

# 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.

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	This table contains your Saved for Later you can view and delete your pending for	cransactions and Pending for Approval vacancies. You ( r approval vacancies	can update and delete your saved for later	r transactions using this table. Also						
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	My Recent Vacancies									
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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.

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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:

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## **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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Vacancies > View Applicants : AW04/381/1016 >		
Resume : Anderson, Ms. Charney(C Anderson CV.doc)		
	Resume 1	Ne <u>x</u> t
	Curriculum Vitae of Charney Anderson	
<u>Cover Letter</u> I am currently employed by Integral laboratory as Research and Development M laboratory scope. I am also involved in optimizing existing procedures, methods	Manager. My duties include optimization/ developing new methods and instrumentation followed by full validation for addi s/techniques as well as training of staff.	tion to

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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Select	All Select None								-		
Select	t Applicant Name 🔺	Email	Status	Location	Rating	Communication Status	Resume		Preview	Application Notes	Find Duplicates
	Anderson, Ms. Charney	charson.ca@gmail.com	Active Application	Western Cape,ZA		<u>Closed</u>	C Anderson CV.d	loc	Da	<b>+</b> 3	٩
	<u>Bierman, Dr. Anandi</u>	anandie@sun.ac.za	Active Application	Stellenbosch,ZA		Closed	ABierman CV.pd	f	Da.	<b>+</b> 3	٩
	<u>Bosman, Mrs. Lydia</u>	bosman.lvdia@gmail.com	Active Application	Pretoria,ZA		Closed	CV L.Bosman.pdf	f	<b>0</b> 0	<b>4</b> 3	٩

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)



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Search Applicant Name Status Resume Keyword Search Agency Name Registration Test Result Go Clear Select All Select None	Exclude Agency Applic Current Applicants Hired Applicants Rejected Applicants	from: https://sun-e-hr.sun.ac.za What should Firefox do with this file?	
Select Applicant Name  Email Sta		Applicati Status resume preview Notes	on Find Duplicates

Fig. 17

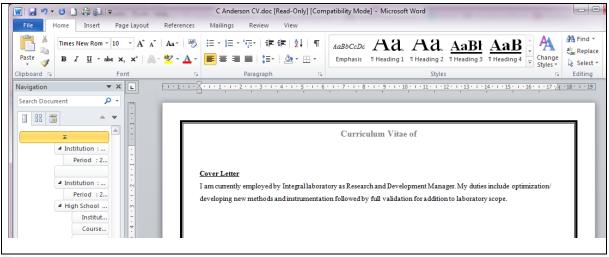


Fig. 18

#### 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.



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	<u>Bierman, Dr. Anandi</u>	anandie@sun.ac.za	Active Application	Stellenbosch,ZA	2	<u>Closed</u>	ABierman CV	<u>.pdf</u>	δq	40	٩
	<u>Bosman, Mrs. Lydia</u>	bosman.lydia@gmail.com	Active Application	Pretoria,ZA	3	<u>Closed</u>	CV L.Bosman	.pdf	βa	43	9

Fig. 19