### Putting the Pieces Together
After reviewing applicants, you will rank each applicant to assist in selecting your top candidate(s).

This guide outlines how to:
- Log in to Infor HR - *(pg. 2)*
- Rank Applicants - *(pg. 4)*

### Which Outcome to Expect
Upon completion of this process, applicants will be ranked in the system allowing you to easily identify your top candidate(s).

### Navigating the Process
Need to back up a step?

*Track Interviews & Correspondence (Manager)*

Ready for the next step?

*Select an Applicant to Hire (Manager)*

To locate these guides, check out the Infor HR Resource Center.

### Who To Contact
Please contact your HR Recruiting Specialist if you have any questions.
**ACTION:**

Log in to Infor HR

1) Access the commons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

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**Where to Find Additional Resources**

- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
3) Using your district credentials, enter your **User Name** and **Password** (a), then click the blue arrow (b) to log in.
ACTION:
Rank Applicants

1) Click the Manager icon to open Manager Space.

2) Using the Acquire Talent (a) dropdown, click on Candidates and Requisitions (b).
3) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are ranking candidates for, then click on the requisition (b) to select it.

Please Note
• In this step, you only need to click on the requisition once.

Optional
• You can use the search fields (b) to narrow down candidate results.

4) From the Hiring Manager Review (a) tab, double-click on the candidate (c) that you would like to rank to open their candidate profile.
5) From the At a Glance tab in the candidate profile, use the Manager Rank (a) dropdown to update the rank (b) of the candidates application. Then, press the Save (c) button.

6) A confirmation message will appear at the top of the screen indicating, Update Completed Successfully.