

OneUSG Connect Training for Managers

STAFF POSTINGS: For any questions, please contact Kelly Pike or Maisie Kocher in Human Resources at 678-466-4230 or by email at KellyPike@clayton.edu or MaisieKocher@clayton.edu.

FACULTY POSTINGS: For any questions, please contact Tammy Wilson at 678-466-4102 or by email at TammyWilson@clayton.edu.



Careers: Manager Training

Managing Applicants

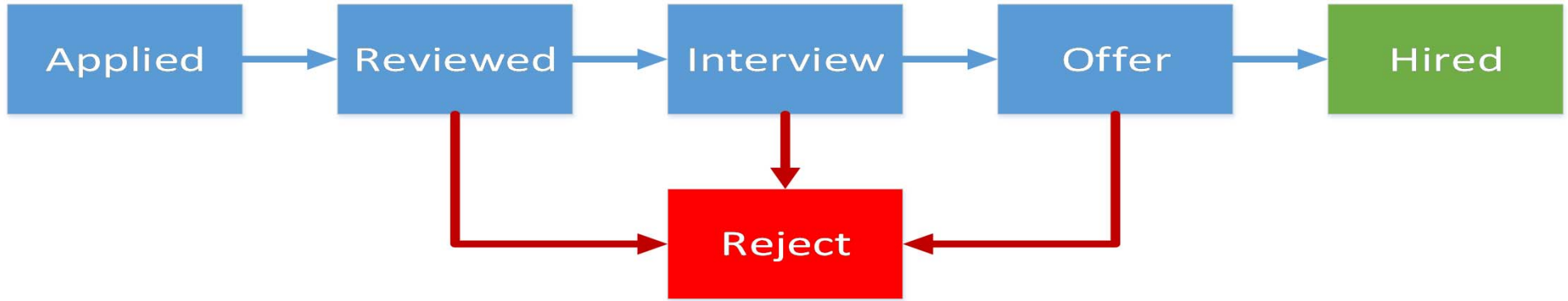


Applications

- Once jobs have been posted, applicants may submit applications
- Hiring Managers, Search Committee Members, and Recruiters (HR) will have access to review applications
- Only Hiring Managers, Committee Chairs and HR may transition applicants
- Subject to Open Records



Transition Applicants



Applied	Reviewed	Interview	Offer	Hired	Reject
Sarah Schoonover	Sarah Schoonover	Sarah Schoonover	Ben Watson	Ben Watson	Sarah Schoonover
Jim Smith	Jim Smith	Derick Moore			Jim Smith
Sue Allen	Sue Allen	Ben Watson			Sue Allen
Elizabeth Dandridge	Elizabeth Dandridge				Elizabeth Dandridge
Ben Watson	Ben Watson				Derick Moore
Derick Moore	Derick Moore				Sandra Bailey
Sandra Bailey	Sandra Bailey				

Transition Applicants

All (7)	Applied (2)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (5)
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Applicants ? Personalize | Find | View All | | First 1-2 of 2 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
<input type="checkbox"/>	Jim Duncan	1163	External	Applied								Other Actions
<input type="checkbox"/>	Mark Gross	1158	External	Applied								Other Actions

Select All Deselect All Group Actions

The banner above all applicants shows applicant dispositions and the number of candidates in each state

Applied

- This is the initial status for applicants
- If an applicant applies and fails online screening, then they will be moved to the "Reject"

Applicant Screening		Activity &	
	Applied (2)		F
?			
	Applicant Name		At



Best Practice

Applicants should be moved to review before they are rejected.



Reviewed

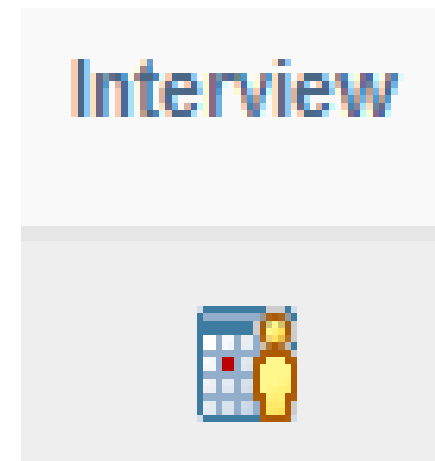
When an candidate has been reviewed by the hiring manager or recruiter, they should be transitioned to "Reviewed"

- Predecessor:
 - Applied
- Successors:
 - Interview



When a candidate is asked to participate in either a phone or onsite interview, move them to the “Interview” state

- Predecessors:
 - Reviewed
- Successor:
 - Offer
 - Reject



Interview Schedule

[Submit](#) | [Save as Draft](#) | [Return](#)

[Personalize](#)

Job Opening ID 1001
Job Opening Status 010 Open
Submitted No

Business Unit 98000 (Board of Regents)
Job Posting Title Training Job Opening (Fake Posting)
Position Number 10008067 (Academic Program Director)



▼ Tester Michael Smith


Applicant ID 1001
Applicant Type External Applicant

Preferred Contact Not Specified

▶ Interview 1 - Date Not Entered ?

▼ Interview 2 - Date Not Entered ?

*Date 
*Start Time
*End Time
*Time Zone 

Interview Type
Applicant Response  

Initiator
 Notify Applicant
 Notify Interview Team

Search Committee ?

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify	
<input type="text"/> 					<input type="text" value="None"/> 		<input type="checkbox"/>	<input type="checkbox"/>	

[Add Interviewer](#)

▼ Venue Information ?

Venue 
Response

Location

[Add/Edit Venue](#)


254 characters remaining

Schedule Interview

Interview Schedule


- Provide date, start time, and end time of the interview

2 - Date Not Entered ?

*Date 

*Start Time

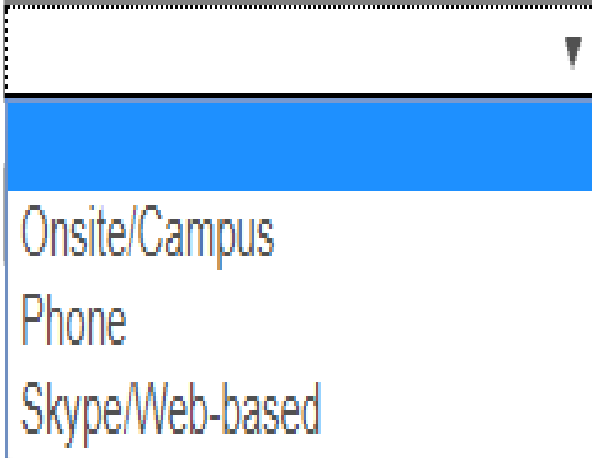
*End Time

*Time Zone EST 

Schedule Interview

Interview Type

Interview Type



A screenshot of a web form with a dropdown menu. The label 'Interview Type' is on the left. The dropdown menu is open, showing three options: 'Onsite/Campus', 'Phone', and 'Skype/Web-based'. The top option is highlighted with a blue background.

- Campus/Onsite
 - Interview conducted onsite
- Phone
 - Interview conducted via telephone
- Skype/Web-based
 - Interview conducted through the internet



Interview Notification

Notify Applicant

- Checking this box will notify the applicant when the interview is scheduled

Notify Applicant

Notify Interview Team

Notify Interview Team

- This will notify all interviewers/search committee members listed below



Search Committee and Interviewers

Search Committee ?

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify	
0062903	Lynda Purvis				None				
0063234	Bryan Davis				None				

[Add Interviewer](#)

- List all participants in the interview
- This will remain on the job opening

Venue

▼ Venue Information ?

Venue Columbus State University

hr@ColumbusState.edu

Location 4225 University Ave, Columbus, GA 31907

Response

Add/Edit Venue

215 characters remaining

Venues (not required)

- Select the appropriate recruiting location from the list of venues
- The institution address will populate in the location field
- Data entered into the location field will be sent to applicants, if the notify applicants box is checked

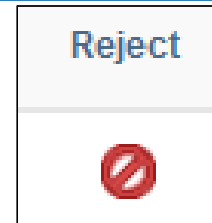
Interview

Once the interview information has been entered, use the **Submit** button to proceed.



Reject

Applicants not selected for the position should be marked as rejected.



The system will reject all applicants if not statused at the time of selected candidates Hire row being added.

Reject Applicant

Applicant to Reject			
Applicant ID	Name	Job Opening	Delete
1091	Tara Beard	1136 - Sr Admin Secretary	

Disposition

Disposition 110 Reject

*Reason

Reject Reject and Correspond Cancel

Disposition 110 Reject

*Reason

- Conflicts with Schedule
- Failed Reference Check
- Inelig-Employment Conditions
- Inelig-Required Qualifications
- Job Opening Canceled
- No Show for Interview
- Not Best Qualified- Skills
- Not Best Qualified-Education
- Not Best Qualified-Experience
- Not Selected
- Poor Interview
- Selected Another Position
- Unable to Contact
- Unable to Work in US
- Verbal Offer Rejected
- Withdrawn



Print Applications

Application Report Options

Applicant Name Tester Michael Smith

Applicant ID 1001

Disposition 130 Withdrawn Application

Print



Application Detail		
Select	Application Detail	Content Available
<input type="checkbox"/>	Preferences	✓
<input type="checkbox"/>	Referral Sources	✓
<input type="checkbox"/>	Work Experience	✓
<input type="checkbox"/>	Education Level	✓
<input type="checkbox"/>	Training	
<input type="checkbox"/>	Degrees	✓
<input type="checkbox"/>	Honors and Awards	
<input type="checkbox"/>	Licenses and Certifications	
<input type="checkbox"/>	Language Skills	
<input type="checkbox"/>	References	
<input type="checkbox"/>	Resume Text	

Exclude sections with no content available

Save My Selections

Generate Report

- Managers can click on the print icon to generate .pdf documents
- Managers cannot print applications in bulk






Group Actions

Group Actions allow managers to transition multiple candidates in a single action

- Managers can perform the following group actions:
 - Reviewed
 - Reject

	Tester TamaraJenkins	1039	External
	Tester TaraBeard	1040	External
All	Deselect All	▼ Group Actions	

|  Recruiting Home |  Search Job Openings |  Pre