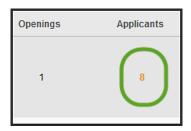# TMS Talent Management System

Applicant Review Process

After the Job Posting Request has been approved and the job has been posted online, members of the Search Committee can review applications as they come in. Committee members can visit and revisit these applications as often as needed until the Job Search is closed. Comments, stars, and flags from the search process remain part of the official record of the search. NOTE: The search MUST be open 30 days before an offer can be made to a candidate.

1. Log into BengalWeb and locate the **Talent Management System** channel, and click on **Access Talent Management System**.

2. Mouse over the **Recruit** heading, and choose **Review Applicants** from the drop down menu. Any Job Postings you are on a Search Committee for will show up. Find the Job Posting you are interested in and look to the right of that posting. Under the **Applicants** heading, the number represents the active applicants who have passed the pre-screening questions. Click on that number to see a list of the applicants' names.

Openings	Applicants
1	8

3. The **Manage Applicants** page has a list of current active applicants.   Click on the applicant's name to open the **Applicant Profile** page. All the applicant's materials are available here in an easy to navigate set of screens. Click on the tabs to see the following information.   This is the recommended way to review each applicant. (Note: you can also see the Flattened Application-- everything the applicant has submitted in one pdf document--by clicking on the page icon next to the applicant's name.)

- **Summary**: Has links to the applicant's resume and application. Although the applicant's contact information is shown, do NOT send any communication to the candidate. You can give the applicant star rankings or flag the application, both of which other committee members can see. *Note: We are not using the Matching Criteria option at the bottom of the page.*
- **Statuses**: Shows which committee members have reviewed this applicant's materials.
- **Application**: See the answers to the application questions here (click on the down arrow). The **Upload Attachments** section links to the applicant's submitted documents—upper corner.
- **Comments**: See all comments from other search committee members (click down arrow). Type your own comments here, or upload them as a Word document, then click the **Post** button, bottom right. Remove your comments using the garbage can icon, also bottom right. Any comments entered here are visible to everyone and become part of the permanent search record.
- **Documents**: The recommended place to see all the documents the applicant has submitted. To see a document, click on the small icon under **Options**. This opens a printable file of the candidate's document. If a candidate sends you an additional document you want to share with the group (i.e. thank-you letter) you can upload that document by clicking the **Upload Other Document** link so others in your committee can see it.
- **History**: Who has accessed this applicant's materials, what they did, and when. *Note: ignore the Send Notification to Applicant link, which is disabled.*

5. To see additional candidates, use the arrows at the top of the screen to go to the next candidate. Or you can click **Back** to return to **Review Applicants Screen** where you can choose another candidate from the list.

Note: You will be using an evaluation matrix outside the system to evaluate these candidates.