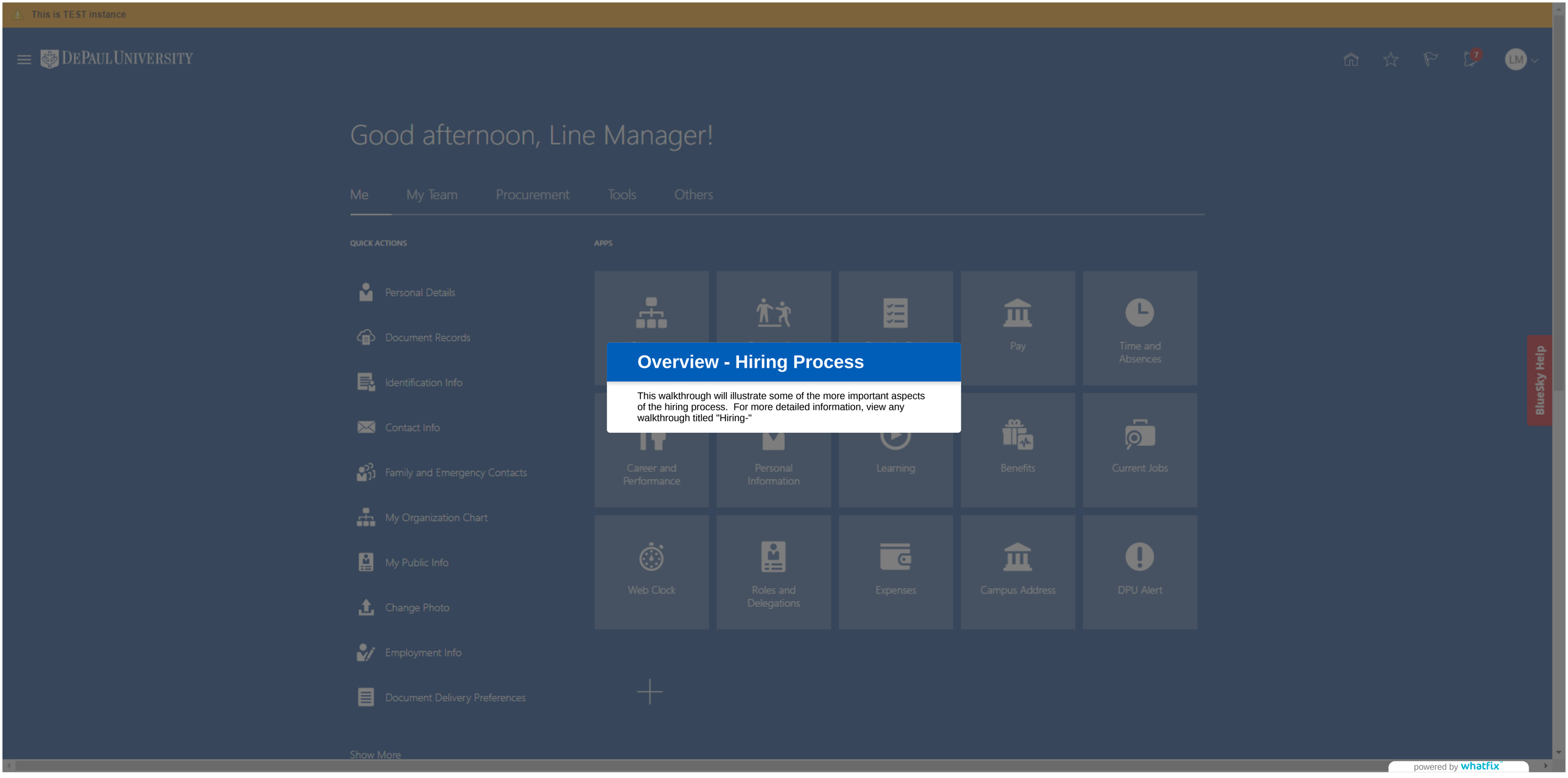
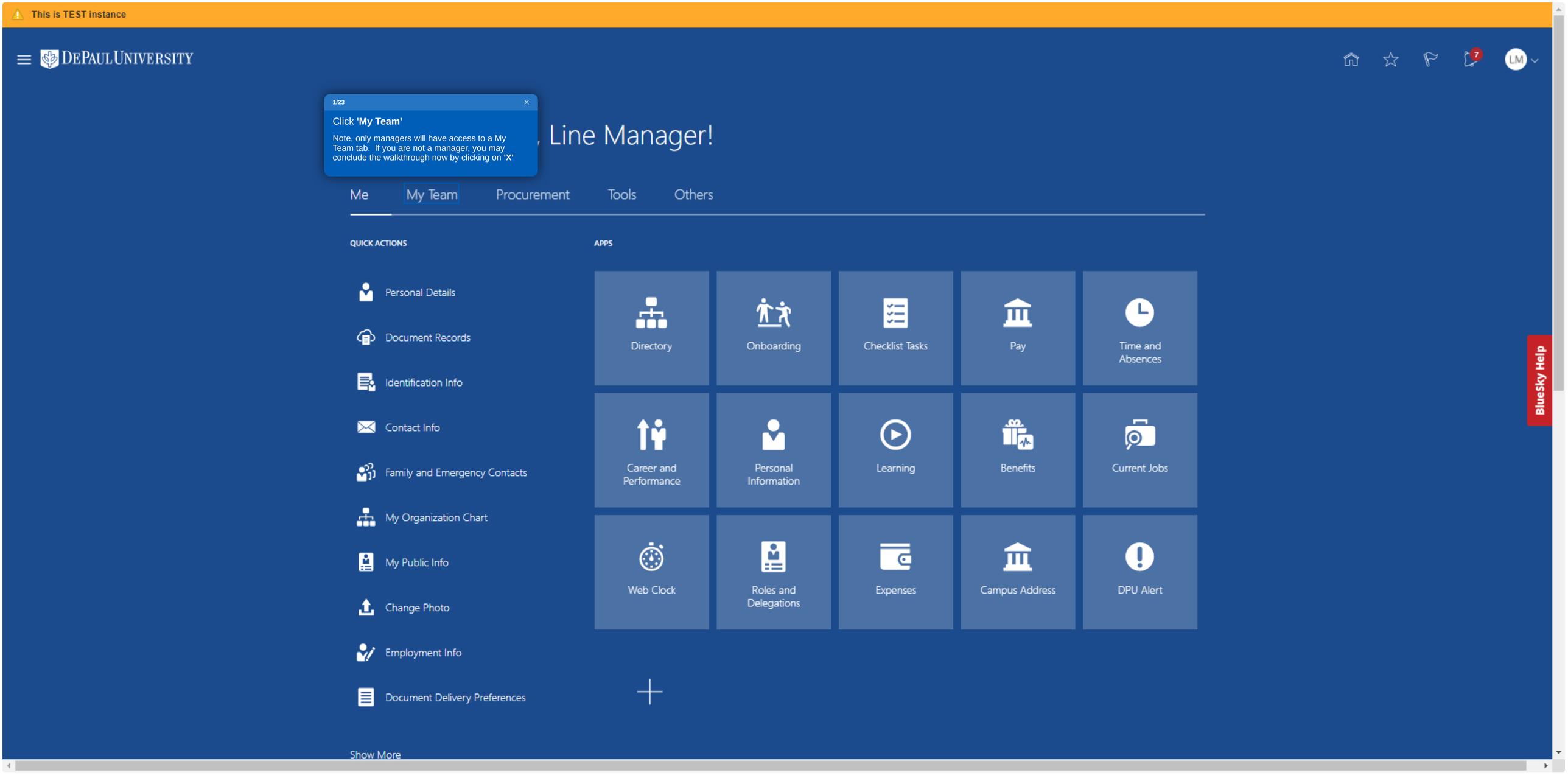
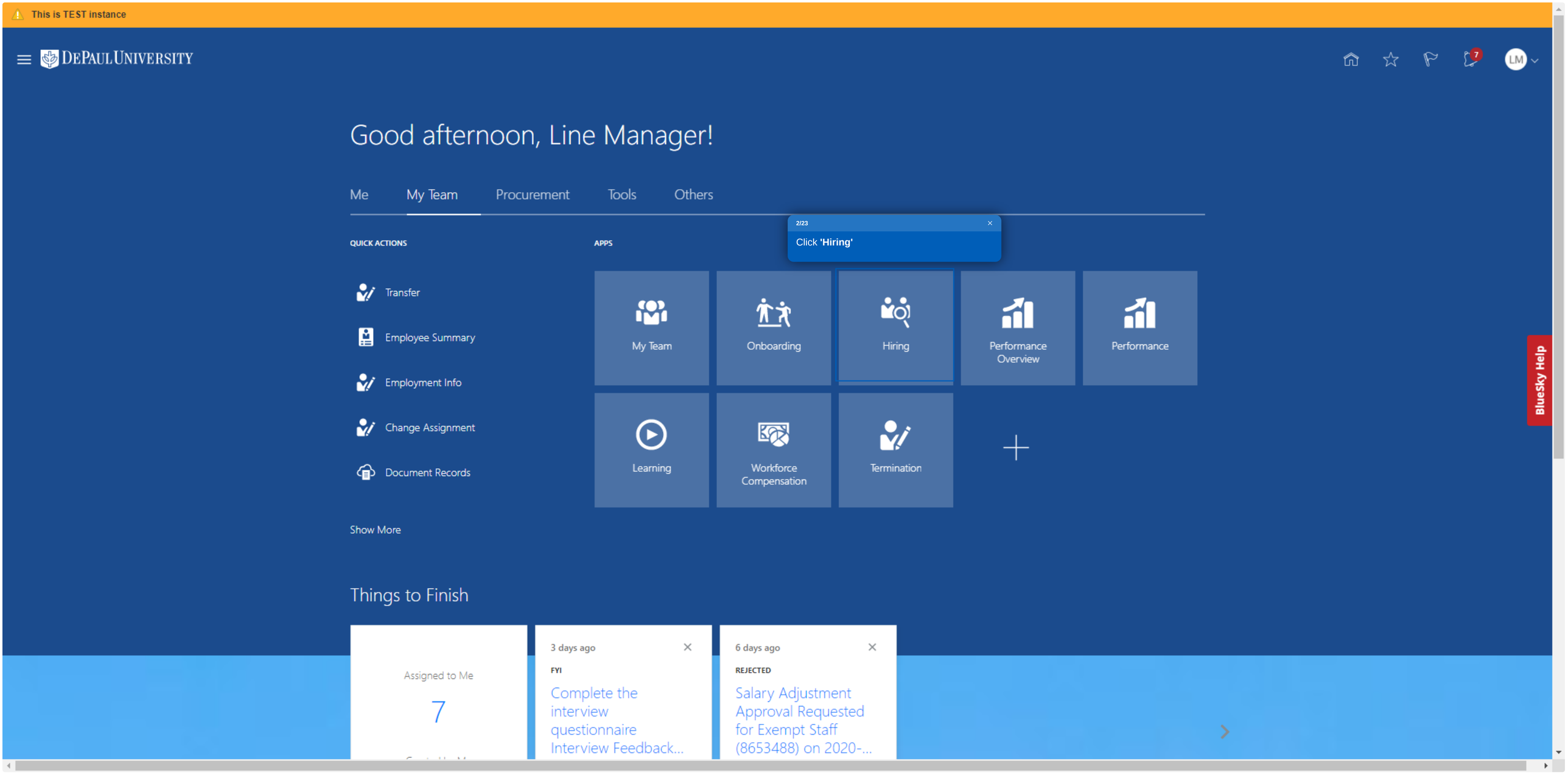

This is TEST instance
DePaul University
LM
Good afternoon, Line Manager!
Me
My Team
Procurement
Tools
Others
QUICK ACTIONS
Personal Details
Document Records
Identification Info
Contact Info
Family and Emergency Contacts
My Organization Chart
My Public Info
Change Photo
Employment Info
Document Delivery Preferences
Show More
APPS
Pay
Time and Absences
Career and Performance
Personal Information
Learning
Benefits
Current Jobs
Web Clock
Roles and Delegations
Expenses
Campus Address
DPU Alert
Overview - Hiring Process
This walkthrough will illustrate some of the more important aspects of the hiring process. For more detailed information, view any walkthrough titled "Hiring-"
BlueSky Help
powered by whatfix


This is TEST instance
DePaul University
7
LM
1/23
Click 'My Team'
Note, only managers will have access to a My Team tab. If you are not a manager, you may conclude the walkthrough now by clicking on 'X'
, Line Manager!
Me
My Team
Procurement
Tools
Others
QUICK ACTIONS
Personal Details
Document Records
Identification Info
Contact Info
Family and Emergency Contacts
My Organization Chart
My Public Info
Change Photo
Employment Info
Document Delivery Preferences
Show More
APPS
Directory
Onboarding
Checklist Tasks
Pay
Time and Absences
Career and Performance
Personal Information
Learning
Benefits
Current Jobs
Web Clock
Roles and Delegations
Expenses
Campus Address
DPU Alert
BlueSky Help


This is TEST instance
DePaul University
7
LM
Good afternoon, Line Manager!
Me
My Team
Procurement
Tools
Others
2/23
Click 'Hiring'
QUICK ACTIONS
Transfer
Employee Summary
Employment Info
Change Assignment
Document Records
Show More
APPS
My Team
Onboarding
Hiring
Performance Overview
Performance
Learning
Workforce Compensation
Termination
BlueSky Help
Things to Finish
Assigned to Me
7
3 days ago
FYI
Complete the interview questionnaire Interview Feedback...
6 days ago
REJECTED
Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-...

DEPAUL UNIVERSITY

Job Requisitions

3/23

These are all of your current Job Requisitions.

For this demo, click on the **Title** of the first position available to get started.

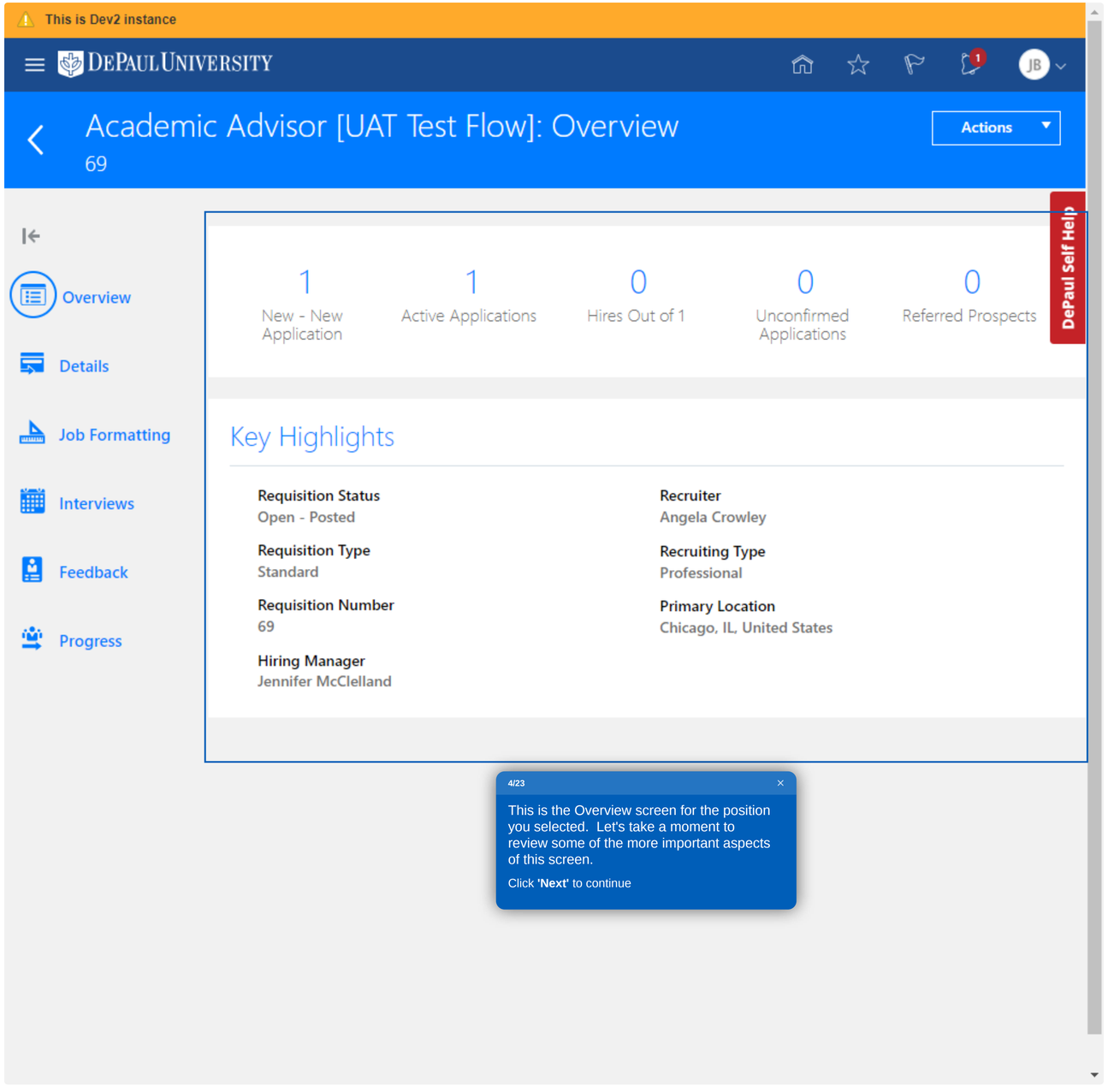
Show Filters | Hiring Team Role | Recruiter, Hiring Manager, Collaborator

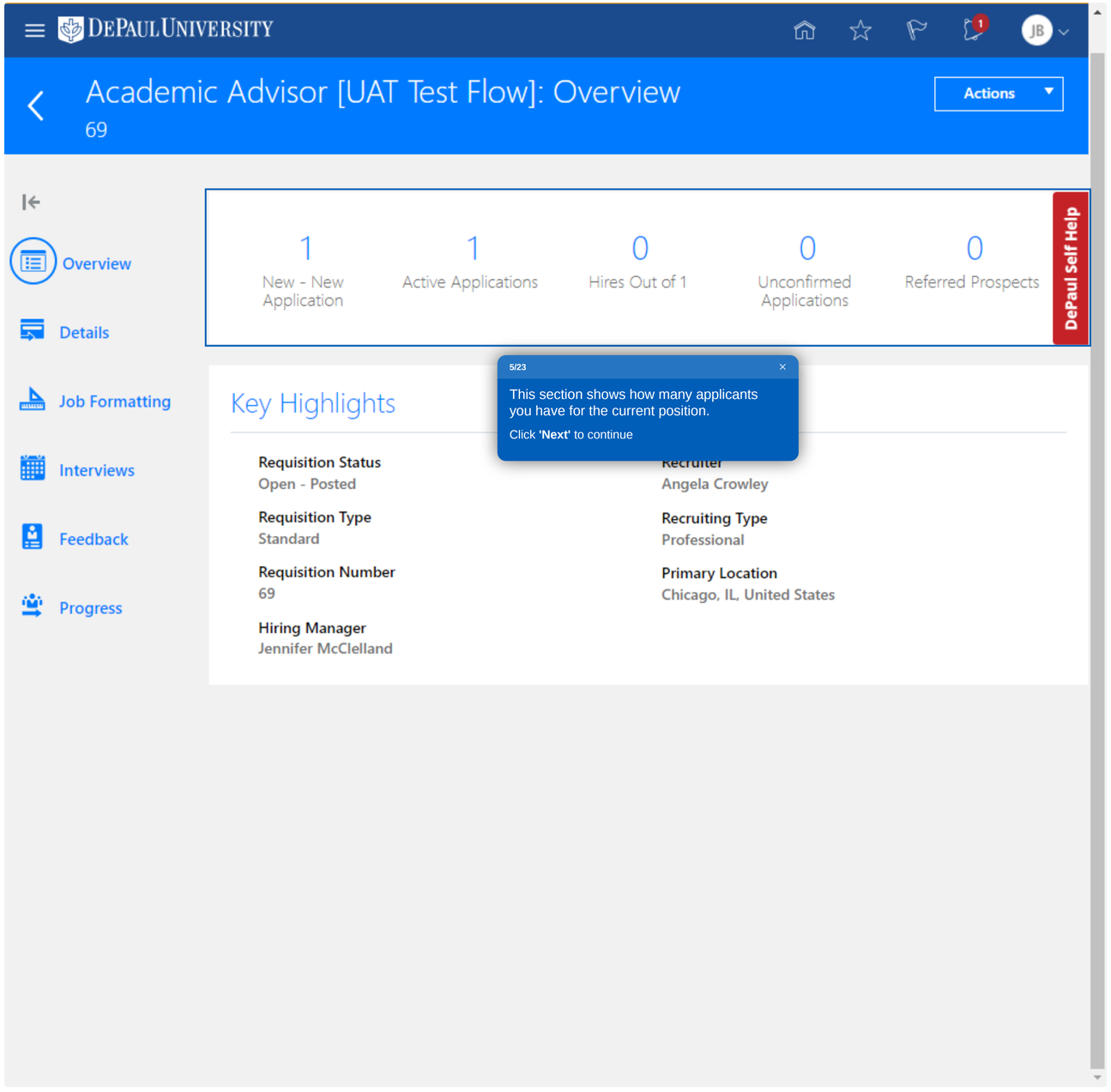
Sort By Creation Date - New to Ol

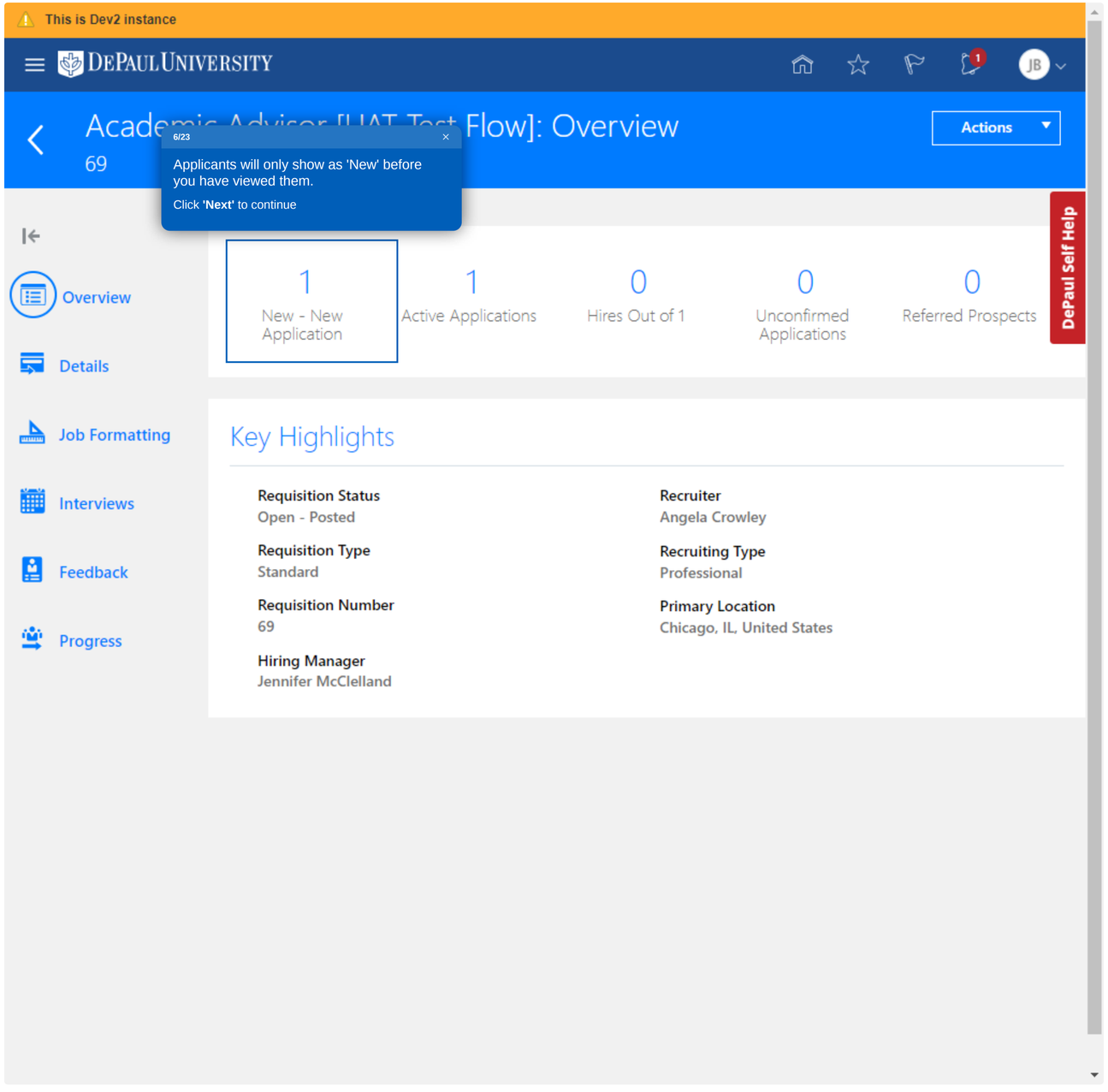
Academic Advisor [UAT Test Flow] (69)
Open - Posted
Standard
Chicago, IL, United States
Applications: 1
Prospects: 0

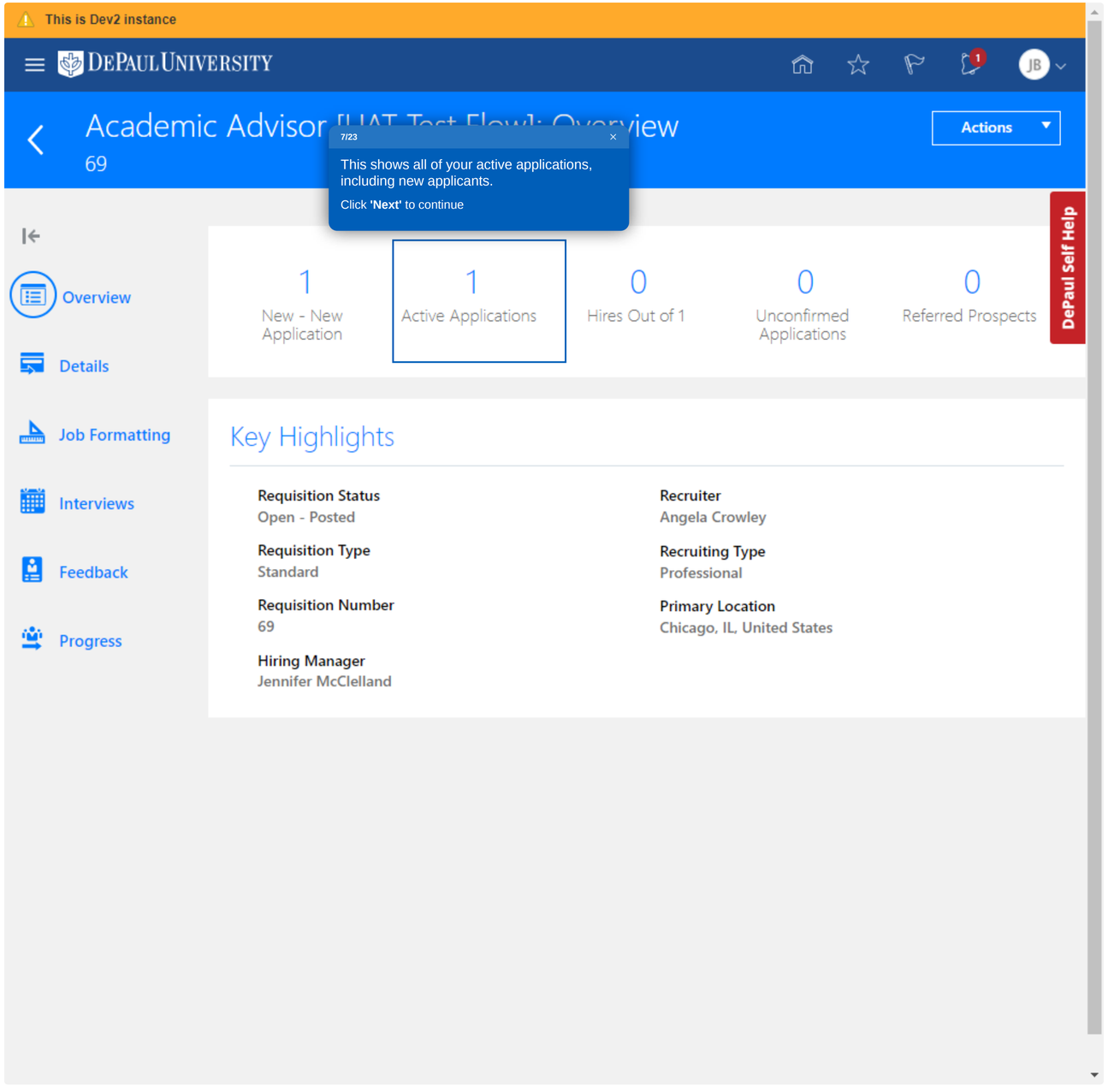
Part-Time Admin Assistant [UAT Test Flow] (68)
Open - Posted
Standard
Chicago, IL, United States
Applications: 0
Prospects: 2

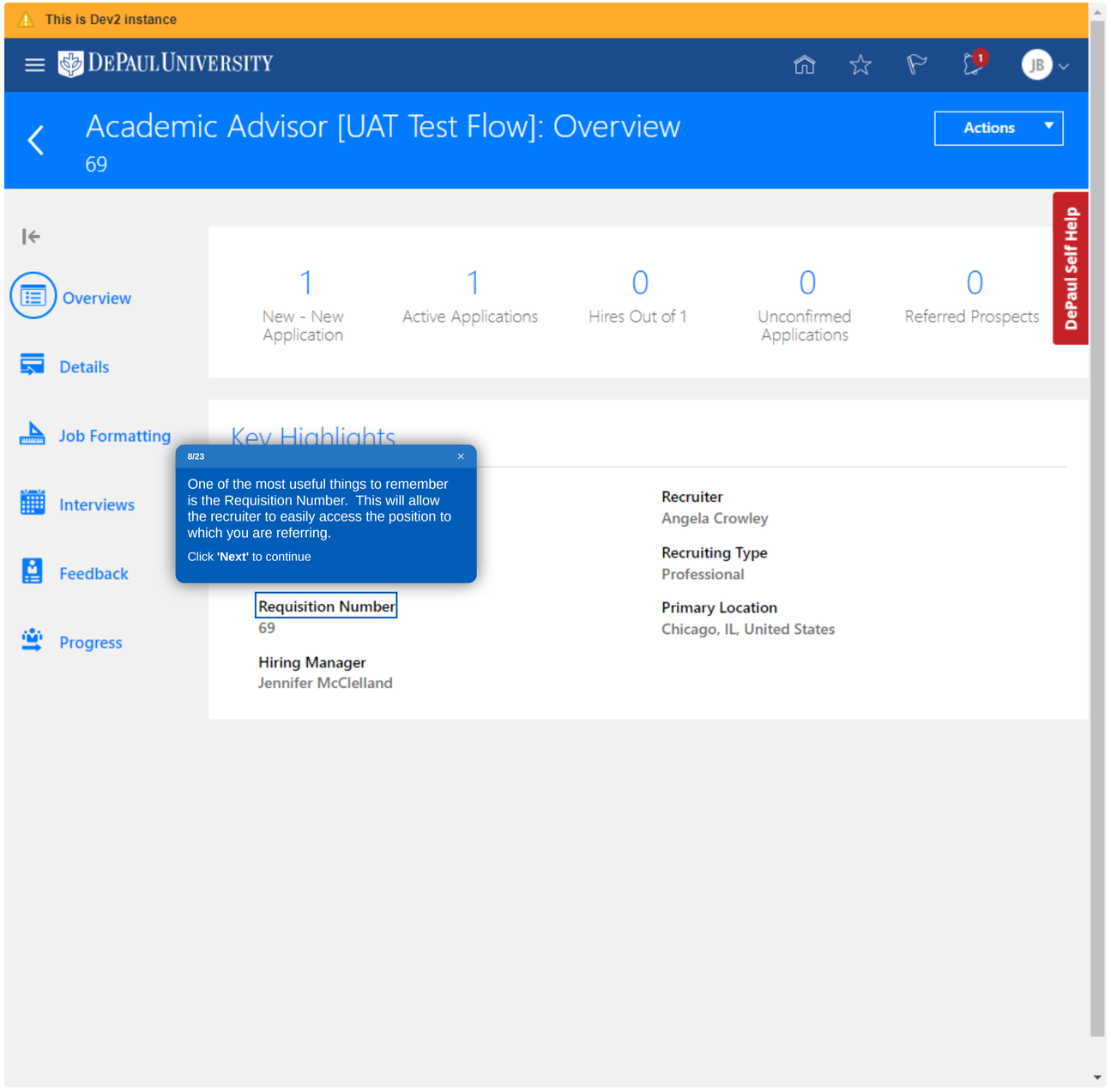
DePaul Self Help

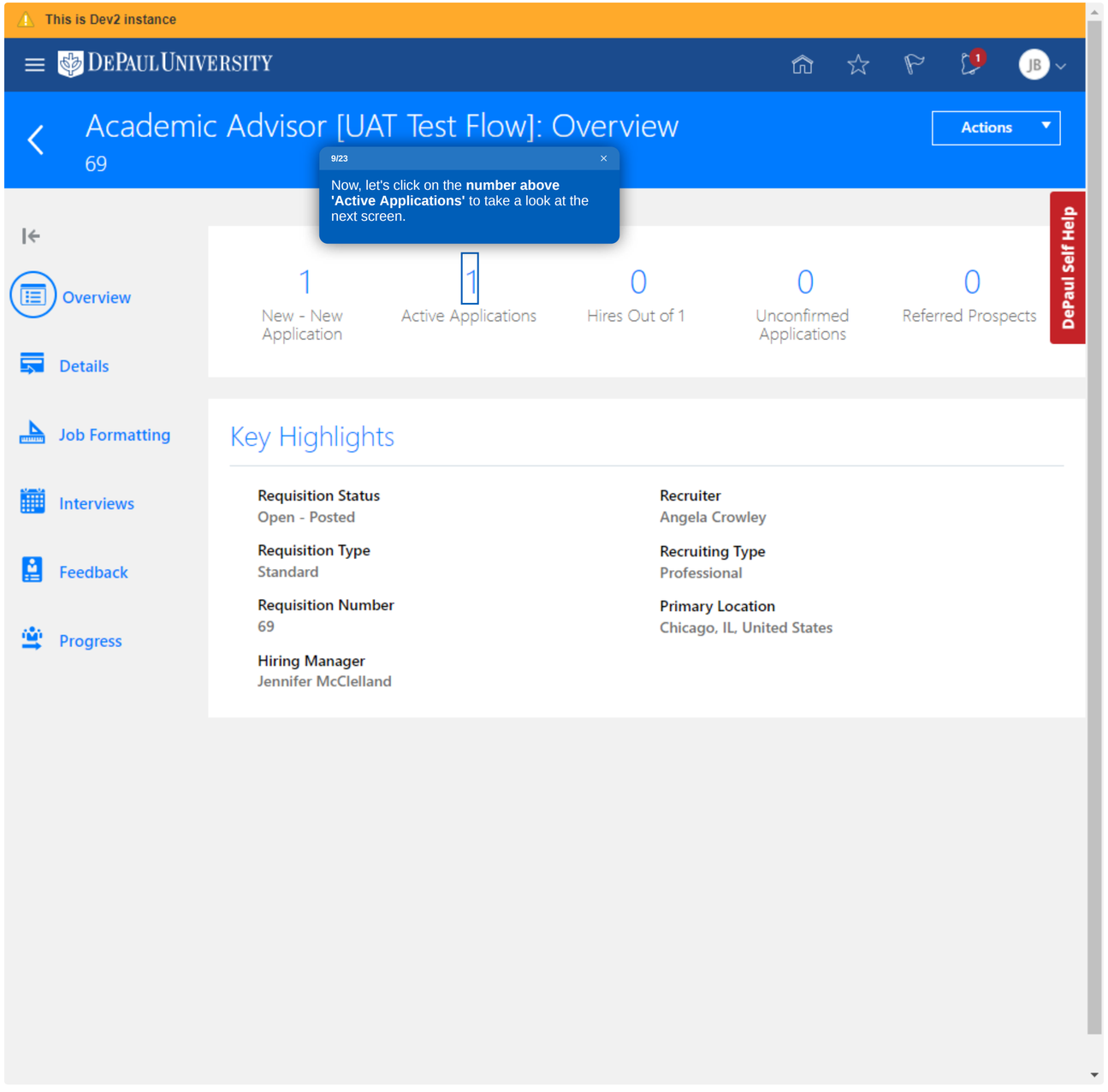

This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow]: Overview
69
Actions
Overview
Details
Job Formatting
Interviews
Feedback
Progress
1
New - New Application
1
Active Applications
0
Hires Out of 1
0
Unconfirmed Applications
0
Referred Prospects
DePaul Self Help
Key Highlights
Requisition Status
Open - Posted
Requisition Type
Standard
Requisition Number
69
Hiring Manager
Jennifer McClelland
Recruiter
Angela Crowley
Recruiting Type
Professional
Primary Location
Chicago, IL, United States
4/23
This is the Overview screen for the position you selected. Let's take a moment to review some of the more important aspects of this screen.
Click 'Next' to continue

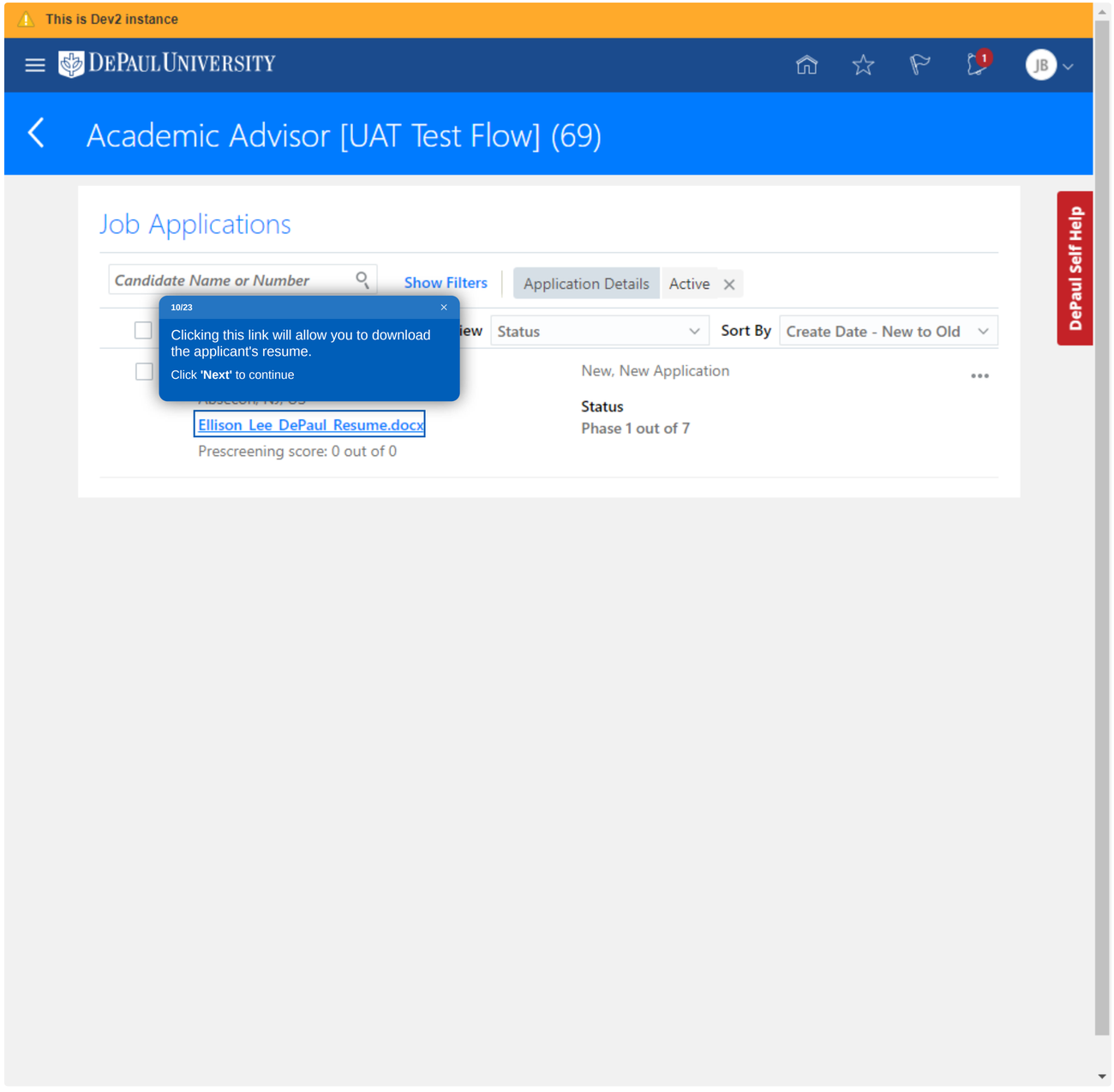

DePaul University
JB
Academic Advisor [UAT Test Flow]: Overview
69
Actions
Overview
Details
Job Formatting
Interviews
Feedback
Progress
1
New - New Application
1
Active Applications
0
Hires Out of 1
0
Unconfirmed Applications
0
Referred Prospects
DePaul Self Help
5/23
This section shows how many applicants you have for the current position.
Click 'Next' to continue
Key Highlights
Requisition Status
Open - Posted
Requisition Type
Standard
Requisition Number
69
Hiring Manager
Jennifer McClelland
Recruiter
Angela Crowley
Recruiting Type
Professional
Primary Location
Chicago, IL, United States

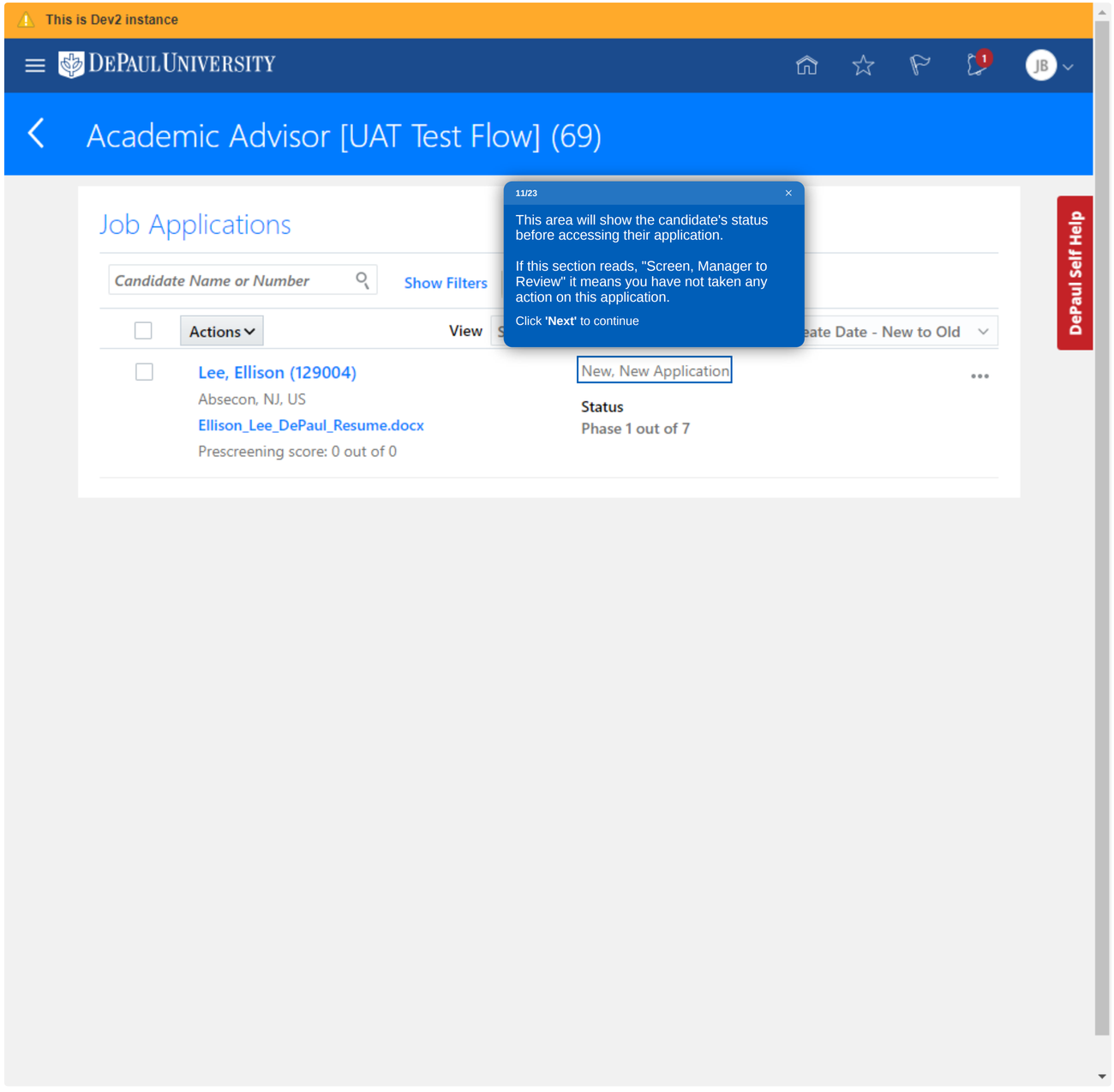

This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow]: Overview
69
Actions
6/23
Applicants will only show as 'New' before you have viewed them.
Click 'Next' to continue
Overview
Details
Job Formatting
Interviews
Feedback
Progress
1
New - New Application
1
Active Applications
0
Hires Out of 1
0
Unconfirmed Applications
0
Referred Prospects
DePaul Self Help
Key Highlights
Requisition Status
Open - Posted
Requisition Type
Standard
Requisition Number
69
Hiring Manager
Jennifer McClelland
Recruiter
Angela Crowley
Recruiting Type
Professional
Primary Location
Chicago, IL, United States

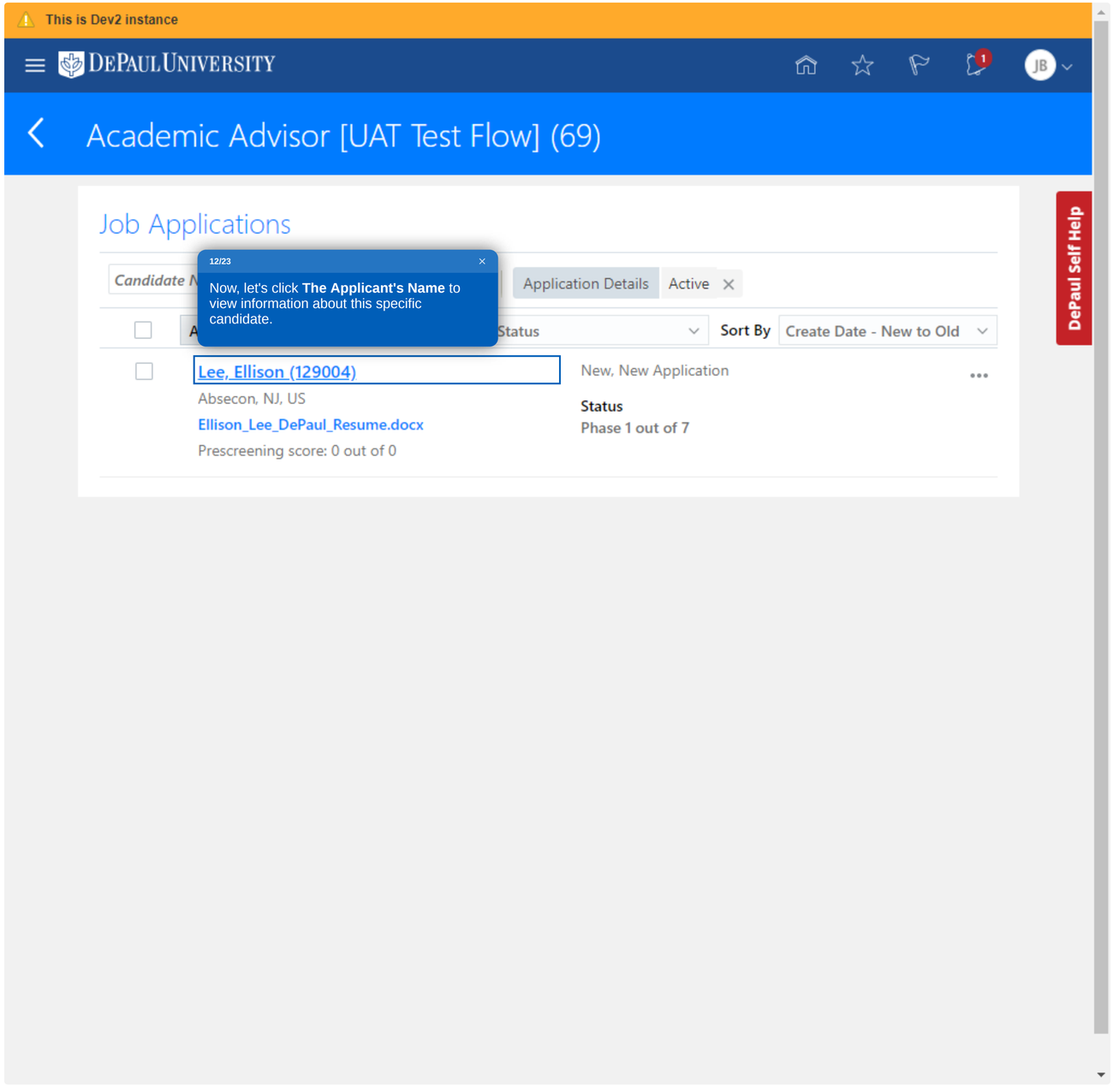

This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow]: Overview
69
Actions
7/23
This shows all of your active applications, including new applicants.
Click 'Next' to continue
Overview
Details
Job Formatting
Interviews
Feedback
Progress
1
New - New Application
1
Active Applications
0
Hires Out of 1
0
Unconfirmed Applications
0
Referred Prospects
DePaul Self Help
Key Highlights
Requisition Status
Open - Posted
Requisition Type
Standard
Requisition Number
69
Hiring Manager
Jennifer McClelland
Recruiter
Angela Crowley
Recruiting Type
Professional
Primary Location
Chicago, IL, United States


This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow]: Overview
69
Actions
DePaul Self Help
Overview
Details
Job Formatting
Interviews
Feedback
Progress
1
New - New Application
1
Active Applications
0
Hires Out of 1
0
Unconfirmed Applications
0
Referred Prospects
Key Highlights
8/23
One of the most useful things to remember is the Requisition Number. This will allow the recruiter to easily access the position to which you are referring.
Click 'Next' to continue
Requisition Number
69
Hiring Manager
Jennifer McClelland
Recruiter
Angela Crowley
Recruiting Type
Professional
Primary Location
Chicago, IL, United States


This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow]: Overview
69
Actions
9/23
Now, let's click on the number above 'Active Applications' to take a look at the next screen.
Overview
Details
Job Formatting
Interviews
Feedback
Progress
1
New - New Application
1
Active Applications
0
Hires Out of 1
0
Unconfirmed Applications
0
Referred Prospects
DePaul Self Help
Key Highlights
Requisition Status
Open - Posted
Requisition Type
Standard
Requisition Number
69
Hiring Manager
Jennifer McClelland
Recruiter
Angela Crowley
Recruiting Type
Professional
Primary Location
Chicago, IL, United States


This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow] (69)
Job Applications
Candidate Name or Number
Show Filters
Application Details
Active
10/23
Clicking this link will allow you to download the applicant's resume.
Click 'Next' to continue
Status
Sort By
Create Date - New to Old
New, New Application
Status
Phase 1 out of 7
Ellison_Lee_DePaul_Resume.docx
Prescreening score: 0 out of 0
DePaul Self Help


This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow] (69)
Job Applications
11/23
This area will show the candidate's status before accessing their application.
If this section reads, "Screen, Manager to Review" it means you have not taken any action on this application.
Click 'Next' to continue
Candidate Name or Number
Show Filters
Actions
View
eate Date - New to Old
Lee, Ellison (129004)
Absecon, NJ, US
Ellison_Lee_DePaul_Resume.docx
Prescreening score: 0 out of 0
New, New Application
Status
Phase 1 out of 7
DePaul Self Help


This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow] (69)
Job Applications
12/23
Now, let's click **The Applicant's Name** to view information about this specific candidate.
Application Details
Active
Status
Sort By
Create Date - New to Old
Lee, Ellison (129004)
Absecon, NJ, US
Ellison_Lee_DePaul_Resume.docx
Prescreening score: 0 out of 0
New, New Application
Status
Phase 1 out of 7
DePaul Self Help

This is Dev2 instance

DePaul University

Academic Advisor [UAT Test Flow] (69)

Ellison Lee (129004)

Previous | Next | Actions | Move

DePaul Self Help

13/23

Let's take a moment to explain some of the features of this page. The next few slides will give you an overview of this screen, feel free and explore on your own after the walkthrough has concluded.

Click **'Next'** to continue.

- Details
- Activity
- Progress
- Attachments
- Interactions
- Questions
- Interviews
- Feedback
- Screening

Key Highlights

Phase and State
New, New Application

Candidate Number
129004

Candidate Type When Applying
External Candidates

Work Preferences

Minimum Pay

Work History

Language

License or Certificate

Test

This is Dev2 instance

DePaul University

JB

Academic Advisor [UAT Test Flow] (69)

Ellison Lee (129004)

Previous | Next | Actions | Move

DePaul Self Help

- Details
- Activity
- Progress
- Attachments
- Interactions
- Questions
- Interviews
- Feedback
- Screening

14/23

This bar allows you to navigate different areas of the applicant's details.

Click **'Next'** to continue

Key Highlights

Phase and State
New, New Application

Candidate Number
129004

Candidate Type When Applying
External Candidates

Work Preferences

Minimum Pay

Work History

Language

License or Certificate

Test

This is Dev2 instance

DePaul University

JB

Academic Advisor [UAT Test Flow] (69)

Ellison Lee (129004)

Previous | Next | Actions | Move

15/23

You will be defaulted to the 'Details' section

Click **'Next'** to continue.

- Details
- Activity
- Progress
- Attachments
- Interactions
- Questions
- Interviews
- Feedback
- Screening

DePaul Self Help

Key Highlights

Phase and State
New, New Application

Candidate Number
129004

Candidate Type When Applying
External Candidates

Work Preferences

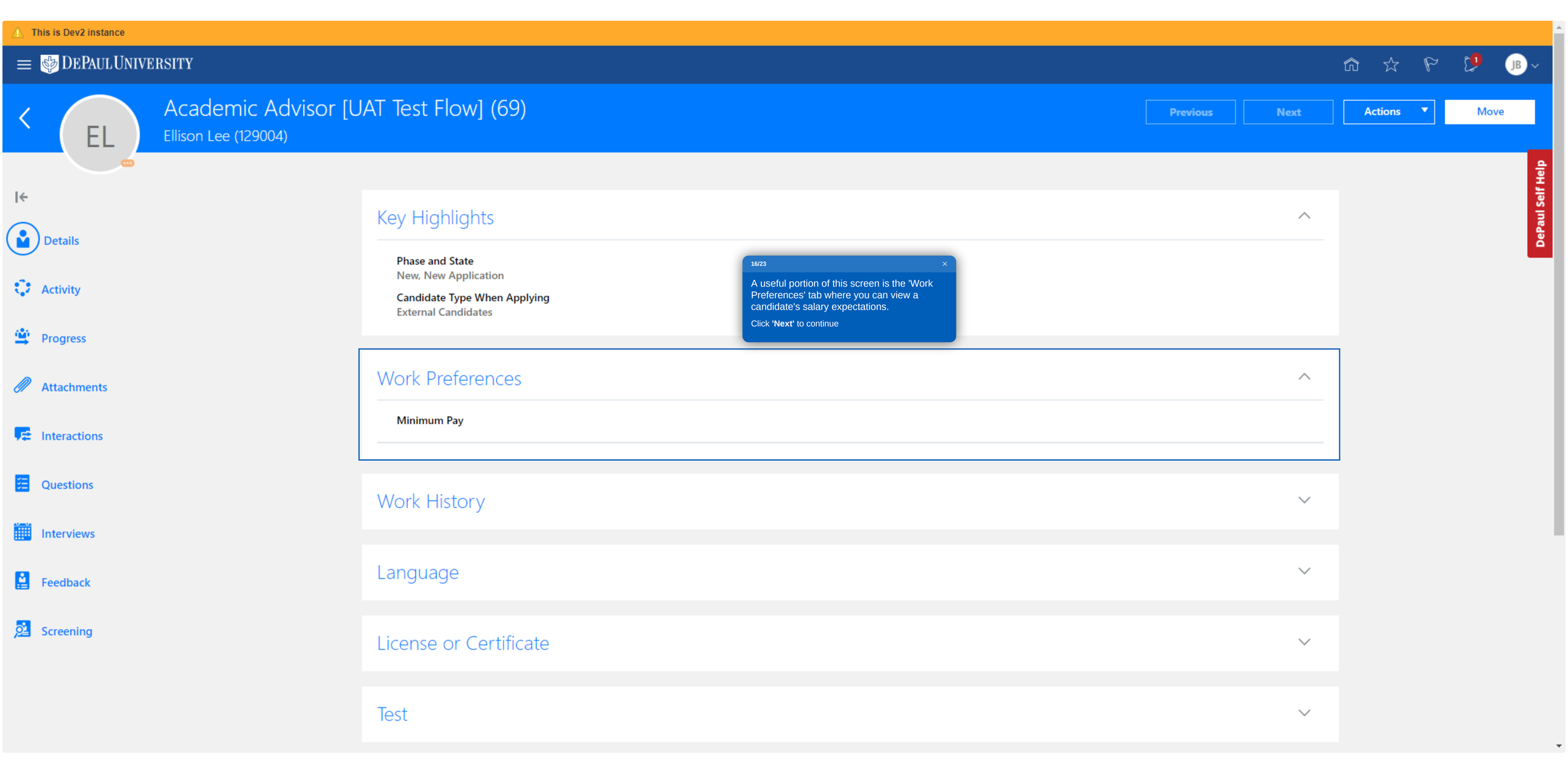
Minimum Pay

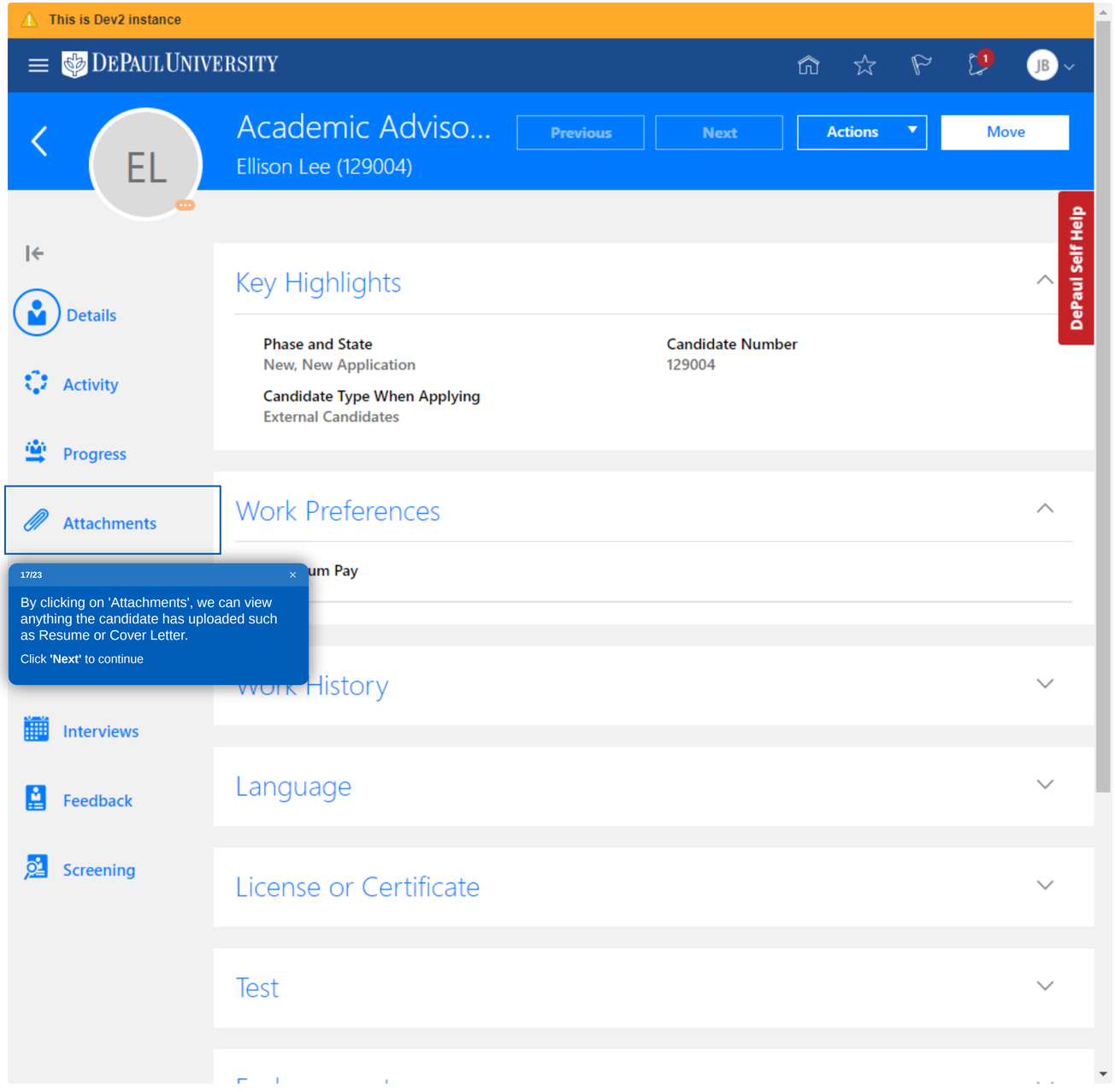
Work History

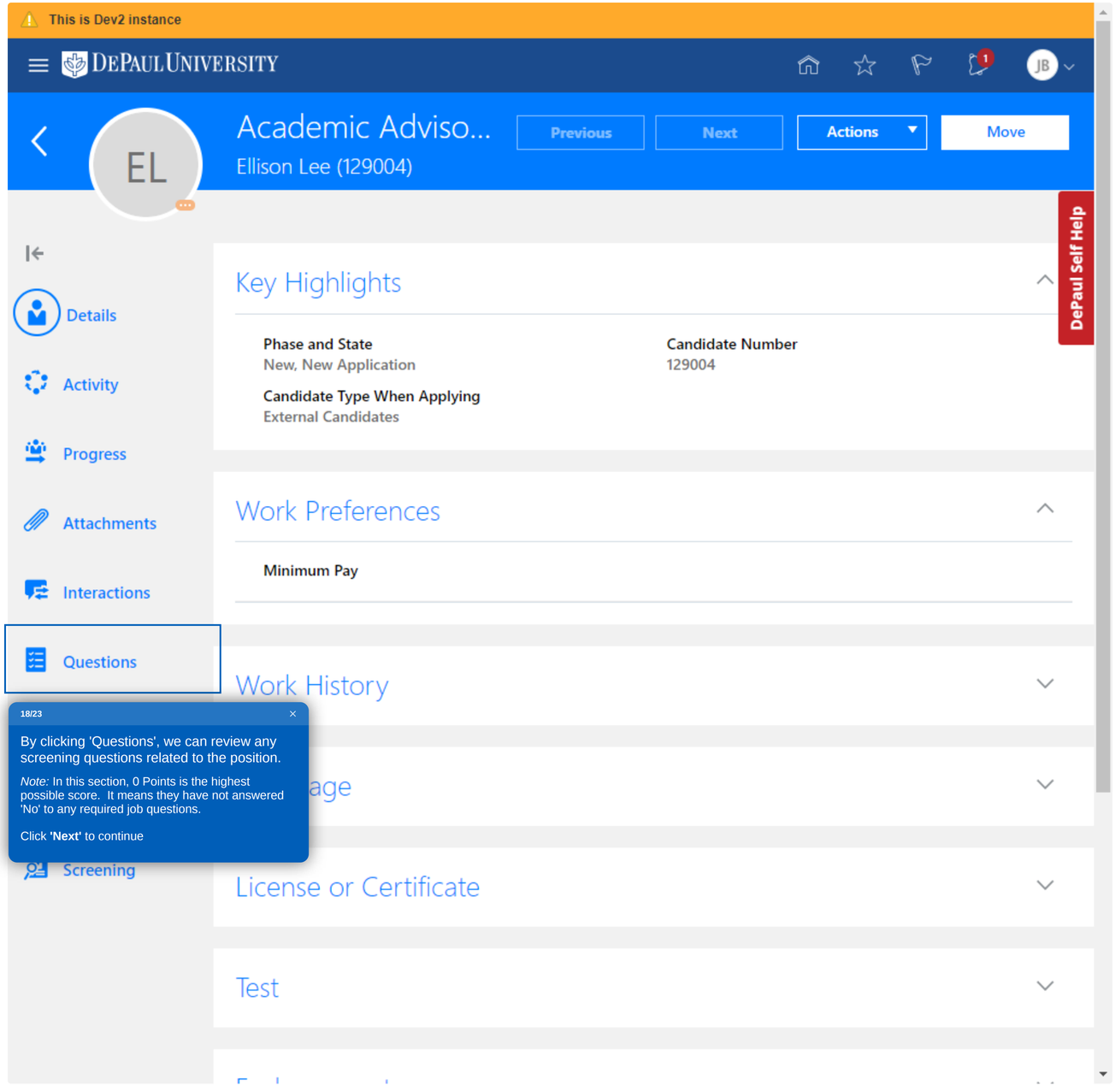
Language

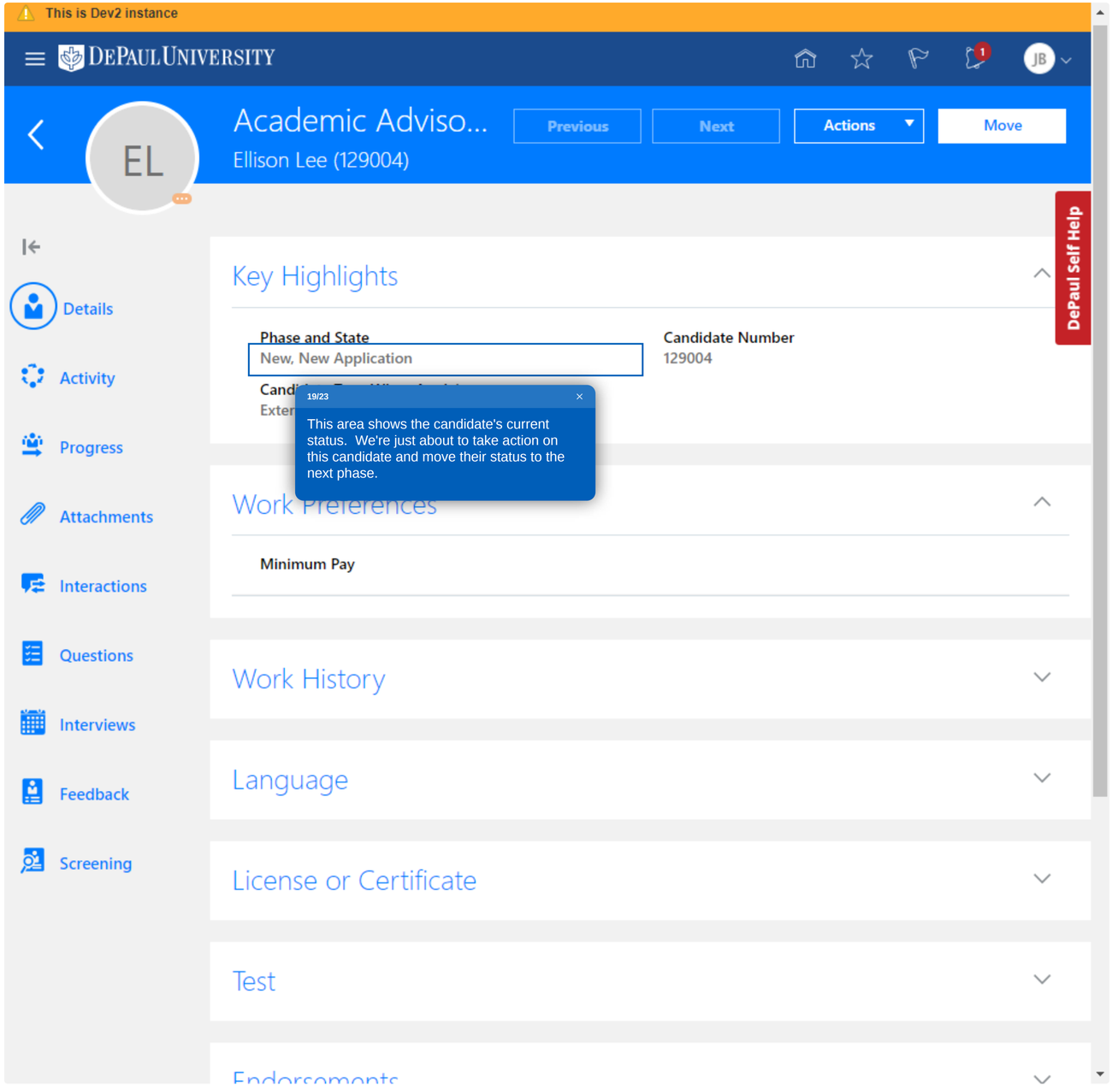
License or Certificate

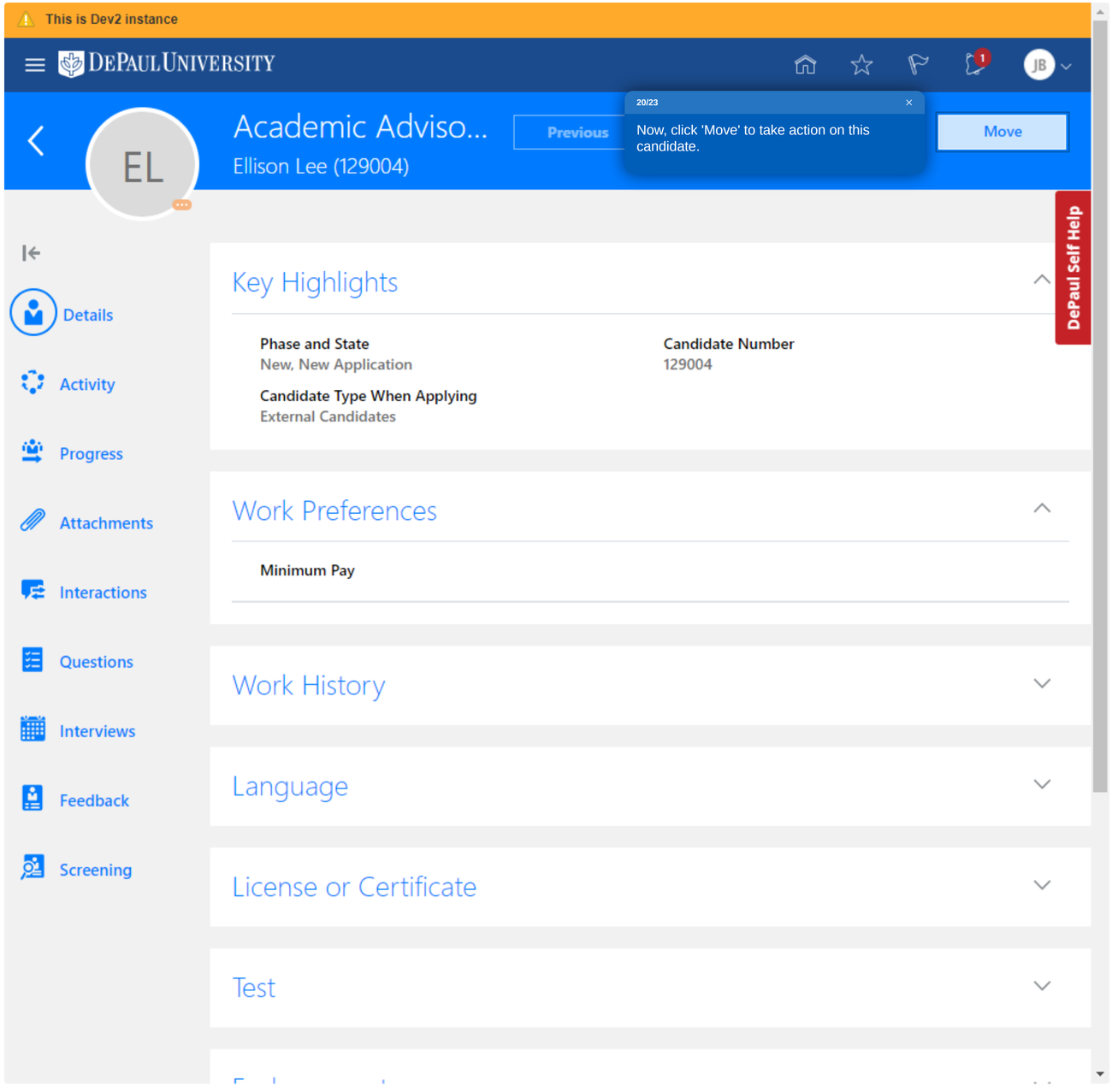
Test

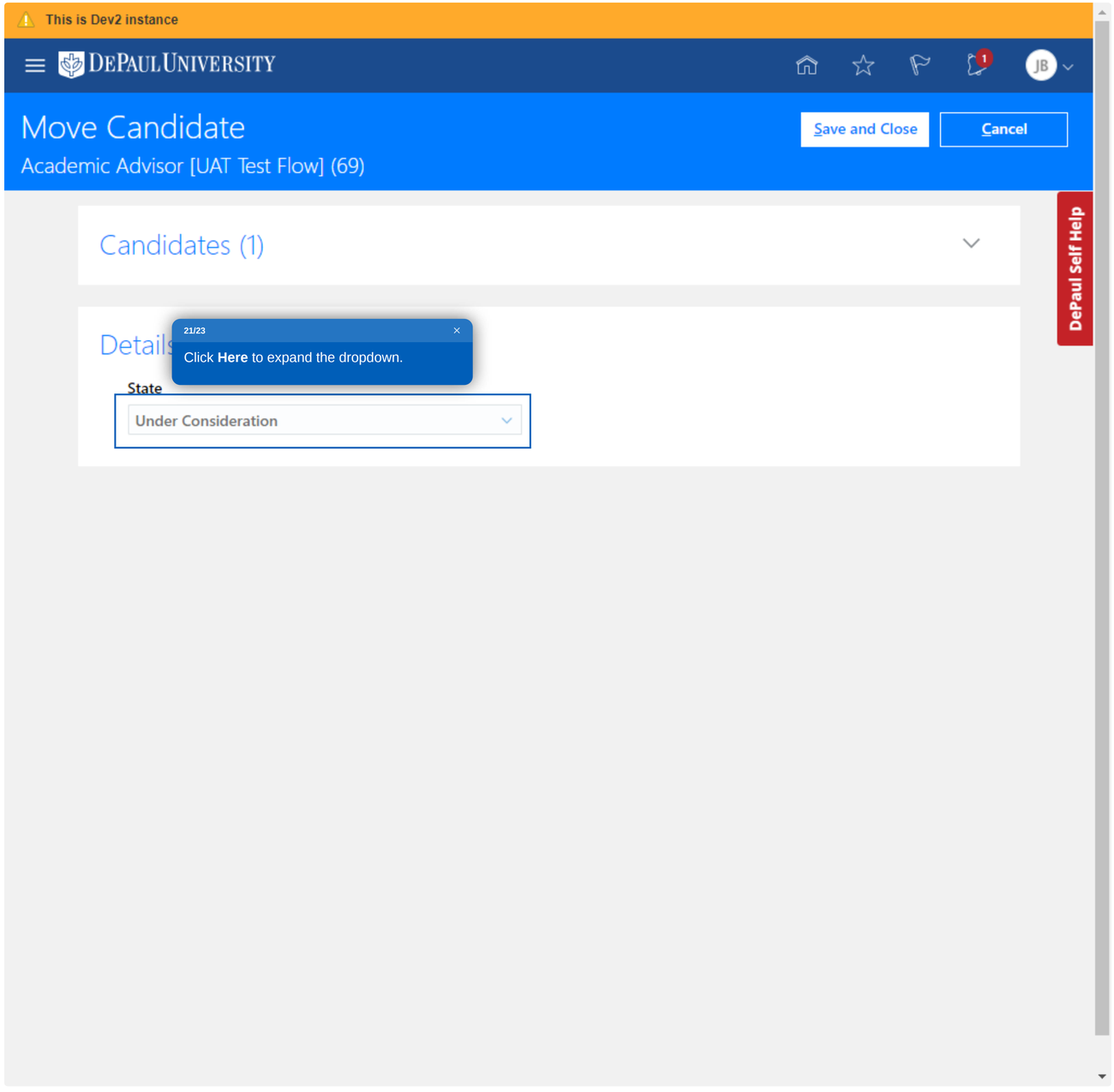

This is Dev2 instance
DePaul University
JB
Academic Advisor [UAT Test Flow] (69)
Ellison Lee (129004)
EL
Previous
Next
Actions
Move
DePaul Self Help
Details
Activity
Progress
Attachments
Interactions
Questions
Interviews
Feedback
Screening
Key Highlights
Phase and State
New, New Application
Candidate Type When Applying
External Candidates
16/23
A useful portion of this screen is the 'Work Preferences' tab where you can view a candidate's salary expectations.
Click 'Next' to continue
Work Preferences
Minimum Pay
Work History
Language
License or Certificate
Test


This is Dev2 instance
DePaul University
JB
EL
Academic Adviso...
Ellison Lee (129004)
Previous
Next
Actions
Move
DePaul Self Help
Details
Activity
Progress
Attachments
Interviews
Feedback
Screening
Key Highlights
Phase and State
New, New Application
Candidate Number
129004
Candidate Type When Applying
External Candidates
Work Preferences
um Pay
Work History
Language
License or Certificate
Test
17/23
By clicking on 'Attachments', we can view anything the candidate has uploaded such as Resume or Cover Letter.
Click 'Next' to continue


This is Dev2 instance
DePaul University
JB
Academic Adviso...
Ellison Lee (129004)
Previous
Next
Actions
Move
EL
DePaul Self Help
Details
Activity
Progress
Attachments
Interactions
Questions
Screening
Key Highlights
Phase and State
New, New Application
Candidate Number
129004
Candidate Type When Applying
External Candidates
Work Preferences
Minimum Pay
Work History
License or Certificate
Test
18/23
By clicking 'Questions', we can review any screening questions related to the position.
Note: In this section, 0 Points is the highest possible score. It means they have not answered 'No' to any required job questions.
Click 'Next' to continue


This is Dev2 instance
DePaul University
JB
Academic Adviso...
Ellison Lee (129004)
Previous
Next
Actions
Move
EL
DePaul Self Help
Details
Activity
Progress
Attachments
Interactions
Questions
Interviews
Feedback
Screening
Key Highlights
Phase and State
New, New Application
Candidate Number
129004
19/23
This area shows the candidate's current status. We're just about to take action on this candidate and move their status to the next phase.
Work Preferences
Minimum Pay
Work History
Language
License or Certificate
Test


This is Dev2 instance
DePaul University
JB
20/23
Now, click 'Move' to take action on this candidate.
Academic Adviso...
Ellison Lee (129004)
Previous
Move
EL
DePaul Self Help
Details
Activity
Progress
Attachments
Interactions
Questions
Interviews
Feedback
Screening
Key Highlights
Phase and State
New, New Application
Candidate Number
129004
Candidate Type When Applying
External Candidates
Work Preferences
Minimum Pay
Work History
Language
License or Certificate
Test


This is Dev2 instance
DePaul University
JB
Move Candidate
Academic Advisor [UAT Test Flow] (69)
Save and Close
Cancel
Candidates (1)
Details
21/23
Click Here to expand the dropdown.
State
Under Consideration
DePaul Self Help

This is Dev2 instance

DePaul University

Move Candidate

Academic Advisor [UAT Test Flow] (69)

Save and Close | Cancel

DePaul Self Help

Candidates (1)

Details

State

Under Consideration

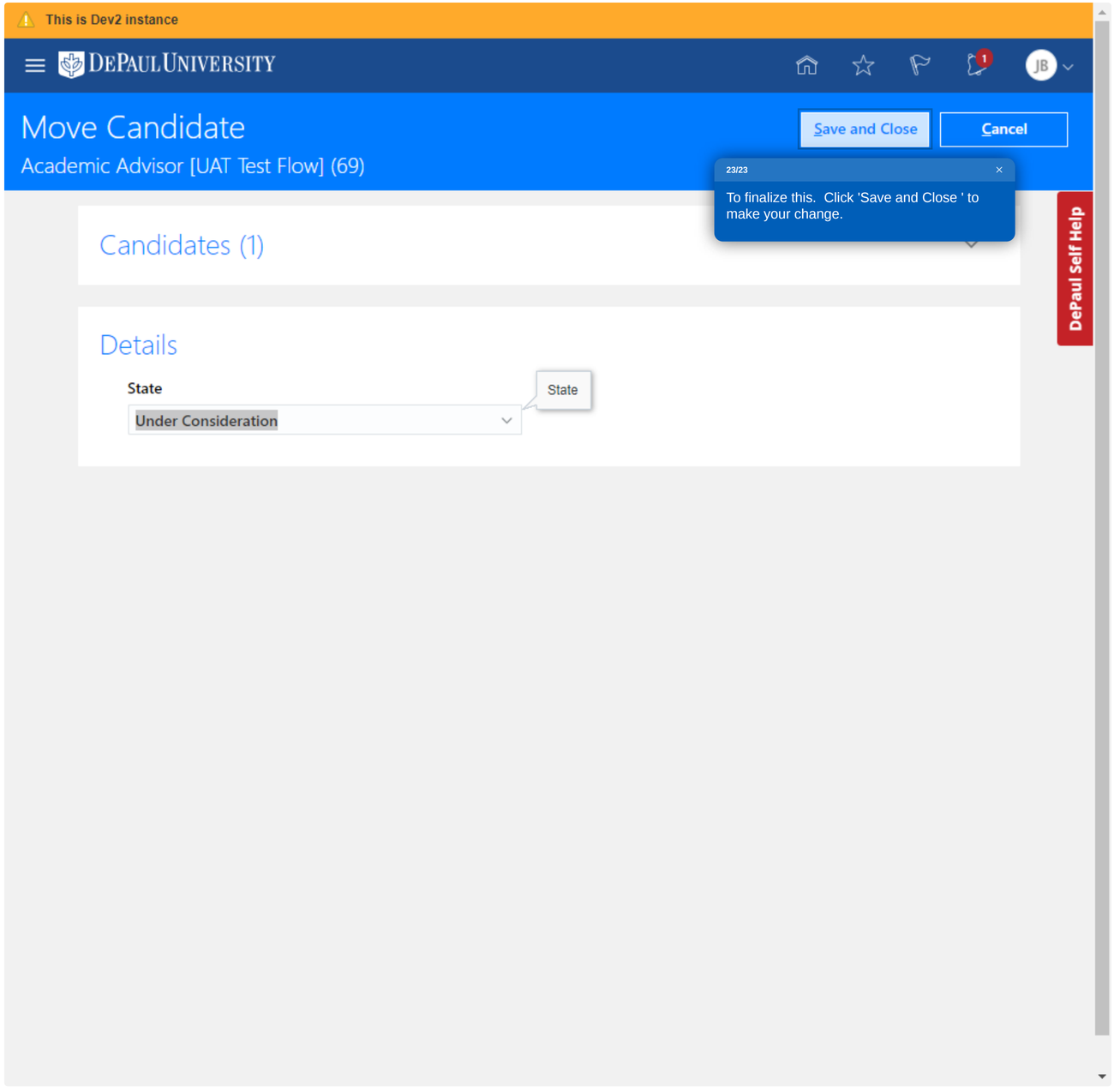
- Under Consideration
- Proceed to Manager Review
- Does Not Meet Basic Qualifications
- Rejected by Employer
- Withdrawn by Candidate

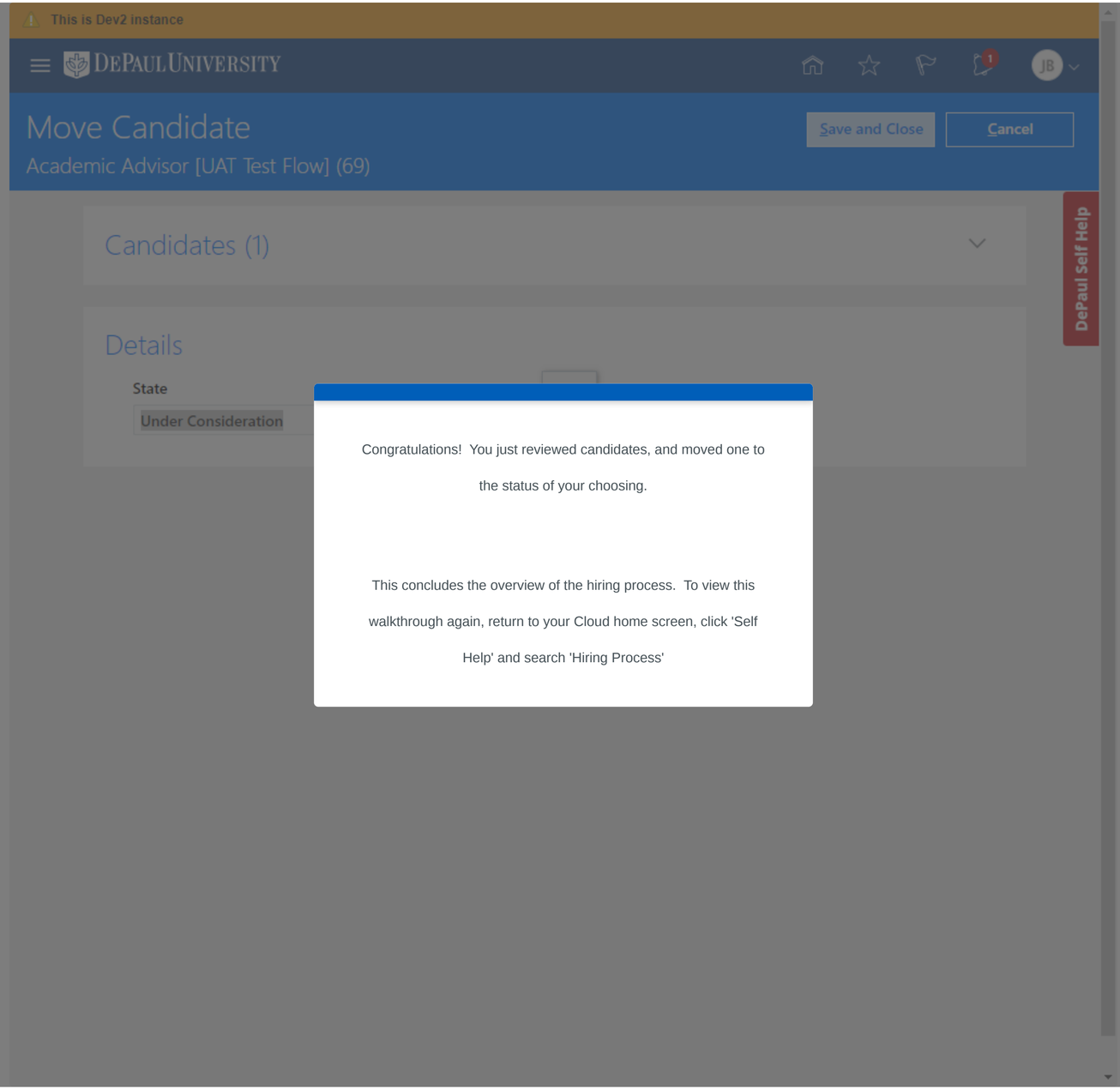
22/23

These show the different phases you can move a candidate to.

Click **any of the options in the dropdown** to continue.

Under Consideration -You want to hold on to the candidate's application.
Schedule HR Phone Screen -You are excited about the candidate and want to move them to the next step.
Rejected by Employer -This candidate is not a match for what you're looking for. If you select Rejected by Employer it will ask a reason from a drop down menu. Your Options are Insufficient **Education, Experience or Skills**.


This is Dev2 instance
DePaul University
JB
Move Candidate
Academic Advisor [UAT Test Flow] (69)
Save and Close
Cancel
23/23
To finalize this. Click 'Save and Close ' to make your change.
DePaul Self Help
Candidates (1)
Details
State
Under Consideration
State



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