



HOW TO VIEW APPLICANTS

Log into your talent management portal at talent.okstate.edu and navigate to the recruitment module.

My Dashboard

Welcome Jenna Rutherford, this is your Dashboard where you will see all your tasks organized in various stages.



New job

6 Jobs open



Approvals

0 Jobs awaiting your



Advertisements

2 Advertisements

Guidelines / Tips

Access to Cornerstone Learning & Performance is available until the close of business on Friday, June 13.
[Click here to login to Cornerstone](#)

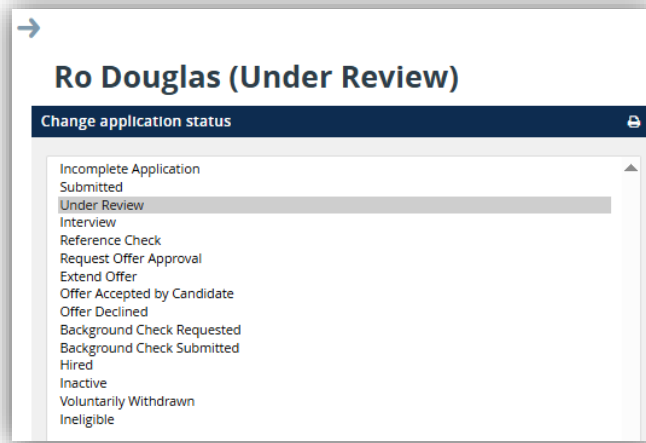
Select “view applications” for the position you would like to review applicants for.

Job number	Title	Date added ↓	Status	Request Provider First Name	Reports to Provider First Name
492296	 Demo Sr Accounting Specialist	Apr 1, 2025	Approved	Phillip Goodwin	View applications View job
492350	 Plumber I-IV		Approved	Jensena Rutherford	View applications View job

Select the “Application status” next to the candidate. In the example below, the status is “Under Review.”

Applicant details ▾	Flags	Submitted ↓	Application status ▾
Ro Douglas stillwater		MAY 19 2025	Under Review

A pop-up will appear. Select the appropriate status for the applicant then select “move now.”



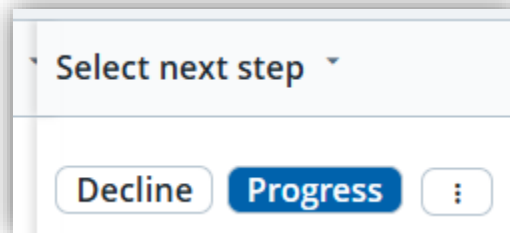
→

Ro Douglas (Under Review)

Change application status

- Incomplete Application
- Submitted
- Under Review**
- Interview
- Reference Check
- Request Offer Approval
- Extend Offer
- Offer Accepted by Candidate
- Offer Declined
- Background Check Requested
- Background Check Submitted
- Hired
- Inactive
- Voluntarily Withdrawn
- Ineligible

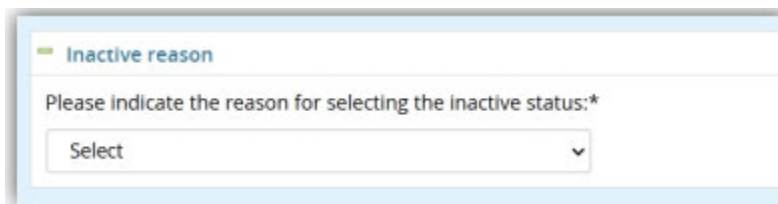
NOTE: you may also decline or progress the applicant by selecting the “decline” or “progress” buttons.



Select next step

Decline Progress

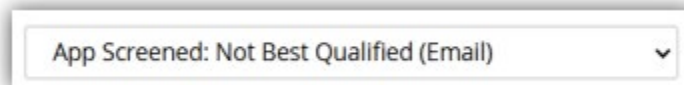
If a candidate has been declined and moved to the inactive status, another pop-up will appear. Use the drop down to select the reason for moving the candidate to “inactive.”



Inactive reason

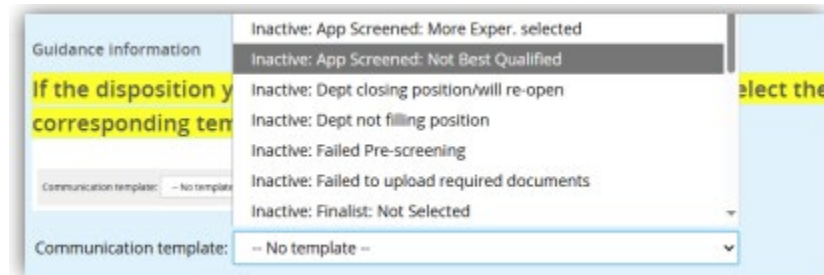
Please indicate the reason for selecting the inactive status:*

Select



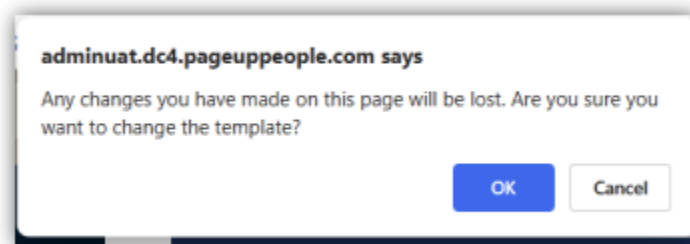
App Screened: Not Best Qualified (Email)

If the inactive reason has (Email) beside it, scroll back up and in the “Communication Template” drop-down, select the matching email template from the drop-down menu to notify the candidate.



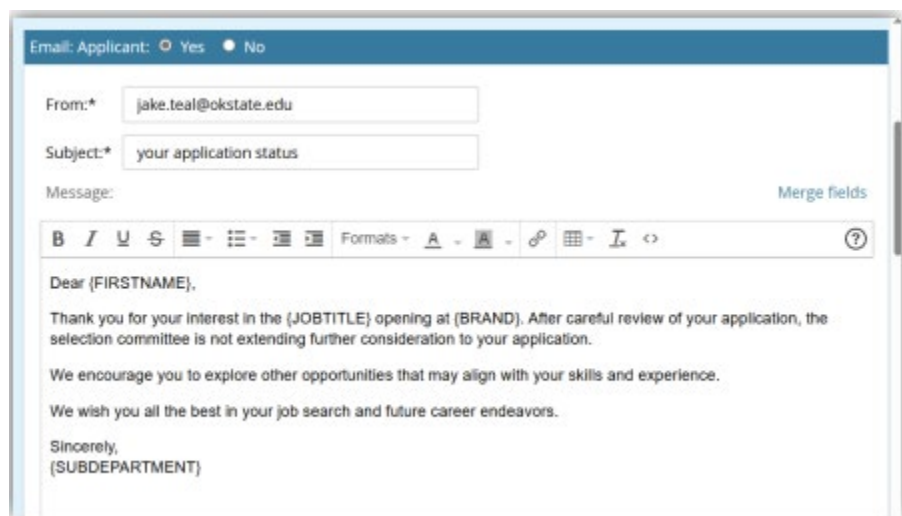
The screenshot shows a web form with a section titled "Guidance information". Below this, there is a yellow-highlighted text area that reads "If the disposition y corresponding ten". To the right of this text area is a dropdown menu for "Communication template". The dropdown menu is open, showing a list of inactive reasons: "Inactive: App Screened: More Exper. selected", "Inactive: App Screened: Not Best Qualified", "Inactive: Dept closing position/will re-open", "Inactive: Dept not filling position", "Inactive: Failed Pre-screening", "Inactive: Failed to upload required documents", and "Inactive: Finalist: Not Selected". Below the list is a "Communication template:" label and a dropdown menu with "-- No template --" selected.

Click “OK” on the pop-up.



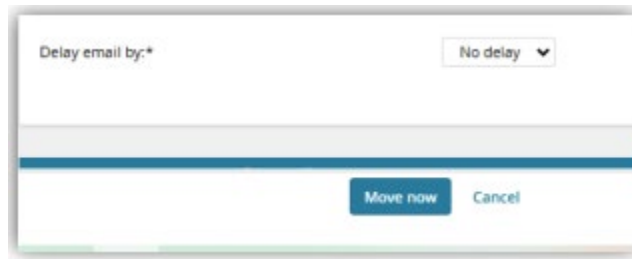
The screenshot shows a confirmation dialog box with the title "adminuat.dc4.pageuppeople.com says". The text inside the dialog box reads: "Any changes you have made on this page will be lost. Are you sure you want to change the template?". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

The email verbiage associated with the status will populate. You can edit this message to make it more personal.



The screenshot shows an email composition window. At the top, there is a header bar with "Email: Applicant: Yes No". Below this, there are fields for "From:" (jake.teal@okstate.edu) and "Subject:" (your application status). The "Message:" field is below these, and it contains a template for an application status update. The template text is: "Dear {FIRSTNAME},
Thank you for your interest in the {JOBTITLE} opening at {BRAND}. After careful review of your application, the selection committee is not extending further consideration to your application.
We encourage you to explore other opportunities that may align with your skills and experience.
We wish you all the best in your job search and future career endeavors.
Sincerely,
{SUBDEPARTMENT}". To the right of the "Message:" field is a "Merge fields" link. Below the "Message:" field is a rich text editor toolbar with various formatting options.

Once you have completed your edits, scroll down. You may wish to delay the email message or send it immediately by clicking “Move now.”



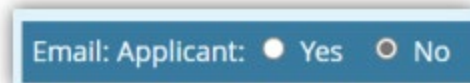
A screenshot of a dialog box titled "Delay email by:". It features a dropdown menu currently set to "No delay". At the bottom of the dialog, there are two buttons: "Move now" and "Cancel".

The applicant will be moved to inactive.

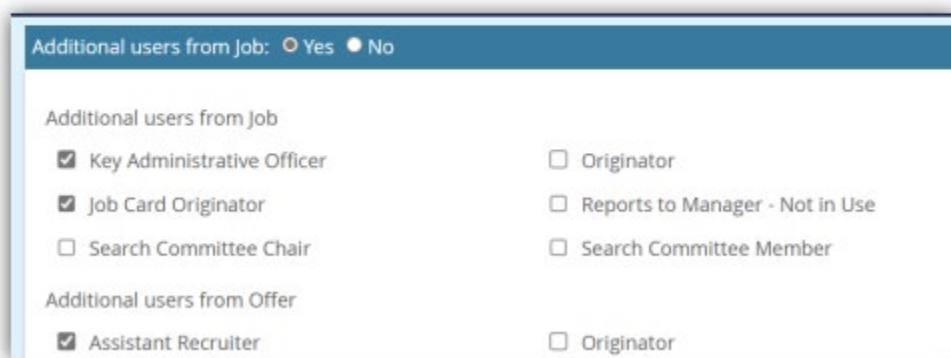
To progress an applicant forward in the recruitment process, select “Progress,” and select the next recruitment step.

NOTE: Not all recruitment process steps send an email. Pay close attention to the communication pop-up boxed to ensure you are sending accurate messages or not sending messages at all.

To send an email to an applicant or the department, select “yes” in the “Email Applicant” or “Additional users from Job” dialogue boxes.



A screenshot of a dialog box titled "Email: Applicant:". It contains two radio buttons: "Yes" (which is selected) and "No".



A screenshot of a dialog box titled "Additional users from Job:". At the top, there are two radio buttons: "Yes" (selected) and "No". Below this, the dialog is divided into two sections: "Additional users from Job" and "Additional users from Offer". Each section contains a list of roles with checkboxes. In the "Additional users from Job" section, "Key Administrative Officer" and "Job Card Originator" are checked, while "Search Committee Chair" is unchecked. In the "Additional users from Offer" section, "Assistant Recruiter" is checked, and "Originator" is unchecked. Other roles like "Originator", "Reports to Manager - Not in Use", and "Search Committee Member" are listed but unchecked in their respective sections.

Then, select “Move now.”