

Non-Posting Manager Process

Step One:

Login to ApplicantPro:

<https://admin.applicantpro.com/>

Enter **Username** and **Password**

Username or Email:

Password:

[Forgot Your Password?](#)

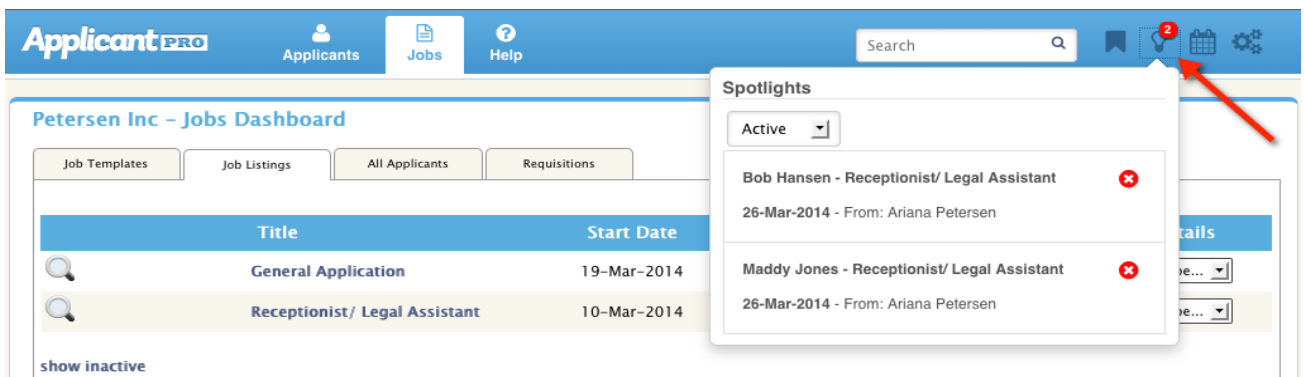
Step Two:

You will be taken directly to your homepage. Select the different icons to navigate through the ApplicantPro system.



My Spotlights:

Clicking the Light Bulb icon will show any applicants that have been “spotlighted” for you by other users in your organization. You can view active and/or inactive spotlights by choosing from the dropdown menu. Click on the applicant’s name to view the applicant’s profile.




ApplicantPRO

Applicants:


In this section you are able to view, manually add, edit and add notes to applications for jobs in your assigned department(s).

1. Use the drop down menu to select the job for which you would like to view applicants. You can also click on the **Magnifying Glass** next to the position to open up the Applicant List page. Listed jobs are based on filters. You can change any filter criteria and click **Go** to update the results. Default filters are highlighted. The **Conversion** tab shows conversion percentages for each job.



Caleb Larkin Applicants


Select Job... 

Applicant Dashboard

Job Title/Internal ID: Department: Job Status: Active: Date Range: 

Applicants **Conversion**


Job Title	Unit	Applicants	Met BQ	No Status	?
 Customer Service Representative - Frisco, Texas	Customer Service	0	0	0	
 Customer Service Representative - Layton, UT	Customer Service	1	1	1	



2. If you open a job you will then see a screen with a list of applicants for the position selected. Use the tabs to search for applicants, view source and status reports, or to send emails to applicants. Use the dropdowns to filter which applicants you view or to determine how applicants are sorted.

Use the **Add Applicant** option to manually add an applicant to the job. You can also find mass update options at the bottom of the page. Click the **Magnifying Glass** to open up an individual's application.

Caleb Larkin Applicants


Customer Service Representative - Layton, UT - UT 


Start: 13-May-2015 End: 12-Jul-2015
Location: UT Unit: Customer Service

Applications		Qualified	
No Status	1	Interviewed	1
1	0	Hired	0
		Not Selected	0

View Applicants **Job Questions** Find an Applicant Status Report Source Report Send Emails


Applicants

Status: Active: Date Range: Met BQ: Job Question Score Above: Sort By... 

Name	Date	Score	Screenie	Met BQ	Status
<input type="checkbox"/> 1.  Larkin, Caleb	27-May-2015	0	Invite	Yes	<input type="text"/>

Select All - Deselect All

Mass Update: Update Status Change Archive Assign to... Email Template



ApplicantPRO

3. When viewing the application, you can find all action items in the **Action** button in the top right hand corner of the screen. You will see the left side panel to navigate from applicant to applicant, the applicant's contact information at the top, the completed sections of the application, and the **Timeline** area which will record all actions and notes left on the application. You will also find the **Other Applications** area which will display other applications this candidate has submitted.

The screenshot displays the ApplicantPRO interface for a candidate named Caleb Larkin. The interface includes a left sidebar with a filter icon and the candidate's name and date. The main content area shows the candidate's contact information, job title 'Customer Service Representative - Layton, UT', and various application sections like 'Application', 'Job Questions', 'Screenie', 'Background', and 'Integrations'. The 'Employment History' section is highlighted with a red arrow. The right sidebar shows a 'TIMELINE' and 'APPLICATIONS (19)' section with a red arrow pointing to the 'Add Note' button. The 'Actions' button is also highlighted with a red arrow.

Jobs:

In this section you are able to view the job listings in your assigned department(s). Clicking on the icon will open the job description that applicants see when applying for jobs.

	Title	Start Date	End Date	Business Unit	Apps	Details
	Customer Support Rep - 09-Jul-2013	06-Sep-2013	05-Nov-2013	Human Resources	0	Select Type... ▾
	Test	11-Sep-2013	10-Nov-2013	Human Resources	0	Select Type... ▾
	Test 1	05-Sep-2013	04-Nov-2013	Other	3	Select Type... ▾

show inactive

1. Use the drop down on the right hand side of the screen to jump to different parts of the Applicants section in ApplicantPro.

The close-up shows the dropdown menu for the 'Details' column. The menu items are: 'Select Type...' (checked), 'View Applicants', 'Job Questions', 'Find an Applicant', 'Status Report', 'Source Report', and 'Send Emails'. A red arrow points to the 'Select Type...' option.

ApplicantPRO

2. Click on the **All Applicants** tab to view a list of all applicants for all of the job postings in your assigned department(s). Use the dropdowns to filter which applicants you can view, click the refresh button to view these applicants.

Account:

In this section you are able to view and edit your account information. If you would like to update/change your username and/or password for the ApplicantPro system you can type in the new username/password in the directed field(s) and then click on **Save Changes**.

You can also set a default assigned user in this area.

Account Details

User Profile ←

Bookmarks

Non-Posting Manager

Last Successful Login: 15-Jun-2015

User Profile

Here you can edit your personal information, change your password, and update any other information related to your account.

User Settings

Username* NPManager ✓ ←

Email* Non-postingmanager@gmail.com

Password Last Changed: Update My Password ←

Time Zone* Hawaii Standard Time (HST -10)

Set Your Login Screen Manager Main Page

Contact Information

First Name* Non-Posting

Last Name* Manager

Phone

Ext 0

Address

Country United States

State/Province Utah

City

Zip/Postal Code

Calendar Connect

You can subscribe to all your calendar events and they will automatically be updated in your favorite calendar program! Copy this URL into your favorite calendar program and all future ApplicantPro calendar entries will be synced automatically.

https://admin.applicantpro.com/applicants/functions/subscribe_ical-1790069-5cf2dd1ec7d95bac7b7a4976077a1fc6.ics ←

Applicant Dashboard Settings

Default Assigned User

←

Save Changes →

***If you have any additional questions please contact your Account Manager or the Support Team.**

Common Questions:

Why would I make a user a non-posting manager?

Non-posting managers are the most common user type. They are often hiring managers who make input on hiring decisions, but do not post jobs or have access to do so. Managers have access to applications according to departments.

Can I restrict a manager to access to jobs instead of departments?

Yes. Simply check the box that says “This manager is assigned specific job listings.”

What is the difference between a Non-posting manager and an assigned user?

Both non-posting managers and assigned users, as well as admins and posting managers, essentially have the same access to applications. Once they pull up an application you will see similar options in Actions, Timeline, and application information. A manager’s access is different based on how many applications they have access to, as they are restricted based on department. An assigned user only gets access to applications they are specifically assigned.