



Recruitment Centre: Applicants – Reviewing assigned applicants

What you need to do	What you will see																											
<p>STEP 1: Receive email notification</p> <p>You will receive an email notification if an applicant requires your approval.</p> <p>To view the applicant, you can use the link in the email or login to the Recruitment Centre.</p> <p>(If you use the link in the email, go directly to Step 4)</p>	<p>Dear Harry,</p> <p>The following applicants have been identified for shortlist. Please review and confirm the candidates you are interested in progressing further. Click on the following link to access their information: View Applicants</p> <p>Regards Recruitment Team</p>																											
<p>STEP 2: Recruitment centre</p> <p>From the Recruitment Centre home page, click the Applications bubble.</p> <p>TIP: You will only be able to click the link if there are actually applicants awaiting your review.</p>																												
<p>STEP 3: Select the applicant</p> <p>You will see a grid displaying all applicants that are awaiting your review. Information on the grid includes applicant name, job number, job title, date assigned and the assigner name.</p> <p>To view an applicant, click the View answers link next to the relevant applicant.</p>	<table border="1"> <thead> <tr> <th>Select</th> <th>Job No.</th> <th>Job title</th> <th>Applicant name</th> <th>Date assigned</th> <th>Assigned by</th> <th>Status</th> <th>Date actioned</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>492221</td> <td>Operator</td> <td>Joey Johns</td> <td>28 Aug 2012</td> <td>Harry Hire</td> <td>Assigned</td> <td>28 Aug 2012</td> <td>View answers</td> </tr> <tr> <td><input type="checkbox"/></td> <td>492221</td> <td>Operator</td> <td>matt maher</td> <td>28 Aug 2012</td> <td>Harry Hire</td> <td>Assigned</td> <td>28 Aug 2012</td> <td>View answers</td> </tr> </tbody> </table>	Select	Job No.	Job title	Applicant name	Date assigned	Assigned by	Status	Date actioned		<input type="checkbox"/>	492221	Operator	Joey Johns	28 Aug 2012	Harry Hire	Assigned	28 Aug 2012	View answers	<input type="checkbox"/>	492221	Operator	matt maher	28 Aug 2012	Harry Hire	Assigned	28 Aug 2012	View answers
Select	Job No.	Job title	Applicant name	Date assigned	Assigned by	Status	Date actioned																					
<input type="checkbox"/>	492221	Operator	Joey Johns	28 Aug 2012	Harry Hire	Assigned	28 Aug 2012	View answers																				
<input type="checkbox"/>	492221	Operator	matt maher	28 Aug 2012	Harry Hire	Assigned	28 Aug 2012	View answers																				
<p>STEP 4: Review applicant</p> <p>You will be able to review the applicant's personal details, application form answers, and any attached documents (resume, cover letter, etc.).</p> <p>When you have made a decision about the applicant, click I approve or I decline in the yellow banner.</p> <p>Be sure to add any comments (comments will NOT be viewable by the applicant).</p> <p>Click Save.</p> <p>The recruiter will be made aware of your decision on their Dashboard and a note including any comments will be recorded in the applicant's history log.</p> <p>NOTE: Once you click Save the applicant will disappear from the page.</p>	<p>Miss Joey Johns</p> <p>This application has been assigned to you for approval. Assigned by: Kavisha Singh</p> <p><input checked="" type="radio"/> I approve <input type="radio"/> I decline</p> <p>Comments:</p> <p>Save Cancel</p> <p>Applicant address: Happy land, Mayfield, NSW 1225, Australia Applicant phone: 0412356259 Applicant mobile: 0412356259 Applicant e-mail: kavisha@happy.com.au</p> <p>Application: Operator Applied via: Website Source: Internet - Seek Description: efewfwfw</p> <table border="1"> <thead> <tr> <th>Question & response</th> <th>Weighted score</th> </tr> </thead> <tbody> <tr> <td>Are you currently authorised to work in Australia or New Zealand? Yes - I am a permanent resident of citizen</td> <td>0</td> </tr> </tbody> </table> <p>Education</p> <table border="1"> <thead> <tr> <th>Highest level of education</th> <th>Type of education</th> </tr> </thead> <tbody> <tr> <td></td> <td>Secondary</td> </tr> </tbody> </table> <p>Employment</p> <table border="1"> <thead> <tr> <th>Current/most recent employer</th> <th>Employment status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Currently employed</td> </tr> </tbody> </table> <p>Salary</p> <table border="1"> <thead> <tr> <th>Salary</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td></td> <td>AUD Australia Dollars</td> </tr> <tr> <td>Current salary</td> <td>90000</td> </tr> <tr> <td>Expected salary</td> <td>100000</td> </tr> </tbody> </table>	Question & response	Weighted score	Are you currently authorised to work in Australia or New Zealand? Yes - I am a permanent resident of citizen	0	Highest level of education	Type of education		Secondary	Current/most recent employer	Employment status		Currently employed	Salary	Currency		AUD Australia Dollars	Current salary	90000	Expected salary	100000							
Question & response	Weighted score																											
Are you currently authorised to work in Australia or New Zealand? Yes - I am a permanent resident of citizen	0																											
Highest level of education	Type of education																											
	Secondary																											
Current/most recent employer	Employment status																											
	Currently employed																											
Salary	Currency																											
	AUD Australia Dollars																											
Current salary	90000																											
Expected salary	100000																											