



Hiring Manager's Guide (Recruit)

Welcome to ApplicantStack™! ApplicantStack is an easy to use and affordable Applicant Tracking System designed for any size organization. We are proud to say that our customers can log on and get started using the product in their first sitting. The Hiring Manager's Guide will take you through the core features and benefits of ApplicantStack™ and illustrate how they can be used during the hiring process.

As a hiring manager in the ApplicantStack™ Product, your company or recruiting firm wants you to be able to access candidate information, document information regarding the candidate, and move the candidate through the hiring workflow process.

Login

The administrator of ApplicantStack™ sets up users in the system. Users, depending on their configuration of the system, will receive log in information either from the administrator directly or via an automatic email.

The email will provide the website URL, username and password.

Welcome to ApplicantStack, the easiest and smartest way to automate your hiring process! Here is your login information:

Login: <http://xxxxxxx.applicantstack.com>

Username: hiringmanager

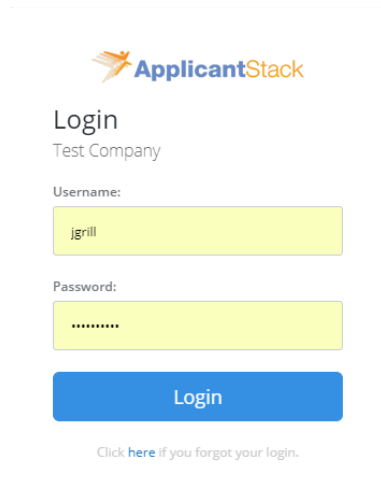
Password: hiringmanager

If you have any questions or problems, you can contact support at support@applicantstack.com

Regards,

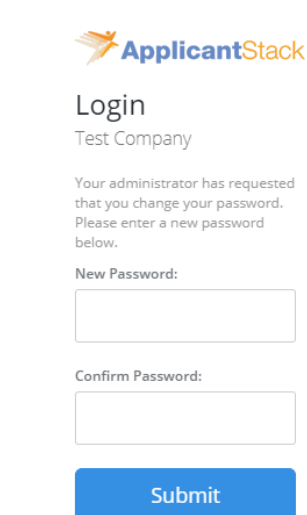
ApplicantStack Team

By selecting the URL from the email, you will be presented with the login screen and prompted to enter the username and password information:



The screenshot shows the ApplicantStack login interface. At the top is the ApplicantStack logo. Below it is the heading 'Login' and the text 'Test Company'. There are two input fields: 'Username:' with the value 'jgrill' and 'Password:' with masked characters. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Click [here](#) if you forgot your login.'

It is likely that the administrator has set up the system to prompt you to change your password the first time that you login to the system. In that case, you are presented with the following screen to change your password:




The screenshot shows the ApplicantStack password change interface. At the top is the ApplicantStack logo. Below it is the heading 'Login' and the text 'Test Company'. A message states: 'Your administrator has requested that you change your password. Please enter a new password below.' There are two input fields: 'New Password:' and 'Confirm Password:'. A blue 'Submit' button is positioned below the confirm password field.

Select submit and you will be brought to the home page.

Home Page

The home page is command central allowing you to view activities, navigate the system, and perform certain tasks directly from the navigation menu.



Home

Jobs

Candidates

Emails

Tasks

Search Candidates

Q

Mike West

Open Job Board

My Account

☆ Announcement

Updated 7/19/17

- NEW!** We have added the ability to parse an applicant's resume when they apply! Click [here](#) for more information and how to setup this new feature.
- NEW!** Coming soon!!! Click [here](#) for an exciting update!
- ApplicantStack is pleased to announce we have partnered with Spark Hire for video interviewing. Click [here](#) for more details.

Activity Summary

You have 2 new email(s). [View Emails](#)

Tasks

Job Approvals


Events


You have 1 outstanding task

- [Job Review \[Help Desk\]](#), Created 2 Days Ago

Pipeline Summary - Your jobs and candidates. Click a number in the table to jump to candidates in that stage of your process.

Job	New	Manager Review	Phone Screen	Interview	Reference Check	Job Offer	Total Active	Total Inactive	Days Open
Accounting Manager (Sample) [SAMP-1001]	4	0	2	1	3	0	10	0	N/A
Employment Applications (Sample) [SAMP-1002]	2	0	0	0	0	0	2	0	N/A
Help Desk [1003]	0	0	0	0	0	0	0	1	14
Manager [1002]	0	0	0	0	0	0	0	0	N/A
Sales Associate [1001]	0	0	0	0	0	0	0	0	N/A
Total Candidates:	6	0	2	1	3	0	12	1	14


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Candidates Filter(s):
[My Active Jobs](#)
[Active Candidate](#)
[Expand Filters](#)

<input type="checkbox"/>	Name	R	Job	Source	Rating	Disposition	Referred By	Created	Last Modified	Score	Stage	Actions
<input type="checkbox"/>	Test File ???, ???		Employment Applications (Sample) [SAMP-1002]					07/23/2017 09:21 PM	07/24/2017 10:57 AM		New	
<input type="checkbox"/>	Nathan Williams Carrboro, NC		Accounting Manager (Sample) [SAMP-1001]					12/06/2016 11:22 AM	07/21/2017 07:36 PM	10	Phone Screen	
<input type="checkbox"/>	John E. Carroll Morrisville, NC		Accounting Manager (Sample) [SAMP-1001]	LinkedIn	Unqualified	Insufficient Education		12/06/2016 11:21 AM	07/21/2017 06:44 PM	KO	Reference Check	
<input type="checkbox"/>	David J. Jones Cary, NC		Accounting Manager (Sample) [SAMP-1001]		Potential			12/06/2016 11:21 AM	07/12/2017 09:36 AM	20	Reference Check	
<input type="checkbox"/>	John E. Nicholas Kure Beach, NC		Accounting Manager (Sample) [SAMP-1001]	LinkedIn	Potential			12/06/2016 11:21 AM	07/12/2017 09:34 AM	15	Interview	
<input type="checkbox"/>	George M. Blake Raleigh, NC		Accounting Manager (Sample) [SAMP-1001]	Monster	Top Prospect			12/06/2016 11:22 AM	07/12/2017 09:33 AM	20	Phone Screen	
<input type="checkbox"/>	Nathan Williams Carrboro, NC		Accounting Manager (Sample) [SAMP-1001]					12/23/2016 02:56 PM	01/05/2017 11:20 AM		Reference Check	
<input type="checkbox"/>	Michael Turner Atlanta, GA		Employment Applications (Sample) [SAMP-1002]		Potential			12/06/2016 11:22 AM	12/06/2016 11:22 AM		New	

Showing 1 - 8 of 8

+ Create Candidate
+ Upload Resumes
+ Upload Emails
+ Add to Job
+ Search
+ Export
+ Email Candidate
+ Forward to User
+ Create Task
+ Schedule Event
+ Add Note
+ Print
+ Edit Fields
+ Set Stage

Candidate List Columns The available fields provide a quick view of candidate information. Click each column name to sort by that field.

The default list of columns is as follows:

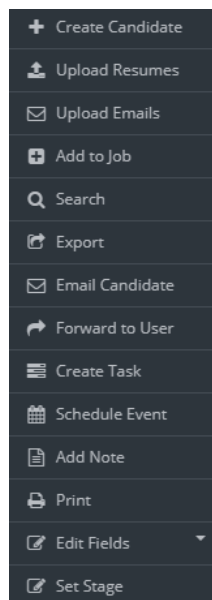
- **Name:** Name of the candidate. It also contains the city and state of the candidate.
- **R:** This stands for Resume. You can hover over the icon and if they have submitted a resume, a preview will be generated for you.
- **Job:** The name of the job and job id that the candidate applied for.
- **Source:** Where the candidate heard about the job from.
- **Rating:** Rating that is assigned based on qualifications of the candidate.
- **Disposition:** Items can be assigned designating whether the candidate has insufficient experience, insufficient education, or poor interview performance among many others.
- **Created:** Date candidate was created in the system.

- **Last Modified:** Last date that the candidate had their record modified.
- **Score:** Score candidate received based on their answers to a questionnaire(s). If no score is calculated then N/A will appear. If the candidate has been indicated as a Knockout, KO will appear.
- **Stage:** The current stage that the candidate occupies.
- **Actions:** From here you can open the candidate detail record.

Source and *Rating* are standard application fields, but your organization may have additional application fields configured. In that case, those additional fields may also display on this grid.

Candidate List Navigation Menu

From the Candidate Tab, you are able to perform many actions by selecting a single candidate, or multiple candidates, and then an item on the Navigation Menu.



Most important to your work with Candidates is the ability to **Add Note** and **Set** field values.

To Add a Note to a Candidate's record, first select the Candidate from the list and click **Add Note** from the **Navigation Menu**. You will be presented with a pop-up to enter information:

The screenshot shows the ApplicantStack interface with the 'Candidates' tab selected. A modal window titled 'Add Note' is open, prompting the user to 'Enter a Note:'. The background shows a list of candidates with columns for Name, R, Job, Source, Rating, Disposition, Referred By, Created, Last Modified, Score, Stage, and Actions. A red arrow points to the 'Add Note' option in the navigation menu on the right side of the screen.

To set values for Candidate fields, you again select the Candidate from the list and choose the Field from the Navigation Menu that you want to change or value. In this example, the Candidate Rating is being changed:

The screenshot shows the ApplicantStack interface with the 'Candidates' tab selected. A modal window titled 'Edit Fields' is open, showing a list of fields that can be edited: Set Source, Set Rating, Set Disposition, and Set Referred By. A red arrow points to the 'Set Rating' option in the modal window. The background shows a list of candidates with columns for Name, R, Job, Source, Rating, Disposition, Referred By, Created, Last Modified, Score, Stage, and Actions. A red arrow points to the 'Set Rating' option in the navigation menu on the right side of the screen.

In your system you may have different (or additional) fields that can be valued or edited by you.

Reviewing Candidates

To view the candidate's details, select the candidate's underlined name, to access the Candidate Summary and Tabs:

John E. Carroll [Set Stage](#) [Return to List](#) Candidate 3 of 8

Job: [Accounting Manager \(Sample\) \[SAMP-1001\]](#)
Stage: Reference Check

Summary Resume Answers Feedback Workflow Tasks History

First Name: John E. Last Modified: 07/21/2017 06:44 PM
Last Name: Carroll Created: 12/06/2016 11:21 AM
Address 1: 2226-E Pigeon Lake Circle (Sample) Job: Accounting Manager (Sample) [SAMP-1001]
Address 2: Source: LinkedIn
City: Morrisville Rating: Unqualified
State: NC Disposition: Insufficient Education
Zip: 27560-9661 Referred By:
Phone: (919) 342-4279 Score: **KO** [Recalculate]
Email: john.carroll@applicantstack.com Current Stage: Reference Check

Attachments

[Resume](#) [Carroll_resume.doc]

Accounting Manager Questions KO

1. Are you authorized to work in the United States for any employer? = **Yes**
2. Do you have a bachelors degree? = **No KO**
3. How many years experience do you have? = **5+ Years +20**
4. What minimum salary do you require? = **60k**

Interview Evaluation Form 1

1. Is this an individual or team evaluation submission? = **Individual**
2. Demonstrating Technical Proficiency = **5**

Actions:

- Create Candidate
- Upload Resumes
- Upload Emails
- Add to Job
- Search
- Export
- Email Candidate
- Forward to User
- Create Task
- Schedule Event
- Add Note
- Print
- Edit Fields
- Set Stage
- Add Attachment(s)

Here you have access to all candidate information; resume, answers to any questionnaires, feedback, workflow, tasks and the history of the candidate, in the ApplicantStack system.

When you have completed your review of the candidate, you are able to select a Candidate Action via the Set Stage button on the top of the screen. These actions will vary depending on your company's configuration, but prompt you to send the Candidate to the next step in the process.

Michael Turner

Job: [Employment Applications \(Sample\)](#)
Stage: New

Set Stage ▼

- Pass Initial Review
- Fail Initial Review
- Withdrawn

Summary Resume Workflow Tasks History

First Name: Michael
Last Name: Turner
Address 1: 204 Skylark Dr (Sample)
Address 2:
City: Atlanta
State: GA

When you select the desired action button, the candidate will move to the next corresponding stage.