# 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.
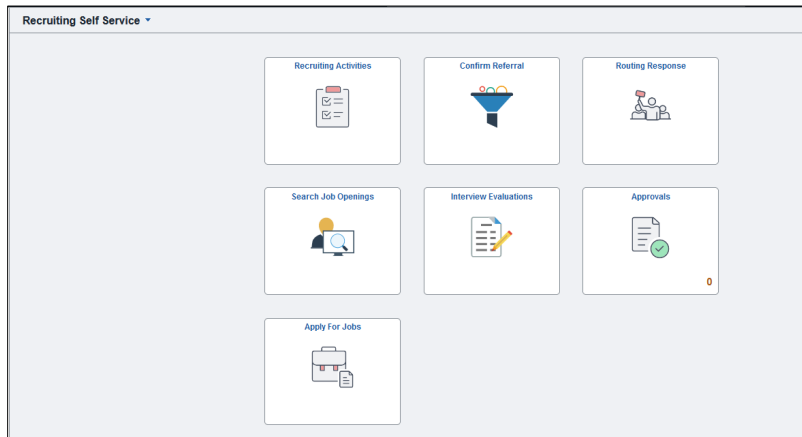
2. On the Search Job Openings screen, the Status should default to "Open" and all other fields remain blank. Simply click the green "Search" button to obtain a list of all openings to which you are associated and have access.
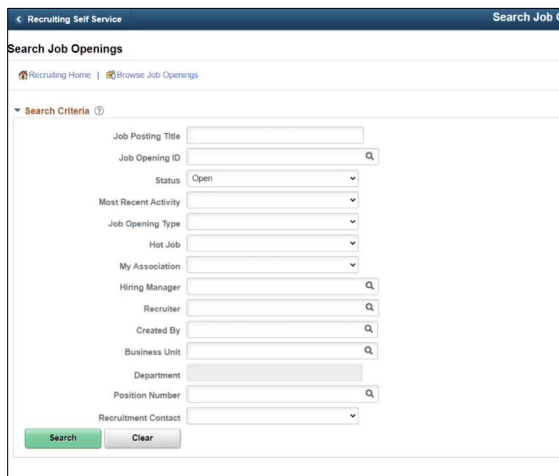
3. Click on the Job Opening title for the search you wish to see applications.

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
☐	Lecturer of Philosophy	265128	Open	Standard Requisition	Kennesaw, Georgia	1	1	25		10/25/2023
☐	Lecturer of History	265109	Open	Standard Requisition	Kennesaw, Georgia	2	2	32		10/24/2023
☐	Part-Time Faculty Positions as History Education Clinical Supervisor	257974	Open	Standard Requisition	Kennesaw, Georgia			10		05/02/2023
☐	Part-Time Faculty Positions in History	256998	Open	Standard Requisition	Kennesaw, Georgia			29		04/06/2023
☐	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 |

Applicants ⓘ

Select	Applicant Name	Applicant ID	Type	Disposition▲	Reason	Application	Resume	Mark Reviewed	Print	
☐			External	Applied		🔲	📄	✅	🖨	▼ Other Actions
☐			External	Applied		🔲	📄	✅	🖨	▼ Other Actions
☐			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 <u>as you review them</u> 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.

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.

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*
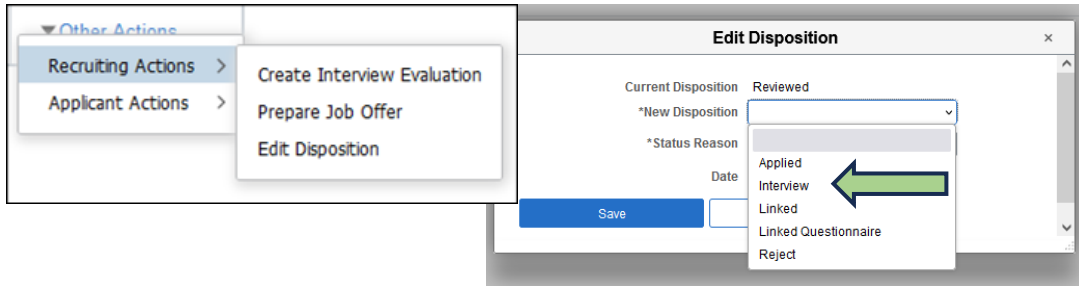
MOVING APPLICATIONS IN BULK

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

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

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
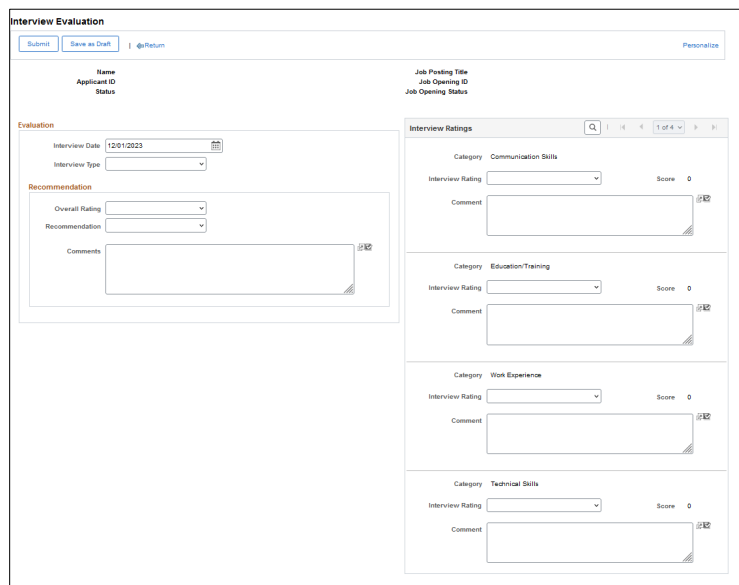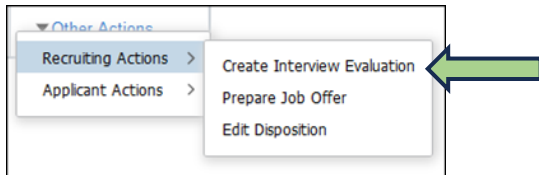

See Appendix for appropriate dispensation *Reason* choices.

(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.

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.