

ApplicantPRO

Viewing Manager Process

Step One:

Login to ApplicantPro:

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

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

Username or Email:

Password:

Log In


[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.

My Spotlights - Hide

Active 

	Applicant Name	Job Title	Date Received	Received From	Note
	Caleb Larkin	Test 1	04-Nov-2013	Caleb Larkin	


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Applicants:


In this section you are able to view 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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Active <input type="text"/>	Past 30 Days <input type="text"/>	Go 

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. You will be taken to 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. To open an application, click on the  icon next the applicant you would like to view.

Heather Testing Applicants

Assistant Baker-Part/Seasonal Time-Layton, UT 98874* (- Layton, UT)




Start: 20-Jun-2014 **End:** 19-Aug-2014 **Req Id:** M

Location: Layton, UT **Unit:** Customer Service - Logan

Total History For This Job Listing			
Applications		Qualified	
7		7 	
No Status	Interviewed	Hired	Not Selected
3	4	0	2

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

Applicants

Status	Active	Date Range	Met BQ	Job Question Score Above	Date		
All <input type="text"/>	Active <input type="text"/>	All <input type="text"/>	Qualified <input type="text"/>	<input type="text"/>	<input type="text"/>	Refresh 	
	Name	Date	Talent+	Selection Score	Total Screenie	Met BQ	Status
1.	 Lopez, Erica - N	07-Aug-2014		No Score 0	Invite	Yes	1st Interview Completed
2.	 Eames, Megan	23-Jul-2014		No Score 0	Invite	Yes	1st Interview Completed

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3. When viewing the application, you are able to view the contact information, jobs applied for, and the content of the application (employment history, education, resume, etc.). You may not have access to the Timeline section. You are able to add calendar events to the application by clicking on the calendar icon. You can print the application by clicking on **Actions**.

The screenshot displays the ApplicantPro interface for a candidate named Lopez, Erica. On the left, a sidebar lists several candidates with their names, dates, and interview completion status. The main area shows the profile for Lopez, Erica, including contact information and a section for 'OTHER APPLICATIONS'. Below this, there is a detailed view for a specific job application: 'Assistant Baker-Part/Seasonal Time-Layton, UT 98874* (- Layton, UT)'. This view includes tabs for 'Application', 'Screening', and 'Background', and a 'Timeline' section on the right showing various events like 'Viewed by Viewing Manager' and 'Viewed by Listing Manager'. A red arrow points to the 'Actions' button in the top right corner, another red arrow points to the 'Timeline' section, and a third red arrow points to the candidate's name in the sidebar.

Jobs:

In this section you are able to view job listings in your assigned department(s). Clicking on the magnifying glass icon will open the job description that applicants see when applying for jobs. You are also able to view how many applications have been received for each position.

The screenshot shows the 'Job Listings' section of the ApplicantPro interface. It features a table with the following columns: Title, Start Date, End Date, Business Unit, Apps, and Details. A red arrow points to a magnifying glass icon next to the first row. Below the table, there is a 'show inactive' link.

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... ↓

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

This close-up screenshot shows the 'Details' column of the Job Listings table. A dropdown menu is open, displaying several options: 'Select Type...' (which is selected), 'View Applicants', 'Job Questions', 'Find an Applicant', 'Status Report', 'Source Report', and 'Send Emails'. A red arrow points to the dropdown menu.

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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.

Job Listings | All Applicants

View All Applicants

Job Title
All
Account Manager
Accountant
Front Desk
Front Desk Support

Status: All
Date: [Dropdown]
Active Applicants: Both
Date Range: All
Met BQ: Both
Refresh

Name	Date	Score	BQ	Job Title	Status
1. Smith, Tessa - [MA]	13-Oct-2013		Yes	Account Manager	

Select All - Deselect All

My 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**.

Account Details

- User Profile
- Bookmarks

Viewing Manager

Last Successful Login: 27-Nov-2013

User Profile

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

User Settings

Username*: viewingmanager
Email*: viewingmanager@applicantpro.com
Password Last Changed: Update My Password
Time Zone*: Hawaii Standard Time (HST -10)
Set Your Login Screen: View Applicants

Contact Information

First Name*: Viewing
Last Name*: Manager
Phone:
Ext: 0
Address:
Country: United States
State/Province: Alabama
City:
Zip/Postal Code:

Applicant Dashboard Settings

Default Assigned User: [Dropdown]

Save Changes

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

Common Questions:

Can viewing managers change statuses?

No. Viewing managers by definition, have a view only look at the applications. In general they cannot make any changes to an application.

Can viewing managers add notes?

Yes. This option can be toggled on for any user, including viewing managers.

Why would I make a user a viewing manager?

If you wanted to make a user who can see the types of applicants coming in, but not make any changes to those applications, you would create them as a viewing manager. Viewing managers still have access based on department and will be able to check progress on applicants without making changes to them.