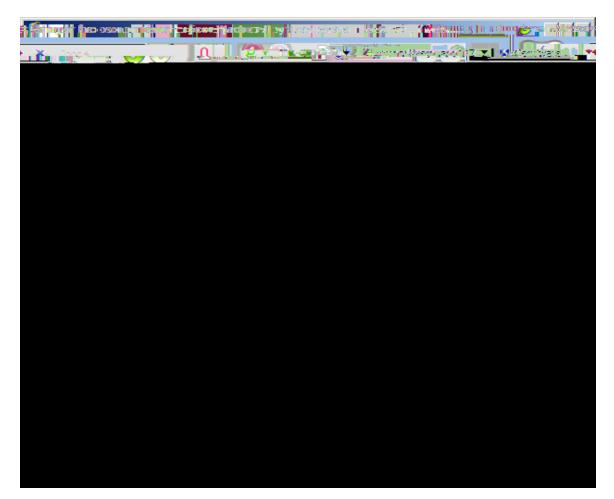
Hiring Manager – Managing Applicants

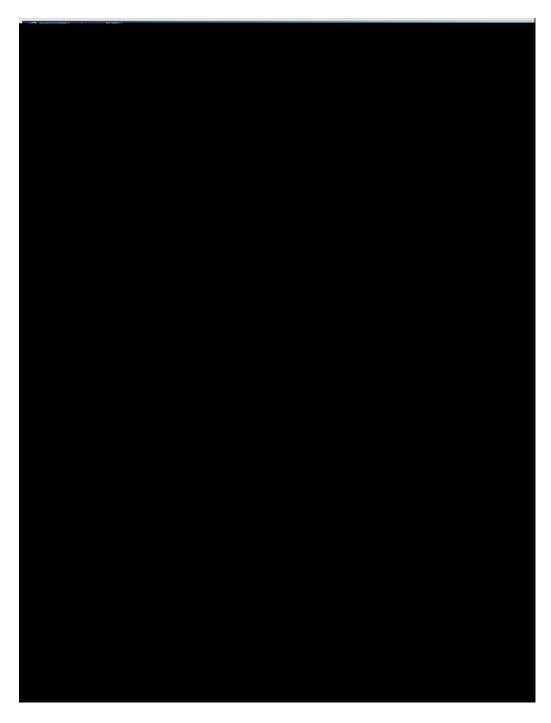
Log onto to Peoplesoft HCM Click the Recruiting link from the main menu Go to Find Job Openings, enter the Job ID, and click Search -or-

Go to Browse Job Openings, click on the job opening title (see below)



The list of applicants will appear for the position.

If the applicant's disposition is Screen, then the applicant has been qualified for the hiring manager's review. If the disposition is Applied, then the applicant has not been reviewed yet. If the disposition is Reject, then the applicant does not meet the minimum job requirements.



To view the resume/application, click the Applicant Data icon for the applicant you wish to review.

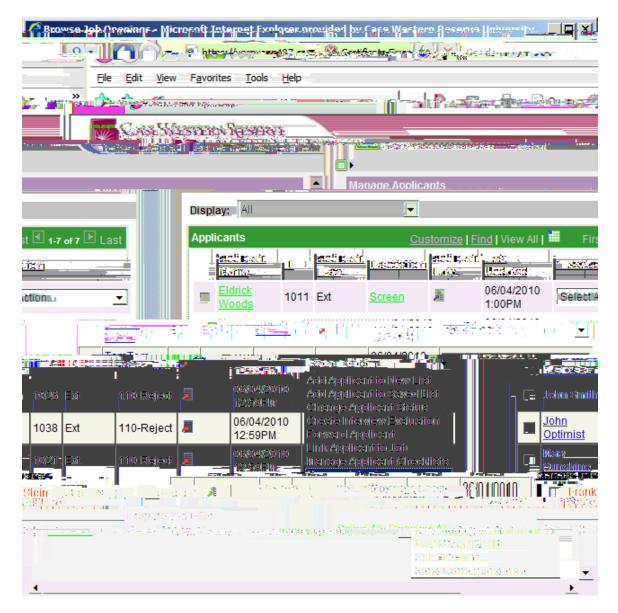
The Applicant details will appear, beginning with the resume text. You have the option to print the text by clicking the Printable Version link and/or ask the applicant to provide a cover letter and resume when they come to an interview.

🖉 Recruiting Applicant Data - Microsoft Internet Explorer provided by Case Western Reserve 💶 🗖 🗙		
S Contract of a Y	GO.	€ https://verouano.10 ±

Review the online application and click to view details for employment history, education, and references.



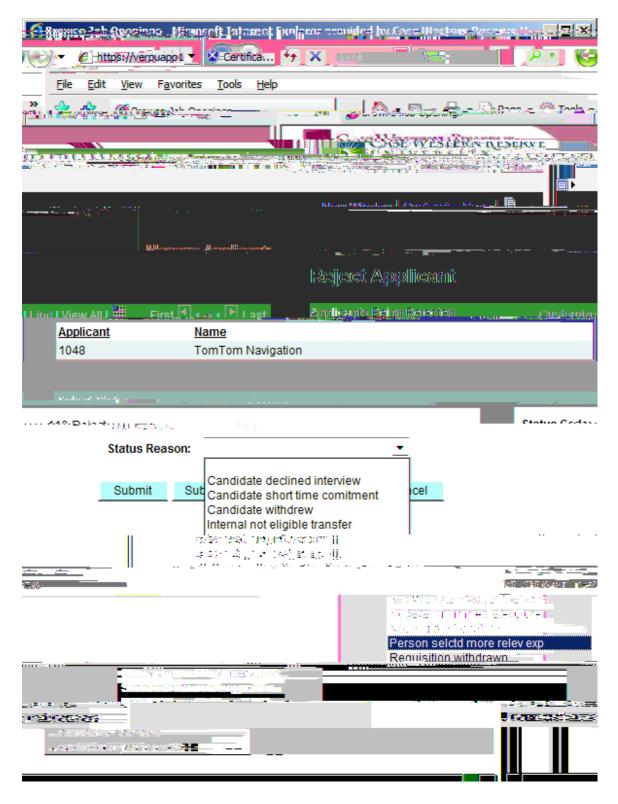
If an interview is desired, contact the applicant directly to make arrangements then record the interview in HCM Careers. Select Action for the applicant and choose Manage Interviews.



After you have reviewed and/or interviewed the applicants, you may record a reason for rejecting applicants. For each applicant, Select Action and choose Reject Applicant.

🛵 👫 Paserro Jolo Quaginaano Histori 12 ji Fateri 🛪 Surfaano	reversed and generation and the descent of the second descent of the 🕴 🚺 😫
	British and the factor of the
	Part Contractor Contractor
A A A M	the second particular
ASE WESTERN RESERVE	
	Manage Applicants
	Display: All
e Find View All 🔠 🛛 First 🕙 1-7 of 7 🕨 Last	Applicants Customize
ant Last *Take Action	Applicant ID Applicant Disposition Applic
06/04	
avigation 12:59	PM Add Applicant to New List
	F Eldrick Woods 1011 Ext Screen
	Max
12:59PM Prevention	Frank Stein 1006 Ext 110-1
Notes and Accesses to Reject Applicant	
	ndot.
Select Group Action Select Group Action	

From the Reject Applicant page, choose the appropriate status reason from the drop down table, i.e. person selected had more relevant experience in required area.



Once you have selected a finalist, contact your Recruiter to guide you through the next steps involving background screening and reference checks, preparing an employment offer, scheduling orientation/training, etc.

