



Applicant Tracking Menu

HELP MENU MANUAL

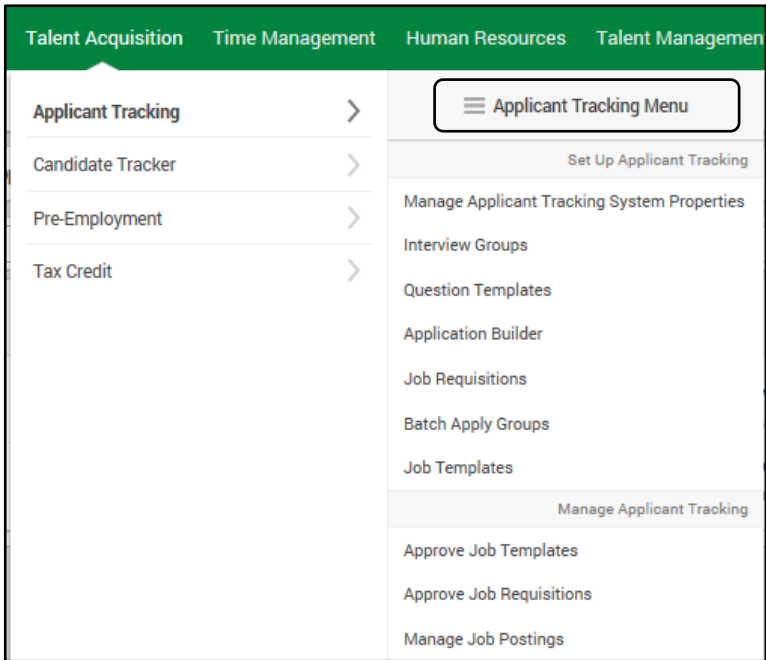
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One of the easiest ways to recruit the best is to have the best process. That means managing applicants to ensure you’re hiring the best for your company. We want to make sure you’re able to search, upload, review and ultimately hire with ease. In this guide, we’ll be reviewing how to manage your applicants.

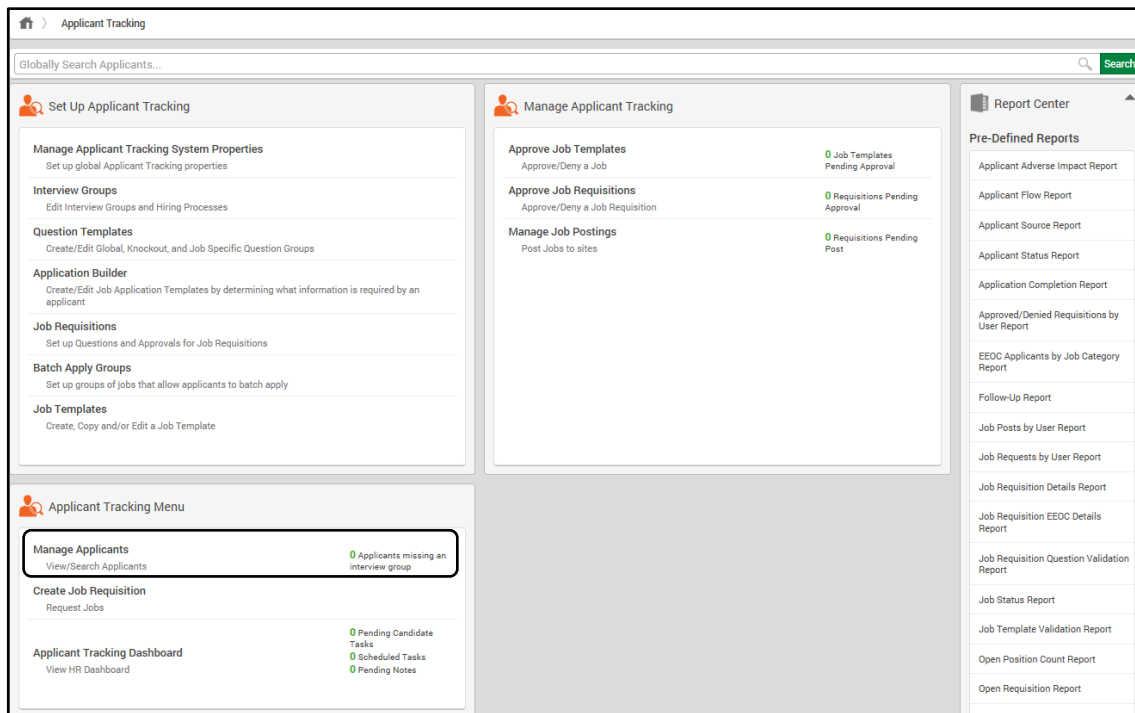
Manage Applicants

To get to the Applicant Tracking Menu, you’ll select “Applicant Tracking Menu” from the Talent Acquisition tab.



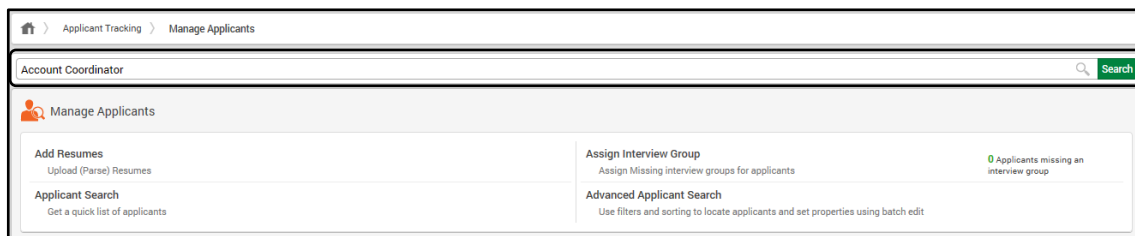
This will take you to the Applicant Tracking Main Menu. If you’re needing help with other Applicant Tracking features, such as Applicant Tracking Setup or Manage Applicant Tracking, please visit the other Applicant Tracking manuals on the Help Menu.

Throughout this manual, we’re going to take a closer look at managing applicants. Select “Manage Applicants.” Through this feature, you’re able to access various candidate information and search for specific people who meet the criteria your company requires.

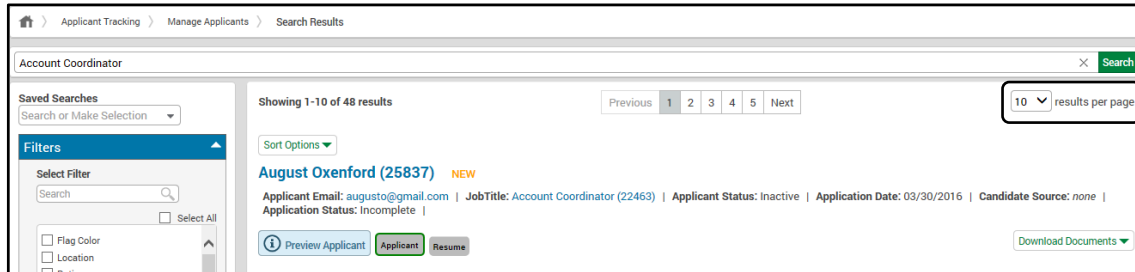


You'll be directed to the following screen. The top search bar allows you to easily search through existing applicants, letting you find the appropriate people and applications with ease! This search functionality is available throughout the Applicant Tracking feature.

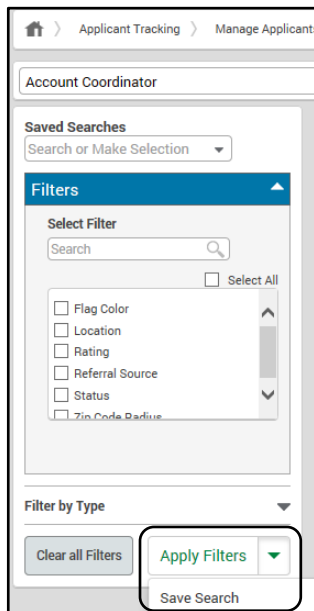
To begin, simply enter a value you'd like to view and you'll be directed to the appropriate search results. For this example, we're going to look at all of the Account Coordinator results by typing "Account Coordinator" into the search bar.



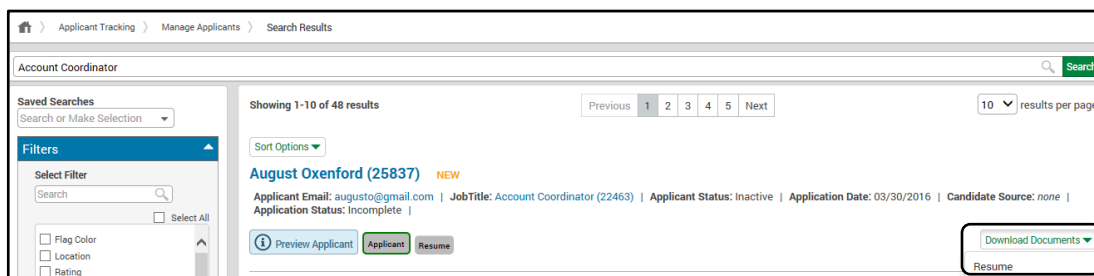
From the results, you'll be able to save searches as well as sort and filter by different options. For this example, we searched for all of the Account Coordinator applicants. Also, you can decide how many results to review per page by selecting from the drop-down the appropriate results per page number.



To save a search, under the Filters tab, select "Apply Filters" and then "Save Search."



You're able to quickly download an employee's documents utilizing the Download Documents option and selecting any of their uploaded documents such as their resume or cover letter.



You're also able to preview applicants by selecting the "Preview Applicant" option which will take you to a pop-up of information such as their personal contact information, education history, employment history and references.

Account Coordinator

Showing 1-10 of 48 results

Previous 1 2 3 4 5 Next

Sort Options

August Oxenford (25837) NEW

Applicant Email: augusto@gmail.com | Job Title: Account Coordinator (22463) | Applicant Status: Inactive | Application Date: 03/30/2016 | Candidate Source: none | Application Status: Incomplete

[Preview Applicant](#) [Applicant](#) [Resume](#) [Download Documents](#)

Applicant Information

Application ID: 25640 Primary Phone

Applicant Name: Wilson Robert James Secondary Phone

Social Security Number: ***-**-**** Email Address: New_user@Paycomonline.com

Acknowledged: Yes Signature: Robert James Wilson [03/22/2016]

Address: Referral Source

City, State, Zip Code: ..., USA Referral Name

Education History

Type	Institution	Dates Attended	Attended As	Major/Minor	Degree	GPA	Graduated
	Paycom University USA	00/00/0000 To 03/22/2016		management/leadership		0.00	Yes
	Paycom University USA	00/00/0000 To 03/22/2016		management/leadership		0.00	Yes
	I think Paycom University USA	00/00/0000 To 00/00/0000		Spanish/		0.00	No
	Paycom University USA	00/00/0000 To 00/00/0000		Spanish/		0.00	No

Employment History

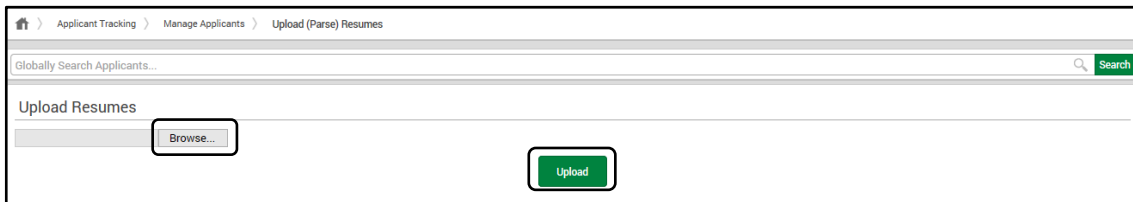
Employer	Date of Employment	Job Title/Pay Rate	Job Duties	Can Contact? (Supervisor)	Reason for Leaving	Current Employer?
No Records Found						

Applicant References

Upload (Parse) Resumes

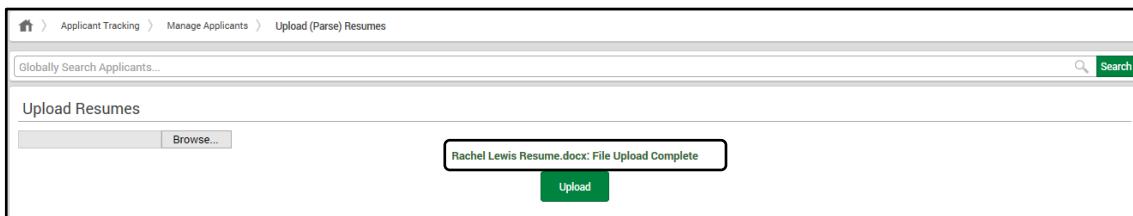
Uploading resumes is simple and easy. Any resumes uploaded here will appear in the Advanced Applicant Search. Simply select “Browse” and you’ll be able to select the file from your computer. Once you’ve added a file, select “Upload.”

Please note: The applicant must apply for the position within the system in order for them to be hired.



The screenshot shows the 'Upload (Parse) Resumes' page. At the top, there is a breadcrumb trail: 'Applicant Tracking > Manage Applicants > Upload (Parse) Resumes'. Below this is a search bar labeled 'Globally Search Applicants...' with a 'Search' button. The main section is titled 'Upload Resumes' and contains a 'Browse...' button and an 'Upload' button.

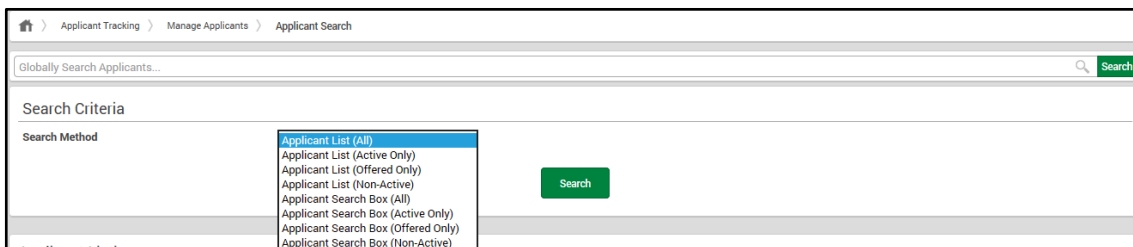
After adding the file, a confirmation will appear on the screen, allowing you to confirm when a file has been added successfully.



The screenshot shows the 'Upload (Parse) Resumes' page after a successful upload. A confirmation message is displayed: 'Rachel Lewis Resume.docx: File Upload Complete'. The 'Browse...' button and 'Upload' button are still visible.

Applicant Search

Another way to quickly and efficiently search for applicants is through the Applicant Search. Within the Search Method drop-down, you can filter applicants to view, for example, only active or only offered applicants. If you’re not sure the status of the applicant, simply select the “Applicant List (All)” option.



The screenshot shows the 'Applicant Search' page. At the top, there is a breadcrumb trail: 'Applicant Tracking > Manage Applicants > Applicant Search'. Below this is a search bar labeled 'Globally Search Applicants...' with a 'Search' button. The main section is titled 'Search Criteria' and contains a 'Search Method' drop-down menu. The menu is open, showing options: 'Applicant List (All)', 'Applicant List (Active Only)', 'Applicant List (Offered Only)', 'Applicant List (Non-Active)', 'Applicant Search Box (All)', 'Applicant Search Box (Active Only)', 'Applicant Search Box (Offered Only)', and 'Applicant Search Box (Non-Active)'. A 'Search' button is also visible.

Through this page, you'll be able to define how many search results you want to display. You may change it to 25, 50, 75, 100, 250 or 500.

Applicant Search

Globally Search Applicants...

Search Criteria

Search Method: Applicant List (All)

Search

Applicant Listing

Search

Previous 1 2 3 4 Next

25

Flag	Viewed	Name	Resume	Complete App	Rating	Job Type	Job Location	Job ID	Job Description	Email Address	Application Status	Last Action Date	Application Date
		Acosta, Karly (30997)	No Resume Uploaded	Yes	Not Rated	External post	Oklahoma City	27500	UI Developer	KARLY12212@paycomonline.com	In Hiring Process	02/01/2017	10/12/2016

At the top of each application, there is an Applicant History link that can be expanded or condensed by clicking the arrow. This allows you to see which jobs the applicant has applied for in the past.

View Applicant History

0 possible application matches

Maintain Applicant Profile

Search

Flag	Name	Rating	Job Description	Job ID	Email Address	Application Status	Last Action Date	Application Date	Decision Reason
	Adams, Frank(29472)	Not Rated	Paralegal	25890	Frank124Adams@paycomonline.com	Saved For later	08/16/2016	08/16/2016	

Select the applicant's name to review their application as well as choose a colored flag to assist in determining where the applicant is in the hiring process.

Utilize flags to confirm where in the hiring process the applicant exists. For example, "Green" means the applicant is a possible candidate for a future position; "Yellow" means the applicant is a possible fit for another position; and "Red" means the applicant is not a fit for the company. Decide among your users how to best utilize the flags and decide what they will mean.

You can also utilize a star rating system to mark the candidate on a scale from one to five stars.

Applicant Flag

Applicant Rating

Print Application Offer Save for Later Declined Offer Forward Applicant Rejected Remove Archive Application Update Status

Once the appropriate color flag and/or stars are chosen, select "Update Status." The flag will be displayed next to the applicant's name in the Applicant Search screen as shown on the previous page, as well as in the Applicant Tracking Dashboard. The star rating is visible in the Advanced Applicant Search and Advanced Start Report.

	Tyler, John(30328)	No Resume Uploaded	No		2/0	HR Assistant 2	External post
	Acosta, Karly(30997)	No Resume Uploaded	Yes	Not Rated	0/0	UI Developer	External post

Also on this screen are several navigation options at the top that allow you to quickly move from one application to the next without having to return to any of the menu screens. These links are: Return to Dashboard, Back to Search Results, Previous Application and Next Application. Be sure and select "Update Status" if any changes are made on the application before moving to the next application.

Candidate Tracker
Add Candidate
Application Information: Paralegal (Job ID:24231)

Return to Dashboard
Back to Search Results
Previous Application
Next Application

View Applicant History
0 possible application matches

View Session History

Applicant Flag
02/28/17 12:54 PM by pcm24e112b5e

Applicant Rating
Not Rated
Undo

Print Application
Offer
Save for Later
Declined Offer
Forward Applicant
Un-Flag
Rejected
Remove
Archive Application
Update Status

Advanced Applicant Search

The Advanced Applicant Search feature allows you to use multiple search options to find an application. You can do a keyword search for information on any résumé that has been parsed through the Advanced Applicant Search. Select "Advanced Applicant Search" from the Manage Applicants Menu.

Manage Applicants

Add Resumes
Upload (Parse) Resumes

Applicant Search
Get a quick list of applicants

Advanced Applicant Search
Use filters and sorting to locate applicants and set properties using batch edit

There are several filter options within the advanced search. You can filter by: status, job post type, dates, applicant information, education, employment, job flag color and viewed by me status. To filter items, check the boxes or select the items from the drop-down and select "Add." The filters included will appear in the "Current Filters" box.

Note: Selecting multiple filters means a candidate must meet all selected filtered criteria to be included on the next screen.

Next, you can sort the information by several options in the drop-down menus. The date range is based on the day the candidate started the application. Select "Generate Applicants" when finished adding filters and deciding on sort specifications.

The screenshot displays the 'Advanced Applicant Search' interface. At the top, there is a search bar labeled 'Globally Search Applicants...' with a 'Search' button. Below this, the 'Filters' section includes checkboxes for Status (Active, Offered, Hired, Inactive, Complete, Incomplete, Archived) and Job Post Type (Internal, External, Hidden). The 'Additional Filters' section contains multiple rows of criteria: 'By Dates' (Education End = 01/01/2017), 'By Applicant' (First Name LIKE Rachel), 'By Education' (Student GPA > 3.49), 'By Employment', 'By Job', 'By Location', 'Applicant Rating', 'By Referral Source', 'Resume Search', 'Note Search' (LIKE), 'By Zip Code Radius', 'Flag Color' (radio buttons for green, red, yellow, and None), and 'Viewed by Me'. Each criterion has an 'Add' button. To the right, the 'Current Filters' box lists the active filters: 'Date = Education End = 01-01-2017', 'App = First Name LIKE Rachel', and 'Edu = Student GPA > 3.49'. A 'Clear All Filters' button is located below this box. The 'Sorting' section allows selection of 'Sort By' (Last Name), 'Then By', and 'Then By' with 'Ascending' or 'Descending' options. The 'Application Date Range' section includes 'Date From' (01/01/2017) and 'Date To' (02/28/2017) fields. At the bottom, the 'Result Type' section has radio buttons for 'Text' (selected) and 'Excel'. A 'Generate Applicants' button is positioned at the bottom center.

The information from your search will be displayed as below. Select the applicant's name to view their application or click on the email to quickly send an email.

Users with All Levels or Management and Approvals access have the ability to batch edit a group of applicants. Check the box next to the name(s) of the applicants you would like to edit and select "Batch Edit."

Search Results

Batch Edit	Flag	Viewed	Name	Rating	Email	Job Title	Job ID	Job Location	Post Date	Candidate Source	Referred By	Application Date	Complete App	Recruiter Name	Dept Code	Status	Background Check	Tax Credit	Hired	Know C
<input checked="" type="checkbox"/>			smith, Kim (34266)	Not Rated	kimsmith29839128@paycomonline.com	Account Coordinator	22463	Oklahoma City	03/16/2016			01/30/2017	No		500	Phone Screen	No	No	No	
<input checked="" type="checkbox"/>			Henisa, Adam (33902)	Not Rated	Adam948@paycomonline.com	Account Coordinator - TEST	29980	San Antonio	01/17/2017			01/17/2017	Yes		500	Phone Screen	No	No	No	

When batch editing, you can save them for later, reject, decline an offer, make active, forward, unarchive, transfer or make an offer to multiple candidates at once. Select the option you prefer and then select "Update Applicants."

Batch Edit - Applicant

Applicant Properties

☐ Save For Later
 ☐ Rejected
 ☐ Declined Offer
 ☐ Make Active
 ☐ Offer
 ☐ Transfer
 ☐ Unarchive
 ☐ Forward

Responsible Recruiter: [Do not change]

Save For Later: Removes applicant from hiring process but allows them to reapply or update their existing application.

Rejected: Candidate will be removed from application process and email address blocked from reapplying for the same job posting.

Declined Offer: Applicant has declined an offer from the company for this position.

Make Active: Adds applicants back into the hiring process.

Offer: Move applicant to "My Offered Candidates" tab on the dashboard and gives ability to run background checks, tax credits or send to payroll.

Transfer: Copies existing applicants to additional open jobs.

Unarchive: Unarchive previously archived applications.

Forward: Allows users to forward the application and resume files to other users.

Responsible Recruiter: This drop-down is available if you would like to select a different recruiter responsible for the applicants. The drop-down defaults to “Do Not Change.” Once you have edited the applicants, you will see their new status below. From here, you can email multiple candidates at once and/or add a decision reason.

Enter the Mail Subject and select the appropriate predefined email message according to the applicants’ new status. Message options are available in the “Message” drop-down. *Note: Creating email messages is covered in the Applicant Tracking Setup Process manual on the Help Menu.*

Select “Email Letter” to send an email message or if you are adding a Decision Reason. Select “Skip This Step” to continue without sending a letter.

Applicant Tracking > Manage Applicants > Post Batch Edit Status

Globally Search Applicants...

Selected Applicants (Post-Edit Status)

Applicant	Status	Recruiter	Hired	Knocked Out	Offered	Declined Offer	Saved	Rejected
smith, Kim (34265)	Saved For later		No	No	No	No	Yes	No

Choose Email Letters

Mail Subject

Message

Decision Reason

After making a decision using the “Batch Edit” feature, the decision reason selected will display as a public note. This allows users to see what decision reason was made to the application.

Notes

Quick Search

Description	Status	Note	Schedule Time	Username	Note Type	Edit	Delete
Denied		Candidate Withdrew	12/18/2015 10:59:53 AM CST	pcmb2169a402	Public	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Managing Duplicate Applications

The “Applicant History” section allows applicant associations other than the same email address. This gives you the ability to consolidate or split applicant records, something that can prove beneficial when applicants have applied using multiple email addresses. With this feature, you can combine applications that were used to avoid knockout questions or split applicants if a husband and wife share the same email address to show they’re separate applicants. Expand the Applicant History section and then click “Maintain Applicant Profile.”

The screenshot shows a web application interface for managing applicants. At the top, there's a breadcrumb trail: Applicant Tracking > Manage Applicants > Application Information: Paralegal (Job ID:24231). Below this is a search bar labeled 'Globally Search Applicants...'. Navigation links include 'Return to Dashboard', 'Back to Search Results', 'Previous Application', and 'Next Application'. A section titled 'View Applicant History' shows '0 possible application matches'. Below this is a search bar and a table of applicant records. A 'Maintain Applicant Profile' button is highlighted in the top right corner of the table area.

Flag	Name	Rating	Job Description	Job ID	Email Address	Application Status	Last Action Date	Application Date	Decision Reason
	Adams, Frank(29472)	Not Rated	Paralegal	25890	Frank124Adams@paycomonline.com	Saved For later	08/16/2016	08/16/2016	

Now, you’ll be able to review any applicant records that have a high or moderate probability of being the same person depending on any matching fields. Fields such as Social Security number matches put an applicant in the high probability match. Other identical field quantities will also be displayed. To combine records, check the applications that should be associated with this applicant and then click “Update Applicant Profile.”

The same process can be completed to exclude applications from the Applicant Record. This can be done by selecting any applications in the bottom section of the screen and then clicking “Update Applicant Profile.”

Matches will display in this screen unless the “Ignore” checkbox is enabled on a record when “Update Applicant Record” is selected.

Applicant Tracking > Manage Applicants > Manage Applicant Profile

Globally Search Applicants... Search

Maintain Applicant Profile for Frank Adams (Applicant Profile Number 21004)

To consolidate application records, select which applications belong to the same applicant as Frank Adams by selecting possible matches within the "Consolidate Application Records" section below.

To exclude application records, select any already associated applications that should be excluded from Frank Adams by selecting them in the "Exclude Application Records" section below.

Selecting "Ignore" will remove possible matches from the list and the records will no longer show as matches in the Applicant Profile.

Consolidate Application Records

Possible Application Matches

Consolidate	Applicant Name	Probability of Match	Application ID and Status	Job Description	Job ID	SSN Match	Email	Other Matching Fields	Ignore
<input type="checkbox"/>									<input type="checkbox"/>

No Records Found

Exclude Application Records

Select All	Name	Application ID	Job Description	Job ID	Email Address	Application Status	Last Action Date	Application Date	Decision Reason
<input type="checkbox"/>	Adams, Frank	29472	Paralegal	25890	Frank124Adams@paycomonline.com	Saved For later	08/16/2016	08/16/2016	

Cancel Update Applicant Profile

If there are conflicting applications, users will be notified. A pop-up box allows you to determine which of the applications will be kept. The other applications will be declined automatically. No email will be sent to the applicant when these applications are declined in the event that all applications are valid but only one application is needed.

×

Your selection contains 2 conflicting applications for 1 job

To continue, you must select which application for each job you will keep and which application(s) you will reject.

Cancel
Continue

Then, you'll be taken to review each conflicting application for each Job ID. Clicking "Previous/Next Application" will allow you to view the applications for that Job ID for the selected records. When you find the application you wish to keep, click "Set as Application of Record." This will set the current application as the official application and decline all other applications for that Job ID. After this process is completed, the Applicant History will contain all of the newly combined records.

Forwarding Applications

If need be, you can forward applications and resumes to other users within the Paycom system. The application and any documents marked as a resume can be attached to the email as a PDF and forwarded to users who have a valid email address entered in Form 3. The email is editable and can be sent as a batch function. To generate the email, select "Forward Applicant" from the Application Actions drop-down.

The screenshot displays the Paycom Applicant Tracking System interface for a specific applicant, BOB SMITH [27]. The top navigation bar includes links for 'Applicant Tracking', 'Manage Applicants', and 'Application Information: Sales Representative (Job ID:17)'. A search bar is located at the top right. Below the navigation bar, there are buttons for 'Return to Applicants List' and 'Return to Dashboard'. The main content area shows applicant details: Email Address (madams@paycom.com), Applied for (Sales Representative [Req ID: 8]), Current Step (Phone Interview), and Applicant History (Maintain Applicant Record, 1 Additional Application(s)). A dropdown menu for 'Application Actions' is open, showing options: Print Application, Forward Applicant (highlighted), Background Check, Tax Credits, Undo Hire, Reject, Archive, and Remove. Below the dropdown, there are tabs for 'Applicant Information', 'Application Questions', 'Resume and Documents', 'Notes', 'Scheduled Tasks', and 'Session History'. The 'Applicant Information' tab is active, showing a message: 'The applicant Can edit this information currently.' Below this, there is a section for 'Applicant Demographics' with fields for Application ID (27), Applicant Name (SMITH, BOB W), Social Security Number (*** - ** - ****), Primary Phone, Secondary Phone, and Email Address (madams@paycom.com).

You have the option to limit what information is sent, including the application, resume and salary information. Select the user to forward the application to from the first drop-down menu. If you would like to include both the resume and application, check the respective boxes. Then, enter a Message in the text box and format it with the tools available. When finished, confirm that you want to "Forward Applicant."

Applicant Tracking > Manage Applicants > Applicant Tracking - Forward Applicant

Globally Search Applicants... Search

Forward Applicant

Forward Applicant To: Search or Make Selection

Reply To E-mail Address: rachel.peters@paycomonline.com

Email Subject: Forwarded Applicant for Req ID 18922: Frank Adams 29472 Include ☒ Application

Message

Cancel Forward Applicant

Request a Job Post

If a position needs to be filled, replaced, or is a new position, the hiring manager can create a job requisition. Once the requisition is created, it will be sent to the next level for approval and posting. To request a job, select “Create Job Requisition.”

Applicant Tracking Menu

Manage Applicants
View/Search Applicants 0 Applicants missing an interview group

Create Job Requisition
Request Jobs

Applicant Tracking Dashboard
View HR Dashboard 0 Pending Candidate Tasks
0 Scheduled Tasks
0 Pending Notes

From here, you can filter, search and make changes to existing requisitions, while the Analytics tab provides charts and graphs to suit your reporting needs.

To create a new requisition, select “Create New Requisition.”

Applicant Tracking > Create Job Requisition

Globally Search Applicants... Search

Requisition Status Tracking

Create New Requisition

Requisitions Analytics

Requisition Status Filters

Job Requisition Status <input type="checkbox"/> Posting Requested <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Status Update Date Range <input type="text" value="01/01/2017"/> - <input type="text" value="02/28/2017"/>	Request Date Range <input type="text" value="01/01/2017"/> - <input type="text" value="02/28/2017"/>
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You'll be directed to a five step guided setup process. Within step one, you'll enter the Position Information. First, you'll filter the available templates. Designating positions and locations will reduce the probability of error. Also, you can view the Job Template and current job listings attached to the template.

Please note: If you have a newly created department or position where a template does not exist, make sure your recruiting team added that position in Position Management prior to selecting and creating a new template.

Applicant Tracking > Job Requisition Guided Setup

Step 1 - Position Information Step 2 - Create Requisition Step 3 - Requisition Questions Step 4 - Job Listing Details Step 5 - Review Requisition Next

Select Template for Requisition

* Indicates Required Field

Filter Templates by Location

What Position is this Requisition For

* Select a template for this requisition Template Does Not Exist

Template Preview Job Listing Preview

Requisition Information

Treatment of Unpopulated Fields	Populate undisclosed on job posts		
Job Title	Marketing Specialist	Position Family	Marketing
Job Level	Entry	Position Title	Marketing Specialist
EE01 Category	(none)		
Job Category	Marketing	Industry Category	

Within step two, you'll create the requisition. You can only make changes to the boxes that are highlighted in green. The editing options were determined in the initial Job Template setup from the Applicant Tracking Main Menu. If you need to edit static text, contact your recruiting team, who determined the editable access for the template.

Applicant Tracking > Job Requisition Guided Setup

Step 1 - Position Information > **Step 2 - Create Requisition** > Step 3 - Requisition Questions > Step 4 - Job Listing Details > Step 5 - Review Requisition

Previous Next

Start Requisition

*** Indicates Required Field**

Requisition Details

Note: Only fields set as editable by the administrators will be modified during this step. Editable fields are highlighted green.

Treatment of Unpopulated Fields: ☐ Hide unpopulated fields on job posts ☒ Populate undisclosed on job posts

Job Title	Marketing Specialist	Position Family	Marketing
Job Level	Entry	Position Title	Marketing Specialist
EE01 Category	(none)	Industry Category	
Job Category	Marketing	Position Types	
Degree Types		Travel Types	
Shift Types			
Reports To			
Wage Range	Range Start	0.00	
	Range End	0.00	
	Wage Type		

Within step three, Requisition Questions, you can designate an Anticipated Start Date for applicants. This is helpful if a new employee will be going through a scheduled training program upon hire. Effect on Headcount allows you to view the impact this requisition will have on the organization's overall headcount for reporting purposes. The Hiring Manager section allows you to search for any active employee in the organization. You can indicate if a job requisition is considered a Hot Job (higher priority to be filled quickly), which will put the requisition at the top of your career page for improved visibility. To specify the replacement, select "Add Replacement."

The screenshot shows the 'Job Requisition Guided Setup' interface, specifically Step 3: Requisition Questions. The breadcrumb trail at the top indicates the path: Applicant Tracking > Create Job Requisition > Job Requisition Guided Setup. A search bar for 'Globally Search Applicants...' is located at the top right. The progress bar shows five steps: Step 1 - Position Information, Step 2 - Create Requisition, Step 3 - Requisition Questions (current), Step 4 - Job Listing Details, and Step 5 - Review Requisition. Navigation buttons 'Previous' and 'Next' are present at the top and bottom of the form.

Requisition Questions

* Indicates Required Field

Anticipated Start Date: 00/00/0000

* Number of Total Positions: [Text Input]

* Request Type: Replacement [Dropdown] **Add Replacement** [Button]

Request Reason: [Dropdown]

Effect on Head Count: + 0 No Change

Primary Recruiter: [Dropdown]

Secondary Recruiter: [Dropdown]

Hiring Manager: Search or Make Selection [Dropdown]

Hot Job: ☐ Yes ☐ No

Budgeted Position: ☐ Yes ☐ No

Remove Listing(s) When Filled: ☒ Yes ☐ No

Requisition Summary

Please enter any additional comments for this requisition.

[Text Area]

From here, you are able to select which employee is being replaced by this job requisition. This is useful for reporting purposes when a company wants to know what the hiring need is and/or who is being replaced.

Replace Employee

Employee Search

Search [] Previous 1 2 3 ... 24 Next 25

Select All	Employee	Status	Home Department	Position
<input type="checkbox"/>	ADAMS, BEN (BAFF)	A	600	Marketing Specialist
<input type="checkbox"/>	ADAMS, DYLAN (A016)	A	100	1
<input type="checkbox"/>	ADAMS, FRANK (FADA)	A	600	
<input type="checkbox"/>	ADAMS, STEVEN (SADA)	V	400	

Showing 1-4 of 94 records Previous 1 2 3 ... 24 Next Go to Page []

Replace Selected

Employees Selected to Replace

Search []

Select All	Employee	Status	Home Department	Position
No Records Found				

Remove Selected **Save and Close**

Within step four, Job Listing Details, you can set up internal, external and hidden listing start and end dates. Also, you can create multiple listings for the same Job Template, for example, if listings advertise different job descriptions or titles. To do this, you'll select "Add Listing." All options are read-only.

Applicant Tracking > Create Job Requisition > Job Requisition Guided Setup

Globally Search Applicants... Search

Step 1 - Position Information Step 2 - Create Requisition Step 3 - Requisition Questions Step 4 - Job Listing Details Step 5 - Review Requisition

Previous **Next**

Job Listing Details

* Indicates Required Field

Add Listing

Job Listing 1

Listing Start Dates		Job Info	
	* Job Listing Start Date	Job Listing End Date	* Listing Title
Internal Listing	00/00/0000	00/00/0000	Benefits Coordinator
External Listing	00/00/0000	00/00/0000	Job Level
Hidden Listing	00/00/0000	00/00/0000	Job Category
			Degree Types
			Shift Types
			Position Types
			Industry Category

Within step five, Review Requisition, you'll review and submit the requisition. After selecting "Submit for Approval" it will be sent to the Approval Group associated with that Job Template. Depending on the Approval Group notification settings, users may receive emails or notifications in the Applicant Tracking Menu.

The screenshot shows the 'Review Requisition' step (Step 5) of the 'Job Requisition Guided Setup'. The breadcrumb trail is: Applicant Tracking > Create Job Requisition > Job Requisition Guided Setup. A search bar at the top says 'Globally Search Applicants...'. A progress bar shows five steps: Step 1 - Position Information, Step 2 - Create Requisition, Step 3 - Requisition Questions, Step 4 - Job Listing Details, and Step 5 - Review Requisition. Below the progress bar, there are 'Previous' and 'Submit for Approval' buttons. The main section is titled 'Finalize Requisition' and has three tabs: 'Requisition Details' (selected), 'Requisition Questions', and 'Job Listing 1 Details'. Under 'Requisition Details', there is a 'Select Job Form' section with a table. The table has two columns: 'Treatment of Unpopulated Fields' and 'Populate undisclosed on job posts'. The first row shows 'Job Title' and 'Benefits Coordinator'. The second row shows 'Position Family'.

Requesting a New Template

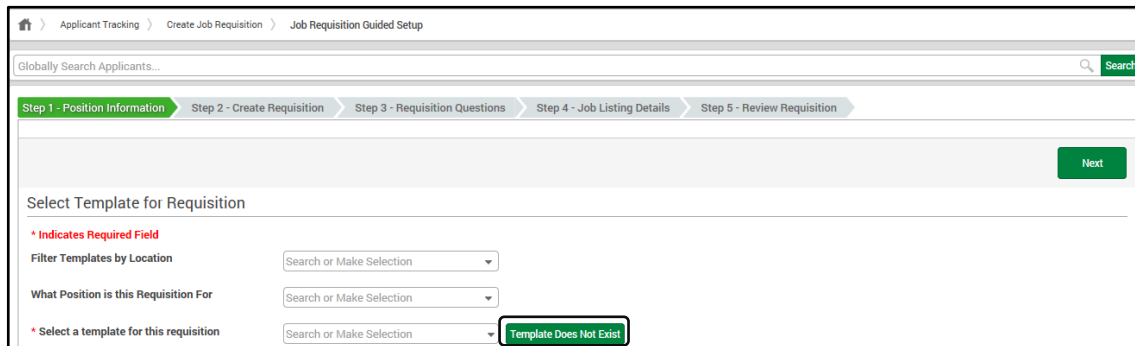
You may want to request a Job Template that does not already exist. For example, if there's a new hiring need within the organization that would prompt a hiring manager to request a new job. In this case, select "Create Job Requisition."

The screenshot shows the 'Applicant Tracking Menu'. It has a header with a person icon and the text 'Applicant Tracking Menu'. Below the header, there are three main sections. The first section is 'Manage Applicants' with a sub-link 'View/Search Applicants' and a status indicator '0 Applicants missing an interview group'. The second section is 'Create Job Requisition' with a sub-link 'Request Jobs'. The third section is 'Applicant Tracking Dashboard' with a sub-link 'View HR Dashboard' and three status indicators: '0 Pending Candidate Tasks', '0 Scheduled Tasks', and '0 Pending Notes'.

Then, click "Create New Requisition."

The screenshot shows the 'Create New Requisition' page. The breadcrumb trail is: Applicant Tracking > Create Job Requisition. A search bar at the top says 'Globally Search Applicants...'. The main section is titled 'Requisition Status Tracking' and has a 'Create New Requisition' button. Below the button, there are two tabs: 'Requisitions' (selected) and 'Analytics'. Under 'Requisitions', there is a 'Requisition Status Filters' section. It has three columns: 'Job Requisition Status', 'Status Update Date Range', and 'Request Date Range'. The 'Job Requisition Status' column has three checkboxes: 'Posting Requested', 'Approved', and 'Denied'. The 'Status Update Date Range' column has a date range selector showing '01/01/2017' to '02/28/2017'. The 'Request Date Range' column has a date range selector showing '01/01/2017' to '02/28/2017'.

To request a new template, select “Template Does Not Exist.”



Applicant Tracking > Create Job Requisition > Job Requisition Guided Setup

Globally Search Applicants...

Step 1 - Position Information Step 2 - Create Requisition Step 3 - Requisition Questions Step 4 - Job Listing Details Step 5 - Review Requisition

Next

Select Template for Requisition

* Indicates Required Field

Filter Templates by Location Search or Make Selection

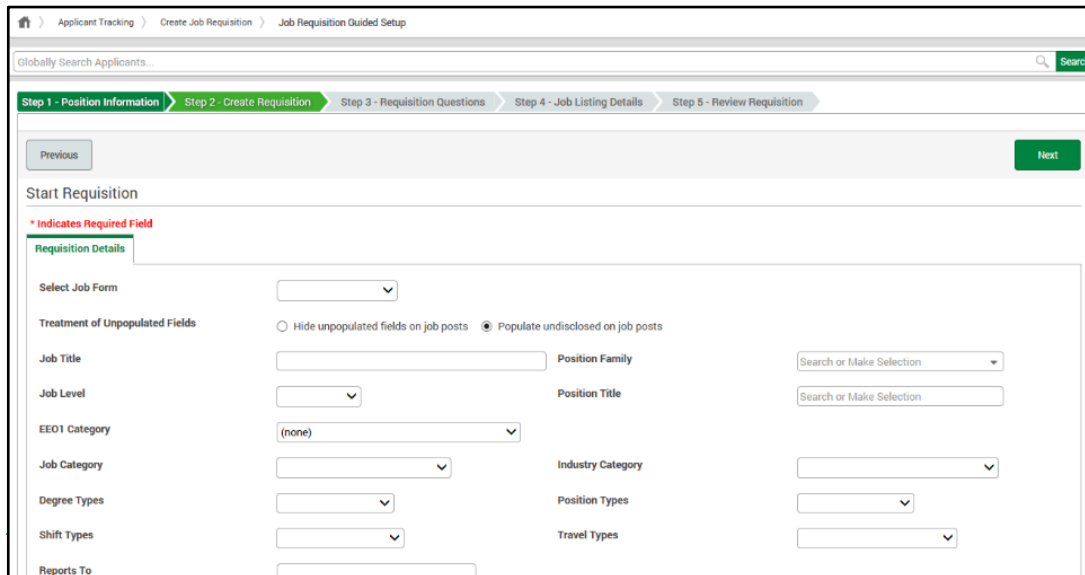
What Position is this Requisition For Search or Make Selection

* Select a template for this requisition Search or Make Selection **Template Does Not Exist**

From here, you're able to request a Job Template that is not currently set up in the system.

This is useful if you have a newly created department or position that has not been posted to the career page. Go through the same steps for requesting an existing Job Template, except now you will be able to edit each piece of the Job Template to suit your needs. This functionality eliminates recruiter activity that takes place outside the application, while also reducing the time to create, approve and post requisitions.

Please note: New positions must be set up in Position Management prior to requesting a blank job requisition.



Applicant Tracking > Create Job Requisition > Job Requisition Guided Setup

Globally Search Applicants...

Step 1 - Position Information Step 2 - Create Requisition Step 3 - Requisition Questions Step 4 - Job Listing Details Step 5 - Review Requisition

Previous Next

Start Requisition

* Indicates Required Field

Requisition Details

Select Job Form

Treatment of Unpopulated Fields ☐ Hide unpopulated fields on job posts ☒ Populate undisclosed on job posts

Job Title Position Family Search or Make Selection

Job Level Position Title Search or Make Selection

EE01 Category (none)

Job Category Industry Category

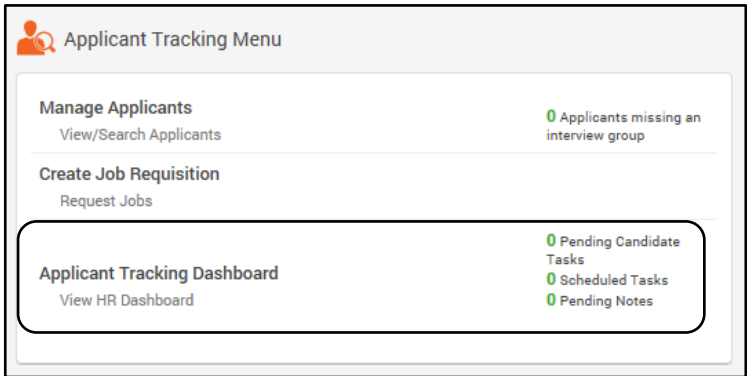
Degree Types Position Types

Shift Types Travel Types

Reports To

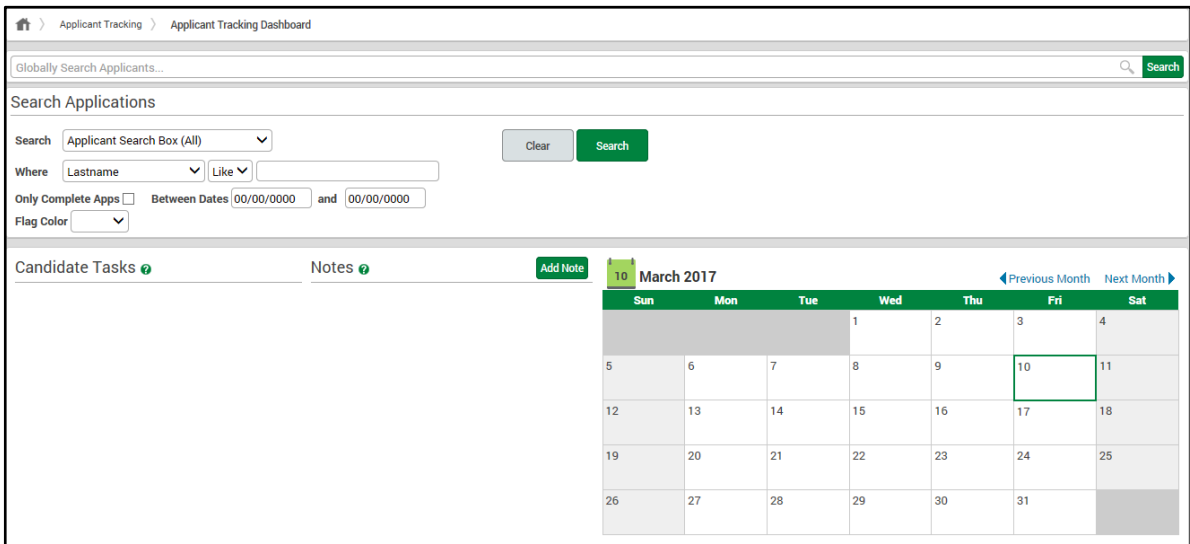
The Applicant Tracking Dashboard is where you will administer day-to-day functions of your hiring process. Any pending tasks or notes will be displayed next to the Applicant Tracking Dashboard link.

Within the Dashboard, you have the ability to view applicants by status in the hiring pipeline, schedule tasks and interviews, view and change the status of an applicant. Depending on your user access level, you will also be able to “save for later,” “make an offer,” “reject” and “run background checks” for applicants. To view or access the Dashboard, select “Applicant Tracking Dashboard.”




Within the Applicant Tracking Dashboard, you’ll notice the normal search bar at the top as well as specific search functions that allow you to refine what applicants you’re looking for.

Next, you’ll notice the Candidate Tasks section where you can view the tasks for the day or select another day from the calendar to view tasks for that date.



The Calendar feature allows you to click on a month or day to see the scheduled tasks and notes for that particular day.

Adding notes is a great way to set reminders of tasks to complete. You can set notes as public or private and add them for any day needed. To add a note, select “Add Note.” Then, enter the following information:

The screenshot shows a web application interface for adding a note. At the top, there's a breadcrumb trail: 'Applicant Tracking > Applicant Tracking Dashboard > Notes'. Below this is a search bar labeled 'Globally Search Applicants...'. The main section is titled 'Note Details'. It contains a red asterisk icon followed by the text '* Indicates Required Field'. There are four main input sections: 1. 'Description' with a text input field. 2. 'Note' with a rich text editor toolbar (including bold, italic, underline, link, unlink, list, and image icons) and a large text area. 3. 'Schedule Item' with a date picker set to '02/28/2017', a time picker set to '15:40', and a time zone dropdown set to '(UTC-06:00) Central Time (US and Can)'. 4. 'Note Type' with a dropdown menu set to 'Public'. Below these is an 'Applicant' dropdown menu with a red asterisk icon. At the bottom right is a green button labeled 'Add New Note'.

Description: Enter a description for the note.

Note: Body of the note.

Schedule Date: Enter the date and time this date will appear on the Dashboard Calendar.

Status: Choose from Completed or Pending.

Note Type: Choose from Public or Private. Private means only you can see the note. Public means everyone with access to the applicant's information can see the note.

Applicant: Choose the applicant's name from the drop-down, this will tie the applicant to the note and be displayed on the Dashboard Calendar.

When finished, select “Add New Note.”

Applicant Tracking Pipeline/Pending Requisition Pipeline

At the bottom of the page, there are multiple tabs of information. These pipelines will demonstrate the hiring process specific to a department or job. The first tab, "Applicant Tracking Pipeline," shows the Interview Group and Requisitions of all your positions. You can utilize the Sort list by option to determine how you want to view the content such as sort by "Total Applicants Descending" and then clicking "Apply."

Quick Search

Sort list by: Total Applicants Descending Apply

Requisition Number	Job Title	Interview Group	Requisitions
19877	UI Developer (HR Administrator) - Hiring Manager:	Hiring	4
18922	Paralegal - Hiring Manager:	Phone Screen	0
19087	Marketing Specialist - Hiring Manager: BAUCUM, SHEERINE	Phone Screen	0
6999	Systems Engineer - Hiring Manager:	Phone Screen	4

The "Pending Requisition Pipeline" tab displays any pending requisitions that you need to review. Click on the blue number to see a list of active applications within that step and to be taken to the review page. Clicking on the blue Requisition Number or Job Title will take you to another page in which you'll be able to Approve, Deny or Post the job.

Quick Search

Sort list by: Requisition Approval Group Name Ascending Apply

Requisition Approval Group Name	Review	Final Approval
Benefits Coordinator Requisition Group Pipeline	0	0
Finance Manager Requisition Group Pipeline	0	0
HR Assistant Requisition Group Pipeline	1	0

Approve/Deny/Post 1

Applicant Tracking > Applicant Tracking Dashboard > Job Requisitions In Step: Approve/Deny/Post

Globally Search Applicants...

Job Requisitions In Step: Approve/Deny/Post

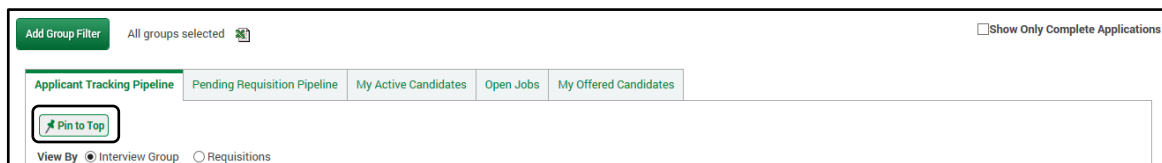
Requisition Number	Job Title	Position	Requisition Type	Hot Job	Post Type	Hiring Manager	Request Date	Requested By
18840	Benefits Coordinators		Additional	Yes	All		08/10/2016	Moss, Tyler [pcm673d8afe0]

You can move from the Applicant Tracking Pipeline to the Pending Requisition Pipeline by selecting their respective tabs.

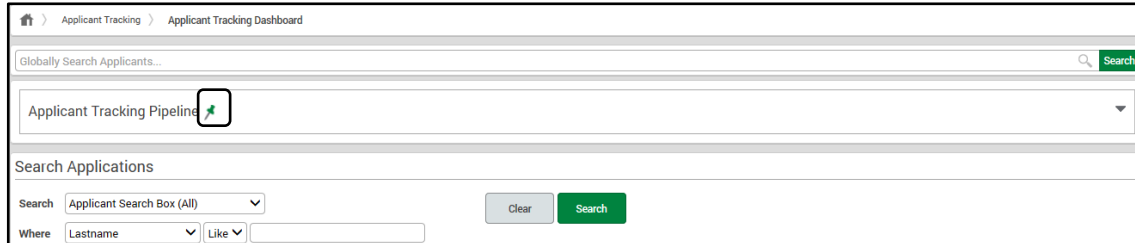
Please note: You can export requisition data from any tab in the Dashboard using the Excel button, located in the top, left-hand corner of the pipeline.

You can pin your Applicant Tracking pipelines to the top of your screen so they will follow you throughout the Applicant Tracking and Candidate Tracker features. This allows you to manage your pipelines and frequently check the dashboard for any updates with ease.

Simply select “Pin to Top” from the Applicant Tracking Pipeline tab.



This places the pipeline at the top of your screen. This feature works on any page within Applicant Tracking or Candidate Tracker. To remove the pipeline from the top of your screen, click the pin icon located in the Applicant Tracking Pipeline header.



You can preview the applicants contained within a pipeline from the dashboard, allowing you to see new applicants within a specific step. The preview is accessed by hovering over the number below that step in the process. This also works when the pipelines are pinned.

Name	Job Title	Last Action Date	Application Date
SMART, BARRY	Retail Sales	12/23/2014	12/23/2014
SOLO, HAN	Retail Sales	12/11/2014	12/11/2014
SMART, BARRY	Retail Sales	12/08/2014	12/08/2014
SMART, BARRY	Retail Sales	11/25/2014	11/25/2014
Rosenberg, Willow	Retail Sales	11/25/2014	11/25/2014
KENOBI, OWI WAN	Retail Sales	11/25/2014	11/25/2014
FASFDAS, FDSFAS	Senior Legal Counsel	11/20/2014	11/20/2014
AFLAC, AMANDA	Senior Legal Counsel	11/20/2014	11/20/2014
KENOBI, OWI WAN	All Fields Job	09/30/2014	09/30/2014
SMART, BARRY	All Fields Job	08/22/2014	08/22/2014
SMART, BARRY	All Fields Job	08/20/2014	08/20/2014
SMART, BARRY	All Fields Job	08/19/2014	08/19/2014
SMART, BARRY	All Fields Job	08/14/2014	08/14/2014
SMART, BARRY	All Fields Job	09/09/2014	08/12/2014

My Active Candidates

The “My Active Candidates” tab displays all of the candidates who are currently active in your system. Select their name to review their application or click on the link to their resume to preview their resume(s).

Flag	Viewed	Name	Resume	Complete App	Rating	Score	Job Title	Job Type	Email Address	Status	Hiring Process	Last Action Date	Application Date
		Smith,Stan(25436)		Yes	Not Rated	6/0	Account Coordinator	External post	New_User@yahoo.com	In Hiring Process	Phone Screen	04/04/2016 10:22:32 AM	03/16/2016 01:54:35 PM
		Priest,Andrea(25497)	No Resume Uploaded	Yes	Not Rated	0/0	HR Manager	External post	andrea.priest@paycomonline.com	In Hiring Process	Final Interview	07/11/2016 01:38:58 PM	04/25/2016 11:29:07 AM
		Rogers,Steve(27323)		Yes	Not Rated	4/0	Training	Hide post	joanie.velles@paycomonline.com	In Hiring Process	First Interview	05/24/2016 03:41:24 PM	05/24/2016 03:34:51 PM
		RUDEK,TYLER(27326)		Yes	Not Rated	2/0	Training	Hide post	tyler.rudek@paycomonline.com	In Hiring Process	First Interview	05/24/2016 03:43:57 PM	05/24/2016 03:35:33 PM

Open Jobs

The “Open Jobs” tab allows you to quickly review what open jobs you have. You can review or sort by the Job Title, Location, Number of Applicants, Number of Positions Open, and the Start Date. Clicking on the grey arrow below the field allows you to sort the options in the order that you prefer. If you want to export this information to Excel, simply click on the “XLSX” button.

Add Group Filter

No Filters

Show Only Complete Applications

Applicant Tracking Pipeline

Pending Requisition Pipeline

My Active Candidates

Open Jobs

My Offered Candidates

Requisitions and Starts

Previous

1

2

Next

XLSX

25

Title	Location	Number of Applicants	Number of Positions Open	Number of Positions Filled	Post Type	Shift	Start Date	End Date
Account Coordinator	Oklahoma City	4	1	1	External post		03/16/2016	
Account Coordinator	Oklahoma City		1	0	Hide post		02/10/2016	
Account Coordinator	Oklahoma City		3	0	External post		11/09/2015	
Account Coordinator - TEST	San Antonio		1	0	External post		01/17/2017	
Benefits Coordinator	Dallas		1	0	External post		08/15/2016	
Benefits Coordinator	Dallas		1	0	Internal post		08/08/2016	

Requisitions and Starts

Lastly, the “Requisitions and Starts” tab displays a list of requisitions, pending offers and the number of employees starting through the end of the month. You have the ability to send reminders when new employees are starting and view current and future hiring needs, giving you more insight into the current recruiting metrics that interest you.

The screenshot shows the 'Requisitions and Starts' tab within the 'Applicant Tracking Pipeline'. It features a navigation bar with tabs: 'Applicant Tracking Pipeline', 'Pending Requisition Pipeline', 'My Active Candidates', 'Open Jobs', 'My Offered Candidates', and 'Requisitions and Starts'. Below the navigation bar, there's a 'Pin to Top' button and a 'Disable Popovers' checkbox. The main content area displays a list of requisitions with columns for 'Interview Group' and 'Requisitions'. The list includes several requisitions with their respective stages and counts:

Interview Group	Requisitions
Accountant Applicant Pipeline	Phone Screening: 0, Second Interview: 0, Final Approval: 0
Account Coordinator Applicant Pipeline	Phone Screen: 5, Second Interview: 0, www.paycomonline.com: 0
Blank Template Applicant Pipeline	Phone Screen: 1, In Person Interview: 0
Finance Manager Applicant Pipeline	Phone Screen: 8
HR Manager Applicant Pipeline	Phone Screen: 8, Final Interview: 1
PSD Specialist Applicant Pipeline	Interview: 1

To send a reminder to a hiring manager regarding applicants, scroll to the bottom of the page and select the applicable response from “Applicants Starting.” Select the desired applicants and click “Remind Hiring Managers.”

The screenshot shows the bottom of the 'Requisitions and Starts' tab. It includes a pagination bar with 'Showing 1-25 of 72 records', 'Previous', '1', '2', '3', and 'Next' buttons. Below the pagination bar, there's a dropdown menu labeled 'Applicants Starting' with options: 'Today', 'This Week', and 'This Month'. To the right of the dropdown menu is a green button labeled 'Remind Hiring Managers'. Below these elements is a table with columns: 'Position', 'Hiring Manager', 'Department', 'Location', 'Requisition ID', 'Start Date', and 'Employment Status'. The table is currently empty, with the text 'No Records Found' displayed below it.

Application Information

Within the application, you'll be able to view applicant information, education, work history, answers to questions, make notes, transfer applicants, run a background check or tax credit, approve/deny a status, schedule a task and/or take action on an application. If the application is 100 percent complete, the Acknowledged field answer will be "Yes." If the application has not been acknowledged by the applicant, the field will read "No."

Applicant Tracking > Manage Applicants > Application Information: Sales Representative (Job ID:17)

Globally Search Applicants... Search

Return to Applicants List

Return to Dashboard

< BOB SMITH [27]

> 8 of 10

Unrated

Application Actions

Email Address
madams@paycom.com

Applied for
Sales Representative [Req ID: 8]

Current Step
Phone Interview

Applicant History
Maintain Applicant Record
1 Additional Application(s)

Phone

Assigned Recruiter
VILLARREAL, MARIO [mvillarreal]

Scheduled For
DREW MANGINELL

Applicant Information

Application Questions

Resume and Documents

Notes

Scheduled Tasks

Session History

The applicant

Can

 edit this information currently.

Applicant Demographics

Application ID27

Applicant NameSMITH, BOB W

Social Security Number*** - ** - ****

AcknowledgedYes

Address1231 ELM STREET

City, State, Zip CodeDALLAS, TX, 75252, USA

Primary Phone

Secondary Phone

Email Addressmadams@paycom.com

Signature[00/00/0000]

Referral SourceEmployee Referral

Referral NameJANE DOE

Utilize the Application Actions drop-down to review any actions you might need to take on an applicant. Also, navigate between the easy-to-use tabs of applicant information including Applicant Information, Application Questions, Resume and Documents, Notes, Scheduled Tasks and Session History.

The screenshot displays the Paycom Applicant Tracking System interface. At the top, there's a breadcrumb trail: Home > Applicant Tracking > Manage Applicants > Application Information: Sales Representative (Job ID:17). Below this is a search bar labeled 'Globally Search Applicants...' and buttons for 'Return to Applicants List' and 'Return to Dashboard'. A dropdown menu shows 'BOB SMITH [27]' with '8 of 10' and an 'Unrated' status. A tabbed interface includes 'Applicant Information', 'Application Questions', 'Resume and Documents', 'Notes', 'Scheduled Tasks' (selected), and 'Session History'. The 'Scheduled Tasks' section has 'Current' and 'History' sub-tabs. It shows a table with columns: Task, Primary Users, Status, Decision Reason, and Scheduled Time. Two rows are visible, both for 'Phone Interview' tasks assigned to 'WATSON, BEN' and 'MANGINELL, DREW'. To the right, the 'Application Actions' dropdown menu is open, listing options: Print Application, Forward Applicant, Background Check, Tax Credits, Undo Hire, Reject, Archive, Remove, Outlook, and Sent: No.

Give your dedicated Paycom Specialist a call to enable the enhanced applicant view!

Questions/Answers

The next section shows the previously setup application questions and the applicant's answers.

The screenshot shows the 'Questions/Answers' section of the Paycom system. It is divided into three sections: 'Knockout Questions', 'Global Questions', and 'Job Level Questions'. Each section has a search bar. The 'Knockout Questions' section contains a table with two rows: 1. 'Have you ever been convicted of a criminal offense by any court under your current name or any other name?' and 2. 'Are you over the age of 21?'. The 'Global Questions' section shows 'No Records Found'. The 'Job Level Questions' section contains a table with one row: 1. 'Do you have experience working as a Family Law Paralegal?'. Each row in the tables has columns for 'Number', 'Question', and 'Answer'.

For Follow-Up Questions, when an applicant applies for the position, there is a section on the application to unlock the follow-up questions for them if he or she has moved forward in the interview process. Select "Follow Up" within the Application Actions drop-down.

The screenshot shows the 'Application Information' page for Frank Adams (Job ID: 34733). The 'Application Actions' dropdown menu is open, displaying several options. The 'Follow Up' option is highlighted with a black border.

Select the group you want to assign and then select "Send Follow Up." This can be done in a batch operation as well by selecting "Batch Follow Up." You can also select to notify your applicant via email to inform them they have follow-up questions to answer. In the Mail Message drop-down, be sure "Email" is selected. This is important as it lets the applicant know you are waiting for additional information.

The 'Follow Up' modal window is displayed. It contains the following fields and options:

- Paycom Tax Credit Questionnaire:** ☒
- Mail Subject:** Follow Up Questions
- Mail Message:** Email (selected from a dropdown menu)
- Buttons:** Batch Follow Up, Send Follow Up

File Uploads/Notes

To view and/or save the applicant's résumé or any other uploaded file, select the file's hyperlink. To add a Public or Private Note about the applicant, select "Add New Note." You also have the option to Print Notes.

Notes							
<div>Add New Note</div>							
<div>Search</div>							
Description	Status	Note	Schedule Time	Username	Note Type	Edit	Delete
In Hiring Process		Interviewing other candidates first	03/24/2016 01:05:38 PM CST	sbaucum	Public		
<div>Print Notes</div>							

Recruiting

The next section allows you to transfer applicants, run background checks and tax credits, assign a recruiter and attach additional documentation. For example, you might want to upload thank you letters or interview questions. This allows you to keep all applicant information in one location.

Recruiting

Background Check

Run

Tax Credit

Run

Responsible Recruiter

[None] ▼

Follow Up Questions

Follow Up

Additional Documentation

Add Files

Browse...

Upload File

Search

File Name

Delete

No Records Found

For security purposes, please note the following regarding file uploads:
The maximum allowed file size is currently 5MB per file and only approved file types are allowed. [Click here to view accepted file types.](#)

Scheduled Tasks and Comments/Application Hiring Process

Within the Scheduled Tasks and Comments section, you have the ability to schedule a task, approve or deny an applicant and provide a decision reason. When selecting your decision reason, you can add a note to explain it further. This is beneficial when explaining why a “Rejected” decision reason is used so other users do not have to search for the reason within the application notes.

Note: If an application is not active, this section will be read only. Users will only be able to edit active applications.

Use the Applicant Hiring Process drop-down to move the applicant in the process and select “Update Status” when you’re done.

Scheduled Tasks and Comments			Hiring Group - Account Coordinator		
Task	Primary Users	Scheduled Time	Outlook	Status	Decision Reason
Phone Screen	BAUCUM, SHEERINE	<div>Date: 08/18/2016</div> <div>Time: 00 : 00</div> <div>Time Zone: (UTC-06:00) Central Time (US and Canada)</div>	<div>Outlook</div> Sent: No	Pending	
Second Interview	BAUCUM, SHEERINE GREENHAW, SARA	<div>Date: 08/21/2016</div> <div>Time: 00 : 00</div> <div>Time Zone: (UTC-06:00) Central Time (US and Canada)</div>	<div>Outlook</div> Sent: No	Pending	


You have the option to select one of the following status action buttons at the bottom of the screen when updating your applicant:

- “Offer” will prompt an email correspondence to the applicant. This will move the applicant to “My Offered Candidate” on the Dashboard and prepare the applicant for background checks, tax credits and/or sending to payroll.
- “Save for Later” will prompt email correspondence to the applicant. This removes the applicant from the pipeline but the application will still be searchable in “Manage Applicants” and the applicant can reapply.
- “Declined Offer” is applied if the applicant has been given an offer and in turn, rejects that offer. This removes the applicant from “My Offered Candidates” on the Dashboard. The application will still be searchable under “Manage Applicants.”
- “Rejected” will prompt email correspondence and a rejection letter to the applicant. This removes the applicant from the pipeline. The application will still be searchable under “Manage Applicants” but the applicant will not be able to update the application or reapply.

If you used the Applicant Hiring Process drop-down to move the applicant in the process, remember to select “Update Status.”

The screenshot shows a web interface titled "Application Hiring Process" with a green help icon. Below the title is a green button labeled "Send To Second Interview". Underneath is a row of five colored circles: green, red, yellow, red, and yellow. At the bottom, there are two rows of buttons. The first row contains "Print Application", "Offer", "Make Active", and "Declined Offer". The second row contains "Rejected", "Remove", "Archive Application", and a green "Update Status" button.

If you chose to use one of the action buttons: “Offer,” “Save for Later,” “Declined Offer” or “Rejected,” the next screen will prompt you to send an email notification. Enter a Mail Subject and select the type of message from the drop-down. Select “Email Letter” to send the email or “Skip This Step” to return to the Dashboard.

The screenshot shows a form titled "Choose E-mail Letter For BARRY SMART". It has two input fields: "Mail Subject" with the text "Job Offer" and "Message" with a dropdown menu showing "Offer". At the bottom right, there are two buttons: a grey "Skip This Step" button and a green "Email Letter" button.

After any changes are made to the application, remember to click “Update Status.”

If you need additional assistance, check out our Paycom University training courses or visit the other *Applicant Tracking* manuals on the Help Menu.