**Applicant Reviewer - Quick Guide**

**Applicant Reviewer**
The Applicant Reviewer manages the applicant workflow and is the only role assigned to a posting that can move applicants through the workflow stages (interviewing, finalist) including creating the Hiring Proposal for that posting. They can view information for postings to which they are assigned including Postings Summary, Applicants, and Hiring Proposals.

Applicant Reviewers are assigned by the Posting Department and will be notified of their placement through email. Once you log into the system you may need to change your user group to Applicant Reviewer if it is not already set as your default. This is done by selecting Applicant Reviewer from the dropdown box and clicking...
1. To access the posting, hover over Postings and click on Staff/Temp.

2. Once you’ve clicked Staff/Temp you will be directed to a screen where can see a list of all the postings you have been assigned to as an Applicant Reviewer. You may open the posting you wish to review, by clicking on the Position Title highlighted in blue. If you have many assigned postings, you may find it beneficial to use the Search function. You can search by Position Title or Posting Number. You may also sort by column (such as Workflow State) to help you organize your assigned postings.

3. You can also add various sortable columns to your view from the drop down box to help refine your search.
4. Once on the Posting page you can review general information in the Summary tab as well as notes left by your Campus HR in the History tab and Hiring Proposals.

5. In the **Applicant Tab** you can review the applicants and take various actions. To review an applicant, click the applicant name highlighted in blue. Here you may also review posting notes left by your Campus HR under the History Tab.
6. By clicking **Summary** on the candidate's application page, you can review their personal and application information.

7. By scrolling to the bottom of the page you can open up and review the provided documents such as resume and cover letter by clicking on the item highlighted in blue.
Moving the Applicant along in the Workflow

1. Applicant Reviewer is the only group that can move the applicant along in the workflow. The Applicant Reviewer can move a single applicant in the workflow, by clicking the applicant name highlighted in blue.

Once on the applicants screen you can move them along in the workflow by hovering over the orange Take Action on Job Application button and selecting the appropriate action.
2. You can also move applicants along in the workflow in bulk, by selecting each applicants’ check box and then choosing an action.

3. In this example – Interviews in progress was chosen. Here it will ask you to choose a Level under the Reason heading. Levels are to be used as an indication of the point the applicant is in the interview process (e.g. Level 1 – first interview, Level 2 – second interview and etc ... ). Note that the number of Levels and corresponding meaning are set by the posting department.
Once you have selected the Interview Level, you can select the applicant and further update their status. If you wish to start a hiring Proposal, you will need to select Finalist.

After you have selected your Workflow Action, you will be shown the Successfully Transitioned banner.