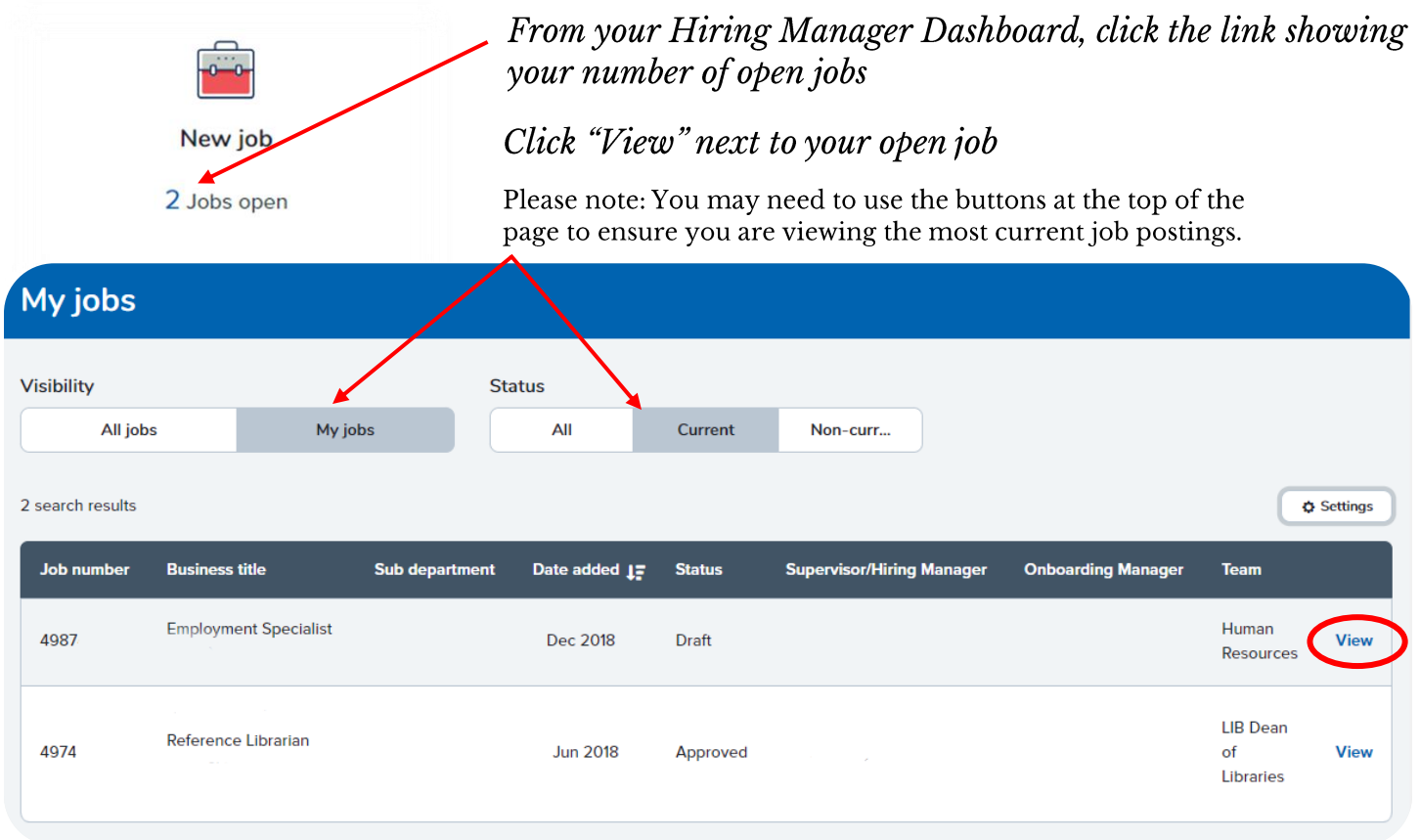


HOW TO VIEW APPLICATIONS AND COMMUNICATE WITH APPLICANTS

PEPPERDINE | Human Resources

This is the third step in the recruitment process. For additional recruitment tools and advice, visit [Staff Recruitment Resources](#).



New job
2 Jobs open

From your Hiring Manager Dashboard, click the link showing your number of open jobs

Click “View” next to your open job

Please note: You may need to use the buttons at the top of the page to ensure you are viewing the most current job postings.

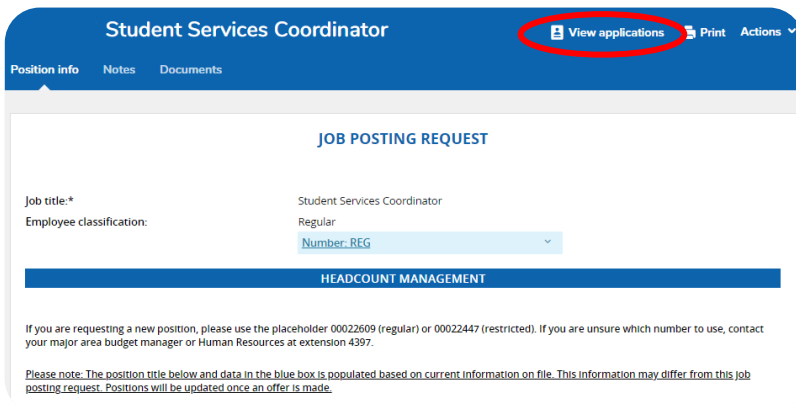
My jobs

Visibility: All jobs | **My jobs**

Status: All | **Current** | Non-curr...

2 search results

Job number	Business title	Sub department	Date added	Status	Supervisor/Hiring Manager	Onboarding Manager	Team	
4987	Employment Specialist		Dec 2018	Draft			Human Resources	View
4974	Reference Librarian		Jun 2018	Approved			LIB Dean of Libraries	View



Student Services Coordinator

View applications | Print | Actions

Position info | Notes | Documents

JOB POSTING REQUEST

Job title:* Student Services Coordinator
Employee classification: Regular
Number: REG

HEADCOUNT MANAGEMENT

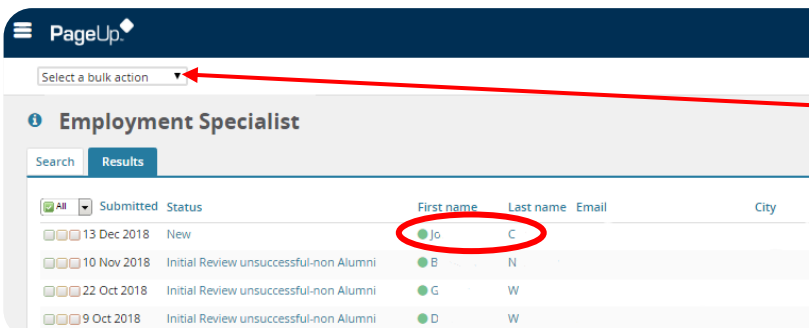
If you are requesting a new position, please use the placeholder 00022609 (regular) or 00022447 (restricted). If you are unsure which number to use, contact your major area budget manager or Human Resources at extension 4397.

Please note: The position title below and data in the blue box is populated based on current information on file. This information may differ from this job posting request. Positions will be updated once an offer is made.

Click “View applications”

Click either on an applicant’s name, or on the “View application” link to view the Applicant Card

Please note: From this “Manage Applications” page you will find helpful flags, indicating education level, previous Pepperdine affiliations, and more (hover over icons to see the meaning of each one). You can also view the applicant’s resume and application by clicking the shortcut icons.



PageUp

Select a bulk action

Employment Specialist

Search | Results

Submitted	Status	First name	Last name	Email	City	Dup	Undisclosed?	Employee	Source	Sub-source	Flags	
13 Dec 2018	New	Jo	C						Internet			View application
10 Nov 2018	Initial Review unsuccessful-non Alumni	E	N						Internet			View application
22 Oct 2018	Initial Review unsuccessful-non Alumni	G	W						Internet			View application
9 Oct 2018	Initial Review unsuccessful-non Alumni	D	W						Internet			View application

You may also use the checkboxes on the side and choose “Bulk compile and send” from the “Select a bulk action” box to quickly consolidate all application materials and export to a single PDF for review.

The completed application includes work and education history, answers to additional questions, and a cover letter.

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HOW TO SEND BULK APPLICANT COMMUNICATION

If you have chosen to consolidate all submitted application materials and review all at once, you may choose to move multiple applicants to the same status and utilize the bulk communication feature.

Please note: if you choose to review applications all at once, consider asking your assigned employment specialist to temporarily remove the posting from jobs.pepperdine.edu to prevent additional applications from coming in during your review process.

The screenshot shows the 'Employment Specialist' interface with a table of applicants. The table has columns for Submitted, Status, First name, Last name, Email, City, Dup, Undisclosed?, Employee, Source, Sub-source, and Flags. Four applicants are listed, each with a color-coded box (green, yellow, red, and green) next to their name.

Submitted	Status	First name	Last name	Email	City	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
13 Dec 2018	New	Jo	C						Internet		View application
10 Nov 2018	Initial Review unsuccessful-non Alumni	B	N						Internet		View application
22 Oct 2018	Initial Review unsuccessful-non Alumni	G	W						Internet		View application
9 Oct 2018	Initial Review unsuccessful-non Alumni	D	W						Internet		View application

Select the applicants you have reviewed by checking a box next to their name.



Three boxes are provided so that you may take multiple bulk actions at once. The same communication will be sent to everyone in a designated color, and you will have an opportunity to define what each box means. An example scenario could mean selecting the green box for each person you would like to move to the "Phone Interview" status, the yellow box for each person you would like to move to "Initial Review Unsuccessful – Alumni" and the red box for each person you would like to move to "Initial Review Unsuccessful – Non Alumni"

The screenshot shows a dropdown menu with the following options: 'Select a bulk action', 'Bulk compile and send', and 'Bulk move'. A red arrow points to the 'Bulk move' option.

Once all applicants have been selected, click "Select a bulk action" from the top right corner and choose "Bulk move"

Select the appropriate application status and click "Next"

The screenshot shows a dropdown menu with the following options: 'Select', 'New', 'Initial Review unsuccessful-non Alumni', 'Initial Review unsuccessful-Alumni', 'Additional screening questions', 'Additional screening questions unsuccessful - non-Alumni', 'Additional screening questions unsuccessful - Alumni', 'Phone Interview', 'Phone interview unsuccessful - non-Alumni', 'Phone interview unsuccessful - Alumni', 'Interview 1 Request', 'Interview 1 Confirmation', 'Interview 1 unsuccessful-non Alumni', 'Interview 1 unsuccessful-Alumni', 'Interview 2 Request', 'Interview 2 Confirmation', 'Interview 2 Unsuccessful- Alumni', 'Interview 2 unsuccessful-non Alumni', 'Reference Check & Basic Internet Search', and 'Reference Check & Internet Search unsuccessful'. A red arrow points to the 'Phone Interview' option.

Review the pre-filled email template provided and make any necessary changes, select a reason if applicable, and click "Move now". If you utilized more than once color check box, repeat.

The screenshot shows the email template for moving an applicant. It includes fields for 'From' (carly.struna@pepperdine.edu), 'Subject' (Your Application to the (JOBTITLE) Position), and 'Message'. The message body contains instructions for hiring managers and a pre-filled email template.

Instructions for hiring manager: please edit and remove the highlighted sections before saving and sending this communication.

Dear (FIRSTNAME),

Thank you for your interest in the PeopleSoft Campus Solutions Senior Business Analyst position in the IT ERP and completing the application process thus far. I would like to schedule a phone interview to further discuss the position and your interest in Pepperdine University. Please let me know if you are available for one of the following appointments:

Date, Time

If you have questions, please call extension 4397 or email employment@pepperdine.edu