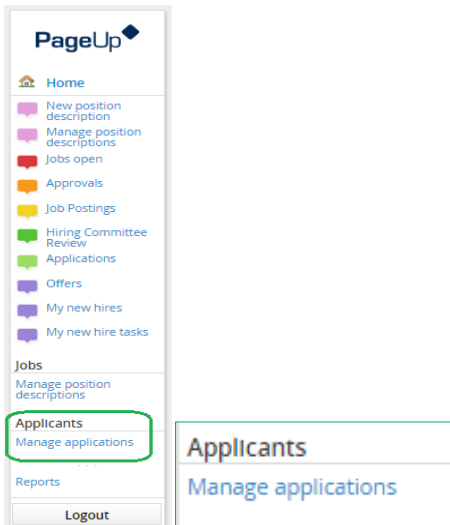


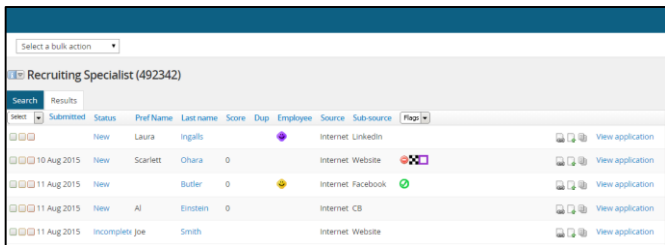


## Access the Manage Applications Link



- Login to **Wavenet**. From the **Staff Resources** drop down menu, click on **Employee Hiring/Performance**.
- A submenu will open. From here, select **For Supervisors**.
- This will take you to your employee portal within the hiring and performance system. To access the **Recruiting Center**, select the **Administration** link from the **Recruitment** box. (Note: if you do not have access to this link, please contact Human Resources at extension 6248.)
- Access the right side menu (shown here) by clicking on the  icon located in the top right corner of the home screen. 
- Click on the **Manage applications** link.

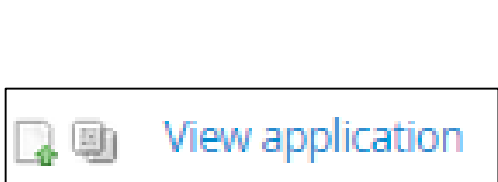
## Manage Applications Menu






The **Manage Applications** menu provides many tools for sorting applicants as well as several bulk actions. From this menu you can perform the following actions.

- View basic information for each applicant
- View applications, resumes, and cover letters
- View application flags
- View Pepperdine relationships
- Sort applications into categories
- Move applicants through the recruitment process
- Send bulk communications

## Access Applications and Download Resumes



-  Use this link to download the applicant's resume.
-  Use this link to view application responses.
- The  link opens the applicant card.

## Guide to Application Flags



Current Employee



Alumnus



Criminal History



Previous Employee



Referred by Employee



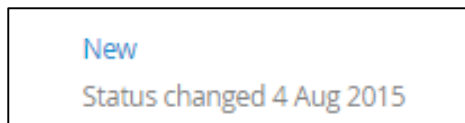
Check Employment Eligibility

## Viewing the Applicant Card

The applicant card is accessed by clicking the [View Application](#) link next to an applicant’s name. From the applicant card, you can perform the following actions.

- View flags, resumes and applications responses for individual applicants
- Change applicant statuses and send communication to the applicant via templates
- View the history of the applicant and all actions taken

## Changing Application Statuses



- **Application Status** is located in the middle of the Applicant Card under the **Applications** section.
- To change a status click on the blue link—“**New**” in this example.

### Application Statuses

A new window will open with a list of applicant status options.

The main category options are listed here.

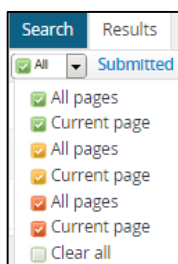
For each “unsuccessful” option, there is a selection for Alumni and non-Alumni. Please choose the correct option as it impacts the communication template assigned to the action.

- Initial Review Unsuccessful – non Alumni
- Initial Review Unsuccessful -- Alumni
- Additional Screening Questions
- Phone Interview
- Interview 1
- Interview 2
- Reference Check
- Verbal Offer
- Draft Offer Card

### Changing an Application Status

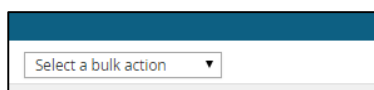
- Select the appropriate status, and click “next.”
- A communication template will appear in the next screen. Please review and customize the template as needed.
- Click “**Move now**” and the status will be changed and the communication will be sent to the applicant.
- Some templates have red and/or highlighted text. **This text must be edited before moving the applicant.**

## Categorizing Applications for Bulk Actions



- To assist with bulk actions, please assign applicants to a category from the [Manage Applications](#) home menu. You can also assign a category from the Applicant Card. (Please note: once the bulk action is complete, and you navigate away from the page, the categories will no longer appear.)

## Bulk Actions



- After categorizing your applicant list, there are several bulk actions you can perform including **Bulk Communicate**, which allows you to communicate with several applicants at one time. You can also **Bulk Move** applicants to statuses.