



Reviewing Applicants

There are two options for reviewing job applicants:

- The recruiter or Hiring Manager can download and email a PDF document containing all applications (including resumes) to Selection Committee Members.
- Selection Committee Members can login to ANU Recruit and download a PDF document containing all applications or they can review and rate applications online.

STEP 1: Login to ANU Recruit

Navigate to <http://hr.anu.edu.au/employment-at-anu/recruitment-toolkit>

NOTE: Ensure that you have disabled the Pop-up Blocker on your web browser. For more information go to <http://itservices.anu.edu.au/online-services/enterprise-systems/frequently-asked-questions/>

STEP 2: View jobs & applicants

Click the dark green bubble **Selection Committee Review** or the link **jobs requiring Selection Committee Review**.

The **My panel jobs** page will display. You will be able to review applicants for all jobs where you are part of the Selection Committee.

You will see a list of open jobs. To view applicants for a job, click the **View applicants** link next to the relevant job.

NOTE: You may be a Selection Committee Member, or a Selection Committee Chair.

STEP 3a: Bulk PDF applications

To assist with shortlisting, you are able to bulk compile and download and print, or email applications (including resumes).

Use the checkboxes next to each applicant to indicate which applicants you would like to included in your bulk compile (a PDF document will be produced).

NOTE: To compile all of the applicants who have applied for a job, click **All pages** in the **Select** drop-down list.

From the **Select a bulk action** menu at the top of the page, select **Bulk PDF**. A PDF will be created.

To print or save the PDF, select **Download document**.

To email the PDF to other Selection Committee Members, select the **Yes** radio button. You can send the PDF to a user of ANU Recruit by searching for their name in the **User** field. You can also choose to email the PDF to people who are not users of ANU Recruit - use the **Other e-mail** field. To send the PDF to more than one user, use the Other e-mail field and separate the addresses using a use a semicolon (;)

NOTE: All incoming and outgoing mail items are restricted to 25MB. To send or receive email items greater than 25MB, you can use the Cloudstor service: <http://itservices.anu.edu.au/email/additional-features-and-applications/send-and-receive-large-emails-cloudstor/>

Welcome Mark

- NEW JOB** 15 - jobs open
- APPROVALS** 2 - jobs awaiting your approval
- ADVERTISEMENTS** 2 - open advertisements
- SELECTION COMMITTEE REVIEW** 7 - jobs requiring Selection Committee review
- APPLICATION OUTCOMES** 6 - jobs have applicants for review
- INTERVIEWS** 3 - scheduled interviews
- OFFERS** 1 - offers awaiting your approval

My panel jobs

Job number	Date added	Status	Job title
492216	23 Jun 2014	Pending approval	ANU Officer Grade 5
492218	26 Jun 2014	Sourcing	A/Director EE (Level E2) - PR
492231	14 Jul 2014	Offer	Lecturer implementation
492232	16 Jul 2014	Pending approval	Academic Assistant - Halls

Total applications	Your role	View Applicants	View responses	Edit job
8	Chairperson	View Applicants	View responses	Edit job
9	Chairperson	View Applicants	View responses	Edit job
3	Chairperson	View Applicants	View responses	Edit job

Back **Select a bulk action**
Bulk PDF

View applicants

ANU Officer 6 / Admin

Select	Applicant name	Phone	Date submitted	Current application status	Outcome
<input checked="" type="checkbox"/>	All pages		20 Aug 2014	Interview 1	Select an outcome
<input checked="" type="checkbox"/>	Current page		20 Aug 2014	Interview 1	Select an outcome
<input type="checkbox"/>	Clear all selections		20 Aug 2014	Interview 1	Select an outcome
<input type="checkbox"/>	Larry Boyd		20 Aug 2014	Interview 1	Select an outcome

Bulk action status: 2 Applicants Complete

To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

Your document is ready to download:
Download document (49.4 kb)

Send document: Yes No

User:

Other e-mail:

From*:

Subject*:

STEP 3b: Review and shortlist applicants online

From **My Panel Jobs**, click the **View applicants** link. The **View applicants** page will display.

Click **View application** to open the applicant card. To review the resume and application form answers, navigate to the **Applications** section and select the **Form** or **Resume** link underneath the **Actions** menu.

To shortlist applicants online, from the **View applicants** page, click **Shortlist**. In the pop-up window, rank the applicant as either Unranked, Shortlist or Do not shortlist. Please add a **Reason for decision**. Click **Submit**.

NOTE: You are able to shortlist applicants online regardless of whether you choose to review applications via PDF or online.

Once you have ranked the applicant and left comments, the rank and comments can be viewed on the **View applicants** page.

NOTE: Other Selection Committee Members will also be able to view your comments.

STEP 4: View Selection Committee Member Responses

You will be able to see the scores and comments of all Committee Members for each applicant.

From the **My Panel Jobs** page select the **View responses** link next to the relevant job.

A pop-up window will display with a consolidated list of applicants and Selection Committee Member responses.

Click **Print** to print all responses.

Viewing Scheduled Interviews

Once applicants have been shortlisted, depending on your Division/College, recruiters may assist with organising interview times.

If the recruiter is responsible for organising interviews, they will liaise with you to determine suitable interview timeslots. You can view and import scheduled interviews into your calendar via ANU Recruit.

STEP 1: View applicants scheduled for interviews

When an applicant is invited to attend an interview via ANU Recruit they will appear on your dashboard in the blue **scheduled interviews** link next to the blue **Interviews** bubble. Click on this link.

STEP 2: Review Scheduled interviews

The **My events** page will display.

From here you can view the date, time and venue of any events such as an interview that an applicant has been invited to.

Click the **Add to my calendar** link to add the event details to your Outlook calendar.

NOTE: If you are no longer available for this interview time, please contact the Hiring Manager or recruiter directly.

