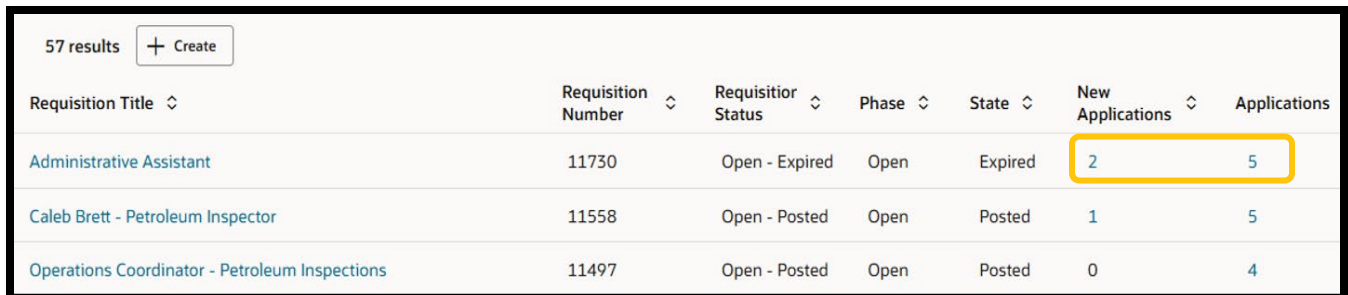# Reviewing Applications in ORC

Once a requisition is posted and candidates begin to apply, the Recruiter will evaluate all candidates against the posted requirements for your position. Hiring Managers will be able to see candidates once they have been reviewed by the Recruiter and moved forward to **Manager Review** application status. Be sure to check in ORC on a regular basis for new candidates awaiting your review.

> ### Best Practice Alert!
> Set a reminder on your Outlook calendar to review new candidates daily while you are in the interview process. This will ensure you are responding to candidates in a timely manner while they are fresh on your posting!
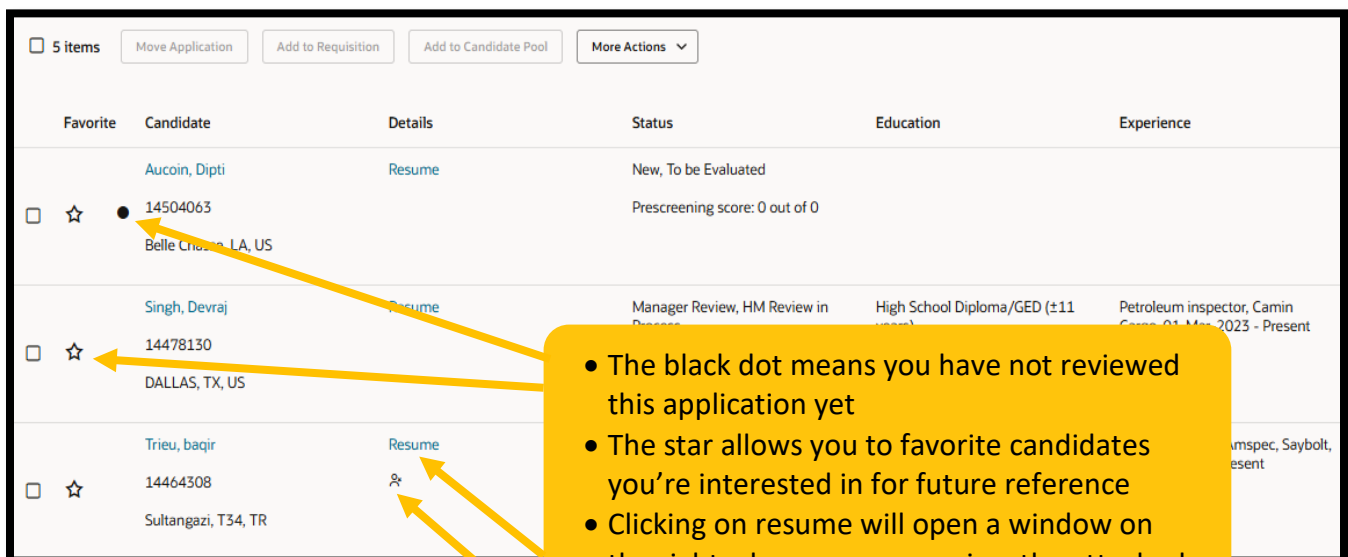
REVIEWING CANDIDATES

1. To review applications on a specific requisition, click on the number of applicants next to the requisition in your Requisitions List. This will open the list of candidates for review.

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications
Administrative Assistant	11730	Open - Expired	Open	Expired	2	5
Caleb Brett - Petroleum Inspector	11558	Open - Posted	Open	Posted	1	5
Operations Coordinator - Petroleum Inspections	11497	Open - Posted	Open	Posted	0	4

2. From the Job Applications List, you click on the name of the candidate to review their application.
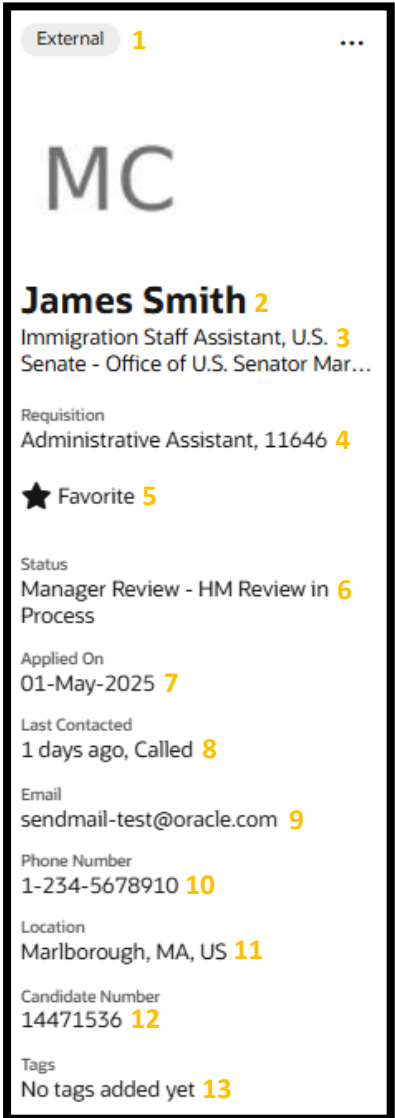

- The black dot means you have not reviewed this application yet
- The star allows you to favorite candidates you're interested in for future reference
- Clicking on resume will open a window on the right where you can review the attached resume
- This symbol means the applicant has an active application on another requisition

Once you select a candidate to review, you will see a *Candidate Summary* window on the left side (pictured below), along with the different sections of the candidate's application across the top (see image below).

CANDIDATE SUMMARY

This window displays the following key candidate information.

1	Type of candidate – **External** (non-Intertek employee), **Employee** (former employee), or **Ex-Employee** (former Intertek employee)
2	Candidate's name
3	Candidate's current/most recent job title and employer
4	Requisition the candidate applied on
5	Favorite candidate – you have the ability to **Favorite** candidates via the Action Menu and the Candidate List (this star won't display if the candidate is not favorited)
6	Status – current **Phase & State** the application is in – Example: **Interview – Interviews in Process** or **Offer – To be Created**
7	Date their application was submitted
8	Last Contacted – the most recent *Interaction* or *Message* sent from ORC – Example: **Today, Called** or **10 days ago, Sent Text Message**
9	Candidate's email address
10	Candidate's phone number
11	Candidate's location, as listed in their address
12	Candidate number
13	Tags – this will display any 'tag' (key reference information) added by Recruiting regarding the candidate. Examples include states the candidate is interested in regarding employment, relevant industry certifications, or what their degree is in

External **1**

MC

James Smith 2
Immigration Staff Assistant, U.S. **3**
Senate - Office of U.S. Senator Mar...

Requisition
Administrative Assistant, 11646 **4**

★ Favorite **5**

Status
Manager Review - HM Review in **6**
Process

Applied On
01-May-2025 **7**

Last Contacted
1 days ago, Called **8**

Email
sendmail-test@oracle.com **9**

Phone Number
1-234-5678910 **10**

Location
Marlborough, MA, US **11**

Candidate Number
14471536 **12**

Tags
No tags added yet **13**

Above the Candidate Submission, a warning message is displayed to remind Hiring Managers that only Recruiting and HR Users should move a candidate to a *Withdrawn* or *Reject* status.

Please check before moving an Candidate
NOTE: Only HR or Recruiting users may select "Rejected by Employer" or "Withdrawn by Candidate"

ADDITIONAL CANDIDATE DETAILS

The different sections of the application are displayed across the top of the submission. The table below will break each section down.

| Details | Screening | Messages | Activity | Progress | Interviews | Feedback |

Details	Important candidate information Resume/other attachments Licenses & Certifications Educational degrees Employment history Languages Willing to relocate, and preferred Intertek location Address/Location
Screening	Prescreening Questionnaire responses (*click it to expand and view their responses*)
Messages	Displays any emails sent to the candidate from ORC by the Recruiter
Activity	Key information Activity on other positions within Intertek Interactions made with the candidate or hiring team Internal attachments (*Example: rehire approval*)
Progress	Displays when the candidate signed and submitted their application and the job application progress of the application you're viewing (*timeline of the application in each stage of the application progress*)
Interviews	This section is not currently in use.
Feedback	This section is not currently in use.

Reviewing Applications in ORC – Frequently Asked Questions

QUESTION: How do I know if I have new applications to review?
ANSWER: You can see your requisition in ORC and will be able to see the status and all qualified candidates. A blue dot will appear next to the candidate's name, indicating they have not been reviewed yet. Hiring managers will not receive notifications about new candidates – you are responsible to check regularly in ORC.

QUESTION: How do I know if a candidate is a referral?
ANSWER: On the candidate's application, the candidate indicates how they heard about the job they applied for. If it is a referral, they are asked to provide the referrer's name. You can see their answer in the **Questionnaire** section.

QUESTION: How do I know if someone is eligible for rehire?
ANSWER: If a candidate indicates on their application that they have worked for Intertek before, the Recruiter will verify with the HR Manager that the candidate is eligible for rehire before passing the resume through to the Hiring Manager. For any specific concerns, partner with your HR Manager for support.

QUESTION: Can I see all the candidates who apply? (Why am I not able to see every applicant who applied on the requisition?)
ANSWER: Recruiters will review all applicants and disqualify those who do not meet the minimum requirements, as specified on the job posting. The Hiring Manager will only be able to review candidates that meet the minimum qualifications of the role as defined by the job posting.

QUESTION: I know a person who applied who I am willing to train – they don't meet the minimum qualifications, but I want to hire them anyway.
ANSWER: Recruiters may not pass forward for review any applicant that does not meet the minimum requirements as annotated in the job posting. Requisitions are unique to specific roles, and Intertek will not extend an offer to someone for a requisition that does not match the role being offered. If the candidate does not meet the posted requirements, they will be dispositioned accordingly. A new requisition with requirements the candidate meets will be required if the decision is made to move forward.