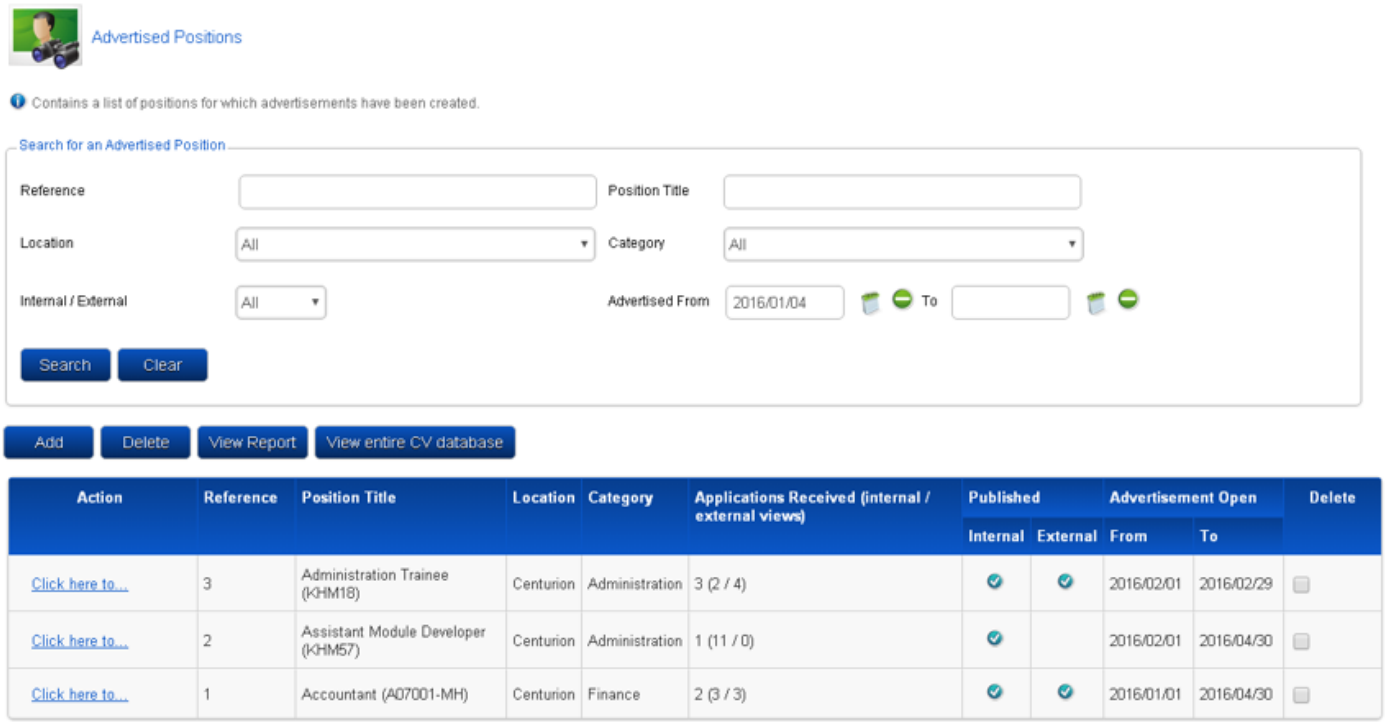
Manage Applications on an Advertisement

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.



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

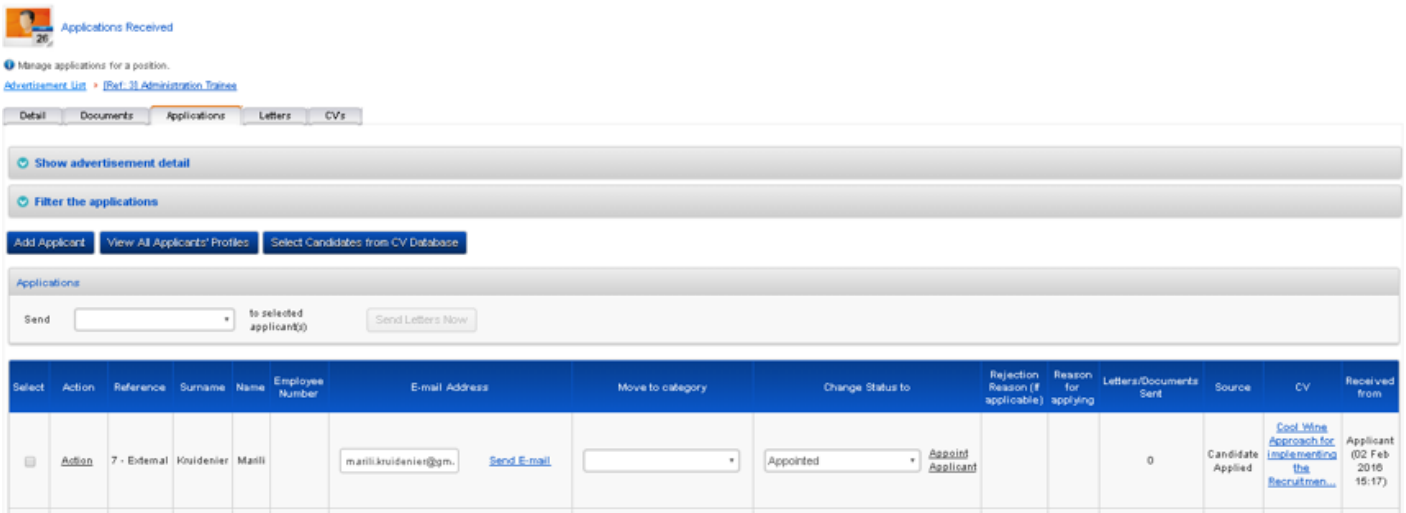
Actions on Applications Page

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



Revision #1
Created 2021-03-28 16:27:22 UTC
Updated 2021-03-28 16:28:01 UTC