How to view job applicants for managers

You can view the amount of applicants and all of their application information via people manager. To do this please follow the below steps

1. Log in with your normal People Manager log in details
2. After you have entered your log in details a drop down will appear, Press the drop down and select ‘Recruiting MGR & Panel’.
3. You should now be on the home page, there is a button on the right hand side there is a button which says ‘Recruitment’
4. Now you will see the recruitment summary page, this page will show the job you wish to find the applicants for. click on the job title.
5. On this page you will be able to see all the applicants and the applications. To view the applications click on ‘All Docs’ then press ‘application print’. This will make the application download where you can open on your PC.

You will now be see your applicants and be able to shortlist. If you need any help with any of the steps please contact the HR team by emailing suhr@essex.ac.uk.