Welcome to OJS Upgrade Training: Sourcing Applicants.

Slide notes
Welcome to OJS Upgrade Training: Sourcing Applicants.
Slide notes

The department has the ability to change the status of the applicants in OJS.

To look at applicants in a posting, you can click on the position in the Watch List or you can go under Postings, and click on Staff.
Slide notes

Using the Postings method via the top navigation, you are routed to the Staff Postings page. There, you can view how many applicants are in the pool.
Slide notes
Click on the job title to populate the posting you wish to view.
Slide notes

Select the Applicant tab to view the applicants.
You will now be able to view all applicants. You can add columns to create different information to appear for the applicants or to sort by different criteria such as salary, degree, prior UH employee, etc.
You can change status on multiple applicants by selecting the box before their name or the box next to Full Name to select all and then clicking on the action button and selecting "Move through the Workflow."
You can update the status of the applicants by selecting on the drop down menu.

The applicants will have to go through the work flow, they will not be able to go from Under Review by Manager to Selected applicant like in the current system. The status of the applicant has to be kept up to date.

From the “Under Review by Manager” status, the applicant status can be changed to:

- Interviewed- Pending
- Application reviewed-pending
- Not Interviewed, Not Hired*
- Not Interviewed, Not Hired (no email)*
- Reviewed, not selected*

*dispensed out of the active applicant pool
From “Interview-Pending” status, the applicant status can be changed to:

- Not Interviewed, Not Hired*
- Not Interviewed, Not Hired (no email)*
- Interviewed, Not Hired*
- Interviewed, Not Hired (no email)*
- Interviewed-Decision Pending

From Interviewed-Decision Pending status, the applicant status can be changed to:

- Not Interviewed, Not Hired*
- Not Interviewed, Not Hired (no email)*
- Interviewed, Not Hired*
- Interviewed, Not Hired (no email)*
- Selected Applicant.
Slide notes

You can go into each applicant record by selecting the applicant.
Slide notes

By selecting the applicant, this will open up their application, as well as the answers to the supplemental questions and any documentation they added to their application.

Additionally, on the right hand side of the page, the department is able to take action and dispense the applicant while in the applicant record. The viewer is also able to view the posting or the actual application.
Slide notes

To select the final candidate for the RFO, the posting has to be closed, all applicants must be dispensed and the final candidate selected must have the status of “Selected Candidate/Applicant.”