

How to Use ApplicantPro

For Search Committee Members

- Disclaimer: This tutorial contains confidential information. Please only share it within the search committee.

Log in to <https://admin.applicantpro.com/> using the username or email and password that is assigned to you.

Applicant PRO

Username or Email

vswift@lcsc.edu



Password


••••••••

Log In








Forgot Your Password?

Date: 04-Apr-2016

To view the application material, click on the magnifying glass next to the applicant's name. You can also update the "Status" of each applicant as you go through the search process.

     **Director of College Advancement and Executive Director of the College Foundation - [I + E]** 10-Sep-2014 - 30-Dec-2014 College Advancement

Applicants

Status	Active	Date Range	Met BQ	Job Question	
All 	Active 	Last 30 Days 	Qualified 	<input type="text"/>	
<input type="checkbox"/> 1.  	Name	Date	Score 	Met BQ	Statu
	Smith, Ted	13-Sep-2014	0	Yes	<input type="text"/>

Select All - Deselect All

You can click on each pdf listed under the “Applicant Files” to view the applicants materials.

The screenshot displays the Applicant PRO interface. At the top, there is a blue navigation bar with the logo and menu items: Applicants, Jobs, Reports, and Help. Below the navigation bar, a sidebar on the left contains a 'Filters' button and a message: 'No applicants matched your search criteria. Please broaden your filters to show more applicants.' The main content area shows the profile for 'Smith, Ted', with an 'Edit' icon. Contact information includes an email address and a phone number. A yellow callout box provides job details: Job ID: 137089, Location: Lewiston, ID, Department: College Advancement, Employment Type: Full Time, and End Date: 19-Nov-2014. The job title is 'Director of College Advancement and Executive Director of the College Foundation - Lewiston, ID', with a start date of '13-Sep-2014' and a category of 'Other - CASE'. Below this, there are tabs for 'Application', 'Job Questions', 'Background', and 'Integrations'. Under the 'Application' tab, there are sub-tabs for 'Documents', 'References', and 'Additional Questions'. The 'Documents' sub-tab is active, showing an 'Applicant Files' section with a table of files.

Filename	Link	Preview
Ted J. Smith Resume.pdf	Download	Preview
Ted J. Smith cover letter.pdf	Download	Preview

By clicking on the tab entitled “Job Questions,” you are able to see how the applicant answered the specific questions asked on the application to make sure he or she meets the minimum requirements for the job.

The screenshot displays the Applicant PRO web interface. At the top, a blue navigation bar contains the logo and menu items: Applicants, Jobs, Reports, and Help. Below this, a left sidebar includes a 'Filters' button and a message: 'No applicants matched your search criteria. Please broaden your filters to show more applicants.' The main content area is for applicant 'Smith, Ted', with contact information: tedsmith@gmail.com, (253) 509-2364(Cell), and 3422 Shyleen St. Gig Harbor, WA 98335 USA. The job title is 'Director of College Advancement and Executive Director of the College Foundation - Lewiston, ID', dated 13-Sep-2014, with a category 'Other - CASE'. There are four tabs: Application, Job Questions (selected), Background, and Integrations. The 'Job Questions' section lists four questions, each with a 'Score: 0' and a 'Yes' response:

- Do you have a Bachelor's Degree? Score: 0
Yes
- Do you have 2-3 years supervisory experience? Score: 0
Yes
- Do you have extensive experience with a demonstrated record of success in fundraising, institutional development and pursuit of grants? Score: 0
Yes
- Do you have substantiated experience in successful marketing, and staff and budget management? Score: 0
Yes

At the bottom of the questions section, it states 'Score Total: 0'.

Search Chair: Please feel free to share your login information with the rest of the search committee members so that they can view the applications as well. This way, hard copies of each application packet will not have to be made.

As new applications are received, they will be “Reviewed by HR” and assigned to the Search Chair. The search chair will receive an email when these are assigned.

	Title	Start Date	End Date	Business Unit	Internal ID	Apps	Details
	Director of College Advancement and Executive Director of the College Foundation - [I + E]	10-Sep-2014	19-Nov-2014	College Advancement		19	View Applic: [v]

Applicants

Status	Active	Date Range	Met BQ	Job Question Score Above	Date
All [v]	Both [v]	All [v]	Qualified [v]		[v]
Refresh					

	Name	Date	Score	Met BQ	Status
<input type="checkbox"/> 1.	Christensen, Todd	18-Nov-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 2.	Hally, Daniel	06-Nov-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 3.	Barnhart, Cindy	04-Nov-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 4.	Hardy, Danielle	27-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 5.	Frazier, Angelique	23-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 6.	castro, christy	20-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 7.	Wilson, Morgan	15-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 8.	Garcia, Daniel	14-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 9.	Yandell, Nanette	14-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 10.	Eimers, Kimberly	13-Oct-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 11.	Isakson, Pete	26-Sep-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 12.	Allen, Erika	24-Sep-2014	0	Yes	Hired [v]
<input type="checkbox"/> 13.	Urquhart Hines, Marci	24-Sep-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 14.	MOORE, JR., HOWARD - [MA]	19-Sep-2014		Yes	Reviewed by HR [v]
<input type="checkbox"/> 15.	Gibson, Levi	16-Sep-2014	0	Yes	Reviewed by HR [v]
<input type="checkbox"/> 16.	Smith, Ted	13-Sep-2014	0	Yes	Reviewed by HR [v]

Select All - Deselect All

Mass Update Spotlight	Update Status [v]	Change Archive [v]	Assign to... [v]	Email Template [v]
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Please update the "Status Bar" as individuals are interviewed or hired.



<input type="checkbox"/>	12.			Allen, Erika	24-Sep-2014	0	Yes	Hired	
<input type="checkbox"/>	13.			Urquhart Hines, Marci	24-Sep-2014	0	Yes	Reviewed by HR	
<input type="checkbox"/>	14.			MOORE,JR., HOWARD - [MA]	19-Sep-2014		Yes	Reviewed by HR	
<input type="checkbox"/>	15.			Gibson, Levi	16-Sep-2014	0	Yes	Reviewed by HR	

- If you have **ANY** questions as you go through this process, please give Human Resource Services a call. We would be happy to help you!