

## TOPIC 6: APPLICANT SELECTION

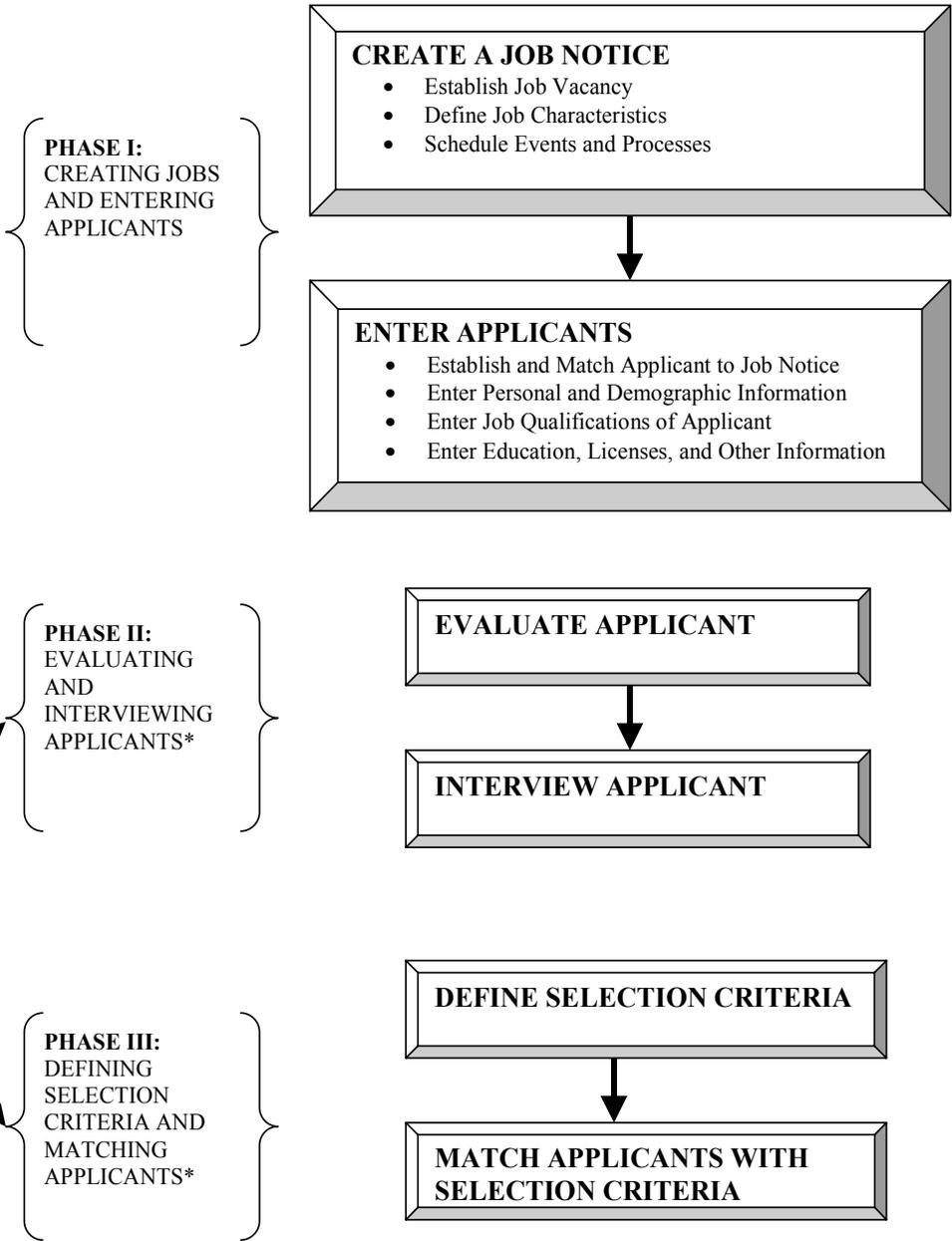
The applicant selection process involves the establishment of selection criteria and the matching of applicants to the selection criteria. This functionality allows the user to create a list of recommended applicants based on specific criteria and generate job applications for applicants who meet the qualifications of a specific job.

**At the end of this topic, you will be able to:**

- Complete an ASDF transaction for Applicant Tracking
- Complete an RAPL transaction for Applicant Tracking
- Relate the connection that exists between the ASDF and the RAPL windows



**APPLICANT TRACKING LIFE CYCLE**



\*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



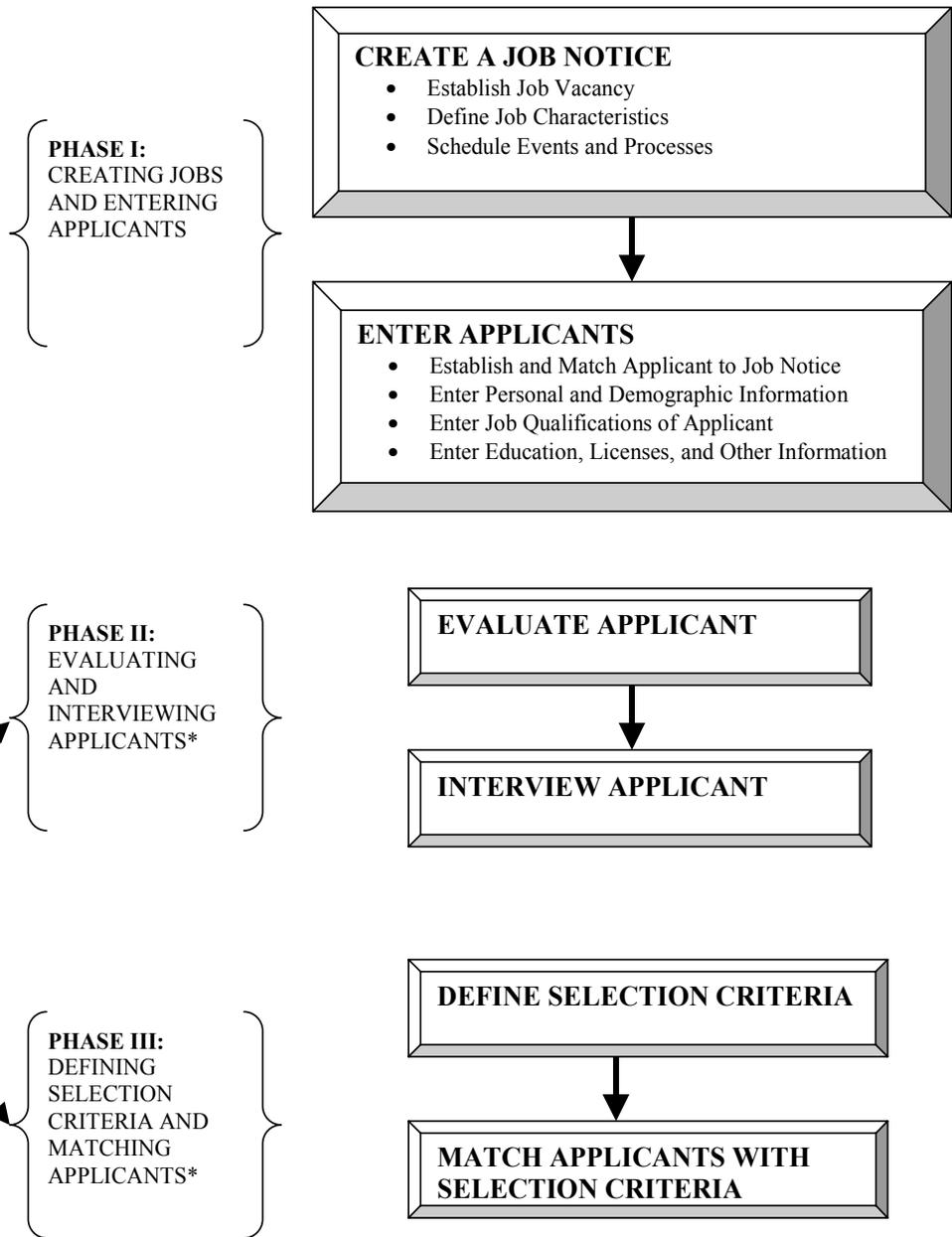
## APPLICANT SELECTION AND MATCHING PROCESSES

Applicant selection is a process within the Applicant Tracking subsystem that compares established job “criteria” with the records of applicants. The ASDF allows the user to enter a number of criteria options that can be used to search for applicants who meet these specified criteria. The user can enter up to 4 job notices to select broader groups of applicants, who meet the requirements of more than a single job notice. The user can also limit the search by excluding or including certain Job Notice ID’s.

After entering specific criteria and updating the ASDF, all applicants who meet these criteria are displayed on the Recommended Applicants Listing (RAPL) window. The RAPL window can be used to create applications for Job Notice ID’s other than what the selected applicant currently has in the job application entered on the JOBA. Job applications can be created for all selected candidates shown on the RAPL window or for individually selected applicants. This will be illustrated later in this topic.



**APPLICANT TRACKING LIFE CYCLE**



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## APPLICANT SELECTION DEFINITION (ASDF)

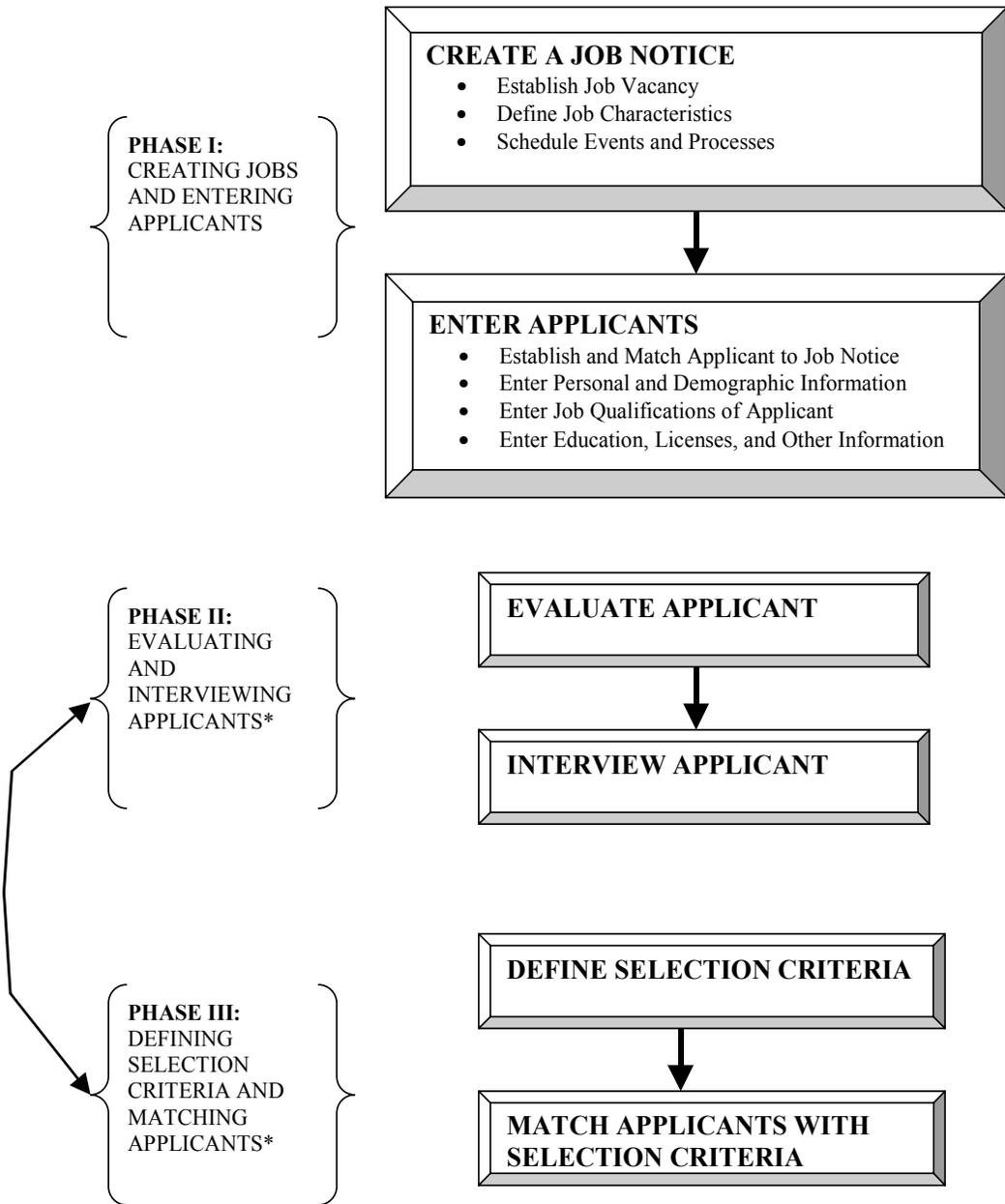
The ASDF window defines the selection codes that are used as criteria for building recommended applicant lists. All criteria you enter on the ASDF must be met by an applicant in order to be selected, unless the field is labeled explicitly with "or." For example, the applicant may have a typing skill value of A *or* B *or* C.

The Applicant Selection ID code is not the same as the Job Notice ID. The system will search all applicant records regardless of what Job Notice their application is associated with unless you specify to “exclude or include” certain Job Notices.

After defining the selection criteria on the ASDF, you must open the Recommended Applicants Listing (RAPL). After entering the Applicant Selection ID and browsing, The RAPL window will display all the applicants that meet the selection criteria.



**APPLICANT TRACKING LIFE CYCLE**



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## SCENARIO

The Missouri Department of Transportation (MoDOT) needs to fill the Construction Technician position. In order to identify any applicants that may meet your needs, you need to complete an Applicant Selection Definition (ASDF). This will establish the criteria you want to apply to any potential applicants.

### **Construction Technician**

- Must be able to handle heavy excavation equipment or drive tractor/trailer
- Must have a Hazardous Materials Certification
- Must be able to start working today



# APPLICANT SELECTION DEFINITION (ASDF)

A screenshot of a software window titled "ADVANTAGE Desktop - OA134". The window contains a form for "Applicant Selection Definition". The form includes fields for "Applicant Selection ID" (OA134), "Ethnicity" (checkboxes), "Gender" (radio buttons for Male, Female, Not Applicable), "Preferred Start Date is <=" (05 / 31 / 00), "Interview Average is >=" (empty field), "Other Factors Total is >=" (empty field), "Recommendation" (checkboxes), "Skills" (two rows of four input fields each with radio buttons for Or, And, N/A), "Licenses" (four input fields with radio buttons for Or, And, N/A), "Exclude Job Notice" (four input fields), and "Include Job Notice" (four input fields). The window has a menu bar (File, Edit, Display, Modify, Window, Help) and a toolbar. The system tray at the bottom shows "Messages", "3:38 PM", and "05/31/00".

## NOTES



## APPLICANT SELECTION DEFINITION (ASDF)

The Missouri Department of Transportation (MoDOT) is now accepting applications for positions based on applicant qualifications. You will need to use the ASDF window for selecting specific attributes for applicant results. Now let's see how to access the ASDF and specify your search.

**Step 1** To open the ASDF window for the SAM II Desktop Navigator window, click on the Go To icon. Type ASDF in the Code field.

**Step 2** Let's begin discussing the fields in the Applicant Selection Definition (ASDF).

**APPLICANT SELECTION ID** - Required. Enter the applicant selection code you are adding, changing, or deleting. This agency defined code may describe the criteria or not at the agency's discretion. Type **YOUR USER ID**

**ETHNICITY (1-4)** - Optional. Enter up to four ethnicities to use as selection criteria. Leave blank to select all ethnicities. Applicants with an ethnicity that matches one of those entered here are selected. See the Ethnicity (ETHN) window for valid values.

**GENDER** - Optional. Select Not Applicable to select both male and female applicants. Select Male to select only male applicants or Female to select only female applicants.

**PREFERRED START DATE** - Optional. Enter the latest preferred applicant start date in (mm/dd/yy) format. This date is used to select applicants with preferred start dates that are equal to or earlier than the date entered in this field. Type **TODAY'S DATE**

**INTERVIEW AVERAGE** - Optional. Enter the minimum accepted interview average. Only applicants with a weighted interview average greater than or equal to this value are selected. The weighted average is calculated based on all of the completed Job Interview records entered for the applicant. If interview scores have only been partially recorded on a job interview, that job interview is not used in the calculation of the weighted interview average. The weighted interview average is calculated as the total of the weighted scores from completed job interviews divided by the number of completed job interviews.

**OTHER FACTORS TOTALS** - Optional. Enter the minimum accepted Other Factors total. Only applicants with an "other factors" total greater than or equal to this value are selected.



# APPLICANT SELECTION DEFINITION (ASDF)

**ADVANTAGE Desktop - OA134**  
File Edit Display Modify Window Help

**Applicant Selection Definition**

Applicant Selection ID:

Ethnicity:  or  or  or

Gender:  Male  Female  Not Applicable  
Preferred Start Date is <=   
Interview Average is >=   
Other Factors Total is >=

Recommendation:  or

Skills:      Or  And  N / A  
Skills:      Or  And  N / A  
Licenses:       Or  And  N / A

Exclude Job Notice:      
Include Job Notice:

Navigator

Messages 3:39 PM 05/31/00



## NOTES



## APPLICANT SELECTION DEFINITION (ASDF)

**Step 2** Continue completing the fields on the Applicant Selection Definition (ASDF).

**RECOMMENDATION** (1-2) - Optional. Enter up to two recommendation codes to use as selection criteria. Applicants with at least one of the recommendation codes on at least one job interview is selected. See the Recommendation (RCMD) window for valid values.

**SKILLS** (1-8) - Optional. Enter up to eight skills to use as selection criteria. The operator value following this field (or, and, n/a) indicates selected applicants must have one or all of the preceding skills. See the Skills (SKLS) window for valid values. Select “and” to indicate selected applicants must possess all skills. Select “or” to indicate selected applicants must possess only one of the listed skills. Type **HEXCV, TRCTR** – Select **OR**

**LICENSES** (1-5) - Optional. Enter up to five licenses to use as selection criteria. The operator value following this field (or, and, n/a) indicates selected applicants must have one or all of the licenses. See the License Type (LTYP) window for valid values. Select “and” to indicate selected applicants must have all specified licenses. Select “or” to indicate selected applicants must have only one license. Type **HAZMT**

**EXCLUDE JOB NOTICE** (1-4) - Optional. Enter up to four job notice ID's to exclude from the selection criteria. Any job applications applying for the listed job notices are not selected. This field must be blank if any values are entered in the Include Job Notice field.

**INCLUDE JOB NOTICE** (1-4)-Optional. Enter up to four job notice ID's to include in the selection criteria. If any values are entered in this field, only job applications for these job notices are selected. This field must be blank if any values are entered in the Exclude Job Notice field.



# APPLICANT SELECTION DEFINITION (ASDF)

ADVANTAGE Desktop - OA134

File Edit Display Modify Window Help

Applicant Selection Definition

Applicant Selection ID: OA134

Ethnicity:  or  or  or

Gender:  Male  Female  Not Applicable

Preferred Start Date is <=: 05 / 31 / 00

Interview Average is >=: 0.000

Other Factors Total is >=: 0.000

Recommendation:  or

Skills: HEXCV TRCTR    Or  And  N / A

Skills:      Or  And  N / A

Licenses: HAZMT       Or  And  N / A

Exclude Job Notice:

Include Job Notice:

Navigator

ALL LINES ADDED Messages 3:39 PM 05/31/00



## NOTES



## APPROVING AN APPLICANT SELECTION DEFINITION (ASDF)

You have completed entering the field information for the ASDF and it is time to update the table entries. The Process: Modify step checks the table entries for errors.

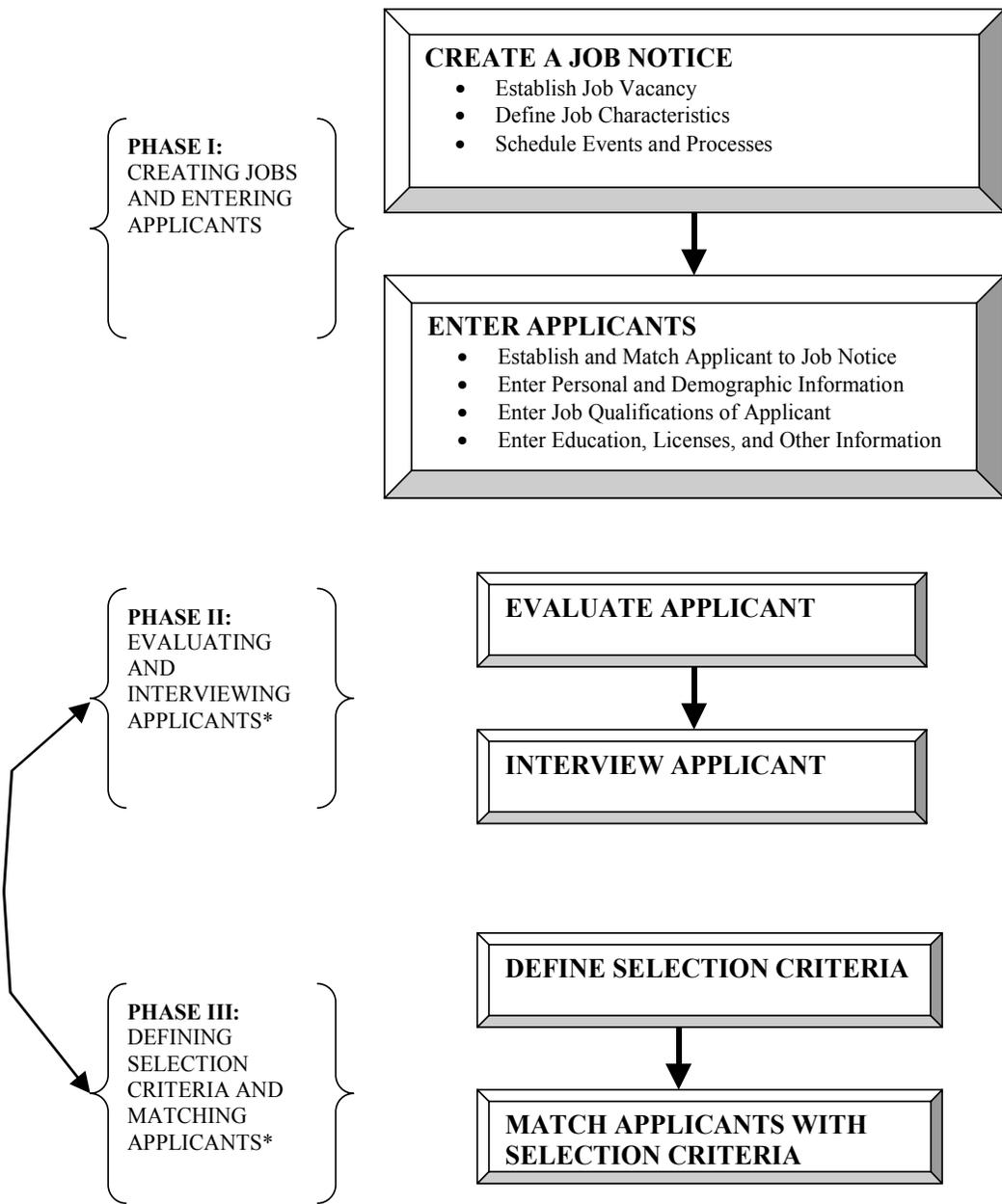
Now, let's complete the updating processing of the ASDF.

**Step 1:** Select **Modify: Update**.

If your table is free of errors, a message will appear in the yellow message bar at the bottom of the window telling you that ALL LINES ADDED. If the table contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.



# APPLICANT TRACKING LIFE CYCLE



\*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



## RECOMMENDED APPLICANTS LISTING (RAPL)

After defining the selection criteria for the applicant list using the ASDF window, the user can view the Recommended Applicants Listing (RAPL) window. The RAPL window displays all the applicants who meet the selection criteria. If no applicants are shown, it means that no applicants met the selection criteria defined on the ASDF.

Applicants are listed alphabetically, except when the ASDF has more than one “Include Job Notice” value. When multiple job notices are listed, applicants are listed alphabetically within each Job Notice ID on the RAPL. The Job Notice ID’s will appear on the Recommended Applicants Listing (RAPL) in the order they were added to Applicant Selection Definition (ASDF).

An applicant may appear more than once on the Recommended Applicants Listing (RAPL) if the person has applications for more than one Job Notice and more than one application meets the criteria on the ASDF.

The RAPL window can also be used to create applications for Job Notice ID’s other than what the selected applicant currently has in their JOBA record. Job Applicant records can be created for all selected candidates shown on the RAPL window or for individually selected applicants. This will be illustrated in the exercises.



## SCENARIO

Now that you have used the ASDF to create the selection criteria, let’s complete the Recommended Applicants Listing (RAPL) to match applicants to it.

For the Construction Technician position there were several skills that were being targeted for applicants to possess in order to be considered for the position. Let’s look at the RAPL to see which applicants meet the selection criteria.



# RECOMMENDED APPLICANTS LISTING (RAPL)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Recommended Applicants Listing

Applicant Selection ID: DA134

Job Application Creation

Job Notice ID: RAT04W1001  Create JOBA's for Displayed Applicants

Status: AC Status Reason: NA Status Date: 05 / 31 / 00

	Applicant Name	Applicant ID	Job Notice ID	Status	Other Factors Total
1	CHEN, SARAH	R030610001	RAT06W1001	AC	*****
2	EISENBERG, KEVIN	R030610010	RAT06W1001	AC	*****
3	GOLDSTEIN, ABBY	R030612420	RAT06W1001	AC	*****
4	HOFFMAN, ALYSSA	R030610201	RAT06W1001	AC	*****
5	KIMMELMAN, DAN	R030612020	RAT06W1001	AC	*****

623 item(s) in 'Go To'

Double click on item to open

Open Open with Data

Messages | Tran ID: 3:41 PM 05/31/00



## NOTES



## RECOMMENDED APPLICANTS LISTING (RAPL)

The Missouri Department of Transportation (MoDOT) is accepting applications for positions based on applicant qualifications. The need for selecting specific attributes for an applicant results in the need to use the RAPL window. Now let's see how to access the RAPL and specify your search.

**Step 1** To open the RAPL window for the SAM II Desktop Navigator window, click on the Go To icon. Type RAPL in the Code field.

**Step 2** Let's populate the fields in the Recommended Applicants Listing (RAPL).

**APPLICANT SELECTION ID** - Required. Enter the code used to select applicants for display. Valid values are located on the Applicant Selection Definition (ASDF) window. Type **YOUR USER ID**

Select **Display: Browse Data**.

**Step 3** Information for the specific Applicant Selection ID code should now appear. This represents all those applicants whose attributes match the criteria associated with this Applicant Selection ID code. Let's view the remaining fields.

**JOB NOTICE ID** - Optional. Leave blank, or enter the job notice ID for which the new job applications generated from this window are valid. Type **RAT04W1001**

**CREATE JOBA'S FOR DISPLAYED APPLICANTS** – Optional. Default is blank. Check this box if job applications should be generated for all displayed applicants. Clear if generation of job applications does not apply to this list of applicants, or individual applicants are selected using "Create JOBA". Note: Job applications are generated only for those applicants who appear on the window at that moment. **CHECK BOX**

**STATUS** - Optional. Leave blank, or enter the current status of the job application that is being generated. Valid values are located on the Applicant Status (APST) window. Type **AC**

**STATUS REASON** - Optional. Leave blank, or enter the code that contains the reason for assigning the status of the job application that is being generated. Valid values are located on the Applicant Status Reason (APSR) window. Type **NA**

**STATUS DATE** - Optional. Leave blank, or enter the date (*mm/dd/yy*) of the job application. Type **TODAY'S DATE**



# RECOMMENDED APPLICANTS LISTING (RAPL)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Recommended Applicants Listing

Applicant Selection ID: DA134

Job Application Creation

Job Notice ID: RAT04W1001  Create JOBA's for Displayed Applicants

Status: AC Status Reason: NA Status Date: 05 / 31 / 00

	Applicant Name	Applicant ID	Job Notice ID	Status	Other Factors Total
1	CHEN, SARAH	R030610001	RAT06W1001	AC	*****
2	EISENBERG, KEVIN	R030610010	RAT06W1001	AC	*****
3	GOLDSTEIN, ABBY	R030612420	RAT06W1001	AC	*****
4	HOFFMAN, ALYSSA	R030610201	RAT06W1001	AC	*****
5	KIMMELMAN, DAN	R030612020	RAT06W1001	AC	*****

623 item(s) in 'Go To'

Double click on item to open

Open Open with Data

Messages | Tran ID: 3:41 PM 05/31/00



## NOTES



## RECOMMENDED APPLICANTS LISTING (RAPL)

**Step 2** Continue discussing the fields in the Recommended Applicants Listing (RAPL).

**APPLICANT NAME** - Optional. Leave blank, or enter all or part of an applicant's name to begin the display on that applicant. The selected applicant's full name (last name, first name, and middle initial) is displayed. You may double-click an applicant name to see a vertical history of its associated information.

### Job Application Creation

**APPLICANT ID** – Display Only. Displays the applicant identification number.

**JOB NOTICE ID** – Display Only. Displays the job notice ID for which the applicant has applied.

**STATUS** – Display Only. Displays the applicant's status.

**OTHER FACTORS TOTAL** – Display Only. Displays the applicant's other factors test average, as calculated by the system.

**INTERVIEW AVERAGE** – Display Only. Displays the applicant's interview average, as calculated by the system.

**LICENSE** – Display Only. Displays the first license code used to select the applicant.

**LICENSE** – Display Only. Displays the second license code used to select the applicant.

**ETHNICITY** – Display Only. Displays the applicant's ethnicity.

**RECOMMENDATION** – Display Only. Displays the applicant's recommendation code for the listed job notice.

**PREFERRED START DATE** – Display Only. Displays the applicant's preferred start date (*mm/dd/yy*).

**CREATE JOBA** –Optional. Default is **N**. Must be blank if “Create JOBAs for Displayed Applicants” is checked. This field can be used to create job applications on an individual basis, rather than for all applicants displayed. Enter **Y** to generate a job application for this applicant for the entered “Job Notice ID.



# APPROVING A RECOMMENDED APPLICANTS LISTING (RAPL)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Recommended Applicants Listing

Applicant Selection ID: OAT134

Job Application Creation

Job Notice ID: RAT04w1001  Create JOBA's for Displayed Applicants

Status: AC Status Reason: NA Status Date: 05 / 31 / 00

	Applicant Name	Applicant ID	Job Notice ID	Status	Other Factors Total
1	CHEN, SARAH	R030610001	RAT06w1001	AC	*****
2	EISENBERG, KEVIN	R030610010	RAT06w1001	AC	*****
3	GOLDSTEIN, ABBY	R030612420	RAT06w1001	AC	*****
4	HOFFMAN, ALYSSA	R030610201	RAT06w1001	AC	*****
5	KIMMELMAN, DAN	R030612020	RAT06w1001	AC	*****

623 item(s) in 'Go To' Double click on item to open

1 of 6: APPROVAL 1 APPLIED Messages Tran ID:000531000007 3:56 PM 05/31/00



## NOTES



## APPROVING A RECOMMENDED APPLICANTS LISTING (RAPL)

You have completed entering the field information for the RAPL. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The RAPL requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the RAPL.

**Step 1** Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

**Step 2** Close the transaction. Workflow will now route the transaction as needed.

**Note:** For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

### Applying Additional but Not Final Approvals

**Step 3** Select **Process: Approve**.

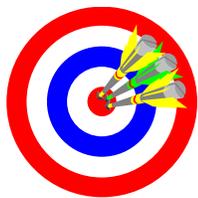
**Step 4** Close the transaction. Workflow will now route the transaction as needed.

OR

### Applying Final Approval

**Step 3** Select **Process: Approve-Update**.

**Step 4** Close the transaction.



## TEST YOUR KNOWLEDGE

Let's look at some common situations and see how you use ASDF and RAPL to meet your goals.

1. You have openings for two crew worker positions. This is a type of position for which you have a frequent need so you want to use this search criteria on an on-going basis. The crew workers should have the ability to operate a motor grader, street sweeper, backhoe, power roller, and to have a CDL (commercial driver's licenses). You want to automatically create JOBA's for any selected applicants. What steps would you need to perform to meet your needs?



## EXERCISE

Now that you have an understanding of how to complete the ASDF and RAPL, use the information below to complete this exercise.

The Agency is looking for a Clerk Typist III.

Requirements for this position are bookkeeping skills, proofreading skills, and the ability to use a ten-key calculator efficiently. The position will require a random drug free certification due to its nature and location.

Enter the information that is needed to list qualified applicants for this position.

The Job Notice ID is **TAT06E1001**.



## NOTES