

# 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         |                          |
| <a href="#">Click here to...</a> | 3         | Administration Trainee (KHM18)     | Centurion | Administration | 3 (2 / 4)   | ✓         | ✓        | 2016/02/01         | 2016/02/29 | <input type="checkbox"/> |
| <a href="#">Click here to...</a> | 2         | Assistant Module Developer (KHM57) | Centurion | Administration | 1 (11 / 0)  | ✓         |          | 2016/02/01         | 2016/04/30 | <input type="checkbox"/> |
| <a href="#">Click here to...</a> | 1         | Accountant (A07001-MH)             | Centurion | Finance        | 2 (3 / 3)   | ✓         | ✓        | 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.  
[Advertisements list](#) • [Ref: 31 Administration Trainee](#)

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)

| 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 | Kruisenier | Maril |                 | marilukruisenier@gmail.com | <a href="#">Send E-mail</a> | <input type="text"/> | Appointed                        | Appoint Applicant   | 0                      | Candidate Applied | <a href="#">Cool Wine Approach for implementing the Recruitment...</a> | Applicant (02 Feb 2016 15:17) |

Revision #1

Created 28 March 2021 14:27:22 by Lizette Lotter

Updated 28 March 2021 14:28:01 by Lizette Lotter