

# QUICK REFERENCE GUIDE

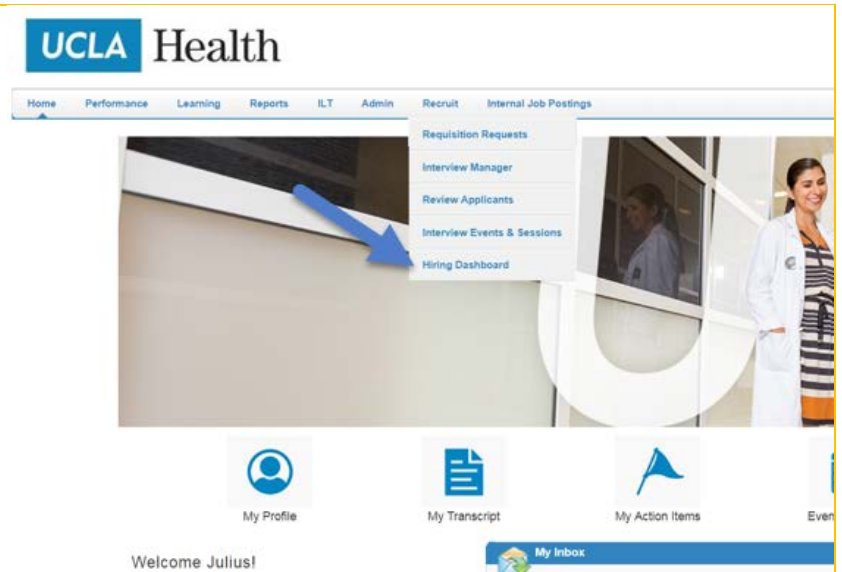
## Reviewing Applicants

### Introduction

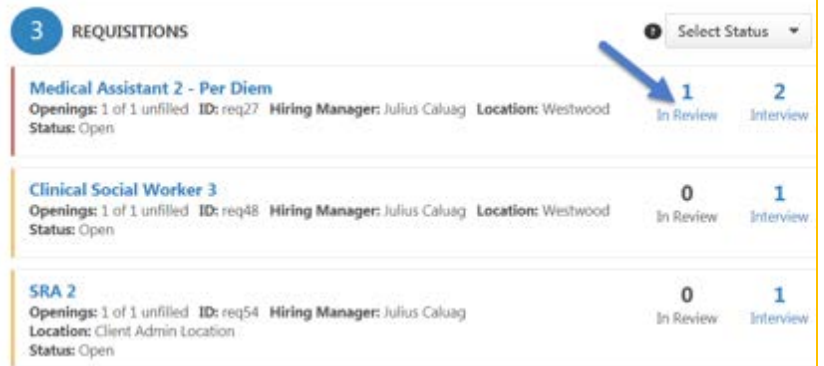
This guide outlines the process for how Hiring Managers and Reviewers review applications that have been routed to them, and how to progress applicants to either an Interview or Closed status. Hiring managers and Reviewers can utilize their Hiring Dashboard to view their requisitions and applicants.

### Reviewing Applicants

1. Hover over **Recruit** and click **Hiring Dashboard**



2. In the Requisitions section, new applicants will appear in the **In Review** status. If you have new applicants, click on this status.



- This takes you to the Resume Review page, where you can view the Resume and Application.

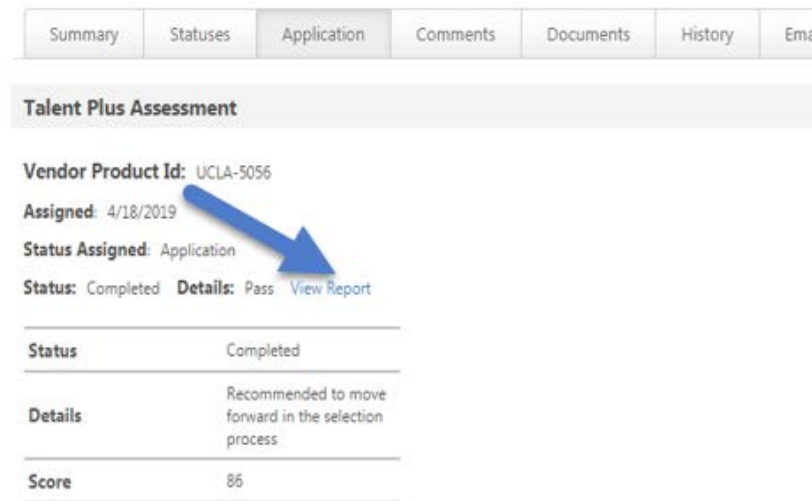
### How to view Talent Plus results

- To view the Talent Plus assessment results, click View Applicant Profile.



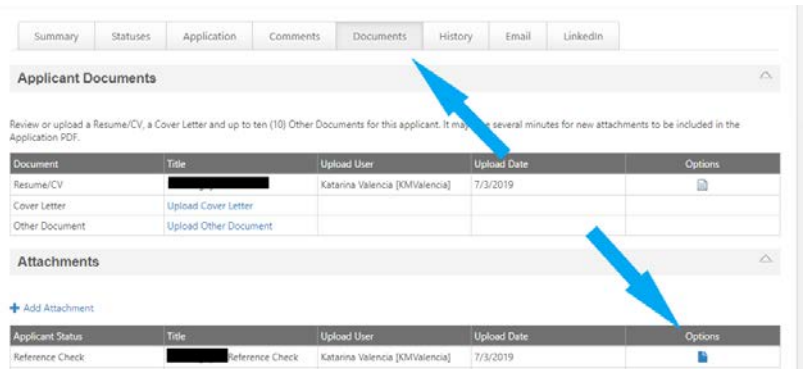
- Click the **Application** tab and expand the Talent Plus section
- If the status of the assessment is completed, there will be a **View Report** link to download the assessment results.

### RN – Perinatal Units (req14)



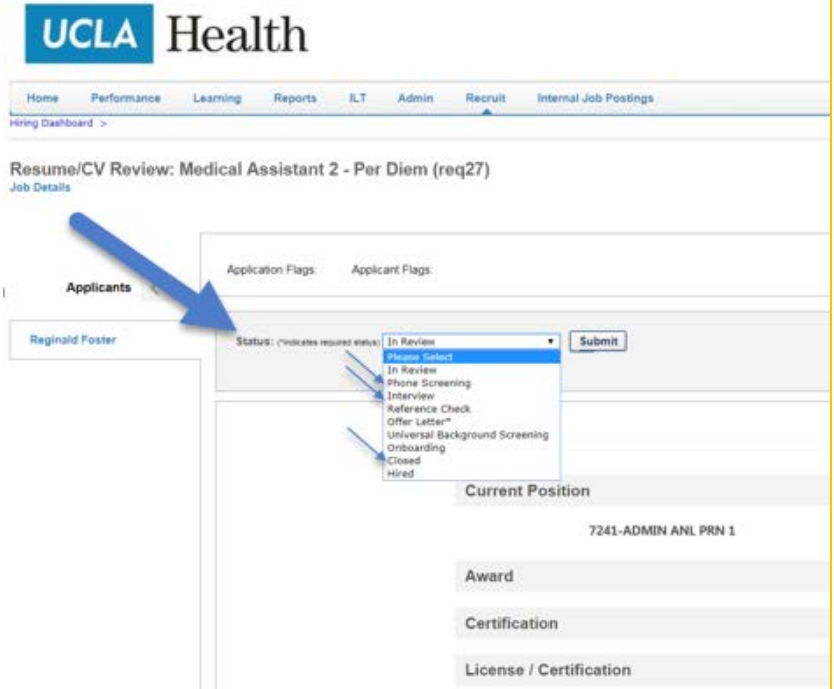
### How to view Skill Survey results

- After an interview has been completed, the hiring manager can request references for the applicant. To view the completed references, click the **Documents** tab.
- Download the attachment called Reference Check. (Note: the references will only be attached after the hiring manager has requested references and the reference check has been completed.)



**How to change an applicant's status**

- 9. Navigate back to the Resume Review page.
- 10. Click the **Status** dropdown.
- 11. To advance an applicant, select the **Phone Screening** status. If no phone screening is needed, select the **Interview** status. Click **Submit**.



- 12. To reject an applicant, select the **Closed** status. In the **Disposition** dropdown that pops up, select the reason you are rejecting the applicant. Click **Submit**.

This will send an automated rejection email to the applicant.

