

LBCC Human Resources

Managing Your Applicant Pool in the Applicant Tracking System (ATS)

A Guide for Hiring Supervisors

Managing your applicant pool at www.jobs.linnbenton.edu/hr can make the recruitment process simple and efficient. Once your Posting has been activated by HR, the following tips will be useful in managing your applicant pool:

1. All applications you see will have passed pre-screening by Human Resources for minimum qualifications and criminal history, and will have status ***Under Review by Department***. Classified bargaining unit applicants meeting minimum qualifications for a classified bargaining unit position will have status ***Contracted Must Interview***. Per the negotiated Classified Agreement these applicants must be offered an interview. U. S. Veteran applicants who meet the minimum qualifications for the position and attach proof of honorable discharge will have status ***Qualified Veteran***; these must be offered an interview.

2. As you review applications and make decisions about whether to advance them in the selection process, change their statuses accordingly. The following is a list of applicant statuses you will see and/or choose from and what the applicant actually sees when you assign each status.

Applicant Status	What Applicant Sees
<p><i>Under Review by Department</i></p> <p>This status means they meet minimum qualifications for the position.</p>	<p><i>In Progress</i></p>
<p><i>Contracted Must Interview</i></p> <p>This status means they meet minimum qualifications for the position and are a contracted classified employee.</p>	<p><i>In Progress</i></p>
<p><i>Qualified Veteran</i></p> <p>This status means they meet minimum qualifications for the position and are a U.S. Veteran who has attached proof of honorable discharge, qualifying them for special consideration.</p>	<p><i>In Progress</i></p>
<p><i>Interview Pending</i></p> <p>Use this status when the interview has been offered.</p>	<p><i>Offered Interview</i></p>
<p><i>Interviewed Not Hired</i></p> <p>Use this status when interviews have been completed and another candidate has been hired. Choose the appropriate reason from the Not Hired Reasons menu.</p>	<p><i>Offered Interview</i></p> <p>Applicant also receives automatic regret email: Dear Applicant, Thank you for interviewing for the position of ***at Linn-Benton Community College. We regret to inform you that the hiring committee has selected another candidate whose qualifications and experience most closely match the needs of the position. Please do not let this discourage you from applying for other positions which interest you. Sincerely, LBCC Human Resources.</p>

Applicant Status	What Applicant Sees
<p><i>Recommend for Hire or Recommend for Hire – Faculty</i></p> <p>Use this status for the successful candidate after he/she has accepted the position.</p>	<p><i>In Progress</i></p> <p>HR will assign final status of Hired, and then the applicant will see <i>Offered Position</i>.</p>
<p><i>Not Hired</i></p> <p>Use this status for applicants who will not be interviewed.</p> <p>Choose the appropriate reason from the Not Hired Reasons menu.</p>	<p><i>In Progress</i></p> <p>Applicant also receives automatic regret email: Dear Applicant: Thank you for your interest in employment at Linn-Benton Community College. The final screening of applications for the position of *** has been completed. Your application was carefully considered but unfortunately you were not selected for interview. Please do not let this discourage you from applying for other positions that interest you. Sincerely, LBCC Human Resources.</p>

Individual statuses can be changed by clicking **Change Status** or you can change the status on multiple applicants by checking the All/None box next to the applicants and then clicking **Change Multiple Applicant Statuses** at the bottom of the applicant list.

3. As your search progresses, you will identify those you plan to interview. For those applicants you will offer the interview and change their status to **Interview Pending**.
4. After the successful candidate has accepted the job offer, change his/her status to **Recommend for Hire** (for classified and management/exempt) or **Recommend for Hire – Faculty** (for faculty).
5. Contact all other interviewed candidates by phone, and then dispense their applications by changing their status to **Interviewed Not Hired**. This action generates an automatic regret email to the applicant.
6. Change the status of all other applicants who were not interviewed and not hired to **Not Hired**. This action generates an automatic regret email to the applicant.
7. Contact HR at ext. 4422 with any questions.