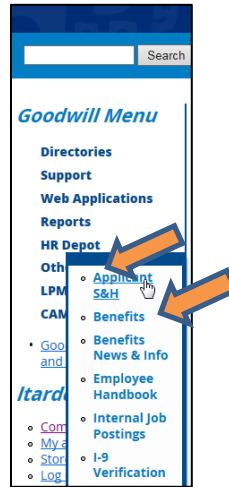


EVALUATE AND SEARCH APPLICANTS



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**.

Candidate Search

Search for

E.g., First Name, Last Name, Email, or Phone
(Does not include hired or expired candidates)

Job Orders - Show All

Job Title	Hiring Manager	Date Created	Status	Posted	New	Review	1st Int	2nd Int	Offer
Work Experience	WFD Department	2006-05-03	Standing	No	9	1	0	0	0
Truck Driver Helper	Store 550	2015-12-09	Active	Yes	38	13	3	7	4
Truck Driver Helper	Retail Department	2016-01-21	Standing	Yes	48	0	0	0	0
Truck Driver Helper	Retail Department	2016-02-03	Active	No	14	1	0	1	0
Truck Driver Helper	Retail Department	2016-01-21	Active	No	14	0	1	0	0
Truck Driver	Store 150	2016-01-12	Active	Yes	6	0	1	0	0
Truck Driver	Store 150	2015-12-08	Active	Yes	26	5	3	8	1
Tipper Operator	Store 099	2016-01-12	Active	Yes	6	2	0	0	1
Sr. Graphic Designer	Courtney Nelson	2015-12-23	Active	No	0	0	0	0	0
Senior Graphic Designer	Communications Department	2015-12-28	Active	Yes	45	8	0	0	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

Search Form

Search Criteria

First Name: Last Name:

Within miles of zip code Initial Sort By:

Resume Keywords:

Status Options:

Hire Status	Review	1 st Interview	2 nd Interview	Offer
<input checked="" type="checkbox"/> Show New	<input checked="" type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Scheduled	<input checked="" type="checkbox"/> Scheduled	<input type="checkbox"/> Rejected
<input type="checkbox"/> Show Hired	<input type="checkbox"/> Not OK	<input type="checkbox"/> Not OK	<input type="checkbox"/> Not OK	<input type="checkbox"/> Rescinded
<input type="checkbox"/> Show Expired	<input checked="" type="checkbox"/> Maybe	<input checked="" type="checkbox"/> Maybe	<input checked="" type="checkbox"/> Maybe	<input checked="" type="checkbox"/> Pending
	<input checked="" type="checkbox"/> OK	<input checked="" type="checkbox"/> OK	<input checked="" type="checkbox"/> OK	<input checked="" type="checkbox"/> Send letter via HR

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

Candidates

First Name	Last Name	City	Zip	Status	Available Phone Times	Submitted
Abraham				New		01/18/2016
gerard				New		
Alex				New		
Jan				New		
marla				Reviewed		
Robert				New		
Nathaniel				New		
Kadel				New		01/12/2016
Sarah				New		01/11/2016
Sammy				New		01/10/2016
Cory				New		01/08/2016
Charles				New		01/07/2016
Lee				New		01/07/2016

Candidates

First Name	Last Name	Hours/Week	Daily Availability	Status	Available Phone Times	Submit Date
Sergio			Sun: Mon: Tue: Wed: Thu: Fri: Sat:	New		08/08/2016

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

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

To change a candidate’s status, choose the **1st Interview** option from the Status drop-down menu and click **Save**.

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 RecruitingOperations@goodwillaz.org.