

Applicant Services

Searching Applicants Information–

There are several ways to search for an applicant depending on the information you have. If you have very specific information about an applicant you can search that way and get directly to their online file such as Applicant Number or SSN.

- Sign on to ATS
- Click on Applicants on the menu bar.

Searching by name:

- The list of returned names is limited to 20.
- If you are searching with a common name such as ROSE you will want to have their first name also. Names are listed randomly and will not necessarily give you the list by alpha first name.
- It will also list all those that the name is part of.

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This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Phone:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
<input type="button" value="Enter New Applicant"/>	
* Select at least one field to search by	

- When you search for ROSE the 20 names that are listed will not include anyone whose last name is ROSE because it chooses only the names that have ROSE as a part of the last name.

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This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	rose <input type="text"/>
First Name:	<input type="text"/>
Phone:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
<input type="button" value="Enter New Applicant"/>	
* Select at least one field to search by	

This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	<input type="text" value="rose"/>
First Name:	<input type="text"/>
Phone:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
<input type="button" value="Enter New Applicant"/>	
* Select at least one field to search by	

Applicants found matching search criteria							
Applicant_no	Last Name	First Name	User ID	Temp Password	Security Status	Last Login	Command
			5160	AMBROSE	A	7/31/2007 9:18:00 AM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			0381	AMBROSE	A	10/22/2002 10:16:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			6419	AMBROSE	A	7/17/2002 1:23:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			6915	AMBROSE	A	11/6/2006 10:15:00 AM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			0863	AMBROSE	A	4/21/2005 4:45:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			2976	AMBROSE	A	6/27/2007 12:57:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>

- You will need more information to narrow the search.
- With the addition of 'ME' for the first name, it will narrow the list that is returned. Sometimes you may need to have more information to narrow the search.
- Once you have listed the applicant, to view their online record **Click on View/Edit button.**

This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	rose
First Name:	me
Phone:	<input type="text"/>

* Select at least one field to search by

Applicants found matching search criteria							
Applicant_no	Last Name	First Name	User ID	Temp Password	Security Status	Last Login	Command
			0381AMBROSE		A	10/22/2002 10:16:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			5444GROSECLOSE		A	7/3/2005 1:40:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			5865ROSE		A	9/14/2007 9:41:00 AM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			3519ROSE		A	1/22/2007 2:49:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			5179ROSE		A	7/9/2005 6:44:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			5197ROSE		A	10/31/2002 2:55:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
			1350ROSE		A	12/19/2007 1:22:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>

Viewing Applicant Record



Applications

 125156 : Mel Rose

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Agency Menu

General Information

- [1. Personal](#)
- [2. Education](#)
- [3. Work History](#)
- [4. Cities](#)
- [5. Agencies](#)

Optional Information

- [7. Resume](#)
- [8. Skills](#)
- [9. Veterans' Preference](#)
- [Archived Vet Form](#)

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items in the General Information Area (left screen) must be completed for you to be considered for any specific position. Click on the items to complete or update them.

When all required fields have been completed a check mark will appear next to the item in the box. You can re-enter any of these fields to make changes simply by clicking on the field.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an e-mail to the Administrator of the Division of Human Resources within 35 days of the date scored.

Applications Filter

The Current Applications button displays applications created in the last 6 months.

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Vocational Rehabilitation Assistant	01108047856 (Open)	12/19/2007	Started	<input type="button" value="Inactivate"/>

Click on the Title to view/edit application

State Employee

Create Application

Announcement no.

Refuse LTR Status

Class No.

When you view the applicant's record it takes you to the Applications screen. This will list the applications for the last 6 months. To view all of the announcements that the applicant applied for you will need to **Click on the All Applications button**.

This screen will show you the following:

- Announcement Title – this is the position title on the announcement.
- Announcement No. (Status) – this is the announcement number and the status of that announcement (open, closed, cancelled).
- Application Date – this is the date the applicant started this application.
- Application Status – this is the status of this application (started, completed, cancelled).
- Command – this allows you to Inactivate the application or Reactivate the application.

Announcement Title – When you **Click the Title** it takes you to the following screen:

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*The current announcement includes the following city(s) that you have not selected:
Coeur d'Alene
If you wish to be considered for a position in a city you must select it.*

Agency Menu

Application Summary

Announcement #
01108047856
Vocational Rehabilitation Assistant
Application Status:
Started
[Status Detail](#)

Application Checklist

General Information

- ✓ 1. [Personal](#)
- ✓ 2. [Education](#)
- ✓ 3. [Work History](#)
- ✓ 4. [Cities](#)
- ✓ 5. [Agencies](#)
- ✓ 6. [Job Type/Shift](#)
- ✓ 7. [Reinstatement](#)

Optional Information

- 8. [Resume](#)
- 9. [Skills](#)
- 10. [Veterans' Preference](#)
- [Archived Vet Form](#)

Qualifications & Exams

- ★ 11. [Vocational Rehabilitation Assistant](#)

Please note that a ★ indicates required information in your application checklist. You must complete all sections of your application marked with a ★ in order to complete your job application.

State Employee

Create Application

Announcement no.

Create Application

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser. Click on "Applications" again to return to previous screen.** Items in the General Information Area (left screen) must be completed for you to be considered for any specific position. Click the items to complete them.

When all required fields have been completed a check mark will appear next to the item in the box.

Vocational Rehabilitation Assistant

View Announcement: [Click Here](#)

Announcement Closing Date: Wednesday, December 26, 2007

Announcement Status: Open

Application Date: Wednesday, December 19, 2007

Application Status: Started

Continue Application at Reinstatement

[Delete Application](#)

Special Considerations for this application

Ignore Minimum Requirements

Ignore Exam Requirements

Override Application Cancellation if not complete by closing

Applicant is to be considered as a:

Retention Points:

Layoff Expires: (MM/DD/YYYY)

Update Considerations

- The applicant has not started their exam
- They did not mark Coeur d'Alene as a city which is where the position is located based on the announcement

Active/Inactive Application –

- When an applicant is coded as hired, declined, fail to reply, etc on a hiring list and when the list is archived the system will Inactivate the application. Also their application may be Inactive due to a request from the applicant to do so. There should be a note in the applicant's file to that affect; otherwise you will see that some correspondence has been sent to the applicant by viewing the **Services Rendered**.

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Administrative Assistant 1	01235049817 (Closed)	2/18/2006	Inactive	<input type="button" value="Activate"/>

- To reactivate this application you want to check and make sure that the score is still valid and once that has been verified you will Click the **Activate** button. You will be asked whether this is what you want to do.



- Click on the **OK** button and then the application will be active.

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Administrative Assistant 1	01235049817 (Closed)	2/18/2006	Complete	<input type="button" value="Inactivate"/>

Exams –

- When you Click on the **Exams Summary** you will see information regarding their exams that they have completed.

[Agency Menu](#)

Application Summary
Announcement # 01108047856 Vocational Rehabilitation Assistant Application Status: Started Status Detail

Application Checklist
General Information
✓ 1. Personal ✓ 2. Education ✓ 3. Work History ✓ 4. Cities ✓ 5. Agencies ✓ 6. Job Type/Shift ✓ 7. Reinstatement
Optional Information
8. Resume 9. Skills 10. Veterans' Preference Archived Vet Form
Qualifications & Exams
* 11. Vocational Rehabilitation Assistant

Please note that a * indicates required information in your application checklist. You must complete all sections of your application marked with a * in order to complete your job application.

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items 1 - 7 in the Application Checklist (left screen) must be completed for you to be considered for any specific position. Click the items to complete them.

When all required fields have been completed a check mark will appear next to the item in the box.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an email to the Administrator of the Division of Human Resources within 35 days of the date scored.

Exam Filter

The Current Exams button displays exams associated with applications created in the last 6 months.

Exams					
Exam Title	Announcement No.	Date Scored	Score Expires	Score	Status

- The exams that will show are those exams completed in the last 6 months. To see all exams Click on **All Exams** button.

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Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items 1 - 6 in the Application Checklist (left screen) must be completed for you to be considered for any specific position. Click the items to complete them.

When all required fields have been completed a check mark will appear next to the item in the box.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an email to the Administrator of the Division of Human Resources within 35 days of the date scored.

Exam Filter

Current Exams

All Exams

The Current Exams button displays exams associated with applications created in the last 6 months.

Exams					
Exam Title	Announcement No.	Date Scored	Score Expires	Score	Status
Human Resource Specialist Sr. - Recruitment	05134077522	8/21/2007	10/30/2007	76	
Human Resources Program Manager (DHR)	05932077892	9/14/2007	3/12/2008	70	
Web Design Specialist	01700039935	5/17/2007		Did not meet min level	

You will see the following:

- **Exam Title** – this is the name of the exam that was attached to the announcement.
- **Announcement No.** – this is a link to view the announcement and also allows you to coincide that exam with the Announcement listed on the Applications screen. Many times you will need to look at both screens to determine which application is current and which exam (score) is still valid. This is critical when looking at announcements that are on *continuous recruitment, that have more than one exam and can be taken more than once during the opening time of the announcement.
- **Date Scored** – this is the date that their score was calculated and posted to their application.
- **Score Expires** – this is the date that the score will no longer be valid.
- **Score** – this is the score that they received for that exam. (Did not meet min level – they did not receive the minimum score to pass or did not meet the requirements of the position.)
- **Status** -

* (Continuous recruitment example would be the Clerical/Secretarial announcements).

This example shows someone who applied for the Office Specialist 2. They took the first exam MQ screen (MQS – LXR) on 1/20 and did not pass, they took it again on the same day and passed. Then they took the Written exam (Written exam – LXR) and passed. Then on 5/30 they took the MQ screen exam and passed and then took the Written exam and passed.

Exams					
Exam Title	Announcement No.	Date Scored	Score Expires	Score	Status
Office Specialist 2 (MQS - LXR)	01239049455	5/30/2007	11/26/2007	Passed	
Office Specialist 2 (MQS - LXR)	01239049455	1/20/2007	7/19/2007	Passed	
Office Specialist 2 (MQS - LXR)	01239049455	1/20/2007		Did not meet min level	
Office Specialist 2 (Written Exam - LXR)	01239049455	5/30/2007	8/28/2007	88	
Office Specialist 2 (Written Exam - LXR)	01239049455	1/20/2007	4/20/2007	72	

Hiring lists –

To view the hiring lists that an applicant’s name is on you will Click the **Hiring Lists** and you will see the lists from the last 6 months or Click the **All Hiring Lists** button to see all of the hiring lists that the applicant’s name is on.

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If your name has been certified to a hiring list for possible consideration, you will see it listed below. Having your name certified to a hiring list is not a guarantee that you will be contacted for an interview, it simply means you are one of the applicants being considered.

Hiring List Filter

Current Hiring Lists

All Hiring Lists

The columns are the following:

HL No./ Disposition – this is the hiring list number and the disposition code

Position – this is the position title

Agency – this is the agency that has the hiring list

City – this is the city that the position is located

Date Created – this is the date the hiring list was created

Hiring Status – this is the status of the hiring list

Applications Sent					
HL No./ Disposition	Position	Agency	City	Date Created	Hiring Status

Disposition codes – this identifies the status of that applicant on the hiring list.

- 0 = None
- A = Hired
- AT = Hired Temp
- C = Considered Not Interviewed
- CH = Conditional Hire
- D1 = Declined Interview

- D2 = Declined Location
- D3 = Declined Duration of Position
- D4 = Declined Salary
- D5 = Declined Other – Give Reason
- D6 = Declined/Remain on Register
- D7 = Declined Job Offer
- FR = Failed to Reply
- I = Interviewed Not Selected
- NA = No Longer Available
- XX = Could Not Locate Applicant

Hiring Status –

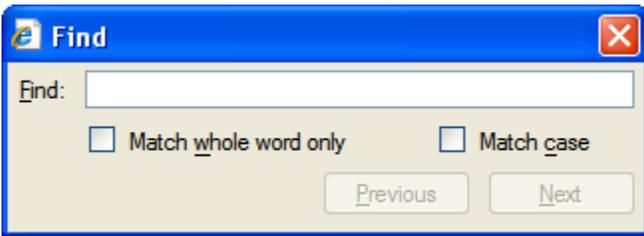
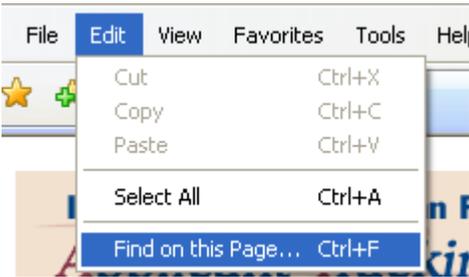
- Reviewing Applications – the department has not completed the selection process
- Canceled – the department has decided not to use this hiring list
- Selection Complete – the department has completed the selection from the hiring list

Applications Sent					
HL No./ Disposition	Position	Agency	City	Date Created	Hiring Status
22025 / 0	Administrative Assistant 1	Boise State University	Boise	11/12/2007	Reviewing Applications
22002 / 0	Office Specialist 2	Human Rights Commission	Boise	11/8/2007	Reviewing Applications
21629 / C	Personnel Technician	Boise State University	Boise	10/4/2007	Selection Complete
21288 / I	Personnel Technician	Boise State University	Boise	9/5/2007	Selection Complete
21934 / 0	Administrative Assistant 1	Health and Welfare	Nampa	11/1/2007	Canceled
21844 / C	Disability Claims Adjudicator Trainee	Department of Labor	Boise	10/26/2007	Selection Complete
21794 / 0	Workforce Consultant	Department of Labor	Meridian	10/22/2007	Canceled
21521 / C	Workforce Consultant	Department of Labor	Twin Falls	9/26/2007	Selection Complete
21017 / C	Disability Claims Adjudicator Trainee	Department of Labor	Boise	8/10/2007	Selection Complete
21254 / I	Personnel Technician	Idaho Transportation Department	Boise	8/30/2007	Selection Complete
21044 / C	Customer Service Representative 2	Public Employee Retirement System of ID	Boise	8/14/2007	Selection Complete

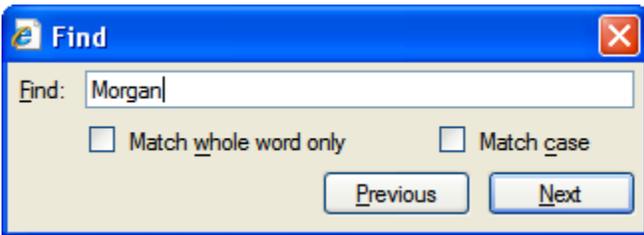
When you Click on the hiring list number it will take you to that hiring list to view that names. In order to find the applicant's name on the list you will need to use the **Find Function** from your Browser.

To do so you will need Click Edit from the menu bar, then Click Find on this Page.

File Edit View Favorites Tools Help



- Type in their name and Click the Next button.



- It will take you to that name on the hiring list.



Services rendered -

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These are the letters/emails sent to the applicant that were generated by ATS. Usually these are in regards to the disposition codes from the hiring lists.

Services Rendered				
Date delivered	Announcement No	Service	Served by	Command
3/7/2006 8:44:10 AM	08856096634	Declined Interview	Carrie Newell	Delete
2/27/2006 11:24:48 AM	01103010947	Could Not Locate Applicant	Carrie Newell	Delete
12/22/2005 9:03:10 AM	01235036551	Failed to Reply	Carrie Newell	Delete

This information provides you with specifics about the communications/correspondence sent to the applicant.

- Date delivered – this is the date and time that the letter/email was sent

- Announcement No – this is the announcement that the service was generated from
- Service – this is the type of action that generated the letter/email
- Served by – this identifies who sent the letter/email
- Command – this allows you to delete the service if it is an error