

EVALUATE AND SEARCH APPLICANTS



1. To access Applicant S&H, open the Gazette and hover over the HR Depot section until the list on the left appears and then select **Applicant S&H.**

	Candid	late S	earc	h					
Search for	Search for E.g., First Name, Last Name, Email, or Phone (Does not include hired or expired candidates)								
lob Orders - Sh					а				
		Date	Status	Posted	New	Review	1st	2nd	Offe
	rinng manager a	Created 🔽	- 🔨	*	*	*	Int 🍡	Int 🍡	N
Work Experience	WFD Department	Created 2006-05-03	Standing	No	9	1	Int 2	0	0
Work Experience Truck Driver Helper	WFD Department Store 550	Created 2006-05-03	Standing Active	No Yes	9 38	1 13	0 3	0 7	0 4
Work Experience Truck Driver Helper Truck Driver Helper	WFD Department Store 550 Retail Department	Created 2006-05-03 2015-12-09 2016-01-21	Standing Active Standing	No Yes Yes	9 38 48	1 13 0	0 3 0	0 7 0	0 4 0
Work Experience Truck Driver Helper Truck Driver Helper Truck Driver Helper	WFD Department Store 550 Retail Department Retail Department	Created × 2006-05-03 2015-12-09 2016-01-21 2016-02-03	Standing Active Standing Active	No Yes Yes No	9 38 48 14	1 13 0 1	0 3 0 0	0 7 0 1	0 4 0 0
Work Experience Truck Driver Helper Truck Driver Helper Truck Driver Helper Truck Driver Helper	WFD Department Store 550 Retail Department Retail Department Retail Department	Created 2006-05-03 2015-12-09 2016-01-21 2016-02-03 2016-01-21	Standing Active Standing Active Active	No Yes Yes No No	9 38 48 14 14	1 13 0 1 0	0 3 0 0 1	0 7 0 1 0	0 4 0 0 0
Work Experience Truck Driver Helper Truck Driver	WFD Department Store 550 Retail Department Retail Department Retail Department Store 150	Created x 2006-05-03 2015-12-09 2016-01-21 2016-02-03 2016-01-21 2016-01-12	Standing Active Standing Active Active Active	No Yes Yes No No Yes	9 38 48 14 14 6	1 13 0 1 0 0 0	0 3 0 0 1 1	0 7 0 1 0 0	0 4 0 0 0 0 0
Work Experience Truck Driver Helper Truck Driver Helper Truck Driver Helper Truck Driver Helper Truck Driver Truck Driver Truck Driver	WFD Department Store 550 Retail Department Retail Department Retail Department Store 150 Store 150	Created × 2006-05-03 2015-12-09 2016-01-21 2016-02-03 2016-01-21 2016-01-12 2015-12-08	Standing Active Standing Active Active Active Active	X No Yes Yes No No Yes Yes	9 38 48 14 14 6 26	1 13 0 1 0 0 0 5	0 3 0 0 1 1 3	0 7 0 1 0 0 8	0 4 0 0 0 0 0 1
Work Experience Truck Driver Helper Truck Driver Helper Truck Driver Helper Truck Driver Helper Truck Driver Truck Driver Truck Driver Tipper Operator	WFD Department Store 550 Retail Department Retail Department Retail Department Store 150 Store 150 Store 099	Created ~ 2006-05-03 2015-12-09 2016-01-21 2016-02-03 2016-01-21 2016-01-12 2015-12-08 2016-01-12	Standing Active Standing Active Active Active Active Active	No Yes Yes No No Yes Yes Yes	9 38 48 14 14 6 26 6	1 13 0 1 0 0 0 5 2	Int 0 3 0 1 1 3 0	Int 0 7 0 1 0 0 8 0	0 4 0 0 0 0 1 1
Work Experience Truck Driver Helper Truck Driver Truck Driver Sr. Graphic Designer	WFD Department Store 550 Retail Department Retail Department Store 150 Store 150 Store 099 Courtney Nelson	Created × 2006-05-03 2015-12-09 2016-01-21 2016-02-03 2016-01-21 2016-01-12 2015-12-08 2016-01-12 2015-12-23	Standing Active Standing Active Active Active Active Active Active	No Yes Yes No No Yes Yes Yes No	9 38 48 14 14 6 26 6 0	1 13 0 1 0 0 5 2 0	Int 0 3 0 0 1 1 3 0 0 0	Int 0 7 0 1 0 8 0 0 0	0 4 0 0 0 0 1 1 0

The Candidate Search page displays. Also on this screen is the Job Orders section. To search for a specific candidate, type a name in the **Search For** field and click **Search**.

To organize the information, click a column heading. For example, to sort job orders by store or department, click the **Hiring Manager** column.

2. To begin, click a job title.



EVALUATE AND SEARCH CANDIDATES, CONTINUED

ood stuff. ood work. oodwill.	Applic	ant Tracl	king & Sea	rch Syste	m Logout
Home / Job Orders / Ser	ior Graphic Designer (Candidates			
Search Forn	<u>า</u>				
Search Criteria					
First Name			Last Name		
Within • mile	s of zip code		Initial Sort By	imon	
			- Additable Filone F	inco	
Status	Hire Status	Review	1 st Interview	2 nd Interview	Offer
Options	Show New	Reviewed	Scheduled	Scheduled	Rejected
Select Eligible	Show Hired	Not OK	Not OK	Not OK	Rescinded
Select Ineligible	Show Expired	Maybe	Maybe	 Maybe 	Pending
Clear All		Ø OK	Ø OK	OK OK	Send letter via HR
General Job	Application C	uestions			
		s	Search		

3. Once the Search Form pops-up, either select additional criteria or click **Search**.

1	Candidates															
	First Last Name 🔽 Name 🔽	City 🔽	Zip 🍡	Status	Ava Tim	ilable Phone es 🔽	Submitted									
	Abraham			New			01/18/2016									
	gerard			New				-								
1	Alex		-	New		Candi	dates									
	Jan			New		First Name	Last Name	Но	urs/	Daily A	vailabi	itv		Status	Available Phone Times	Submi
	marla			Reviewe	d ,	*	*	w	еек 🔨					*	X	Date
l	Robert			N		Sergio				Sun:	Mon:	Tue:	Wed:	New		08/08/
	Nathaniel			New		-				Thu:	Fri:	Sat:				
	Kadel			New			01/12/2016									
	Sarah			New			01/11/2016									
	Sammy			New			01/10/2016									
	Cory			New			01/08/2016									
1	Charles			New			01/07/2016									
1	Lee			New			01/07/2016									

4. To view a candidate's information, click their name link. If the candidate is a current Goodwill employee, a smiling G logo displays next to their name.



EVALUATE AND SEARCH CANDIDATES, CONTINUED

Application Stat	us
Please note: It is recommended	that you log all activity updates before changing an applicant's status.
Status:	Reviewed - Not OK
Reason for not hiring:	Cannot work hours
	Save
Activity Update	
	Activity Update Saved
Activity:	Call
Notes:	
	Save

The candidate's information displays. The Application Status and Activity Update sections display on top.

Use the scroll bar to view general applicant information, education, work experience, resume (if provided) and if the applicant applied for other positions.

At the bottom of the screen is the applicant's answers to the questionnaire from the job posting along with the Activity Log.

- 5. To proceed with this candidate, select an Activity Update reason from the drop-down menu and click **Save**.
- 6. To disposition a candidate, select a status from the drop-down menu. All unfavorable dispositions, require a reason. Once a status and reason for not hiring (when applicable) is selected, click **Save**.

The evaluate and search portion of this process is now complete.

GENERAL APPLICANT S&H REMINDERS

- Disposition candidates throughout the hiring process.
- Select Save for each candidate as you move through the process.
- A COE is auto generated for all employees when **Offer Pending** status is selected.



INTERVIEW REMINDERS

Application St	atus ded that you log all activity updates before changing an appli	cant's status.
Status:	1st Interview	
Reason for not hiring:	Select	•
	Save	

To change a candidate's status, choose the **1st Interview** option from the Status dropdown menu and click **Save**.

Applicant Answers to Questionnaires					
General Job Application Questions					
General Job Application Questions Salary/Wage Required (per hour/year) 10.00 Can you provide documented proof of U.S. Citizenship or, if an alien, proof of authorization to work in the United States? Yes Yes If requested, would you be willing to take a drug/alcohol screening exam as a condition of employment? Yes Are you at least 16 years old? Yes Are you a valiable to work Full time? Yes Are you available to work Full time? Yes Are you available to work venings? Yes Are you available to work weekends? Yes Can you travel if a job requires it? How many hours a week do you want to work on average? Sunday Hours Wednesday Hours					
Thursday Hours Friday Hours Saturday Hours					

When you are ready to start the interview, access the candidate's information page and scroll to view the Applicant Answers to Questionnaire section. For some non-standing jobs, you can see the applicant's answers from the job posting and the questions for the first or second interview. For other non-standing jobs, only the applicant's questions from the job posting display.

If an interview guide displays, select or enter an answer before proceeding to the next question.

Once the interview is finished and you have documented all responses in their profile, click **Submit**.

Note: If you have any questions or need assistance, contact Recruiting Operations either by telephone at 602-535-4100, option 5 or via email at <u>RecruitingOperations@goodwillaz.org</u>.