This QRG outlines the steps for **Department Recruiters** to review initial applications, perform an initial employment screening, and move candidates through the Talent Pipeline to document candidate selection and interview process.

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| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Job Requisition | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Recruiting**. |  |
| The list of **Job Requisitions** is displayed. |  |
| Initial Review & Screening | |
| Click **Number** link under the **Candidates** column corresponding to the Job Requisition. |  |
| Click **New Application** status on the **Talent Pipeline**. |  |
| Click candidate **Name**. |  |
| Review candidate **Application** and **Screening Details**. |  |
| Your candidate list is located on the left of the screen. You can select the next name on the list to review and evaluate. |  |
| As you make decisions on candidates, you can move them across the **Talent Pipeline** |  |
| To move candidates to the next stage in your interview process, check mark the candidate(s) name, click the **Action,** select **Move candidate,** select the appropriate status from the dropdown menu. |  |
| Enter **Comments**, if necessary.  Click **Apply Updates**. |  |
| Remove from Consideration | |
| To remove a candidate from consideration, click on **Not Selected.** Select a status from the drop-down list  Click **Apply Updates** |  |
| Print or Save Application Materials | |
| Click the **Action,** select **Print or Save** from the dropdown menu |  |
| Select items to Print or Save. Click **Print Preview** then print. Or click **Save to File** to download the information to your computer. |  |