

eRecruit Tips and Tricks

Applicant Lists

Background

- Feedback from HR professionals around the university regarding the lack of ability to share great candidates with colleagues
- Existing Applicant List functionality was limited
- Enhanced functionality launched August 2019

What are Applicant Lists?

- Applicant list functionality allows you to add individuals who have applied to a posting to a private or public list to help with candidate pools for future openings

Why Use Applicant Lists

- Save own candidates (private)
 - For upcoming openings you expect
 - Proactively build pipelines
- Share candidates among the university (public)
 - Common/high volume job titles
 - Second/third choice candidates
 - Candidates that may be a great fit elsewhere
- Removes the need for offline spreadsheets
- Help streamline the hiring process for your colleagues
- Improved candidate experience, applicant pools

Creating an Applicant List

- Get candidate's approval before adding to public lists

Applicants		Applicant Search	Applicant Screening	Activity & Attachments	Details	
All (72)	Applied (72)	Reviewed (0)	Screen (0)	Route (0)		
Applicants ?						
Select	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition
2 <input type="checkbox"/>	Applicant, Amy	4444	Employee		AD	Applied
<input type="checkbox"/>	Applicant, Bernard	1234	Employee		PC	Applied
<input type="checkbox"/>	Applicant, Amanda	54321	Employee			Applied

Other Actions

- Recruiting Actions
- Applicant Actions
 - Add Applicant Note
 - Add Applicant to List
 - Change Applicant Status
 - Forward Applicant
 - Link Applicant to Job
 - Pre-Employment Check
 - Send Correspondence
- Other Actions
- Other Actions
- Other Actions
- Other Actions
- Other Actions
- Other Actions

http://maisinc.umich.edu/mais/html/HR_EMP_CreateApplicantLists.html

Add to Applicant List

Select the list name that you would like to add the applicant(s) to or select the Create New List option to create a new list.

List Name	Description	Owner	Status	Access	Date Created
interest list #50112 4		Olivia Owner	Active	Public	2010-06-11
Ed Job ID #50260	Interest list #50260	Olaf Owner	Active	Public	2010-06-18
Internal Applicants		Olivia Owner	Active	Public	2010-07-12
Maybe Program & Counseling Asst		Olaf Owner	Active	Public	2012-03-21
Under review	Top percentages	Olivia Owner	Active	Public	2014-02-05

Create New List **5**

[Return to Previous Page](#)

Create New List

Name Your New List

*List Name **6**

Description **7**

*Status Active **8**

Public **10**

Save

Cancel

Reviewing a Shared Applicant List

- Review applicant resumes within the list
- Correspondence feature that allows a hiring unit to contact the applicant via email and **invite them to apply** for a posted position

Manage Applicant List

Return | Recruiting Home | Search Applicants | Previous | Next | Edit List Details | Delete List | >> Personalize

List Name Testing List Access Public
Owner Christopher Fillmore Created On 01 April 2019

Find Applicant Search

Applicants Personalize | Find | View All | First 1-3 of 3 Last

Name	Applicant ID	Preferred Contact	Most Recent Note	Note Created By	Add Note	Forward Applicant	Link to Job	Other Actions
<input type="checkbox"/> Pum Tweight	933582	No Preferred Contact	02/18/2019	Christopher Fillmore				
<input type="checkbox"/> March Second	933587	No Preferred Contact						
<input type="checkbox"/> Restricted Testertwo	933589	No Preferred Contact						

Select All Deselect All Group Actions

Return | Recruiting Home | Search Applicants | Previous | Next | Edit List Details | Delete List | >> Top of Page

Other Actions:
Add Applicant to List
Change Applicant Status
Send Correspondence
Invite Applicant to Apply

Invite Applicant to Apply for Job Opening

*Job Opening Research Lab Specialist Inter

Save Cancel



nicadamc@umich.edu
Wed 3/25/2020 9:41 AM
You



Dear Bucky Barnes,

We have recently opened a posting that we feel may align with your knowledge, skills and abilities. Review the information for the Associate Director Talent Acquisition posting on careers.umich.edu and if you are interested, we invite you to apply using the posting instructions. Thank you for your time and consideration.

<https://hcmprod.dsc.umich.edu/services/applicantjobs/?JobID=163601>

The U of M Talent Acquisition Team

Who Can Access Applicant Lists?

	Resume Viewer	Job Open Updater/GSA Job Open Updater	Unit User	EPC	Sys Admin
Create Public App Lists	N	N	Y	Y	Y
Create Private App Lists	N	Y	Y	Y	Y
View Public App Lists	N	Y	Y	Y	Y
View Private App Lists	N	Y	Y	Y	Y
Delete Public App Lists	N	N	Y	Y	Y
Invite to Apply Function Available?	N	Y	Y	Y	Y

[Navigator?](#) [Recruiting?](#) [Applicant List](#)

Applicant List Maintenance and Notifications

- Nightly program **removes applicants** with a **Hired** disposition or those who are not recommended for rehire*
- Annual email sent to list creator to review, update, or delete existing applicant list*
- Automated reminder message sent to job opening creator when a job id is filled that suggests to create list and share highly qualified applicants

*Only applies to public lists

Questions

Recruitment Process Resources

- UHR Website
 - **NEW!!** [Resources for Hiring Units](#)
 - [Screening and Sourcing Strategies](#)
 - [Sourcing Tool](#)
- Organizational Learning
 - [Unconscious Bias in Selection and Hiring](#)

eRecruit Resources

- MyLinc
 - [eRecruit User Resources](#)
- SSC Employment Process Coordinator or Michigan Medicine HR Generalist
- Your local unit HR
- Feedback: talent.acquisition@umich.edu

Next Topic: TapRecruit

- Only AA campus units have access right now
- If you are Mich Med, Flint or Dearborn, watch for informational purposes