

What Do These Icons & Flags Mean to My Recruitment Process?

There are many graphic indicators in Careers at UF designed to quickly give you important information about job applicants. When reviewing the list of applicants that have applied to any particular job, you may see some of the following icons/flags.

Icons:

	Indicates the applicant is a current UF employee. May appear in the Employee column
	Indicates the applicant is a former UF employee. May appear in the Employee column
	May be used by Hiring Mangers, Selection Panel and Search Committee Members to indicate an applicant with strong hiring potential. May appear at the beginning of an applicant row under the Select drop down field
	May be used by Hiring Mangers, Selection Panel and Search Committee Members to indicate an applicant with moderate hiring potential. May appear at the beginning of an applicant row under the Select drop down field
	May be used by Hiring Mangers, Selection Panel and Search Committee Members to indicate an applicant with poor hiring potential. May appear at the beginning of an applicant row under the Select drop down field
	Indicates the applicant is still active. May appear in the First Name field
	Indicates the applicant is active a talent pool. May appear in the First Name field

Flags:

Applicant flags will appear under the Flags drop down field in each applicant list. You can sort the applicant list by flag, if desired.

	Indicates applicants who are eligible for Veteran Preference
	Indicates applicants who are ineligible for Veteran Preference. This does not exclude them from being considered for any positions.
	Indicates applicants who are not eligible for Hire or Rehire
	Review Upon Consideration. Contact UF HR for more information on this applicant.
	Dual Career applicant
	Applicant in Time-Limited Ending/Layoff status
	UF employee who has not yet completed six months in their current role
	A system flag to indicate that the applicant may have duplicate accounts

Additional Help

Further resources are available in the [Careers at UF toolkit](#).

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