Routing Applicants to the Hiring Manager

This procedure describes how recruiters use the Manage Job Opening page to route applicants to hiring managers. It describes how to route individual applicants and how to use Group Actions to route more than one applicant at a time. Since it is more efficient, it is recommended that you use the Group Action method whenever possible.

1. From your Recruiting Home page, navigate to the “hidden” Manage Job Opening page for the job opening by doing one of the options listed below:
   - From your My Job Openings pagelet, under the No Action Taken column, click the <number> for the job for which you are routing applicants.
   - From your My Job Openings pagelet, under the Job Opening column, click the job title link. The Manage Job Opening page appears. From the Manage Job Opening page, click the Applied tab to display the applicants who are ready for routing.

The Applied tab is displayed on the Manage Job Openings page.

2. Click the resume and application icons to review application materials for the applicants.
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3. You can route multiple applicants at the same time or route by one applicant at a time by following the appropriate option listed below:
   
   - To route multiple applicants, click the Select checkbox next to each candidate's name then click <Group Actions>. From the Group Actions menu, select “Recruiting Actions” then “Route Applicant”.
   
   - To route individual applicant(s), one at a time, click the route icon for the applicant.

4. The Route Applicant page appears with the name(s) of the applicant(s) listed in the Applicants to Route section of the page. The Recipients section of the page is prepopulated with the hiring manager’s contact information.

5. To route the applicants, click <Save>. The hiring manager receives an email with links to the applicant(s)' information.

Note: It is also possible to route applicants from the Manage Applicant page, using either <Group Actions> or by clicking the route icon. Manage Applicant is a “hidden” page that you navigate to by clicking an applicant’s name on your My Applicants pagelet on the Recruiting Home page.