Viewing Applicants

Step 1: Log into the User site.

jobs.usu.edu/hr

Step 2: Locate “VIEW ACTIVE” on the left-hand menu and click, the page should refresh and the list of jobs that are open should appear.

Click Here (step 2)

Step 3: Click “View” under the job title to see the applicants for that position.

Click Here (step 3)

Step 4: Click on “View...Application” or any of the various documents that can be attached to review the applicant’s qualifications. The application and/or documents will pop-up in another window.
Changing Applicant Statuses

Begin by following steps 1-3 on Viewing Applicants.

Step 4: You may change a single applicant’s status by clicking the “Change Status” link on their record.

OR you may change multiple applicant’s statuses by selecting their lines and clicking the “CHANGE MULTIPLE APPLICANT SATUSES” button.
**Step 5:** Use the pull down menu to see the statuses that are available. Select the appropriate status for each applicant.

**Step 6:** Once statuses are chosen for the applicants, click the “CONTINUE TO CONFIRM PAGE” button. Click “SAVE STATUS CHANGES” on the next page.

You may have chosen an “Inactive” status for some of the applicants. If this is the case, the applicant will no longer be on the “Active” view page (this is the default page.) You can still view your inactive applicants by selecting the “Inactive Applicants” box.
Step 7a (For Exempt, Faculty and Administration searches only): After you have changed the status of applicants to either “Candidate selected for interview” or “Not hired” and a reason, click on “View posting summary”.

Step 7b (For Exempt, Faculty and Administration searches only): while in posting summary, click on “Submit interview candidates to department head” and then continue and confirm to trigger an e-mail to the Department Head/Director to approve. Once the candidates are approved by Department Head/Director and the Dean/VP, you will receive an e-mail back letting you know you can set-up your interviews.

Steps 7a and 7b are not required on non-exempt and hourly searches.
You will need to complete the “Changing Applicant Statuses” process a total of four times before you have finished your hiring process. All applicants should start at “Under Review by Department.” At each level of the change process you will pick one of the two options on the step below for each applicant. Applicants which become inactive at any step will not need to be changed during the following steps. When you have completed the process for the fourth time, all the applicants should be inactive and the job can be closed.

**KEY**

- Moves to INACTIVE List
- Remains ACTIVE

### Diagram

**Under Review by Department**
- **Not Hired** (select the reason for which you did not select for interview)
- **Candidate Selected for Interview**
  - **Not Hired** (select the reason the candidate did not interview)
  - **Interviewed**
    - **Interviewed-Not Selected** (select the reason you did not offer job to this candidate)
    - **Make Offer**
      - **Not Hired** (if an offer was made and not accepted, select the reason the offer was not accepted)
      - **Offer Accepted**

All applicants must be inactive before a job can be closed out.