

APPLICANT REVIEW AND MANAGEMENT FOR FACULTY SEARCHES

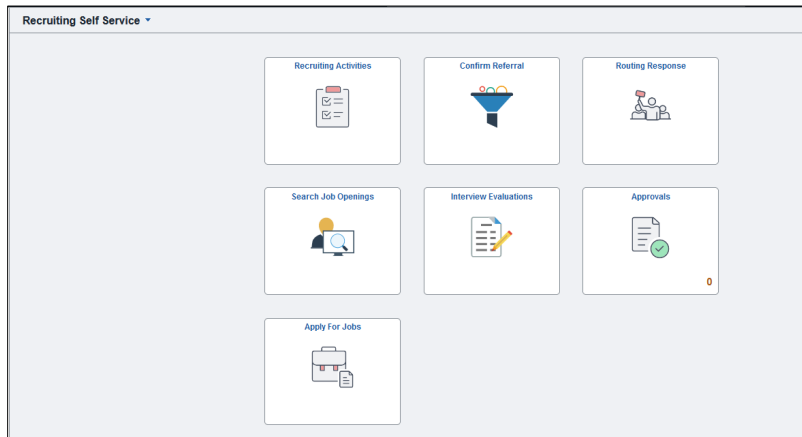
Hiring Manager: Transitioning Applications during Review Process

In Careers, only persons identified for the roles of Hiring Manager or Committee Member for a specific posting may access the applicant pool for that posting. *Please note: Only committee members who are employees of KSU will have access to the Careers portal.*

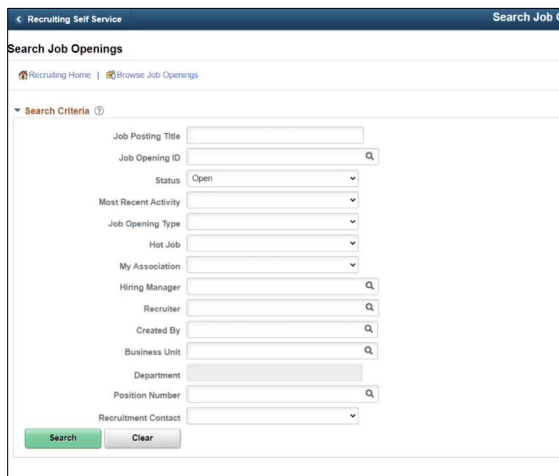
APPLICATION MANAGEMENT

1. To review an applicant:

- Access your available job postings through Recruiting Self-Service.
- On the Recruiting Self Service screen, select the Search Job Openings tile.



2. On the Search Job Openings screen, the Status should default to “Open” and all other fields remain blank. Simply click the green “Search” button to obtain a list of all openings to which you are associated and have access.



3. Click on the Job Opening title for the search you wish to see applications.

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening

Search Criteria

5 Results Found

Search Results

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Lecturer of Philosophy	265128	Open	Standard Requisition	Kennesaw, Georgia	1	1	25		10/25/2023
<input type="checkbox"/>	Lecturer of History	265109	Open	Standard Requisition	Kennesaw, Georgia	2	2	32		10/24/2023
<input type="checkbox"/>	Part-Time Faculty Positions as History Education Clinical Supervisor	257974	Open	Standard Requisition	Kennesaw, Georgia			10		05/02/2023
<input type="checkbox"/>	Part-Time Faculty Positions in History	256998	Open	Standard Requisition	Kennesaw, Georgia			29		04/06/2023
<input type="checkbox"/>	Part-Time Faculty Positions in Philosophy	256995	Open	Standard Requisition	Kennesaw, Georgia			9		04/06/2023

Select All Deselect All

4. Here you will find a list of all applicants who have applied for the position. NOTE: Only 25 applications will be visible unless you choose the “View All” option above “Other Actions”.
- a. Click on the Application icon to bring you to the Manage Application screen.
 - i. Here you have access to the application and any required or optional attachments, such as cover letters, curriculum vitae, transcripts, references, etc.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 265128
 Job Posting Title Lecturer of Philosophy
 Job Code 204X00 (Lecturer)
 Position Number 10037176 (Lecturer)

Status 010 Open
 Business Unit 43000 (Kennesaw State University)
 Department (HSS-History & Philosophy)

Applicants Activity & Attachments Details

All (25)	Applied (24)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Re...
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Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Print	Other Actions
<input type="checkbox"/>			External	Applied						Other Actions
<input type="checkbox"/>			External	Applied						Other Actions
<input type="checkbox"/>			External	Applied						Other Actions

(NOTE: There may be multiple pages of attached documents so you may need to scroll all the way to the right and choose View All.

Attachments

1-5 of 8 View All

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated	Uploaded By

5. As you review applicants, you should change their status as they move through the process. Because the system does not show the application date, you can track new applications (shown as *Applied*) easier if they are moved appropriately during the process.

All applications must be moved to *Reviewed* in order to move them forward or *Reject* them.

NOTE: Please *Reject* applications as you review them if they do not meet the minimum qualifications. Instructions for rejecting applications is in a separate section below.

To mark application as *Reviewed*:

- a. Click the Mark Reviewed icon on the application row.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 265128 Status 010 Open
 Job Posting Title Lecturer of Philosophy Business Unit 43000 (Kennesaw State University)
 Job Code 204X00 (Lecturer) Department (HSS-History & Philosophy)
 Position Number 10037176 (Lecturer)

Applicants Activity & Attachments Details

All (25)	Applied (24)	Reviewed (1)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ?

1-24 of 24 | View All

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Print	Other Actions
<input type="checkbox"/>			External	Applied						Other Actions
<input type="checkbox"/>			External	Applied						Other Actions
<input type="checkbox"/>			External	Applied						Other Actions

OR

- a. Click the box next to the applicant's name to highlight the row
- b. Select *Other Actions*
- c. Select *Recruiting Actions*
- d. Select Edit Disposition
 - i. Select *Reviewed*. This must be done before any application can be moved forward or rejected.

Other Actions

- Recruiting Actions >
- Applicant Actions >
 - Create Interview Evaluation
 - Prepare Job Offer
 - Edit Disposition

Edit Disposition

Current Disposition Interview

*New Disposition ▼

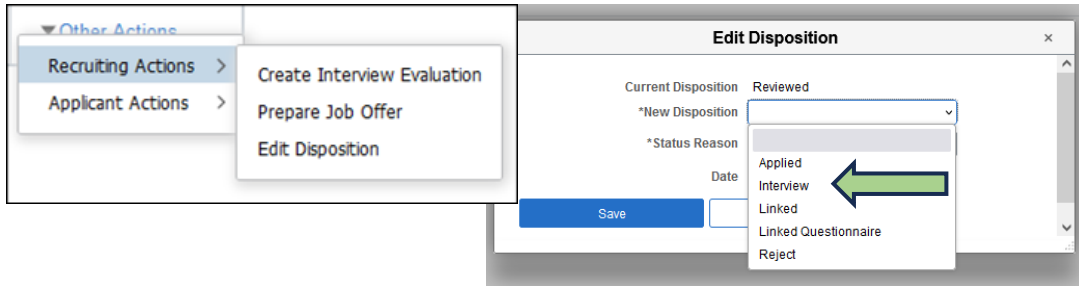
*Status Reason

Date

- Offer
- Reject
- Reviewed
- Route
- Screen

Save

6. Move applications to *Interview* **after** the applicant has agreed to be interviewed.
 - a. Click the box next to the applicant's name to highlight the row
 - b. Select *Other Actions*
 - c. Select *Recruiting Actions*
 - d. Select Edit Disposition
 - i. Select *Interview*



MOVING APPLICATIONS IN BULK

This should only be done when the reason for rejection is truly the same for each candidate.

- a. Select multiple applicants
- b. Click on the *Group Actions* dropdown
- c. Click on Recruiting Actions
- d. Choose Action
- e. Choose the *Reason* if you are Rejecting

All (4)	Applied (4)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)	
Applicants										
<div style="display: flex; justify-content: space-between; align-items: center;"> Select All Deselect All ▼ Group Actions </div>										
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Print	Other Actions
<input type="checkbox"/>			External	Applied						▼ Other Actions
<input type="checkbox"/>			External	Applied						▼ Other Actions
<input type="checkbox"/>			External	Applied						▼ Other Actions
<input type="checkbox"/>			External	Applied						▼ Other Actions



REJECTING APPLICATIONS

Move applications to *Reject* as you review them **and** when a job offer is submitted. You may keep your top three candidates in the pool in case your first choice does not work out. Any remaining applications will automatically be rejected with the reason, *Hired more qualified candidate*, when the job offer is moved to *Hired*.

NOTE: It is very important to choose the appropriate *Status Reason* for the rejection because this is reported in our EEO mandated reporting.

To move the applications to Reject:

- a. Choose the Reject icon on the application row
- b. Choose the appropriate dispensation reason per the table in the Appendix

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links like 'Return', 'Recruiting Home', 'Search Job Openings', 'Create New', 'Clone', 'Refresh', 'Add Note', and 'Print Job Opening'. Below this, job details are displayed: Job Opening ID 249555, Job Posting Title Assistant Professor of Industrial and Systems Eng..., Status 010 Open, Business Unit 42000 (Kennesaw State University), Job Code 202X00 (Assistant Professor), Department (EET-Industrial & Systems Eng), and Position Number (Assistant Professor). There are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below the tabs is a summary table with columns: All (19), Applied (19), Reviewed (0), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (0). A main table of applicants follows with columns: Select, Applicant Name, Applicant ID, Type, Disposition, Reason, Application, Resume, Mark Reviewed, Route, Interview, Reject, Print, and Other Actions. A green arrow points to the 'Reject' icon in the 'Reject' column of the first row.

OR

- a. Click the box next to the applicant's name to highlight the row
- b. Select *Other Actions*
- c. Select *Recruiting Actions*
- d. Select Edit Disposition
 - i. Select *Reject*
 - ii. Choose appropriate dispensation reason per the table in the Appendix

The sequence of screenshots illustrates the process of editing an application's disposition. The first screenshot shows the 'Other Actions' menu with 'Recruiting Actions' selected. The second screenshot shows the 'Edit Disposition' dialog with 'Reviewed' selected. The third screenshot shows the 'Edit Disposition' dialog with 'Reject' selected and a list of status reasons: '140-Inactive: Selected For Ano', 'Candidate Selected- Withdrew -', 'Candidate obtained another job', and 'Duplicate Application'. A green arrow points to the 'Reject' option in the second dialog, and another green arrow points to the '140-Inactive: Selected For Ano' option in the third dialog.

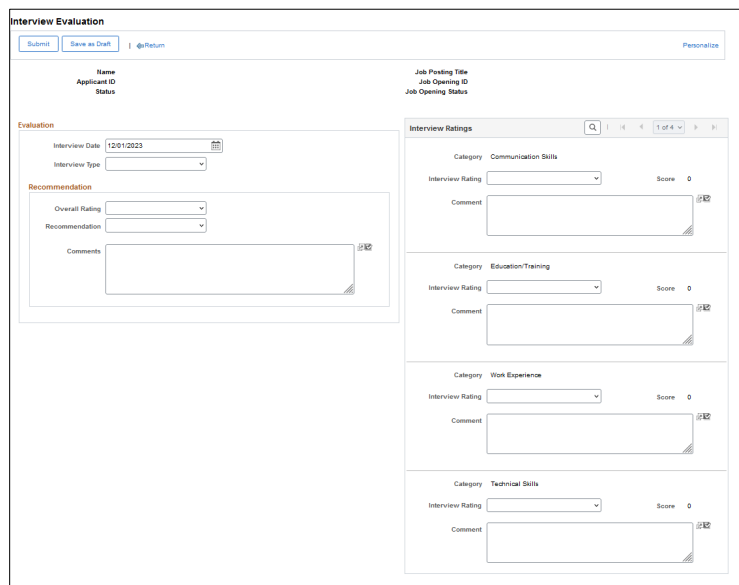
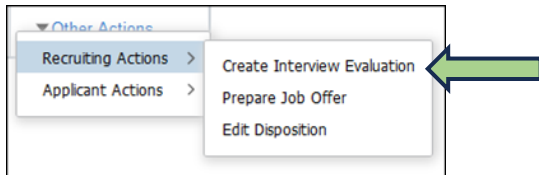
See Appendix for appropriate dispensation *Reason* choices.

(OPTIONAL) MANAGING INTERVIEWS

Interviews do not need to be tracked in the Careers System. The Interview Schedule is an optional functionality available to you in Careers. You may opt to arrange and conduct interviews outside of the system. It is the decision of the hiring manager and search committee how to handle the interview process.

To proceed with interviews in the system, move an applicant to the Interview disposition by clicking on the Interview icon. This will take you to the Interview Schedule screen. Here you can schedule a variety of types and multiple rounds of interviews, as well as add venue information that may be useful to both the candidate and the search committee.

To alert parties involved in a particular interview, check the Notify Applicant and/or Notify Interview Team buttons to send email notifications once the Interview Schedule has been submitted.

A screenshot of the 'Interview Evaluation' form. The form is divided into several sections. At the top, there are fields for 'Name', 'Applicant ID', 'Status', 'Job Posting Title', 'Job Opening ID', and 'Job Opening Status'. Below this, there are two main sections: 'Evaluation' and 'Interview Ratings'. The 'Evaluation' section includes fields for 'Interview Date' (set to 12/01/2023), 'Interview Type', 'Overall Rating', 'Recommendation', and a 'Comments' text area. The 'Interview Ratings' section is a table with four rows, each representing a different category: 'Communication Skills', 'Education/Training', 'Work Experience', and 'Technical Skills'. Each row has an 'Interview Rating' dropdown menu, a 'Score' field (set to 0), and a 'Comment' text area.

Reminder!
This is a part of the Open Records and can be released as requested.

JOB OFFER MANAGEMENT AND CLOSEOUT

Once an applicant is selected for the position, move that applicant from the Interview state to the Prepare Job Offer state. Please refer to the applicable job aid for preparing job offers and reject all other applications.

Appendix

Initial Application Review Process

Action	Status	Dispensation Reason	Notes
N/A	N/A	Applied	Initial Disposition when applicant applies.
HM - Moves to	Reviewed	Reviewed	Hiring Manager - as applications are reviewed
HM - Moves to	Reject	Screening - Failed Min Quals	Hiring Manager - does not meet minimum qualifications or application is not complete
HM - Moves to	Reject	Unable to Contact/Make Offer	Hiring Manager - If applicant cannot be reached for an interview.
N/A	N/A	Withdrawn	Automatically moves applicant to this when they withdraw from consideration.

Interview Process

Action	Status	Dispensation Reason	Notes
HM - Moves to	Interview	Interview	Hiring Manager - After applicant agrees to telephone and/or campus interviews
HM - Moves to	Reject	Interviewed - Not Selected	
HM - Moves to	Reject	Hired More Qualified Candidate	This is used for all applicants that qualified but were not chosen or interviewed. Move applications after offer is signed. The Faculty Affairs Coordinator will notify the Hiring Manager.
FA Recruiter - Moves all applications to	Reject	Job Requisition Cancelled	Faculty Affairs Recruiter will move all candidates when a search is failed. Email must be sent to facultysearches@kennesaw.edu to request posting cancellation.

Job Offer Process - Full-Time Faculty (Faculty Affairs and HR)

Action	Status	Dispensation Reason	Notes
HM - Creates Job Offer	Does not change from Interview	N/A	Comes to Faculty Affairs Coordinators (FAC) in this disposition to start the job offer approval process. Hiring Manager begins the job offer.