

Careers@Loyola

Loyola University's
Employment Applicant System

**Hiring Managers Training:
Reviewing Applicants**

A Walkthrough for Applying to Staff Positions at Loyola University

This presentation will take approximately 20 minutes.

To move forward through the presentation:

- Left Click your mouse or
- Press the Right Arrow Button on your keyboard or
- Click the **NEXT** box on the bottom right of the page when flashing

To go back a slide:

- Press the Left Arrow button on your keyboard or
- Click the **Previous** box at the bottom left of the page

Careers@Loyola

In this Module you will learn how to:

- Access & Navigate through the site
- Review Applicants
- Review Applicant's Documents
- Resolving Applicants

Careers@Loyola

Helpful Hints:

- Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.
- To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes without logging out of the system.

Accessing Careers@Loyola

- Log into the Employment Applicant System with your username and password

The screenshot shows a Microsoft Internet Explorer browser window titled "Job Site - Microsoft Internet Explorer". The address bar is empty. The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the Loyola University Chicago logo and the text "LOYOLA UNIVERSITY CHICAGO" and "Human Resources". A navigation bar at the top right contains links for "HOME", "A-Z INDEX", "CALENDAR", "CONTACT US", and "DIRECTORIE".

The main content area is titled "User Login". Below the title, a message reads: "Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**." A sidebar on the left is titled "USERS" and contains a link for "CREATE USER ACCOUNT".

The login form is enclosed in a red border and contains the following fields and buttons:

- User Name:**
- Password:**
- LOGIN** button

Below the form, a warning message states: "You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system."

Manager Home Page

http://test14.peopleadmin.com - Job Site - Microsoft Internet Explorer

HOME | A-Z INDEX | CALENDAR | CONTACT US | DIRECTORIES

LOYOLA UNIVERSITY CHICAGO

Human Resources

This is the **Home Page** for the hiring manager

Friday, May 12, 2006

Your Current Group: Hiring Coordinator.

Active

To view the applicants for a job posting, click the arrow next to the column title.

Job Title	Job Open Date	Job Close Date	Department/School/College	Posting Status
View	0046	0	05-09-2006	
Animal Care Tech	0055	0		
View				
Adjunct Professor - FT	0050	0		
View				

At any time you can return back to this page by clicking here, but remember to **save** your work.

You are immediately presented with your **active** postings. These postings are available for applicants.

To View Applicants who have applied for your open position, **click here**

Manager Home Page

CREATE REQUISITION

FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

ADMIN

HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

View Posting - Senior Research Administrator-Office Research

Applicants

Posting
Details

Documents

Ter

Notes /
story

Active Applicants

4 Records

	Documents	▲ Score	▲ Date Applied	▼ Status	All / None
		0	04-11-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input type="checkbox"/>
		0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input type="checkbox"/>
Application Cortes, Hunter View Application		0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input type="checkbox"/>
Doe, Sue View Application		0	04-17-2006	Manager/Search Chair Resume Review	<input type="checkbox"/>

This table will show the Applicants current **status** in the recruitment process

Applicants Tab, will show all applicants who meet minimum qualifications

To view applicants who did meet qualifications check this **section** and click the **refresh** button

Refresh

Minimum Score:

Include:



Active Applicants



Inactive Applicants

REFRESH

select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

Manager Home Page

To view a applicant's **document** you have two options: selecting documents one applicant at a time or...

Review **multiple documents** select the **all/none** link

and clicking on **view multiple applications** or **multiple documents**.

CREATE REQUISITION FROM TEMPLATE

View Posting - Senior Research Administrator-Office Research Services

Level
ns

4 Records

Name	Currently Employed	Documents	Score	Date Applied	Status	All / None
Coleman, Gary View Application		Other Res Cvr Ltr	0	04-11-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input checked="" type="checkbox"/>
Cortes, Abe View Application		Cvr Ltr Res	0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input checked="" type="checkbox"/>
Cortes, Hunter View		Cvr Ltr Res	0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input checked="" type="checkbox"/>
				04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input checked="" type="checkbox"/>

MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score:

Include: Active Applicants Inactive Applicants

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print

Manager Home Page

http://test14.peopleadmin.com - Job Site - Microsoft Internet Explorer

HOME | A-Z INDEX | CALENDAR | CONTACT US | DIRECTORIES

LOYOLA UNIVERSITY CHICAGO

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Active Applicants
4 Records

Documents	Score	Date Applied	Status	All / None
Other Cvr Res Ltr	0	04-11-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input checked="" type="checkbox"/>
Cvr Res Ltr Res	0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input checked="" type="checkbox"/>
Cvr Res Ltr Res	0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input type="checkbox"/>
Cvr Res Ltr Res	0	04-17-2006 History/ Notes	Manager/Search Chair Resume Review Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

View Multiple
VIEW MULTIPLE APPLICATIONS
VIEW MULTIPLE DOCUMENTS

To change the status of one applicant, click the **Change Status** link under the Status column in the row corresponding to the applicant

To change the status of multiple applicants at the same time, click the "All/None" link, and then click the button labeled **Change Multiple Applicant Statuses**

Manager Home Page

http://test14.peopleadmin.com - Job Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

A-Z INDEX | CALENDAR | CONTACT US | DIRECTORIES

LOYOLA UNIVERSITY OF CHICAGO

JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL

Your Current Group: Hiring Manager

Change Applicant Status

for All Applicants: Status
Phone Interview

Documents	Status	Not
	Phone Interview	Choose Option Below: ▾
	Phone Interview	Choose Option Below: ▾

CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS CANCEL

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:

Status column has a drop down menu of the different statuses. Select status, and then click the **Continue to Confirm Page** button.

To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

Manager Home Page

After clicking the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

http://test14.peopleadmin.com - Job Site - Microsoft Internet Explorer

HOME | A-Z INDEX | CALENDAR | CONTACT US | DIRECTORIES

JOBS
VIEW TENDING
VIEW HISTORICAL
CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Change Applicant Status

Name	Documents	Status	Not Hired Reason
Coleman, Gary View Application		Phone Interview	
Cortes, Abe View Application		Phone Interview	

SAVE STATUS CHANGES >> **CANCEL**

July 4, 2006

End of Training

- This concludes our Training Module.