

## 9.2 Screen Applicants

**Purpose:** Use this document as a reference for screening applicants in ctclink.

**Audience:** HR Recruiter.

! You must have at least one of these local college managed security roles:

- ZZ Hiring Manager
- ZZ Interested Party
- ZZ Recruiter
- ZZ Recruiting Admin Local

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** NavBar > Navigator > Recruiting > Search Job Openings

1. The **Search Job Openings** search page displays.
2. You may populate as many of the above fields that are applicable, but at minimum you will need to enter/select the **Job Opening ID** and the **Status**.
3. Enter the position number in the **Job Opening ID** field.
4. The **Status** defaults to open. Change if needed.
5. Select the **Search** button.

### Search Job Openings

[Recruiting Home](#) | 
 [Browse Job Openings](#) | 
 [Create Job Opening](#) | 
 [Search Job Postings](#)

**Search Criteria** ?

Job Posting Title   
 Job Opening ID    
 Status   
 Category   
 Most Recent Activity   
 Job Opening Type   
 Hot Job   
 My Association   
 Hiring Manager    
 Recruiter    
 Created By    
 Business Unit    
 Department   
 Position Number    
 Recruitment Contact

6. The **Search Results** display.
7. Select the **Job Opening** link.

### Search Job Openings

[Recruiting Home](#) | 
 [Browse Job Openings](#) | 
 [Create Job Opening](#) | 
 [Search Job Postings](#)

**Search Criteria** ?

1 Results Found

**Search Results** ?

Select	Job Opening ▲	Job ID ▲	Status	Type
<input type="checkbox"/>	RETAIL CLERK 2	10068	Open	Standard Requisition

[Select All](#)
[Deselect All](#) 
 ▼ [Group Actions](#)

8. The **Manage Job Opening** page displays.
9. Select the **Applicant Screening** tab.

**PLEASE NOTE:**

Screenings are typically set up by a Recruiter. Pre-Screenings and On-line Screenings are automated and usually the only screening process used. Using Pre-Screening is an excellent option when it is anticipated that there will be a high volume of applicants.

If Final Screening is used, it can be used in addition to any pre-screenings OR as the only option. Final Screenings are a manual process and it is highly recommended to run the process for everyone at the same time.

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Create New, Clone, Add Note, and No Category. Below these, job details are listed: Job Opening ID 10068, Job Posting Title RETAIL CLERK 2, Job Code 00227G (RETAIL CLERK 2), and Position Number 00001012 (RETAIL CLERK 2). On the right, the status is '010 Open', Business Unit is '99669 (SFCC Bookstore)', and Department is '99669 (SFCC Bookstore)'. At the bottom, there are five tabs: Applicants, Applicant Search, Applicant Screening (highlighted with a red box), Activity & Attachments, and Details.

10. The **Applicant Screening** tab displays.
11. Select **Screening Level** drop-down menu and select **Final Screening**.
12. Select the **Go** button to run the process.
13. Select the **Process Monitor** link to view the status of the run.

This screenshot shows the 'Manage Job Opening' page with the 'Applicant Screening' tab selected. The job details are: Job Opening ID 10228, Job Posting Title PROGRAM COORDINATOR, Job Code 00107N (PROGRAM COORDINATOR), and Position Number 00006507 (PROGRAM COORDINATOR). The status is '010 Open', Business Unit is 'HR060 (Seattle)', and Department is '98620 (HEALTH)'. Below the tabs, there is a 'Screening Levels' section. It includes a 'Run' button, a 'Select...' dropdown menu (highlighted with a red box), a 'Go' button (highlighted with a red box), and a 'Process Monitor' link (highlighted with a red box). At the bottom, the 'Job Opening / Jobs' section shows Job Opening ID 10228 and PROGRAM COORDINATOR.

14. The **Process Monitor** displays.
15. Select the **Search Job Opening** at the top of your page to return to the Job Opening.

Process Monitor

[New Window](#) | [Help](#) | [Personalize P](#)

Process List

Server List

View Process Request For

User ID

CTC\_CTAYLOF

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	287388		Application Engine	HRS_JO_SCR	CTC_CTAYLOR	04/05/2021 10:22:39AM PDT	Success	N/A	<a href="#">Details</a>

Save

Notify

16. The **Manage Job Opening** page displays.
17. From the **Applicant Screening** tab, select the **Screening Results** link to view the results of the run.
18. The **Disposition** will change once the results have been applied.

Screening Levels

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#)

Manage Job Opening

Job Opening ID 10322

Job Posting Title EARLY CHILDHOOD SPEC 3

Job Code 00255C (EARLY CHILDHOOD SPEC 3)

Status 010 Open

Business Unit HR010 (Peninsula College)

Department 98635 (EARLY CHILDHOOD CENTERS)

Applicants

Applicant Search

Applicant Screening

Activity & Attachments

Details

All (1)

Applied (0)

Reviewed (0)

Screen (1)

Route (0)

Interview (0)

Offer (0)

Hire (0)

Hold (0)

Reject (0)

Applicants

Select

Applicant Name

Applicant ID

Type

Disposition

Application

Resume

Interest

Mark Reviewed

Route

Interview

Reject

Print

Other Actions

<input type="checkbox"/>	Meaghan Metz	10670	External	Screen			☆☆☆☆						
--------------------------	--------------	-------	----------	--------	--	--	------	--	--	--	--	--	--

Select All

Deselect All

Group Actions

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#)

Top of Page

19. Select **Screening Level** drop-down menu and select the next level of screening. Repeat previous steps for each level.
20. When all levels are updated, select the **Apply Results** button at the bottom of the screen.



**Manage Job Opening**

Job Opening ID 10322  
 Job Posting Title EARLY CHILDHOOD SPEC 3  
 Job Code 00256C (EARLY CHILDHOOD SPEC 3)

Status 010 Open  
 Business Unit HR010 (Peninsula College)  
 Department 98635 (EARLY CHILDHOOD CENTERS)


Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

Screening Levels | Screening Results



Run Select...  

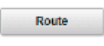
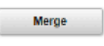
**Apply Results**









**Screening Levels**

Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By
<input checked="" type="checkbox"/>	00256C	EARLY CHILDHOOD SPEC 3		3-CTC Final Screening	04/06/21 10:00AM	1	1	0	1	Greg Gamble

**Applicants**

Select	Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
<input type="checkbox"/>	0%	0.0		10970	030 Screen	Passed	No	04/06/2021	External Applicant		

Select All Deselect All  

**Save** |  Return |  Recruiting Home |  Search Job Openings |  Previous |  Next |  Create New |  Clone |  Add Note

Top of Page

21. A message box will appear to confirm that you are ready to apply the results.
22. Select the **OK** button.



**Manage Job Opening**

Job Opening ID 10322  
 Job Posting Title EARLY CHILDHOOD SPEC 3  
 Job Code 00256C (EARLY CHILDHOOD SPEC 3)

Status 010 Open  
 Business Unit HR010 (Peninsula College)  
 Department 98635 (EARLY CHILDHOOD CENTERS)


Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

Screening Levels | Screening Results



Run Select...  

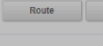
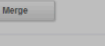
**Apply Results**









**Screening Levels**

Select	Job Code	Job Code Name	Primary Job
<input checked="" type="checkbox"/>	00256C	EARLY CHILDHOOD SPEC 3	

**Applicants**

Select	Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
<input type="checkbox"/>	0%	0.0		11	030 Screen	Passed	No	04/06/2021	External Applicant		

Select All Deselect All  

**Save** |  Return |  Recruiting Home |  Search Job Openings |  Previous |  Next |  Create New |  Clone |  Add Note

Top of Page

Apply screening results? (18177.94)

Screening results will be applied to all screened applicants. This will update the Job Opening disposition for each screened applicant and they will not be included in any subsequent screening processes. If screened applicants need to be included in subsequent screening, choose Apply after all levels have been run. Select OK to continue or Cancel to abort.

**OK** Cancel

23. The **Manage Job Opening** page displays with update.
24. Select the **Screening Results** link to view the **Route** and **View Rating**.
24. The Rate Applicant section displays.
25. Select the **View All** to see the details of each screening level.

**Manage Job Opening**

Job Opening ID 10322  
Job Posting Title EARLY CHILDHOOD SPEC 3  
Job Code 00259C (EARLY CHILDHOOD SPEC 3)

Status 010 Open  
Business Unit HR010 (Peninsula College)  
Department 98835 (EARLY CHILDHOOD CENTERS)

Applicants | Applicant Search | **Applicant Screening** | Activity & Attachments | Details

Screening Levels | Screening Results

Run Select... Go Process Monitor

Apply Results

Screening Levels

Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By
*	00259C	EARLY CHILDHOOD SPEC 3		3-CTC Final Screening	04/06/21 10:00AM	1	1	0	0	Oreg Gamble

Applicants

Select	Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Results Applied	Status Date	Applicant Type	Route	View Rating
<input type="checkbox"/>	0%	0.0		10/	030 Screen	Passed	Yes	04/06/2021	External Applicant		

Select All Deselect All Route Merge

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note

Top of Page

26. Select the **Return to Previous Page** link on the bottom, right side.

**Screening Levels**

Job Opening Screening

Screen Applicants

Rate Applicant

Name Maaghan Metz  
Applicant ID 10970  
Job Opening 10322 EARLY CHILDHOOD SPEC 3

Save Cancel Previous Applicant Next Applicant **Return to Previous Page**

Screening Levels

1-3 of 3 View All

Description CTC Prescreening

CTC Prescreening

There are no items for the CTC Prescreening screening level.

Description CTC Online Screening

CTC Online Screening

There are no items for the CTC Online Screening screening level.

Description CTC Final Screening

CTC Final Screening

There are no items for the CTC Final Screening screening level.

Save Cancel Previous Applicant Next Applicant **Return to Previous Page**

27. The **Manage Job Opening** page displays.

28. Select the **Applicants** tab to review the new status of all screened applicants.

29. The process to screen an applicant is now complete.

30. End of procedure.