

“View Applicants” Enhancements

The below screen shot illustrates the new look and feel of the View Applicant functionality in MyHUB. The same help tips and guides still exist it is simply a new color scheme and a fresh look.

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Browse Job Openings

Below is a list of Job Openings with applicants who have been routed to you by the recruiter. Click on a Job Opening title to view a list of applicants that have been routed.

Helpful Recruitment Tools for Hiring Managers:
[Interview Tips](#)
[Interview Guide](#)
[Phone Screening Guide](#)
[Rejection Reason Definitions](#)

Job Openings				
Job Openings Status: 010-Open				
Customize Find View All Print First 1-8 of 9 Last				
Job Opening	ID Nbr	Type	Location	Created
Systems Analyst - Intermediate	2000003	Standard	UPMC Corporate Services	02/28/2011
Professional Staff Nurse	2000002	Standard	UPMC Presbyterian	02/28/2011
Employment Specialist	1074675	Standard	UPMC Corporate Services	12/20/2010
Program Manager	1073112	Standard	UPMC Corporate Services	11/18/2010
Director, Financial Planning & Analysis	1072958	Standard	UPMC Corporate Services	11/16/2010
Lead Server Assistant	1070486	Standard	UPMC Corporate Services	09/24/2010
Cook	1068857	Standard	UPMC Corporate Services	08/24/2010
Lead Server Asst, Exec Kitchen	1068746	Standard	UPMC Corporate Services	08/20/2010

Done

Trusted sites 100%

With this upgrade, we have streamlined your ability to disposition applicants. We have removed the "Yes" and "Hold" actions that were not easily visible to the recruiters, and have updated the reject function to be simply titled "Disposition Applicant" to allow for more functionality.

Note: the Application Summary is now in PDF format to allow for you to save the application to your computer and more easily email and print the application.

Manage Applicants							
Applicants Customize Find View All [Grid Icon] First 1-5 of 5 Last							
Applicant Name	ID	Type	Disposition	Reason	Resume	App Summary	*Take Action
Shanel Divito	100059184	Emp	050-Route				Select Ac <input type="button" value="v"/>
Brigette Maurer	100398518	Emp	050-Route				Disposition A Select Action
Christine Morton	100094969	Emp	050-Route				Select Ac <input type="button" value="v"/>
Brandy Taylor	100411414	Ext	050-Route				Select Ac <input type="button" value="v"/>
Jenna Ward	100211241	Ext	050-Route				Select Ac <input type="button" value="v"/>

Save

[Previous Job Opening](#) | [Next Job Opening](#) | [Job Opening List](#)

The new disposition applicant functionality retains your ability to reject applicants with a detailed reject reason and the ability to enter the interview information. With the upgrade we will be introducing a new status code called "065-Final Candidate". This new code will allow you to enter the interview date, and will help facilitate dialog with your recruiter so they will know this is the candidate for whom you will be extending a job offer.






Manage Applicant: Shanel Divito

Disposition Applicant

[Click Here](#) to view a listing of Status Reasons and information about when each reason should be used.

If you state that you have interviewed the applicant, you are required to provide the most recent Interview Date. Based on the reason that you select, you are also required to select a value from the 'Detailed Rejection Reason' drop down box below (only if the drop down is visible).

Reminder: All interview notes, phone screen questionnaires, and/or any other written documentation relating to this applicant must be sent to your human resources recruiter.

Applicants to be linked.		Customize 	First 	1 of 1	Last 
Applicant	Name				
100059184	Shanel Divito				
Enter Disposition Information					
*Status Code:	105-Manager Reject				
Status Reason:	050-Route				
	065-Final Candidate				
Disposition Details	105-Manager Reject				
Did you interview this applicant?	<input type="radio"/> Yes	<input type="radio"/> No	Last Interview Date	<input type="text"/>	

Submit

Cancel