

Manage Applications on an Advertisement

In this section viewing applications made against a job advertisement is discussed as well as entering applications on behalf of employees.

Check the Number of Applications Received

- From the Home page click **System Administration** on the **Administration Menu**.
- From the main menu, click **Modules | Recruitment| Administration | Advertised Positions** to open the following page.



Advertised Positions

Contains a list of positions for which advertisements have been created.

Search for an Advertised Position

Reference	<input type="text"/>	Position Title	<input type="text"/>
Location	<input type="text" value="All"/>	Category	<input type="text" value="All"/>
Internal / External	<input type="text" value="All"/>	Advertised From	<input type="text" value="2016/01/04"/> To <input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

Action	Reference	Position Title	Location	Category	Applications Received (internal / external views)	Published		Advertisement Open		Delete
						Internal	External	From	To	
Click here to...	3	Administration Trainee (KHM18)	Centurion	Administration	3 (2 / 4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/02/01	2016/02/29	<input type="checkbox"/>
Click here to...	2	Assistant Module Developer (KHM57)	Centurion	Administration	1 (11 / 0)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/02/01	2016/04/30	<input type="checkbox"/>
Click here to...	1	Accountant (A07001-MH)	Centurion	Finance	2 (3 / 3)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016/01/01	2016/04/30	<input type="checkbox"/>

Applications submitted

- Because applications were submitted against different advertisements, the number of applications can be seen in the **Applications Submitted** column.
- In order to open the list of applications, in the **Action** column, click **Click here to...** to open the list of actions available on an advertisement.
- Click **View/Edit Applications** to open the **Applications Received** page.

Applications submitted

Actions on Applications Page

The following actions are available on this page and some of these will be discussed in the following sections:

- Open a specific application
- Categorise an application (including changing its status)
- Filter the applications
- Add an application on behalf of an employee
- Send appropriate letters to applicants (e.g. letters of regret etc.)
- Appoint an applicant

The information visible on the page is:

- Applicant details and email address (if provided)
- Applicant appointment date (if applicable)
- Number of letters sent to an applicant
- Applicant CV or other documentation uploaded

Applications Received

Manage applications for a position.

Advertisement List > [Ref: 3] Administration Tasks

Detail Documents Applications Letters CVs

Show advertisement detail

Filter the applications

Add Applicant View All Applicants' Profiles Select Candidates from CV Database

Applications

Send [] to selected applicant(s) Send Letters Now

Select	Action	Reference	Surname	Name	Employee Number	E-mail Address	Move to category	Change Status to	Rejection Reason (if applicable)	Reason for applying	Letters/Documents Sent	Source	CV	Received from
<input type="checkbox"/>	Action	7 - External	Kruidenier	Marli		marlikruidenier@gmail.com	Send E-mail				0	Candidate Applied	Cool Wine Approach for Implementing the Recruitment...	Applicant (02 Feb 2016 15:17)

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