

LaunchPad and TeacherTech Review and Select Candidates



Instructions for Reviewing and Selecting Candidates Applying to Your Opportunity

It's easy. Log onto the system, select your opportunity, click on each applicant, review and rank. Find the candidate that is right for you, interview and hire.



Look for this help icon! When you click on it, it will give you helpful tips.

- Log into the system, click on the **LaunchPad** logo or **TeacherTech** logo to enter.
- Locate the window that lists your active opportunity, i.e, **Active Internships, Active Externships**. Click on **Job Title** of the opportunity.
- Select **EDIT ICON**. The opportunity will open with 2 tabs: **Opportunity** and **Applications**. You have already utilized the Opportunity tab to post your internship or externship. Click on the **Applications** tab and you will find a listing of applicants.
- Click on each applicant to open his or her cover letter. Once in the **Cover Letter** you can click on the applicant name under the cover letter text to see his or her full application.
- It is recommended to review and rank your applicants throughout the week.
- You will rank applicants by selecting a number for 1-5 in the Rank field, located at the bottom of the **Cover Letter** window of each applicant.
- While you are reviewing and ranking your applicants, it is recommended that you periodically click the **APPLY** icon to ensure that your information is being written to the data system.
- When you click the **SAVE** icon you will save your information and the system will take you back to your home page.
- You will then see a list of your applicants sorted by the Rank applied to each applicant.
- While there is not a specific deadline for hiring, know that some applicants are applying to multiple positions and might accept other offers. If an applicant is hired by another company, the applicant's status will reflect "no longer available". Also be aware that more applicants log into the system each week and the right candidate might surface several weeks after your posting is activated.
- When you have interviewed your candidates and made a hire, you will need to change the ranking of your applicant to hired. This is an important step, as it will remove the opportunity from public view so applicants will not continue to apply.

Should you need assistance, please contact YouthFriends at 816.842.7082.