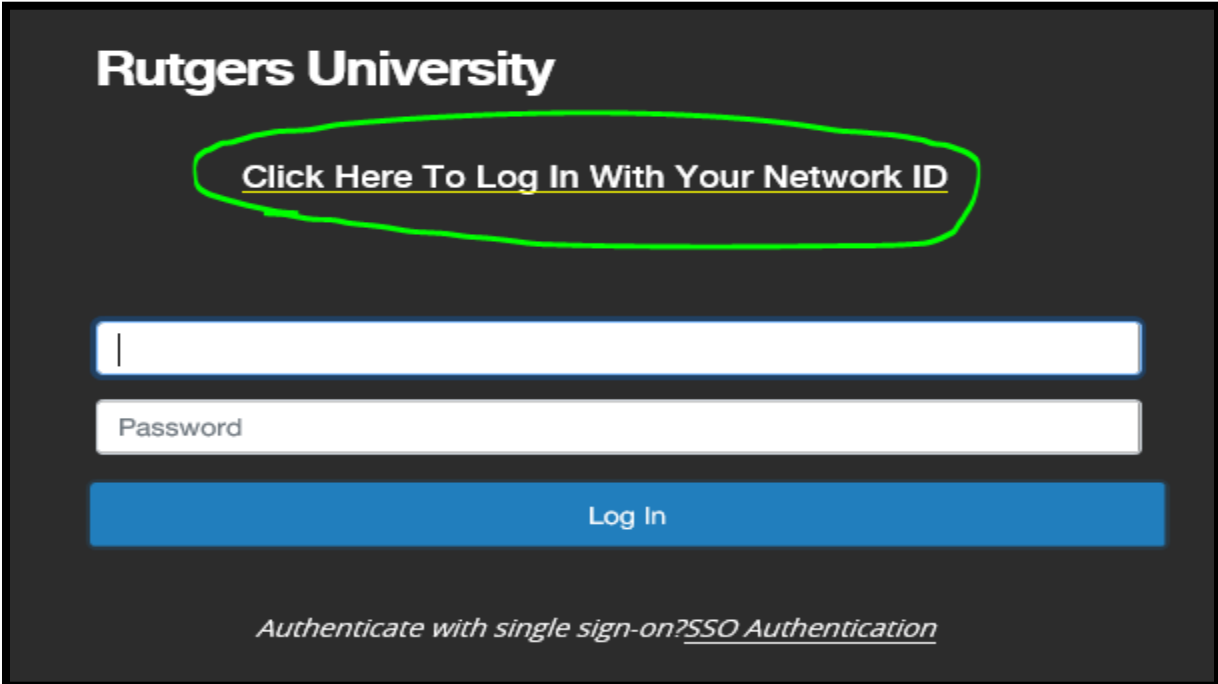# ROCS – GUIDE TO *APPLICANT REVIEWER* ROLE

I.   INTRODUCTION TO THE APPLICANT REVIEWER ROLE

In ROCS the role of an "Applicant Reviewer" is to view and control the applicant's movement in the workflow. The Applicant Reviewer is involved only in the *Hire* module of ROCS. There can be more than one applicant reviewer for a posting. The individual who creates the posting will have the ability to add the applicant reviewer to their posting.

II.   NAVIGATING TO THE APPLICANT INFORMATION AS AN APPLICANT REVIEWER

Step One: Login to ROCS by accessing the system thought the link: https://jobs.rutgers.edu/hr/sessions/new.

Please click on 'Click Here to Login With Your Network ID' and enter your NETID and password:
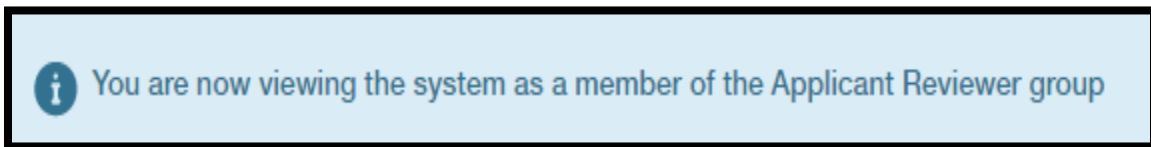

In the upper-left please make sure you are in the 'Hire' module – if not click on the three blue dots to switch over to the 'Hire' module:

Step Two: Set your role acces to the system to "Applicant Reviewer" using the drop-down field found in the top-right area of the screen.
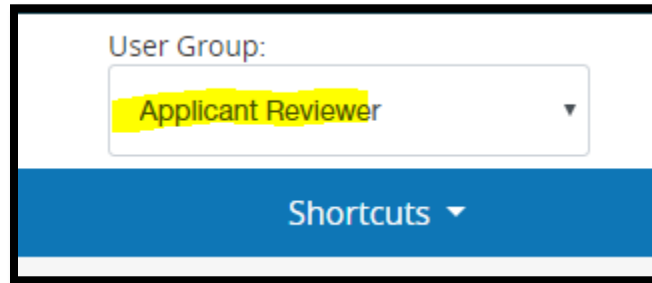
The system will provide you with a success message at the top of the page:

Step Three: Navigate to the postings you were assigned to by hovering over the "Postings" tab, and click on the either the 'Staff', 'Faculty', or 'Temporary/Casual/Seasonal' option:

Step Four: At this step you will now see all of the postings you have assigned to you as the Applicant Reviewer. To view the applicants hover over the blue "Actions" text and select "View Applicants".

Step Five: You are now viewing the "Applicants" tab there will be a table at the bottom of the screen showing all the active applicants Click on an applicant's Name to view their information.

III.   ACCESSING APPLICATION DATA AS THE APPLICANT REVIEWER

There are several ways to access an applicant's data as an applicant reviewer. This section will cover a few ways to go about reviewing an applicant.

Single View:

To view an applicant's data one applicant at a time you can access their information by clicking on their name in the "Applicant Information table" or hovering over the blue "Actions" link and clicking "View Application".

Thes will open up an applicant's information on a new page. This page will display the applicant's personal information, general information, answers to supplemental questions (if any were provided), certification, and the documents uploaded.

There are two ways to view documents uploaded. You may click on the document's name in the document's section.

Or you may use the "Combined Document" feature at the bottom of the page. Click "Generate" and then "View" to create a PDF document of the applicantion information and all the attached documents.

Applicant Information Table View:

A quick way to view documents an applicant uploaded is to alter the "Applicant Information Table". You may add, remove, and sort columns in the "Applicant Information Table".

To customize the "Applicant Information Table" select "More Search Options" new to the search field.

This will open up a couple of fields that will make changes to the "Applicant Information Table". Use the field titled "Add Column" to drop-down and select the Documents option. This will add this column.

You will now see the "Documents" column in your "Applicant Information Table". This column will provide links to any documents an applicant uploaded (you will not need to click into the applicant to see their resume or cover letter). Click on the blue link with the documents name to view the document in a new tab.


Bulk Action View of Applicant Data:

In ROCS you can create a PDF document of various applicants – this document will include the application information along with uploaded documents. You will also be able to select which documents you want to see as well – so you may decided to only download the applicant's resume and not their cover letter.

On the "Applicants Tab" check the box to the left of an applicant's name to select the applicants that you want to generate the PDF for (to the left of the "Last Name" column is a box that if checked will select all of the applicants in the table. So if you want to see every applicant's data check that box):

Toggle over the Actions button above the "Applicant Information Table" and select "Download Applications as PDF".
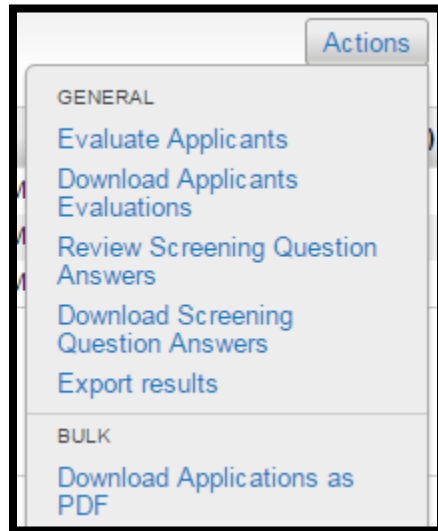
Select to eiher download the application and all documents, or select only the specific documents you want to see. Select "Submit" to start the conversion.
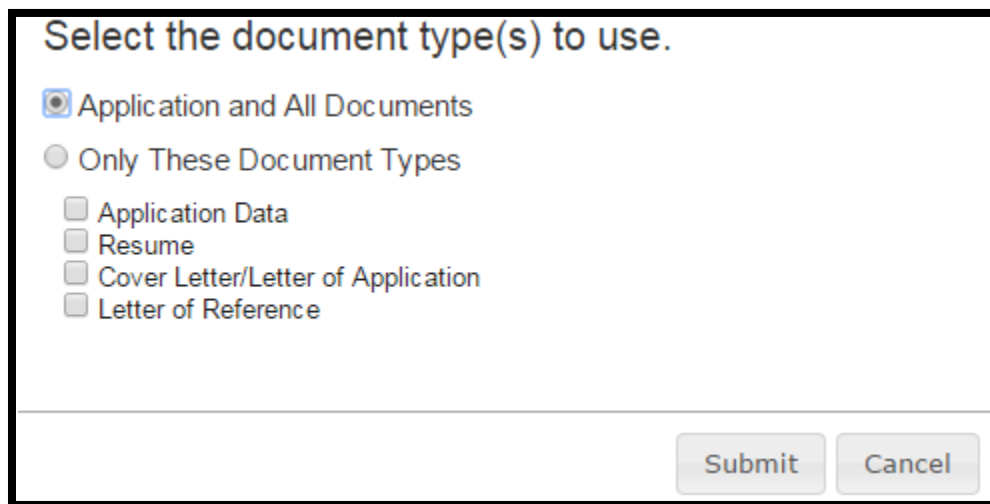

ROCS will process the request and show you a status, the more applicants the longer this process will take. Once complete the document will open up and you can view or print the results.

Generating File... Status: Requesting Documents (status will update automatically)

Please do not close this window until the download has started.

IV. MOVING APPLICANTS IN THE WORKFLOW

Applicant Reviewers have the ability to move applications through the hiring process to hire an applicant.
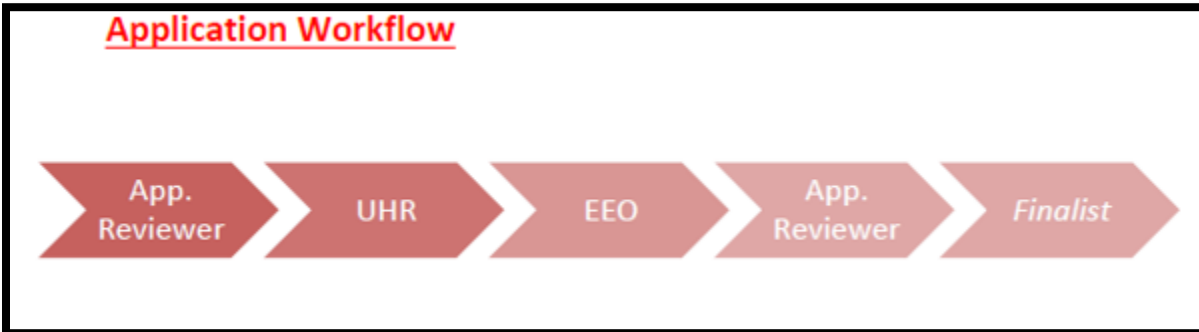
There are two ways to move applications through the workflow:

Individual Move:

Navigate to the "Applicant Tab" and click on the Last Name of an application you want to move.
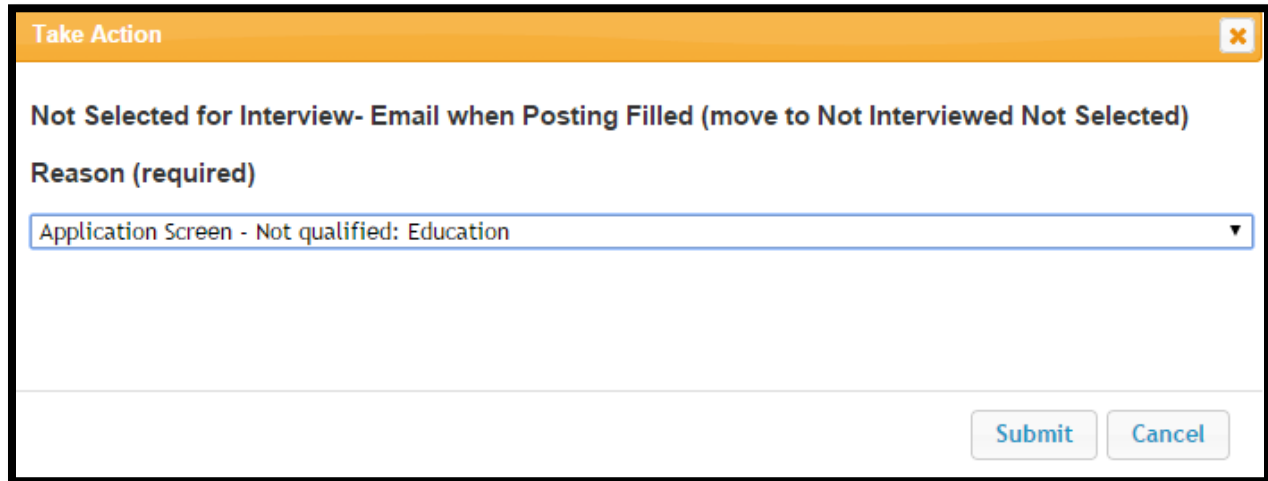

Use the orange "Take Action on Job Application" button (located top right) to move the application.

Select to either request a qualification review of the applicant to UHR, or to not interview the applicant. ***Please only send candidates to the 'UHR Qualification Review' state if you want to interview the candidate.*** If you

decide to not interview the applicant, by selecting the '*Not Selected for Interview*" state, you must provide a reason:

Bulk Move of Applications

Bulk Action Tips: **http://rocs.rutgers.edu/index.php/2015/12/03/applicant-reviewer-bulk-action-tips/**

You can also move applicants at the same time; for example if you want to move 30 people to the "Not Selected for Interview" status because you decided they are not qualified for the position you can use a the bulk move feature to move these applications in a short period of time.

On the "Applicants Tab" check the box to the left of an applicant's name to select the applicants that you want to move in the workflow (to the left of the "Last Name" column is a box that if checked will select all of the applicants in the table. So if you want to see every applicant's data check that box):

Toggle over the Actions button above the "Applicant Information Table" and select "Move in Workflow".
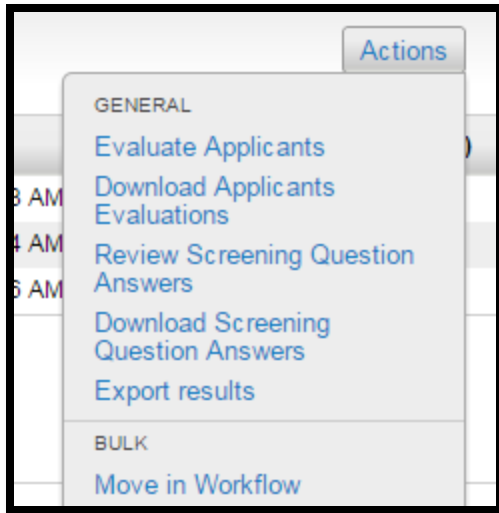
If the applicants are all going to the same workflow state use the "Change for all Applicants" field.

If the applciants are going to different workflow states use the individual fields for each applicant.

Applicant	Current State	New State	Reason
Anakin Skywalker	Under Review by Department/Committee	Under Review by HR ▼	
Miami Dolphins	Under Review by Department/Committee	Not Interviewed Not Selected ▼	Not enough experience ▼