

## Use of the Short Application

### Purpose:

When this feature is enabled on your account, it makes your application a two-step process. This will allow applicants to fill out a short application for the first step, which includes only the resume, source, and screening questions. After the short application is received and reviewed, the user can then request the applicants that they are interested in to fill out the rest of the application.

### Step One:

In order to turn on the short application, you will first need to contact your account manager or the support team and tell them to enable the **Short Application** feature and set it up on your account.

### Step Two:

Login to ApplicantPro:

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

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

Username or Email:

Password:

Log In

[Forgot Your Password?](#)

### Step Three:

Once this feature has been enabled and set up on your account, the application will be shortened.

[Home](#) > [Jobs](#) > [Application](#)

Select Language | ▼

#### Applying for Resume - Close Date: 16-Jun-2016

[Jobs](#) | [My Account](#) | [Logout](#)

✓ Instructions

✓ Resume

Additional Questions

Source

Submit Application

## Instructions

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. All information given will be held in strict confidence. Please make sure you fill out all the questions.

Proceed to Next Step ➔

TECHNICAL DIFFICULTIES?

GET HELP NOW ➔➔➔

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## Step Four:

Once short applications have been received, click on the **Applicants** icon at the top of your screen.



## Step Five:

Click on the magnifying glass for the job that you want to review.

Applicants	Conversion				
Job Title	Unit	Applicants	Met BQ	No Status	?
Customer Service Representative – Frisco, Texas	Customer Service	3	3	1	

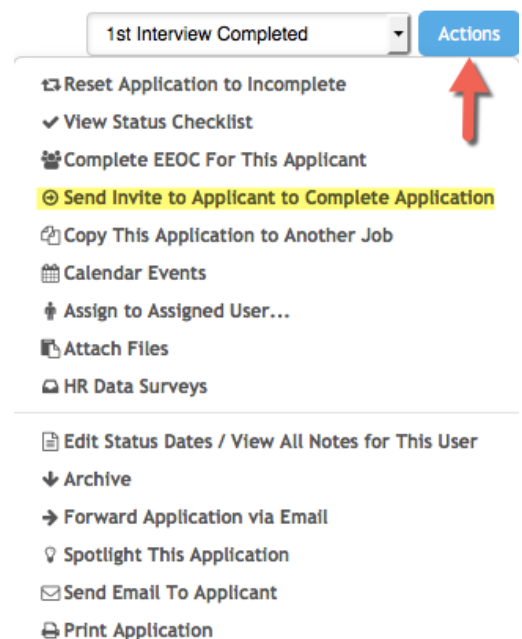
## Step Six:

Click on the magnifying glass next to the applicant that you would like to review.

Applicants						
Status	Active	Date Range	Met BQ	Job Question Score Above	Date	
All	Active	All	Qualified			Refresh
	Name	Date	Score	Screenie	Met BQ	Status
<input type="checkbox"/> 1.	Larkin, Caleb – [N]	26-Feb-2015	0	Invite	Yes Change...	1st Interview Completed

## Step Seven:

Click on **Actions** and then click the **Send Invite to Applicant to Complete Application** to invite the applicant to complete the remaining sections of the application.



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The applicant will receive an email similar to the one below:

Dear Bayley,

Thank you for your interest in the IT Specialist position for Moore Graphics. We have reviewed your qualifications. In order to proceed, we are requesting additional information. Please click on the link below to complete this information.

Link: <https://graphics.applicantpro.com/jobs/invite.applicant-29367-1191945-0.html>

Additional Notes:

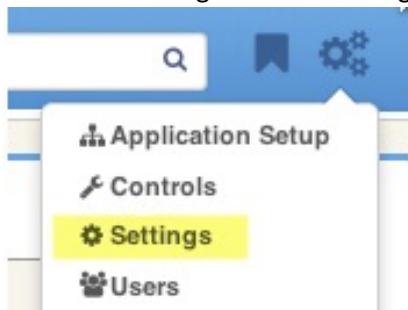
This is an automated message from Moore Graphics. Please do not reply to this message. If you have any questions, please use the contact information (if available) located on the main website for Moore Graphics

## Email Template Setup:

The following are the steps to setup the email template that goes out to the applicants as seen above. Follow these steps if you would like to send the invite to the 2<sup>nd</sup> stage of the application to multiple applicants at once.

### Step One:

Click on the Settings icon and then go to **Settings**.



### Step Two:

Click on the **Email Templates** tab. Click on the **New Email Template** option in the top right hand corner.

#### Caleb Larkin Settings

Career Site Pages

Classifications

Business Units

Sources

Statuses

Email Templates

Surveys

Create custom email templates such as regret letters and interview requests to easily communicate with your applicant pool during the hiring process.

New Email Template

Template Name	Email Subject
<div>Action</div> Background	Background
<div>Action</div> HTML	Test
<div>Action</div> Invite to Complete 2nd Stage of Application	Requesting Additional Information

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## Step Three:

Select the **Invite to Complete 2<sup>nd</sup> Stage of Application** from the Copy From Default drop down menu. Then click on the copy button and add new.

**New Email Template**

Fill out the form below to edit an email template. If you would like to auto insert information, copy and paste the #text# where you would like it to appear.

#application_id#	#app_id#	#user_id#	#job_listing_id#
#listing_id#	#first_name#	#last_name#	#address_1#
#address_2#	#city#	#state#	#zip#
#country#	#applicant_phone#	#email#	#job_title#
#internal_job_id#	#job_end_date#	#job_city#	#job_state#
#company_name#	#clientsite_name#	#clientsite_url#	#company_subdomain#
#assessment_url#	#assessment_username#	#assessment_password#	#screenie_url#
#todays_date#	#job_url#	#login_page#	#your_name#

**Copy From Library**

Invite to Complete 2nd Stage of Application

**Email Template Name\***

Invite to Complete 2nd Stage of Application

**Sender Email**

no-reply@applicantpro.com

**Email Subject\***

Requesting Additional Information

**Email Body\***

Dear #first\_name#,

Thank you for completing a preliminary application with #company\_name# for the #job\_title# position. We would like to request additional information in order to consider you further. Please click on the link below to complete this information.

[http://#company\\_subdomain#.applicantpro.com/jobs/invite.applicant-#job\\_listing\\_id#-#application\\_id#.html](http://#company_subdomain#.applicantpro.com/jobs/invite.applicant-#job_listing_id#-#application_id#.html)

Thank you,  
#company\_name#  
HR Team

Close Submit

## Note:

The applicant's email will include a link they can click on to complete the long application. Their short application information will be pulled up along with the additional sections requested. After this application is fully submitted, the applicant and the user will receive an email indicating this.

The long application can be sent and accessed even after the job has been closed.

Once the long application has been requested, the application invite history will be recorded in the **Timeline** section of the application. Once the long application invite has been sent, the message for the orange arrow icon will explain this and give the link where the applicant is supposed to go. It cannot be resent again from ApplicantPro.

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

## Common Questions:

### **Why would I want to use a two stage application?**

This benefits the applicants. Applicants can quickly finish a resume and gives you some basic information to look at. You can then save time looking through shorter applications and only inviting applicants that meet certain qualifications to fill out the remaining portions of the application.

### **Do the applicants that get the second stage actually fill it out?**

Yes. Applicants see this as passing an initial screening and are more likely to not only fill out the information, but to take their time doing it and making sure it's complete and accurate.

### **Can I change from short app to long app and vice versa?**

If a job has already been posted with a short app, changing to long will require that you invite all existing applicants to the second stage. There may be some minor complications with this. However if you change from a long app to a short app, the previously submitted applications will lose some information. We recommend not changing applications once a job has been posted, instead use the new application setup when you have a new job to post.