To manage applicants in a job posting, click on the title of the position. The page that opens lists the title of the position at the top of the page along with the posting number where the list of applicants is displayed in the *Inbox.*

Contact Information. The hiring system (InterviewExchange.com) identifies unique users by their email addresses, not by their application to a particular job posting. As a hiring manager, when you click on the applicant's name the applicant's supporting materials appear. The "Contact Information" section that is listed at the top of the applicant page refers to the applicant's hiring system account information. It may reflect the current address, or it may reflect older contact information that was valid when the account was originally created. Most applicants check their account information for accuracy; however, there have been rare cases when an applicant has overlooked doing this.

Personal Information. The applicant's personal contact information is found on the actual job application. This is the accurate contact information that has been input by the applicant for this particular position.

> *Note: If there is a discrepancy between these two sections of the applicant information, please contact HR and we will follow up with the applicant so that they can revise the 'contact' information section of their online account.*

Reviewing Applications. Click on the name of the applicant to view their application, references and supporting materials like resume and cover letter, if any. There is space at the bottom of the applicant page for members of the search committee to add their comment. This section of the page is titled "*Notes from Review Team.*" You may return to the list of qualified applicants by clicking on "*Return to Shortlist*" at the top of the page.

Organizing Applications. As the search committee narrows the field of qualified candidates; the search committee **chair** should shorten the list of applicants in the "*Inbox*" by moving applicants to one of various folders found on the bottom of the column to the left of the applicant list. Some examples of folder names are "Interview," "Maybe," "Yes," "No." Contact Jean Beal (ext.8730) if the committee would like to have a folder with a different category name than those on the default list of folders and a folder specific to your search can be created.   If you (as the chair) happen to be serving as a committee member (reviewer) on another search, remember NOT to move applicants to folders for that search.

To move applicants to folders: Click on the name of the applicant which opens up their information. On the right side of the page you will see "Move to:" Scroll down to select the folder. Click "Submit."

> *Note:* Moving applicants to a folder removes their name from the INBOX. (Don't panic) You can view ALL the applicants by choosing the "All Folders" folder in the left side column. Opening this folder shows all applicants and the folder in which they reside.

A nice feature associated with moving applicants to these folders is that an email (bcc:) can be sent to the entire group. This will also distinguish which notification should be sent to the applicants at the end of the search.

Contacting Applicants. The hiring system has the capability to email an individual applicant or a group of applicants. This is a very important tool that can be used to communicate the status of an applicant's candidacy. For example, once the initial screening of applications has occurred, the search chair should contact

those applicants who were not selected for interview. To do this, those applicants should be moved to the "Not Selected for Interview" folder and then the committee chair is then able to send the entire group a 'regret' email.

To select an email from the "Sample Email Templates:" On the "Send Email" page click on "Sample Mail Templates" (Found just below the applicant's email addresses). Click on the letter you want to select. Choose if you want a response back or not by clicking on either radial button on the bottom of the page. Click the box next to "Check this box when you are ready to send." Click "Send email."

Or to write your own email: Click on the folder (for ex: "No"). At the bottom of the list of applicants click "Check All." Choose "Send Email" from the drop down list labeled "Move Selected." Click "Submit" to open the send email page. You can compose your own message.
Choose if you want a response back or not by clicking on either radial button on the bottom of the page. Click the box next to "Check this box when you are ready to send." Click "Send email."

Note: Once selected, an email template may be edited making them a useful starting point for composing your own message.

These are the current email templates (others may be added in the future):

INTERVIEW - NOT HIRED LETTER [1636]
Thank you again for your interest in the position of XXX (position title), XXX Department at Westfield State University. We appreciate the time, energy, and effort involved in your participation in the interview process. The search committee has completed its deliberations.
The field of candidates was very strong and the decision a difficult one. A recommendation for hire has been made and I regret to inform you that another candidate has been chosen. The search committee wishes to thank you for your interest in this position at Westfield State University.

Sincerely, Human Resources, Westfield State University

INVITE FOR INTERVIEW - LETTER [1637]
We are pleased to inform you that you have been selected to interview for the position of XXX (position title), XXX Department at Westfield State University. Someone will contact you via telephone to schedule a mutually convenient time for you to come for an interview. To modify your contact information at any time, log in to your Westfield State University Careers account.
We look forward to a pleasant and informative discussion with you.

Sincerely, Human Resources, Westfield State University

NO INTERVIEW - LETTER [1638]
Thank you again for your interest in applying for the position of XXX (position title), XXX Department at Westfield State University. We appreciate the time, energy and effort involved in your application for this position. However, we regret to inform you that you have not been selected for an interview. We wish you the best in your future endeavors.

Sincerely, Human Resources, Westfield State University