

Go to the posting and click on the applicants tab.

Posting: Laboratory Instructor/Monitor (Staff) Edit

Current Status: Posted

Position Type: Staff
Department: 38021 - Institute for Const Edu & Training

Created by: Michelle Balliet
Owner: Search Committee Chair

Take Action On Posting

See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview

Summary | History | Settings | Applicants | Reports | Hiring Proposals | Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details Edit

Access Posting and then chose an applicant by checking the box and choosing View application. Once you view the application, you can click on the "Edit" link next to Application Non Selection Form.

Summary | History | Settings | Applicants | Reports | Hiring Proposals | Associated Position Description

Open Saved Search Search Search Hide search options

Add Column: Add Column

Draft Application?:

Active/Inactive: Inactive Active

Workflow State: Draft SC Chair Review Under Review by Search Committee Dept. Met Mins - Selected for Interview

Applicant Non Selection

Saved Search: "Applicant Non Selection" (6 Items Found) Actions

First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	Applicant Non Selection 1	Applicant Non Selection 2	Applicant Non Selection 3	(Actions)
Josh	Clark	0000155	Dept. Met Mins - Selected for Interview	July 19, 2011 at 07:44 PM	Applicant could not be reached or not available for interview			Actions
David	Faber	0000155	Hired	January 10, 2012 at 11:42 AM				Actions
David	Wahr	0000155	Hired	December 06, 2011 at 11:19 PM				GENERAL View Application Actions
Adam	Gohe	0000155	Hired	January 03, 2012 at 02:55 PM				Actions
Karen	Morian	0000155	Selected for Hire	December 10, 2012 at 03:02 PM				Actions

You are now viewing the system as a member of the EO group

Home Postings Applicants Hiring Proposals My Profile Help

Michelle Ballet, you have 1 message. EO

Postings / ... / Laboratory Instructor/Monitor (Posted) / Applicant Review / Josh Clark Dept. Met Mins - Selected for Interview

Job application: Josh Clark (Staff)

Current Status: Dept. Met Mins - Selected for Interview
Application form: Staff Application

Full name: Josh Clark
Address: 4515 19 mile rd, barryton, MI, United States of America
Username: hawatha1us
Email: emailaddress@zed.zed
Phone (Primary): 989-382-0542
Phone (Secondary): 231-580-6007
Position Type: Staff
Department: 38021 - Institute for Const Edu & Training

Created by: Josh Clark
Owner: Search Committee Chair

Take Action On Job Application

- View Posting Applied To
- Preview Application
- Edit Application
- Reactivate

Summary Recommendations (0 of 0) History Reports

Applicant Non-Selection Form **Edit**

Applicant Non-Selection

Interviewed/Not Interviewed:	Not Interviewed
Applicant Non Selection 1	Applicant could not be reached or not available for interview
Applicant Non Selection 2	
Applicant Non Selection 3	

The applicant non selection reason codes will be viewed here once the application is edited.

Once you click “Edit” on the Applicant Non Selection Form Section, you will be able to use the drop down information to select the correct information.

Home Postings Applicants Hiring Proposals My Profile Help

Michelle Ballet, you have 1 message. EO

Postings / ... / Applicant Review / Josh Clark (Under Review by Search Committee) / Edit: Applicant Non-Selection Form

Editing Job application

Applicant Non-Selection Form

Applicant Non-Selection

Interviewed/Not Interviewed: Not Interviewed

Applicant Non Selection 1: Applicant could not be reached or not available for interview

Applicant Non Selection 2: Please select

Applicant Non Selection 3: Please select

- Accepted another position
- Applicant could not be reached or not available for interview
- Closed or failed search
- Declined offer of employment
- Did not pass drug test
- Did not show up for interview
- Dismissal for cause or unsatisfactory service with a previous employer
- Does not have supervisory experience
- Does not meet academic requirements
- Failure to demonstrate eligibility to work legally in the United States
- Inappropriate degree or emphasis
- Incomplete application package or insufficient information
- Interview demonstrated lack of directly related knowledge or skills
- Insufficient expertise and/or knowledge in required area(s)
- Insufficient information on resume/application
- Insufficient years of pertinent work experience
- Less seniority
- Limited computer knowledge
- Not available to start employment when needed
- Not eligible for rehire
- Offer rescinded
- Over qualified
- Poor interview or presentation skills
- Poor work history
- Poorly written cover letter/resume
- Received application after interviews began or were complete
- Salary expectations too high

Save Next>>

Once the information is entered, click on “Save” and then click on the “Summary” view located on the left navigation.

Position Type: Administration
 Department: 44100 - Digital & Support Services
 Created by: Michelle Perkins
 Owner: Search Committee Chair

See how Posting looks to Applicant
 Print Preview (Applicant View)
 Print Preview

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Open Saved Search Search Hide search options

Add Column: Add Column

Active/Inactive: Inactive Active

Workflow State: Draft SC Chair Review Under Review by Search Committee Dept. Met Mins - Selected for Interview

Administration Applications

Saved Search "Administration Applications" (16 Items Found)

First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
Jason	Proefrock	0001044	Hired	May 07, 2013 at 03:29 PM	Actions
Derek	Dewey	0001044	Under Review by Search Committee	December 26, 2013 at 11:16 AM	Actions
Casey	Postma	0001044	Under Review by Search Committee	September 30, 2013 at 02:01 PM	Actions
Nathan	Hunter	0001044	Under Review by Search Committee	August 09, 2013 at 05:30 PM	Actions
Patricia	Ingersoll	0001044	Under Review by Search Committee	August 21, 2013 at 02:55 PM	Actions
Jeffrey	Perkowski	0001044	Under Review by Search Committee	August 30, 2013 at 05:47 PM	Actions
Rachel	Loria	0001044	Under Review by Search Committee	September 21, 2013 at 05:09 PM	Actions
Jonathan	Hawkins	0001044	Under Review by Search Committee	October 04, 2013 at 10:25 AM	Actions
Donald	Strickler	0001044	Under Review by Search Committee	October 06, 2013 at 09:42 PM	Actions
Mitchell	Szved	0001044	Under Review by Search Committee	October 15, 2013 at 03:28 PM	Actions
Sharon	DeBello	0001044	Under Review by Search Committee	October 18, 2013 at 02:54 PM	Actions
Eric	Speas	0001044	Under Review by Search Committee	October 18, 2013 at 04:46 PM	Actions
John	Scherch	0001044	Under Review by Search Committee	October 29, 2013 at 03:23 PM	Actions
Barbara	Stefke	0001044	Under Review by Search Committee	December 07, 2013 at 12:33 PM	Actions

To choose Inactive and Active applicants by holding down the control button and selecting both Inactive and Active. Make sure you have added the column InActive/Active from the Add Column list.

Open Saved Search Search Hide search options

Add Column: Add Column

Active/Inactive: Inactive Active

Workflow State: Draft SC Chair Review Under Review by Search Committee Dept. Met Mins - Selected for Interview

Ad hoc Search

Ad hoc Search (40 Items Found) Save this search?

Previous 2 Next

First Name	Last Name	Posting Number	Active/Inactive	Workflow State (Internal)	Last Updated	(Actions)
Robert	Hazekamp	0001044	Inactive	Dept. Met Mins - No Interview	April 21, 2013 at 05:41 PM	Actions
Joseph	Hamelund	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	April 20, 2013 at 08:16 AM	Actions
Harry	Milton	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	April 20, 2013 at 04:34 AM	Actions
Nate	Hazen	0001044	Inactive	Dept. Met Mins - No Interview	April 22, 2013 at 02:24 AM	Actions
Joshua	Cochran	0001044	Inactive	Met Min Qualts - Interviewed, Not Selected	May 02, 2013 at 08:54 PM	Actions
Tracie	Alger	0001044	Inactive	Met Min Qualts - Interviewed, Not Selected	May 10, 2013 at 03:03 PM	Actions
Sean	Vaanders	0001044	Inactive	Dept. Met Mins - No Interview	April 29, 2013 at 12:16 PM	Actions
Art	Earling	0001044	Inactive	Met Min Qualts - Interviewed, Not Selected	May 06, 2013 at 10:46 AM	Actions
Jason	Proefrock	0001044	Active	Hired	May 07, 2013 at 03:29 PM	Actions
Jennifer	McCourt	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	May 10, 2013 at 03:04 PM	Actions
Ashley	Hanley	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	May 02, 2013 at 09:06 PM	Actions
Alfonso	Gospar	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	April 24, 2013 at 11:25 PM	Actions
Thomas	Wilson	0001044	Inactive	Met Min Qualts - Interviewed, Not Selected	April 22, 2013 at 05:55 PM	Actions
David	Ward	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	April 24, 2013 at 04:58 PM	Actions
Scott	Castleberry	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	May 06, 2013 at 05:20 PM	Actions
Jason	Metz	0001044	Inactive	Dept. Met Mins - No Interview	May 04, 2013 at 12:39 AM	Actions
Jason	Tucker	0001044	Inactive	Met Min Qualts - Interviewed, Not Selected	May 13, 2013 at 06:03 PM	Actions
Kenneth	Wilson	0001044	Inactive	EO and Dept Determined Did not Meet Min Qualifications (email)	May 08, 2013 at 06:48 PM	Actions
			Inactive	Dept. Did Not Meet Min Qualifications	June 17, 2013 at 08:36 AM	Actions

https://fermis-sb.peopleadmin.com/tr/postings/4958/job_applications/search#

You can sort by using the ascending/descending arrow next to the field

Home Postings Applicants Hiring Proposals My Profile Help

Michelle Ballet, you have 1 message Search Committee Chair Logout

Postings / Administration / Digital Services Associate (Posted) / Summary

Posting: Digital Services Associate (Administration)

Current Status: Posted
 Position Type: Administration
 Department: 44100 - Digital & Support Services
 Created by: Michelle Perkins
 Owner: Search Committee Chair

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details

Position Number	A10047
Posting Number	0001044
Position Title	Digital Services Associate
Number of Positions Available	1
Search Committee Chair	

<https://ferris-sb.peopleadmin.com/hr/postings/4958#>

Take Action On Posting
 WORKFLOW ACTIONS
 Keep working on this Posting
 Closed/Removed from Web (move to Closed/Removed from Web)
 Position Filled (move to Position Filled)
 Submit to EO for Review (move to EO Review)

This is an issue for PA. Search Committee Chair should only have the option to send to EO for Review and Send to HR – Candidate Selected.

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description

Open Saved Search Search Hide search options

Add Column: Add Column
 Active/Inactive: Inactive
 Workflow State: Draft, SC Chair Review, Under Review by Search Committee, Dept. Met Mins - Selected for Interview

Ad hoc Search (16 Items Found) Save this search? Actions

First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	Combined Document	(Actions)
Jason	Proetrock	0001044	Hired	May 07, 2013 at 03:29 PM	View	Actions
Derek	Devey	0001044	Under Review by Search Committee	December 26, 2013 at 11:16 AM	Generate	Actions
Casey	Postma	0001044	Under Review by Search Committee	September 30, 2013 at 02:01 PM	Generate	Actions
Nathan	Hunter	0001044	Under Review by Search Committee	August 09, 2013 at 05:30 PM	Generate	Actions
Patricia	Ingersoll	0001044	Under Review by Search Committee	August 21, 2013 at 02:55 PM	Generate	Actions
Jeffrey	Perkowski	0001044	Under Review by Search Committee	August 30, 2013 at 05:47 PM	Generate	Actions
Rachel	Loria	0001044	Under Review by Search Committee	September 21, 2013 at 05:09 PM	Generate	Actions
Jonathan	Hawkins	0001044	Under Review by Search Committee	October 04, 2013 at 10:25 AM	Generate	Actions
Donald	Strickler	0001044	Under Review by Search Committee	October 06, 2013 at 09:42 PM	Generate	Actions
Mitchell	Szied	0001044	Under Review by Search Committee	October 15, 2013 at 03:28 PM	Generate	Actions
Sharon	DeBello	0001044	Under Review by Search Committee	October 18, 2013 at 02:54 PM	Generate	Actions
Eric	Speas	0001044	Under Review by Search Committee	October 18, 2013 at 04:46 PM	Generate	Actions
John	Scherch	0001044	Under Review by Search Committee	October 29, 2013 at 03:23 PM	Generate	Actions
Barbara	Steffke	0001044	Under Review by Search Committee	December 07, 2013 at 12:33 PM	Generate	Actions
Thaddaeus	Gommesan	0001044	Under Review by Search Committee	October 03, 2013 at 12:03 PM	Generate	Actions
Michelle	Wilson	0001044	Under Review by Search Committee	December 06, 2013 at 11:07 AM	Generate	Actions

To view the multiple documents for each applicant you will need to "Add Column" to add Combined Documents type, then choose "Create Combined Documents from the Actions options.