

Reviewing your Applicant Pool Script

HERC captures each applicant that has intended to apply for your position. Most HERC members redirect applicants to their own Applicant Tracking System (ATS). Reviewing the HERC applicant pool is a great way to audit if job seekers are in fact moving through the process of applying for the jobs on your ATS system

Here is how to view the applicants that have applied to your position, when logged in to your institution account:

- From the Overview page you will see the total number of Applications for actively posted jobs. Click the “View All” link which will take you to a list of the applications received.
- On the Applications page you will be able to sort by “Viewed/Not Viewed/Interested or Not Interested) > Also by Active or closed jobs and by User, If the position was posted by you – you can just select your name > There is a keyword search as well where you can input the title of the posted positions if you would like to just see those applicants.
- Once you have it narrowed down > Click on the Applicants record to see the details. The title of the position that the applicant applied to will be listed under the “Job Title” column.
- If you had directed applicants to post on your Institutions website – this will provide you with a message stating that “Applicants were directed to another website to Apply”. You will then need to review the completed application through your own ATS system. Not all applicants listed on HERC complete your own ATS process, so this is a nice way to cross-reference applicants that have intended to apply for positions at your institution. You will, however have the ability to mark them as Interested or Not Interested within the career center platform to help you organize.
- Some applicants who have completed a profile within HERC will have a profile button to review the candidate even further.
- You also have the ability to email the candidate to see if they are still interested in the position and direct them to complete the application process as you are not seeing that they have completed the process through your system.

If you happen to need any assistance or have any questions, feel free to reach us at 888.491.8833 x 2334