


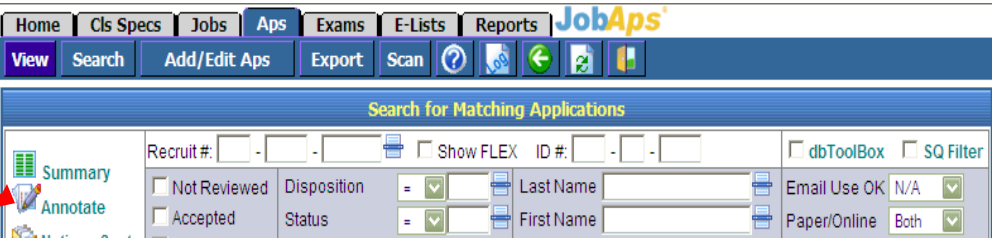


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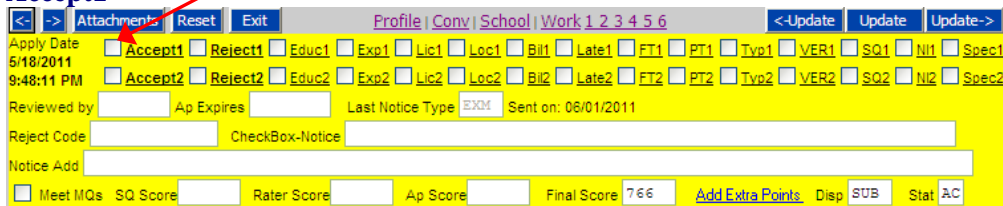
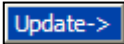
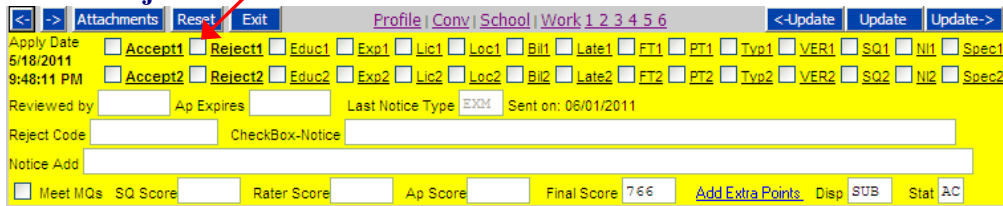
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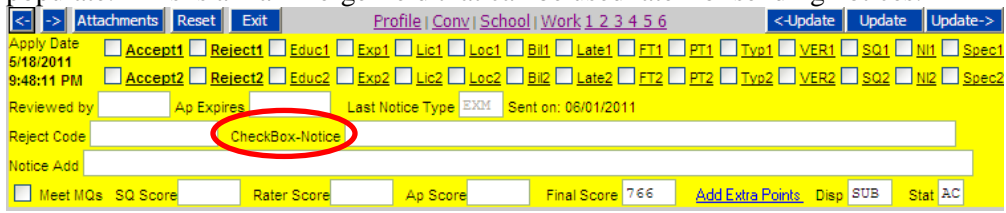
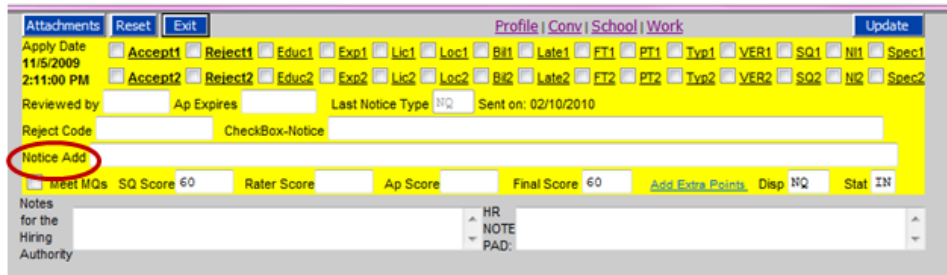
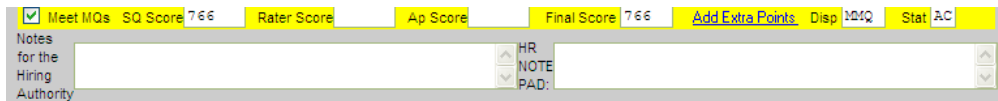
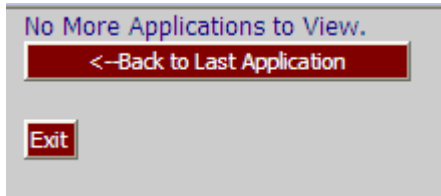

Annotating Applications


Assigning Dispositions/Recording Notes

Step	Action
1.	Click the Aps tab. 
2.	Enter your recruitment ID in the Recruit # , fields, or use the chooser to select it.
3.	Click the Annotate button. 
4.	Applications will be displayed by alphabetical order one at a time. Use the fields in the yellow shaded area to annotate the application and to assign a disposition to the application.




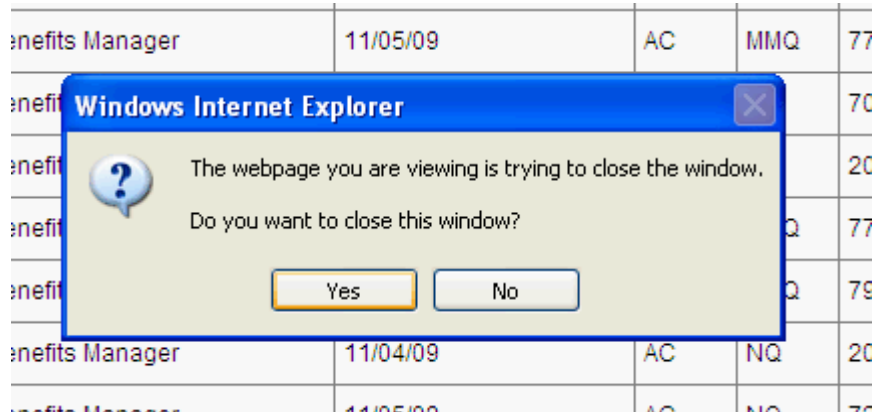
Step	Action
5.	<p>If the applicant meets the minimum qualifications, you will click the box in front of Accept1</p>  <p>When you click the Accept checkbox, the disposition (Disp) changes to 'MMQ' (Meets Minimum Qualifications).</p>
6.	<p>Use the Update button to save your annotations. The next application will be displayed after you click Update. </p> <p>If you want to quit the annotate mode click the Exit button (top left) to return to the Aps - View screen.</p>
7.	<p>If the applicant does not meet the minimum qualifications, you will click the box in front of Reject1</p>  <p>When you click the Reject1 box the disposition (Disp) changes to 'NQ' (Not Qualified) and the status (Stat) changes to 'IN' (Inactive).</p>
8.	<p>The Accept2 and Reject2 options will be used when a rejected application is reconsidered.</p> <p>For example, Accept2 will be selected if additional information is submitted and the application is accepted after the initial rejection.</p>
9.	<p>If you are rejecting an application, be sure to also select the reason(s) for the rejection. Use the check boxes across the top to select the rejection reason.</p> <p>Click the box(es) in front of the reason code that is the basis for your rejection. For example, Educ1 if the applicant lacks the required education, or Exp1 if the applicant is lacking the required experience.</p>

Step	Action
10.	<p>Clicking on the reason will cause the Check Box Notice field to automatically populate. This is a mail merge field that can be used later for sending notices.</p> 
11.	<p>To add a personalized message to a specific applicant's notice, you can use the Notice Add field. This field is also available for mail merge into notices. If you decide to use this feature, please be sure to consistently format your entries to this field. We recommend that you enter a complete sentence for each applicant, in order to ensure that all of your notices will be grammatically correct.</p> 
12.	<p>There are two note fields on the Annotate screen. The Notes for the Hiring Manager field is for notes that can be viewed by anyone opening the application and the HR Note Pad field is for notes that HR staff can review. The HR Note Pad note field is also a mail merge field that can be used for sending notices.</p> 
13.	<p>This window will display after you annotate the last application. You can select to return to the last application (Back to Last Application button) or click the Exit button to exit the Annotate mode.</p> 
14.	<p>To view the updated dispositions, select the recruitment number and... Click the Summary button.</p> 

Step	Action
15.	Click the Show All button to generate a printable report of the status of the applications.  Show All
16.	This is the printable summary report. To print the report, use the printer icon in top left of the page.

 Recruitment #:PEX-0922-011111

Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	A D
APRIL ADAMS	PEX-0922-011111	0922 Benefits Manager	11/04/09	AC	MMQ	760	11/04/09		
AUGUST AUSTIN	PEX-0922-011111	0922 Benefits Manager	11/05/09	IN	NQ	790	11/05/09		
DECEMBER DAVIS	PEX-0922-011111	0922 Benefits Manager	11/05/09	AC	MMQ	770	11/05/09		
FEBRUARY FLETCHER	PEX-0922-011111	0922 Benefits Manager	11/05/09	IN	NQ	750	11/05/09		
FORREST GIMAT	PEX-0922-011111	0922 Benefits Manager	11/05/09	IN	NQ	730	11/05/09		
ELRAE GIRMA	PEX-0922-011111	0922 Benefits Manager	11/05/09	AC	MMQ	770	11/05/09		
JUNE JAMES	PEX-0922-011111	0922 Benefits Manager	11/05/09	AC	NQ	700	11/05/09	CON	
JULY JOHNSON	PEX-0922-011111	0922 Benefits Manager	11/05/09	AC	NQ	20	11/05/09	CON	
JANUARY JONES	PEX-0922-011111	0922 Benefits Manager	11/05/09	AC	MMQ	770	11/05/09	CON	



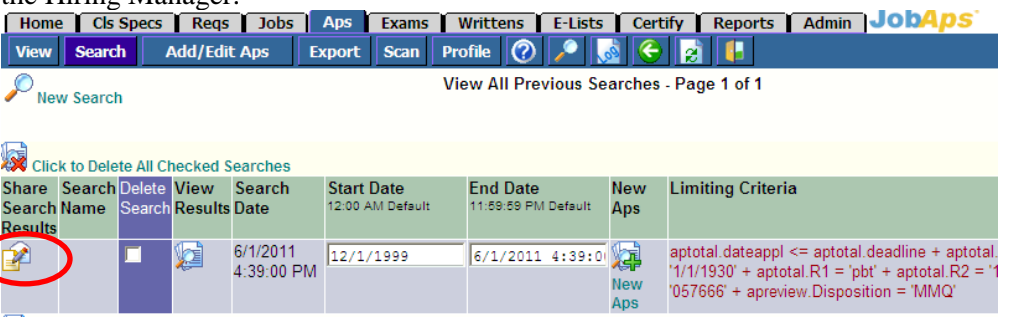

17.	When you are finished close the report. Click the Close Window button. 
18.	Internet Explorer will ask you to confirm that you want to close the window, click the Yes button. 

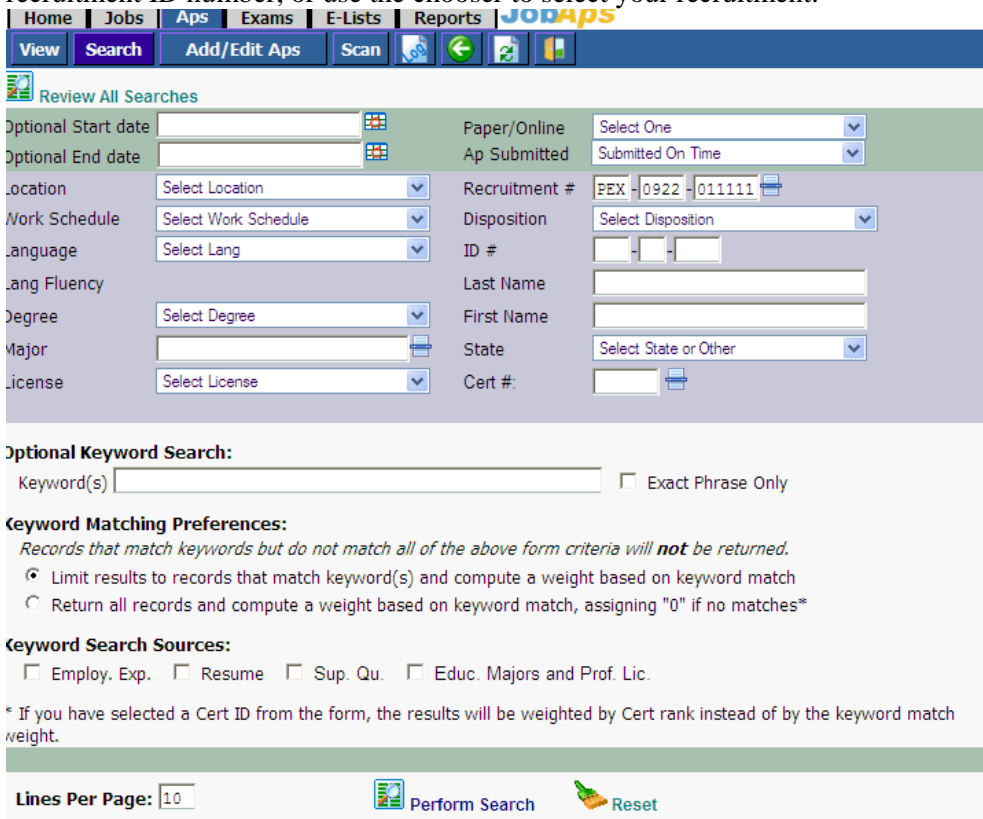
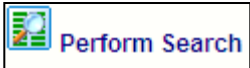
Sharing and Batching Applications

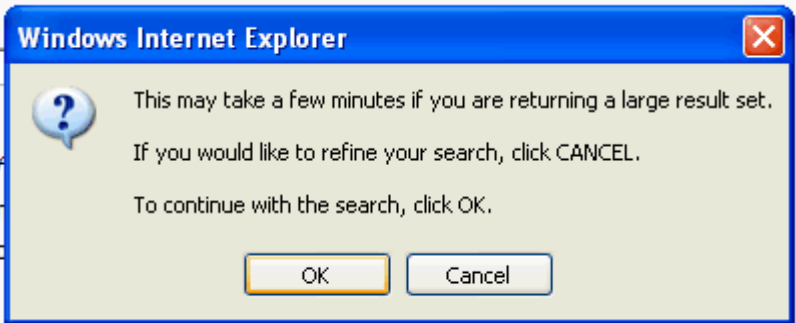
Sharing Applications with Hiring Manager

You can share a batch of applications with the hiring manager (who does not have access to JobAps or your recruitment). When you choose to share a batch of applications with someone, the system will automatically paste the link onto the default email program, you will then enter the email address of the recipient and send the message. Please note that the search result you share with someone does not have an expiration date, however it will not be available once you delete the search result in JobAps.

**If you used the flex recruitment option, allowing applicants to apply to more than one specialty or position level from a single announcement, the share feature will not function properly.

Step	Action
1.	Start by going to the applications page. Click the Aps tab. 
2.	Click the Search tab. 
3.	Use the Share Search Results icon to share an existing batch of applications with the Hiring Manager. 
4.	Use the New Search icon to create a new batch of applications to share. 

Step	Action
5.	<p>You can use any of the data fields on this page to narrow your search for applications.</p> <p>In this example, we are using the Recruitment Number for the search. Enter your recruitment ID number, or use the chooser to select your recruitment.</p> 
6.	<p>To start the search...</p> <p>Click the Perform Search button.</p> 

Step	Action
7.	<p>When this dialogue box appears you can either stop the search with Cancel or go ahead with the search using OK.</p>  <p>Click the OK button.</p>
8.	<p>This is the search result. The page numbers indicate the total number of pages contained in the search. The Remove or Include column gives you the option to remove some applications that you do not want to include in the batch.</p> <p>If you use the checkboxes in the Remove or Include column then you must select the correct icon at the top of the list. You can either REMOVE ALL Checked Applications or INCLUDE ONLY Checked Applications.</p>

View Search Results for Search **Not yet saved** with filter: aptotal.dateappl <= aptotal.deadline + aptotal.dateappl <> '1/1/1930' + aptotal.R1 = 'PEX' + aptotal.R2 = '0922' + aptotal.R3 = '011111'

Keyword Search: ()

Search Date: 12/29/2009 9:07:00 AM

Email Applicants Save Result Set Close


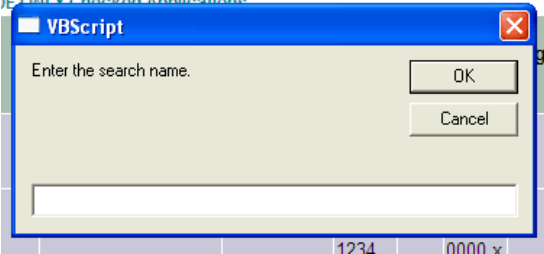
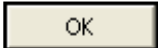
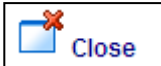
Page 1 of 3 [1 2 3]

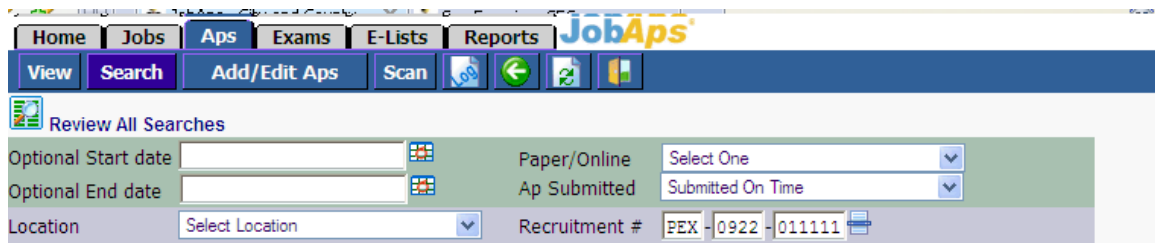
REMOVE ALL Checked Applications INCLUDE ONLY Checked Applications

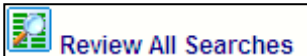
Wt	Re-	SQ	View	Date	Recruitment	email	Name	Home	Hme	Alt	Alt	HS	G School	E	D	Complete
move	move	Score	Ap	Appl				Phone	Msg	Phone	Msg	Grad	Name/Major/Location/Degree/Complete			
or	or															
include	include															
0	<input type="checkbox"/>	760		11/4/2009 4:52:14 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	apriladams@dhr.com	APRIL ADAMS	(415) 123-1234		(000) 000-0000 x						
0	<input type="checkbox"/>	790		11/5/2009 12:08:38 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	aagust@dhr.com	AUGUST AUSTIN	(415) 123-1234		(000) 000-0000 x						
0	<input type="checkbox"/>	770		11/5/2009 12:35:08 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	ddavis@dhr.com	DECEMBER DAVIS	(415) 123-1234		(000) 000-0000 x						
0	<input type="checkbox"/>	750		11/5/2009 2:47:42 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	fletcher@dhr.com	FEBRUARY FLETCHER	(415) 123-4567		(000) 000-0000 x						
0	<input type="checkbox"/>	730		11/5/2009 2:15:15 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	fgimat@dhr.com	FORREST GIMAT	(415) 123-2345		(000) 000-0000 x						
0	<input type="checkbox"/>	770		11/5/2009 2:24:40 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	egirma@dhr.com	ELRAE GIRMA	(415) 123-4567		(000) 000-0000 x						
0	<input type="checkbox"/>	700		11/5/2009 10:27:54 AM	PEX-0922-011111 0922 Manager I - Benefits Manager	james@dhr.com	JUNE JAMES	(415) 123-1234		(000) 000-0000 x						
0	<input type="checkbox"/>	20		11/5/2009 10:47:26 AM	PEX-0922-011111 0922 Manager I - Benefits Manager	johnson@dhr.com	JULY JOHNSON	(415) 123-1234		(000) 000-0000 x						
0	<input type="checkbox"/>	770		11/5/2009 2:43:12 PM	PEX-0922-011111 0922 Manager I - Benefits Manager	jones@dhr.com	JANUARY JONES	(415) 123-1234		(000) 000-0000 x						

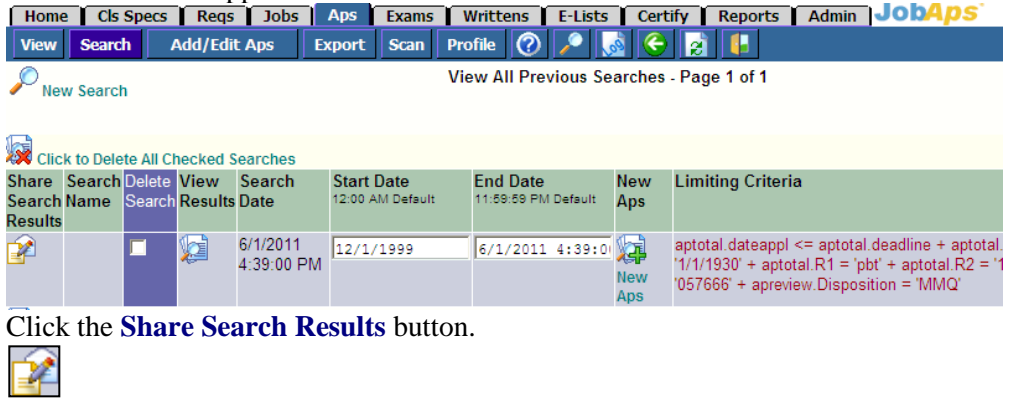

javascript:void(0)

Internet 100%

Step	Action
9.	<p>Once you have only the applications you want in the search results list save the list.</p> <p>Click the Save Result Set button.</p> 
10.	<p>Enter the name for your search in the text box.</p>  <p>Enter the desired information into the field. Click the OK button.</p>
11.	<p>The system lets you know the search has been saved.</p> <p>Click the OK button.</p> 
	<p>Close the search results page to return to the Review All Searches window.</p> <p>Click the Close button.</p>  <p>Internet Explorer will ask you to confirm that you want to close the window, click YES.</p>



12.	<p>Click the Review All Searches button.</p> 
-----	---

Step	Action
13.	<p>Use the icon in the Share Search Results column next to your chosen search to open your email and send a note with a link, temporary ID and password for the search result. This email is sent to the hiring manager or anyone with whom you want to share the applications.</p>  <p>Click the Share Search Results button.</p> 
14.	<p>This will open a new email message. Enter the email address of the recipient, the person with whom you want to share the applications.</p> <p>That person will use the link, temporary ID and password in the email to access the applications in JobAps.</p>




Reference Guide Applicant Tracking







Viewing Applications

From the **Aps** tab you have various ways that you can review or process applications. A brief summary of each function is below, followed by step by step instructions on how to filter your results.

Summary View







 **Summary** - Summary view will give you access to several functionalities. From here you can browse the on time submitted applications based on the filter criteria that you use. You can view a single application, send notices, open a new window with all applications meeting your search criteria, display notices sent to a particular application (for all recruitments of the particular application you are viewing), update individual dispositions, or launch the **Update Workset** functionality.

Summary View of Applicants

 Update Workset  Show All  Send Notices  Show Notes  View Ap  Print Batch


Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date
ADAMS, APRIL	PEX-0922-011111	0922 Benefits Manager	12/04/2009	AC	SW	760	02/09/2010	CAN	
AUSTIN, AUGUST	PEX-0922-011111	0922 Benefits Manager	11/05/2009	AC	SW	850	02/09/2010	CAN	
AUSTIN, AUGUST	PEX-0922-	0922 Benefits Manager	11/05/2009	AC	MMO		02/23/2010	SO	

Tracking Detail For Applicant Selected From Above Summary Table

 Save Changes  Send Applicant Mail  Edit Application  Notices for this Application  Notices for this Applicant  Notices for this Recruitment

First Name SW Received Last Notice

Annotate View

 **Annotate** - **Annotate** view will launch a new window where you can review applications and make notes. If this is for a base recruitment number which has flex/series jobs listed in the recruitment planner, then the results will include all related flex applications for each applicant. If you check the Show Flex box, then only applications for this flex job will show.

1 2 3 4 5 6

Apply Date ☐ Accept1 ☐ Reject1 ☐ Educ1 ☐ Exp1 ☐ Lic1 ☐ Loc1 ☐ Bil1 ☐ Late1 ☐ FT1 ☐ PT1 ☐ Typ1 ☐ VER1 ☐ SQ1 ☐ NI1 ☐ Spec1
9:48:11 PM ☐ Accept2 ☐ Reject2 ☐ Educ2 ☐ Exp2 ☐ Lic2 ☐ Loc2 ☐ Bil2 ☐ Late2 ☐ FT2 ☐ PT2 ☐ Typ2 ☐ VER2 ☐ SQ2 ☐ NI2 ☐ Spec2

Reviewed by Ap Expires Last Notice Type Sent on: 06/01/2011

Reject Code CheckBox-Notice


Notice Add

☐ Meet MQs 766 SUB AC



Reference Guide Applicant Tracking

Notices Sent View

 **Notices Sent** - **Notices Sent** view will launch a new window with a summary of all of the notices sent that match your search criteria. Please note, this does not pull merge field values into the report, it will only display the templates themselves and the date and time the notice(s) were sent. .

Notice Report for : Recruitment: PEX-0922-011111 Submitted Ontime; 0922 Benefits Manager;

Notice Type: CON - Confirmation Ontime Sent on: 11/4/2009 3:03:00 PM

Notice:

Message:

Dear |#FirstName (917)| |#LastName (916)|,


Your application for |#Job Title (982)|, recruitment |#JobNumber (981)|, in the City and County of San Francisco was received on |#DateAppl (463)|.

The filing deadline for this job is |#JobDeadline (989)|.

Additionally, displayed at the bottom of each notice template is information regarding which applicants were sent that particular notice in the same batch.

ID	socsecno	RecruitNum	dateappl	lastname	firstname	noticetype	batchID
ada240003	123000003	PEX0922011111	12/4/2009 4:52:14 PM	ADAMS	APRIL	CAN	249020
aus871111	000065154	PEX0922011111	11/5/2009 12:08:38 PM	AUSTIN	AUGUST	CAN	249020
dav210005	000065161	PEX0922011111	11/13/2009 12:35:08 PM	DAVIS	DECEMBER	CAN	249020
fle990002	000065198	PEX0922011111	11/5/2009 2:47:42 PM	FLETCHER	FEBRUARY	CAN	249020

Count Aps

 **Count Aps** - **Count Aps** will display the number of applications that match your search criteria. If you wish to view only submitted or on time applications, you **MUST** select this criteria in the form. If the job number is a base recruitment number with flex jobs and you do **NOT** check Show FLEX, then you will count all of the base applications. If you do check Show FLEX, then you will only count the applications which had this recruitment number checked.

Number of records: 36

This count includes all submitted and unsubmitted and ontime and late applications unless you have entered other criteria in the form above.



Reference Guide Applicant Tracking

Score Aps



Score Aps - **Score Aps** will allow you to enter or edit score data for the applications that match your search criteria. **Please note: JobAps no longer supports this functionality, and therefore your results when using ScoreAps are not guaranteed to be consistent. We highly recommend using exam rows to capture scores for Training & Experience (T&E) evaluations, or any other kind of exams.**



Save Scores



Restore Original Scores

Modify as

— OR —

Easy ID	name	Written Exam	Performance Exam	Online Written	Oral Board Interview A	Score5	Score6	Final	Career Credits	Promotional Points	Veterans Points	SQ Score	Comp	Rounded	Extra Pts	Final	R
ada240003	ADAMS, APRIL	11										760				760	
aus871111	AUSTIN, AUGUST	15										790				850	
aus871111	AUSTIN, AUGUST																

View Aps



View Aps - **View Aps** will open a new window where you can view applications along with related information. You can use the **View Previous** and **View Next** navigation buttons, or print individual applications from this new window.

☐ Invalid-No Upload

Name: ADAMS, APRIL SSN / EziID: 123-00-0003 / ADA-24-0003
Job Title: 0922 Benefits Manager Job Number: PEX-0922-011111
Date of Submission: 12/4/2009 4:52:14 PM Filing Deadline: Continuous

The applicant has agreed to send each of the following items:

No items are required to be sent by mail, upload, fax or e-mail.

Employment Standards Review

Job Title	Job Number	Accept1	Reject1	Accept2	Reject2	Notice
0922 Benefits Manager	PEX-0922-011111					
0922 Manager I	PEX-0922-011112					


Job Title: 0922 Benefits Manager Job Number: PEX-0922-011111
ADAMS APRIL ADA-24-0003
Last Name First Name Initial ID
demouser@jobaps.com Other
Class Expiration Date Driver's License No. State

City and
County of San
Francisco
Employment
Application



Reference Guide Applicant Tracking

Table View

 **Table View** - **Table View** allows you to view applications that are submitted, not submitted, on time, and not on time. Your data set is presented in a table format. You can view application information found in the Profile and School sections of the online application. (Scroll the screen horizontally to view several additional data fields.)

Search for Matching Applications

Recruit #: - - ☐ Show FLEX ID #: - - ☐ dbToolBox ☐ SQ Filter

☐ Not Reviewed ☐ Accepted ☐ Rejected ☐ Has Prior Score ☐ Ignore Start Disp ☐ Re-Test Eligible

Disposition = Status = Last Notice = Final Score >= Final Score <= Expires >= Expires <= Display Group: of size

Last Name First Name City State Country Zip Zip


Email Use OK Paper/Online Uploaded Submitted Deadline

☐ Exclude Aps On-File ☐ Exclude Practice Aps ☐ Include Deactivated Aps

Score Expired Submitted on or after Submitted before Choose Action

ApID	No Delete	Online	View Ap	Sup Qu Score	Base Job Title / Flex Job Title/ Flex Recruit Num	Base Recruit Num	SocSecNo	ID No	FrstName	LastName	Date Applied	Deadline
281353	No Delete	Online		760	0922 Benefits Manager/ 0922 Benefits Manager PEX-0922-011111	PEX-0922-011111	123000003	ada240003	APRIL	ADAMS	12/4/2009 4:52:14 PM	1/1/2079 11:59:00 PM


My View

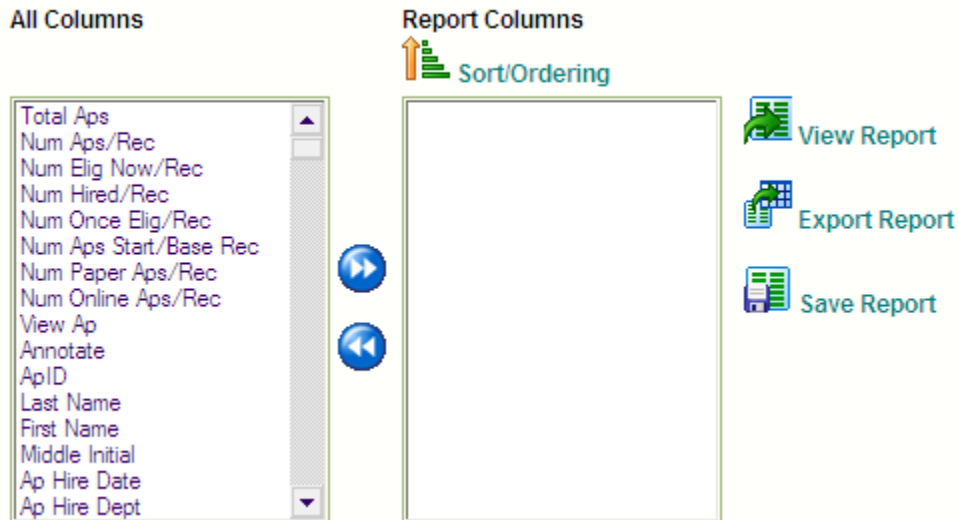
 **My View** Create a custom view called "**My View**" and this will be the grid used

to display data. (You must first use the **Custom View** function below to save your favorite custom view as a template.)




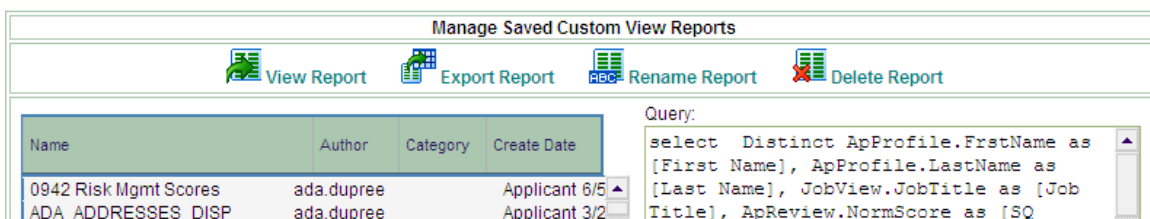
Custom View

 **Custom View** - **Custom View** provides an advanced reporting capability that allows you to define database fields and the order of those fields for reporting purposes. Reports may be saved and reused and are available under Standard Reports. Simply move the data fields to the **Report Columns** box. You can also change the sort/order, view your report, export the report to another format, or save the report.



Saved Views

 **Saved Views** - **Saved Views** displays all saved custom views for renaming, deleting, reviewing, etc. Depending on your account access, you may see reports created by other users in your department.




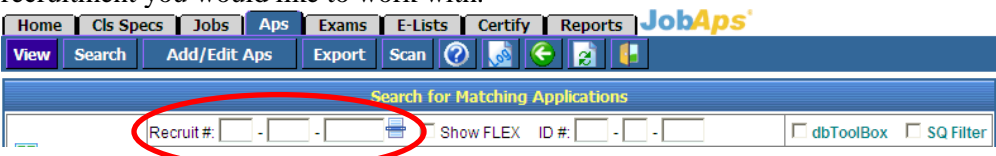

Reset

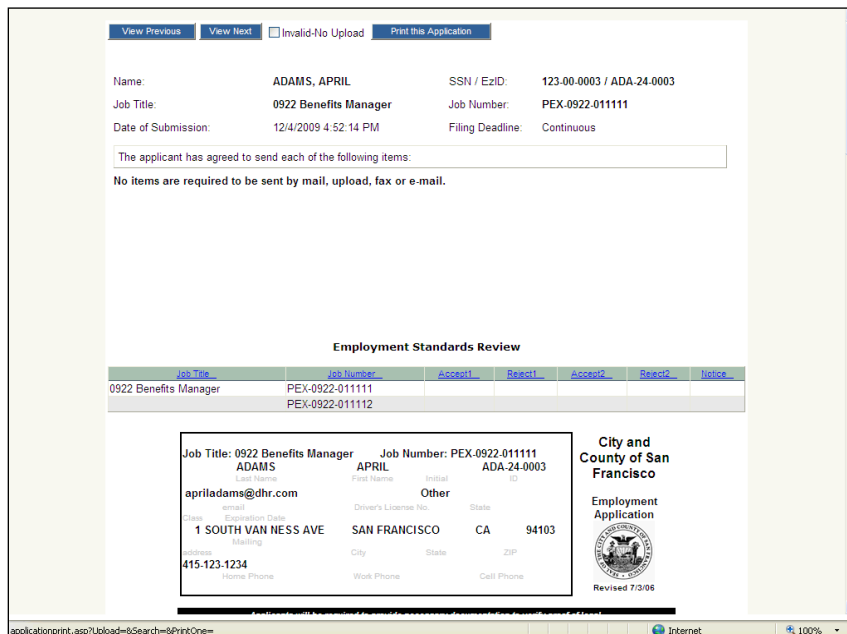
 **Reset** **Reset** will clear all of your filter criteria allowing you to start fresh.

Filtering Applications

Filtering Applications by Recruitment Number

You will learn how to view applications by recruitment number. This is the basic view you use when you want to view the submitted on time applications for a particular recruitment.

Step	Action
1.	Click the Aps tab. 
2.	To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with. 
3.	To view all on time submitted applications for your recruitment, click the View Aps button. 
4.	The applications for your recruitment display one at a time in alphabetical order. Use the View Previous and View Next buttons at the top of the page to move between applications.



View Previous View Next Invalid-No Upload Print this Application

Name: ADAMS, APRIL SSN / EzID: 123-00-0003 / ADA-24-0003
 Job Title: 0922 Benefits Manager Job Number: PEX-0922-011111
 Date of Submission: 12/4/2009 4:52:14 PM Filing Deadline: Continuous

The applicant has agreed to send each of the following items:
 No items are required to be sent by mail, upload, fax or e-mail.

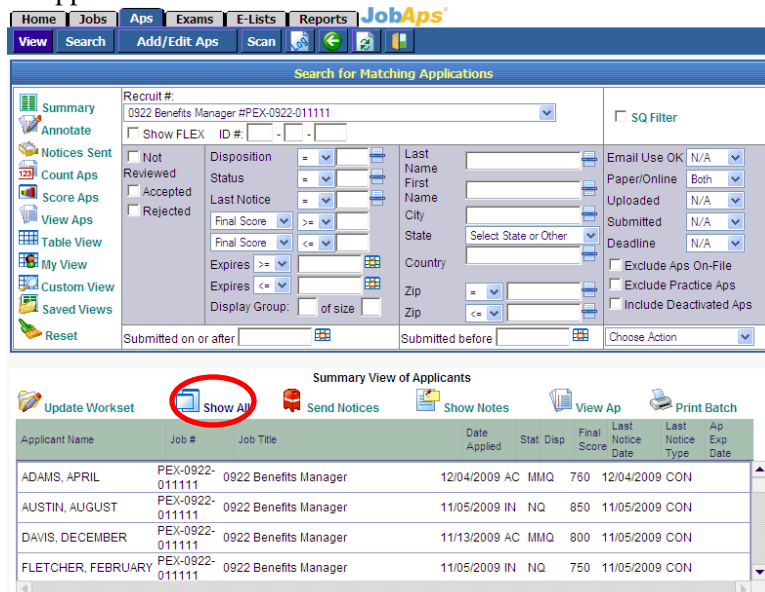

Employment Standards Review

Job Title	Job Number	Accept1	Reject1	Accept2	Reject2	Notice
0922 Benefits Manager	PEX-0922-011111					
	PEX-0922-011112					

Job Title: 0922 Benefits Manager Job Number: PEX-0922-011111
 ADAMS APRIL ADA-24-0003
 Last Name First Name Initial ID
 apriladams@dhr.com Other
 Driver's License No. State
 1 SOUTH VAN NESS AVE SAN FRANCISCO CA 94103
 City State ZIP
 415.123.1234 Home Phone Work Phone Cell Phone


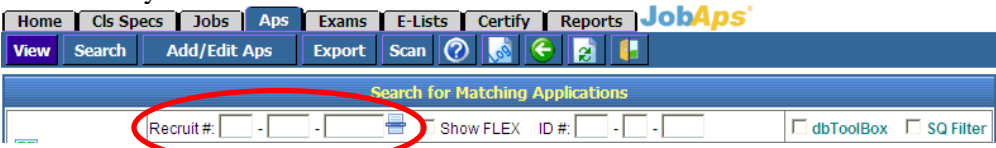
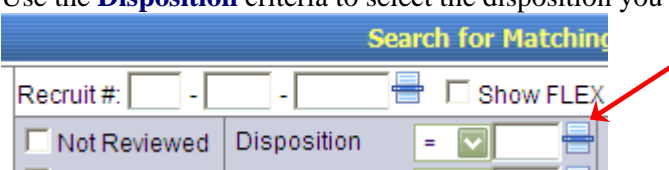
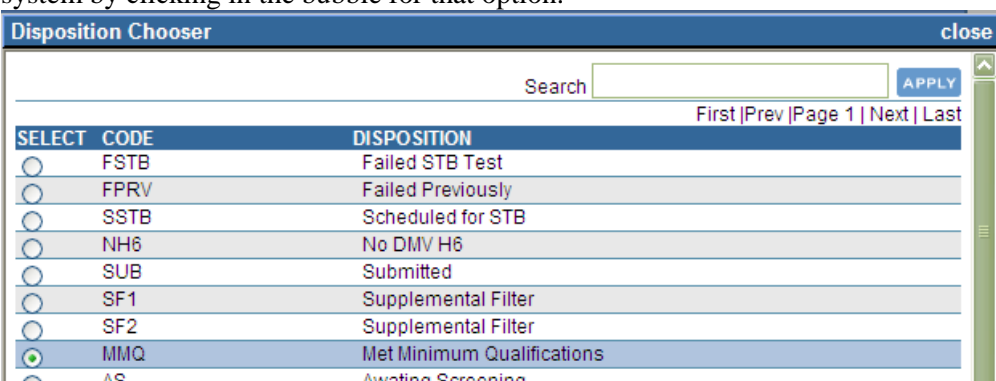

City and County of San Francisco
 Employment Application
 Revised 7/3/06

applicationprint.asp?Upload=&Search=&PrintOne=

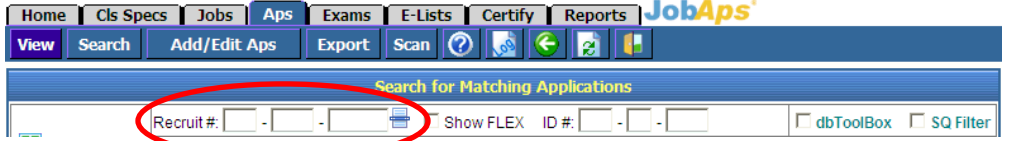
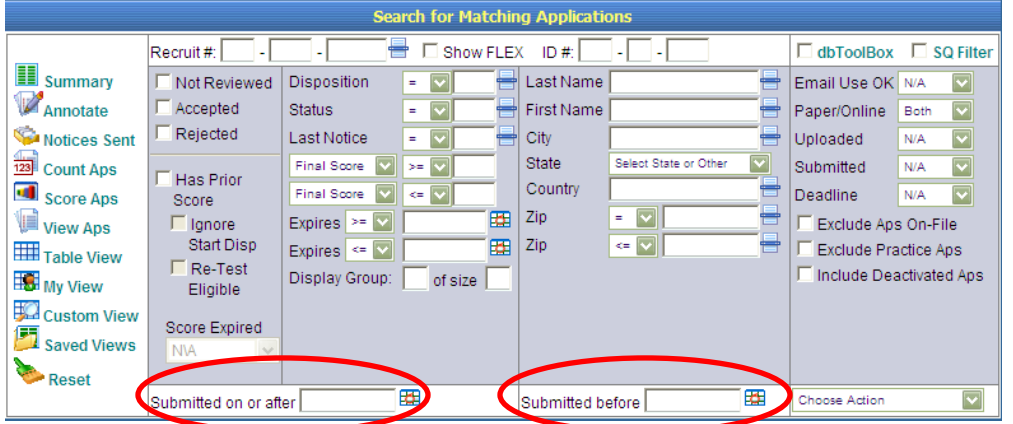

Step	Action																																																		
5.	<p>This screen displays when you finish viewing the last application.</p> <div><p>There are no more records to print.</p><p>View Previous</p></div> <p>Click the View Previous button to return to the last application or click the Close button to return to the Aps tab.</p>																																																		
6.	<p>You can also view and annotate the applications by retrieving applications from the Summary and Annotate buttons.</p>																																																		
7.	<p>When using the Summary view, click Show All to generate a printable report of the status of the applications.</p> <div><table><thead><tr><th>Applicant Name</th><th>Job #</th><th>Job Title</th><th>Date Applied</th><th>Stat</th><th>Dis</th><th>Final Score</th><th>Last Notice Date</th><th>Last Notice Type</th><th>Ap Exp Date</th></tr></thead><tbody><tr><td>ADAMS, APRIL</td><td>PEX-0922-011111</td><td>0922 Benefits Manager</td><td>12/04/2009</td><td>AC</td><td>MMQ</td><td>760</td><td>12/04/2009</td><td>CON</td><td></td></tr><tr><td>AUSTIN, AUGUST</td><td>PEX-0922-011111</td><td>0922 Benefits Manager</td><td>11/05/2009</td><td>IN</td><td>NQ</td><td>850</td><td>11/05/2009</td><td>CON</td><td></td></tr><tr><td>DAVIS, DECEMBER</td><td>PEX-0922-011111</td><td>0922 Benefits Manager</td><td>11/13/2009</td><td>AC</td><td>MMQ</td><td>800</td><td>11/05/2009</td><td>CON</td><td></td></tr><tr><td>FLETCHER, FEBRUARY</td><td>PEX-0922-011111</td><td>0922 Benefits Manager</td><td>11/05/2009</td><td>IN</td><td>NQ</td><td>750</td><td>11/05/2009</td><td>CON</td><td></td></tr></tbody></table></div>	Applicant Name	Job #	Job Title	Date Applied	Stat	Dis	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date	ADAMS, APRIL	PEX-0922-011111	0922 Benefits Manager	12/04/2009	AC	MMQ	760	12/04/2009	CON		AUSTIN, AUGUST	PEX-0922-011111	0922 Benefits Manager	11/05/2009	IN	NQ	850	11/05/2009	CON		DAVIS, DECEMBER	PEX-0922-011111	0922 Benefits Manager	11/13/2009	AC	MMQ	800	11/05/2009	CON		FLETCHER, FEBRUARY	PEX-0922-011111	0922 Benefits Manager	11/05/2009	IN	NQ	750	11/05/2009	CON	
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8.	<p>When you are done, close the report.</p> <p>Click the Close Window button.</p> <div></div> <p>Internet Explorer will ask you to confirm that you want to close the window, click YES.</p>																																																		

Filtering Applications by Disposition

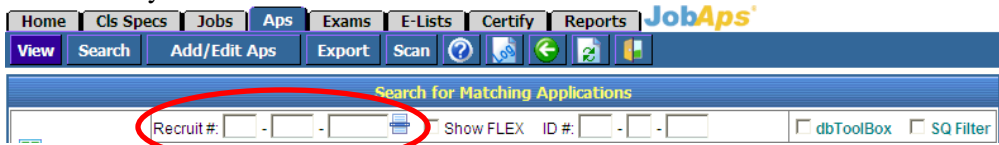
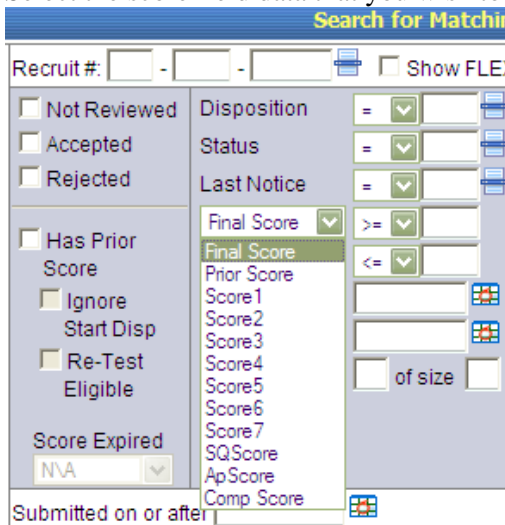

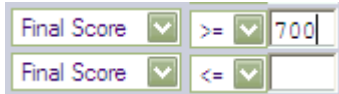

Note: This function will only work after you assign disposition(s) to the applications for a particular recruitment. The default disposition for submitted on time applications is 'SUB'.

Step	Action
1.	Click the Aps tab. 
2.	To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with. 
3.	Use the Disposition criteria to select the disposition you want to display. 
	Select the disposition you want to review from the full list of dispositions in the system by clicking in the bubble for that option. 
4.	Scroll down to the bottom of the window, and click the Select button. 
5.	You can then select the appropriate action from the Aps tab navigation options to view, annotate, count or score applications matching your filter criteria.

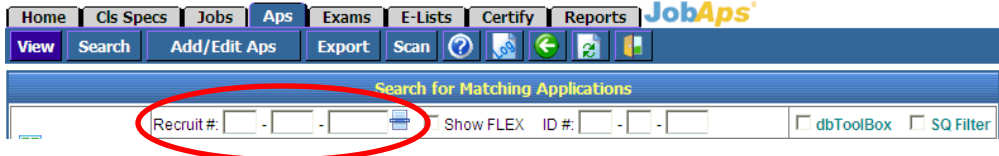


Filtering Applications by Date Ranges

Step	Action
1.	Click the Aps tab.
2.	<p>To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with.</p> 
3.	<p>Determine what start date to use for your date range. Note that the cutoff time for the day is 11:59 pm not 5:00 pm.</p>  <p>Click in the Submitted on or after field.</p>
4.	Enter the desired information into the Submitted on or after field.
5.	You can also select the date by clicking the calendar icon and selecting the date. 
6.	Determine the <u>day before the last date</u> of the date range you want to use. This is the date you enter into the Submitted before field.
7.	You can then select the appropriate action from the Aps tab navigation options to view, annotate, count or score applications matching your filter criteria.

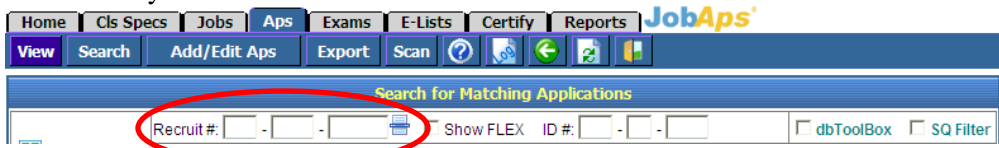
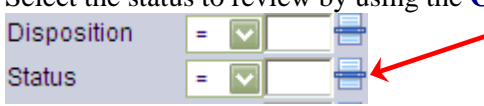
Filtering Applications by Score Ranges

Step	Action
1.	Click the Aps tab.
2.	To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with. 
3.	Select the score field data that you wish to filter by from the drop down menu. 
4.	Click the Score Field Qualifier list to select the appropriate qualifier symbol. 
5.	Click the Score Field and enter the desired score you want to use. 
6.	Click the 2nd Score Field list and repeat steps 3-5 to enter the other score criteria you want to use. 
7.	You can then select the appropriate action from the Aps tab navigation options to view, annotate, count, etc. matching your filter criteria.

Filtering Applications by Name

Step	Action
1.	Click the Aps tab.
2.	To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with, or to look up all applications for a particular applicant, skip this step. 
3.	Click in the Last Name field to enter the last name of the applicant. 
4.	Click in the First Name field to enter the first name of the applicant. 
5.	You can then select the appropriate action from the Aps tab navigation options to view, annotate, count, etc. matching your filter criteria.

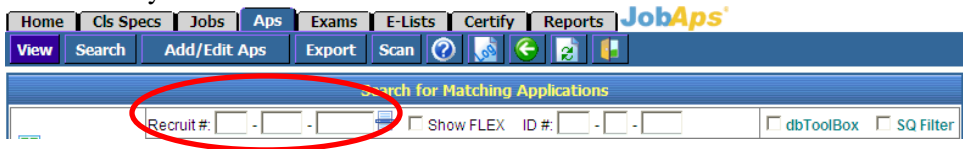
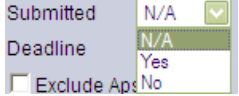
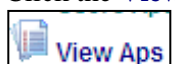
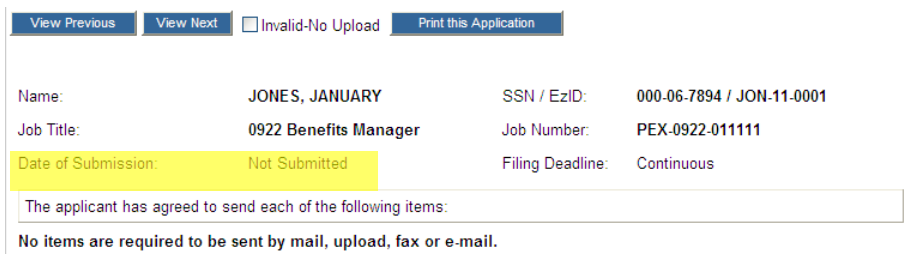
Filtering Applications by Status

Step	Action
1.	Click the Aps tab.
2.	To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with. 
3.	Select the status to review by using the Chooser button next to the Status field.  <p>The possible statuses to choose from are:</p> <ul style="list-style-type: none"> AC - Active ER - Eligible for Referral IA - Incomplete Application IN – Inactive
4.	You can then select the appropriate action from the Aps tab navigation options to view, annotate, count, etc. matching your filter criteria.

Viewing Unsubmitted Applications

An Unsubmitted Application is one where the applicant starts an application for a specific recruitment but does not complete the submission process.

Please note that unsubmitted applications will not display under the **Summary** View. You will only view/access the unsubmitted applications when it is necessary.

Step	Action
1.	Click the Aps tab.
2.	<p>To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with.</p> 
3.	<p>Click the Submitted dropdown button to activate the menu, and select 'No' from the Submitted dropdown box to see applications that were not submitted.</p> 
4.	<p>To view unsubmitted applications for recruitment...</p> <p>Click the View Aps button.</p> 
5.	<p>The unsubmitted applications for your recruitment display one at a time in alphabetical order.</p>  <p>Notice the Date of Submission is 'Not Submitted'.</p>
6.	<p>You can also view the applications by retrieving applications using the Table View.</p> <p>From the Aps tab, follow steps 1-3 and then click the Table View button to generate a list of all unsubmitted applications for your recruitment.</p>



Counting Applications

There are many circumstances in which you may want to count the number of applications that match your filtering criteria. This section will illustrate the process you will follow to apply the filtering techniques that we learned in the “Viewing Applications” section.

There are several different criteria you may wish to use to filter your application counts, including submission status, by disposition, by date range, by score range, or by expiration date.

Submission Status

For example, to count only submitted applications, you would click on the **Submitted** list, and select **Yes** from the drop down list.

To count the unsubmitted applications for the same recruitment, simply change your selection in the **Submitted** list from **Yes** to **No** in the drop down list, and click on **Count Aps** again.

Disposition

Use the **Disposition** criteria to select the disposition you want to display. If you know the disposition you use for your applications, you can enter the disposition code directly into the **Disposition** field. If you are not sure what the disposition code you want to use is, you can utilize the **Chooser**.

Submission Date Range

If you want to narrow your results by submission date, use the **Submitted On Or After**, and the **Submitted Before** filters. Note that the cutoff time for the day is 11:59 pm not 5:00 pm



Score Range

Select the score field data that you wish to filter by from the drop down menu.

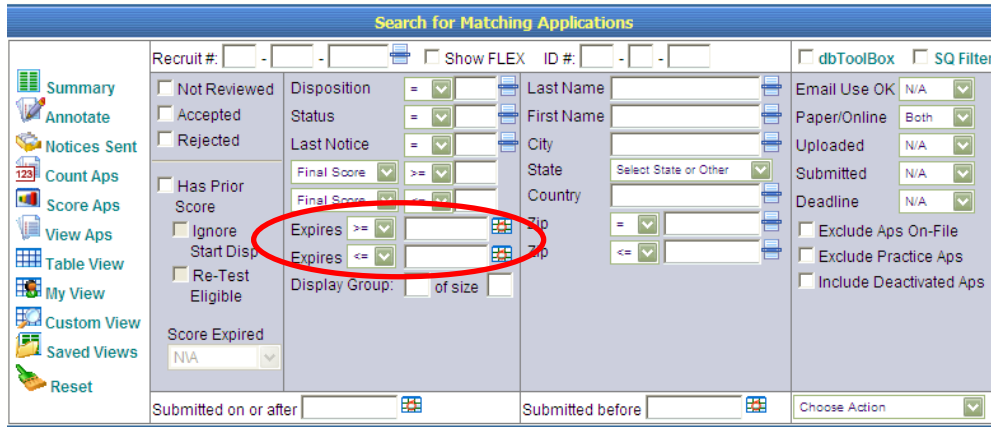
Click the **Score Field Qualifier** list to select the appropriate qualifier symbol.

Click the **Score Field** and enter the desired score you want to use.

Click the 2nd **Score Field** list and repeat the steps above to enter the other score criteria you want to use.

Expiration Date Range



Determine what dates you wish to use to filter by expiration date.



Click in the drop down menus to select the **Expires** field qualifier.






Counting Applications using Filters


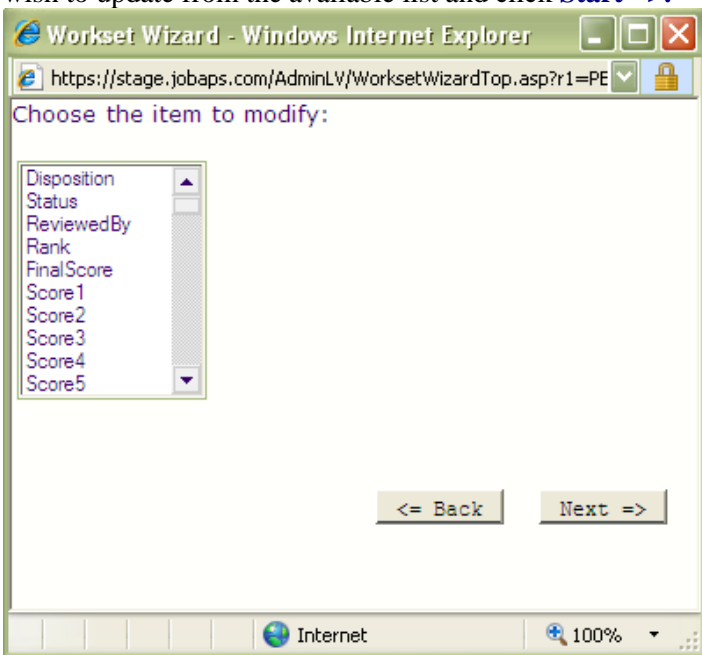
Step	Action
1.	Click the Aps tab.
2.	To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with. 
3.	Use the above filtering criteria to tell JobAps which applications you want to count.
4.	Click the Count Aps button. 
5.	The total count of applications matching your filter criteria for your recruitment will display.

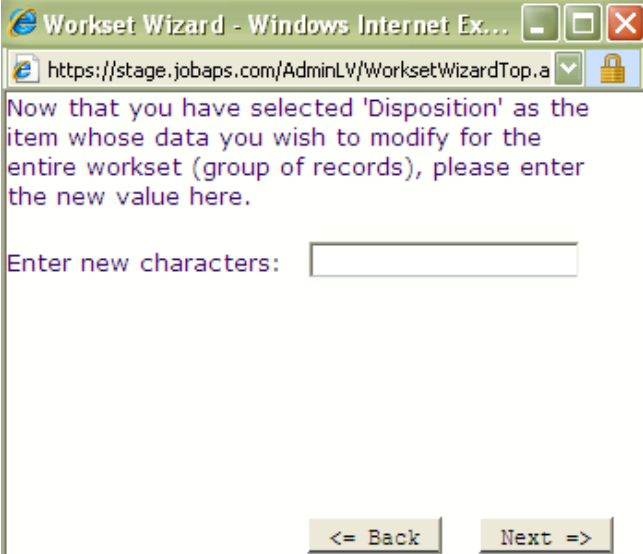
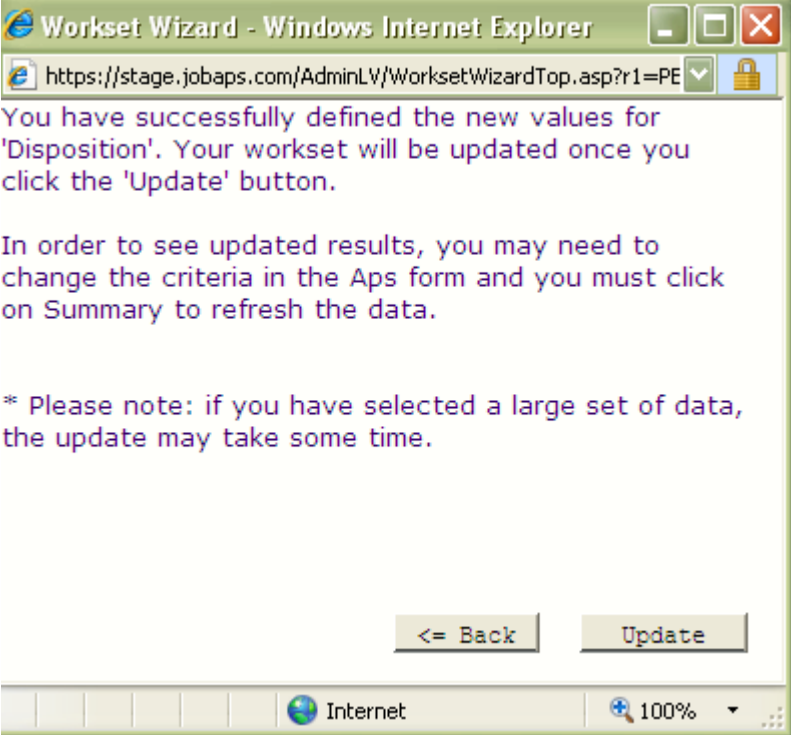
Using Update Worksets

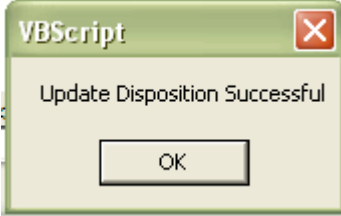
Updating Worksets by Groups

You will learn how to update a specific application field for a group of applications (workset) such as disposition, score, and status. Please note; this is an extremely powerful tool that also requires great care. Any change you make with the **Update Workset** impacts every application that matches your filter criteria, so check your list of applicants closely to make sure that you are working with the correct applications.

Step	Action
6.	Click the Aps tab.
7.	<p>To select your recruitment, enter the recruitment ID, or use the chooser to locate the recruitment you would like to work with.</p> 
8.	<p>Enter any additional filtering criteria you would like to use, and click the Summary button.</p>  <p>The group of applications with your selected criteria displays in the lower part of the screen.</p>
9.	<p>Now you want to make a mass change to all the applications in the list (the Workset). Click the Update Workset button.</p> 

Step	Action
10.	<p>The Workset Wizard window displays. Read the text across the top of the screen.</p> <p>This wizard is used to modify the same item for the entire workset (group of records.) The first step will be to identify the item you would like to change. Next you can either assign a value to the item, or use the expression builder to create new calculated values. Last you will be given the opportunity to preview what the new value will look at before running the update.</p>  <p>When you are ready to begin, click Start =>.</p>
11.	<p>The first step is to identify the item you would like to change. Select the field you wish to update from the available list and click Start =>.</p> 

Step	Action
12.	 <p>Enter the new value that you wish to apply to the workset, and click the Next => button.</p>
13.	 <p>When you are ready to make the change to all the applications in the Workset, click the Update button.</p>

Step	Action
14.	<p>This window confirms the update. Click the OK button to return to the Aps tab.</p> 
15.	<p>In order to see the applications with your updated criteria you must refresh the data. In this example, you would need to enter the new disposition value in the disposition field, then click the Summary button again.</p>