

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.

Entire Pool
View all applicants, regardless of their basic qualifications on the blue tab.

Qualified
Applicants listed on the Green tab are those who meet the basic qualifications.

Unknown
Applicants who have not yet been marked appear on the Orange tab.

Unqualified
Applicants not meeting basic qualifications appear on the grey tab.

Full Professor-Experimental Particle Physics
Show description
Department of Ut Cum / School of Consequatur Mollitia

Recruitment Details Diversity Reports Search Committee View Applicants

Download This Data Download Names & Addresses Change Columns Add applicant

Qualified Read: Read Unread Basic Qualifications: Meets Unknown Does Not Meet

Personal Note	Basic Qualifications	Applicant	Status
<input type="checkbox"/>	Basic Qualifications Unknown	marian, marian Manage Hide Log Download	
<input type="checkbox"/>	Basic Qualifications Unknown	Hickle, Eveline Manage Hide Log Download	
<input type="checkbox"/>	Basic	Wjllms, Ned	

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Qualified Read: Read Unread Basic Qualifications: Unknown Does Not Meet

Personal Note	Basic Qualifications	Applicant	Status
<input type="checkbox"/>	Meets Basic Qualifications	Heller, Jarred Manage Hide Log Download	No Longer Interested

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Unknown Read: Read Unread Basic Qualifications: Meets Does Not Meet

Personal Note	Basic Qualifications	Applicant	Status
<input type="checkbox"/>	Basic Qualifications Unknown	Boyle, Dennis Manage Hide Log Download	

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Unqualified Read: Read Unread Basic Qualifications: Meets Unknown

Personal Note	Basic Qualifications	Applicant	Status
<input type="checkbox"/>	Does Not Meet Basic Qualifications	Weber, Annetta Manage Hide Log Download	

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.

