How Do I Locate My Applicant Pool As A Hiring Manager?
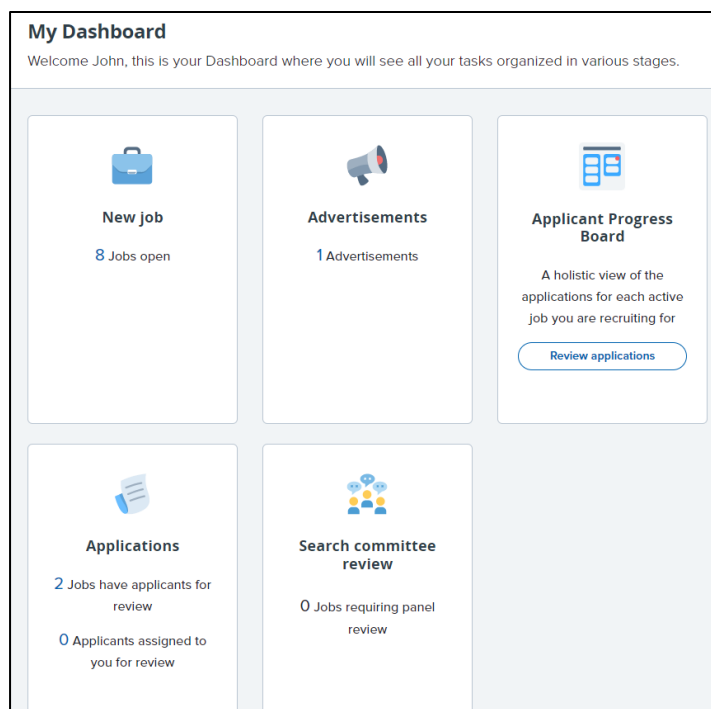
Hiring managers can access the Careers at UF system by logging in to my.ufl.edu and selecting the following:

NavBar > Main Menu > Human Resources > UF Departmental Administration > Job Requisitions

Dashboard

Depending on your role in Careers at UF, your Dashboard may appear slightly different.

Hiring Manager View

- New Job – Allows you to view jobs for 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 for 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.
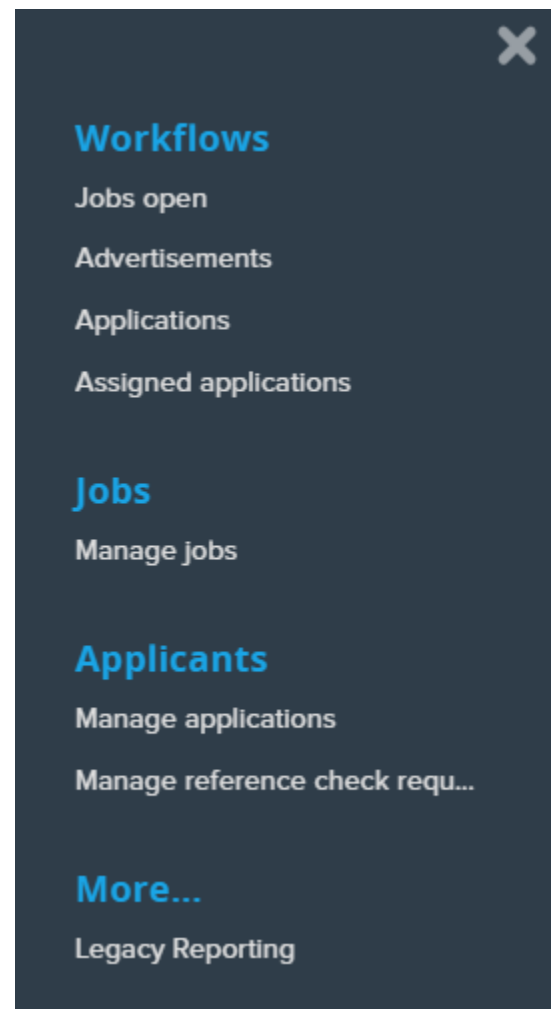
Navigation Bar:

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
- mange applications of the last job viewed

Workflows

Jobs open

Advertisements

Applications

Assigned applications

Jobs

Manage jobs

Applicants

Manage applications

Manage reference check requ...

More...

Legacy Reporting
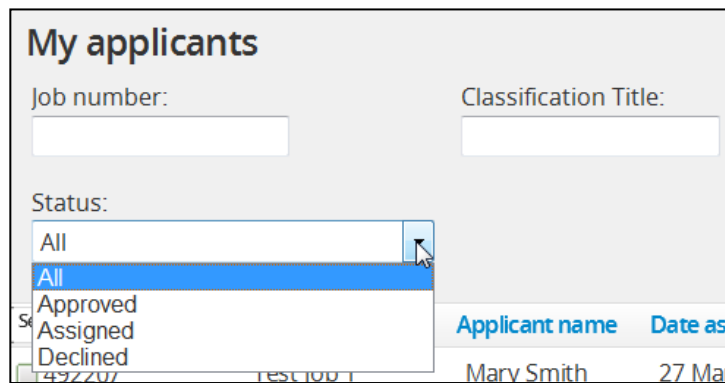
Functionalities of the System

Jobs Open:

Via Jobs Open, you can filter the jobs for which you are listed as a hiring manager. Use the Status field and select if you   would like to see All, Current, or Non-current.
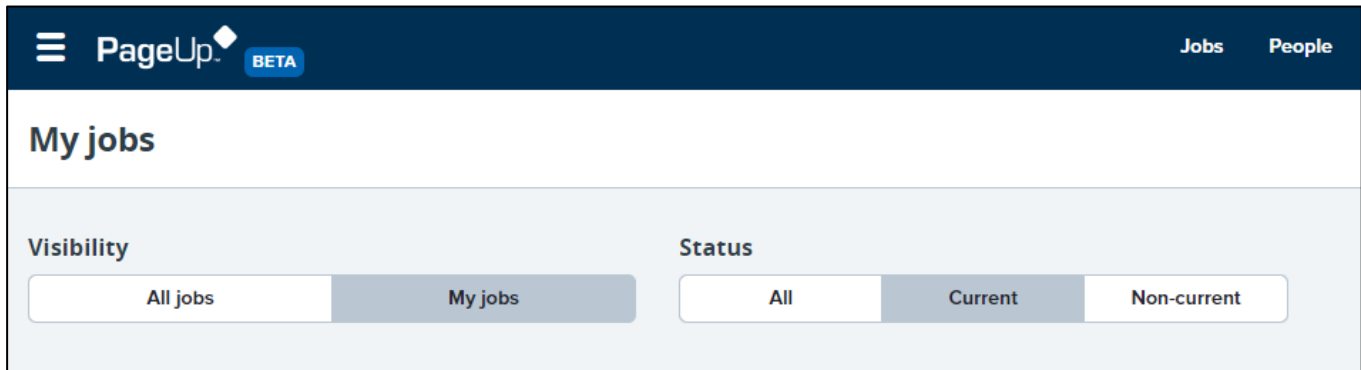
Assigned applications:

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

Status: Current recruitment

Types: All

➕ Show other search criteria

Job No.	Date created	User	Title	Division	Department	Status	Applications	Site	Opening date	Closing date	Hiring manager	Sourced
492209	25 Aug 2010	AC	Test Jo	Division 1	Department 1	Offer	2	Head	19 Apr 2013	7 May 2015	Harry Hire	✖
492278	17 May 2015	MM	ACADE	COLLEGE-ENG	19010300 - EG	Approved	0				Harry Hire	✖
492280	17 May 2015	PUPS	PRG EX	COLLEGE- AGF	60352016 - AG	On hold	2		17 May 2015		Harry Hire	✔
492328	2 Jun 2015	AC	BIOLOC	COLLEGE- AGF	60735000 - AG	Interviewing	6		1 Jun 2015	30 Jun 2015	Harry Hire	✔
492331	2 Jun 2015	AC	Coord	TYPE ONE CEN	57202000 - FSC	Approved	0		2 Jun 2015	30 Jun 2015	Harry Hire	✔
492334	4 Jun 2015	AM	CSR	COLLEGE-MED	30090000 - JX-I	Approved	0		4 Jun 2015	25 Jun 2015	Harry Hire	✔

Manage applications:

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

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.