

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"/> |

Search

Clear

Add

Delete

View Report

View entire CV database

| 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.

Advertisements List | Ref: 31 Administration Trainee

Detail Documents Applications Letters CVs

Show advertisement detail

Filter the applications

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

Applications

Send [dropdown] 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 - Exdema | Kruiderier | Masil | | masil.kruiderier@gmail.com | [dropdown] | Appointed | Appoint Applicant | | 0 | Candidate Applied | Cool Wine Approach for implementing the Recruitment... | Applicant (02 Feb 2016 15:17) |

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