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iRecruitment for Managers and Committee Members Training Manual

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Selection Process

Managing Applications

You can manage applications for a specific vacancy through the iRecruitment SUN Committee Member Responsibility. The complete selection process can be managed on the system.

The iRecruitment Home page open when you access the SUN Committee Member responsibility.

Once the Home page opens, you can click on the 'Vacancies' tab on the top right corner of the page (Fig. 12). Alternatively you can click on the 'Search for Vacancies' link under the 'New to iRecruitment?' heading.

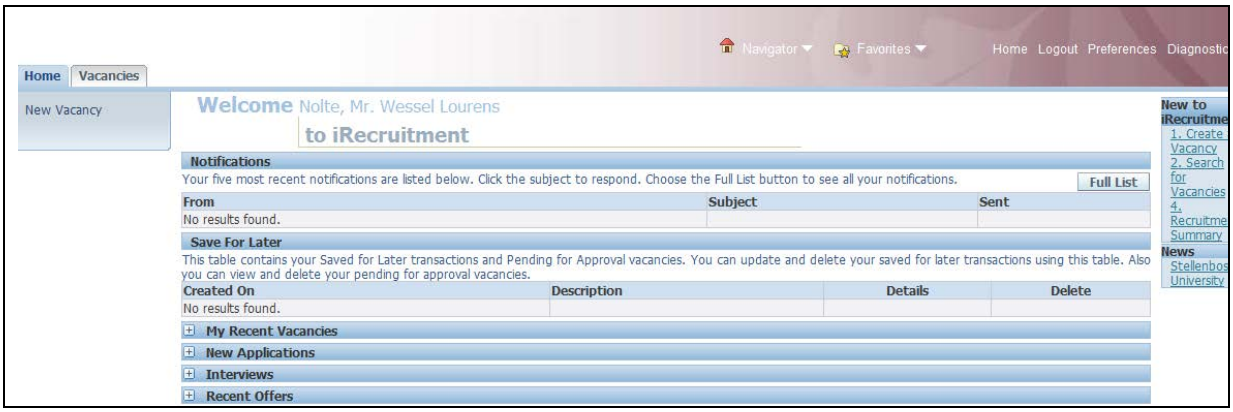


Fig. 12

The 'Vacancies' form will open (Fig. 13). To view applications for a vacancy, you must select the vacancy and click on the 'View Applicants' button.

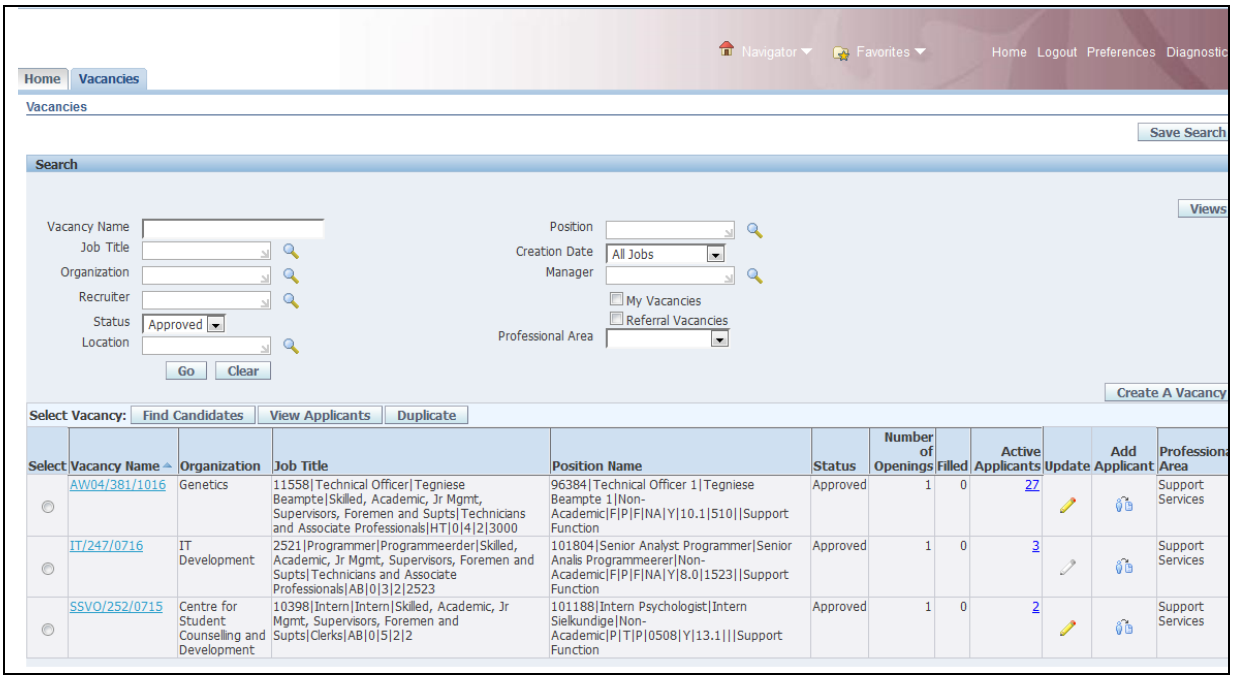


Fig. 13

The 'View Applicants' form will open (Fig. 14). The following actions can be executed from this form:

- Search for specific Candidates through Keyword Search on Resumes
- View Applications
- Preview Resumes
- View Individual Resumes
- Add Ranking to Applications
- Updates Application Status

A description of each of these processes will follow:

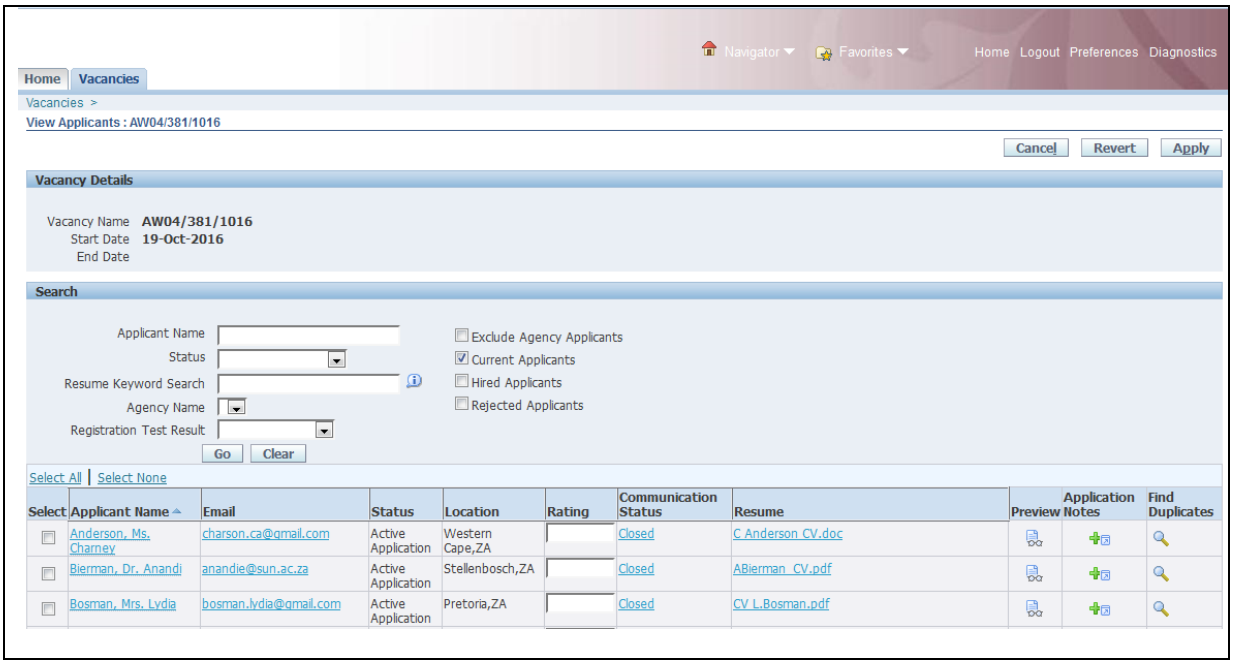


Fig.14

Resume Keyword Search

The system allows you to search through the content of resumes added with applications. The system can only do so if the resume is not a scanned document.

Note: The system runs a process every half hour to normalize the resumes on the database. This allows you to search on the resumes. If you have added a resume recently, you will not be able to search on the resume until the process of normalization is complete.

Enter any word in the 'Resume Keyword Search' field that you want to find on the resumes of applicants (Fig. 14). Click on the 'Go' button.

Preview Resumes

To view each resume through the web browser (without opening each resume individually), click on the 'Preview' icon next to candidate's resume you want to see (Fig.14).

The 'Resume' form will open (Fig. 15).

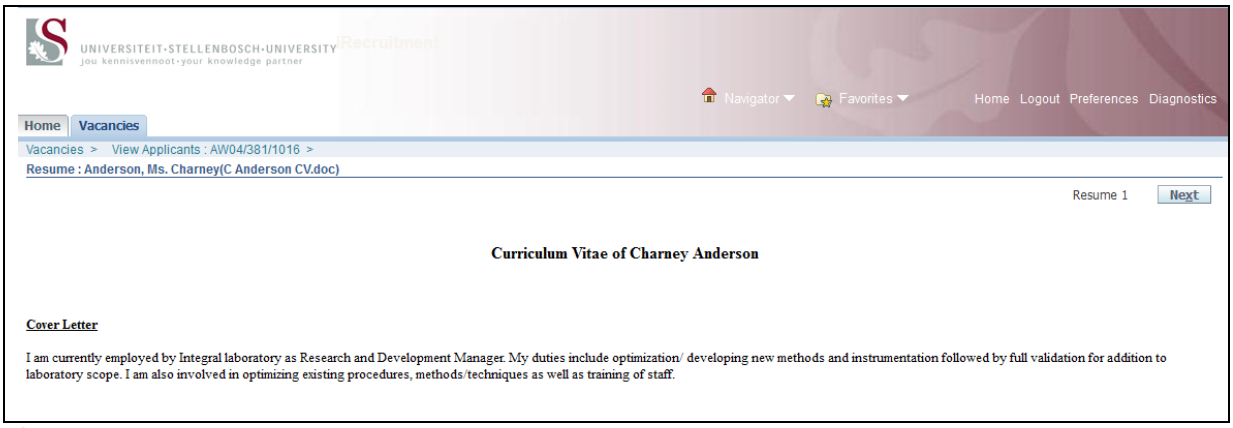


Fig. 15

You can view the other candidates' resumes through this view by clicking on the 'Next' button

View Individual Resumes

To view individual resumes, click on the 'File Name' link next to the candidate's resume that you want to see (Fig. 16)

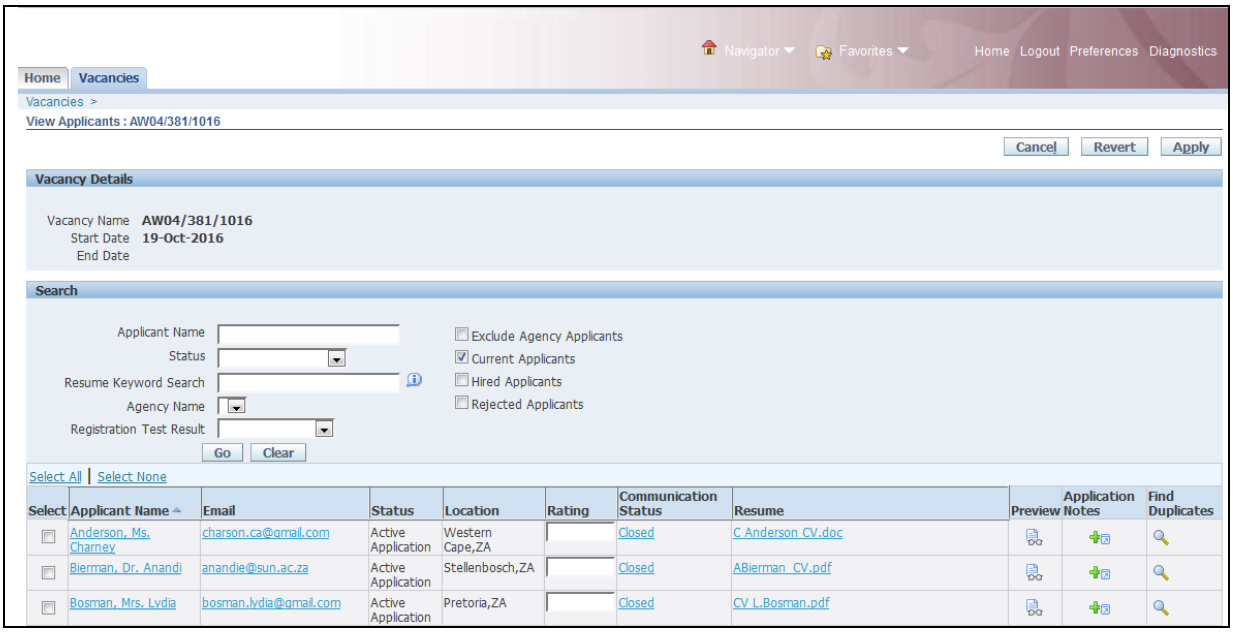


Fig. 16

The resume will open in the format it was stored (if it was a .doc file, it will open as word, etc.) (Fig 17 and Fig. 18)

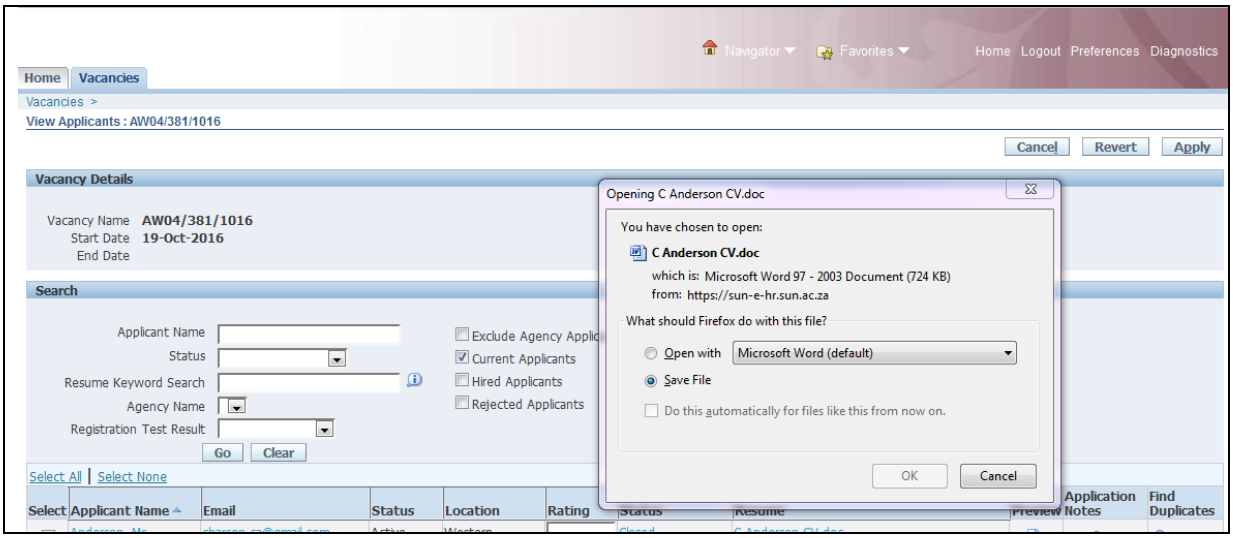


Fig. 17

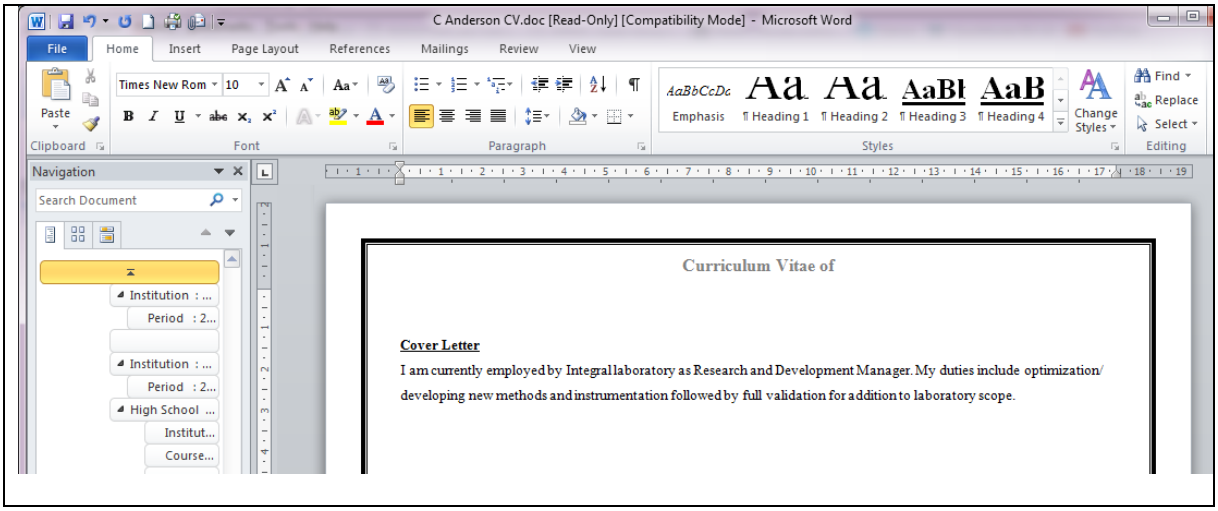


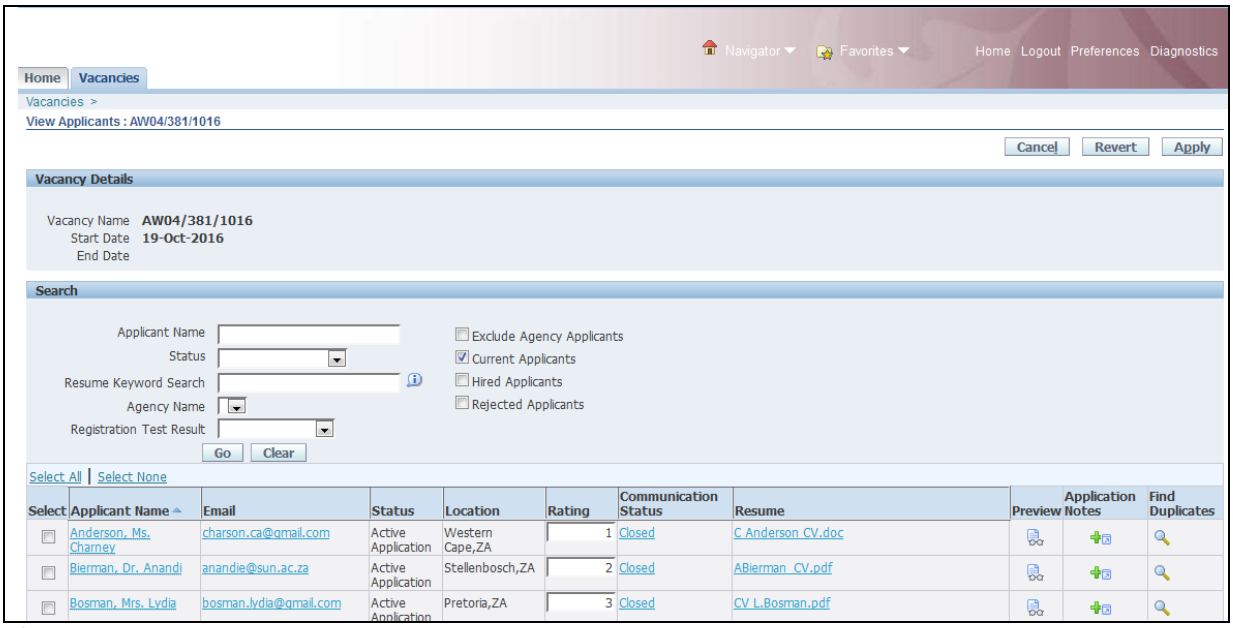
Fig. 18

Add Ranking to Applications

Note: Only HR Practitioners and Committee Chairpersons will be allowed to add or update rankings for applications

You can add a ranking to each application to indicate the most successful candidates for the job. Once you have assessed the resumes you enter a rank to each candidate by entering a number in the Ranking field next to candidate's application (Fig. 19). Click on 'Apply' once you have completed the action.

The system will automatically sort the records when you refresh the web page.


Navigator
Favorites
Home Logout Preferences Diagnostics
Home
Vacancies
Vacancies >
View Applicants : AW04/381/1016
Cancel
Revert
Apply
Vacancy Details
Vacancy Name AW04/381/1016
Start Date 19-Oct-2016
End Date
Search
Applicant Name
Status
Resume Keyword Search
Agency Name
Registration Test Result
Go
Clear
Exclude Agency Applicants
Current Applicants
Hired Applicants
Rejected Applicants
Select All | Select None
Select
Applicant Name
Email
Status
Location
Rating
Communication Status
Resume
Preview
Application Notes
Find Duplicates
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Active Application
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Fig. 19