Responding to Applicants on HireaLion Instructions

1. You will receive a job referral e-mail that looks like this

   From: Career Development <services@myinterface.com>
   To: Bethany Ferrall
   Cc: 
   Subject: Application for your position on HireaLion

   July 31, 2014

   Dear Texas A&M Commerce Career Development:

   The candidate below has submitted an application for the following open position:

   Position ID: 2741
   Position Title: Marketing & Graphic Design Internship

   Applicant: Bethany Ferrall
   Message from Applicant: Please accept my resume for the Marketing & Graphic Design Internship with Career Development.

   Click here to view the document

   You may click the link below and log into HireaLion to review the referral and submit a response:

   Click here to Login

   Username: bethany.ferrall@tamuc.edu
   Note: If you don’t remember your password please click on the Forgot your Password link on the login page.

2. Viewing the applicant’s information
   a. View the resume by clicking “Click here to view the document” in the e-mail
   b. Log into HireaLion, click on “My Jobs”, “Job List”, and then click on the position for which you received the application. On the left hand side, click “View Activity”.
   c. This will take you to the applications and placements tab. You can view the applications on this page as well as contact the student directly.
   d. To view the student’s resume, click on the PDF Icon. The resume will open in a separate window for you to review.
Contacting the Student

1. If you would like to contact this student, click on the “View” button on the row with their name. (see above)
2. You will see their message/cover letter (if they included one) and “employer response” will be blank.
3. Click on the Referral Message tab. Select a response from the drop down menu.
4. In the “Employer Message Box”, place a message to the student.
   - Here are a few samples of messages you would send.

   - **Employer Response: “Not Qualified”**
   - **Employer Message**: Thank you for your application, but at this time we have more qualified candidates available for this position. We wish you the best in your employment search.

   - **Employer Response: “Please Contact Me”**
   - **Employer Message**: Thank you for your application. In order to move forward with your candidacy, we need some more information from you. Please reply to this e-mail with your answers to the following questions. You MUST answer these questions in order to be considered for this position.
     - List hobbies or organizational experiences which you believe have prepared you for work in the area(s)/position(s) you have applied.
     - List class background which you believe has prepared you for work in the area(s)/position(s) you have applied.
     - List talents/special skills (foreign/computer languages, typing WPM, public speaking, mechanic, design software, etc.).

     Sincerely,
     Hiring Manager

   - **Employer Response: “Position Filled”**
   - **Employer Message**: Thank you for your application. We have selected another candidate for this position at this time. We wish you the best in your employment search.