Did you know...

We can now track Alumni applicants!

As a product of the institution, alumni are our success stories, and we are theirs. Alumni love the University. They want to make a difference because of that love and loyalty, and bring a unique enthusiasm for and understanding of our mission. Research shows that employees work harder, smarter, longer, more generously, and more productively when they care about the mission and can see how their work affects others. These are all commendable attributes for employees. Alumni can bring diverse perspectives to our work, especially those who have worked in other environments and bring that knowledge back to the University.

Starting immediately, every incoming applicant has the ability to denote if s/he is an alumni of the University of Hartford. If s/he choose to designate that they are a graduate, as an Applicant Reviewer, there are a few new options available to use when you evaluate the application.

As a reminder, when you are reviewing applications, make sure you are in the correct Permission Group. On the upper right of the Home page, Current Group should be set to Applicant Reviewer. By default, you will be logged in as Employee. To change the role, press the drop down arrow and choose Applicant Reviewer from the list.
As you are reviewing your candidates, it is important that you carefully review the applicant’s application materials. You should review the entire application including any attachments, located at the bottom of each application.

You can refine your hiring pool by taking action on each candidate and assigning the applicant a new status. To assign a new status, click on the orange **Take Action** box to review statuses options.

**IMPORTANT:** If you are unsure as to whether an applicant should continue forward in the process, leave them as **Under Review** or move them to **Further Review** so an automatic declination email is not issued.

As you move Applicants through each portion of the process, continue to use the orange **Take Action** button. Please select the best reason for non-selection of applicants if s/he is not selected to continue through the interview and/or hiring process.