

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

The screenshot displays the 'Applicants' section of the Mais Inc. system. At the top, there are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below these tabs, a summary bar shows counts for 'All (72)', 'Applied (72)', 'Reviewed (0)', 'Screen (0)', and 'Route (0)'. The main table lists three applicants: Amy, Bernard, and Amanda. A red box with the number '2' highlights the 'Select' checkbox for Amy. To the right, a context menu is open, showing 'Recruiting Actions' and 'Applicant Actions'. A red box with the number '3' highlights the 'Add Applicant to List' option under 'Applicant Actions'.

Select	Applicant Name	Applicant ID	Type	RIF	SRC	Disposition
☒	Applicant, Amy	4444	Employee		AD	Applied
☐	Applicant, Bernard	1234	Employee		PC	Applied
☐	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

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		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

Description

*Status

Active

☐ Public

10

8

7

6

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
Owner Christopher Fillmore
Access Public
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	
☐	Pum Tweight	933582	No Preferred Contact	02/18/2019	Christopher Fillmore				Other Actions Add Applicant to List Change Applicant Status Send Correspondence Invite Applicant to Apply
☐	March Second	933587	No Preferred Contact						
☐	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

Invite Applicant to Apply for Job Opening

*Job Opening



Research Lab Specialist Inter

Save

Cancel

N

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