APPLICANT PROCESSING: FREQUENTLY ASKED QUESTIONS

1. **What do I look for when considering applicants?**

    - Comments from HR: If the applicant answered yes to any questions concerning criminal background, certification, or work related issues, "Needs Review" or similar note will appear in the Note field. If no issues were found, "Pre-screened" will appear in the Note field.

    - Veteran's Preference: Look under Custom Data tab for Vet Pref Claim.
        o If the data field shows "N" (No), you do not need to do anything
        o If the data field shows "Y"(Yes), you need to follow the guidelines for Veteran's Preference

    - References: References are important and are required before a person is offered a position, but are not a pre-requisite for being considered for interview. Individual principals/administrators have the option to require references before the interview, but this is a site-based decision. Three references (two written and one phone reference, which is the critical reference) are required at the time of hire.

    - Transcripts: Transcripts are important and are required before a person is offered a position, but are not a pre-requisite for being considered for interview. Copies of transcripts are acceptable.

    - Certifications/Licenses: Certifications/Licenses, when required for a given position, should be reflected on the application, unless the person can be considered for Out-of-Field or a Condition of Employment. Again, these are required for hire, but are not a pre-requisite for being considered for interview.

    - Work History: This may be used as a screening criteria, but is not critical, unless the job description actually requires specific types or amount of experience.

    - Education: This may be used as a screening criteria, but is not critical, unless the job description actually requires specific types or amount of experience.

    - Test & Conditions: This is where Gallup scores will show for instructional and principal positions.

2. **How do I see the references?**

    - From the **Applicant Master** panel, go to the References folder at the bottom of the screen.
    - Click on the **References** folder and a new screen will pop up with the list of references in Browse mode.
    - Click **Accept** and these will open in a View mode. The first Reference listed will appear.
    - Look for the **Questionnaires folder.**

- o **If it is greyed out**, look below and you will probably note, the applicant did not provide an email; therefore, an electronic form was not sent. There is not going to be a completed reference for this listed person.
- o **If it is highlighted yellow**, a reference was sent out. Click on the Questionnaires folder. Look at the **Dates** boxes:

  If **Complete** is blank, the listed reference has not completed the electronic form.

  If **Complete** has a date, click the **Preview** or the PDF button in the ribbon and the full reference will appear.

  If all the boxes are blank, contact Munishelp or your HR staffing contact for assistance. This means there is a Munis security issue and the reference is not visible to you.

3. **How do I get applicants off my dashboard?** There are several options:
   - **Accept** to acknowledge the receipt of the Applicant. It does not indicate anything regarding the status of the candidate, it only accepts the workflow.
   - **Forward**: You can review the applicant information and decide whether to forward to an administrator at your school/site and you want your administrator to see the applicant on his/her dashboard.
   - **Reject**: This sends the application back to Level 10, but since no one is assigned to Level 10, it essentially **leaves the applicant in a suspended status**. You must re-release the applicant to the workflow if you later want to update their status to Offer. **If you wish to reject the applicant (because s/he does not meet the minimum screening requirements for your school/site), you must go to the Pending Applicant panel and update the applicant's status to Rejected on that panel**.

4. **What do I do if a person withdraws their application?** If an applicant contacts the school to withdraw their application, change their status to **Declined**. Be sure to make a note as well. Appplicants in Declined status will not receive a non-selection letter.

5. **Is there a way that I can see only the applicants that meet my screening criteria**?
   When you decide that an applicant does not meet your screening criteria, go to Applicant Pending screen, find your applicant, click on Update, change the status from Candidate to Rejected, click on Accept. The next time you pull up the applicants on Applicant Central, click on **Pending Applicant Status** and select only **New** and **Candidate**. This will allow you to hide all applicants in Rejected status.