

VIEWING & MANAGING APPLICANT RESUMES



Thu, Sep 18, 2008 12:21 PM

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Log into <https://access.smu.edu>

Click Recruiting

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Main Menu >



Recruiting

Manage and administer the recruiting process.

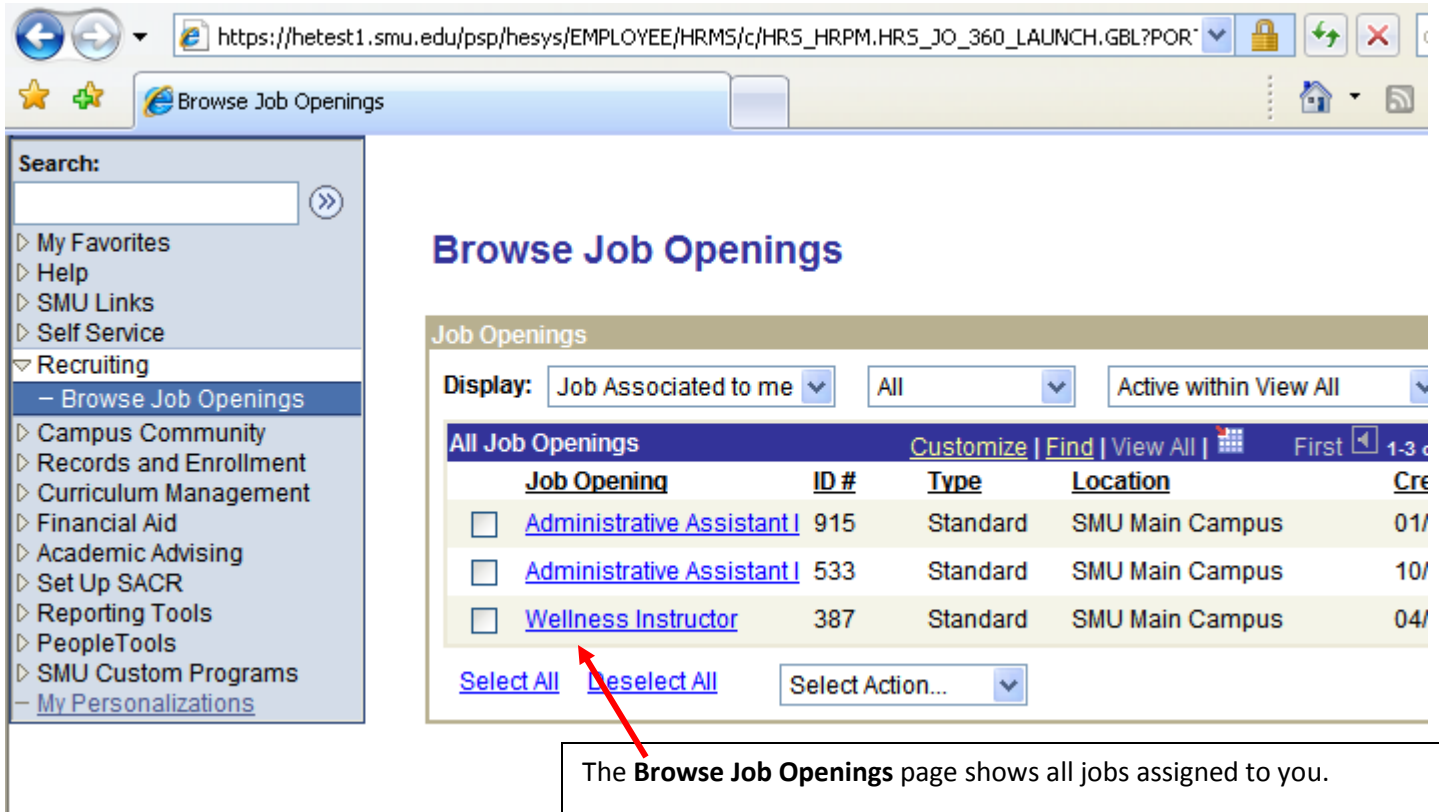


[Browse Job Openings](#)

View your draft job openings and job openings assigned or associated to you

Click Browse Job Openings either in the Recruiting Main Menu or on the left hand side menu.

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Browse Job Openings

Job Openings

Display: Job Associated to me | All | Active within View All

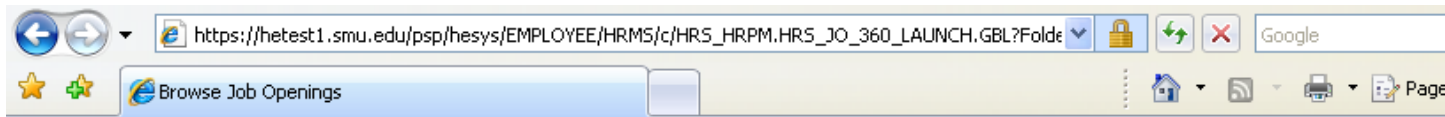
All Job Openings					First	1-3
Job Opening	ID #	Type	Location	Cre		
<input type="checkbox"/> Administrative Assistant I	915	Standard	SMU Main Campus	01/		
<input type="checkbox"/> Administrative Assistant I	533	Standard	SMU Main Campus	10/		
<input type="checkbox"/> Wellness Instructor	387	Standard	SMU Main Campus	04/		

[Select All](#) [Deselect All](#)

The **Browse Job Openings** page shows all jobs assigned to you.

Find job under Job Opening Colum and click on job title to view list of applicants.

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Job Opening

Wellness Instructor
Posting Title: Active
Job Opening ID: 387
Job Title: Wellness Instructor
 0000123
Position Number: 000527
Business Unit: SMETH

The **Job Opening** Page lists all applicants which have applied for your position.

Resumes sorted by the **Last Updated** column, which contains the date and time the applicant applied. The most recent applicant is listed first.

All columns can be sorted. Click on the title of the column to sort by a particular column. Click customize for additional options.

Click on the resume icon to view applicant's resume. Click yellow Cancel button to return to applicant list. See next page if you are unable to view resumes




Applicants are displayed in increments of 20. Click View All to view more than 20

Under the Type column
 Ext = External; Emp = Employee

Click applicants name to view contact information

Display: All

Applicants Customize | Find View All First 1-20 of 49 Last

Applicant Name	ID	Type	Disposition	Resume	Last Updated	*Take Action
<input checked="" type="checkbox"/> Gregory Mathews	2353	Ext	Hired		08/01/2006 12:00AM	Select Action...
<input type="checkbox"/> Melissa Lewellen	1719	Ext	Reject		07/26/2006 12:00AM	Select Action...
<input type="checkbox"/> Katherine Alexander	2016	Ext	Reject		07/20/2006 12:00AM	Select Action...

E-mail a copy of the applicant's resume by clicking on drop down box of Selection Action and click on Forward Applicant. Enter e-mail address and subject. This will forward only that applicant's resume.

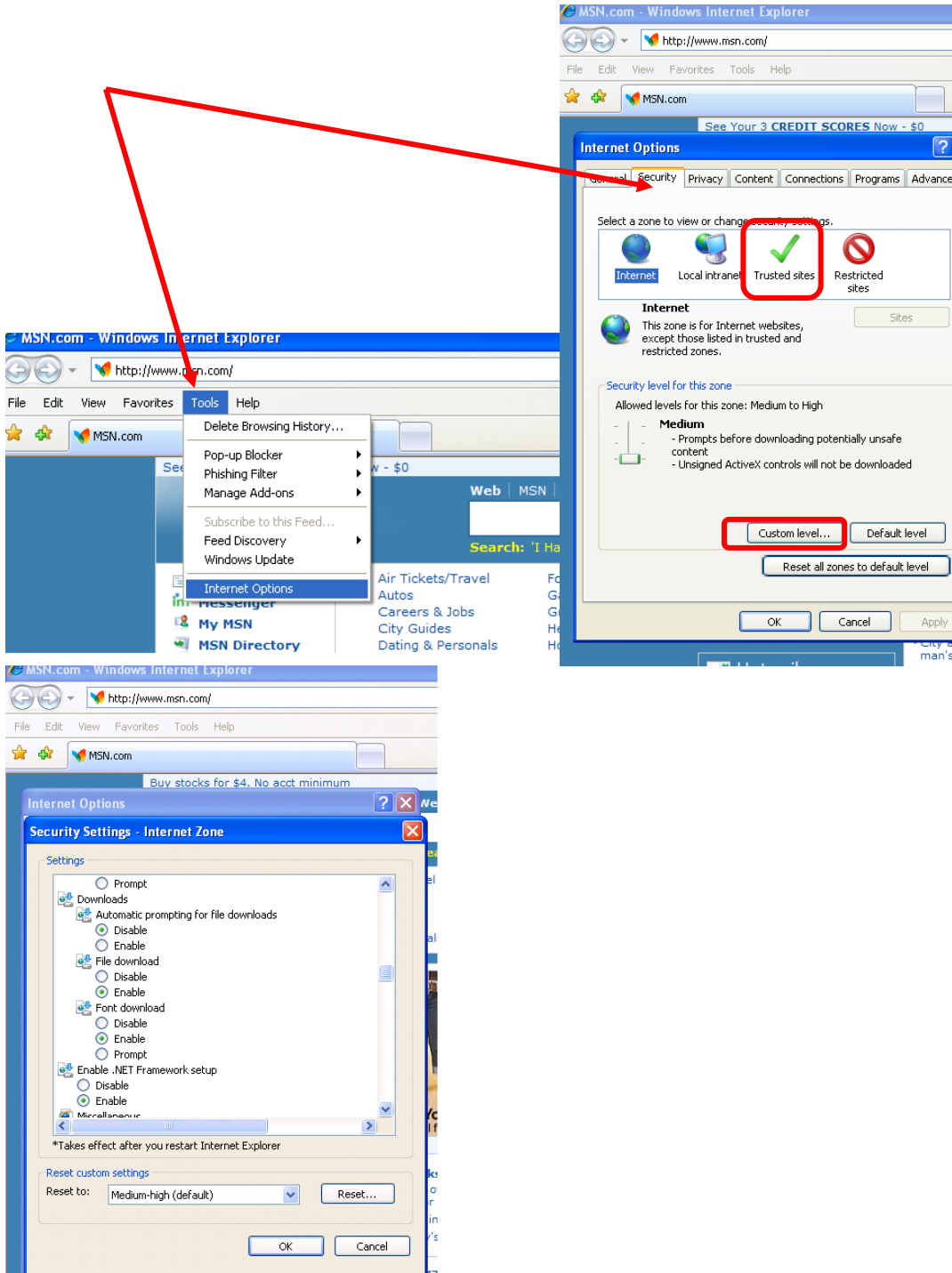
E-mail multiple resumes by using the **Group Action** drop down box located at the bottom of **Job Opening** page. E-mail all resumes by clicking on **Select all** next to the Group Action box. Then choose forward applicant from **Select Group Action** drop down box menu.

You can also e-mail only certain resumes. Click on check box next to applicant name and then choose forward applicant from **Select Group Action** drop down box menu.

VIEWING & MANAGING APPLICANT RESUMES

The most common reason resumes cannot be viewed is due to files being blocked. In order to stop files from being blocked you need to do two things.

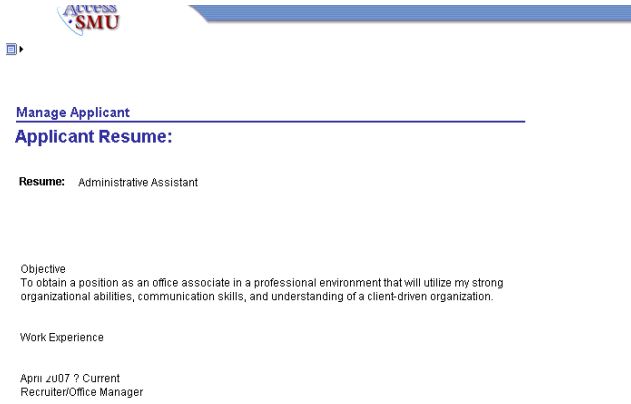
1. In a browser session go to *Tools, Internet Options* and choose the *Security* tab. Choose *Trusted Sites* and click on the *Sites* button. Add https://*.smu.edu to the list and click the *Close* button.
2. Click the *Custom level...* button. Scroll down to the *Downloads* section. Set *Automatic prompting for file downloads* to **Enable**. Click *OK*, and say *Yes* to the warning. Click *OK* again.



VIEWING & MANAGING APPLICANT RESUMES

Applicants have the option to copy and paste a resume or upload a resume in Word, PDF Adobe, or text file.

If applicant copied and pasted their resume you will see the following screen after clicking on resume icon.



If applicant uploaded their resume in Word, PDF Adobe, or text file, a new screen will appear. Resumes in PDF Adobe or textfile, will appear in the new screen.

Resumes in Word will have the following box in the new screen. Click "Open", to start MS Word to view resume.

