

PAPERS7 User Guide



CLASSIFIED/HOURLY

APPLICANT REVIEW

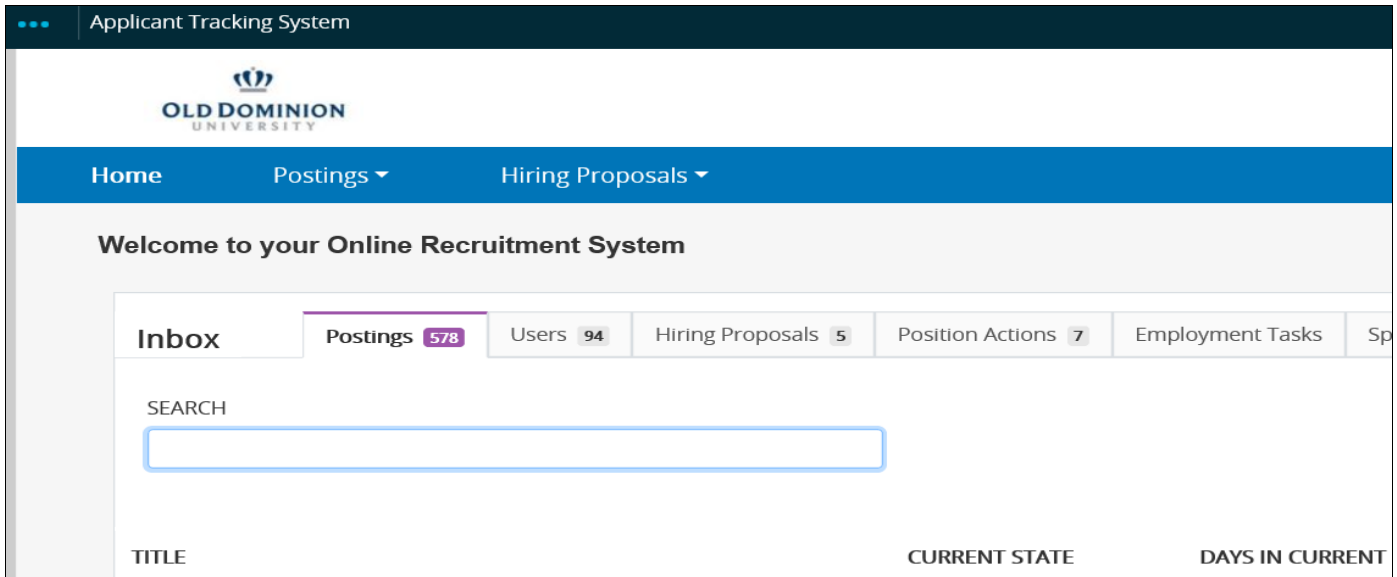
Hiring Manager

Department of Human Resources

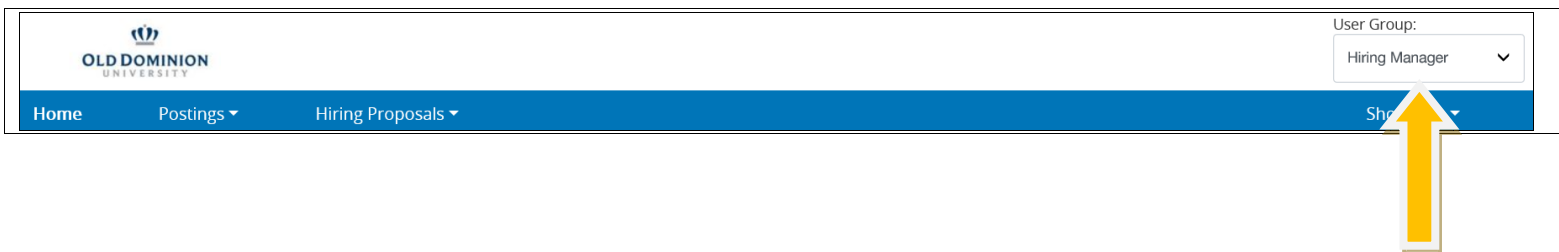
September 2019

Reviewing Applicants: Hiring Manager View

1. Once successfully logged into the system and in the **Applicant Tracking System** module as the Hiring Manager, you will be presented with the home screen below.



2. Click the refresh icon located to the right of the User Type drop down menu. Ensure that your user type is set to 'Hiring Manager' throughout the entire Applicant Review process.



3. In the banner at the top of the screen, select **Postings** and then the *Staff* link.



4. The following screen will provide you with all of the Postings in your area. Find the Posting for which you wish to view applicants for and click on the blue *Working Title* link.

Staff Postings Create New Posting

Open Saved Search ▾ Search: Search [More search options](#)

Ad hoc Search All Postings

Saved Search: "All Postings" (4 Items Found) Actions

Working Title	Job Requisition Number	Position Number	Department	Workflow State	Last Updated	(Actions)
Test in Live 08/25/2015	S00006	01299A	HUMAN RESOURCES	HR Recruiter	September 21, 2015 at 01:55 PM	Actions ▾
Executive Secretary		02060A	UNIVERSITY MARKETING	Close/Remove from Web	September 19, 2015 at 12:06 AM	Actions ▾
Hourly Test 08/25/15 BUD EDIT	S00003	HR2031	HUMAN RESOURCES	Close/Remove from Web	August 28, 2015 at 01:01 PM	Actions ▾
Test in Live 09/25/2015 - Supreme Grand Master Flash	S00002	01299A	HUMAN RESOURCES	Close/Remove from Web	August 28, 2015 at 01:01 PM	Actions ▾

Once you click the Working Title of the Posting, the following Summary screen will appear. Select the **Applicants** tab to begin reviewing individual applications.

Home Postings Hiring Proposals My Profile Help

Brian Dunn, you have 0 messages. Hiring Manager

Postings / Staff / Executive Secretary (Close/Remove from Web) / Summary Search Results:

Posting: Executive Secretary (Staff)

Current Status: Close/Remove from Web

Position Type: **Staff** Created by: Brian Dunn
Department: **UNIVERSITY MARKETING** Owner: HR Recruiter

[See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

Summary [History](#) [Applicants](#) [Reports](#) [Hiring Proposals](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Posting Details

Position Information

HR Recruiter	Brian Dunn
Working Title	Executive Secretary

5. You can also click on the blue **Actions** text to bring up a drop-down menu that allows you to either *View Posting* or *View Applicants*. By navigating this way, you can either go directly to the *Summary* page of the Posting or directly to the applicants.

The screenshot shows the 'Staff Postings' interface. At the top right is a 'Create New Posting' button. Below it is a search bar with 'Open Saved Search' and 'Search' buttons. A tab for 'All Postings' is selected. A search result for 'All Postings' (4 items found) is shown. The main table lists job postings with columns: Working Title, Job Requisition Number, Position Number, Department, Workflow State, and Last Updated. The 'Executive Secretary' row is highlighted. An 'Actions' dropdown menu is open for this row, showing options: View Posting, View Applicants, TRACKING, and Stop Watching. A yellow arrow points to the 'Actions' link in the table.

Working Title	Job Requisition Number	Position Number	Department	Workflow State	Last Updated	Actions
Test in Live 08/25/2015	S00006	01299A	HUMAN RESOURCES	HR Recruiter	September 21, 2015 at 01:55 PM	Actions
Executive Secretary	S00004	02060A	UNIVERSITY MARKETING	Close/Remove from Web	September 19, 2015 at 12:06 AM	Actions
Hourly Test 08/25/15 BUD EDIT	S00003	HR2031	HUMAN RESOURCES	Close/Remove from Web	August 28, 2015 at	
Test in Live 09/25/2015 - Supreme Grand Master Flash	S00002	01299A	HUMAN RESOURCES	Close/Remove from Web	August 28, 2015 at	

Once the **Applicants** tab has been selected, the Hiring Manager will see all the active candidates in the pool. The Hiring Manager may opt to view the applicant information either individually or in bulk.

The screenshot shows the 'Posting: Executive Secretary (Staff)' page. The current status is 'Close/Remove from Web'. Position Type is 'Staff', Department is 'UNIVERSITY MARKETING', and Owner is 'HR Recruiter'. The 'Applicants' tab is selected. Below the navigation tabs is a search bar. A search result for 'Applications' (7 items found) is shown. The main table lists applicants with columns: Full Name, Workflow State (External), Application Date, and (Actions). A yellow arrow points to the search bar.

Posting: Executive Secretary (Staff)
 Current Status: Close/Remove from Web
 Position Type: Staff
 Department: UNIVERSITY MARKETING
 Created by: Brian Dunn
 Owner: HR Recruiter

Summary | History | **Applicants** | Reports | Hiring Proposals

Full Name	Workflow State (External)	Application Date	(Actions)
Booth, August	Under Review by Department	September 18, 2015 at 03:30 PM	Actions
Fire, Bael	Under Review by Department	September 18, 2015 at 03:34 PM	Actions
Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	Actions
Cricket, Jiminy	Under Review by Department	September 18, 2015 at 03:55 PM	Actions
Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	Actions
Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	Actions
Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	Actions

6. To view the individual applicants, scroll down the page and then click on the text under *Full Name* that appears in the first column.

Posting: Executive Secretary (Staff)
Current Status: Close/Remove from Web

Position Type: **Staff** | Created by: **Brian Dunn**
Department: **UNIVERSITY MARKETING** | Owner: **HR Recruiter**

Summary | History | **Applicants** | Reports | Hiring Proposals

Open Saved Search ▾ Search: Search

Applications ✕

✓ Saved Search: **"Applications"** (7 Items Found)

<input type="checkbox"/>	Full Name	Workflow State (External)
<input type="checkbox"/>	Booth, August	Under Review by Department
<input type="checkbox"/>	Fire, Bael	Under Review by Department
<input type="checkbox"/>	Swan, Emma	Under Review by Department
<input type="checkbox"/>	Cricket, Jiminy	Under Review by Department
<input type="checkbox"/>	Jones, Killian	Under Review by Department
<input type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department
<input type="checkbox"/>	Mills, Regina	Under Review by Department

7. Clicking on the applicant's *Full Name* will open the next page where you will see more detailed information about the applicant.

Brian Dunn, you have 0 messages. Hiring Manager ⌵ 🔗 [logout](#)

Postings / ... / [Executive Secretary](#) (Close/Remove from Web) / [Applicant Review](#) / Emma Swan Under Review by Department Search Results: [Previous](#) | [Next](#)

Job application: Emma Swan (Staff)
Current Status: Under Review by Department
Application form: Staff Application

Take Action On Job Application ▾
★ [View Posting Applied To](#)
★ [Preview Application](#)

Full name: Emma Swan | Created by: **Emma Swan**
Address: | Owner: **Hiring Manager**
3 Storybrooke Place
Storybrooke, ME 09876
Username: **BlackSwan**
Email: eswan@storybrooke.com
Phone (Primary): 976-543-2106
Phone (Secondary):
Position Type: **Staff**
Department: **UNIVERSITY MARKETING**

Summary | Recommendations (0 of 0) | History | Reports

✓ Personal Information

Personal Information

8. Scrolling down the page will allow you to view the applicant’s education and employment history, as well as their responses to the supplemental questions (if applicable).

Education History

Education History

High School Education

Check the highest grade completed	12
If you did not complete high school, do you have a high school equivalency diploma?	
Check number of years of post-high school education	0

Relevant Work Experience

Previous Employers	
Employer Name	Marriott Vacations Worldwide
Phone	407-238-1300
Address	11251 Harbour Villa Rd
City	Orlando
State	FL
Zip Code	32821
Job Title	Activities Associate
Immediate Supervisor Name	Ryan Deuel
Supervisor Title	Director of Activities
Duties	I worked in activities for the Cypress Harbour Vacation Club. This included planning and running several classes and activities such as Whisky Tasting 101, Fishing Derby, Field Days and several different Arts and Crafts. I was chosen as the representative in Activities for the onsite Safety Committee.

Supplemental Questions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please describe your experience with preparing NCAA APR and GSR reports.

In the past year and a half, I have produced numerous APR and GSR reports. Many have been published in national magazines.

2. Indicate years of experience as a newspaper or publication editor or writer.

- Less than 1 year
- 1-5 years
- 5-10 years
- More than 10 years

3. Do you have landscaping experience in a University setting?

- Yes
- No

9. At the end of the application, you will see the **Optional Documents** and **PDF Documents** tabs. This will contain individual application materials (such as cover letters, resumes, and other documents) for each applicant.

Document Type	Name	Conversion Status
<input checked="" type="radio"/> Resume	Resume 09-18-15 14:40:42 (52.4 KB)	PDF complete
<input checked="" type="radio"/> Cover Letter/Letter of Application	Cover Letter/Letter of Application 09-18-15 14:40:34 (22 KB)	PDF complete
Other Document	-	-

Recommendation Documents

No recommendations submitted.

Document Type	Actions
Application	View
Combined Document	Generate

The **Optional Documents** tab will allow you to view each applicant's cover letters, resumes, or other documents in PDF format. Each additional document will open in a new window.

The **PDF Documents** will allow you to: 1) view the application as a PDF file, or 2) generate a combined document which includes all of the documents associated with this applicant. Click on the **View/Generate** button to initiate the action.

Document Type	Actions
Application	View
Combined Document	Generate

10. To view multiple applicants in bulk from the **Applicants** tab, check the boxes next to the last name of the applicants you wish to view, or if you wish to see them all, check the box in the column header next to *Full Name*.

View Multiple

The screenshot shows the 'Applicants' tab in a software interface. At the top, there are navigation tabs: 'Summary', 'History', 'Applicants' (selected), 'Reports', and 'Hiring Proposals'. Below these is a search bar with 'Open Saved Search' and a search input field. A modal window titled 'Applications' is open, showing a 'Saved Search: "Applications" (7 Items Found)'. Below this is a table with the following columns: 'Full Name' and 'Workflow State (External)'. The table contains seven rows of applicant data. Four yellow arrows on the left side point to the checkboxes in the 'Full Name' column for the following rows: Booth, August; Swan, Emma; Blanchard, Mary Margaret; and Mills, Regina.

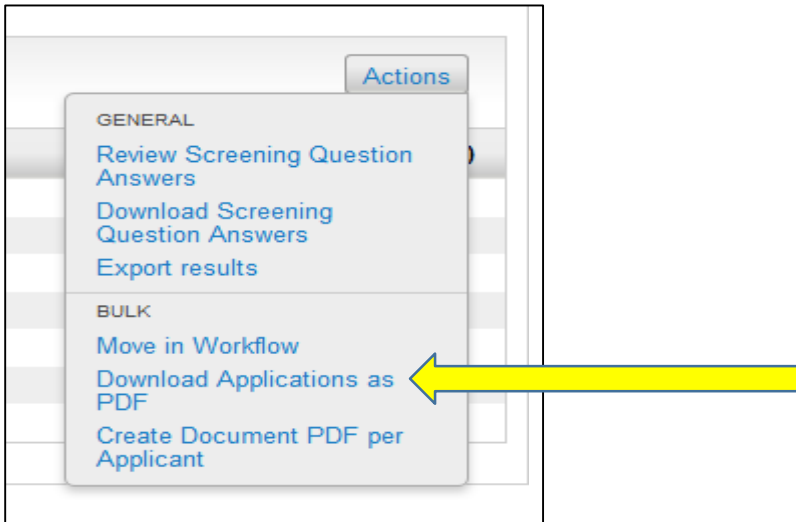
<input type="checkbox"/>	Full Name	Workflow State (External)
<input checked="" type="checkbox"/>	Booth, August	Under Review by Department
<input type="checkbox"/>	Fire, Bael	Under Review by Department
<input checked="" type="checkbox"/>	Swan, Emma	Under Review by Department
<input type="checkbox"/>	Cricket, Jiminy	Under Review by Department
<input type="checkbox"/>	Jones, Killian	Under Review by Department
<input checked="" type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department
<input checked="" type="checkbox"/>	Mills, Regina	Under Review by Department

View All

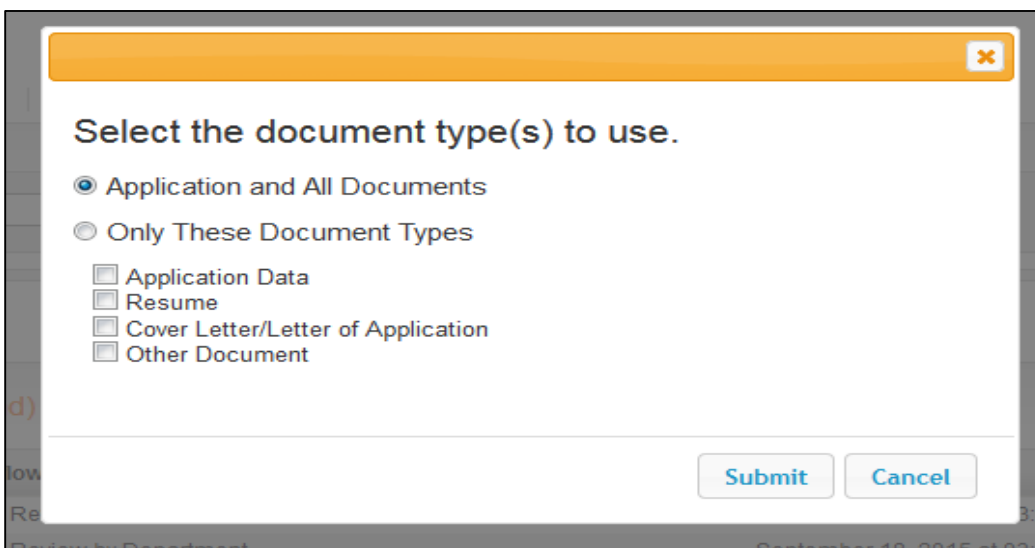
The screenshot shows the 'Applicants' tab in a software interface, similar to the previous one. The 'Applications' modal window is open, showing the same search results. In this view, a yellow arrow points to the checkbox in the 'Full Name' column header, indicating that all items are selected.

<input checked="" type="checkbox"/>	Full Name	Workflow State (External)
<input checked="" type="checkbox"/>	Booth, August	Under Review by Department
<input checked="" type="checkbox"/>	Fire, Bael	Under Review by Department
<input checked="" type="checkbox"/>	Swan, Emma	Under Review by Department
<input checked="" type="checkbox"/>	Cricket, Jiminy	Under Review by Department
<input checked="" type="checkbox"/>	Jones, Killian	Under Review by Department
<input checked="" type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department
<input checked="" type="checkbox"/>	Mills, Regina	Under Review by Department

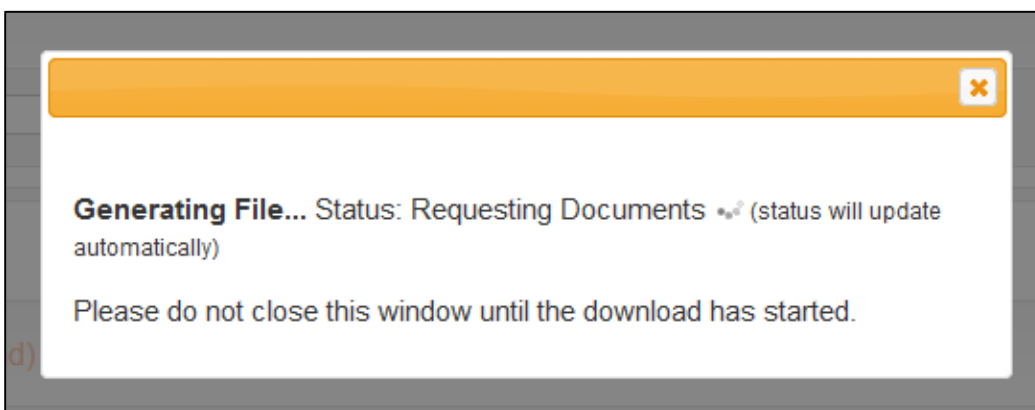
11. Click on the **Actions** button on the right side of the window and select *Download Applications as PDF*.




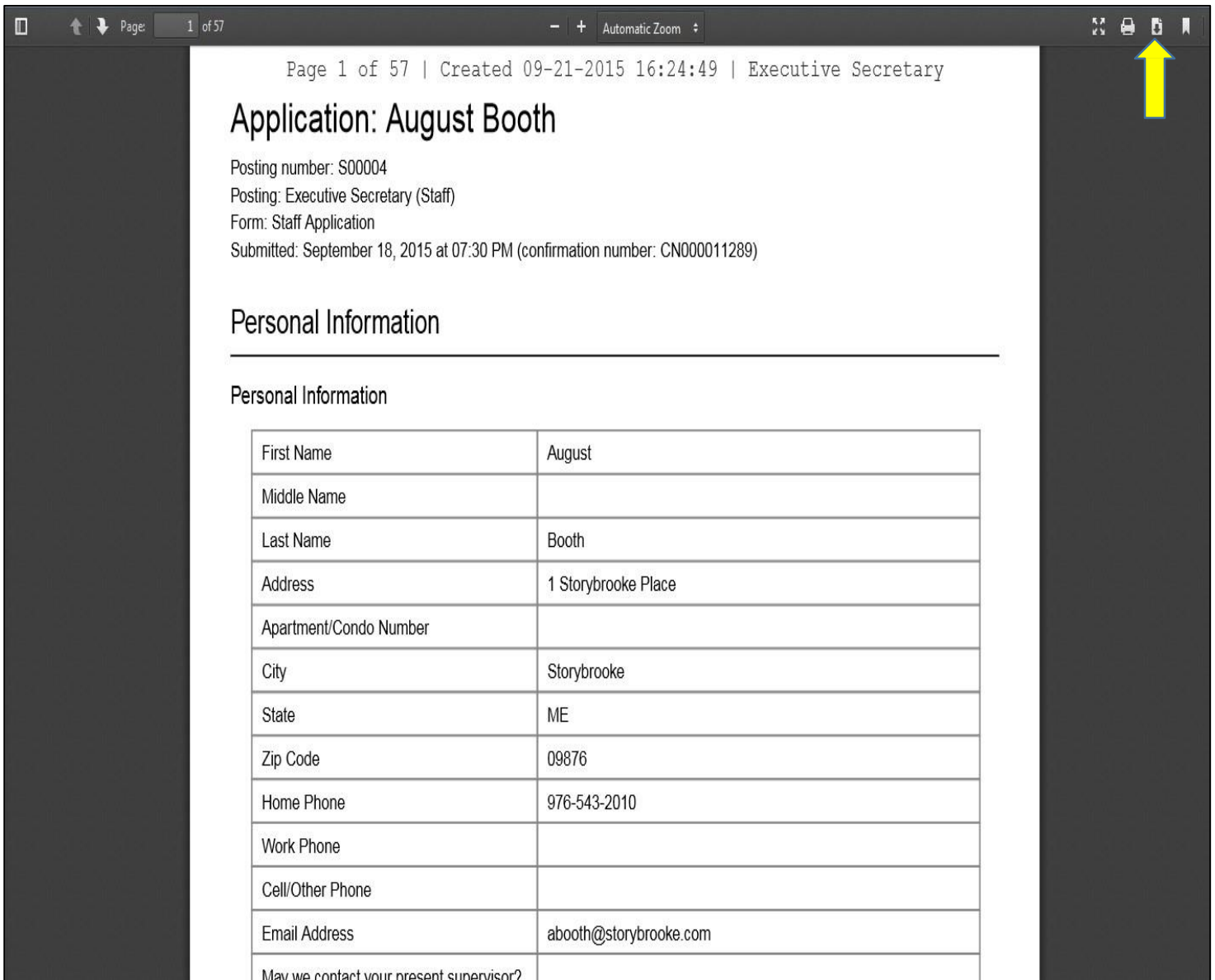
You will then see a dialogue box asking which, if any, of the accompanying documents you'd like to include for each of the selected applicants. Then, click **Submit**.



The next dialogue box explains that the system is generating your request. After the file has been compiled, the document will generate as one PDF document.



12. You can save this document directly to your computer by clicking on the *Down Arrow*  icon, which is located next to the *Print* icon. Once this document has been generated, you can return back to the Posting Summary page by using your browser's back button.



Page 1 of 57 | Created 09-21-2015 16:24:49 | Executive Secretary

Application: August Booth

Posting number: S00004
 Posting: Executive Secretary (Staff)
 Form: Staff Application
 Submitted: September 18, 2015 at 07:30 PM (confirmation number: CN000011289)

Personal Information

Personal Information

First Name	August
Middle Name	
Last Name	Booth
Address	1 Storybrooke Place
Apartment/Condo Number	
City	Storybrooke
State	ME
Zip Code	09876
Home Phone	976-543-2010
Work Phone	
Cell/Other Phone	
Email Address	abooth@storybrooke.com
May we contact your present supervisor?	

Each applicant's materials will appear in the following format:

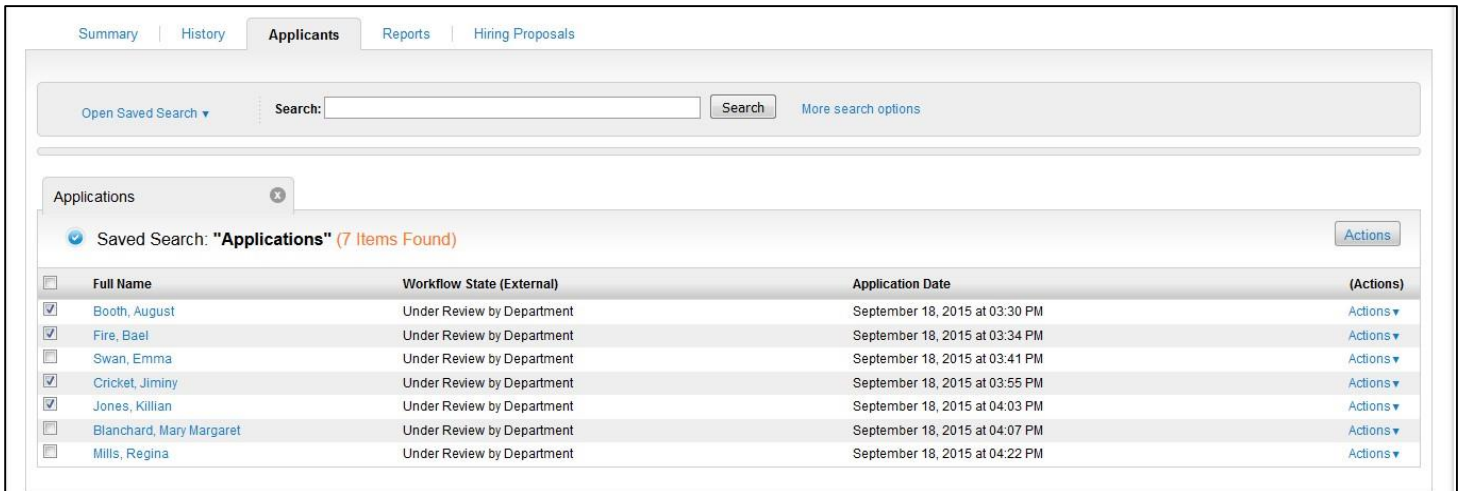
- Applicant #1 (application)
- Applicant #1 (resume, if attached)
- Applicant #1 (cover letter, if attached)
- Applicant #1 (other document, if attached)
- Applicant #2 (application)
- Applicant #2 (resume, if attached)
- Applicant #2 (cover letter, if attached)
- Applicant #2 (other document, if attached)

This pattern will continue for each applicant in the Posting.

Creating the Screening Matrix: Hiring Manager View

A new feature within PAPERS 7 is the ability to create an applicant screening matrix from the information collected in the system. The Hiring Manager must prepare this matrix ahead of the applicant review and use it to document the progress of applicants during the review process. This matrix is used to assist with the evaluation of each applicant against the minimum qualifications and veteran preference requirement.

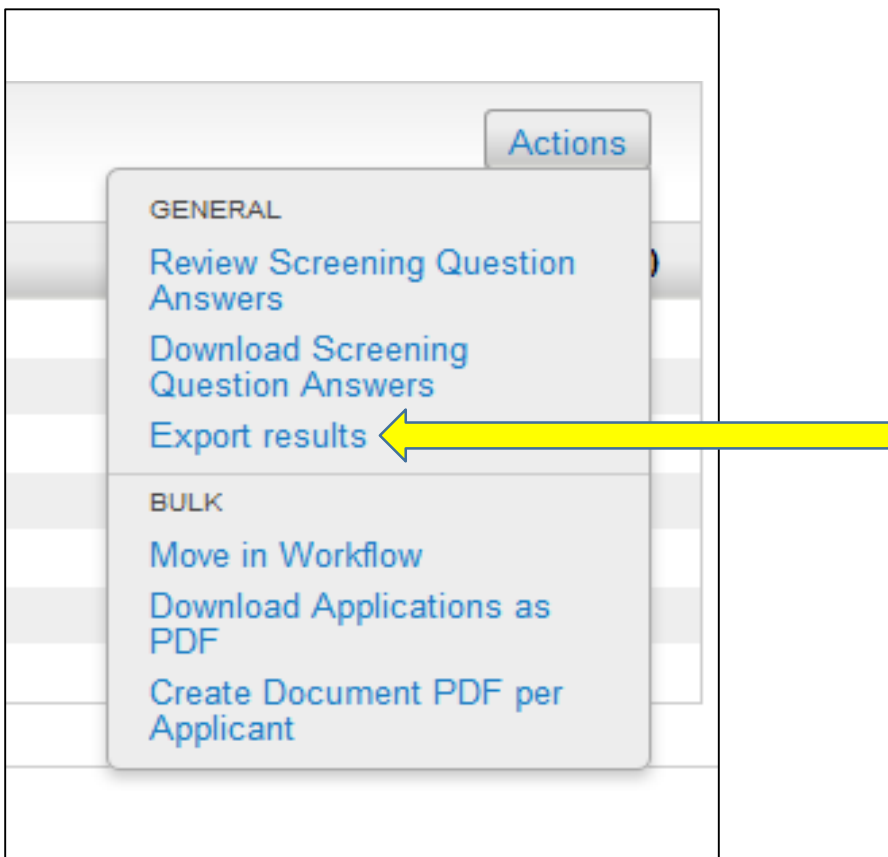
1. Click the **Applicants** tab of the Posting and select the applicants you wish to export the data of by checking the box next to their name.



The screenshot shows the 'Applicants' tab in the PAPERS 7 interface. At the top, there are navigation tabs: Summary, History, Applicants (selected), Reports, and Hiring Proposals. Below the tabs is a search bar with a search button and a link to 'More search options'. The main content area shows a list of applications under the heading 'Applications'. A saved search filter is applied: 'Applications' (7 Items Found). The list has columns for 'Full Name', 'Workflow State (External)', 'Application Date', and '(Actions)'. Each row has a checkbox in the first column and an 'Actions' dropdown in the last column.

<input type="checkbox"/>	Full Name	Workflow State (External)	Application Date	(Actions)
<input checked="" type="checkbox"/>	Booth, August	Under Review by Department	September 18, 2015 at 03:30 PM	Actions ▼
<input checked="" type="checkbox"/>	Fire, Bael	Under Review by Department	September 18, 2015 at 03:34 PM	Actions ▼
<input checked="" type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	Actions ▼
<input checked="" type="checkbox"/>	Cricket, Jiminy	Under Review by Department	September 18, 2015 at 03:55 PM	Actions ▼
<input checked="" type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	Actions ▼
<input type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	Actions ▼
<input type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	Actions ▼

2. Click on the **Actions** button on the right side of the window and select *Export Results*.



The screenshot shows a close-up of the 'Actions' dropdown menu. The menu is divided into two sections: 'GENERAL' and 'BULK'. Under 'GENERAL', there are four options: 'Review Screening Question Answers', 'Download Screening Question Answers', 'Export results', and 'Create Document PDF per Applicant'. A yellow arrow points to the 'Export results' option. Under 'BULK', there are three options: 'Move in Workflow', 'Download Applications as PDF', and 'Create Document PDF per Applicant'.

3. Next, the system will prompt you to either: 1) open the file, or 2) save the file to a location on your computer for future manipulation. Check the appropriate radio button and click on the **OK** button. When you open the file in Excel, you will see that the data is provided in rows containing the applicant's full name, external workflow state, and date in which they applied.

	A	B	C	D
	Workflow State			
1	Full Name	(External)	Application Date	
2	Booth, August	Under Review by Department	September 18, 2015 at 03:30 PM	
3	Fire, Bael	Under Review by Department	September 18, 2015 at 03:34 PM	
4	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	
5	Cricket, Jiminy	Under Review by Department	September 18, 2015 at 03:55 PM	
6	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	
7	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	
8	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	
9				
10				

Using Excel, you can add more columns such as the criteria you are using for screening the applicants with and your evaluation of how well each candidate met each respective criterion.

	A	B	C	D	E
1	Full Name	Application Date	Clerical experience in the higher education sector.	Extensive experience with Word, Excel, and Access software.	Statistical typing experience.
2	Booth, August	September 18, 2015 at 03:30 PM	3	2	3
3	Fire, Bael	September 18, 2015 at 03:34 PM	0	1	1
4	Swan, Emma	September 18, 2015 at 03:41 PM	2	3	4
5	Cricket, Jiminy	September 18, 2015 at 03:55 PM	1	1	1
6	Jones, Killian	September 18, 2015 at 04:03 PM	0	2	1
7	Blanchard, Mary Margaret	September 18, 2015 at 04:07 PM	4	3	4
8	Mills, Regina	September 18, 2015 at 04:22 PM	4	4	4
9					

The screening matrix is MANDATORY and must be used to document the applicants' qualifications as you review applications. If you do not wish to use the matrix as specified above, you can simply print out a blank copy and handwrite the information. Retain the Rating Sheet in your departmental recruitment file as it will be subject to audit.

Please note that three (3) points will be added to the rating total for any applicants who are: 1) veterans, 2) surviving spouse/child of a veteran killed in the line of duty, or 3) Virginia National Guard members, as these preferences are now REQUIRED by statute.

4. Just as the system allows the export of applicant data, it also provides a way to download the applicants' answers to the *Supplemental Questions*. Follow the steps above to select the applicants, click the **Actions** button, and then click on the *Download Screening Question Answers*.

Saved Search: "Applications" (7 Items Found)

<input checked="" type="checkbox"/>	Full Name	Workflow State (External)	Application Date
<input checked="" type="checkbox"/>	Booth, August	Under Review by Department	September 18, 2015 at 03:30 PM
<input checked="" type="checkbox"/>	Fire, Bael	Under Review by Department	September 18, 2015 at 03:34 PM
<input checked="" type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM
<input checked="" type="checkbox"/>	Cricket, Jiminy	Under Review by Department	September 18, 2015 at 03:55 PM
<input checked="" type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM
<input checked="" type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM
<input checked="" type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM

Actions

- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Export results
- BULK
 - Move in Workflow
 - Download Applications as PDF
 - Create Document PDF per Applicant

The information is also reproduced in an Excel file that can be used to assist in the screening process. This export will give you the applicants' first and last name, along with the text of the Supplemental Questions, and the responses provided by each applicant. This information can also be copied and pasted into the other exported report to add to the matrix you've already created.

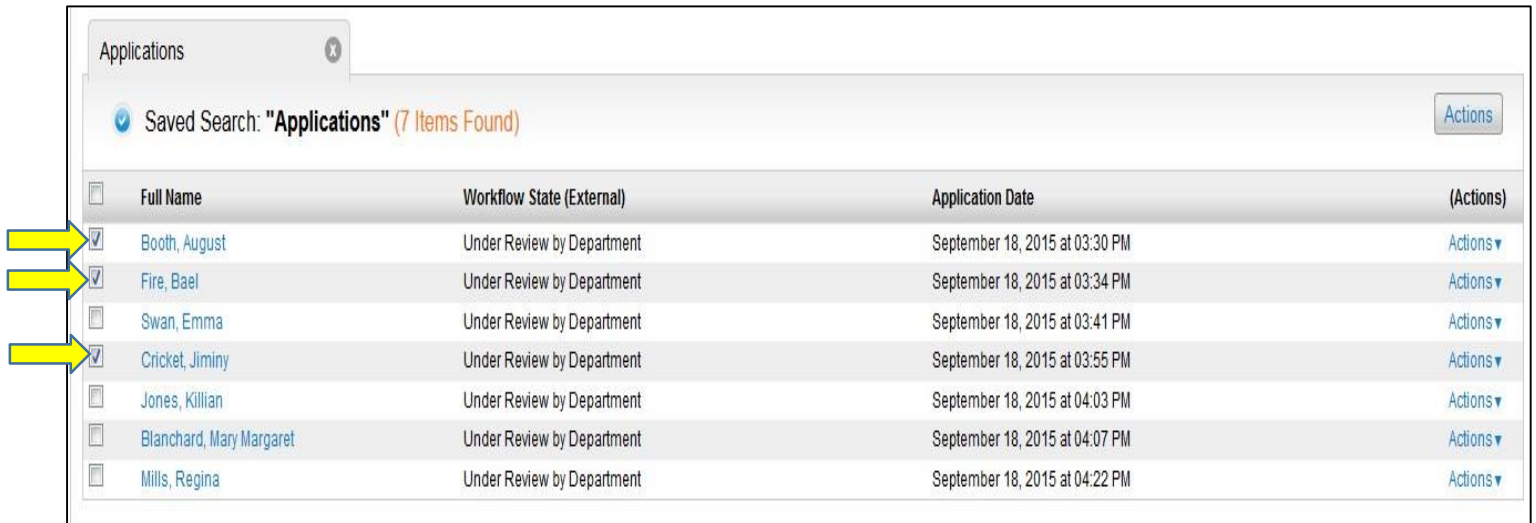
First Name	Last Name	1. Please describe your experience with preparing NCAA APR and GSR reports.	2. Indicate years of experience as a newspaper or publication editor or writer.	3. Do you have landscaping experience in a University setting?
August	Booth	I have two years of experience with GSR reports, but no experience with APR reports.	1-5 years	Yes
Bael	Fire	What do these acronyms mean? I do not have any experience with them.	1-5 years	Yes
Emma	Swan	In the past year and a half, I have produced numerous APR and GSR reports. Many have been published in national magazines.	1-5 years	Yes
Jiminy	Cricket	I have three years of experience with APR and GSR reports.	5-10 years	Yes
Killian	Jones	Considerable experience preparing APR reports. Basic experience preparing GSR reports.	More than 10 years	Yes
Mary Margaret	Blanchard	I have great experience with both reporting functions.	More than 10 years	Yes

Regina	Mills	Vast experience in both areas.	More than 10 years	Yes
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Updating Applicant Statuses In The Workflow: Hiring Manager View

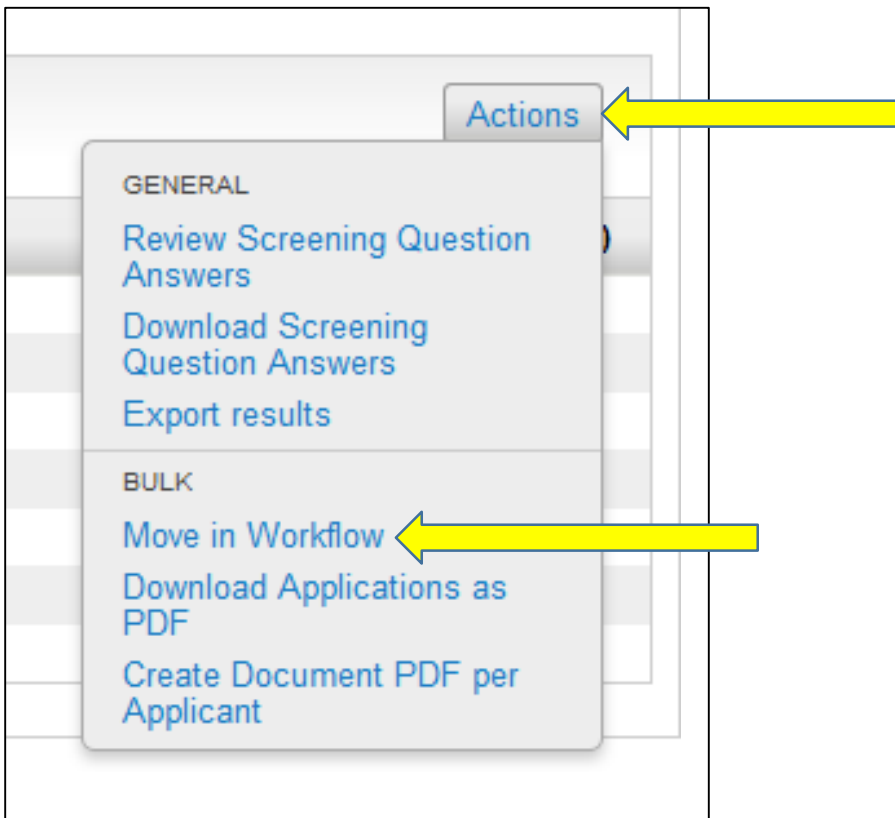
Once the screening matrix has been created, you are now ready to update each candidate's status in the workflow. It is best to begin by updating the applicants that are **not** being selected for interview.

1. Begin by navigating to the **Applicants** tab of the Posting. Then, select the applicants that are not selected for interview. You may select multiple applicants by clicking on the check box next to the applicants' full name.



<input type="checkbox"/>	Full Name	Workflow State (External)	Application Date	(Actions)
<input checked="" type="checkbox"/>	Booth, August	Under Review by Department	September 18, 2015 at 03:30 PM	Actions▼
<input checked="" type="checkbox"/>	Fire, Bael	Under Review by Department	September 18, 2015 at 03:34 PM	Actions▼
<input type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	Actions▼
<input checked="" type="checkbox"/>	Cricket, Jiminy	Under Review by Department	September 18, 2015 at 03:55 PM	Actions▼
<input type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	Actions▼
<input type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	Actions▼
<input type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	Actions▼

2. Click on the **Actions** button and click on the blue *Move In Workflow* text under the *Bulk* actions in the dialogue box. You can only use the *Bulk* action to change statuses of the same type (i.e. Not Selected For Interview).



3. The next screen will present you with the workflow state options available for each applicant. Clicking on the downward-facing black triangle near *Change for all applicants* will call up the pick-list for the statuses of each applicant. Click on the **“Not Selected For Interview – Email At Filled”** option in the drop-down menu.

4. Beside each candidate, you will need to locate the *Reason* row and select “Describe reason for non-selection”. It is **required** that a written justification is entered for each candidate that reverts back to the position’s minimum requirements.

Acceptable non-selection justification reason examples:

- Limited experience in **(list minimum qualification)**
- Does not have adequate **(list minimum qualification)** experience

Unacceptable non-selection justification reason examples:

- Not minimally qualified/NMQ
- Does not meet minimum

5. After saving your changes, the system will return you to the **Applicants** search results tab where you will notice that the applicants not selected for interview have been removed from the list. The remaining applicants should represent those you wish to interview.

Summary | History | **Applicants** | Reports | Hiring Proposals

Open Saved Search ▾ Search: Search More search options

Applications ✕

Saved Search: "Applications" (4 Items Found) Actions

<input type="checkbox"/>	Full Name	Workflow State (External)	Application Date	(Actions)
<input type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	Actions ▾
<input type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	Actions ▾
<input type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	Actions ▾
<input type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	Actions ▾

The *Workflow State (External)* tab shows the status that the candidates will see when they log into their account. However, the *Workflow State (Internal)* tab shows their actual state in the progress. To view the *Workflow State (Internal)* tab, click on 'More search options' and select *Workflow State (Internal)* as an option under the **Add Column** tab.

Summary | History | **Applicants** | Reports | Hiring Proposals

Open Saved Search ▾ Search: Search Hide search options

Add Column: Add Column ▾

App Individual Workflow States:

Active/Inactive:

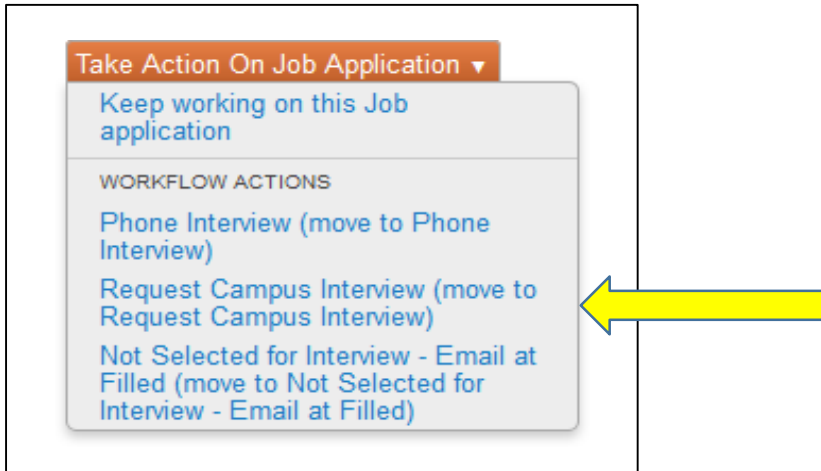
- State
- Status
- Submitted By
- Supervisor Title
- Supplemental question Score
- Training, seminars, workshops, and special achievements or specialized skills
- Type of Business
- Type of degree or program and expected completion date
- US Eligible?
- Virginia National Guard?
- Was This Position Full-Time or Part-Time?
- When will you be available to start work?
- Work Phone
- Workflow State (Internal)**
- Workflow State Entrance Reason
- Workflow State Owner
- Your Ending Salary
- Your Name, if Different from Present
- Your Starting Salary
- Zip Code

Applications ✕

Saved Search: "Applications" (4 Items Found) Actions

<input type="checkbox"/>	Full Name	Workflow State (External)	Application Date	(Actions)
<input type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	Actions ▾
<input type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	Actions ▾
<input type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	Actions ▾
<input type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	Actions ▾

6. Once the *Workflow State (Internal)* tab has been selected, you are ready to update the candidates that you wish to interview. Click on the *Full Name* of the candidate you wish to update. Under **Take Action On Job Application**, select *Request Campus Interview*.



****Note: PAPERS7 has integrated phone interviews into the system. You may complete phone interviews without obtaining HR approval, but campus interviews are required to be reviewed and approved by HR first.****

7. You will need to enter a written justification for **each** candidate that reverts back to the position's minimum requirements.

Acceptable Justification Reason

Take Action
✕

Request Campus Interview (move to Request Campus Interview)

Reason (required)

Describe reason for selection ▾

Explanation:

Considerable experience producing reports for higher education.

Unacceptable Justification Reason

Take Action
✕

Request Campus Interview (move to Request Campus Interview)

Reason (required)

Describe reason for selection ▾

Explanation:

Meets all minimum requirements.

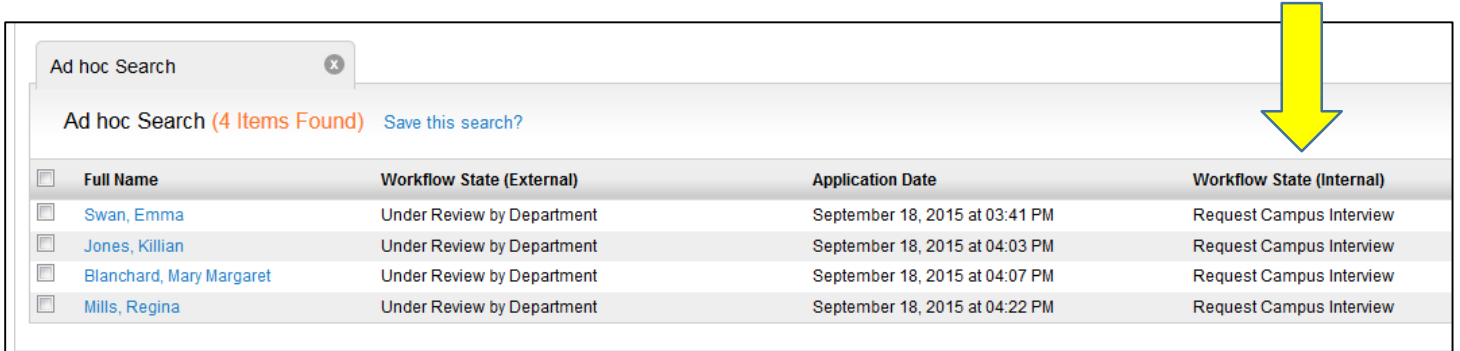
Acceptable selection justification reason examples:

- Considerable experience in **(list minimum qualification)**
- Has good **(list minimum qualification)** experience

Unacceptable non-selection justification reason examples:

- Meets minimum requirements
- Meets expectations

8. Once all of the candidates have been updated, you can check your work by displaying the *Workflow State (Internal)* column. If all of the candidates show as **Request Campus Interview**, you are ready to obtain HR's review and approval.



The screenshot shows a search interface with a table of results. A yellow arrow points to the 'Workflow State (Internal)' column. The table has four columns: Full Name, Workflow State (External), Application Date, and Workflow State (Internal). All four candidates listed have a 'Request Campus Interview' status in the internal column.

<input type="checkbox"/>	Full Name	Workflow State (External)	Application Date	Workflow State (Internal)
<input type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM	Request Campus Interview
<input type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM	Request Campus Interview
<input type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM	Request Campus Interview
<input type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM	Request Campus Interview

At this point, it is recommended to follow up with your HR Recruiter to ensure that the applicants will be reviewed. When the candidates have been reviewed and approved, you will receive an e-mail indicating that you can begin interviews.

Updating Applicant Statuses (Post-Interview) In The Workflow: Hiring Manager View

Once campus interviews are completed, the Hiring Manager logs back into PAPERS7 to identify their final and alternate candidates. You will be presented with three options:

- **Campus Interviewed – Recommended For Hire:** this is the candidate that you would like to hire for your vacant position.
- **Alternate:** this is the candidate that you would consider hiring if your original candidate declines to move forward. (NOTE: An alternate candidate is not required).
- **Campus Interviewed, Not Selected:** these are the candidates that you would not like to hire for your vacant position.

1. Using the Bulk *Move In Posting* option indicated on page 14 of this document, you can update all of the interviewed candidates that you **do not** wish to hire all at once.

Saved Search: "Applications" (4 Items Found)			
<input type="checkbox"/>	Full Name	Workflow State (External)	Application Date
<input type="checkbox"/>	Swan, Emma	Under Review by Department	September 18, 2015 at 03:41 PM
<input checked="" type="checkbox"/>	Jones, Killian	Under Review by Department	September 18, 2015 at 04:03 PM
<input checked="" type="checkbox"/>	Blanchard, Mary Margaret	Under Review by Department	September 18, 2015 at 04:07 PM
<input type="checkbox"/>	Mills, Regina	Under Review by Department	September 18, 2015 at 04:22 PM

2. After selecting the **Campus Interviewed, Not Selected** option, you will need to locate the *Reason* row and select "Describe reason for non-selection". It is required that a written justification is entered for **each** candidate that reverts back to the position's minimum requirements.

Editing: Workflow States for 2 Applicants

Change for all applicants: Campus Interviewed, Not Selected - Email at Filled

Applicant	Current State	New State	Reason
Killian Jones	Campus Interview Approved	Campus Interviewed, Not Selected - Email at Filled	Describe reason for non-selection Explanation: Insufficient Excel experience as displayed in interview.
Mary Margaret Blanchard	Campus Interview Approved	Campus Interviewed, Not Selected - Email at Filled	Describe reason for non-selection Explanation: Poor interview.

Acceptable Justification Reason (yellow box) points to "Insufficient Excel experience as displayed in interview."
 Unacceptable Justification Reason (red box) points to "Poor interview."

Acceptable final non-selection justification reason examples:

- Limited experience in **(list minimum qualification)** as displayed in interview
- Did not demonstrate adequate **(list minimum qualification)** experience
- Poor **(list minimum qualification)** as displayed in interview

Unacceptable non-selection justification reason examples:

- Poor interview
- Not selected/recommended for hire
- Not minimally qualified/NMQ

3. Once these changes have been saved, the *Campus Interviewed, Not Selected* candidates will move from the **Applicants** tab. Select the **Campus Interviewed – Recommended For Hire** candidate next. Click on the **Full Name** of the candidate you wish to recommend for hire. Under **Take Action On Job Application**, select **Campus Interviewed – Recommended For Hire** and indicate a specific justification reason.

Job application: Regina Mills (Staff)
Current Status: Campus Interview Approved
Application form: Staff Application

Full name: Regina Mills
Address: 7 Storybrooke Place, Storybrooke, ME 09876
Username: EvilQueen
Email: rmills@storybrooke.com
Phone (Primary): 976-513-4562
Phone (Secondary):
Position Type: Staff
Department: UNIVERSITY MARKETING

Created by: Regina Mills
Owner: Hiring Manager

Take Action

Campus Interviewed-Recommend for Hire (move to Campus Interviewed-Recommended for Hire)

Reason (required)

Describe reason for selection ▾

Explanation:
Extensive experience in Excel spreadsheets.

Submit Cancel

Select the **Alternate** candidate next (if applicable) and follow the same steps as indicated above.

Job application: Emma Swan (Staff)
Current Status: Campus Interview Approved
Application form: Staff Application

Full name: Emma Swan
Address: 3 Storybrooke Place, Storybrooke, ME 09876
Username: BlackSwan
Email: eswan@storybrooke.com
Phone (Primary): 976-543-2106
Phone (Secondary):
Position Type: Staff
Department: UNIVERSITY MARKETING

Created by: Emma Swan
Owner: Hiring Manager

Take Action

Alternate (move to Alternate)

Reason (required)

Describe reason for selection ▾

Explanation:
Limited Excel spreadsheets experience as displayed in interview.

Submit Cancel

4. Once all of the candidates have been updated, notify your HR Recruiter for final review and approval. After this is completed, you can begin the **Hiring Proposal**.

Applicant Workflow

