How Do I Locate My Applicant Pool As A Hiring Manager?

Hiring managers can access the Careers at UF system by logging in to my.ufl.edu and selecting the following:

**Main Menu > UF Departmental Administration > Job Requisitions**

**Dashboard**

Depending on your role in Careers at UF, your Dashboard may appear slightly different. The Dashboard is the “home page” of the application and where you start to complete any process.

**Hiring Manager View**

- New Job – Allows you to view jobs in which you are listed as the hiring manager. You can view the job listing and access the applicant pool by clicking this button
- Advertisements – Allows you to view a preview of the job requisitions currently being advertised in the UF job listing page
- Search Committee Review – Allows you to view the job requisitions in which you are listed as a member of a search committee
- Applications – Allows you to view the applications of candidates that were assigned for you to review
Navigation Bar:

The Navigation bar appears at the top of each screen in the Careers at UF application. You can look at recent items, logout, get help and display/hide the PageUp menu.

- Recent items – will allow you to view the last jobs or applications you were viewing
- Your name – clicking your name will allow you to logout of the Careers at UF system
- – will display the PageUp menu which provides links to additional areas of the system

The PageUp menu:

The PageUp menu includes links to:

- view jobs where you are listed as the hiring manager
- view jobs currently being advertised in the UF job listing
- view jobs you are listed as part of a search committee
- view applicants that have been assigned for your review
- manage jobs by applicant status
- manage applications of the last job viewed
- log out of the system
Functionalities of the System

Jobs open:

In Jobs open, you can filter the jobs you are listed as a hiring manager through the Status field and select if you would like to see All, Current, or Non-current.

Assigned applications:

You can search for a specific applicant based on Job number, Classification Title or Status.
Manage jobs:
In this section you can sort your applicants by job application status and it allows you access to all job requisitions that list you as manager.

![Manage jobs](image)

Manage applications:
In this section you can view the applications of the last job requisition you viewed.

![Manage applications](image)
Additional Help

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives related to TEAMS/USPS, contact Classification & Compensation at 392-392-2477. For assistance with policies and directives related to faculty, contact Academic Personnel at 352-392-2477.