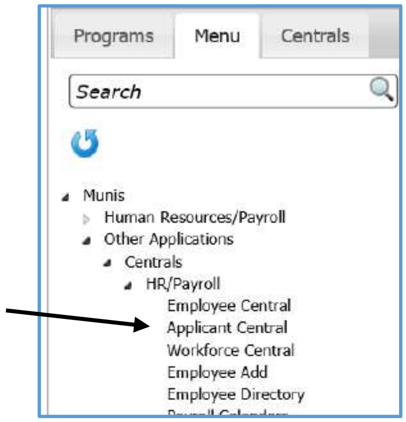
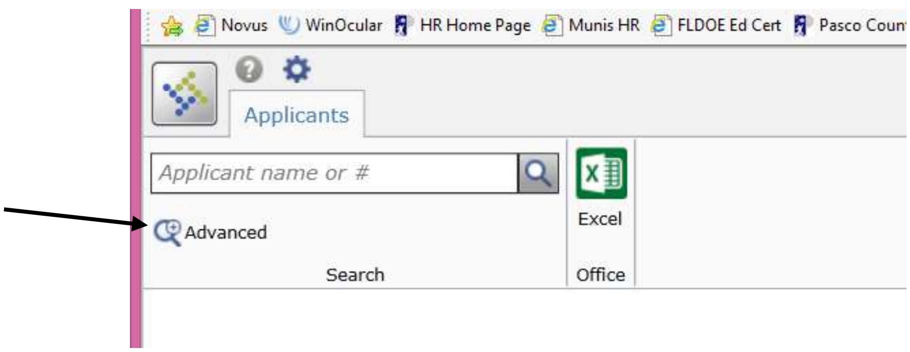
VIEWING APPLICANTS FOR POSTED JOB ADS

1. Open Applicant Central from the Munis Menu tab:

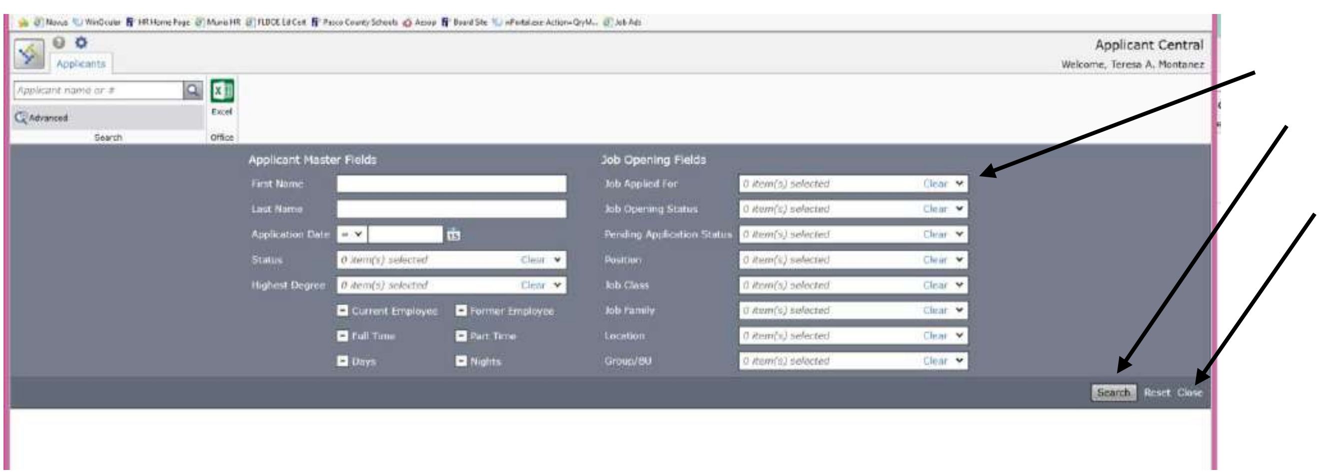
   Munis> Other Applications> Centrals> HR/Payroll> Applicant Central



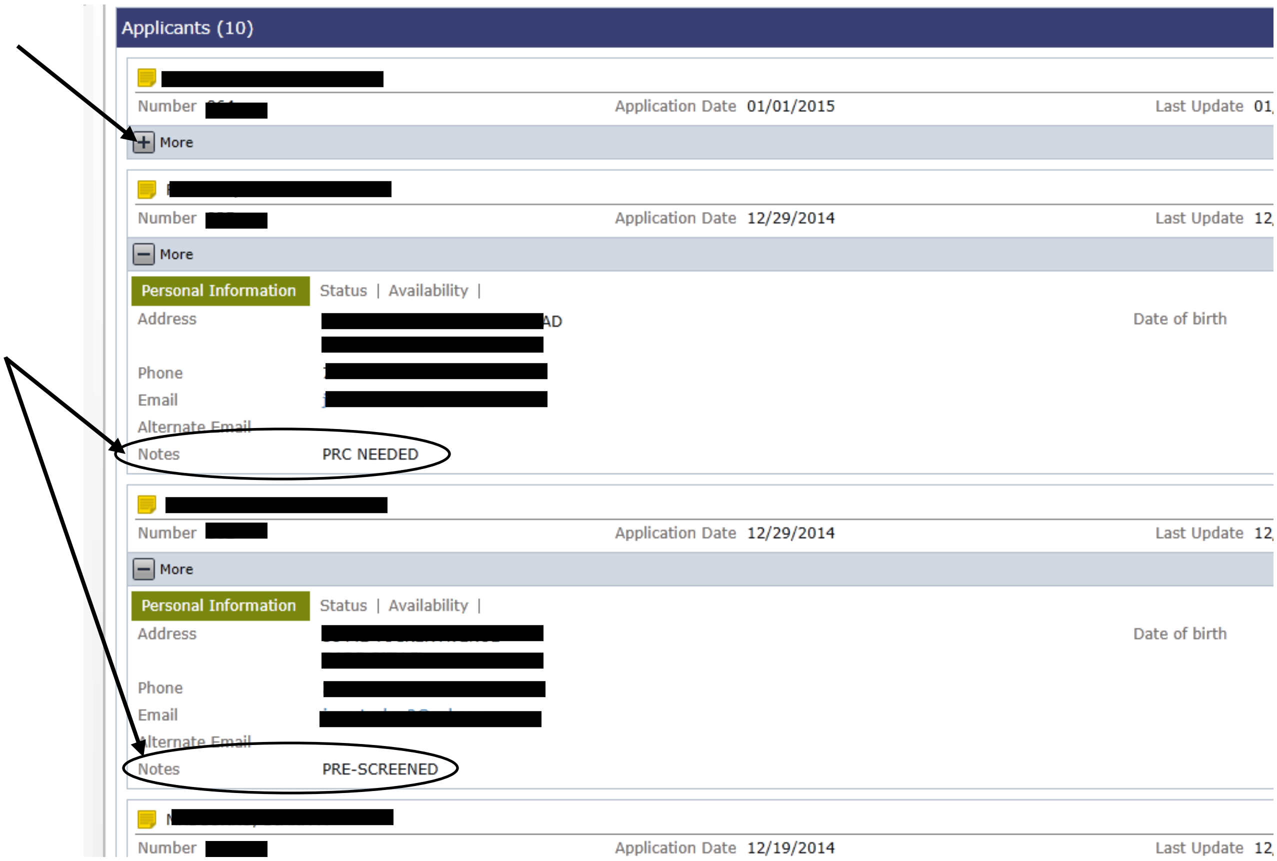
2. When the new window opens, click on the **Advanced** icon.



3. A grey ribbon will appear. **Enter the Job Requisition number** and click on box next to the desired job ad(s), then **click Search twice**. After list appears, **click on Close** to have more viewing space.



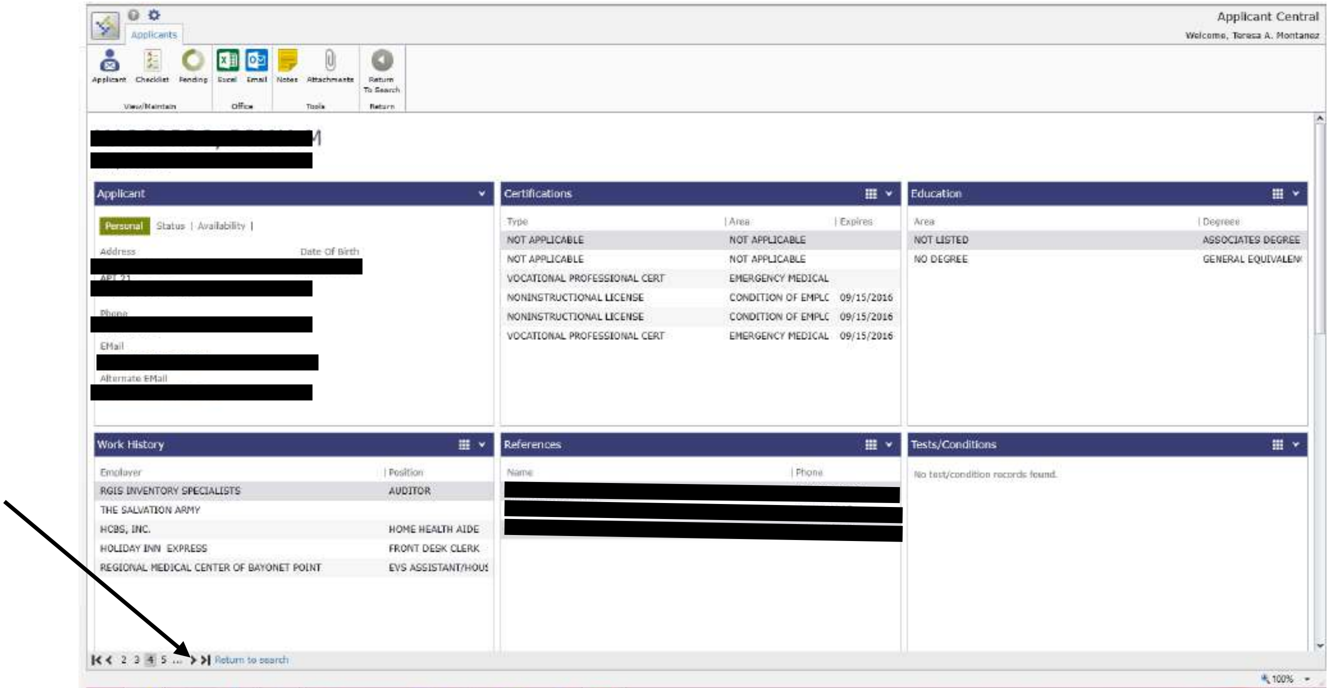
4. Click on the "**+**" (next to More) sign to check for HR issued flags under the **Notes** section. Schools will be alerted whenever the applicant responds "YES" to any of the application questions relating to criminal, certification or work history problems/issues or if the applicant failed to answer any of the questions for these areas. If the applicant reports no issues, or if the applicant had an issue but was already reviewed, the note will say "PRE-SCREENED"



5. Click on the blue **Details** button for more information on each candidate. A new screen will appear.

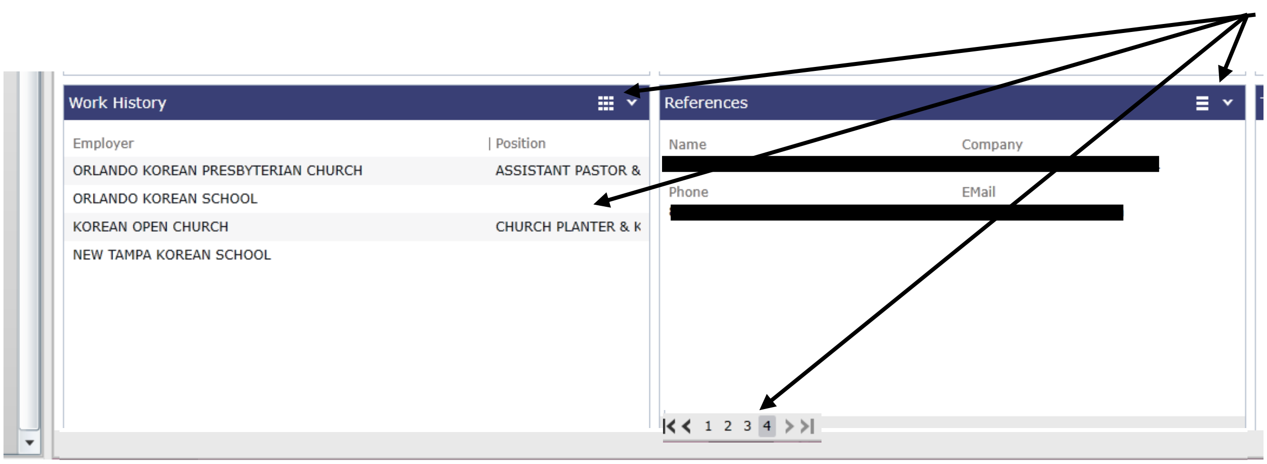
TIP: If you have never opened the Applicant Central screen, you will need to do a one-time set up of the windows you want displayed. Follow the directions located on the last page of this document.

6. Verify the applicant information. Click forward on the numbers at bottom of the screen to scroll through each applicant.

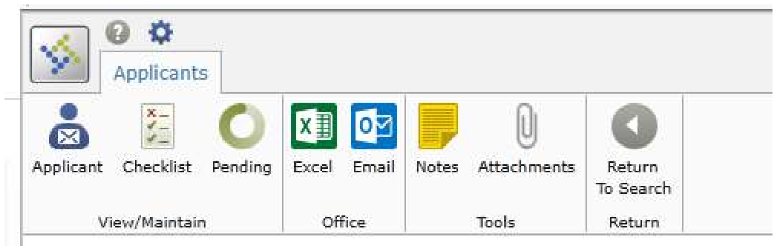


Navigation Tips:

- Boxes may be moved/located by order of priority for the position.
- The list of all applicants can be exported to Excel.
- Some boxes can display as **list** or as **scroll** by toggling the corner icon.



- The icons at the top allow viewer to navigate directly in Munis to other areas to see additional information. See below for a description of each icon.



APPLICANT: Takes viewer to Applicant Master panel. This is the main application with all of the applicant's information. **References** can be reviewed from this panel (Instructions on next page).

CHECKLIST: Not currently in use

PENDING: Takes viewer to the Pending Applicant screen. This is the panel that shows the jobs for which an applicant has applied and the **Status** of the applicant. It is also where the status gets changed to OFFERED by the school/site once the new hire paperwork is ready to be uploaded.

EXCEL: Allows viewer to export the list of applicants to an Excel spreadsheet. The district does not have the ability to modify the contents of this spreadsheet. We are requesting a new one be created with our specifications.

EMAIL: Allows viewer to send the applicants' information to any recipient.

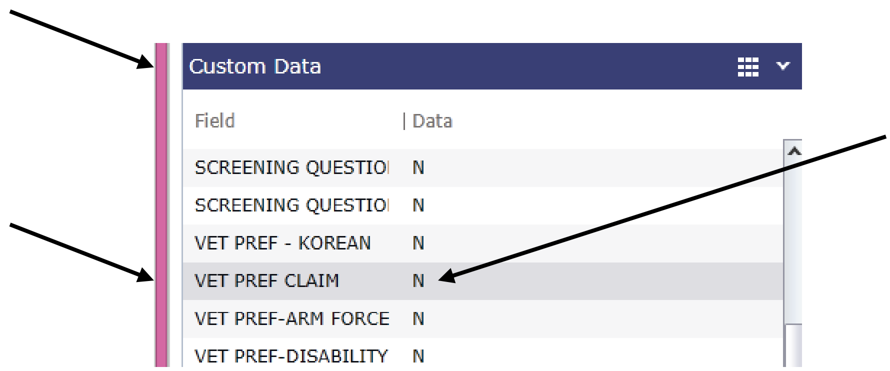
NOTES: Will contain any written responses to questions on the application that required a free (textbox) response. It will also be where "**Date/Time Job Offered**" will be recorded, as well as **notes from Certifications and Fingerprinting**.

ATTACHMENTS: Allows viewer access to see all documents that the applicant has uploaded to TCM. Currently not functional due to conflict with the 10.5 upgrade, but can be seen by first clicking on **Applicant**, then **Attachment** (paperclip) and selecting **Generic Attachments**. Generic attachments will contain all of the documents the applicant has submitted.

RETURN TO SEARCH: Brings viewer back to the main Applicant Central panel.

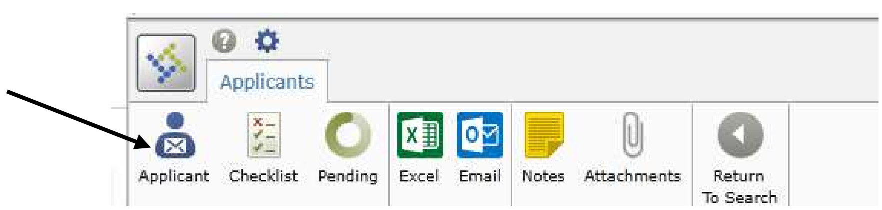
Veteran’s Preference:

1. To verify whether an applicant is claiming Veteran’s Preference, look in the **Custom Data** box and scroll to **VET PREF CLAIM.** If the data column is marked with a “**Y”**, the applicant is claiming Veteran’s Preference. Follow the procedures for determning eligibility for Veteran’s Preference. Guidelines are provided in the Hiring Manager Toolkit on the HREQ website.

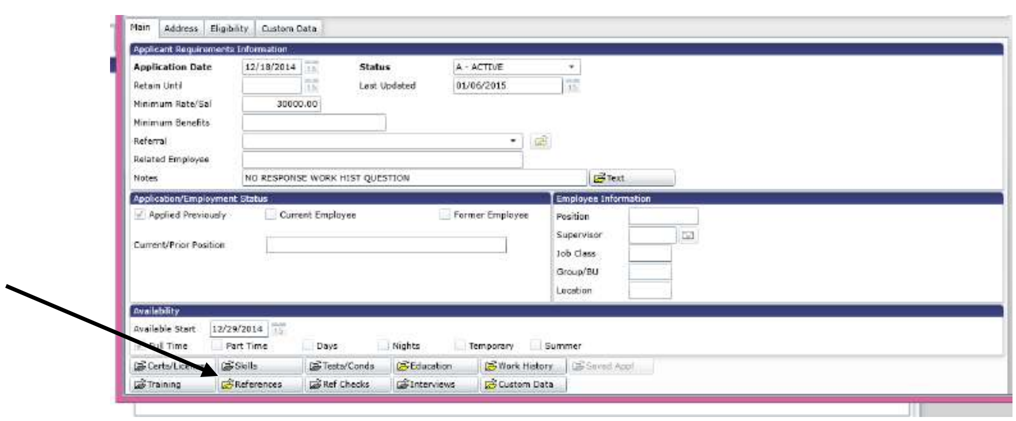


Reviewing Applicant References:

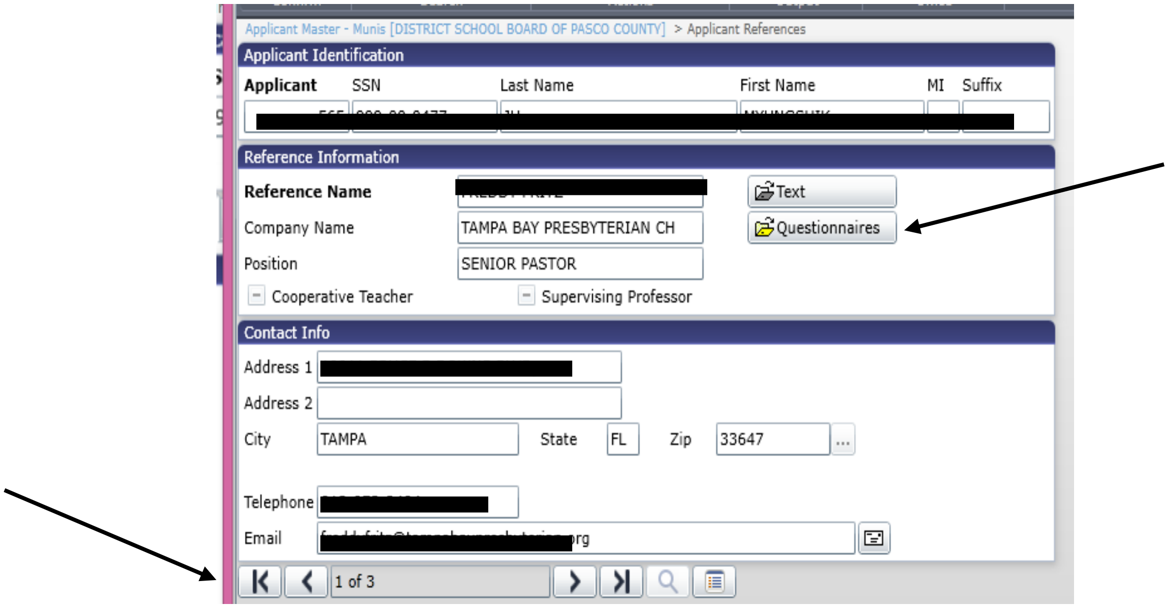
1. Click on the **Applicant** icon at the top of the page (or go directly to Applicant Master)



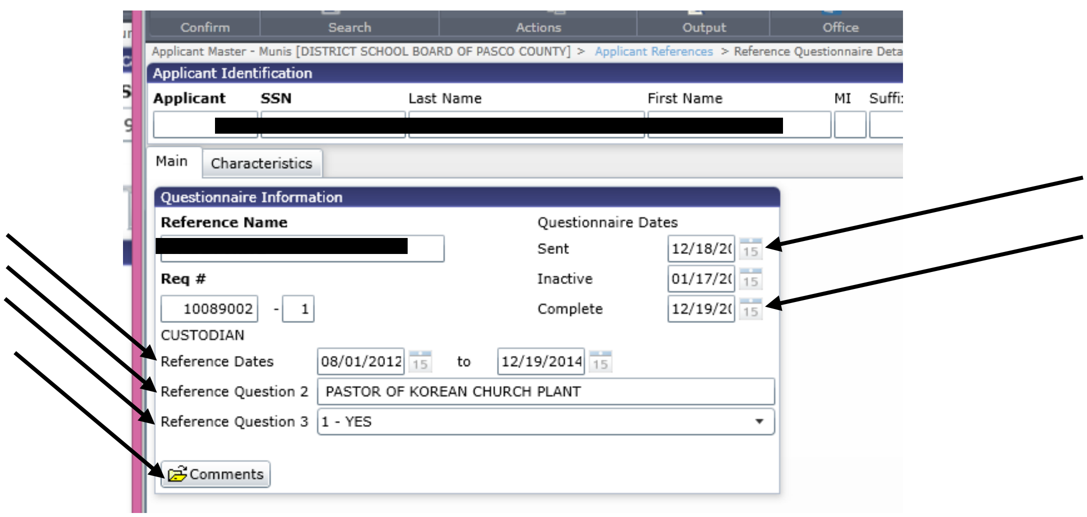
2. When the Applicant Master panel opens, click on the **References** folder.



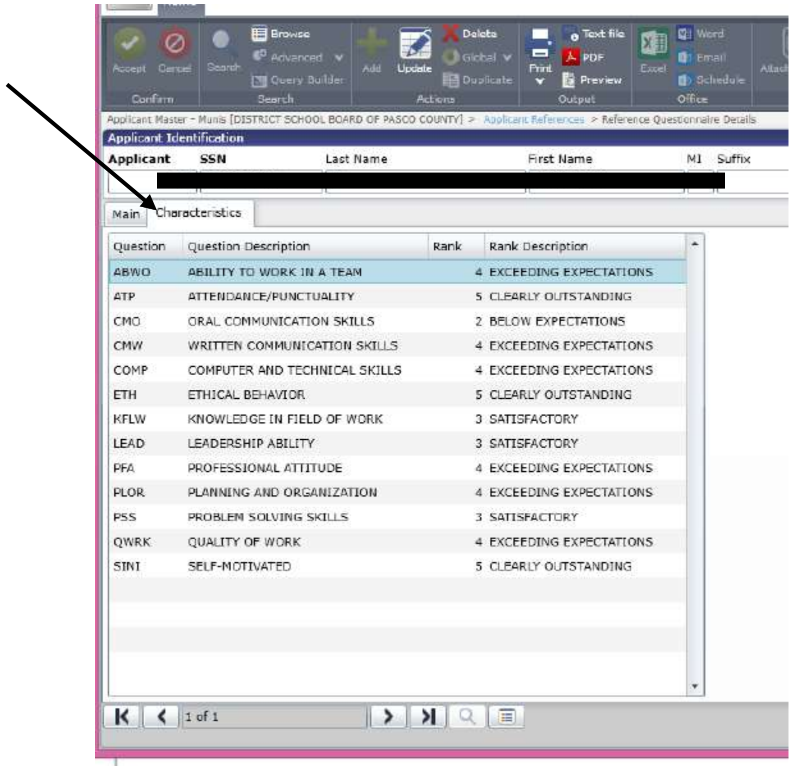
3. . A new window will appear. Use the scroll feature at bottom to see each reference. To see actual responses from references, click on the **Questionnaires** folder.



4. A new window will open. The date the questionnaire was sent out (done automatically on apply if the applicant provided an email address) and te date completed will appear. Also the answer to Reference questions #1 (What dates did you know this applicant); #2 (In what capacity do you know the applicant?); and #3 (Would you rehire?) – The question will appear if you hover over the items.. Also the **Reference's Comments**, if any, are visible by clicking on the comments folder.

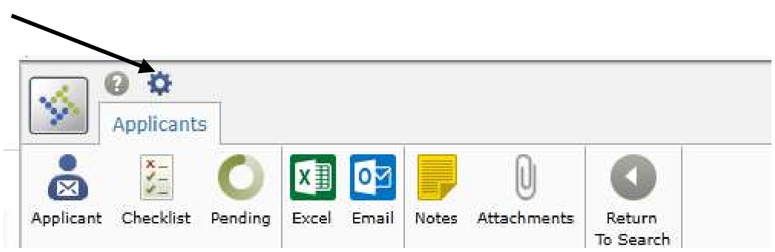


5. Click on the Characteristics tab to see actual responses (ratings) on reference questions.



FIRST-TIME SET UP for Applicant Central

1. Click on the cogwheel for Settings.



2. A new window will appear. Click on each of the panels you want to have displayed on the Applicant Central screen and move to the "Loaded Panel" side using the arrow. Click Save. A notice will show at the bottom indicating "Saved at (time), then click on the "**X**" to close the window.