If you need assistance, contact Alicia Estes at X 2565 or estes@wcu.edu

Departmental users can create a job posting, manage applications, screen applicants, and create a hiring proposal (job offer) using the applicant tracking module.

To access the Applicant Tracking Module in PeopleAdmin:

- PeopleAdmin has found that Internet Explorer doesn’t work as well with the Talent Management system, so we recommend that you use Mozilla Firefox.

- You can link directly to the Talent Management site login page by clicking on the WCU Talent Management System link located on the HUB under the “Managers and Supervisors Link.” OR you can CLICK HERE. The URL is: jobs.wcu.edu/hr/shibboleth.

- This is the login screen you should see. Enter your HUB username & password.

- If you use the old URL, you’ll see this screen. No worries. You can click on the SSO Authentication link and be directed to the WCU login page above. Enter your HUB username & password on the login screen.

- You should see:
• Look for the module indicator in the upper right hand corner and select Applicant Tracking from the drop down menu. The Applicant Tracking Module has a blue background. See below.

**Helpful Features**

**Confirmation of Change:** When you change your User Role and click on the Refresh button OR move an action on to the next User, you will see a green bar at the top of the screen to show you that this was completed. Click on the X to remove this bar from view.

**Reverse your Steps:** You can see the sequence of your activities and backtrack easily, if needed.

**Sorting Positions or Postings to Quickly Find What You Need:** Columns can be customized to sort the data according to your preferences, e.g. alphabetical order by working title. To sort the data, click on the up/down arrows that will appear on the right side of each column title when you hover there. This ability to sort is especially helpful when you are managing a number of positions or postings at the same time.
This workflow facilitates the screening process for Faculty applicants, from prescreening for minimum requirements through the recommendation for hire. The hiring proposal (job offer) is addressed via a separate workflow.

- Change the user role to Applicant Reviewer and click on the refresh button.
- You will see your home page, which includes Alerts from HR as well as your Inbox and Watch List.
- Postings applicable to the Module and your User Role should appear in a list. If you do not see the position you need, follow these two steps:
  1. Go to the Applicant Reviewer navigation bar located in the center of the blue background, as shown below.
  2. Hover over Postings and select the applicable position type from the following list.
     - EHRA Non Faculty Position Library
     - Faculty Position Library
     - SHRA Position Library
     - Temp/Hourly
     - Adjunct
- The following is an example list of postings for faculty positions (not actual).

**Tip:** The columns can be customized to sort the data according to your preferences, e.g. alphabetical order by working title. To sort the data, click on the up/down arrows that will appear to the right of each column title when you hover there. This ability to sort is especially helpful when you are managing a number of postings at the same time.

- Hover over the **Action button** located to the far right of the same row as the applicable position title. Select **View Applicants** to be taken directly to the Applicants Tab. You will now see all applicants for the selected posting.
  - **Alternate way to find Applicants:** You can also find the Applicants by clicking on the position title and then clicking on the blue **Applicant Tab** in the navigation bar.
**Screening/Supplemental Questions and Evaluative Criteria**

If you do not have screening/supplemental questions or evaluative criteria, skip to the Reviewing Applications section.

- If questions have been established to screen Applicants for the minimum requirements and/or preferred qualifications, you can quickly create a spreadsheet for this purpose.
  - Check the box at the far left of the header row. This selects all Applicants for this posting.
  - Hover over the *Actions* button above the applicant table.
  - Select *Download Supplemental Question Answers*.
  - You will see a new window at the bottom of your screen that asks if you want to Open, Save, or Cancel – Click on *Open*.
  - You now have an Excel spreadsheet that lets you see if the applicants selected Yes or No to the supplemental questions that correlate to the minimum requirements for the position. This timesaving feature allows you to skip the Applicants who have indicated that they do not meet all of the minimum requirements and focus only on the Qualified applicants for further review.
  - You can also review questions that correlate to the knowledge, skills, and abilities and/or preferred qualifications in addition to your review of the application and uploaded documents.

**Tip:** You can move Applicants to a new status/workflow in bulk. Check the box for each Applicant with the same status/workflow change and click on *Move in Workflow*. Then select the applicable Applicant status/workflow action. (Check the workflow at the end of this document to be sure you select the correct option.)

- You can also see a summary of the Supplemental Questions answers in a graph format and on the Screening Search under “*Supplemental Question Score*”. See below for an example.
HR Employment will provide assistance regarding how to use the evaluative criteria to select Applicants for Interview, when applicable.

### Reviewing Applications

- To screen individual Applicants, hover over the **Actions** button located at the right end of the same row as the applicant’s name. Select **View Application** from the drop-down menu. This allows you to view the application and uploaded documents for each Applicant, one by one.

- To open Applicants as a group and screen one after the next, check the box in the header row of the Applicant table to select all Applicants. Hover over the **Actions** link to select **View Application**.

To move to the next Applicant, click on **NEXT**.
Tip: You can also download applications as a PDF (one document that allows you to scroll from one Applicant to another). Please note that downloading and creating PDF documents will take time to complete.

- As you screen and get feedback from the Search Committee, you will change each Applicant’s status. (You can also select a group of Applicants and move them to the same workflow status in bulk. This tip was provided at the top of page 4.)
- Hover over the Take Action On Job Application button to change the Applicant status as per the options below. Your options will change as the Applicant Status/workflow action changes. After you determine that an Applicant is Seriously Considered, you will hover over the Take Action on Job Application button and select Interview Requested (move to Interview Requested). See below.

- HR Employment conducts the next step, which is Affirmative Action review, and moves interview-eligible Applicants to the Associate Provost for confirmation that the AA21 is acceptable. (The AA21 review is outside of the system, with approval captured in the online workflow.)
- The Associate Provost moves the Applicant to the Applicant Reviewer so interviewees can be finalized and interviews can be scheduled.
- After the interviews are completed, you will select Interviewed (move to Interviewed) for each applicable Applicant. You will then select one of the following:
  - Recommended for Hire
  - Interviewed, Not Hired – Email
  - Interviewed, Not Hired – Direct Contact

See below for the Faculty Workflow for Managing Applicants: