

## Instructions to View Applications on BCIT's Applicant Tracking System (ATS)

<https://careers.bcit.ca/hr>

As a Selection Committee Member (SCM), you have the ability to login to the ATS to view applicants of competitions for which you are assigned the role of selection committee chair or a selection committee reviewer. The following sections will provide you with instructions for how to:

- Navigate the pages
- View posting details
- View applicants
- Create PDFs of applications and application documents

### Navigating the Selection Committee Area

When logged in to the ATS, you have the following navigation options:

<b>Job Postings</b>	<b>Active Postings:</b> <i>Posted, Closed/Removed from Web and Approved for Internal/Waiver statuses</i>
Active Postings	
Pending Postings	<b>Pending Postings:</b> <i>Saved Without Submitting and Approved for Later Posting statuses.</i>
Historical Postings	<b>Historical Postings:</b> <i>Posting Filled or Posting Cancelled statuses</i>

**Note:** Only Active and Historical Postings will have applicants as the Pending Postings have not yet opened on the BCIT website.

<b>Admin</b>	<b>Home:</b> Displays the Active Postings
Home	
Change Password	<b>Change Password:</b> Self-explanatory
Change User Type	<b>Change User Type:</b> Switch between <b>Selection Committee Chair</b> and <b>Selection Committee Reviewer</b> user role.
Logout	

- **Selection Committee Chair role:** Provides access to view all of the postings that you are a committee member of, both as chair and as a general member.
- **Selection Committee Reviewer role:** Provides access to view the postings for which you are a general committee member, but not for those which you are the committee chair.

**Logout:** Clicking this option automatically logs the user out of the ATS system

## Viewing Posting Details

As a selection committee member, you will have access to view postings that you have been assigned to as a selection committee reviewer or Chair.

**Note:** If you do not see a posting for which you are a member of the selection committee, please contact Human Resources at (604) 432-8384 to be provided with access to the posting.

1. Find the competition that you would like to view the posting details and applicants for and select **View**. This will take you to the *View Posting* page.

Active						
5 Records						
▼ Position Title	▼ Position Number	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▼ Department	▼ Posting Status
Nursing Instructors <a href="#">View</a>	H53X06	14SF1	6	01-29-2014	SOHS - Nursing: Accelerated Baccalaureate Nursing	Posted

From the View Posting page, you have the ability to view the following information about the posting:

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Posting History
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<b>Applicants:</b>	A listing of all applicants to-date
<b>Posting Details:</b>	Shows the posting as it appears on the BCIT website
<b>Posting Specific Questions:</b>	Provides a list of the prescreen questions asked in the application process
<b>Disqualifying / Points:</b>	Shows the point scores assigned to each of the prescreen questions which allows us to rank the applicants based on their responses to the prescreen questions
<b>Posting History:</b>	Provides a history of edits made to the posting since it was created in the ATS

## Viewing Applicants

### DO NOT CHANGE STATUS – HR will update

In the Applicant tab, you will see a list of all applicants for a posting. Applicants are divided into two categories, **Active Applicants** and **Inactive Applicants**, based on their Status.

	Status
Active Applicants	<ul style="list-style-type: none"><li>• Under Review by Department/Committee</li><li>• Selected for Interview</li><li>• Recommended for Hire</li></ul>
Inactive Applicants	<ul style="list-style-type: none"><li>• Not Interviewed Not Selected</li><li>• Interviewed Not Selected</li><li>• Application Withdrawn</li></ul>

1. To view a specific candidate's application, resume, or cover letter, click on the different options available in the applicant's listing. The document will open in a separate window which allows you to print it or save it as a PDF (for instructions on how to save multiple documents to PDF, see the *Creating PDFs of Applications and Application Documents* section.)

Active Applicants						
5 Records						
▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
Kimson, Kim <a href="#">View Application</a>	<a href="#">Cvr</a> <a href="#">II</a> <a href="#">Res</a> <small>Ltr</small>	0	01-29-2014	Under Review by Department/Committee <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

## Viewing Applicants Based on Specific Criteria

The ATS provides the capability of conducting searches to narrow the applicant listing. This is useful when you are only interested in seeing the applications that meet specific criteria, such as those that have the Status *Selected for Interview*.

1. In the *Applicant* tab, scroll to the *Refresh* section at the bottom of the page. You are able to narrow the applicant list based on a variety of fields such as Minimum Score (from prescreen questions), Application Date, Applicant Status and Last Name.
2. Enter the information you would like to search by and click **Refresh** to narrow the list based on your search criteria.

Refresh		View Multiple	
Minimum Score:	<input type="text"/>	<b>VIEW MULTIPLE APPLICATIONS</b>	
After: (Inclusive)	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY	<b>VIEW MULTIPLE DOCUMENTS</b>	
Include:	<input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input checked="" type="checkbox"/> Inactive Applicants	Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.	
Applicant Status	Any	Documents may take several minutes to load.	
Last Name	<input type="text"/>		
<b>REFRESH</b>			

## Creating PDFs of Applications and Application Documents

PDFs of applications and applicant documents can easily be created from the *Applicants* tab.

### Creating a PDF of All Applicants

**TIP:** Sort accordingly (eg. Alphabetically, Score, or Date Applied, etc) in the order that you would like the PDF document to appear.

1. In the Applications tab, click **All** in the All/None column header to select all of the applicants or click the selected applicants. If there are both Active and Inactive Applicants, you will need to click All in both sections.

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Posting History
<b>Active Applicants</b> 1 Record				
▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status
				External Status
				All / None

2. Once all applicants have been selected, to view:

**Applications** – click **View Multiple Applications** in the *Refresh* section.

**Resumes and Cover Letters** - click **View Multiple Documents** in the *Refresh* section.

This will open a separate window with all of the documents that can be printed or saved to PDF.

**Note:** The system does not allow you to combine applications and applicant documents into one file, it will only print them in two separate files.