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# **iRecruitment for Managers and Committee Members Training Manual**

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## Selection Process

### Managing Applications

You can manage applications for a specific vacancy through the iRecruitment SUN Committee Member Responsibility. The complete selection process can be managed on the system.

The iRecruitment Home page open when you access the SUN Committee Member responsibility.

Once the Home page opens, you can click on the 'Vacancies' tab on the top right corner of the page (Fig. 12). Alternatively you can click on the 'Search for Vacancies' link under the 'New to iRecruitment?' heading.

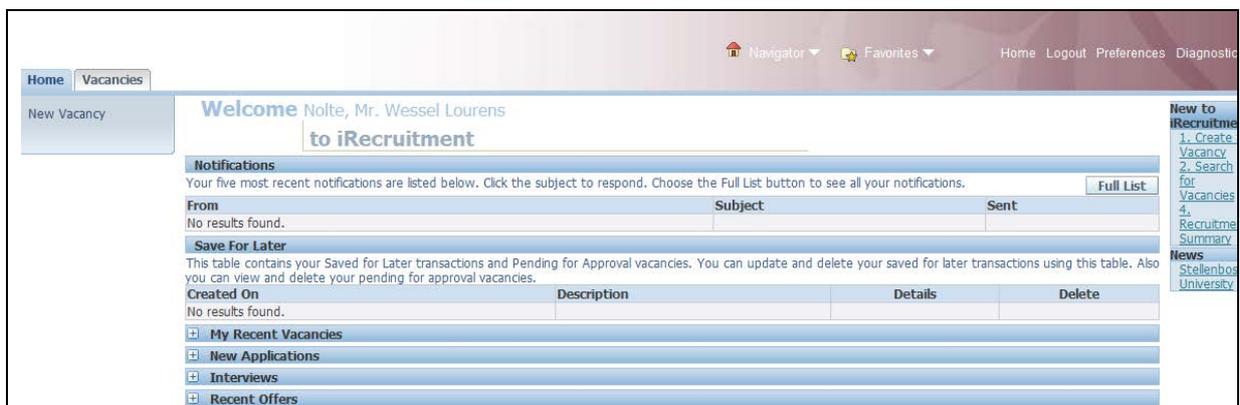


Fig. 12

The 'Vacancies' form will open (Fig. 13). To view applications for a vacancy, you must select the vacancy and click on the 'View Applicants' button.

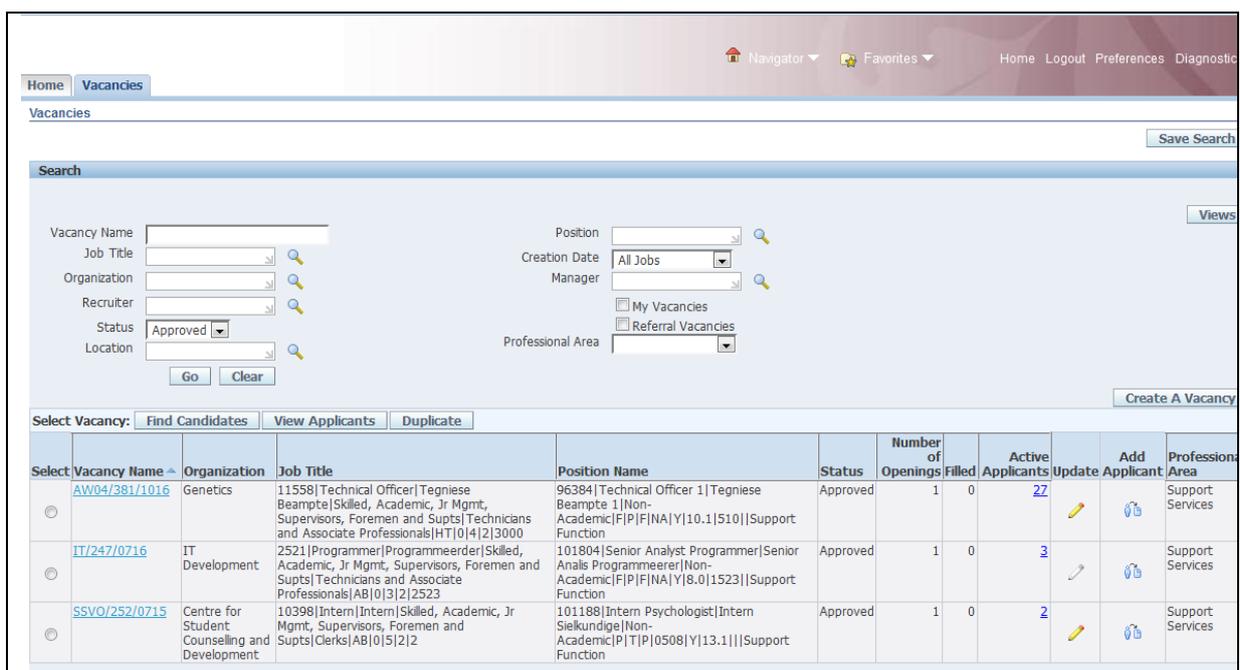
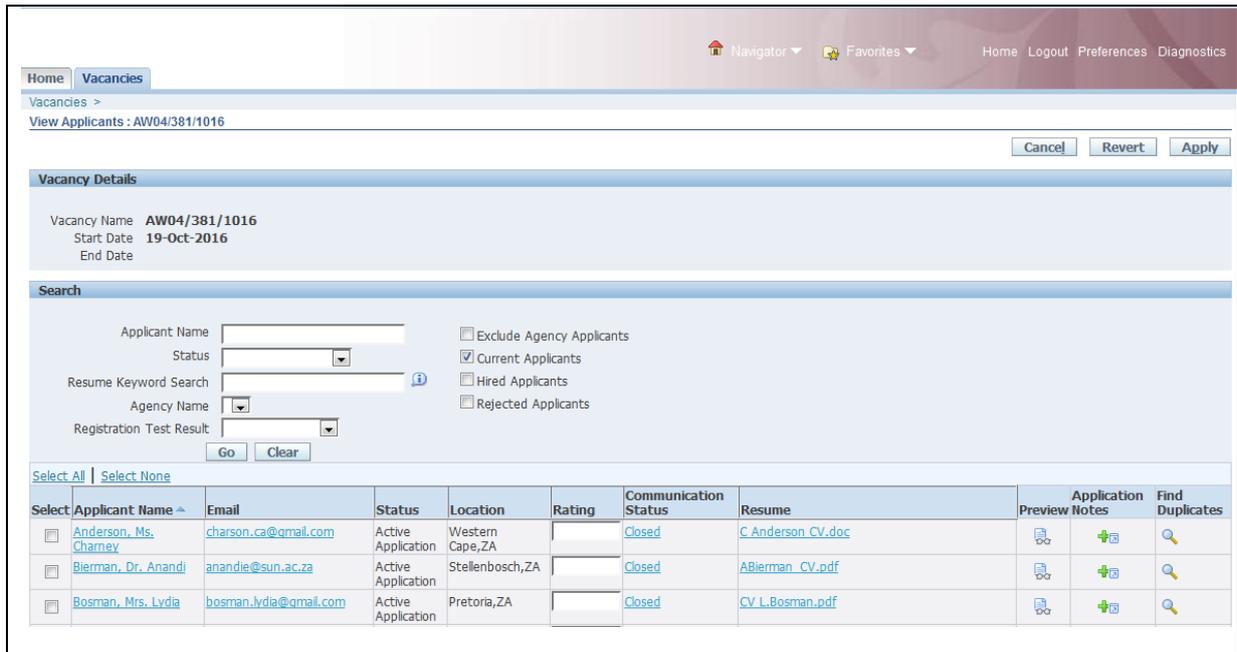


Fig. 13

The 'View Applicants' form will open (Fig. 14). The following actions can be executed from this form:

- Search for specific Candidates through Keyword Search on Resumes
- View Applications
- Preview Resumes
- View Individual Resumes
- Add Ranking to Applications
- Updates Application Status

A description of each of these processes will follow:



The screenshot shows a web interface for managing vacancies. At the top, there are navigation links: Home, Vacancies, Navigator, Favorites, Home, Logout, Preferences, and Diagnostics. Below this, the current vacancy is identified as 'View Applicants : AW04/381/1016'. There are 'Cancel', 'Revert', and 'Apply' buttons. The 'Vacancy Details' section shows: Vacancy Name: AW04/381/1016, Start Date: 19-Oct-2016, End Date: (blank). The 'Search' section includes input fields for Applicant Name, Status, Resume Keyword Search, Agency Name, and Registration Test Result. There are also checkboxes for 'Exclude Agency Applicants', 'Current Applicants', 'Hired Applicants', and 'Rejected Applicants'. 'Go' and 'Clear' buttons are present. Below the search section is a table with columns: Select, Applicant Name, Email, Status, Location, Rating, Communication Status, Resume, Application, Preview Notes, and Find Duplicates. The table contains three rows of applicant data.

Select	Applicant Name	Email	Status	Location	Rating	Communication Status	Resume	Application	Preview Notes	Find Duplicates
<input type="checkbox"/>	Anderson, Ms. Charney	charson.ca@gmail.com	Active Application	Western Cape,ZA		Closed	C Anderson CV.doc			
<input type="checkbox"/>	Bierman, Dr. Anandi	anandie@sun.ac.za	Active Application	Stellenbosch,ZA		Closed	ABierman CV.pdf			
<input type="checkbox"/>	Bosman, Mrs. Lvdia	bosman.lvdia@gmail.com	Active Application	Pretoria,ZA		Closed	CV L.Bosman.pdf			

Fig.14

## Resume Keyword Search

The system allows you to search through the content of resumes added with applications. The system can only do so if the resume is not a scanned document.

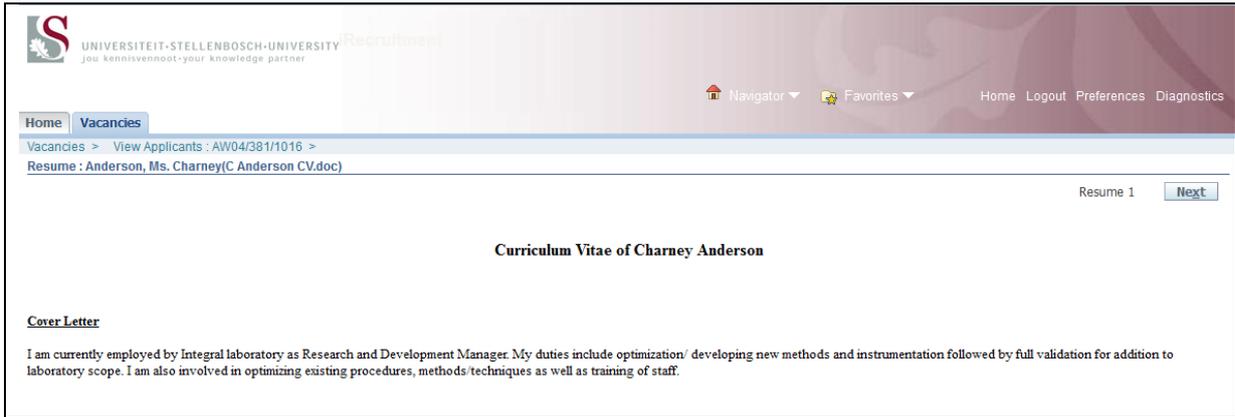
*Note: The system runs a process every half hour to normalize the resumes on the database. This allows you to search on the resumes. If you have added a resume recently, you will not be able to search on the resume until the process of normalization is complete.*

Enter any word in the 'Resume Keyword Search' field that you want to find on the resumes of applicants (Fig. 14). Click on the 'Go' button.

## Preview Resumes

To view each resume through the web browser (without opening each resume individually), click on the 'Preview' icon next to candidate's resume you want to see (Fig.14).

The 'Resume' form will open (Fig. 15).



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Home Vacancies

Vacancies > View Applicants : AW04/381/1016 >  
Resume : Anderson, Ms. Charney(C Anderson CV.doc)

Resume 1 [Next](#)

**Curriculum Vitae of Charney Anderson**

**Cover Letter**

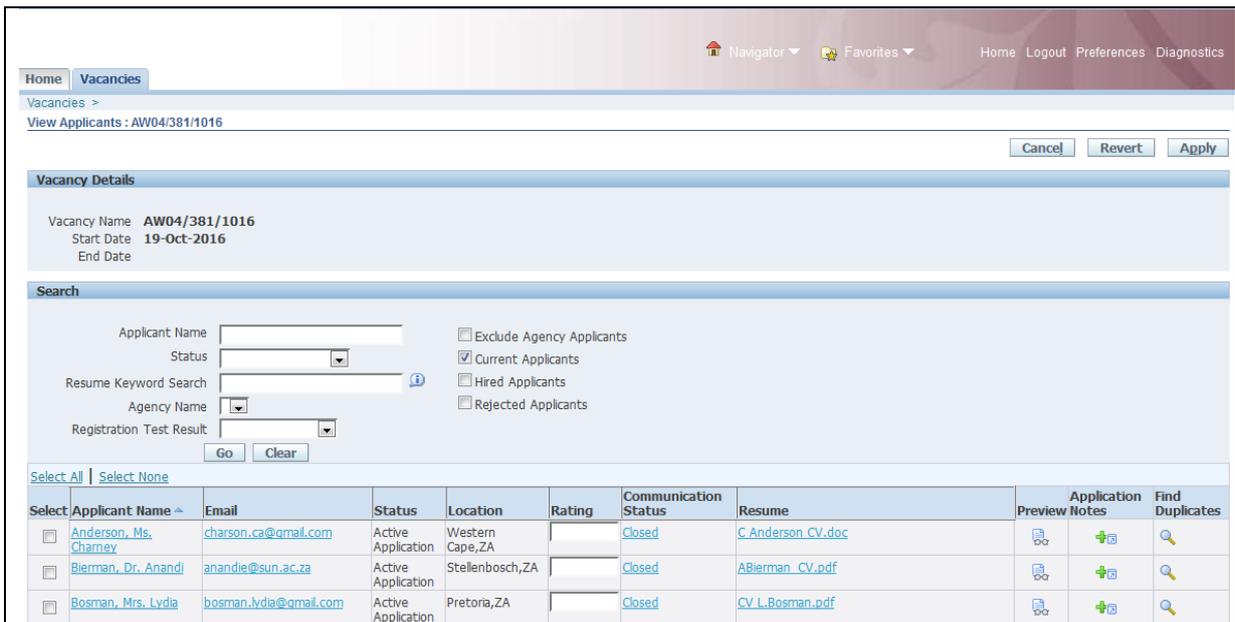
I am currently employed by Integral laboratory as Research and Development Manager. My duties include optimization/ developing new methods and instrumentation followed by full validation for addition to laboratory scope. I am also involved in optimizing existing procedures, methods/techniques as well as training of staff.

Fig. 15

You can view the other candidates' resumes through this view by clicking on the 'Next' button

## View Individual Resumes

To view individual resumes, click on the 'File Name' link next to the candidate's resume that you want to see (Fig. 16)



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Home Vacancies

Vacancies >  
View Applicants : AW04/381/1016

[Cancel](#) [Revert](#) [Apply](#)

**Vacancy Details**

Vacancy Name **AW04/381/1016**  
Start Date **19-Oct-2016**  
End Date

**Search**

Applicant Name   
Status   
Resume Keyword Search   
Agency Name   
Registration Test Result

Exclude Agency Applicants  
 Current Applicants  
 Hired Applicants  
 Rejected Applicants

[Go](#) [Clear](#)

[Select All](#) | [Select None](#)

Select	Applicant Name	Email	Status	Location	Rating	Communication Status	Resume	Application Preview	Notes	Find Duplicates
<input type="checkbox"/>	Anderson, Ms. Charney	charson.ca@gmail.com	Active Application	Western Cape,ZA		Closed	C Anderson CV.doc			
<input type="checkbox"/>	Bierman, Dr. Anandi	anandie@sun.ac.za	Active Application	Stellenbosch,ZA		Closed	ABierman CV.pdf			
<input type="checkbox"/>	Bosman, Mrs. Lvdia	bosman.lvdia@gmail.com	Active Application	Pretoria,ZA		Closed	CV L.Bosman.pdf			

Fig. 16

The resume will open in the format it was stored (if it was a .doc file, it will open as word, etc.) (Fig 17 and Fig. 18)

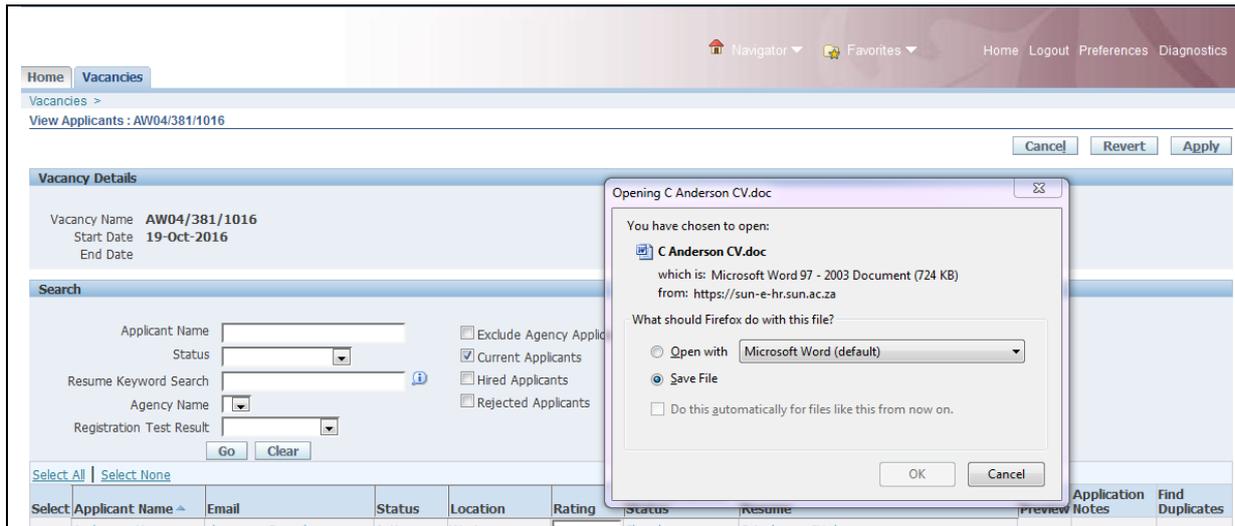


Fig. 17

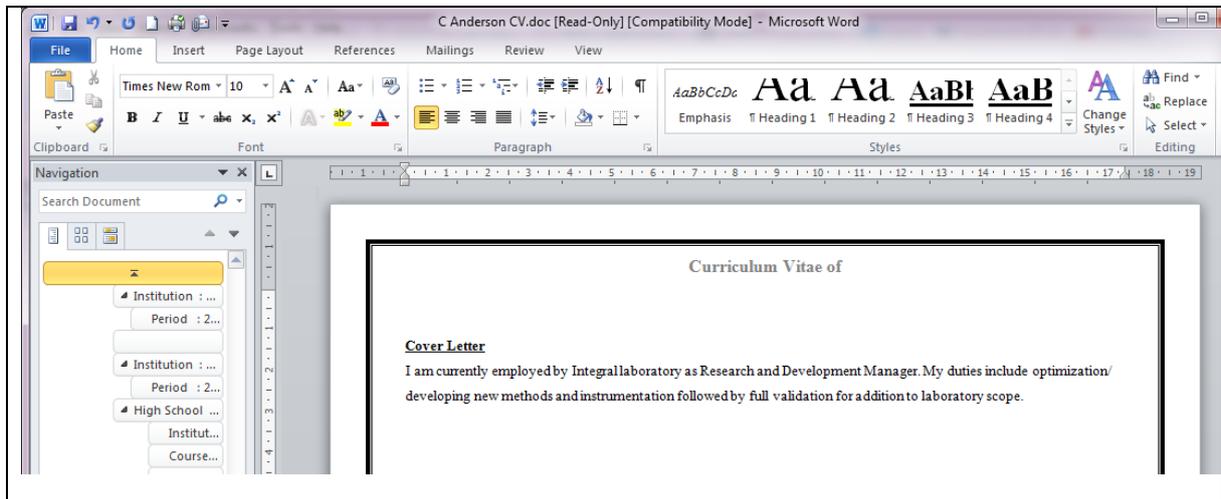


Fig. 18

## Add Ranking to Applications

**Note: Only HR Practitioners and Committee Chairpersons will be allowed to add or update rankings for applications**

You can add a ranking to each application to indicate the most successful candidates for the job. Once you have assessed the resumes you enter a rank to each candidate by entering a number in the Ranking field next to candidate's application (Fig. 19). Click on 'Apply' once you have completed the action.

The system will automatically sort the records when you refresh the web page.

[Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

[Home](#) **Vacancies**

Vacancies >

View Applicants : AW04/381/1016

**Vacancy Details**

Vacancy Name **AW04/381/1016**  
 Start Date **19-Oct-2016**  
 End Date

**Search**

Applicant Name   
 Status   
 Resume Keyword Search  ⓘ  
 Agency Name   
 Registration Test Result

Exclude Agency Applicants  
 Current Applicants  
 Hired Applicants  
 Rejected Applicants

[Select All](#) | [Select None](#)

Select	Applicant Name ^v	Email	Status	Location	Rating	Communication Status	Resume	Application Preview	Notes	Find Duplicates
<input type="checkbox"/>	Anderson, Ms. Charney	charson.ca@gmail.com	Active Application	Western Cape,ZA	1	Closed	C Anderson CV.doc			
<input type="checkbox"/>	Bierman, Dr. Anandj	anandie@sun.ac.za	Active Application	Stellenbosch,ZA	2	Closed	ABierman CV.pdf			
<input type="checkbox"/>	Bosman, Mrs. Lydia	bosman.lydia@gmail.com	Active Application	Pretoria,ZA	3	Closed	CV L.Bosman.pdf			

Fig. 19