

Workforum Training

Part 5: Tracking, Reviewing, & Processing Applicant Pools

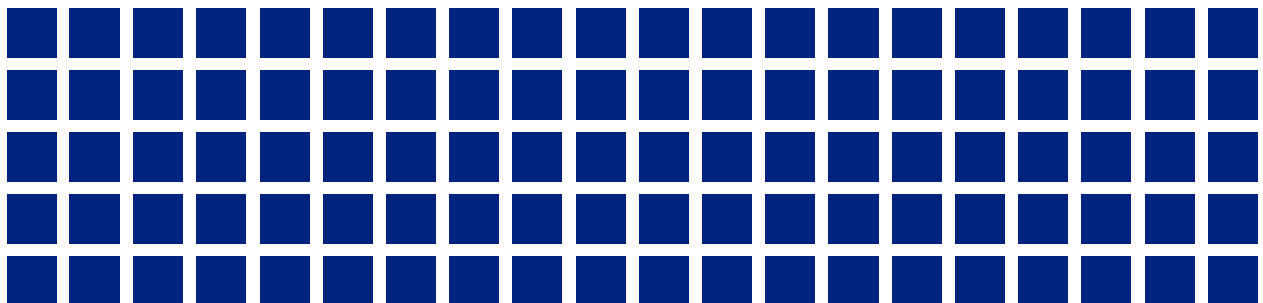


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Tracking Your Applicant Pool

After your request to post a position has been approved and processed, a posting will be made available on the external Workforum Web site at <http://workforum.memphis.edu>. Potential applicants can review the requirements for the position and create an electronic application which can be used to declare them as a candidate for the position.

Departmental users with access may view the list of applicants for the posted position at various times, depending on the type of job being advertised.

- For full-time faculty/academic executive positions, the entire applicant pool is viewable by the department immediately upon receipt of each application.
- For staff/administrative executive/athletic contract positions, the applicant list is not immediately viewable to the department. The employment specialists in Human Resources perform a cursory evaluation of the entire pool and screen the applications to ensure that the candidates meet the minimum requirements for the position as stated on the posting. (Exceptions to this rule are rare but may be granted from the Chief Human Resources Officer.) After this review, the subset of qualified applicants is released electronically to the department for review and evaluation. **Departments have 30 days from the date the posting closes to submit interview candidates or the posting will be cancelled.**
- For part-time faculty positions, the pool is immediately viewable as needed when openings occur.

Keep in mind through the remainder of this section of the training that the applicant lists you will be viewing will be those that match the above circumstances.

Reviewing Your Pool

After successfully logging in to Workforum, proceed to the Applicant Tracking module of the system (“the blue side”) by selecting “Hire” from the three dots in the upper-left hand corner of the screen. You may access your postings either via the Watch List (if applicable) or by selecting the appropriate posting designation under the Postings tab at the top middle of the screen. The screen will then display any current postings for your organization(s). The “Applications in Process” column will display the number of applicants that are currently viewable to your user type.

Selecting Your Interviewees

You will receive an e-mail notification when your posting has closed. For full-time faculty/academic executive positions, you may then proceed to the next step. For staff/administrative executive/contract coach positions, you will receive a follow-up e-mail once HR has released your pool of candidates for your review. Once you receive this e-mail, then you may proceed to the next step.

Departments have 30 days from the date the posting closes to submit interview candidates or the posting will be cancelled.

The **Applicants** tab on any posting will display a screen of active applicants, defaulting to an order based off of the individual's date of application. Your list can also be sorted alphabetically, etc., using the arrows in the headers of the designated columns.

To view these applicants' information for a particular posting, click the last name of the applicant. If you wish to view multiple applicant materials at the same time, you may check the boxes next to each applicant's name, and then roll your mouse over the **Actions** button on the far right of the table and select to view or download all applicant materials.

The information displayed for each applicant includes the following: the applicant's name, links to any documents (e.g. resumes, vitae, etc.) uploaded by the applicant, the date the application was filed, the applicant's internal status, the applicant's external status, and any electronic reference letters currently on file.

Please review each application in detail. You are allowed to dispense of applicants you have no interest in interviewing early in the hiring process. Under your posting's **Applicants** tab, check the checkbox for all of your applicants. Then, mouse over the **Actions** button in the top right and choose "Move in Workflow." This will bring up a screen with a dropdown box for each applicant. (NOTE: If your "Move in Workflow" link does not appear in the **Actions** menu, you may have to use the pre-populated saved searches under the "Open Saved Search" dropdown list and handle your applicants one status at a time.)

Code each applicant as follows:

- For those applicants you wish to interview, select "Recommend for Interview" from the dropdown box. You do NOT have to provide an explanation for why you would like to interview a given candidate.
- For those applicants you DEFINITELY DO NOT wish to interview, select "Not Hired" from the dropdown box. A second dropdown box will appear with a list of rejection codes. Select the code that most closely matches your rejection reason. You will not enter any additional comments. If you select "Other," please contact Human Resources and/or Institutional Equity for further instructions.
- For those applicants you wish to keep as potential alternates or are otherwise unsure of at this point, leave those applicants alone and do NOT code them at this time. Keep in mind that these applicants will ultimately need to be dispensed prior to beginning a hiring proposal.

When you mark an applicant as "Recommend for Interview," the Office of Institutional Equity

(OIE) is **automatically notified** by the system; there is no need to alert them via e-mail. OIE will approve the interviewees and review your rejection reasons for those candidates you are dispensing. Upon gaining approval for interviews, interviews may be scheduled. Keep in mind that a department marking a candidate as recommend for interview immediately notifies OIE, so any discussion about interviewees with the dean's level will need to take place prior to the candidate being coded.

Once pool approval has been granted, your selectees will now be coded as "Approved for Interview." Once at this status, please do NOT move the candidates back to "Recommend for Interview." You are now to schedule the interviews for your selected candidates. If the position also requires a skills assessment, supply the following information to the Human Resources Office via email:

- Date(s) of interviews
- Specific location of interviews
- Time and length (i.e. one hour, two hours, etc.) of interviews
- Person to see upon arriving for interview
- Additional information applicant must bring to interview, if applicable

Additional Training

This concludes the training session on Requests to Fill. Further Workforum training is available for the following topics.

- Introduction to the System
 - Requesting to Fill Existing Positions
 - Requesting to Create a New Position
 - Requesting to Reclassify/Retitle an Existing Position
 - Hiring an Applicant and Completing a Hiring Proposal
 - Changing a Position's Supervisor
 - Part-Time Faculty
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