

# **Tallahassee Community College Applicant Tracking System (TATS)**

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**Review Team User Guide**



## Introduction:

Congratulations! You have been chosen to be a member of a Recruitment Review Team. Your task is to aid in selecting the best candidate to fill your vacancy. The Tallahassee Community College Applicant Tracking System (TATS) will aid in completing this task. TATS is the depository of all applications and supplemental materials that candidates submit for advertised vacancies. As a member of a Recruitment Review Team, you will utilize TATS to review applicants. This guide is designed to walk you through this process. This process includes:

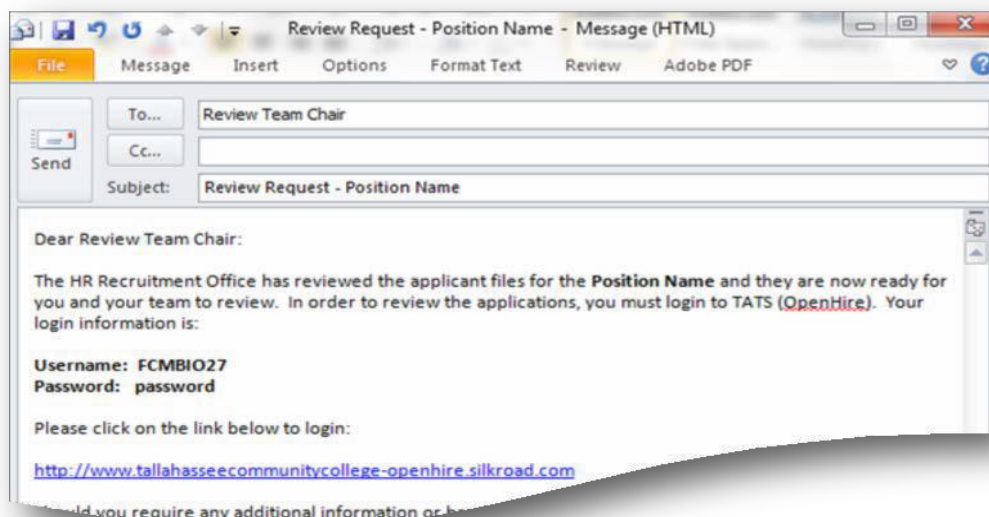
- ✓ HR release of candidates to Review Team
- ✓ Logging on to the TATS
- ✓ Reviewing Applications and Supplemental Materials
- ✓ Printing Applications and Supplemental Materials
- ✓ Printing a listing of candidates (Chairpersons and/or support personnel)

## HR Release of Candidates:

After the position closes, HR Recruitment will release applicants to the Hiring Manager. For full-time non-faculty positions, including grants, a complete file includes the eForm only. Applicants may attach a resume and/or cover letter. For faculty recruitment, a complete file includes the following:

- An Official TCC Application (eForm)
- Letter of interest addressing the five (5) faculty characteristics and responsibilities listed above for each faculty vacancy of interest
- Unofficial transcript(s) of all college coursework
- At least one (1) letter of recommendation

The Review Team Chair will receive an email from the HR Recruitment Manager indicating the applications are ready to be reviewed. The email will indicate the user name and password for the Review Team to login to TATS. (*Sample email below*)



## Logging on to the TATS(OpenHire):

To access the TATS (OpenHire), you must use the URL below (*It is suggested that you bookmark this page.*):

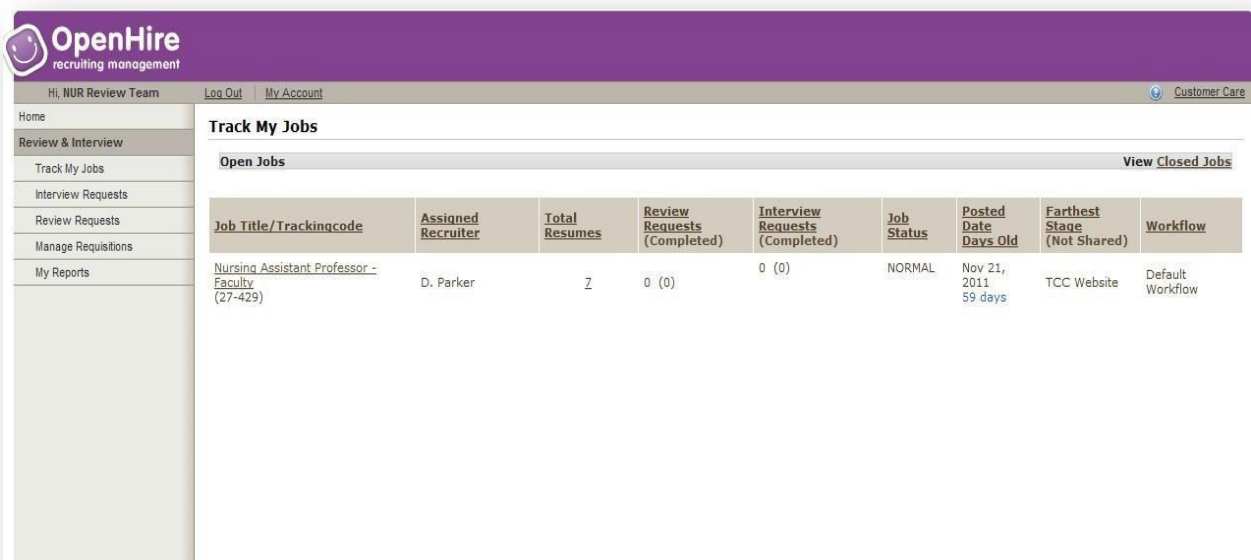
<https://tallahasseecommunitycollege-openhire.silkroad.com>

You will be directed to the screen below:



The login screen features the OpenHire logo (a purple smiley face) and the text "OpenHire recruiting management". Below the logo are two input fields: "User Name:" and "Password:". A "Login" button is located at the bottom right. A link for "Forgot your password?" is at the bottom left.

Enter the user name and password sent by HR Recruitment and click the 'Logon' button. You will be directed to the HM/Interviewer Home Screen (*shown below*).



The home screen displays the OpenHire logo and navigation links: "Hi, NUR Review Team", "Log Out", "My Account", and "Customer Care". A sidebar on the left contains menu items: "Home", "Review & Interview", "Track My Jobs", "Interview Requests", "Review Requests", "Manage Requisitions", and "My Reports". The main content area is titled "Track My Jobs" and includes a sub-section "Open Jobs" with a "View Closed Jobs" link. A table lists job details:

Job Title/Trackingcode	Assigned Recruiter	Total Resumes	Review Requests (Completed)	Interview Requests (Completed)	Job Status	Posted Date Days Old	Farthest Stage (Not Shared)	Workflow
Nursing Assistant Professor - Faculty (27-429)	D. Parker	2	0 (0)	0 (0)	NORMAL	Nov 21, 2011 59 days	TCC Website	Default Workflow

## Reviewing Applications and Supplemental Materials

Upon logging in, you will see a dashboard showing all the activity associated with your job openings. From here you can see (*text color corresponds with category*):

- **The number of Applicants**
- **Job posting** and **aging information** (*how long the position been posted*)
- **The farthest stage an applicant has reached in the recruiting process**

Track My Jobs							
Open Jobs							
Job Title/Trackingcode	Assigned Recruiter	Total Resumes	Review Requests (Completed)	Interview Requests (Completed)	Job Status	Posted Date Days Old	Farthest Stage (Not Shared)
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The data can be resorted by clicking on any column heading and you have one-click access to the most important information associated with your job openings by selecting any of the numbers in the Resumes, Review, and Interview columns.

### Reviewing Applications:

1. Click on the underlined number in the Total Resumes column. You will be taken to the screen below:

Job Score	Candidate, Location, Source	Enter Date, Last Modified	Current Stage	Evaluation / Fail Flag
20%	Lisa A. Cornejo Live Oak, FL US Company Website	5/23/2012 5/23/2012 8:21 PM	TCC Website	1.00 / No
14%	Sandra Yvonne Sklar Walborn, FL US Company Website	5/15/2012 5/15/2012 8:53 PM	TCC Website	0.67 / Yes
72%	Michael Christie LaTravella Florence Pelham, GA US Career Builder	5/14/2012 5/21/2012 11:00 AM	TCC Website	0.67 / Yes
38%	Ashley Mayala Thomasville, GA US Company Website	5/11/2012 5/21/2012 8:52 PM	TCC Website	0.67 / Yes
20%	DEBORAH SCOBOLD Lake City, FL US Other source	5/6/2012 5/6/2012 3:29 PM	TCC Website	1.00 / No
37%	Shanda Hill Tallahassee, FL US Print Advertisement	7/6/2012 7/6/2012 12:32 PM	TCC Website	1.00 / No
41%	Antonio Williams Lake City, FL US CareerBuilder.com	6/29/2012 5/21/2012 10:31 AM	TCC Website	1.00 / No
24%	SCOTT KILLIAN Barlow, FL US CareerBuilder.com	6/26/2012 5/21/2012 10:18 AM	TCC Website	1.00 / No
23%	Ernesto T. Douglas Lake City, FL US CareerBuilder.com	6/14/2012 5/21/2012 10:18 AM	TCC Website	1.00 / No

- **Columns** may be sorted by clicking on the column name. *Note: If sorting by Candidate Name, it sorts by first name only.*
- **Job Score (Match Score)** is a value based on a conceptual content comparison of the candidate's resume and the job posting.
- **Evaluation/Fail Flag** is an indicator that the applicant was asked to complete questions regarding their education and experience. If there is a yes, the applicant's answer to one or more of the questions did not meet our minimum criteria.

2. Choose the candidate to review by selecting his/her name. You will be taken to the screen below:

Results \ Candidate: Lisa Conti displaying 1 of 8

Job Score: 4%    Qualified:  yes  no    Source: College/Campus Recruiting    Recruiter: Darlene Parker

What would you like to do with this Candidate? ---- Select an Action ----

Candidate: Lisa Conti

Primary Contact:

Tracked For: [Biology Assistant Professor - Faculty \(17-429\)](#)

Default Workflow:

- Preliminary Stages
  - 3rd Party Job Board
  - TCC Website
  - Manual Submission
- Hiring Stages
  - Application Review HR
  - Application Review HM
  - 1st Interview
  - 2nd Interview
  - 3rd Interview
  - Subsequent Interview
  - HM Reference Checks
  - Offer Approval

Summary | Resume / CV | Attachments | eForms | Evaluations | Activity Status | History

Requisition History

ID	Job Title	Enter Date	Last Modified	Assigned Recruiter
17	<a href="#">Biology Assistant Professor - Faculty (17-429)</a>	11/22/2011	12/14/2011	Parker, Darlene

The tabs contain the applicant's application (or eForm) and any attachments they included.

While on this screen, you may choose the following tabs:

- **Resume/CV** – if an applicant has uploaded his/her Resume/CV, you will find it here.
- **Attachments** – Any of the applicant's attachments (i.e. Cover Letter, Reference Letter, and Statement of Purpose) will be housed here.
- **eForms** – The TCC Application is considered an eForm and will be housed here.
- **History** – This tab contains the applicant's history. It also includes email correspondence that may have been sent to the applicant.
- **Evaluations** – This tab lists the questions (if any) an applicant is asked that are related to the minimum criteria for the position as well as the applicant's answers. If the answer to any of the questions is below the minimum answer for that question, the answer will appear in red.

Please note additional functionality may be made available at a later date.

**Should you require additional assistance, please contact:**

**Recruitment:**

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*Recruitment Manager*

[greenel@tcc.fl.edu](mailto:greenel@tcc.fl.edu)

201-6075

*Barbara Ivey*

*Recruitment*

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201-6441

**Comments, Questions, Other Information:**

Human Resources

201-8510