



FAQ's: Applicant Screening

Do candidates receive confirmation that we have received their application?

- Applicants receive a confirmation email from the system as soon as they submit their completed application.

What are the traffic lights on the right hand side of the job card used for when screening applicants? (Hiring Co-ordinator)

- We suggest that you use the red to identify those candidates that are unsuccessful, amber for potential 'maybe' candidates and green for those you wish to shortlist. You can then use these ticks to bulk move candidates to a different status, triggering communications as appropriate.

How can I stop system communications going to a candidate?

- When you move a candidate to a status you can choose whether or not it triggers a communication to be sent and you can tailor any communication at this point.

Once a communication action has been triggered, it cannot be undone even if you have delayed the communication by one or two days.

What causes the duplication of applicants when I assign them to a Hiring Manager?

- If the Hiring Coordinator and Assistant Hiring Co-ordinator are working on the same job and they assign the applicants to the same Hiring Manager they will duplicate as they have been added twice by two different people.
- When you are working on a job with two "Hiring Co-ordinators" you should ensure that you are clear about who has responsibility for which actions. Always ensure that candidate statuses are updated once an action has been taken.

How do candidates get moved from one status to another (eg longlist/shortlist/first interview accepted).

- The Hiring Coordinator will update the candidate status based on advice from the Hiring Manager once candidates have been reviewed.

How do I allow a candidate to applying after the role closes?

- You will need to contact the Recruitment team and request that they extend applications for a specific date range.

The Recruitment team will then provide you with a link to send to the candidate to enable them to submit their application.

Can a candidate request to see notes I have made about them?

- Under the privacy act a candidate can request to see any paperwork relating to their application.

Can I find out from the Recruitment System if a candidate has applied for other jobs within the University?

- The system will only allow you to access information about a candidate which is relevant to the area you are working in. You will not be able to find out if they have applied to other roles across the University.

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