# Reviewing Applicants in UKG Ready:

This training document is intended for managers and walks through the process of reviewing applicants and moving their applications through the Hiring Stages.

To begin, login to **Pace Portal** and under the Staff tab, click on the "**UKG Ready: for Hiring Managers**" link in the Manager Resources section.

To access all applicants in the system, navigate to the **Recruitment Icon > Job Applications.** Or to review applicants within a specific posting go to the **Recruitment Icon>Job Requisitions.**
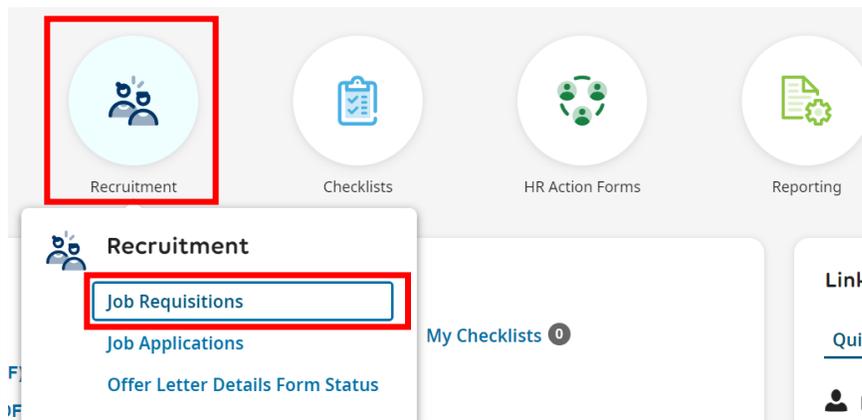
If accessing Applications via the posting, click on the **Pencil** icon in the far left column:

Click on the "**Applications**" tab:

To view the Resume, supporting documents and application click on the first icon ("**View Job Application**"):

To view the Applicant Profile, click on the second icon ("**View Applicant**"):

The "**Hiring Stages**" section displays the applicant's status in the recruitment process:

The "**Resume**" will appear in the center of screen and is available for download. However, all applicant documents will be stored within the system.

Any additional supporting documents such as Cover Letter or Letters of Recommendation will appear in the "**Supporting Documents**" section on the right-hand panel.

Scroll to the bottom of the page to view the "**Questionnaire**" responses. The questionnaire contains a different set of questions per position type (ie. Staff, Faculty, Student).

⌄ Name	Type	Status	Assigned On	Last Updated On	Assigned To	Last Updated By	Actions
⌄ Staff Job Related Questions (1)							
Staff Job Related Questions	Job Application	Submitted	07/18/2023	07/18/2023	Shu Shu Mouse	Shu Shu Mouse	...

You now have the capability to Communicate to the applicant directly from the system by clicking on the "**Communicate**" button on the right-hand side under the "**Quick Actions**" menu:

Communicate

A window will pop with a message editor. Specify the email address of the sender in the "**From**" field. **PLEASE NOTE**: The From email will be the email that receives the response from the applicant.

PLEASE NOTE: If checking off the "**iCalendar Attachment Configuration**" Enabled box, the sender **does NOT** get a notification email of the applicant's accept/decline/tentative response.

All communication is tracked in the Applicant Profile which can be accessed by clicking on the "**View Applicant"** icon on the applicant list page.

Moving Applicants Through Hiring Stages

The "**Hiring Stages**" provide insight into where the applicant is within the recruitment/hiring process. To move your applicant through the Hiring Stages, simply click on the bubble you would like to assign:
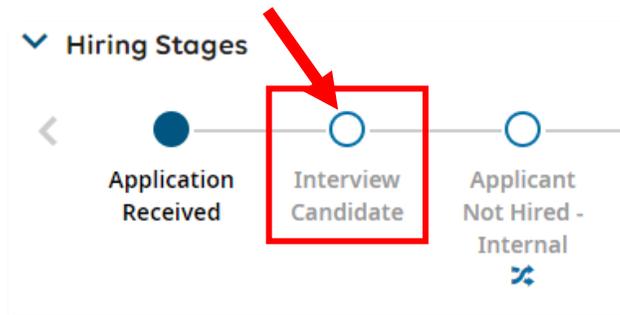
A pop-up window will appear where you will select the date this hiring stage took place (it can be today's date) and the click "**OK**."

You will now see the applicant is moved into this new Hiring Stage:
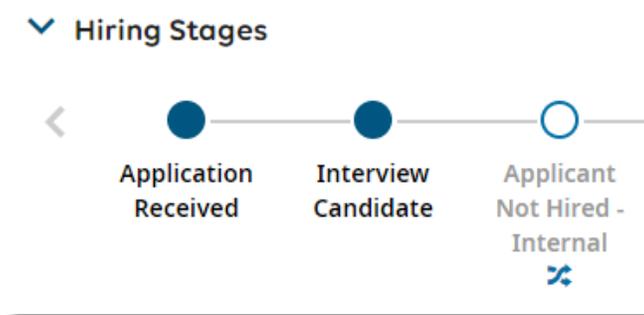
VERY IMPORTANT: The following "**Hiring Stages**" have a workflow attached to them meaning an action is triggered when the applicant is moved into that stage. Also please note that certain stages should only be used by HR.

Hiring Stage	Action	USE
Applicant Not Hired-Internal	The Applicant is notified via email that they were not selected for the position.	Manager Use
Applicant Not Hire-External	The Applicant is notified via email that they were not selected for the position.	Manager Use
Recommend for Hire	Only assign this Hiring Stage when you are ready for HR to extend a verbal offer. This will kick off a workflow to start the offer process. Please view the "Submitting an Offer to HR" training document for more details.	Manager Use
Extend Verbal Offer	You will receive a notification once HR has extended the offer.	HR USE ONLY
BGC - Pending Candidate Completion	You will receive a notification once HR has sent the background check invitation to the applicant to complete. If the applicant is stuck at this stage, it means they have not provided their consent to move forward with the background check process.	HR USE ONLY
BGC - Under Review	You will receive a notification once the background check process has begun and is pending.	HR USE ONLY
Offer Declined	You will receive a notification if the candidate declines the offer.	HR USE ONLY

The Hiring Stages provide the manager with full transparency into the hiring process.

Mass Editing Applicants in Hiring Stages

You have the ability to mass edit/move applicants through the Hiring Stages. To do so, from the "**Applications**" tab, check off the applicants you would like to move. Then click on the "**Update Hiring Stage**" button in the "**Quick Actions**" menu to the right.

Select the "**Hiring Stage**" to move these applicants to and specify the date. Then click "**OK**."

You will receive a Completed message confirming your applicants have been successfully moved: