









## 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
	Indicates the applicant was manually entered by a recruiter
	Can be used by Hiring Managers, 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
	Can be used by Hiring Managers, 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
	Can be used by Hiring Managers, 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
	Indicates applicants who are not eligible for Rehire
	Indicates applicants who have successfully completed an assessment
	Indicates applicants who the system has identified as having the same first and last name and could be considered duplicate accounts

## 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.