As of July 1, 2013 an analyst, editor or chair will be able to mark applicants as “Meets” or “Does Not Meet” basic qualifications. This action ensures the reporting on the applicant pool diversity as required by the Office of Federal Contract Compliance Programs, Department of Labor.

1. To access the feature, find the applicant’s list, just as you would do with any other applicant management task.

2. Periodically check the Unknown (Orange) tab as new applicants enter the pool.

3. Put a check in the box next to a completed applicant. Then click the “Meets” or “Does Not Meet” button at the top of the column. The name will be moved to the Qualified (Green) tab.

4. Run Diversity reports as needed. Only qualified applicants will be included in the report. You will be reminded to mark applicants if any remain in the Unknown category.

What will the Reviewers see? Reviewers will have the same color-coded tabs. They will see applicants who are completed and categorized accordingly. They will not have the ability to mark the applicants as “Meets/Does Not Meet” or edit their designations.
You may need to evaluate and mark each applicant individually from within their application. For example, 2 years of teaching experience should be indicated in their CV.

1. Open the application by clicking the “manage” link.

2. Review the files in the Documents & References section.

3. Use the buttons at the top of the applicant’s screen to mark MBQ.