

JobsCayman

To Review Applicants A QUICK GUIDE TO USING THE ONLINE PORTAL







To review who applied for Jobs

1. Log in to the JobsCayman Portal.

User Name:	
Password:	
Remember me	next time.
Log In To change your C a CIGnet account	IGnet password or to register for Click Here

2. Select the blue writing that says "Review Application(s)"

	Job	osCayma	n	HE	LP PRIVACY POLICY							woro_	test70 <u>LOG OUT</u>
🗈 New 🚽		Review Job Ap	plication										۳. D
▼ All Processes		٩											
All Cases	8	Employe	r Name	Job Title	Job Expiration Date	Number of applications	Case Number	Process	Activity	Current User	Case Status	Case Creation Date	
▼ Job Clearing House		脅 KIRKS	MARKET	cashier	02/07/2020 18:00	1	RJA72	Review Job Application	Review Application (s)	admin.gov.ky/worc_test70	Review Applications	01/31/2020 07:57	View Summary
Review Job Application	1								7				
Submit Job Post	2							/	/				
Update Employer Profile	1							/					
Update Job Seeker Profile	1												
▼ Work Permit													
Work Permit Application	3												





To review who applied for Jobs

🉇 wc	DRC JobsC		Y POLICY			woro_test70 LOG.OUT
- D: New		RJA72				
Di RJA72		App/Processes/Job Clearing House/Review Jo	b Application			
		Review Job Application - Review Application (s)				
Details	Assignees					
Activities		Review Job Application R	A72		Status:	Review Applications
Creation date:	01/31/2020 07:57			Review		
Created by:	bradmin .					
Process:	Review Job Application	Review Job Applications Job P	st Details Case Information			
Process Path: App > Processes > Job	At Carelous Islanding					
	Clearing House > Review Job Application	Employer mormation				
		Employer Name:	KIRKS MARKET		Contact Person:	TOM
4		Employer Registry ID:	5603		Email:	SHELLEY, EBANKS-OKWARD@GOV.KY
		Industry:	4799 Other retail sale	not in stores, stalls or markets		
		V Job Applications				
		Resume Client's First Name	Client's Last Name Inmigration Status	ID Job Job Title Application Date +	Comment	Recruited? Hiring Date Reviewed?
		Resume pdf Maggie	Desposito Legal or Ordinary Resident	356 cashler 01/31/2020		O Yes No 02/24/2020 Yes
		(p)				
		Number of applications received:	1			
		Number of applications pending for review:	0			
				Save Draft	Submit	

3. It shows the applicants for that position. Select the resume to see the applicants resume.

D: New	-	RJA72														
JA72		App/Processes/Je	ob Clearing House	/Review Job	Application											
		Review Job Applica	tion - Review Applicati	on (s)												
Details Activities	Assignees	Review lob Application: 8/A72									Status: Review Applications					
Creation date: Dreated by: Case number:	01/31/2020 07:57 beadmin RJA72	Review Ir		t Details Co												
Process:	Review Job Application	ветей лой пракалите Эле гов, оснате саве плотнации														
Process Path:	App > Processes > Job Clearing House > Review Job Application	Imployer Information Contact Person: TOM														
1		Employer R	egistry ID:			5603				Email:		SHELLEY.	EBANKS-OKWAR	O@GOV.KY		
and the second s	Industry:				4799 Other retail sale n	nat in stor	es, stalls or i	markets								
		🐨 Job App	lications													
		4	ci Ci	Name	Client's Last Name	Inmigration Status	U Job	Job Title	Application Date		Comment		Recruited?	Hiring Date		Review
		; Res	umepdf	Maggle	Desposito	Legal or Ordinary Resident	356	cashier	01/31/2020				O Yes ON	02/24/2020	齫	Yes
		Q														
		Number of ap	plications received:			1										

4. Make a decision if you are going to hire the person or not





To review who applied for Jobs

5. When completed, hit submit.

R New -	RJA72													
RJA72	App/Processes/Job C	aring House/Review J	ob Application											
	Review Job Application	eview Application (s)												
Details Assignees														
Activities		Review Job Application R	JA72						St	itus:	Re	niew Applications		
Creation date: or or page all st														
Dreated by: bradmin							Review							
ase number: RJA72	Review Job A	plications Job P	ost Details Ca	se Information										
Review Job Application														
Process Path: App > Processes > Job Clearing House >	Y Employer Int	rmation												
Review Job Application	Employer Name:			KIRKS MARKET				Contact Person:		1	TOM .			
h	Employer Regist	ID:		5603				Email:			SHELLEY.EBANKS-OKWARD@G	OV.KY		
2	Industry:			4799 Other retail sale n	at in stare	is, stalls or markets								
	✓ Job Application Resurt	Client's First	Client's Last	Inmigration Status	ID	Job	cation Data		Comment		Recruited?	Hiring Date	Re	viewed?
	4 Resumes	Macole	Desposito	Legal or Ordinary	Job 356	Cashier	01/31/2020				O Ver O Ma	02/24/2020	state	Yes
				Resident								0212412020	029	
	3													
	Number of applica	ons received:		f:										
	Number of applica	ons pending for review:		0										
							Save Draft	Submit						

*Please note, when the person is not hired please make note in the comment box on why the person was not hired