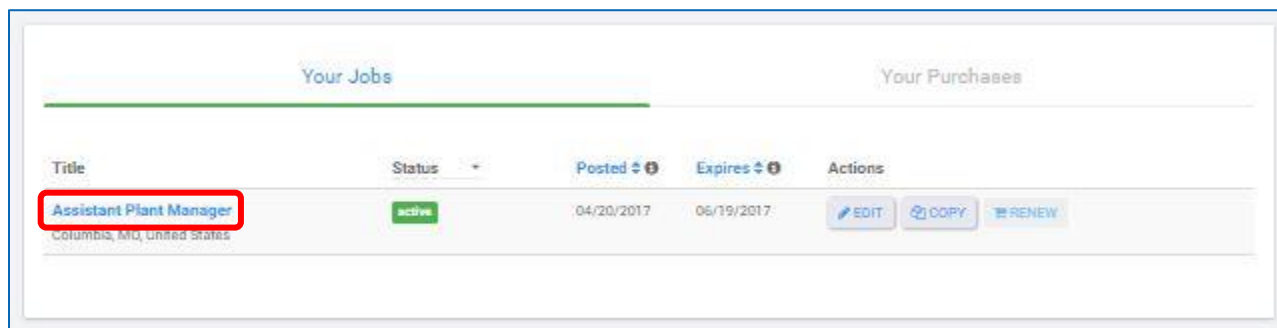


# Reviewing Applications

Once your job post is live and the applications start coming in you will need to begin the review process.

When you create a job post and select the option to “Apply by URL” all applicants will be sent to your own site and you will not be able to review their application information through AgPloyment.com. When you select “Apply by Email” it will keep all applications on our site, and you will be able to review everything from your AgPloyer dashboard. Every time an application comes in for one of your job posts you will receive notification via the email address you provided for each job post.

From the AgPloyer dashboard you will scroll down and select the job you want to review applications for.

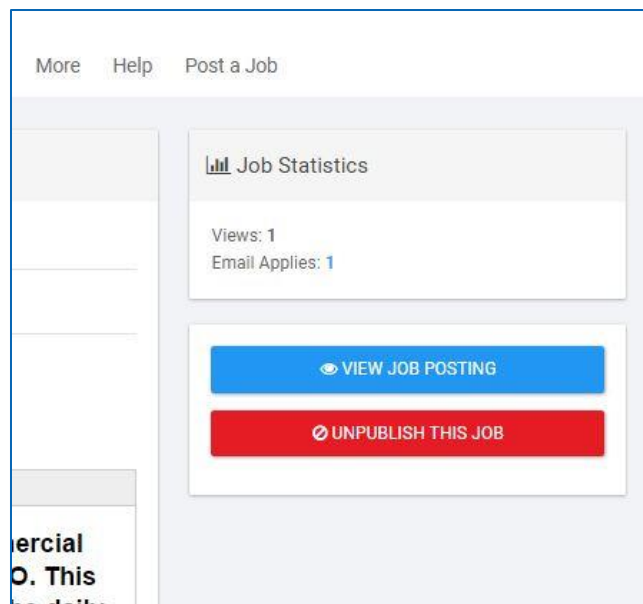


Title	Status	Posted	Expires	Actions
Assistant Plant Manager Columbia, MI, United States	active	04/20/2017	06/19/2017	<a href="#">EDIT</a> <a href="#">COPY</a> <a href="#">RENEW</a>

Clicking on the job’s “Title” will open the job post for review. On the right-hand side of the page will be a section called “Job Statistics” (see image on right). This will tell you how many views the job post has (how many unique visitors the job post page has received), and the number of applies.

Clicking on the number to the right of “Email Applies” will take you to the applications page.

There you will find a list of all the applications the job has received and begin reviewing applicants.



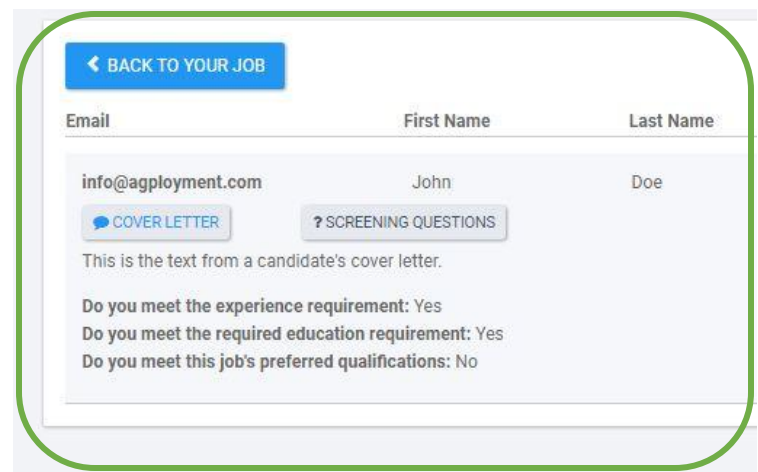
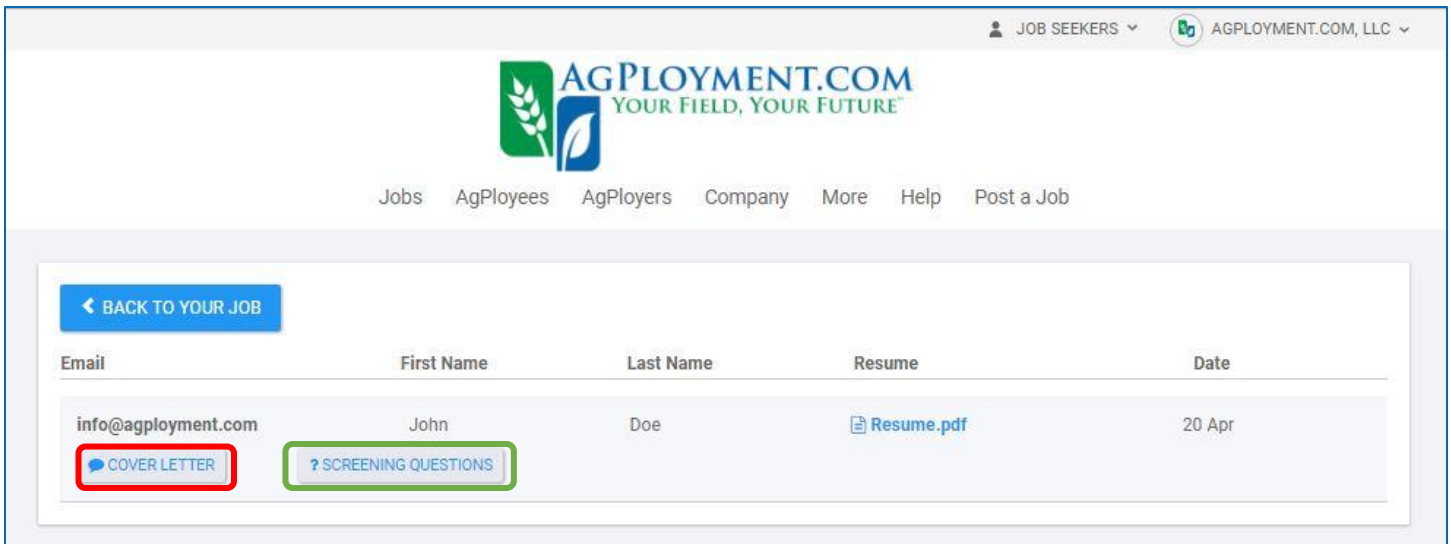
More Help Post a Job

**Job Statistics**

Views: 1  
Email Applies: 1

[VIEW JOB POSTING](#)

[UNPUBLISH THIS JOB](#)



The first image above shows you the review page, where each applicant will be listed in one row. The basic information shown in each row includes applicant email, first and last name, a link to the applicant's résumé, and the date of application. From there you can drill down by clicking on the "Cover Letter" or "Screening Questions" buttons.

The "Cover Letter" button (image on left, circled in red) will display the text taken from the applicant's cover letter. Formatting is basic, as applicants are asked to paste their cover letter into a text field to make application review more efficient.

The "Screening Questions" button (image on right, circled in green) will display the screening questions which were asked (in bold), and the answers the applicant gave to the right. The system allows you to quickly these questions, allowing you to select top candidates in no time!