


# Reviewing Applicants

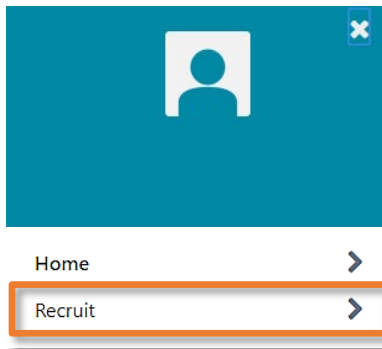
**Note:** Several of the options hiring managers have in the system are dynamic. This means you will not have access to some of the links and pages referenced below until you have an open requisition. Once candidates are advanced into the pool, you will see the options related to reviewing candidates.

The method outlined below uses the Navigation Menu to access candidate pools but you can also navigate there from the Hiring Dashboard page.

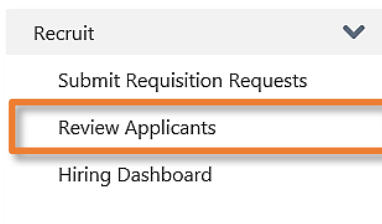
## Step 1 – Navigate to the Review Applicants Screen

- 1.1 From any screen within MyCareer@PCC, click on the Show Navigation Menu icon (  ) in the upper right corner of the screen to reveal the Navigation Menu and then click on **Recruit**.

**Note:** You do not need to back out of the screen you are on to open the Navigation Menu. Simply hit the Show Navigation Menu icon from any screen to navigate MyCareer@PCC.



- 1.2 From the resulting submenu, click on **Review Applicants** to open the Requisition Requests page.



This will take you to the **Review Applicants** screen.

## Step 2 – Open the Manage Applicants Screen for the Requisition

2.1 On the **Review Applicants** screen, you will see a table of all your requisitions that have candidate pools ready for review.

### Review Applicants

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
●	PCC Part-Time Faculty Interest Pool - Mathematics (req6)	Portland OR	Alisa Hampton Alisa Hampton	10/12/2018	10/12/2018	-	1	1
●	Banner Programmer (req9)	Portland OR	Alisa Hampton	10/16/2018	10/16/2018	1	2	2
●	Hourly / Casual Pool - Transportation Specialist (req5)	Portland OR	Alisa Hampton	10/12/2018	10/12/2018	-	0	0

(3 Results)

**Note:** You will only see requisitions that have an active applicant pool that has been released for screening review by the recruitment team. If a requisition does not appear on this screen, applications are still being accepted or the pool is still under review by the recruitment team.

2.2 To review the applicants in a candidate pool, click on the number of applicants in the **Applicants** column for the requisition you are reviewing.

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
●	PCC Part-Time Faculty Interest Pool - Mathematics (req6)	Portland OR	Alisa Hampton Alisa Hampton	10/12/2018	10/12/2018	-	1	1
●	Banner Programmer (req9)	Portland OR	Alisa Hampton	10/16/2018	10/16/2018	1	2	2
●	Hourly / Casual Pool - Transportation Specialist (req5)	Portland OR	Alisa Hampton	10/12/2018	10/12/2018	-	0	0




(3 Results)

This will take you to the Manage Applicants screen.

**Note:** Clicking on the number of applicants in the **In Review** column will take you to the same screen (**Manage Applicants**) but will filter out any candidates not in a review status.

## Step 3 – Review Applicant Materials

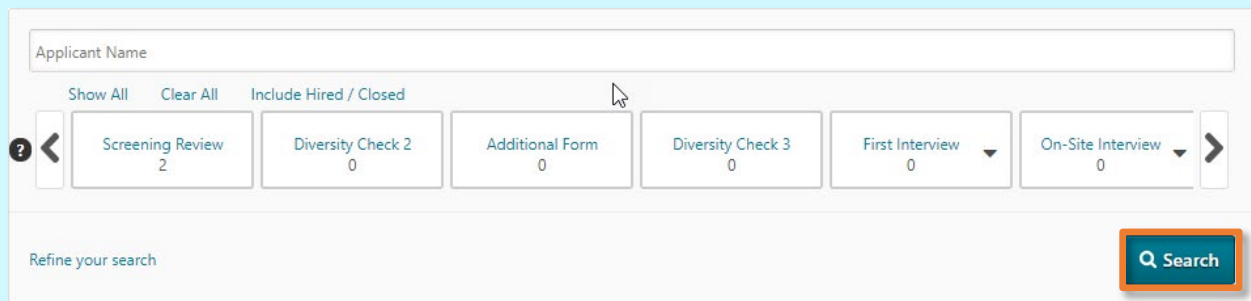
3.1 The primary function of the **Manage Applicants** screen is to allow hiring managers to easily download application materials and compare candidates.

Applicants	Applicant Flags	Application Flags	Status
<input type="checkbox"/>  <b>Nancy Yancy</b> 555-555-5554 123@123.com			Screening Review Since: 10/17/2018
<input type="checkbox"/>  <b>Robb Dobbs</b> 5555555555 Robb@Dobbs.com			Screening Review Since: 10/17/2018

Back

**Note:** The box at the top of the page is a search tool that shows the various applicant statuses and the order in which they occur.

If you are reviewing a part-time faculty, hourly or casual pool, you can narrow the pool to only those candidates in the screening review status by highlighting **Screening Review** from the list and then clicking the Search button.



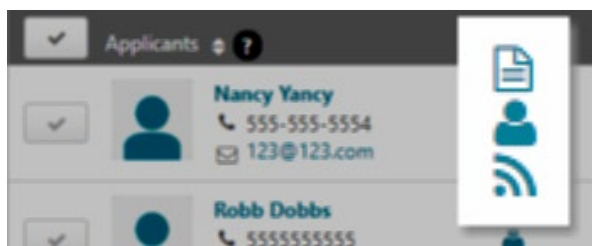
Applicant Name




Show All Clear All Include Hired / Closed

Screening Review 2
  Diversity Check 2 0
  Additional Form 0
  Diversity Check 3 0
  First Interview 0
  On-Site Interview 0

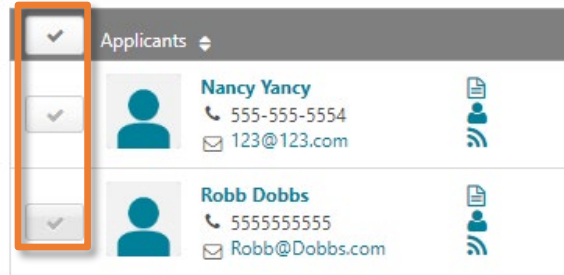
Refine your search

Next to each applicant's name in the **Applicants** column is a set of three icons:



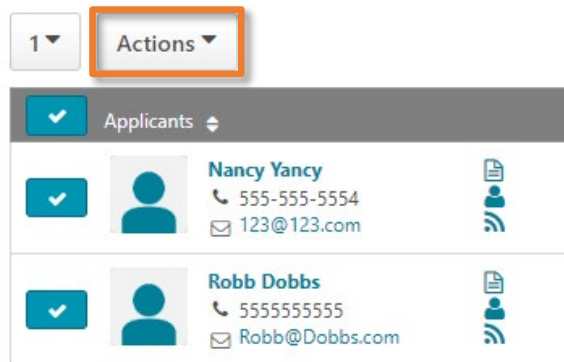
- Click the Application icon (  ) to download an application file that includes the applicant's resume, cover letter, structure resume and answers to prescreening questions
- Click the Resume/CV icon (  ) to download the applicant's resume
- Click the Applicant Feed icon (  ) to view actions taken on this particular candidate's application and by whom

3.2 The **Manage Applicants** screen also allows you to easily view and compare the resumes of multiple applicants. To do so, click the Checkmark button (  ) next to the applicants whose resumes you would like to review (or simply click the Checkmark button in the header to select all candidates).

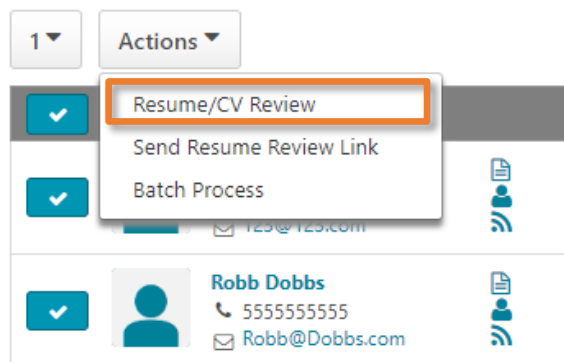


When you click on the Checkmark button, it will turn turquoise (  ).

3.3 After you have selected the desired applicants, click in the **Actions** dropdown menu.



Select Resume/CV Review from the list.



This will open the **Resume/CV Review** tool for the requisition in question.

### 3.4 This is the **Resume/CV Review** tool:

Resume/CV Review: Banner Programmer (req9)  
Job Details

(2 Results)

Application Flags: Applicant Flags: Application: Resume:

**Applicants** < >

Nancy Yancy

Robb Dobbs

Status: Screening Review

Submission Date: 10/16/2018

[View Applicant Profile](#)

Resume will appear in this space

Use the arrows to advance to the next applicant or simply click on the name of the applicant you would like to review.

**Applicants** < >

Nancy Yancy

Robb Dobbs

Click the red icons ( ) next to **Application** and **Resume** to download a copy of the application and resume respectively.

Click on the Print icon ( ) to print a copy of the applicant’s resume.

There is also a direct link to the applicant’s profile in the gray header bar.

Status: Screening Review

Submission Date: 10/16/2018

[View Applicant Profile](#)