

ApplicantPRO

Posting Manager Process

Step One:

Login to ApplicantPro:

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

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

Username or Email:

Password:

[Forgot Your Password?](#)

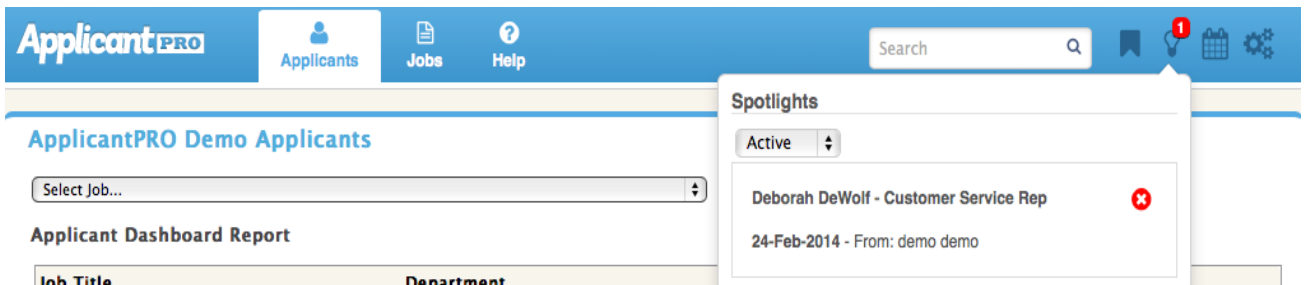
Step Two:

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



My Spotlights:

Clicking the **Show** link next to **My Spotlights** 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 clicking the arrow next to **Active**. Click on icon to open the application.




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	
1		1	
<input checked="" type="checkbox"/> No Status	<input type="checkbox"/> Interviewed	<input type="checkbox"/> Hired	<input type="checkbox"/> Not Selected
1	0	0	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...: 

Status	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

- 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 shows the ApplicantPRO interface for a candidate named Caleb Larkin. The left sidebar contains a filter and a list of applicants, with 'Larkin, Caleb' selected. The main content area displays the candidate's profile, including contact information and a section for 'Customer Service Representative - Layton, UT'. The 'Employment History' tab is active, showing details for 'ABC Company - Current Employer'. The right sidebar features a 'TIMELINE' and 'APPLICATIONS (19)' section, with an 'Add Note' button highlighted. Red arrows indicate the locations of the 'Larkin, Caleb' entry, the 'Edit' link, the 'Actions' button, the 'Add Note' button, and the 'Employment History' tab.

Jobs:

In this section you are able to view and edit job listings in your assigned department(s). Clicking on the icon will open the job description that applicants see when applying for jobs. Clicking on the will allow you to push the job to the job boards. Clicking on the icon will allow you to add a new job listing.

Job Listings		All Applicants				
	Title	Start Date	End Date	Business Unit	Apps	Details
	Accountant	19-Dec-2012	05-Mar-2013	Finance	3	Select Type...
	Accountant	03-Jan-2013	04-Mar-2013	Finance	0	Select Type...
	Inside Sales Account Manager	20-Dec-2012	18-Apr-2013	Sales	0	Select Type...
	Senior PHP Web Developer	20-Dec-2012	18-Feb-2013	Information Technology	2	Select Type...

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

The screenshot shows the ApplicantPRO job listings table with a dropdown menu open. The dropdown menu contains the following options: Select Type..., View Applicants, Screening Questions, Find an Applicant, Status Report, Source Report, and Send Emails. A red arrow points to the dropdown menu.

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**.

The screenshot displays the 'Account Details' page for a 'Posting Manager'. The 'User Profile' section is highlighted with a red arrow. Within this section, several fields and buttons are marked with red arrows: the 'Username*' field containing 'posting manager', the 'Email*' field containing 'testor@gmail.com', the 'Update My Password' button, and the 'Default Assigned User' dropdown menu. The 'Contact Information' section includes fields for 'First Name*', 'Last Name*', 'Phone', 'Ext', 'Address', 'Country', 'State/Province', 'City', and 'Zip/Postal Code'. Below this is the 'Calendar Connect' section with a URL for subscription. At the bottom right, a blue 'Save Changes' button is visible.

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

Common Questions:

Why would I make a user a posting manager?

Posting managers have access to post jobs for you. If you have a manager that should not have access to reporting information, the settings or user sections, but still needs to post jobs, this is the user type you want to use.

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 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. Posting managers now also have access to post jobs just like an administrator.