

# 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)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016/02/01	2016/04/30	<input type="checkbox"/>
<a href="#">Click here to...</a>	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' 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