



Applicant Reviewer Process

Using UR Talent Web takes only a few minutes to see a list of applicants for an open position:

1. Sign in to UR Talent Web <https://richmond.csod.com>
2. Click the **Recruit** tab at the top of the home page
3. Click the **Review Applicants** submenu
4. Any job requisition that has candidates who have applied (and you are listed as a Reviewer) will show up in the dashboard
5. When you want to view the **Applicants**, hover your pointer over the number listed in the Applicants column in the light blue box and click the number
6. You will see a list of applicants for the position. NOTE: The system lists 20 applicants per page. IF the position has more than 20 applicants, you must scroll to the right (see scroll bar at the bottom of the browser window) to advance the page to view more applicants. This list includes items such as:
 - a. Name & Contact
 - b. Resume/CV
 - c. Type (Internal or External Applicant)
 - d. Ideal Matching Criteria (staff only - based requirements for the position)
 - e. Current Status (in the hiring process)
7. Click on the items indicated below for each applicant:
 - a. Name & Contact – See the Applicant’s profile including application, documents, and history
 - b. Icon for Resume/CV – Download the document

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
	Temporary Position - 300008 (req1511)		Cheryl Poston Jonathan Fisher Kelly Cecil	4/5/2018	8/1/2018	-	9	6

(1 Result)

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Applicant Flag/Marking Process

1. When you are ready to view the **Applicants**, and you hover your pointer over the number listed in the Applicants column in the light blue box and click the number you will see a list of applicants for the position. NOTE: The system lists 20 applicants per page. IF the position has more than 20 applicants, you must scroll to the right (see scroll bar at the bottom of the browser window) to advance the page to view more applicants.
2. When the **Applicants** window opens, click the "In Review" tab to review candidates then click search. This will show the candidates only in the "In Review" status to avoid making changes to other candidates that may have already had their status changed or updated.

Temporary Position - 300008 (req1511)
Job Details

Applicant Name

Show All Clear All Include Hired / Closed

In Review 6 Not Interested 0 Phone/Skype Inte... 0 UR Interview 0 UR Interview - No... 0 Background Check 3 Closed 0 Hired 19

Refine your search Search

1 Actions Show 20 Edit

Applicants	Type	Status	Submission Date	Application Flags	Applicant Flags
<input checked="" type="checkbox"/> Anne Nguyen 804 937-2334 ahnquyen@vcu.edu	External	In Review Since: 8/30/2018	8/30/2018 3:18 PM		
<input checked="" type="checkbox"/> Gary Krapf 804 512-6558 gkrappf@gmail.com	External	Background Check Since: 8/30/2018	8/30/2018 1:49 PM		
<input checked="" type="checkbox"/> Jami Peog 804 242-7297 peogj@vcu.edu	External	Background Check Since: 7/19/2018	8/30/2018 3:18 PM		

3. To flag or mark your candidates as you are reviewing them. Click the check mark underneath the **Actions** tab and beside the **Applicants** column. Once you click this check mark it will highlight all of the candidates within the status that you have selected.

Temporary Position - 300008 (req1511)
Job Details

Applicant Name

Show All Clear All Include Hired / Closed

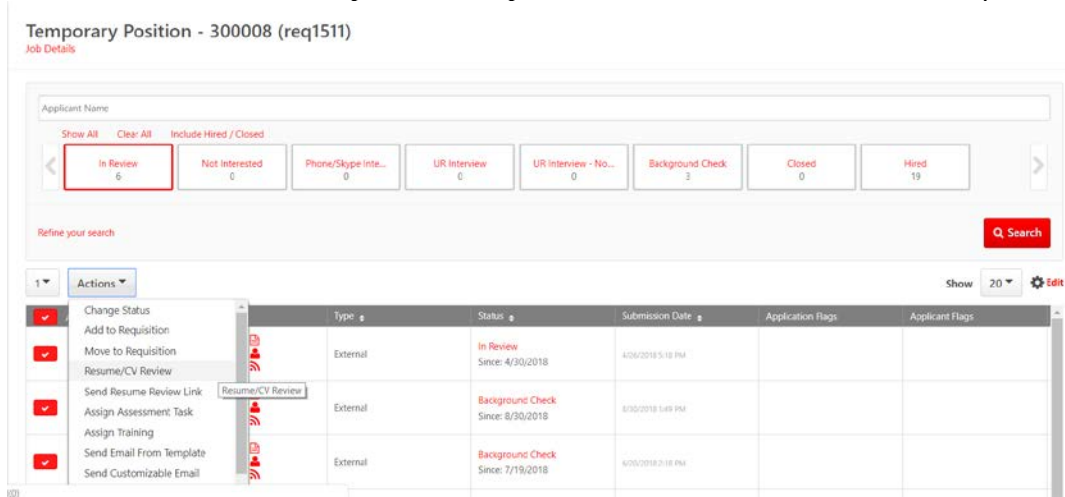
In Review 6 Not Interested 0 Phone/Skype Inte... 0 UR Interview 0 UR Interview - No... 0 Background Check 3 Closed 0 Hired 19

Refine your search Search

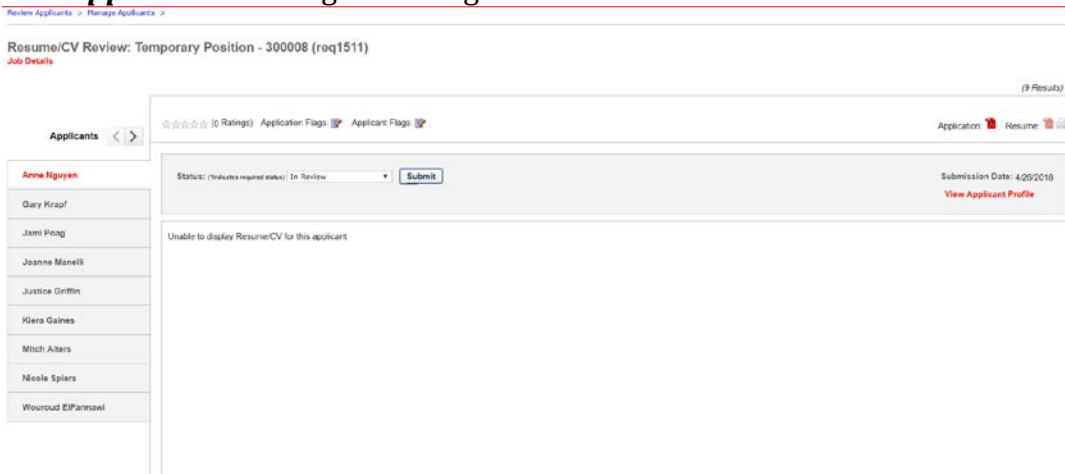
1 Actions Show 20 Edit

Applicants	Type	Status	Submission Date	Application Flags	Applicant Flags
<input checked="" type="checkbox"/> Anne Nguyen 804 937-2334 ahnquyen@vcu.edu	External	In Review Since: 8/30/2018	8/30/2018 3:18 PM		
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<input checked="" type="checkbox"/> Jami Peog 804 242-7297 peogj@vcu.edu	External	Background Check Since: 7/19/2018	8/30/2018 3:18 PM		
<input checked="" type="checkbox"/> Joanne Manelli 804 242-7297 manelli@vcu.edu	External	In Review Since: 8/30/2018	8/30/2018 3:18 PM		

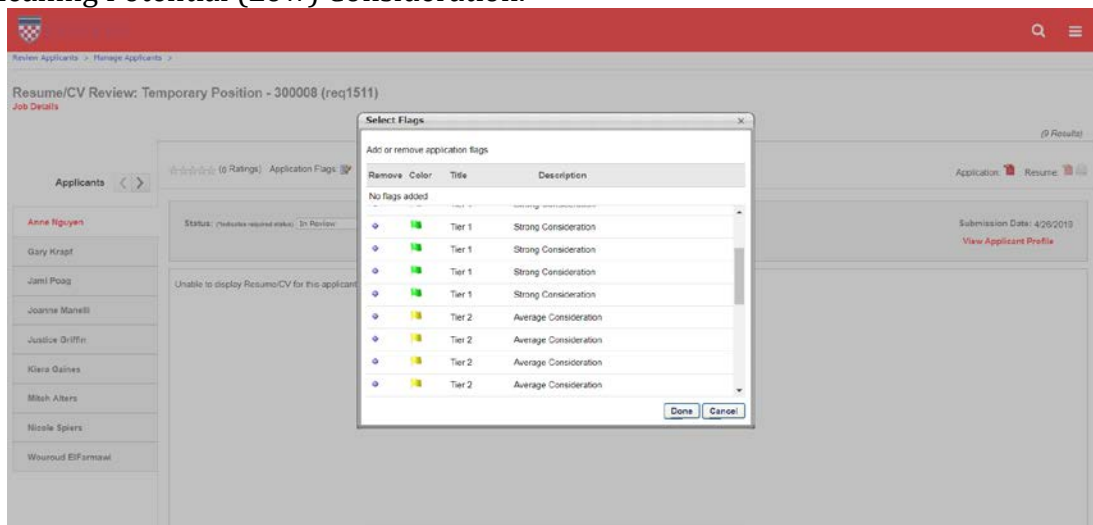
- Click on the **Actions** tab to open the drop down menu, then select “Resume/CV Review”



- This window will display the candidates’ cover letter and resume. Use the arrow keys located next to **Applicants** to navigate through each of the candidates’ information.



- As you are reviewing your candidates if you would like to flag or mark a resume. Click the **Application Flags** link. This will open a window with three different options for flags. Green, meaning Strong (High) Consideration. Yellow, meaning Average (Medium) Consideration. Blue, meaning Potential (Low) Consideration.



- Click the plus (+) sign next to the flag that you would like to use to identify the candidate, then click Done. When you review the candidates later you will be able to identify the candidates based upon how you have flagged or marked them.

Applicant Status Changing Process

The screenshot shows a web interface for reviewing applicants. At the top, there is a navigation bar with 'Review Applicants' and 'Manage Applicants' links. Below this, the page title is 'Resume/CV Review: Temporary Position - 300008 (req1511)'. A breadcrumb trail shows 'Job Details'. On the right, it indicates '(9 Results)'. The main content area has a header with 'Applicants' and navigation arrows. Below this, there are icons for 'Ratings' (0 stars), 'Application Flags', and 'Applicant Flags'. The main area displays a candidate's profile for 'Anne Nguyen'. The status is 'In Review' with a 'Submit' button. The submission date is '4/25/2018'. A 'View Applicant Profile' link is also present. A message below the profile states 'Unable to display Resume/CV for this applicant'. On the left, a list of other applicants is visible: Gary Kraof, Jami Poag, Joanne Manelli, Justice Griffin, Kiera Gaines, Mitch Alters, Nicole Spiers, and Wouroud ElFarnawi.

1. To change a candidate status from the window above. Click on the drop down menu above the candidate resume, next to **status** and select the appropriate status for the applicant; In Review, Not Interested, Phone/Skype Interview, UR Interview, UR Interview – Not Hired... Once a candidate has reached the UR Interview status and you are ready to proceed further, your Talent Acquisition Specialist will assist you with the remainder of the process.

This screenshot is similar to the one above, but the status dropdown menu is open. The menu options are: 'Please Select', 'In Review', 'Not Interested', 'Phone/Skype Interview', 'UR Interview', 'UR Interview - Not Hired', 'Background Check', 'Closed', and 'Hired'. The 'In Review' option is currently selected. The rest of the interface, including the candidate profile for Anne Nguyen and the list of other applicants, remains the same.

2. To change a candidate status from the window below. Click on the checkmark located directly next to the applicants name, then click the **Actions** tab. From the drop down menu select **Change Status**. When prompted by the opened window, select the appropriate status for the applicant, then click submit; In Review, Not Interested, Phone/Skype Interview, UR Interview, UR Interview – Not Hired... Once a candidate has reached the UR Interview status and you are ready to proceed further, your Talent Acquisition Specialist will assist you with the remainder of the process.

The screenshot displays a recruitment system interface for a 'Temporary Position - 300008 (req1511)'. The interface includes a search bar, a filter bar with buttons for 'In Review' (6), 'Not interested' (0), 'Phone/Skype Inte...' (0), 'UR Interview' (0), 'UR Interview - No...' (0), 'Background Check' (3), 'Closed' (0), and 'Hired' (19). Below the filter bar is a table with columns for 'Type', 'Status', 'Submission Date', 'Application Flags', and 'Applicant Flags'. The table contains three rows of data:

Type	Status	Submission Date	Application Flags	Applicant Flags
External	In Review Since: 4/30/2018	4/30/2018 3:38 PM		
External	Background Check Since: 8/30/2018	8/30/2018 1:49 PM		
External	Background Check			

A 'Change Status' dialog box is open over the table. The dialog box has a 'Change Status To' dropdown menu and a 'Disposition' dropdown menu. The 'Change Status To' dropdown menu is open, showing a list of status options: 'Change Status To', 'In Review', 'Not Interested', 'Phone/Skype Interview', 'UR Interview', 'UR Interview - Not Hired', 'Background Check', 'Closed', and 'Hired'. The 'In Review' option is selected. The 'Disposition' dropdown menu is also open, showing a list of disposition options: 'Disposition', 'Please Select', and 'Please Select'. The 'Please Select' option is selected. The dialog box also has 'Cancel' and 'Submit' buttons.