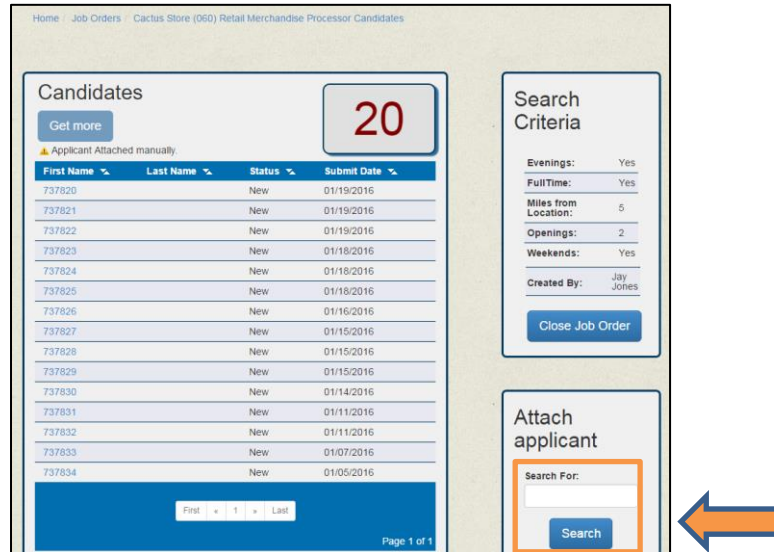
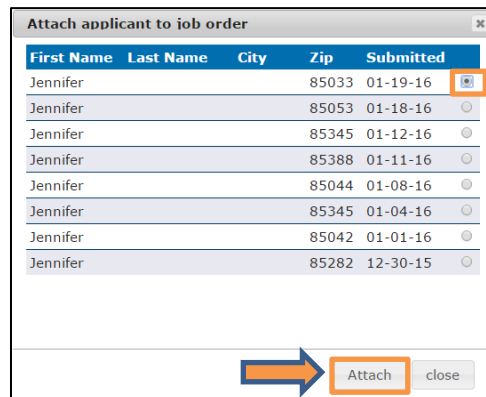


WALK IN CANDIDATE



There may be times when a candidate applied for a position and they want to check on the status of their application.

1. To add a walk in candidate to your existing job requisition, type their name in the **Search For** field and click **Search** or press **Enter** on the keyboard.



If found, the system pops up a window with a list of applicants that matches the name entered in the **Search For** field. The pop-up only shows the name, city, zip, and date submitted and does not include a link to view a specific candidate’s info.

2. To select an applicant and add them to your job order, click the radio button next to the applicant’s info and then click **Attach**.

WALK IN CANDIDATE, CONTINUED

Application Status

Please note: It is recommended that you log all activity updates before changing an applicant's status.

Status:

Reason for not hiring:

Activity Update

Activity Update Saved

Activity:

Notes:

This adds them to the job requisition and redirects you to the candidate’s screen. The system also tracks that the applicant was manually attached.

Note: The added applicant may not necessary match the search criteria for this job order, but they need to belong to the overall job title’s pool of candidates, otherwise they cannot be located in the system.

3. To proceed, choose an Activity, Status, and Reason for Not Hiring (if applicable).

Candidates 20

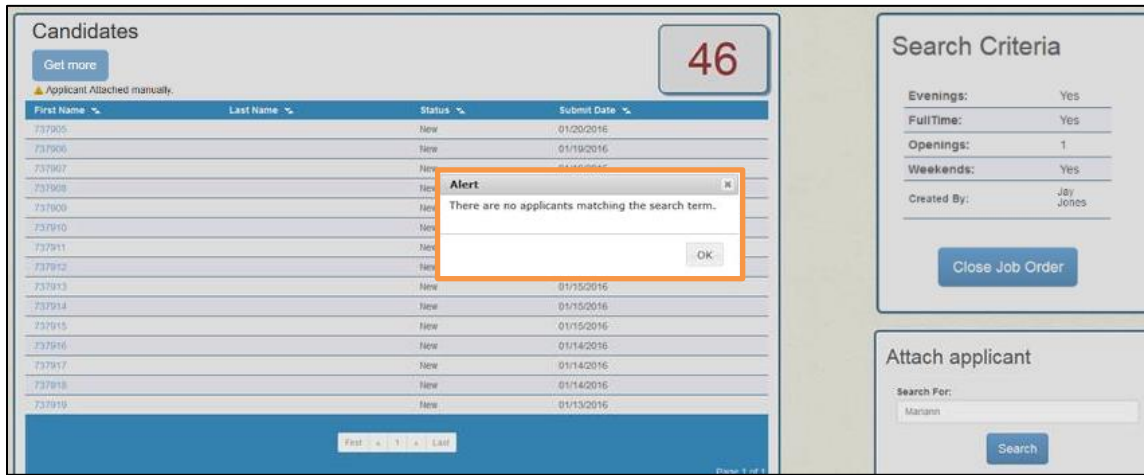
▲ Applicant Attached manually

First Name	Last Name	Status	Submit Date
▲ Jennifer			01/19/2016
Jeffrey			01/19/2016
Luis			01/19/2016
Jancee			01/19/2016
Mila			01/18/2016
Lourdes			01/18/2016
Conser			01/18/2016
David			01/16/2016
David			01/15/2016
Ryan			01/15/2016
Justin			01/15/2016
Aaron			01/14/2016
Robert			01/11/2016
Gerardo			01/11/2016
Amaia			01/07/2016
Ivon			01/05/2016
737836	New		01/04/2016
737837	New		01/03/2016
737838	New		12/30/2015
737839	New		12/23/2015
737840	New		12/22/2015

The system returns to the candidate listing and in this example some candidates have already been dispositioned.

The attached applicant is added to the job requisition. All attached applicants have a yellow triangle icon noting they were not part of the original job requisition, but were added manually.

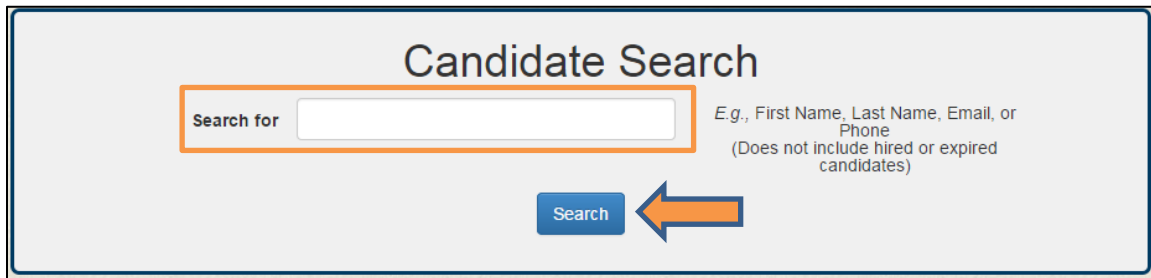
WALK-IN CANDIDATE NOT FOUND



If a name is not found, the system pops up a window with an error that states “*There are no applicants matching the search term.*”

Some reasons this may occur are:

- If the candidate applied to another position (for example, your requisition is for a Retail Merchandise Processor, but they applied to the Retail Associate Position
- Their application has expired
- They did not apply



One way to see if they applied for another position is to return to the Job Orders page, type their name in the **Search for** field, and then click **Search**.

If you still cannot find the applicant, kindly ask them to reapply.

RETURN TO ACTIVE REQUISITION

Job Orders - Show All

Job Title	Hiring Manager	Date Created	Status	Posted	New	Review	1st Int	2nd Int	Offer
Retail Merchandise Processor <small>FullTime: Y, Miles: 5, Openings: 2</small>	Store 021	2016-02-18	Active	No	8	0	0	0	0
Retail Merchandise Processor <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 3</small>	Store 068	2016-02-18	Active	No	14	2	0	0	0
Retail Merchandise Processor <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 2, Weekends: Y</small>	Store 060	2016-02-18	Active	No	5	1	0	0	0
Retail Merchandise Processor <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 1, Weekends: Y</small>	Store 189	2016-02-17	Active	No	14	1	0	0	0
Retail Merchandise Processor <small>FullTime: Y, Miles: 5, Openings: 1</small>	Store 189	2016-02-17	Active	No	12	0	0	0	0
Retail Sales Associate <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 2</small>	Store 189	2016-02-17	Active	No	15	0	0	0	0
Retail Sales Associate <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 2, PartTime: Y, Weekends: Y</small>	Store 189	2016-02-17	Active	No	14	1	0	0	0
Retail Merchandise Processor <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 2, Weekends: Y</small>	Store 060	2016-02-11	Active	No	3	1	1	0	0
Retail Sales Associate <small>Evenings: Y, FullTime: Y, Miles: 5, Openings: 1, Weekends: Y</small>	Store 042	2016-02-11	Active	No	0	15	0	0	0


To go back into an active requisition at a later date:

1. Sort the job orders by clicking the **Hiring Manager** and/or **Date Created** column to organize the information.
2. Retail/ROC - look for your store number, CMx look for Commercial Svcs Department under the Hiring Manager column.
3. Click the job title link that matches the search criteria previously selected.

INTERVIEW REMINDERS

Application Status

Please note: It is recommended that you log all activity updates before changing an applicant's status.

Status: 

Reason for not hiring:

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

INTERVIEW REMINDERS, CONTINUED

Applicant Answers to Questionnaires

General Job Application Questions

Salary/Wage Required (per hour/year)
9

Can you provide documented proof of U.S. Citizenship or, if an alien, proof of authorization to work in the United States?
Yes

If requested, would you be willing to take a drug/alcohol screening exam as a condition of employment?
Yes

Are you at least 18 years old?
Yes

Are you a licensed driver?
Yes

Are you available to work Full time?
Yes

Are you available to work Part time?
Yes

Are you available to work evenings?
Yes

Are you available to work weekends?
Yes

Can you travel if a job requires it?
Yes

How many hours a week do you want to work on average?
30-32+

Sunday Hours
Open

Monday Hours
8:30-2:30, 3-close

Tuesday Hours
8:30-2:30, 3-close

Wednesday Hours
8:30-2:30, 3-close

Thursday Hours
8:30-2:30, 3-close

Retail Merchandise Processor - First Interview

What hours are you available to be scheduled for work?

Sunday Hours

Monday Hours

Tuesday Hours

Wednesday Hours

Thursday Hours

Friday Hours

Saturday Hours

How many hours a week do you want to work on average?
 4-12 13-20 21-30 31-32+

Do you have any previous commitments that will interfere with your work schedule? (Example: alternate work, school activities, etc.)

When you are ready to start the interview, access the candidate’s information page. Scroll down to view the Applicant Answers to Questionnaire section. On the left you can see the applicant’s answers from the job posting. On the right you can see the questions for the first or second interview.

Ask all applicable questions from the questionnaire and 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**.

CLOSE JOB ORDER

Search Criteria

Evenings: Yes

FullTime: Yes

Miles from Location: 5

Openings: 2

Weekends: Yes

Created By: Jay Jones

Close Job Order

To close a job order before the requisition is filled, go into the requisition and click **Close Job Order** in the Search Criteria section.

APPLICANT S&H REMINDERS

- Disposition candidates throughout the hiring process
 - Requisition automatically closes after they are hired and attend GSO
- Select **Save** for each candidate as you move through the process
- Use **Offer Pending** status to generate a COE

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.