Welcome to the St. Louis Community College Online Applicant Tracking Tutorial

Getting Started: Tips Before Posting

Let’s Get Started!
https://jobs.stlcc.edu/hr
Online Applicant Tracking
For
St. Louis Community College

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GETTING STARTED

Welcome to **Online Applicant Tracking (OAT)**. This resource is intended to assist you in navigating and performing tasks required for the hiring process.

In order to expedite matters and to communicate effectively in the approval process, here are some reminders to get started:

- Obtain the position description from the college’s intranet.
- Identify the position number of the position you are filling by calling the budget person at your location (generally, the campus business office) or Human Resources.
- Identify FOAPAL and name, if externally-funded.
- Define who will have the ability to update applicants in the hiring process (moving applicants in workflow), the Applicant Status user.
GETTING STARTED

• Define who should have access to summary rankings by Search Committee (Committee Chair user)
• Define Search Committee Members (be sure to notify members in advance and receive their approval before adding to the committee) and have their college email addresses or if an external member obtain email address.
• Prepare Supplemental Questions which applicants will respond to when they apply. This will reduce Search Committee’s time spent reviewing/evaluating applicants by identifying qualified candidates.
• Develop Ranking Criteria (the grid) which will enable the Search Committee to further evaluate applicants when deciding whom to interview.

NOTE: The more information provided and time expended upfront should decrease the amount of time reviewing and evaluating application materials.