

Australian National University

Reviewing Applicants

There are two options for reviewing job applicants:

- a) 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/



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	
8	Chairperson	View Applicants View responses Edit jol
9	Chairperson	View Applicants View responses Edit jol
3	Chairperson	View Applicants View responses Edit job

View applicants			
Officer 6/ Admin)			
select 💽 Applicant name Phone	Date submitted	Current application status 🔻	Outcome
Select records:	20 Aug 2014	Interview 1	Select an outcome
Current page Clear all	20 Aug 2014	Interview 1	Select an outcome
selections	20 Aug 2014	Interview 1	Select an outcome
Lany David	20 Aug 2014	Interview 1	Select an outcome

Note: To ser	d the document, right click on the link below and select 'Save nd the document it is not necessary to download the docume ent will be sent as an attachment with the communication be	nt below.	
	Your document is ready to download Download document (49.4 kb)		
end documen	t ● Yes ○ No		l
end documen Iser.	t ● Yes ○ No 約 -2		
lser:			

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.

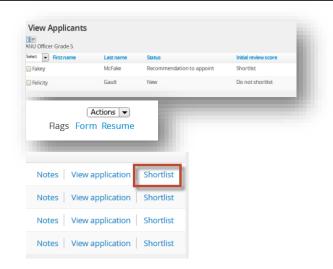
STEP 2: Review Scheduled interviews

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.



Chairperson	View	/iew Applicants View responses Edit job				
Chairperson	View	Applicants	View responses	Edit job		
Charperson	view	view Applicants view responses Edit job				
ecturer Implementation	(492231)					
The ANU Legal Workshop seel egal profession and legal prac			turer to teach courses foc	ussed on developn		
Applicant name: Esmee Weat		tatus: Unsuccess	ful not shortlisted			
Score summary: Highly suitab Selection Committee Member		Comments				
Penny Panelmember	Highly suitabl	e Esmee has goo	d experience and the ess	ential skills relevan		
Mark Manager	Highly suitabl	e I've met Esmee	before, she's well qualifie	ed and lights up the		
Applicant name: Fakey McFak Score summary: Suitable: 1	e Statu	s: New				
Selection Committee Member	Score	Comments				
Penny Panelmember	Suitable	Would be my seco will need some co	ond choice. Could leverage aching.	e off this his work a		
Mark Manager	Not suitable	No.Doesn't match	any of the selection crite	ria well.		
		Print	Done			

