

Our online recruitment tool, CyberRecruiter, allows hiring managers and search committee members to view applicant materials online at their convenience. Effective December 14, 2007 hiring managers, search committee chairs and/or search committee members will be responsible for logging in to CyberRecruiter and viewing applicant materials. Hiring managers and/or search committee chairs will be responsible for determining how these materials are printed and/or distributed to search committee members if it is determined a paper version is required. Human Resources does not have the resources to support the printing and/or distribution of applicant materials. Suggestions for efficient facilitation of this process are listed in this document under “helpful hints”. Search committee chairs, hiring managers or their designee will continue to receive notification of applications via e-mail with links to some basic data about the applicant. *This notification does not represent the complete applicant file.*

This document provides instructions to guide you through the process of viewing applicant materials as well as some helpful hints and answers to anticipated questions.

*****CyberRecruiter is best supported by Internet Explorer. Do not use Mozilla Firefox when using CyberRecruiter.*****

Visit the login page at: <https://www.vscyberhosting2.com/batescr/> and login by entering the username and password that you have been given for CyberRecruiter.

1. Click on [Req List] at the upper right of your screen. You will be presented with a list of requisitions (if you do not see any requisitions listed, you will need to review the following instructions about filtering). You can filter the list by checking the “Open, Closed or On Hold” boxes at the top left of the list or by selecting an alternate status from the drop down menu directly below the check boxes. You will then need to click on the “Refresh” button to refresh the screen to update your newly filtered list.
2. Under the “Assigned Applicants” column for the requisition that you are interested in, click on the number that is in the column. (This is the number of applicants that currently exist for this requisition.)
3. This screen provides you with a list of ALL applicants for this requisition and some basic information about these applicants. Please note that in addition to those applications you have received notification for, this list includes those applicants who have not yet completed their applications, those who have withdrawn their application, etc.
 - a. **You will most likely want to filter this list to include only those with a status of “Routed to Manager.” Those applicants with a status of “Routed to Manager” are those whose application is complete.**
 - b. To filter applicants by status, scroll down to the “Only show the following statuses” drop-down menu. Select the statuses you wish to view by clicking on them. (If you wish you select more than one status, you must hold down the “Ctrl” key on your keyboard while making your selections.) Once you have the desired statuses selected, click the “Refresh” button. You now have a list of those applicants that you will want to review.
4. To select an applicant, click on their name and their application file will be displayed.
5. There are a few important items on the left-hand menu of the applicant folder that are important to note. These items constitute a complete application file. They are:

- a. **Print Application:** This option will show you the completed employment application including the names and contact information for the applicant's three references. Although this option states that it is a "print" option, you will be able to view prior to printing.
- b. **Attachments:** This option will show you the attachments the applicant has provided. To open, click on the name of the attachment.
- c. **Resume:** If the applicant uploaded a resume you can view the resume by scrolling down and clicking on the "Click here to view the formatted resume" link. (You may also see a text version of the resume in the text box that is shown when opening this screen. This text version was computer generated from the uploaded document. It is preferable to use the formatted version for your search.)

Helpful Hints:

- ❖ Every time an application is successfully submitted by a candidate, you will receive, via e-mail, a notification of the application. This e-mail will include a link to their resume, their application and possibly additional data depending on what the applicant submitted. *This notification does not represent the complete applicant file.* This is a screening and notification tool for your benefit. Additionally, you can respond with your disposition of the application by clicking on the link that most appropriately fits this candidate. For example, if the candidate does not meet the minimum qualifications, click on the appropriate link and CyberRecruiter will then flag that individual as not qualified. This disposition is used to determine what correspondence is sent to the applicant and can help the search chair and committee narrow the pool of applicants.
- ❖ Before the search committee meets, consider how you want to handle the review of applications. CyberRecruiter can be a great tool to use for reviewing applications prior to the first search committee meeting. Things to consider:
 - Who needs access to CyberRecruiter? Contact the Employment Manager with a list of those who will need access. (Note: If you are a search committee chair and you have search committee members who are not members of the Bates e-mail system, you will need to provide e-mail addresses of these members to the employment manager so that a username and password can be sent to these members.)
 - Will the applications be pre-screened by the chair or designee prior to distribution to or viewing by the search committee? This can be extremely helpful in minimizing time and expenditure related to the entire search committee reviewing all applications.
 - Will each committee member print their own applications or will this done by the chair or his/her designee and then be distributed?

If anyone who is given access to the applicant files has trouble accessing the files or any of the data within the file, please have them contact Amie Parker, Employment Manager, directly at 207-753-6956 or via e-mail at aparker2@bates.edu.