Guide to Applicant Pool Views

There are three different viewing options of the applicant pool available in PageUp. This guide will review all three options, and the basics of navigating each.

Navigation

First, log into myUFL in order to access Careers at UF. Use the following navigation path:

NavBar → Main Menu → Human Resources → Recruiting→ Job Requisitions

Locating Applicant Pools:

There are several ways to locate the applicant pool for a specific job requisition. Depending on your role in the system, you can use the Dashboard or particular PageUp menu links.

Via the Dashboard – (Originators only)

1. After logging into Careers at UF, select the **title of the desired job requisition** from the Dashboard.

2. Click the **View applications link** button in the upper left-hand corner of screen. This will display the applications currently received for this particular job requisition.

Via the PageUp menu – (Originators, Approvers & Hiring Managers)

1. After logging into Careers at UF, click the **PageUp menu icon** in the upper right-hand corner.
2. Click the **Manage jobs** link.
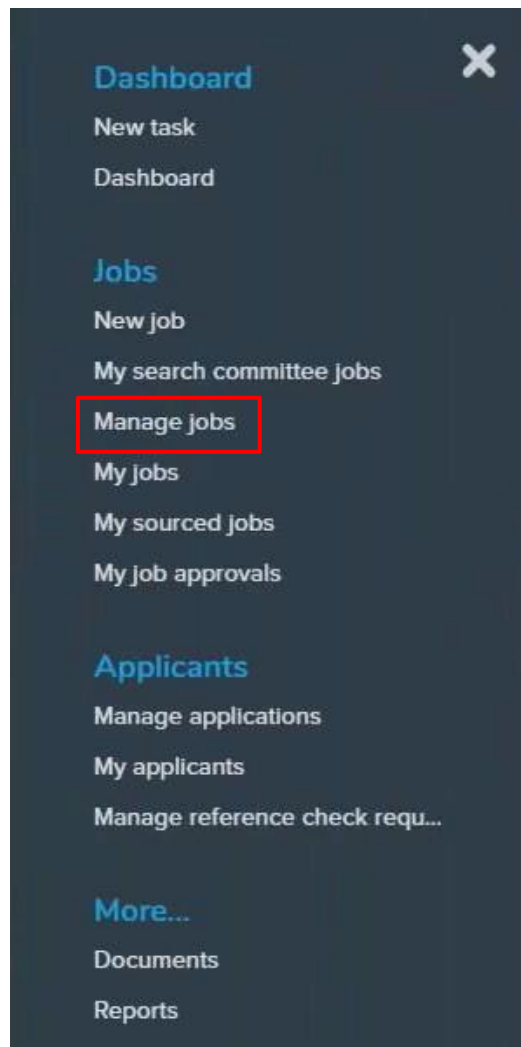
This will display all the job requisitions created by all members of this particular Careers at UF team.

3. Click the **View Application icon** of the desired requisition from the Manage jobs screen.

Title	Division	Department	Status	Opening date	Closing date	Hiring manage	Sourced						
ℹ ** TEST** Academic	HUMAN RE	62030000 - HR-	Approved	Sep 13, 2019	Sep 20, 2019	HR3 Approver	✗				☑ ▢ ▢	👤	✗

NOTE: Those who are listed as hiring managers for a job requisition can view specific requisitions via the My jobs or My sourced jobs links in the PageUp menu as well.

Applicant Pool – Manage Applications View
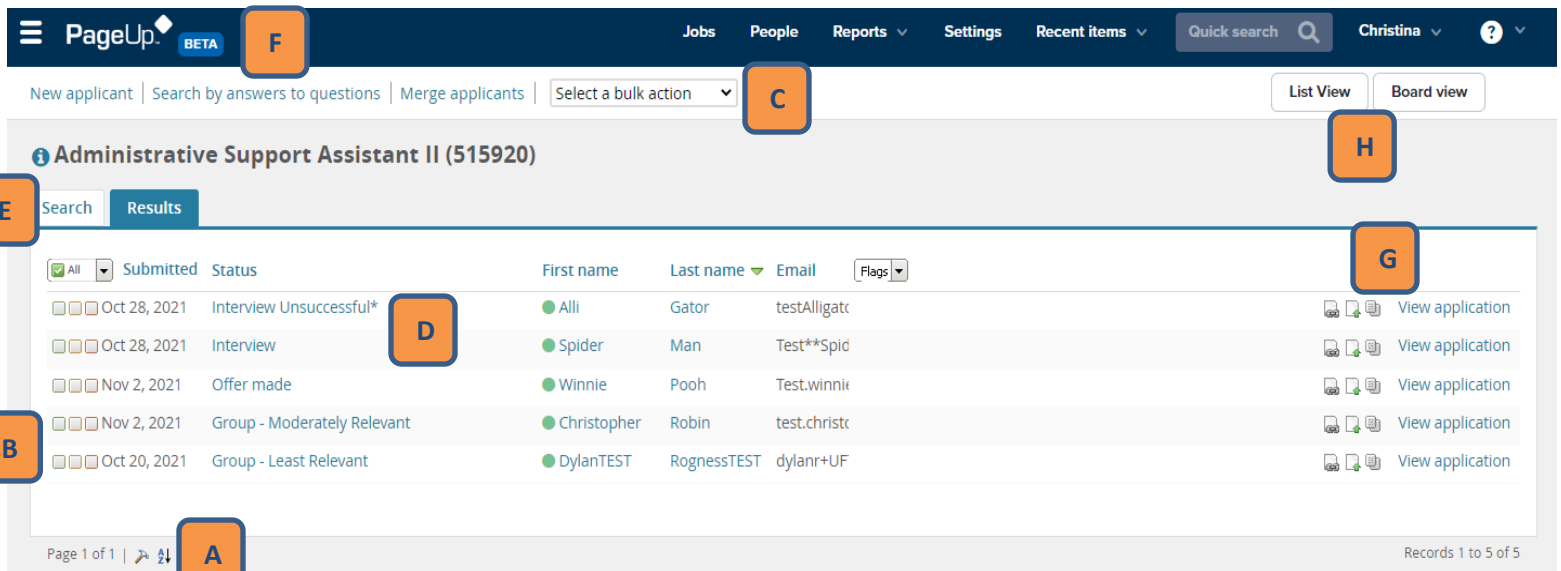
A – Settings and sorting options

Click the hammer icon to select the displayed columns. Select the A-Z sort by icon to arrange applicants by name, in alphabetical order.

B – Select Applicants and Update Applicant Status

Select multiple applicants to bulk action by checking the box in the same row as their name, then selecting the Bulk Action drop down menu (see "C").

C – Bulk actions

Select multiple applications and group their selection into different groupings for bulk actions. This includes Bulk Move, Bulk Communicate, and Bulk Compile and Send (available for users who have appropriate permission).

D – Update applicant status

To update an individual applicant, click the name of the status in the same row as their name. A menu will open, and you will be able to select and save a new status.

E – Search options

Click this tab to view options to search and sort the applicant pool.

F – Search by answers to questions

Clicking the "search by answers to questions" link will open a new window. You will have the option to select questions from the job application and search based on applicants' answers to the selected questions.

G – View applicant documents

Click "view application", or select from one of the icons next to the link, to view the job application, and download or view the applicant's resume.

H – Switch view

Use the List View or Card View buttons to switch to either view.

Applicant Pool – Applicant Progress Board – List View

A - Selecting which job to view

If you have more than one active job, you may navigate to them by using the job selector drop-down menu:

Click on the drop-down menu.
Select the appropriate job (only your jobs will be listed for you to select from).

B - Filters and Search

Within the filters button, users can apply a combination of filters to display only the applications that fit their filter criteria. You may also perform a free-text search to find a specific applicant by name, email address, city, state or country, and by keywords within the résumé.

C – Select Applicants and Update Applicant Status

Select multiple applicants to bulk action by clicking the diamond on their card, then selecting the Bulk Action menu (see "D").

D - Bulk actions

Select multiple applications and group their selection into three different groupings for bulk actions. Bulk Move, Bulk Communicate, and Bulk Compile and Send are available for users who have appropriate permission.

E – Applicant documents

Click the links in the documents column to view the application form, as well as any uploaded documents.

F – More actions menu

Secondary actions are found in the vertical ellipsis menu on the last column of the grid. From this menu, users with the appropriate permissions will be able to add application notes (viewable in the Applicant Card history tab), and add documents.

G – Switch view to Card

Click this button to switch to Card View.

H - How to use guides

You can learn about using the Applicant Progress Board via access to the Guided Tour and the User Guide.

I – Switch view to Manage Applications

Click the link to switch to the Manage Applications view.

Applicant Pool – Applicant Progress Board – Card View

A - Selecting which job to view

If you have more than one active job, you may navigate to them by using the job selector drop-down menu:

   Click on the drop-down menu.
   Select the appropriate job (only your jobs will be listed for you to select from).

B - Selecting which application statuses to view

All cards are grouped in Application Statuses and displayed as columns. By default, all columns will be shown.

To configure your view of the board, select the Application Statuses that you'd like to view in the selection menu on the left side of the board.

C - Bulk actions

Select multiple applications and group their selection into three different groupings for bulk actions. Bulk Move, Bulk Communicate, and Bulk Compile and Send are available for users who have appropriate permission.

D - How to use guides

You can learn about using the Applicant Progress Board via access to the Guided Tour and the User Guide.

E – Card Settings

Use this option to select what information is displayed on the applicant card.

F – Switch view to List

Click this button to switch to List View.

G – Switch view to Manage Applications

Click to button to switch to the Manage Applications view.

H – Update Applicant Status

Select multiple applicants to bulk action by clicking the diamond on their card, then selecting the Bulk Action menu (see "C"). Alternatively, update the status of one applicant using the "Unsuccessful" or "Progress" drop down menus.

Additional Help

Further resources may be found in the Careers at UF Toolkit.
For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477