Agile Applicant Tracking System
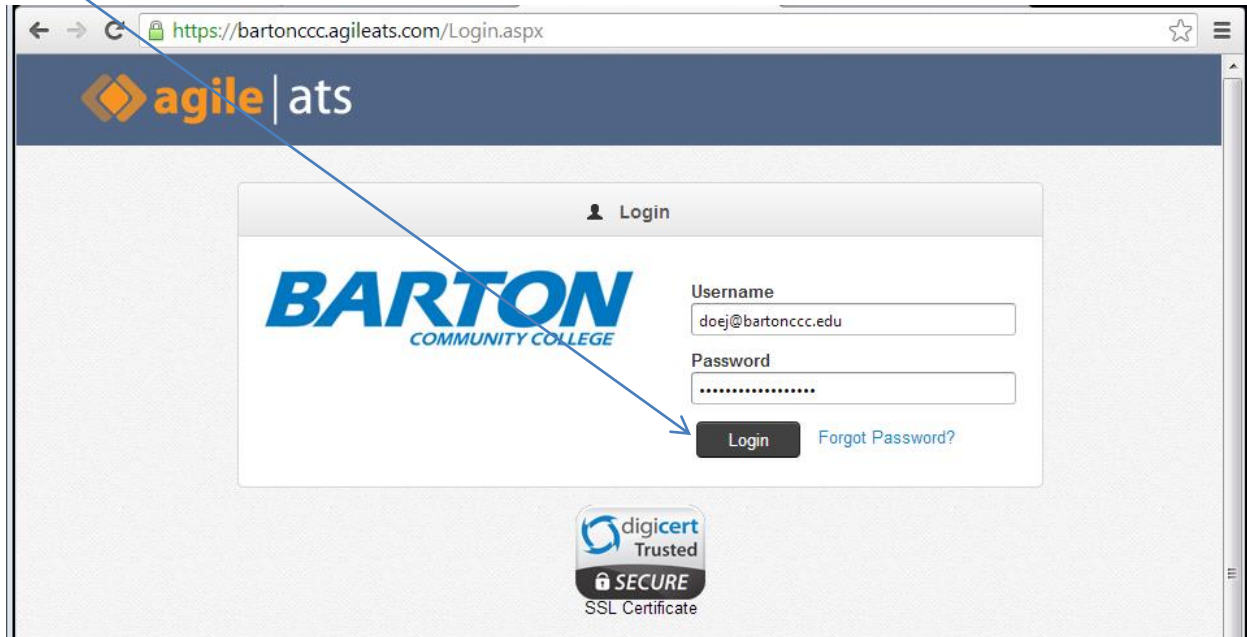
Hiring Manager

2/27/2014

Logging into System

To log-in to the Agile applicant tracking system go to: https://bartonccc.agileats.com/Login.aspx. Your Username will be your Barton e-mail address. E.g., doej@bartonccc.edu. If this is your first time logging into the system, your password will be your Barton e-mail address. Enter your password and then click **Login**.
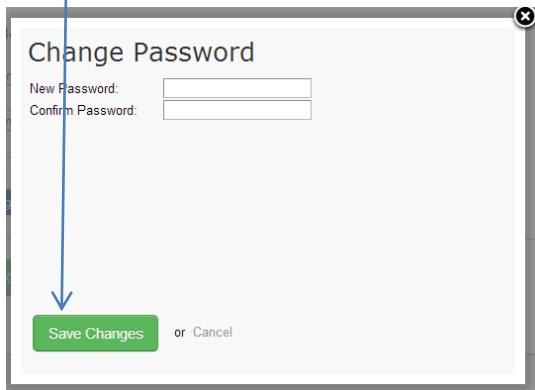
Change Password

To change your password, after logging into the system click on **Settings** and then click on **Change Password**. It will bring up another box where you will enter and confirm your new password. Click on **Save Changes**.
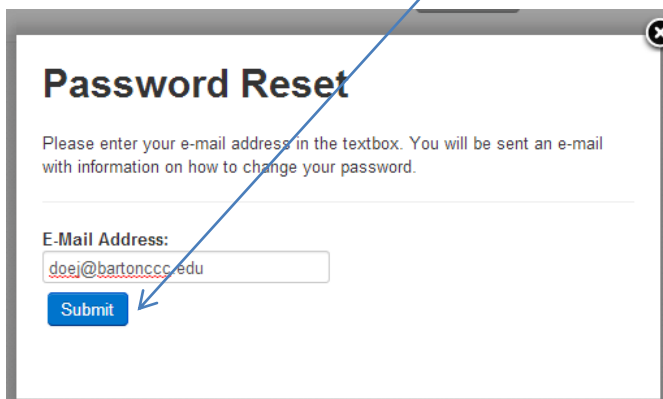
Forgot Password?

If you forget your password, after going to the system log-in page, click on "**Forgot Password?**" It will bring up another box where you will be asked to enter your e-mail address. Click on **Submit** and then follow the instructions that will be sent to your e-mail account.
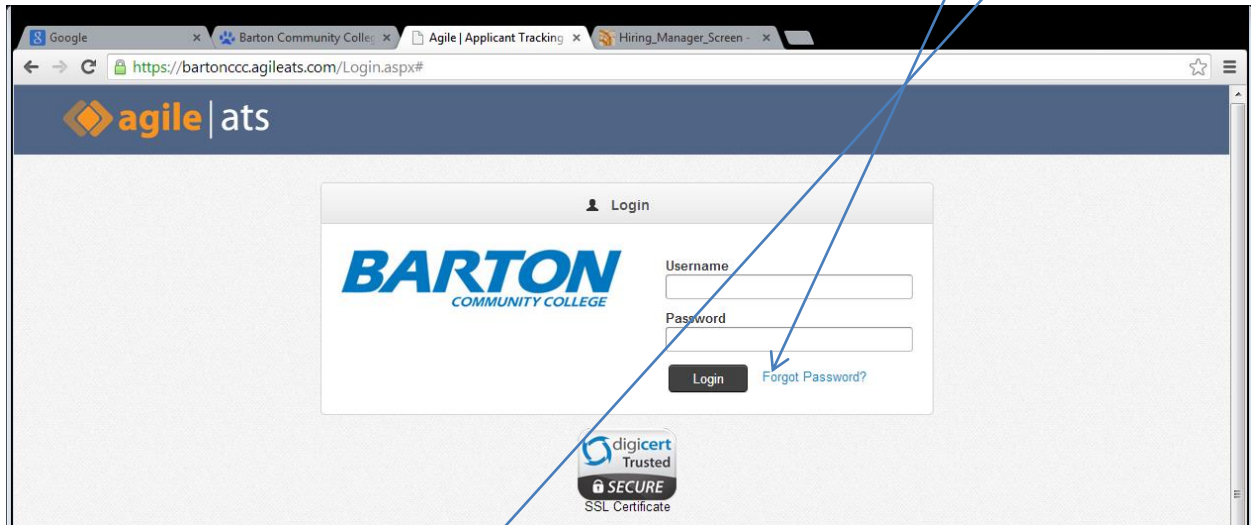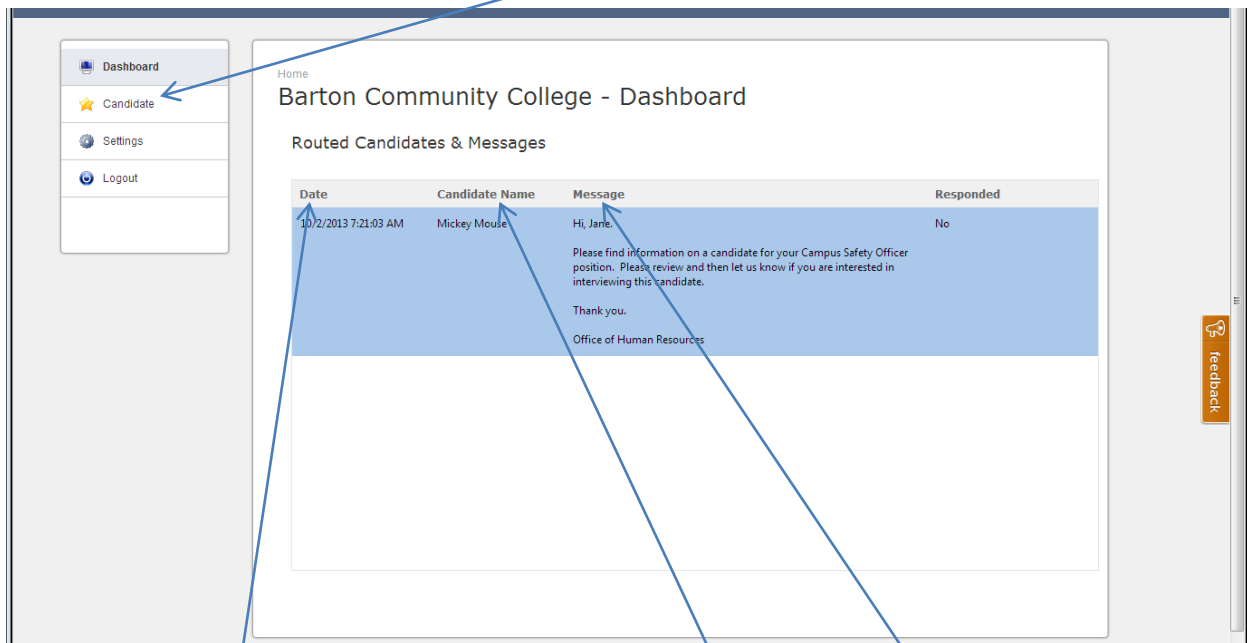
Routed Candidates and Messages

Routed candidate information and messages will appear on your system Dashboard and you will also be sent an e-mail message. Ones that require action on the Dashboard are highlighted in blue.

The Dashboard will display the date the candidate information was sent to you, the candidate's name, a message from HR/Career Services, and the status of your response. It will also include information from you when the information is routed back to HR/Career Services.

To review candidate information, click on **Candidate**.

As you receive additional candidate information, your Dashboard will continue to log the new information while retaining the old information. To sort the information by date so the newest information will appear at the top, click on **Date**. You can also sort your Dashboard by **Candidate Name** or **Message**.

This will bring up the **Candidate Management** screen. Only candidate information requiring action will be displayed on this screen. To view a candidate's information, click on the candidate's name. This will bring up the **Candidate Maintenance** screen, which has three tabs.
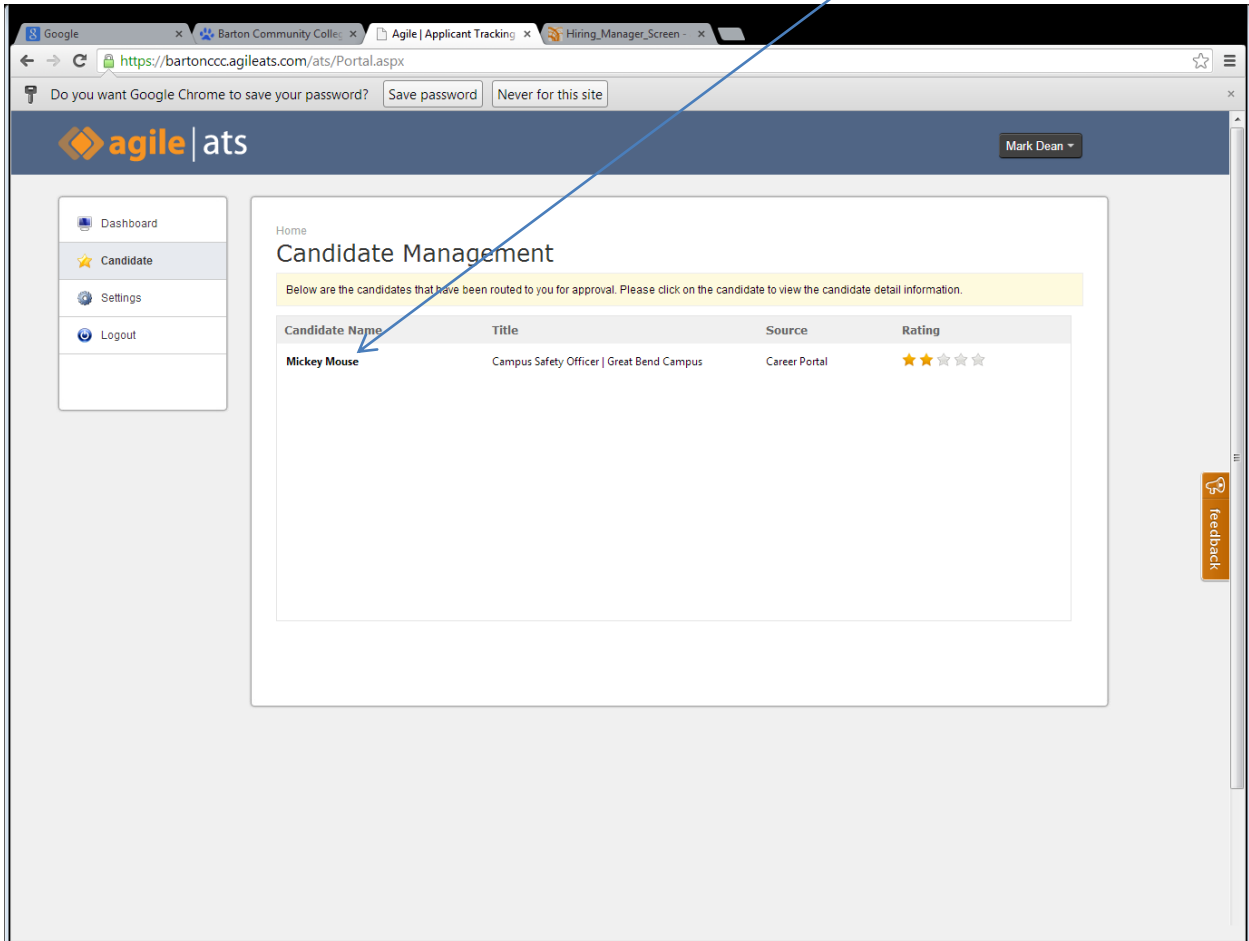
The first tab you will want to go to is **Candidate Information**. This is where you will see a summary of the candidate's personal information (name, mailing address, and e-mail address), the candidate's rating based on his or her job-specific assessment score, his or her application form, and any routed candidate notes from HR/Career Services.

Mickey Mouse - Candidate Maintenance

Routed Candidate | Candidate Information | Resources

Personal Information

Mickey Mouse

Mailing Address:

Secondary Address:

City, State Zip:
Hoisington, KS 67544
Primary Phone:

Alternate Phone:

E-Mail Address:

View Candidate Application
Mouse over the application icon to see
candidates credit report response.

Account Created:
9/24/2013 9:28:37 AM

Application Date:
10/1/2013 9:18:54 AM

Candidate Status:
New Candidate

Candidate Source:
Career Portal

Candidate Rating:
★★☆☆☆

Assessment Score:
10/25 - 40%

Routed Candidate Notes

To review the candidate's application form, click on **View Candidate Application**. The application form will contain general job application information along with any job-specific assessments. E.g., job related experience, education, or computer experience.

You can make notes on the application in the **Application Notes** section and then save your notes by clicking on **Save Notes**. You can also print out a copy of the application form by clicking on **Print Application.**

The second tab you will want to go to is **Resources**. This is where you can review any supplemental information the candidate has submitted for the position such as a resume or transcripts. Click on the Resource name to review or print the information.

Mickey Mouse - Candidate Maintenance

Routed Candidate	Candidate Information	Resources

Candidate Resources

Resource Name	Resource Type	Date Uploaded
Mickey Mouse Resume.pdf	Resume	10/1/2013 9:12:49 AM
Mickey Mouse Transcripts.pdf	Other	10/1/2013 9:13:06 AM

The third tab you will want to go to is **Routed Candidate Information**. This is where you will create your notes on the candidate and then route the information back to HR/Career Services by clicking on **Route Back to Admin**. Do not route the candidate's information back to HR/Career Services until you have made (1) candidate notes for records retention purposes (these notes will take the place of the Applicant Denial Form and are required); and (2) a decision to either seek approval to hire or reject the candidate for the position.

Again, you must include a specific reason for either hiring or rejecting the candidate so this information is captured in the system for records retention purposes.
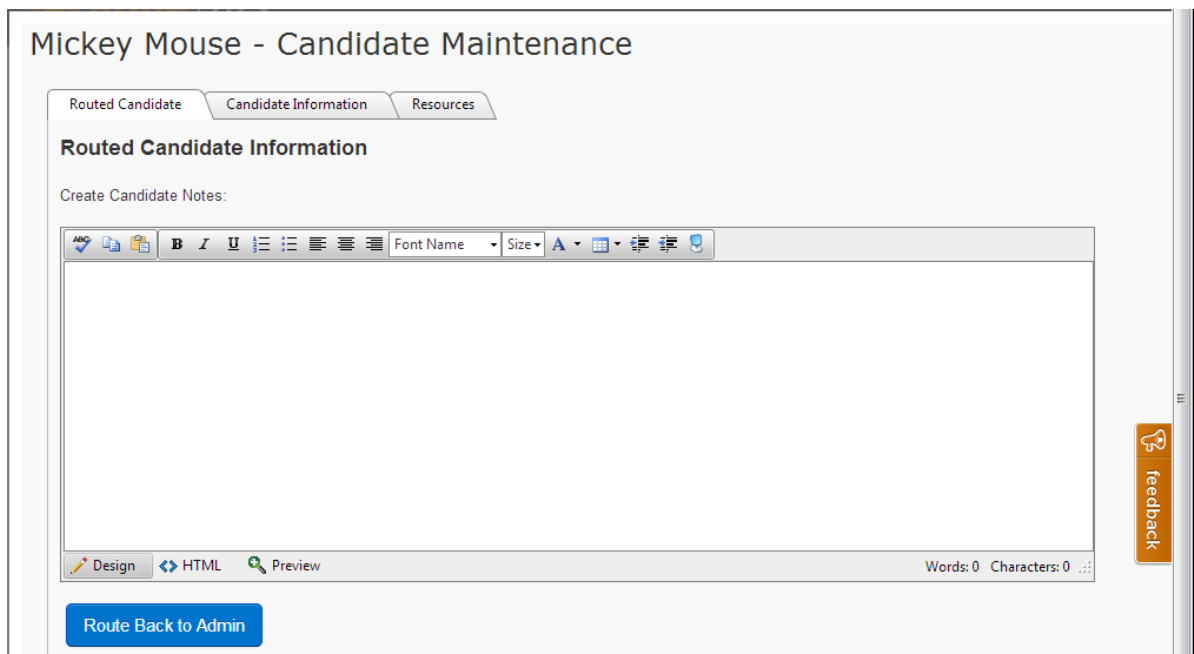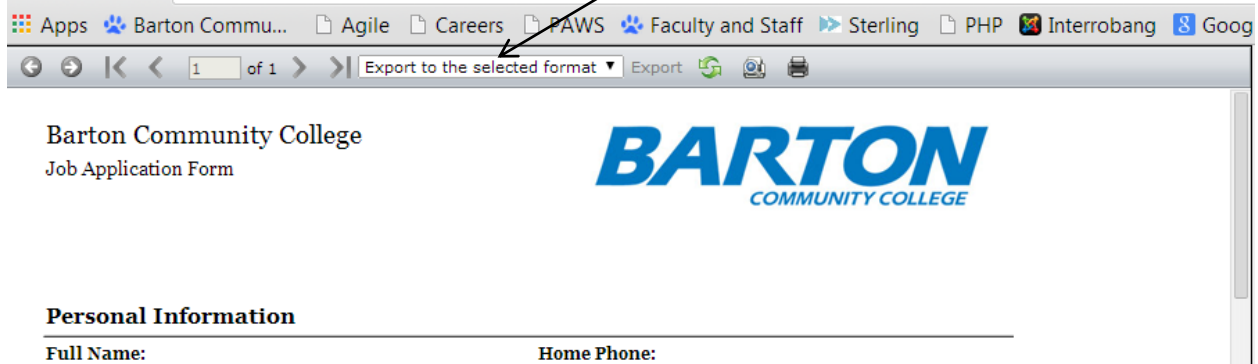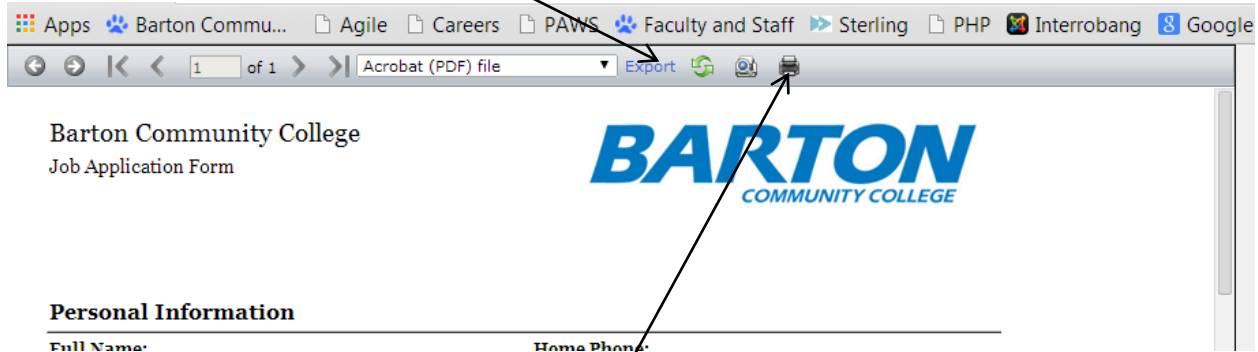

Sending Candidate Information to Committee

While viewing the application, in the upper left there are options to Print Screen and Print Application.
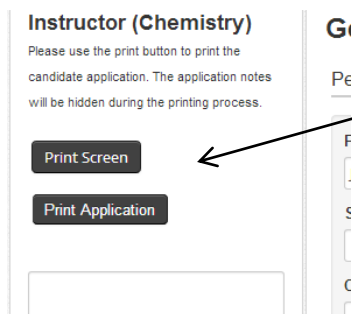
By clicking on Print Application, you then have the option to export into a different format, PDF being one of the choices.

After choosing the format, click on Export located next to the drop down.

You can then simply print by clicking on the printer button. Or by right clicking on the document, you can Save as, and then email as an attachment.

Printed or Scanned Candidate Information

Any candidate information that is printed out must be returned to HR/Career Services for proper disposal. Any scanned information must be deleted.