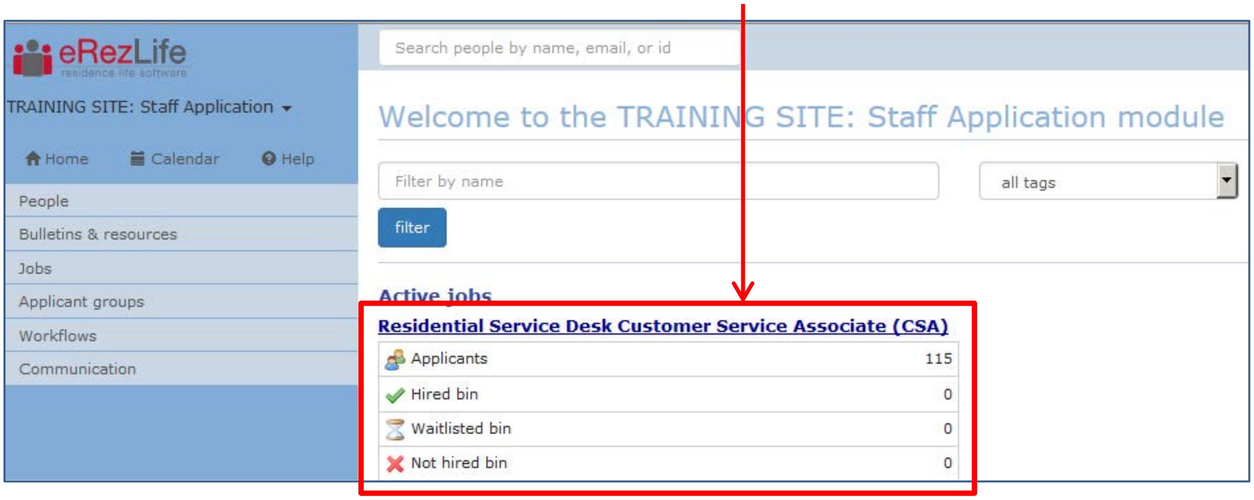
eRezLife Search Manager Handout

Application Review	p.2	Create Interview Sessions	p.5
Email Applicants	p.3	Scoresheets	p.6
Move Applicants to Next Step	p. 4	Decisions and Offers	p.7

Home Page

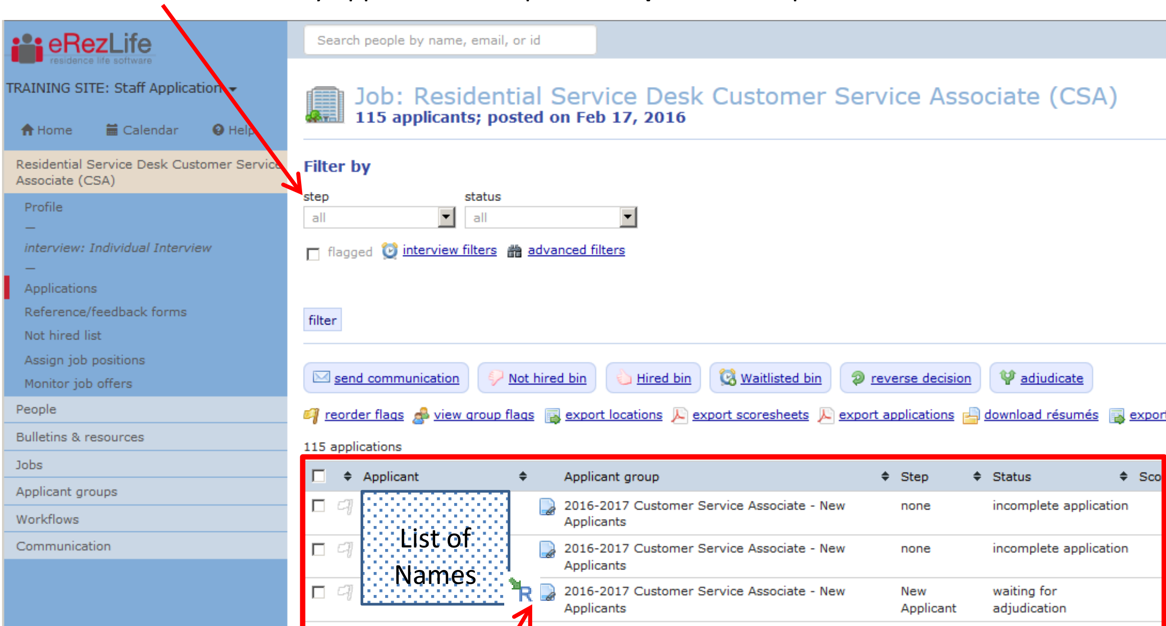
View a **snapshot** of the searches you can access. Click your **job title** to view more details.



Job Applications Page

View each applicant's **application**, **step**, and **status**.

Use the **Filters** to view only applicants at a specific **step** or with a specific **status**.



Steps

None=application in progress

New Applicant = application submitted

Status

Waiting for Adjudication = ready for next step in workflow

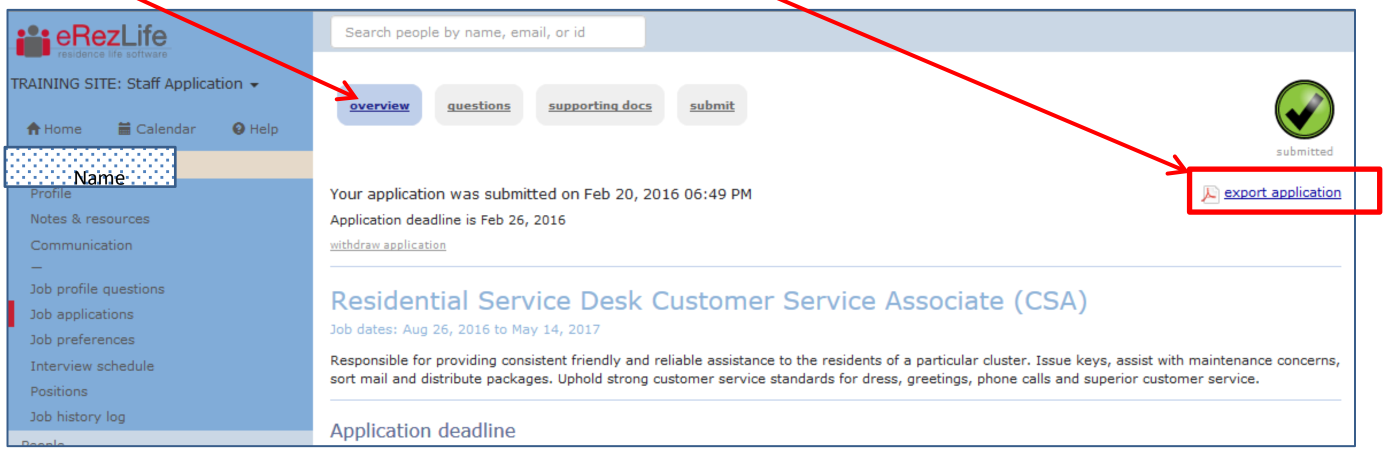
Review Applications by clicking on the symbol to the right of the applicant's name.
Review Resumes by clicking the **R** symbol to the right of the applicant's name.
Or select one of the options above the list to **Export Scoresheets**, **Export Applications**, **Download Resume**s, or **Export** to place all in a spreadsheet.

Communicate with Applicant(s) by checking the next to their name(s) and clicking send communication

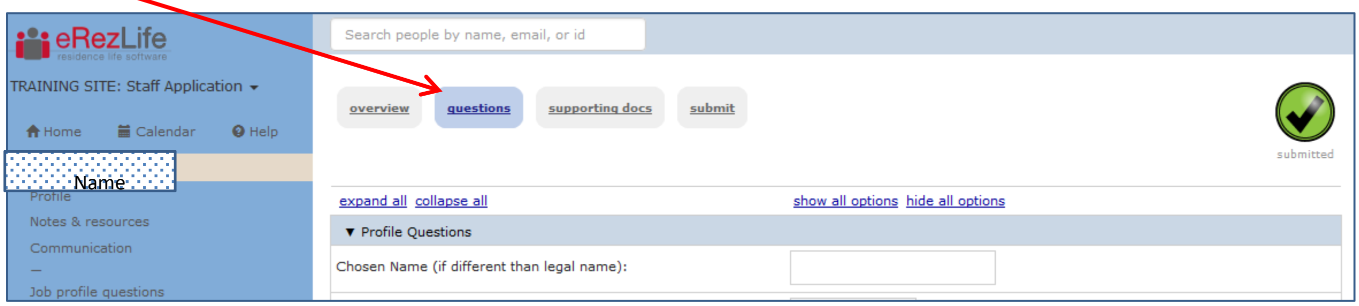
Application Review

Each application may have several components, depending on what was asked of the applicants.

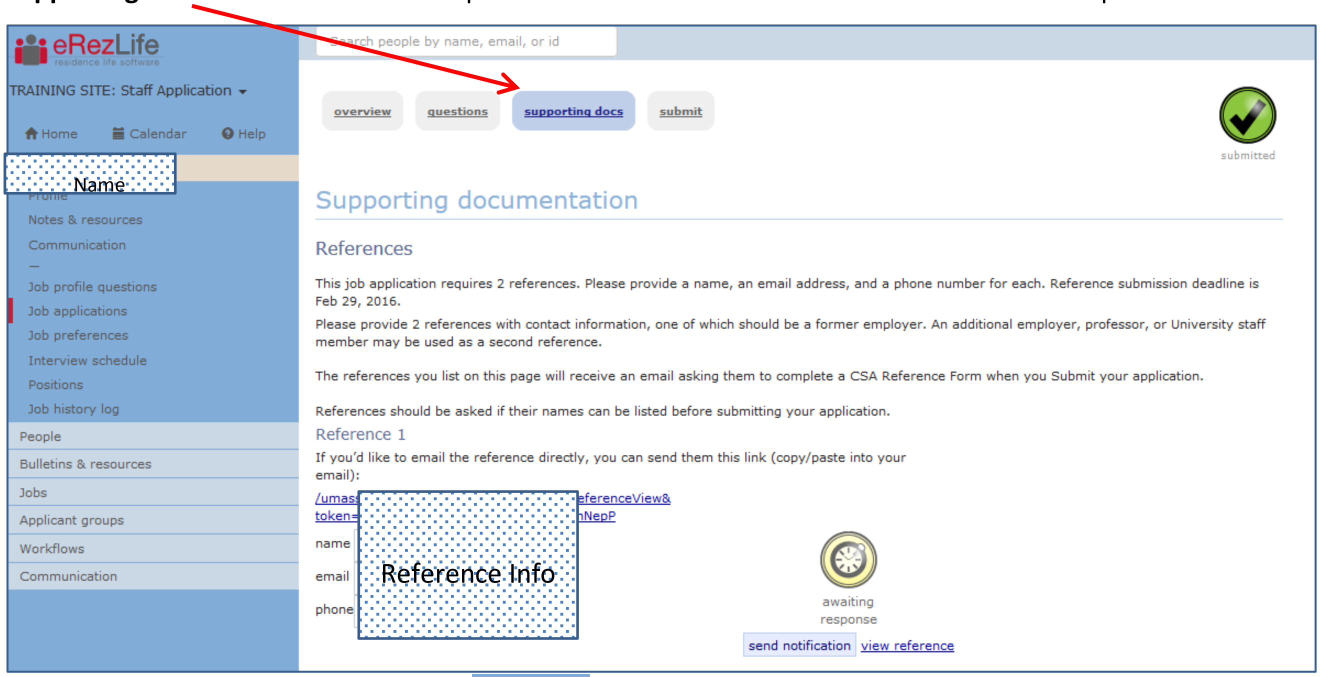
Overview: allows you to export a PDF version of the application.



Questions: review answers to questions by applicant.



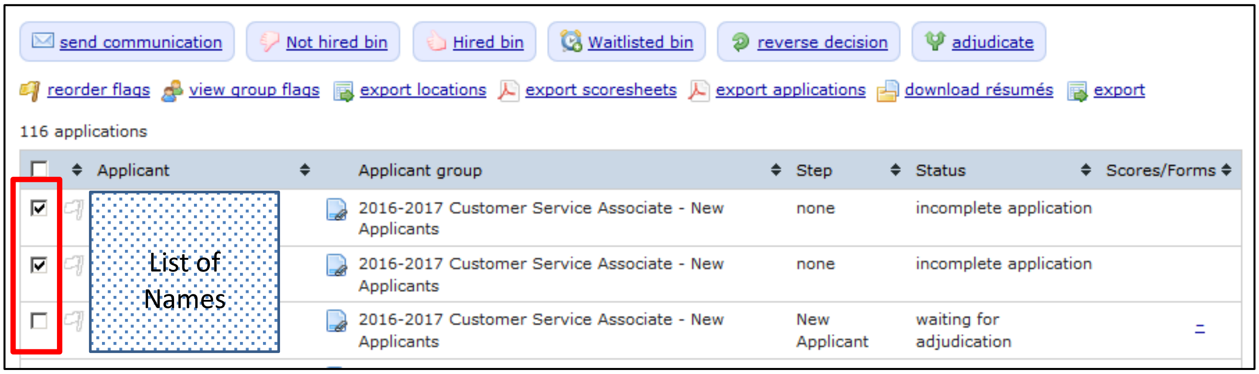
Supporting Docs: review additional requested materials such as submitted references and uploaded resumes.



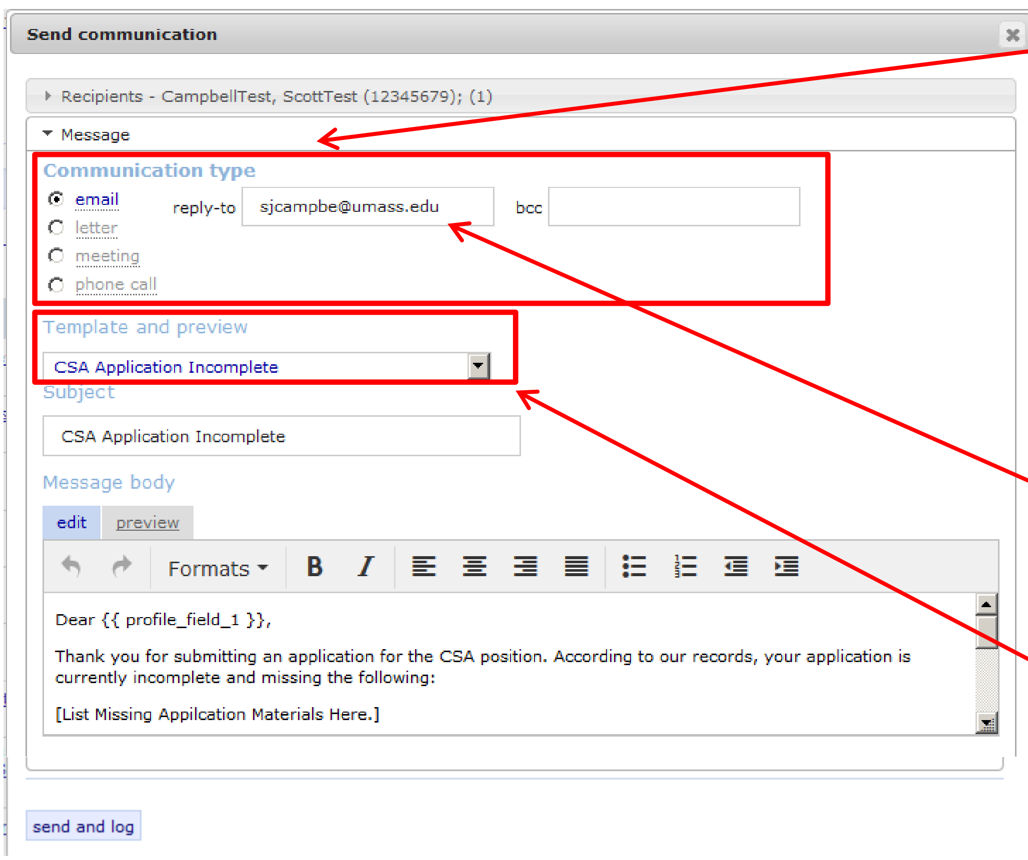
Use your browser back button or click  **to get back to applicant list.**

Email Applicants

From the Applicant List, check the ☐ next to the name(s) of applicants to email and click send communication



In the Send Communication window:



Communication Type

Email = create outgoing email

Phone Call = log a phone interaction

Edit the "**reply-to**" address if needed (e.g., change to main office email).

Reply-to

Change the Reply to email address as needed.

Template

Select your email template from the list.

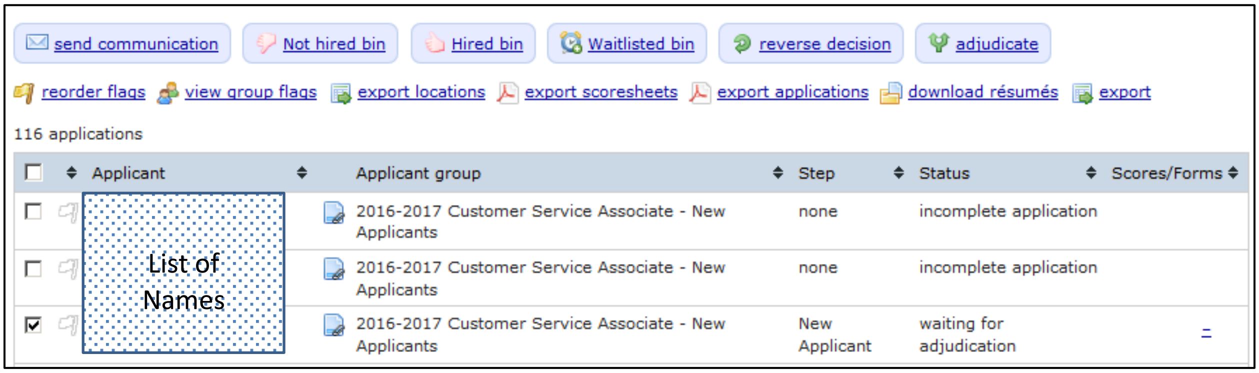
Edit your email text as needed.

Use the "**preview**" tab to see what your email will look like with the database fields pulled into the message.

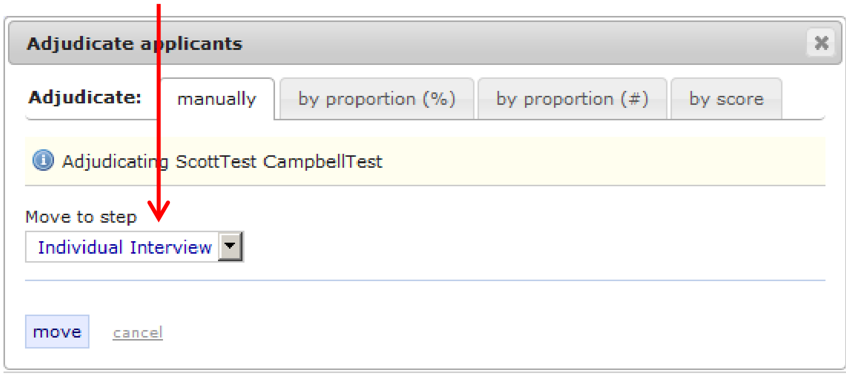
Click send and log when ready to send.

Move Applicants Forward in Process (Adjudicate)

From the Applicant List, check the ☐ next to the name(s) of applicants to email and click adjudicate



In the **Adjudicate Applicants** window, on the "**manually**" tab, select the step to move the applicant to in the **Move to Step** drop down and click move .

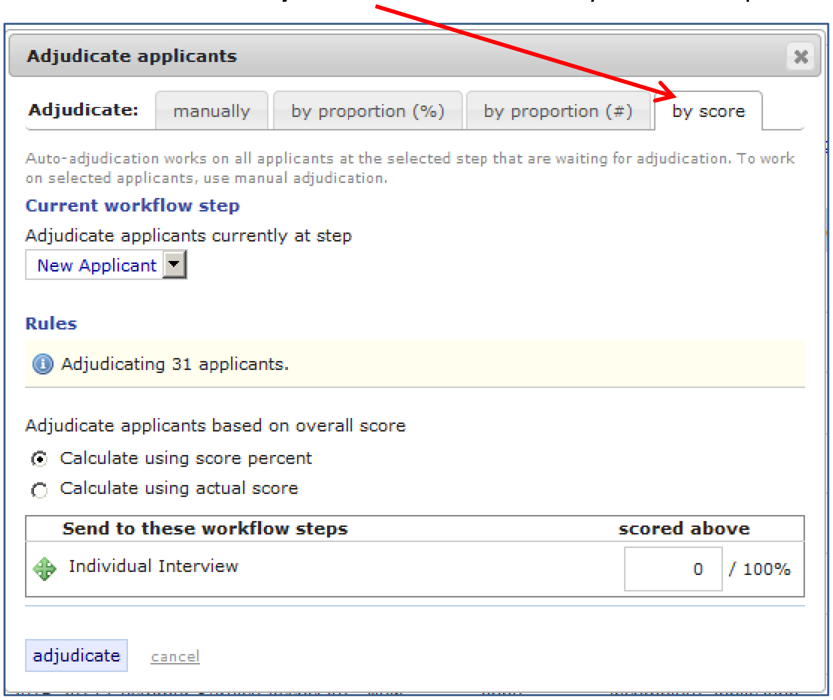


Move to Step

Typically moving applicant either:

- To next step in workflow
- Back to a previous step in the workflow.

You can also use the "**by score**" tab to move everyone with a specific evaluation score to the next step.



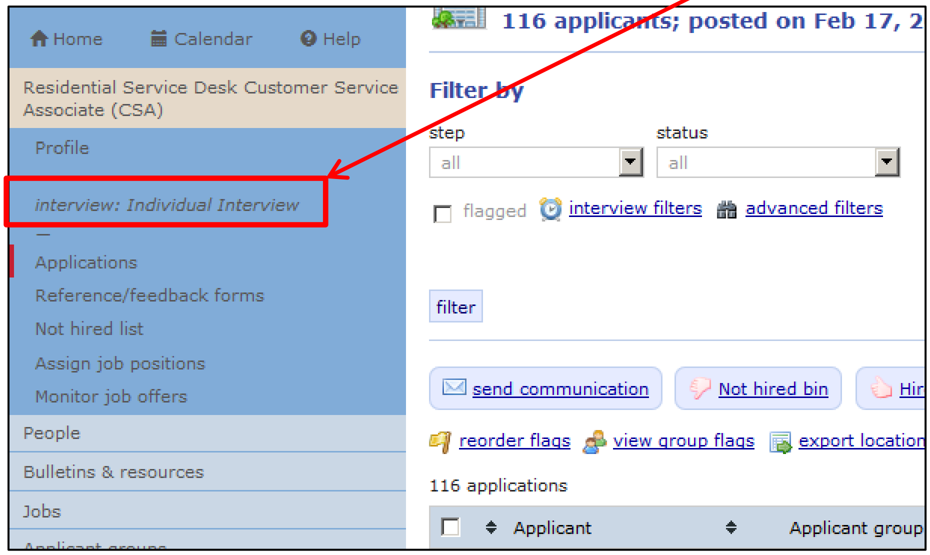
NOTE

Once you move an applicant to an interview workflow step, the applicant will see an option to "Schedule an Interview" on their home screen.

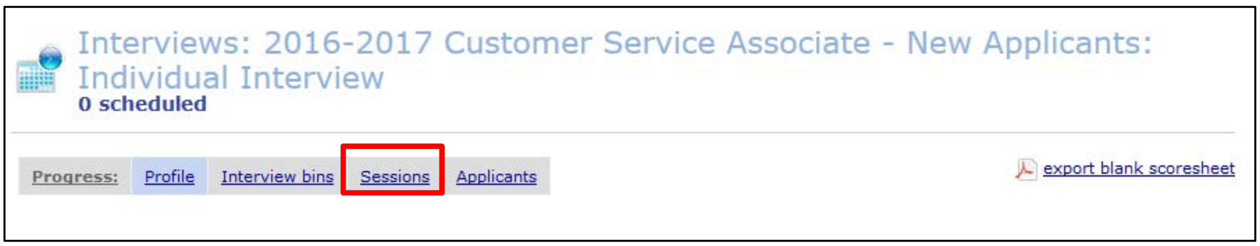
Make sure you have added interview session times BEFORE moving applicants to a scheduling step.

Creating Interview Session Times in eRezLife

When looking at the Applicant List for your job, click the ***Interview*** step in the left hand navigation menu.

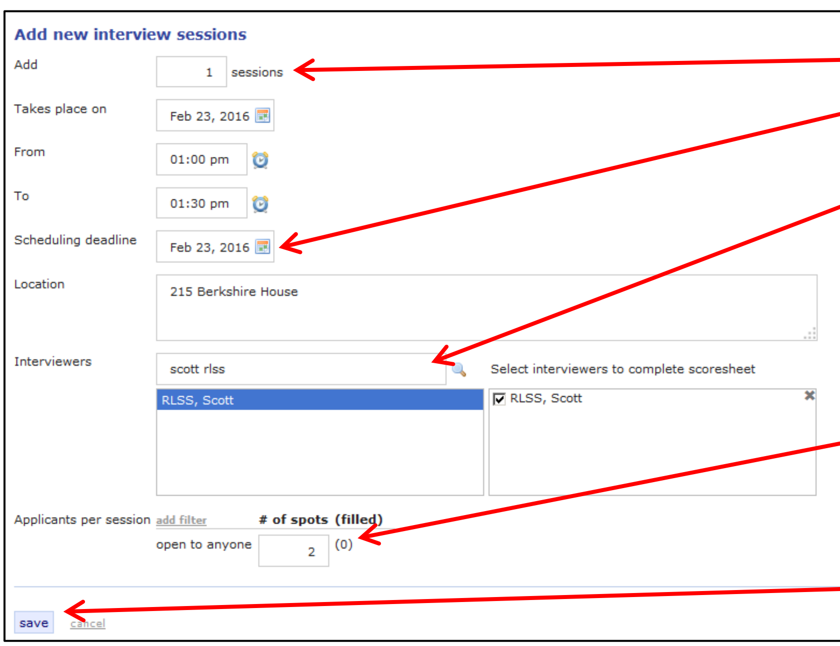


Click the "**Sessions**" tab to create new interview sessions.



At the bottom of the page, click add sessions **to add one session at a time** or import sessions **to upload an entire spreadsheet worth of interview times all at once**.

Add Session



Add = number of sessions being added

Scheduling Deadline = last date an applicant can sign up for this session.

Interviewers

Type name and click to find.

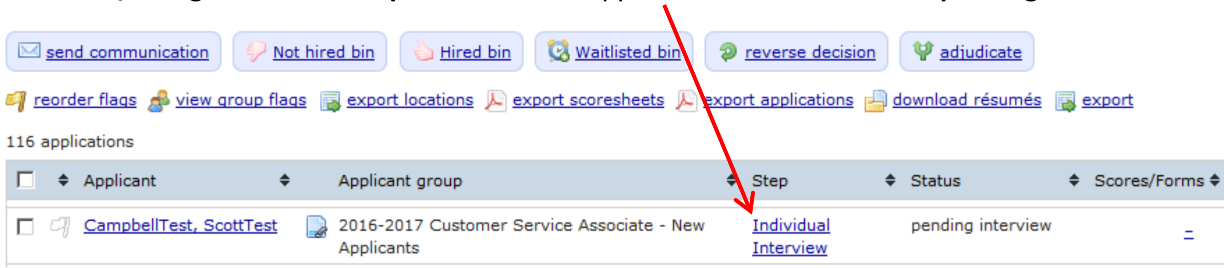
Click staff name in left side box to include in right side box if the staff person will be completing a scoresheet for the interview.

Applicants Per Session = number of applicants that can attend the interview session.

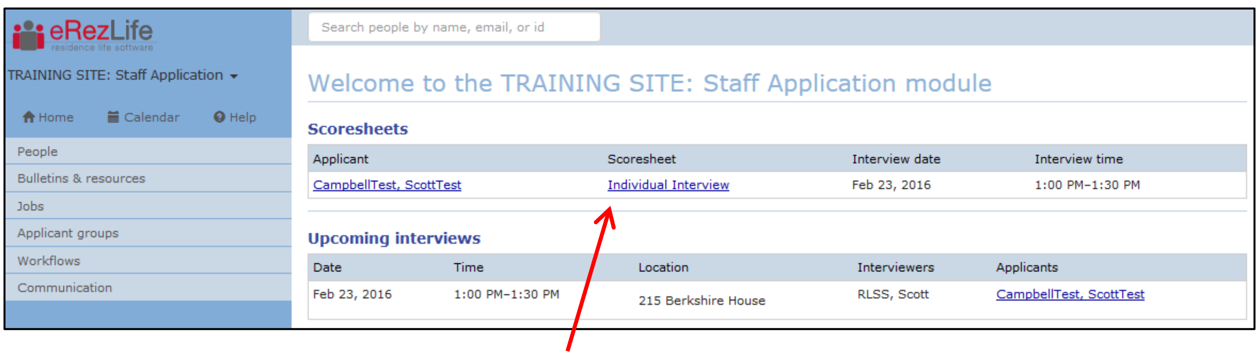
Click save

Score an Applicant (on Application Review or Interview)

When an applicant reaches a Workflow Step that has an evaluation/rating form, there will be **a link to the evaluation/rating form** in the **Step** column of the Applicant list with a **Status** of **pending**.



For the Interviewer, **Upcoming Interviews** and **Interview Scoresheets** will show up on the **Home page**.

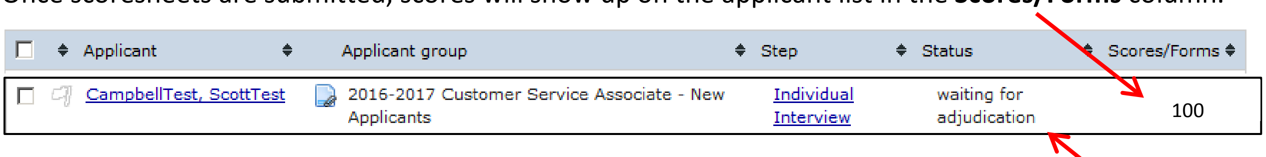


They can click the link for the provided **Scoresheet** to **submit their evaluation**.

This option will disappear once the scoresheet has been submitted.

View Scoring Information

Once scoresheets are submitted, scores will show up on the applicant list in the **Scores/Forms** column.

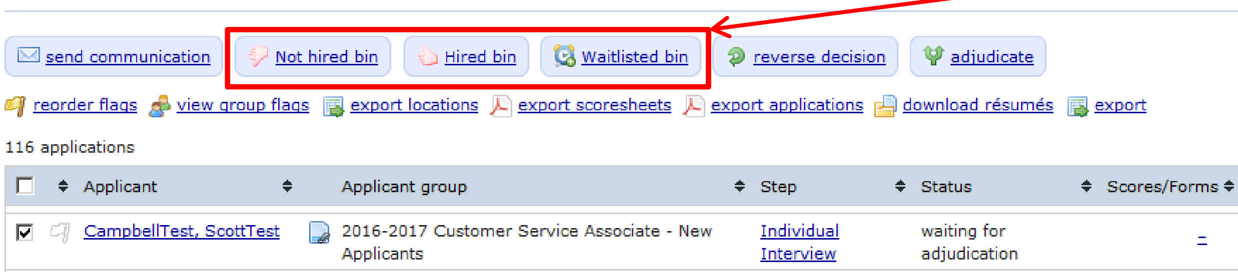


In addition, the applicant **Status** will change from **Pending Interview** to **Waiting for Adjudication**.

Making Decisions and Offers

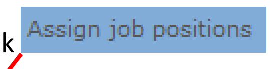
Select Applicants to Hire, Not Hire, and Waitlist.

On the list of applicants, check those you want to act on and choose the appropriate **bin**.

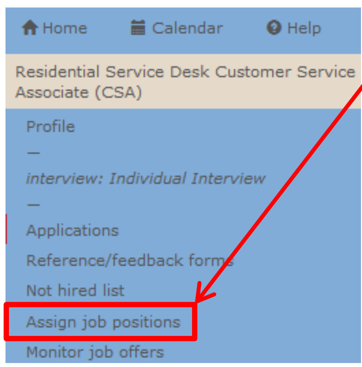


FOR THE CSA PROCESS, AND OTHERS WITH LOCATION ASSIGNMENT TO BE CONSIDERED, THIS ACTION WILL NOT NOTIFY THE APPLICANT.

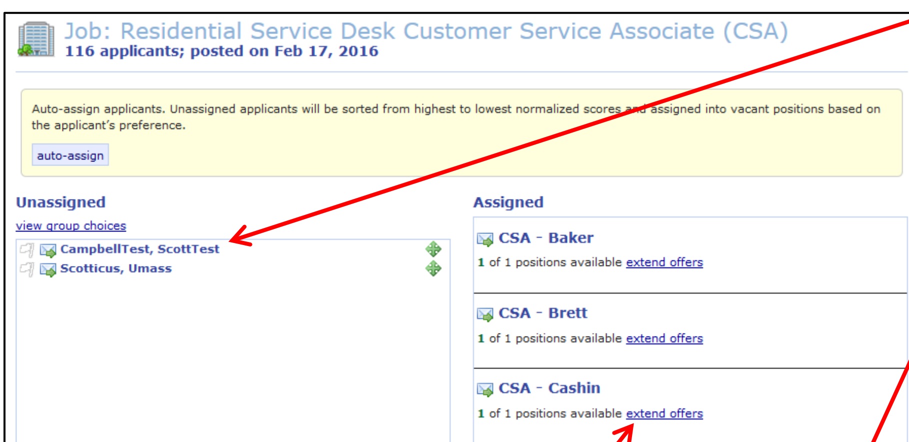
Assign Applicants to Locations (if needed)

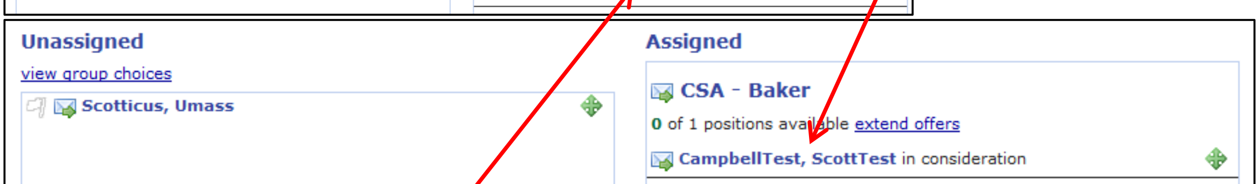
From the Application List page, click 

in the left hand navigation menu.



On the Assign Job Positions page, **drag the applicants names** from the left column **into the position/location you want to place them**. You can move them around until you have made your final decision.

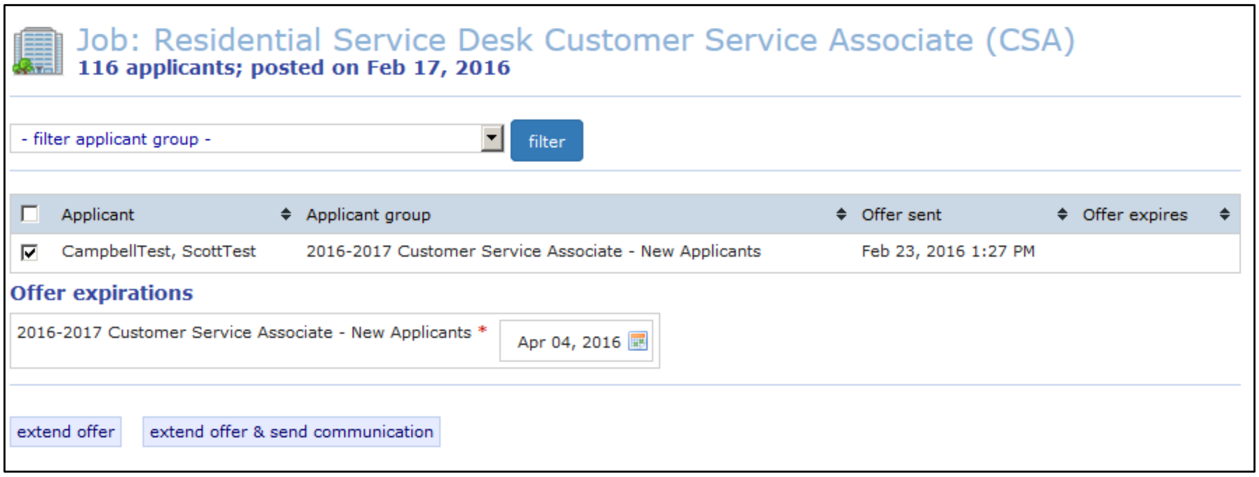




Once complete, click the **extend offers** option inside the position/location category.

Extend Offers

On the extend offers page, **select the applicants** to whom you would like to extend an offer.



Set the **offer expiration date** (the date by which the applicant must respond to keep the ofer).

Click either

extend offer = allows applicant to see offer on home page, but no email is sent.

or extend offer & send communication = allows you to choose from email templates or create a new email (see email applicants section of handout).

Monitoring Job Offers

From the Application List page, click Monitor job offers in the left hand navigation menu.