

# JobsInTheUS

## Applicant Tracking Features & Functionality

JobsInTheUS customers can now take advantage of our new “*light*” ATS functionality for tracking candidates.

### Why Use It

- Streamline your candidate flow.
- **Tag and categorize your applicants** with flags and status updates
- Communicate with candidates directly from the dashboard
- **Send interview questions** to candidates that have applied
- Add notes to candidates and more!

### How It Works

To get started, you'll need to choose the ATS as your application delivery method when posting a job.

#### Application Delivery Method

Please select the way you would like to receive applications for this job. Click the radio button to select the desired method and fill out any additional information.

- Quick Apply:** Receive applications without requiring a resume
- Email Delivery:** Receive applications by email only
- External URL:** Redirect applicant to Alternate URL
- Internal ATS:** Use the JobsInTheUS.com Applicant Tracking System

All Job Seeker applications will remain on the JobsInTheUS.com site. You will receive a daily e-mail to the address specified above notifying you of any unread applications.

Send Confirmation Email

Click [here](#) to edit this email (a new window will open for you to manage this email).

Step 2

Preview

Save

Post

To send job seekers a custom auto-response, check the confirmation email box should you wish them to receive it. You can use our default template or write your own auto-response. Just choose the click [here](#) link to edit that message.

Once you begin receiving applications simply navigate to them from your dashboard homepage. They will be listed under **My Applicants > Internal ATS**.

## Employer Dashboard

[Use a Job Slot](#)

[Purchase Products](#)

Job Postings (1)	Your Postings (1)	Other's Postings (0)	Total Postings (1)	
Active:	1	0	1	
Inactive:	0	0	0	
Total:	1	0	1	
<a href="#">View Less Information</a>				

My Applicants (1)	Your Apps (1)	Other's Apps (0)	Total Apps (1)	
<b>Internal ATS:</b>	1	0	1	
Emailed Applications:	0	0	0	
Quick Applies:	0	0	0	

Just click the candidate name (blue link) to access the ATS features for them.

### ATS Applications

Copy CSV Excel Print

Recruiter Name	Job Name	Location	Flag	Applicant Name	Phone	E-mail	Date A
Test Maker	Test Job - Do Not Apply	Portland, ME	✘	<a href="#">dave tester</a>	2035722053	kel@recruiterkelly.org	10/02/1
Test Maker	Test Job - Do Not Apply	Portland, ME	None	<a href="#">Geoffrey Smith</a>	2078318806	geoff.zimm@gmail....	10/04/1
Test Maker	Test Job - Do Not Apply	Portland, ME	None	<a href="#">Sean Test Account</a>	207-807-2516	smarkley@jobsinth...	10/05/1
Test Maker	Test Job - Do Not Apply	Portland, ME	✔	<a href="#">Colleen Strickler</a>		colleenstrickler@g...	10/04/1
Test Maker	Test Job - Do Not Apply	Portland, ME	None	<a href="#">jane doe</a>	2075551212	janedoe@gmail.com	10/04/1
Test Maker	Test Job - Do Not Apply	Portland, ME	★	<a href="#">Christopher Russell</a>	(203) 572-2053	chrisrussell674@g...	10/05/1

Showing 1 to 6 of 6 entries

You can see which flag they have been assigned as well as the current status (not visible). The table of applicants can be downloaded into a CSV file, Excel file, or printed with ease

## ATS Functionality

For candidates who apply by ATS you will see **4 different areas of functionality** in place on their page.

1. Folders
2. Applicant Status
3. My Flags
4. My Notes

Once you click on their name this is what you will see. This is also where the resume can be seen and downloaded. If the applicant has a searchable resume in the system, you can view that one as well

The screenshot displays the 'Applicant View' page for a candidate named 'dave tester'. The page is divided into several sections:

- Job Information:** Job Name: Test Job - Do Not Apply; Resume Name: My Resume. A 'Select...' dropdown menu is located next to this information, with an orange arrow labeled '1.' pointing to it.
- Applicant Details:** Name: dave tester (AVAILABLE); Contact: 06611-3651; Date Added: 10/02/2017; Phone: 2035722053; E-mail: kel@recruiterkelly.org; Category: Business Opportunity or Consultant; Career Level: Entry Level (<2 years experience); Willing to Relocate: No; Willing to Telecommute: No. An orange arrow labeled '2.' points from this section to the 'Applicant Status' panel.
- Applicant Status Panel:** Stage: Read; Current Status: Available - Fully Open; Current Resume: No Active Resume; Communications: Send E-mail; Archive: 🗑️. A 'Please Select Action' dropdown menu and a 'Go' button are also present. An orange arrow labeled '3.' points from the 'Applicant Status' section to the 'My Flags' panel.
- My Flags Panel:** Includes radio buttons for 'No Flag', 'Ideal candidate', 'Good candidate', 'Need further review', and 'Unacceptable'. 'Set Flag' and 'Redefine Flags' buttons are at the bottom. An orange arrow labeled '4.' points from the 'My Flags' section to the 'Recent Notes' panel.
- Recent Notes Panel:** Shows a note: 'Job Seeker applied to Test Job - Do Not Apply (JobID: 265295) through the internal ATS'.
- Resume Preview:** A document viewer showing a 'DISCLOSURE STATEMENT' with legal text. An orange arrow labeled '4.' also points from this section to the 'Recent Notes' panel.

Folders: Move Candidates to your folder of choice.

Applicant Status: Manage your candidate workflow through this section.

- You can send an email to candidate from within the dashboard.  
Communications: Send Email link in blue.
- You can change the "state" of the application. Choose from reject, send interview, phone screen, recruiter interview, client / hiring manager interview, background check, offer sent, hired)
- Reject job seeker and send interview requires employer to configure their account before these actions can be used.
- ATS allows you to create interview questions that can be sent to the candidate. Those interview questions and answers are made available to the employer

## Rejecting a Candidate

Choose "Reject Job Seeker" from the Applicant Status box and use the built in form to send the notice. You can write your own or select a template from our list.

The image shows two side-by-side screenshots from a web application. The left screenshot, titled "Applicant Status", shows a candidate's current status as "Phone Screen - View Interview". It lists "Current Status: Available - Fully Open", "Current Resume: No Active Resume", and "Communications: Send E-mail". Below this is a dropdown menu labeled "Please Select Action" with options: "Reject Job Seeker \*", "Send Interview \*", and "Phone Screen". The right screenshot, titled "Rejection Form", shows a form for sending a rejection message. It includes fields for "To: dave tester", "From: markmaster45@msn.com", and "Subject: Thank you for applying". There is a "Templates:" dropdown set to "JobsInME.com Standard Rejection L..." and buttons for "Insert" and "Create". A text area contains a pre-written rejection message: "Thank you very much for your interest in Test Maker. After reviewing your qualifications, we are unable to find a suitable match between your background and experience and current openings at our company. We wish you well in your career search, and again, thank you for your interest in Test Maker." At the bottom are buttons for "Send Rejection Message" and "No Message".

## Sending Interview Questions

You can also send your applicant a series of interview questions to answer if you think they might be a good fit. Just choose the "Send Interview" dropdown item.

## Send Interview Questions

[Return to Last Application Viewed](#)

Select questions from the list below to send to JobsInME.com registered job seeker **dave tester**.  
If you need to create questions, or edit existing questions, [click here](#).

Please select questions to send  Check All

Why do you want to leave your current position?

Are you good?

Are you willing to relocate?

What are your salary requirements?

[Add, Delete, or Edit Questions](#) | [Cancel](#)

[Send Interview](#)

My Flags: Flags allow you to indicate what type of candidate that applicant is. Choose from:

-  Ideal candidate
-  Good candidate
-  Need further review
-  Unacceptable

Notes: This section allows you to enter notes on the candidate for you and your team to collaborate.

### Recent Notes(6)

Did well on his phone interview, might be worth bringing in...

Friday October 6, 2017 12:17 EDT

Job Seeker set to Phone Screen for Test Job - Do Not Apply (JobID: 265295) by Test Maker.