

Selecting Application Outcomes

As a Hiring Manager you are able to communicate shortlisting and interview results to your recruiter via ANU Recruit by selecting an outcome for each applicant.

STEP 1: Login to ANU Recruit

Navigate to <http://hr.anu.edu.au/employment-at-anu/recruitment-toolkit>.

NOTE: Ensure that you have disabled the Pop-up Blocker on your web browser. For more information go to <http://itservices.anu.edu.au/online-services/enterprise-systems/frequently-asked-questions/>

STEP 2: View applicants

From your dashboard click the **Application Outcomes** bubble or the **Jobs have applicants for review** link.

You will see a list of open jobs. To view applicants for a job, click the **View applicants** link next to the relevant job.

STEP 3: View applicant details

You will see a grid displaying all applicants that are awaiting your review.

To view an applicant, click the **View** link next to the relevant applicant. You can also view any notes that have been added against the applicant and their status history.

STEP 4: Select an outcome for each applicant

When the selection committee has reached a decision about the applicant, select an outcome from the following options:

Interview: recommend that the applicant progress to interview. Depending on the agreement within your Division/College, recruiters may assist with organising interview times.

Unsuccessful not shortlisted: recommend that the applicant not progress further in the recruitment process. The recruiter will organise for emails to be sent to unsuccessful applicants.

Recommendation to appoint: an offer will be generated by the recruiter for approval via ANU Recruit. (use post interview)

Unsuccessful post interview – appointable: will stop the applicant from progressing further (use post interview).

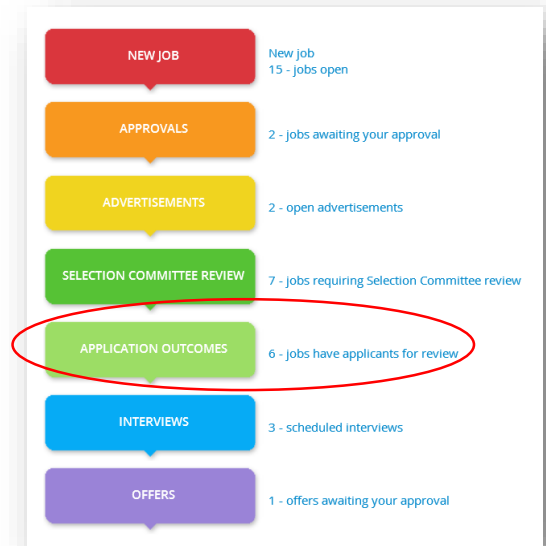
Reference check: reference checks being conducted.

Unsuccessful post interview – not appointable: will stop the applicant from progressing further (use post interview)

Review the next applicant in the same way until all applicants have been reviewed.

STEP 5: Submit Changes

Once you click **Submit** the changes will be saved and the outcomes will be recorded against the selected applicant(s) and will also appear on the recruiter's dashboard



NEW JOB	New job 15 - jobs open
APPROVALS	2 - jobs awaiting your approval
ADVERTISEMENTS	2 - open advertisements
SELECTION COMMITTEE REVIEW	7 - jobs requiring Selection Committee review
APPLICATION OUTCOMES	6 - jobs have applicants for review
INTERVIEWS	3 - scheduled interviews
OFFERS	1 - offers awaiting your approval

View applicants

Job No.	Job title	Date added ▲	Status
492260	ANU Officer 6/7 (Admin)	20 Aug 2014	Pending approval
492261	Senior Lecturer	20 Aug 2014	Pending approval
492239	ANU Officer 4 (Administratio	5 Aug 2014	Approved

Outcome	Reviewed			
Select an outcome	✗	View	Notes	Status histor
Select an outcome	✗	View	Notes	Status histor
Select an outcome	✗	View	Notes	Status histor

Outcome ▼	Reviewed
Select an outcome	✓
Select an outcome	✗
Interview	✗
Unsuccessful not shortlisted	
Recommendation to appoint	
Unsuccessful post interview - appointable	✓
Unsuccessful post Interview - not appointable	

Viewing Scheduled Interviews

Once applicants have been shortlisted, depending on your Division/College, recruiters may assist with organising interview times.

If the recruiter is responsible for organising interviews, they will liaise with you to determine suitable interview timeslots. You can view and import scheduled interviews into your calendar via ANU Recruit.

STEP 1: View applicants scheduled for interviews

When an applicant is invited to attend an interview via ANU Recruit they will appear on your dashboard in the blue **scheduled interviews** link next to the blue **Interviews** bubble. Click on this link.

STEP 2: Review Scheduled interviews

The **My events** page will display.

From here you can view the date, time and venue of any events such as an interview that an applicant has been invited to.

Click the **Add to my calendar** link to add the event details to your Outlook calendar.

NOTE: If you are no longer available for this interview time, please contact the recruiter directly.

