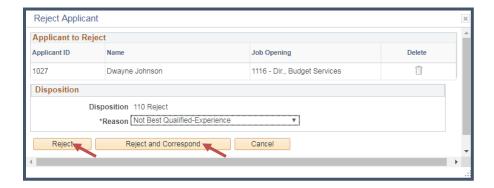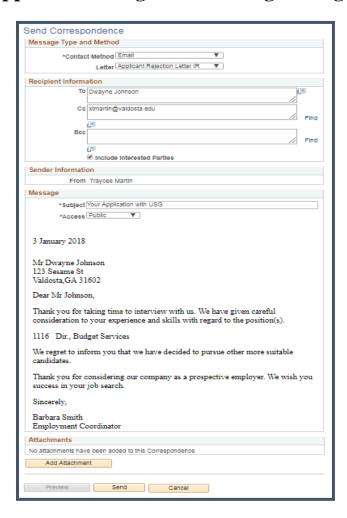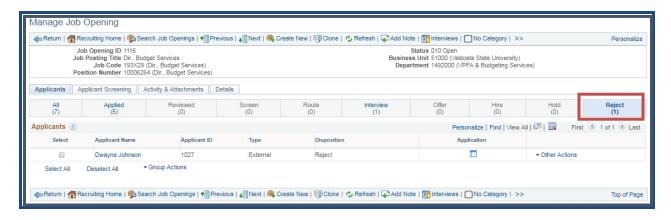To [Dwayne Johnson]
Cc [xtmartin@valdosta.edu] Find
Bcc [ ] Find
☑ Include Interested Parties

Sender Information
From Traycee Martin

Message
*Subject [Your Application with USG]
*Access [Public ▼]

3 January 2018

Mr Dwayne Johnson
123 Sesame St
Valdosta, GA 31602

Dear Mr Johnson,

Thank you for taking time to interview with us. We have given careful consideration to your experience and skills with regard to the position(s).

1116   Dir., Budget Services

We regret to inform you that we have decided to pursue other more suitable candidates.

Thank you for considering our company as a prospective employer. We wish you success in your job search.

Sincerely,

Barbara Smith
Employment Coordinator

Attachments
No attachments have been added to this Correspondence
[Add Attachment]

[Preview]   [Send]   [Cancel]

17. Finally, you will see a pop-up window that confirms you have successfully rejected the candiate.

    Click **OK**.

Message

You have successfully rejected this Applicant. (18178,1100)

[OK] ←

18. Notice the candidate now shows up on the "**Reject**" tab.

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19. Repeat steps 3 through 13 to review all applicants.

20. Once you have selected an applicant to hire, Click **Other Actions** on the applicant you wish to hire

21. Click **Recruiting Actions**

22. Click **Edit Disposition** and transition applicant to **Offer**

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Create Interview Evaluation

Prepare Job Offer

Withdraw Application

Edit Application Details

Edit Disposition

23. Contact Human Resources for the next steps in the hiring process.