

1. Log into [iCIMS](#) and click on position title or job ID to access candidates.

Job ID	Posting Title	Closing Date	Hiring Manager 1 : Full Name: First Last
2017-2562	Administrative Assistant II	3/20/2017	Laurel Kubin
2017-2531	Farmers Market Assistant	Open Until Filled	Laurel Kubin

2. Click on the "People" Tab to see your candidates.
 - A: Applicant names – you click on these to view applicants Resume, Cover Letter, and Application
 - B: Screening Question Score and responses – Click on the question mark icon to get a pop up window that shows screening questions

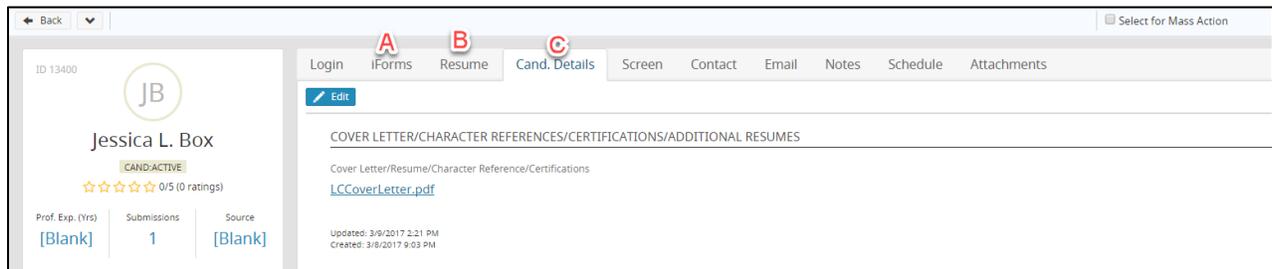
Job ID: 2017-2531
 Job Title: Farmers Market Assistant
 Hiring Manager: Laurel Kubin

Displaying 21 Results

Status	Person : Full N...	Quest...	Person : Email	Mobile: P...	Home...	Default: Ad...	Home...	Home...	Updated Date	Crimin...
✓	Box, Jessica	7	jbox714@gmail.com	9365562229	FORT COLLINS	CO	80521	3/9/2017 3:02:43 PM		
✓	Anderson, Holly	5	haa4701@gmail.com	970-690-3288	Fort Collins	CO	80521	3/8/2017 5:33:17 PM		
✓	Arnold, Dorothea	7	dorothea.r.arnold@gmail...	7073635610	Loveland	CO	80537	3/8/2017 11:58:20 AM		
✓	Haworth, Sarah	6	sarah.c.haworth@gmail.c...	3036685798	Windsor	CO	80550	3/8/2017 7:16:10 AM		
✓	Webster, Andrew	7	andrew.w.webster@gma...	9709880558	Fort Collins	CO	80521	3/7/2017 10:30:38 PM		
✓	Auciello, Michael	6	mike.jauciello@gmail.co...	513-479-9765	Fort Collins	CO	80524	3/7/2017 1:06:16 PM		
✓	Byrnes, Makayla	6	miki.byrnes@gmail.com	2538612080	Colorado Spr...	CO	80920	3/7/2017 10:43:44 AM		
✓	Mavashev, Elona	7	Mavashev2945@gmail.co...	7209495865	Fort Collins	CO	80526	3/6/2017 12:55:08 PM		
✓	Lau, Davina	3	davinlau44@yahoo.com	9706912230	Fort Collins	CO	80524	3/5/2017 2:15:39 PM		
✓	Colombo, Karen	5	karen.colombo@outlook...	970-420-4422	Fort Collins	CO	80524	3/4/2017 9:10:33 PM		
✓	Steiner, Peter	7	peteresteiner@gmail.com	970-402-9509	Fort Collins	CO	80526	3/3/2017 2:35:36 PM		
✓	Mosman, Sarah	7	s.mosman@hotmail.com	585-813-3902	Fort Collins	CO	80526	3/3/2017 10:05:39 AM		
✓	Lin, Danielle	7	dlin0000@leeu.edu	5132525507	Liberty TWP	OH	45044	3/2/2017 11:17:25 AM		
✓	Hammond, Nicole	5	nah4497@gmail.com	5708567627	fort collins	CO	80524	2/28/2017 9:14:55 PM		
✓	Otero, Paul	4	paul.isaac.otero@gmail.c...	(970) 567-81...	Fort Collins	CO	80525	2/28/2017 10:29:45 AM		
✓	Snow, Lorraine	6	lssnow63@gmail.com	9705565162	Loveland	CO	80537	2/25/2017 7:37:51 AM		
✓	Beisner, Tiffany	7	beisner@gmail.com	970-232-6065	Loveland	CO	80537	2/23/2017 5:39:19 PM		
✓	Allgood, Emily	6	skallgood@gmail.com	9704125915	Fort Collins	CO	80526	2/23/2017 3:57:29 PM		
✓	Svensson, Megan	5	Meg.Svensson@gmail.co...	9493386950	Fort Collins	CO	80525	2/22/2017 6:29:08 PM		

3. Click on the applicants name to view their applications, resume, and cover letter. You can click through the following tabs to find the information:

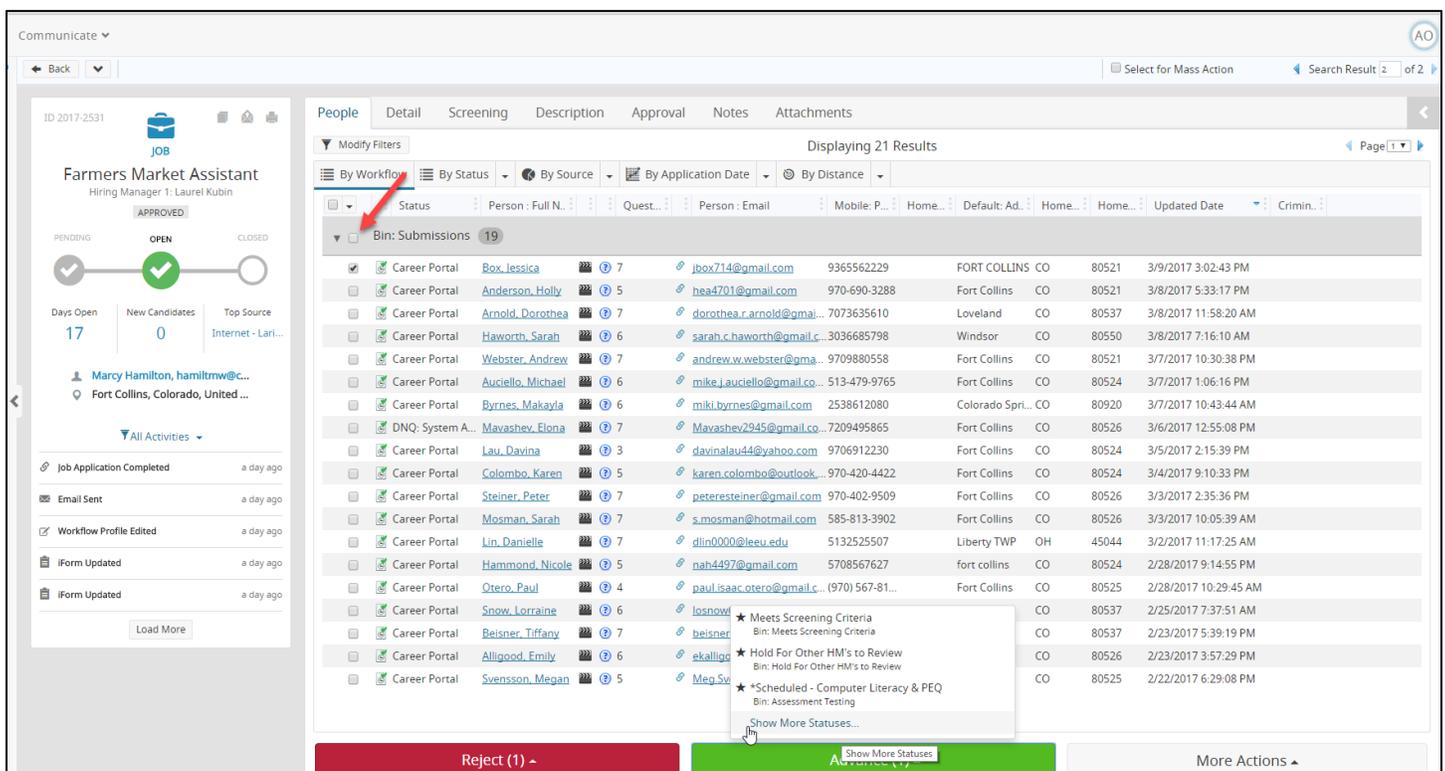
- A: iForms Tab – Application
- B: Resume Tab – Resume if one was included
- C: Candidate Details Tab – Cover Letter or other attachments



4. We recommend sorting applicants and the ABC method popular one:

- a. Bin A for top people
- b. Bin B for maybes/unsure but would still consider
- c. Bin C for those disqualified off of screening questions and candidates that you know you will not interview or consider).

Check the box next to the name to view their applications, resume, and cover letter. You can click through the following tabs to find the information: **CAUTION: Checking the Box in the grey area, to the left of the Bin Name (This example – Bin: Submissions) will select that ENTIRE group. So, if you were to select this, and then click reject, does not meet minimum qualifications, you would send an automatic email to the entire group saying they are not being considered.**



5. Please make sure you are declining candidates you know you will not hire. If a position is Open Until Filled you can reject candidates that you know you will not hire, otherwise, best practice is to not decline until the position is no longer advertised. The most common declinations are:
 - a. **Did Not Pass MQ/Level 1 Screening:** Should be for those that do not meet minimum qualifications. **This will send an automatic email declining the applicant, you will not have the ability to edit the email.**
 - b. **Qualified but not selected:** Use this status for people that are qualified but you will not hire. We want the ability to report on numbers of qualified applicant's vs not qualified applicants. This email will pop up and have to click send, otherwise the candidate will not be notified, and we want to keep them in the loop on their application status.
 - c. **Interviewed but not selected:** Use this status if you interview someone and are not going to hire them. There is no email, as best practice is to call anyone that was interviewed to let them know you will not be moving forward with them. The status is for reporting purposes.