



CareerWise Colorado
TOMORROW'S TALENT TODAY

APPLICANT TRACKING SYSTEM BUSINESS PARTNER GUIDE



TOPICS

- **Accessing & Reviewing Applications**
- Viewing Application Questions, Application Documents, and Changing the App Status
- Giving Feedback to students who are Not Selected
- Closing your Posting



Accessing & Reviewing Applications

- Log into your CareerWise Colorado Apprenticeship Portal account at www.careerwisecolorado.force.com. If you haven't already logged in, check your email for a notification from "CWC Apprenticeship Portal Email" to reset your password. From the landing page, click on the MY POSTINGS tab.
- You will be able to view both Pending and Active postings. Click on the Active Posting ID# you would like to review Applications for.

The screenshot shows the CareerWise Colorado Apprenticeship Portal dashboard. The navigation bar includes HOME, RESOURCES, MY POSTINGS (highlighted), and DASHBOARD. A search bar is at the top right. The main content area displays a welcome message and two sections: MY PENDING POSTINGS and MY ACTIVE POSTINGS. The MY ACTIVE POSTINGS section contains a table with the following data:

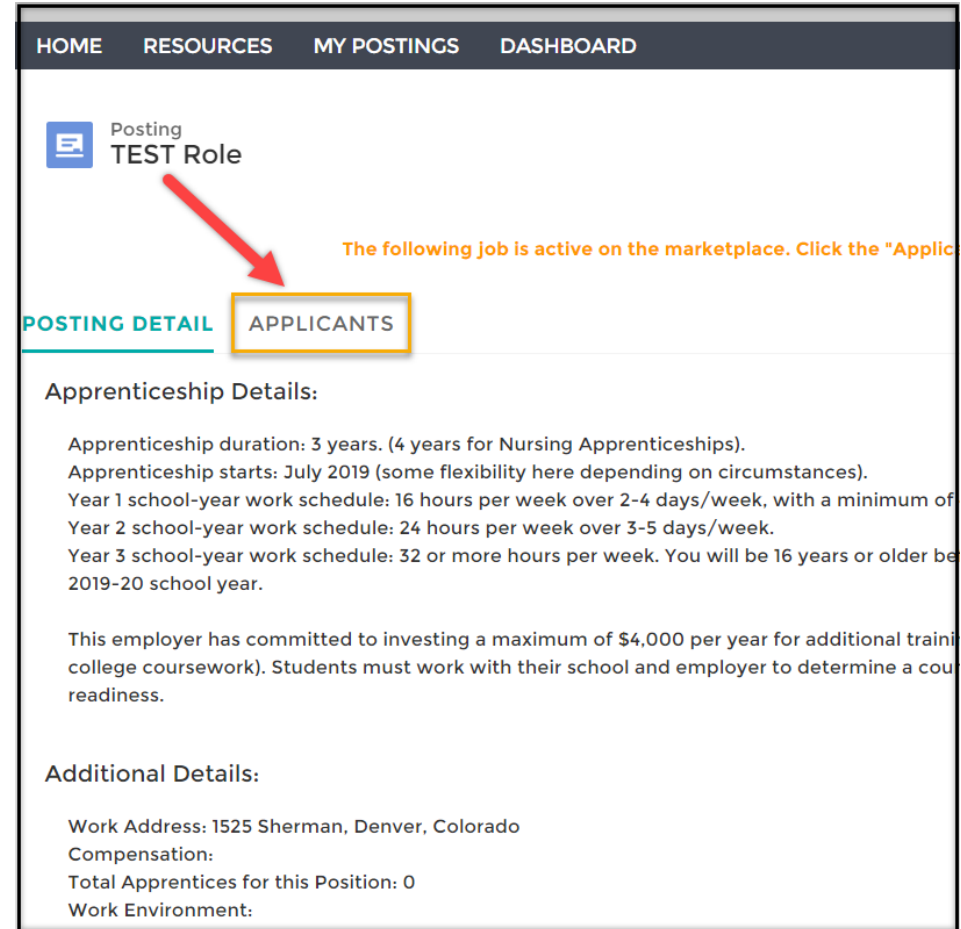
POSTING #	ROLE	TOTAL APPRENTICES FOR THIS POSITION	# OF APPLICANTS
ID# 0058	TEST Role	0	0

A red arrow points to the 'ID# 0058' link in the table. Other elements include a 'View All' link below the table and a 'SEARCH' button in the top right.



Accessing & Reviewing Applications (cont.)

You will land on the Posting Details page. Click on the sub-tab titled APPLICANTS.



The screenshot displays a web application interface with a dark navigation bar at the top containing the links: HOME, RESOURCES, MY POSTINGS, and DASHBOARD. Below the navigation bar, the main content area shows a job posting for 'TEST Role' with a blue icon of a document with a checkmark. A red arrow points from the 'TEST Role' text to the 'APPLICANTS' sub-tab. The sub-tab 'APPLICANTS' is highlighted with a yellow border. To the right of the sub-tab, there is a message: 'The following job is active on the marketplace. Click the "Apply" button to view the job details.' Below the sub-tab, the 'POSTING DETAIL' section is visible, containing the following information:

Apprenticeship Details:

- Apprenticeship duration: 3 years. (4 years for Nursing Apprenticeships).
- Apprenticeship starts: July 2019 (some flexibility here depending on circumstances).
- Year 1 school-year work schedule: 16 hours per week over 2-4 days/week, with a minimum of 10 hours per week.
- Year 2 school-year work schedule: 24 hours per week over 3-5 days/week.
- Year 3 school-year work schedule: 32 or more hours per week. You will be 16 years or older by the start of the 2019-20 school year.

This employer has committed to investing a maximum of \$4,000 per year for additional training (including college coursework). Students must work with their school and employer to determine a course of study.

Additional Details:

- Work Address: 1525 Sherman, Denver, Colorado
- Compensation:
- Total Apprentices for this Position: 0
- Work Environment:



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Application Questions, Documents and Status

Posting
Customer Service Rep

POSTING DETAIL **APPLICANTS**

▼ Courtney Vais - Applied [Edit Record](#)

Phone	Email	Application Detail
(415) 677-8899	courtneyvais@gmail.com	Click Here

Application Answers

To the best of your ability, please describe your weekly schedule / work availability (select all that apply).

Tuesday / Thursday (Full Days)

In 2 or more sentences, how would your favorite teacher describe you?

test

In 2 or more sentences, please describe a time in the last year when you felt proud of something you accomplished. (Please be specific)

test

Application Documents

ATTACHED DOCUMENTS

- resume docx
- Student Application 2018-08-07 20:25:54.pdf

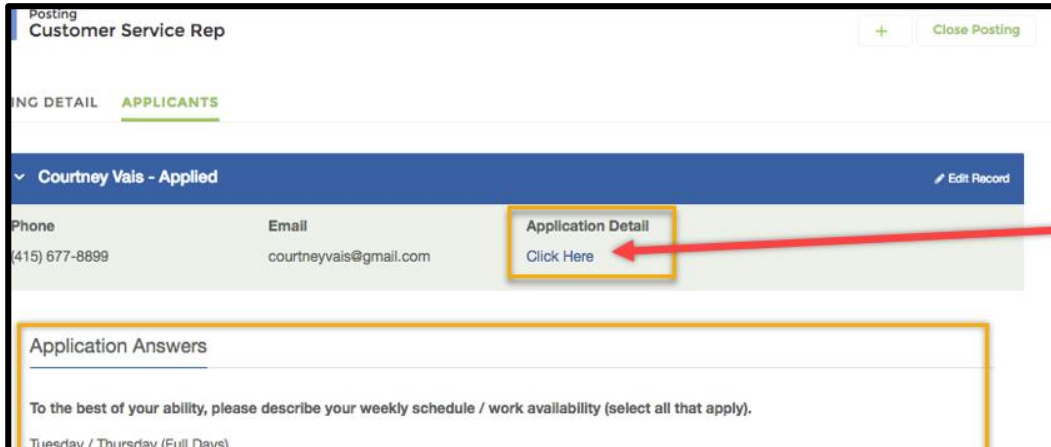
- View the answers to Application Questions in this section

- Click to open resumes and other attached documents

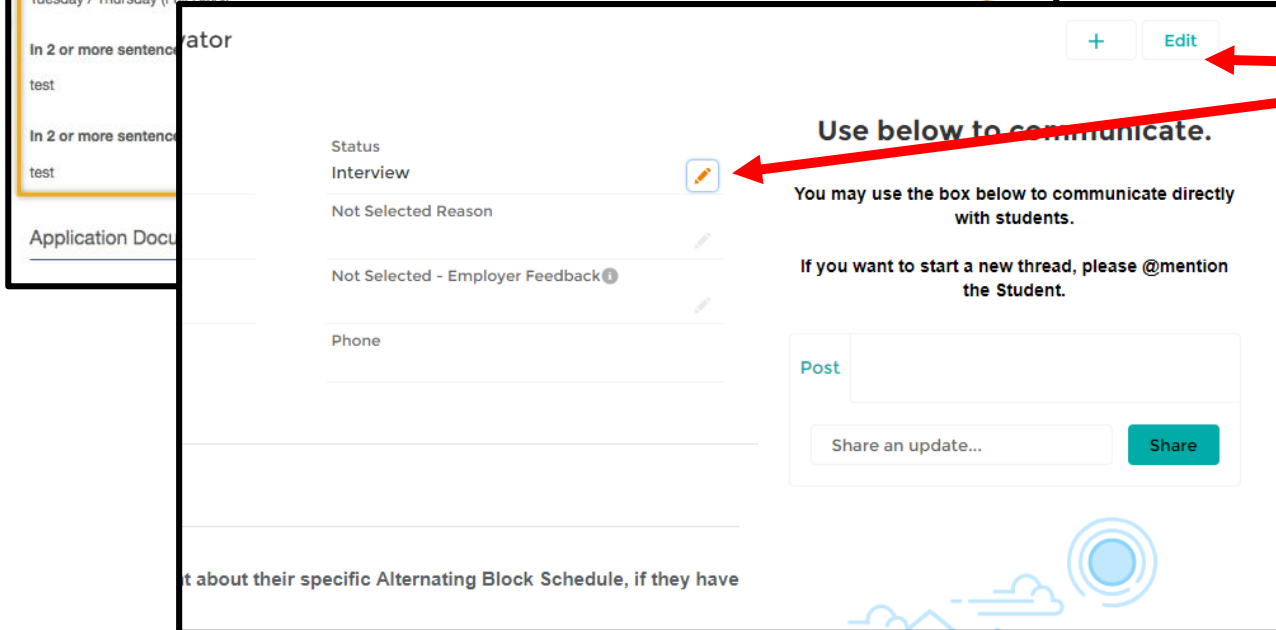
- Click to open the Student application in a new window



Application Questions, Documents and Status (cont.)



- By clicking here, you can update the Student's App Status throughout the interview process.

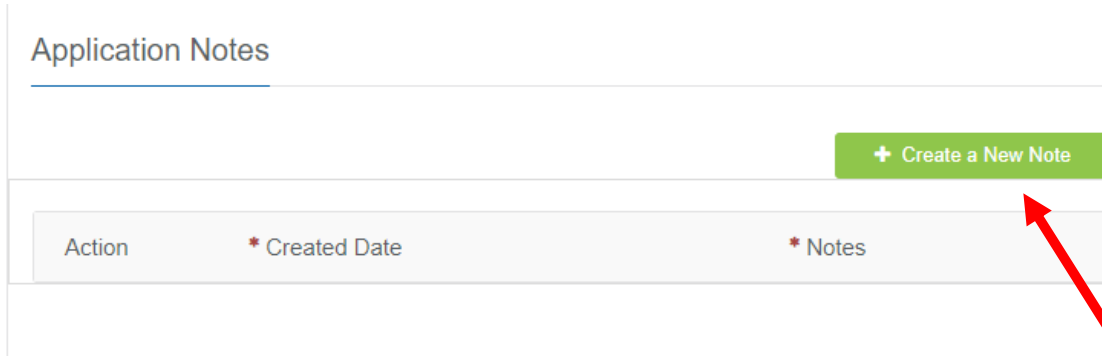


- There are several ways to update App Status once you're viewing the application. We recommend clicking the Edit or "pencil" button.

Once you've changed the App Status, remember to always click Save and confirm that your changes have been saved!

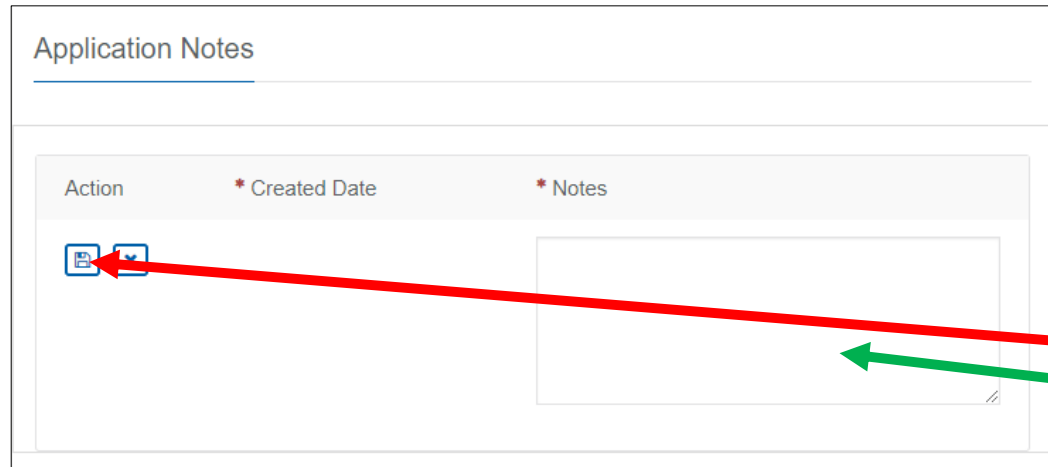


Application Questions, Documents and Status (cont.)



- Beneath the Application Documents section is the Application Notes section.

- You can store applicant information in the Notes section, including dates of communication and interview highlights
- Application Notes are only viewable by hiring managers. Students can't see notes



- To create an Application Note, click Create a New Note.
- A new window will pop up with an open text field. Click the save button when finished to save your Note.



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Giving Feedback to students who are Not Selected

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APPLICANTS

▼ Courtney Vais - Applied

Phone: (415) 677-8899
Email: courtneyvais@gmail.com

Application Detail
Click Here

Application Answers

To the best of your ability, please describe your weekly schedule (work availability) (select all that apply)

Tuesday / Thursday (Full Days)

In 2 or more sentences, how would your favorite class help you in your career?
test

In 2 or more sentences, please describe a time when you demonstrated leadership skills?
test

Application Documents

By clicking here, you can update the Student's App Status throughout the interview process.

Edit Record

Contact Name
Courtney Vais

Employer Feedback

Feedback provided by the employer and shared with the student if they are not selected.

Status
Applied

Not Selected Reason
--None--

Save Close

- If you choose to change the App Status to "Not Selected", you are required to select the reason why the student is no longer moving forward in the process.
- We ask that you also provide some feedback to the student to help him/her learn from the experience and have a chance to apply this learning to another opportunity. After updating the Reason Not Selected and Employer Feedback fields, the student will be given that feedback in an email response directly from the applicant tracking system

Change App Status here. Remember to always click Save and confirm that your changes have been saved!



Giving Feedback to students who are Not Selected (cont.)

For reference, below are the Status selections in the dropdown menu, as well as the options for Not Selected Reason, in the event that Not Selected is chosen.

The image shows two overlapping screenshots of a web form. The left screenshot shows a 'Status' dropdown menu with the following options: Not Selected, --None--, Applied, Under Review, Interview, Keep for Consideration, Offer Issued, Offer Accepted, Candidate Withdrew, and Not Selected (highlighted in blue). The right screenshot shows the same 'Status' dropdown menu with 'Not Selected' selected, and a 'Not Selected Reason' dropdown menu with the following options: --None-- (highlighted in blue), No call / no show, Late, Failure to prepare, Unprofessional dress, Unprofessional communication, Career interests not a match, General fit, Candidate choice, and Distance.

Status	Not Selected Reason
Not Selected	--None--
--None--	No call / no show
Applied	Late
Under Review	Failure to prepare
Interview	Unprofessional dress
Keep for Consideration	Unprofessional communication
Offer Issued	Career interests not a match
Offer Accepted	General fit
Candidate Withdrew	Candidate choice
Not Selected	Distance

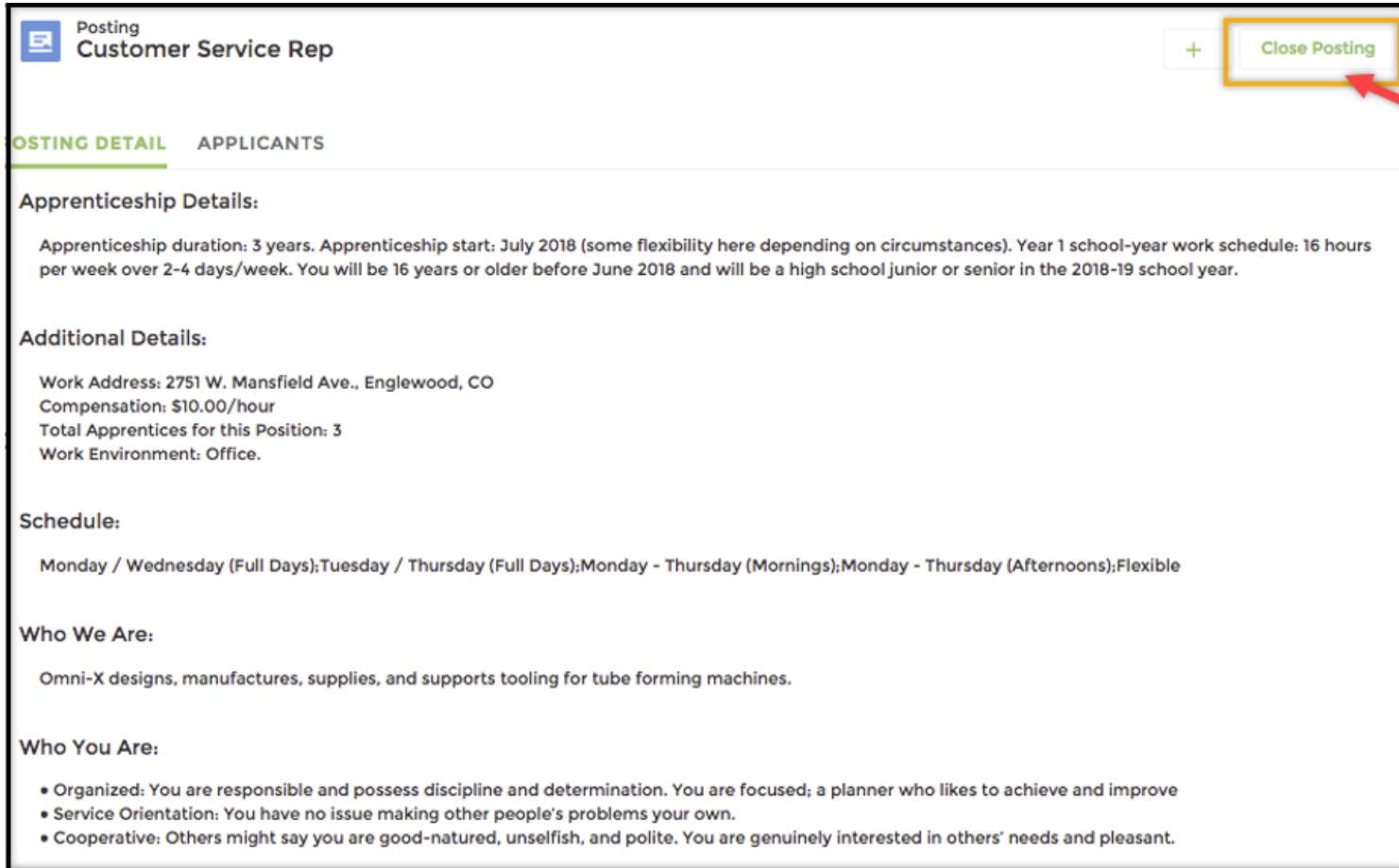


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Closing your Posting



Posting
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POSTING DETAIL APPLICANTS

Apprenticeship Details:
Apprenticeship duration: 3 years. Apprenticeship start: July 2018 (some flexibility here depending on circumstances). Year 1 school-year work schedule: 16 hours per week over 2-4 days/week. You will be 16 years or older before June 2018 and will be a high school junior or senior in the 2018-19 school year.

Additional Details:
Work Address: 2751 W. Mansfield Ave., Englewood, CO
Compensation: \$10.00/hour
Total Apprentices for this Position: 3
Work Environment: Office.

Schedule:
Monday / Wednesday (Full Days);Tuesday / Thursday (Full Days);Monday - Thursday (Mornings);Monday - Thursday (Afternoons);Flexible

Who We Are:
Omni-X designs, manufactures, supplies, and supports tooling for tube forming machines.

Who You Are:

- Organized: You are responsible and possess discipline and determination. You are focused; a planner who likes to achieve and improve
- Service Orientation: You have no issue making other people's problems your own.
- Cooperative: Others might say you are good-natured, unselfish, and polite. You are genuinely interested in others' needs and pleasant.

- Once you have extended offers and all your apprenticeship slots have been filled for a given posting, you can click the Close Posting button.

NOTE: If you have multiple slots open, you will want to ensure all slots are filled before clicking here. Clicking the Close Posting button will begin the process to identify HIRED applicants and give you the opportunity to provide feedback for those not selected.



Closing your Posting (cont.)

Posting Closed

Please indicate the status of each applicant prior to closing this posting.

*Select Accepted Applicants

Stacy Student - Under Review

Jennifer Anniston - Interview

Stacy Student - Applied

Next

- Once you click Close Posting you will be prompted to -
1. Select Accepted Applicants – those you have hired
 2. Select Not Selected Applicants – those you have not hired

NOTE: For each application marked Not Selected, you will be prompted to provide Employer Feedback, which will be communicated directly to the student via an email notification. Your feedback will help the student learn from the experience and position him/herself for opportunities with other companies.

Posting Closed

Jennifer Anniston's Feedback

Please provide some constructive feedback to this student to help increase his/her chances of obtaining an apprenticeship as part of future applications/interviews or a job in the future. (Example 1: It is helpful to do additional research on the company before interviewing to show your interviewer that you care about the opportunity. Example 2: Review the job description prior to your interview and think of examples of how you can apply your experience to the responsibilities of the job.)

***Please note that any feedback that you write below will be shared with the student verbatim. Please use professional and constructive language in your message. Thank you!

Employer Feedback

Please review job description in more detail for interview

Next

Thank you for updating your posting.

Your posting is now closed and your applicants' statuses have been updated.

Please close this window.





CareerWise Colorado
MODERN YOUTH APPRENTISHIP

Learn More
www.careerwisecolorado.org

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