# PMO: How to Screen Submitted Candidates

This document provides Program Management Office staff with the steps necessary to screen submitted candidates prior to Hiring Manager (Buyer) review. This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your client's configuration.

## To screen submitted candidates:

1. Log in to IQNavigator using your *user name* and *password*. *Make your Buyer Organization selection during login or use the Change Organization feature once your Home dashboard appears.*
2. Click the **Manage** menu drop-down arrow located in the Header Menu bar.
3. Click **Requisitions**. The Positions screen appears.
4. Use the Search box () or Advanced Search link to find the Requisition with candidates you need to review.

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|  | You can click on any column with a double arrow icon ( ) to change the display order based on that column. You can also filter the list using the “Show” options available in the upper right-hand corner of your screen. |

1. Click the **View Candidates** link in the Actions column once you locate the Requisition line item. The Requisition record opens at the Candidates tab with the Screening list active.
2. Review the list of submitted candidates.

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|  | There are multiple visual cues to assist your review process. Some columns are strictly informational while others include actionable links. Use both the horizontal and vertical scrollbars to ensure you view all displayed content. The paperclip icon ( ) indicates an attachment such as a resume. An arrow in the Bill Rate/Salary column indicates whether the submitted rate is below, at, or above the requisition’s default rate. |

### To decline a submitted candidate:

* Click the Decline button () adjacent to the candidate’s name. A dialog window opens.
* Use the checkbox to indicate your Reason. This is a required field as noted by the red asterisk (\*).
* Optional. Provide additional information to explain your action in the Other Reason text box.
* Note: The reason selected and all additional information provided will be made public to the internal and external user(s) who have access to this information.
* Click **Submit** to confirm your intent. The screen returns to the list of remaining candidates for Screening.

### To compare candidates side-by-side

* Complete Steps 1 through 6 as described above.
* Use the checkbox to select which candidates to view in a side-by-side comparison.
* Click the **Compare Candidates** button that is now visible at the bottom of your screen. (Notice that the button also indicates the total number of selected candidates.) The Candidate Comparison screen appears. NOTE: *This feature compares profiles stored on* *ACTIVE Resource records. Candidate profiles provided in attachments are outside the scope of this feature.*
* Use both the horizontal and vertical scrollbars to ensure you view all displayed content. Each candidate profile is a separate COLUMN and the first column identifies the comparison criteria. Note that some specifications are strictly informational while others include actionable links.
* *Optional*. Use the actionable links to Rank, Pass, or Fail a candidate. There is an additional option for **Add Note**. The Add Note feature opens a dialog window. Follow the prompts; then click **Submit** to save and exit.
* Use the Back link () near the top of the screen to exit Candidate Comparison and return to the list of candidates remaining to be screened.

### To qualify a candidate for Buyer Org/Hiring Manager review:

* Complete Steps 1 through 6 as described above.
* Click the Pass button () adjacent to the candidate’s name. Use the checkbox to select multiple candidates to process as a group. The candidate(s) drops off the Screening list and are now visible to the Buyer Org/Hiring Manager for review.
1. Continue taking action on all candidates on the Screening list until the list is empty. Each candidate’s status updates to reflect the action taken against it.