

WALK IN CANDIDATE

andidate: et more	5		20		Search Criteria	
pplicant Attached	manually.	Plantana an			Evenings:	Yes
non	Last Name 🔽	Mary	D1/19/2016		FullTime:	Yes
821		New	01/19/2016	-	Miles from Location:	5
822		New	01/19/2016		Openings:	2
823		New	01/18/2016		Weekends:	Yes
824		New	01/18/2016		-	Jav
825		New	01/18/2016		Created By:	Jones
826		New	01/16/2016		(
827		New	01/15/2016		Close Job	Order
828		New	01/15/2016			
829		New	01/15/2016			
830		New	01/14/2016			
831		New	01/11/2016		Attach	
832		New	01/11/2016	1000	applicant	
833		New	01/07/2016		applicant	8
834		New	01/05/2016		Search For	

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.

Attach appli	cant to job or	·der			x
First Name	Last Name	City	Zip	Submitted	
Jennifer			85033	01-19-16	۲
Jennifer			85053	01-18-16	0
Jennifer			85345	01-12-16	\bigcirc
Jennifer			85388	01-11-16	\bigcirc
Jennifer			85044	01-08-16	\bigcirc
Jennifer			85345	01-04-16	\bigcirc
Jennifer			85042	01-01-16	\bigcirc
Jennifer			85282	12-30-15	\bigcirc
				ttach clos	e

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

tatus:	Reviewed - Not OK	
leason for not hiring:	Cannot work hours	•
	Save	
	Save	
	Save	
Activity Update	Sove 3	
Activity Update	Save	3
Activity Update	Activity Update Saves	·

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).

Oradidates		
Candidates		
Get more		20
Applicant Attached manua	lly.	
First Name 🐄 Last	Name 🔨 Status 🐾	Submit Date 🐄
A Jennifer		01/19/2016
Jeffrey		01/19/2016
Luis		01/19/2016
Janice		01/19/2016
Mila		01/18/2016
Lourdes		01/18/2016
Cooper		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
Anna		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
	First « 1 » Last	

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

Get more			46	Search Criteria
Applicant Attached manually				Evenings' Ves
irst Name 🦡	Last Name 🐾	Status 🛰	Submit Date 🛰	Testinger ites
07905		New	01/20/2016	Fuirime: Yes
37900		Titra	01/19/2016	Openings: 1
5379407		New	automatic and a second s	Weekends: Yes
37908		Ner Alert	ж	Jay
37900		New There are	no applicants matching the search term.	Greated By: Jones
01970		New		
07931		New	OK.	
117913		Piers	UN	Close Job Order
737933		Nervi	01/15/2016	
aroid		New	01/15/2016	
07015		tiew	01/15/2016	
37936		. Therm	01/14/2016	Attach continent
1379857		New	01/14/2016	Attach applicant
737018		New	01/14/2016	Search For
737010		14er#	81/13/2016	Mariann
		a sector frances		
	74	HALLANDAN AND		Search

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

Candidate Sea	irch
Search for	E.g., First Name, Last Name, Email, or Phone (Does not include hired or expired candidates)
- +	

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 FullTime: Y, Miles: 5, Openings: 2	Store 021	2016-02-18	Active	No	8	0	0	0	0
Retail Merchandise Processor Evenings:Y,FullTime:Y,Miles:5,Openings:3	Store 068	2016-02-18	Active	No	14	2	0	0	0
Retail Merchandise Processor Evenings:Y,FullTime:Y,Miles:5,Openings:2,Weekends:Y	Store 060	2016-02-18	Active	No	5	1	0	0	0
Retail Merchandise Processor Evenings:Y,FullTime:Y,Miles:5,Openings:1,Weekends:Y	Store 189	2016-02-17	Active	No	14	1	0	0	0
Retail Merchandise Processor FullTime:Y,Mles:5,Openings:1	Store 189	2016-02-17	Active	No	12	0	0	0	0
Retail Sales Associate Evenings:Y,FullTime:Y,Miles:5,Openings:2	Store 189	2016-02-17	Active	No	15	0	0	0	0
Retail Sales Associate Evenings:Y,FullTime:Y,Miles:6,Openings:2,PartTime:Y,We	Store 189	2016-02-17	Active	No	14	1	0	0	0
Retail Merchandise Processor Evenings:Y,FullTime:Y,Miles:5,Openings:2,Weekends:Y	Store 060	2016-02-11	Active	No	3	1	1	0	0
Retail Sales Associate Evenings:Y,FullTime:Y,Miles:8,Openings:1,Weekends:Y	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 Stat	tus	
Please note: It is recommended	I that you log all activity updates before changing an applicant's status.	
Status:	1st Interview	•
Reason for not hiring:	Select	
	Save	

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



INTERVIEW REMINDERS, CONTINUED

Applicant Answers to Questionn	aires
General Job Application Questions Salary/Wage Required (per houriyear)	Retail Merchandise Processor - First Interview
9 Can you provide documented proof of U.S. Citizenship or, if an alien, proof of authorization to work in the United States?	What hours are you available to be scheduled for work?
Yes If requested, would you be willing to take a drug/alcohol screening exam as a condition of employment?	Sunday Hours
Yes Are you at least 16 years old? Yes	Monday Hours
Yes Are you available to work Full time? Yes	Tuesday Hours
Are you available to work Part time? Yes Are you available to work evenings?	Wednesday Hours
Yes Are you available to work weekends? Yes Can you travel if a job requires it?	Thursday Hours
How many hours a week do you want to work on average? 30-32+	Friday Hours
Sunday Hours Open Monday Hours	Saturday Hours
Tuesday Hours 830-230, 3-close Wednesday Hours	How many hours a week do you want to work on average? 4.12 0 13-20 0 21-30 0 31-32+
830-230, 3-close Thursday Hours 830-230, 3-close	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 <u>RecruitingOperations@goodwillaz.org</u>.