

## How Do I Review the Applicant Pool?

This instruction guide supports the content found in the required course UF\_PST098\_OLT Careers at UF and is targeted to those serving as **Originators** in Careers at UF and who possess the security role of UF\_N\_JRQ Department Req Orig and those serving as **Approvers** and who possess the security role of UF\_N\_JRQ Department Req App.

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A major part of managing requisitions well is to periodically review and manage each requisition's applicant pool.

### Navigation

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

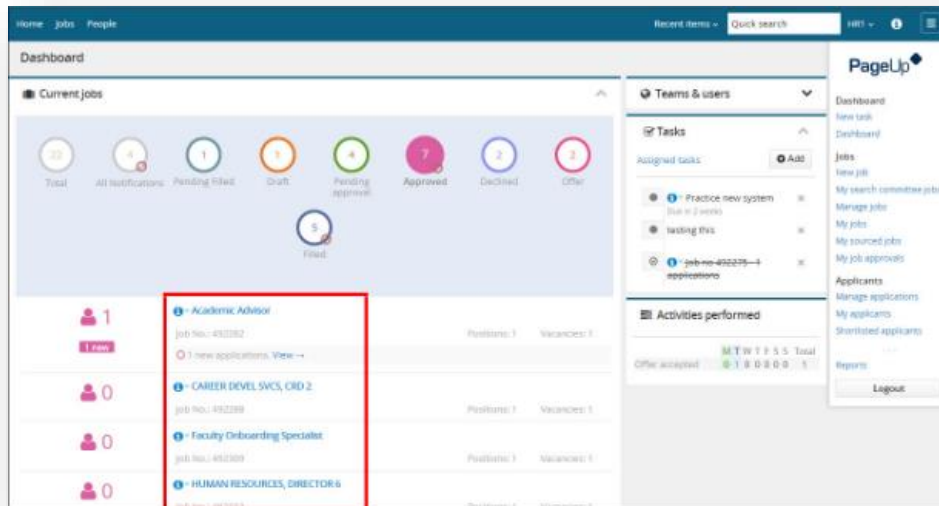
**Main Menu → UF Departmental Administration → Job Requisitions**

### Locating Applicant Pools:

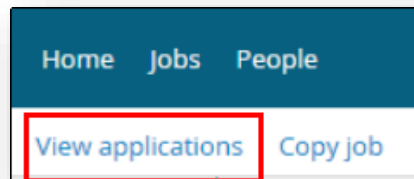
There are several ways to locate the applicant pool for a specific job requisition. Depending on your role in the system, you can use the Dashboard or particular PageUp menu links.

#### Via the Dashboard – (Originators only)

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



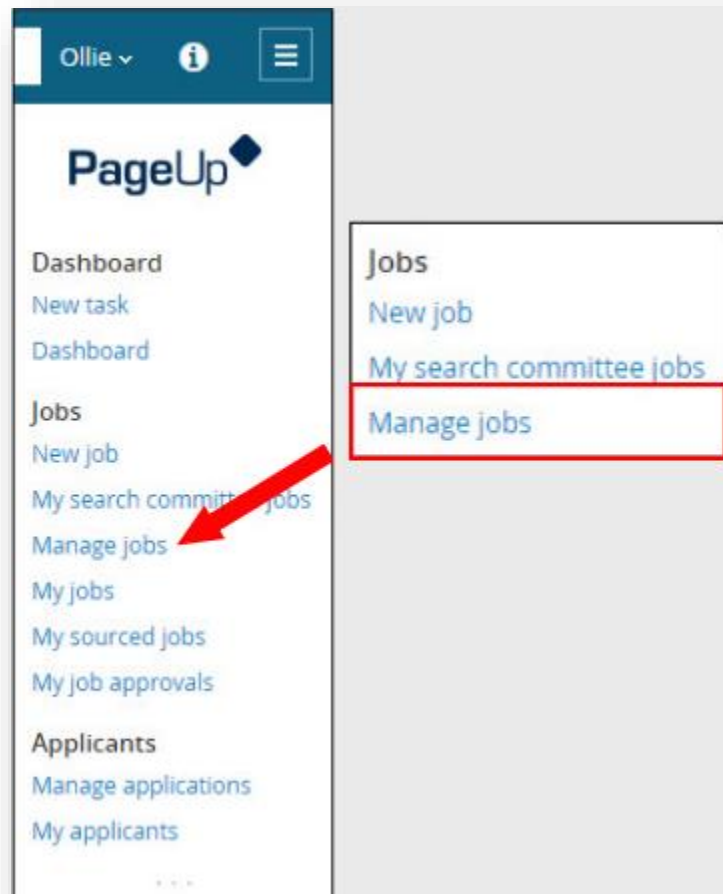
2. Click the View applications link in the upper, left corner of screen. This will display the applications currently received for this particular job requisition



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

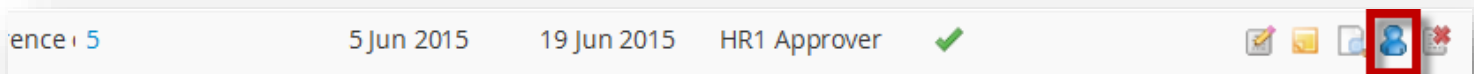
1. After logging into Careers at UF, click the PageUp menu icon in the upper, right corner  
Click the Manage Jobs link

**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.



This will display all the job requisitions created by all members of this particular Careers at UF team.

2. Select the Applications icon on the desired job requisition



3. Review the number of applications

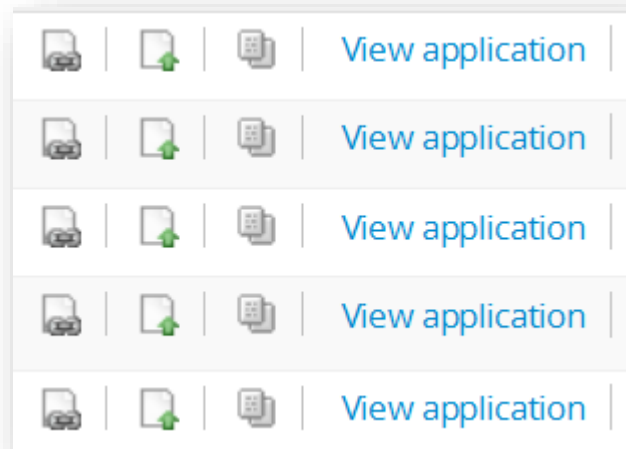
CAREER DEVEL SVCS, CRD 2 (492288)

Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref.	Dup	Employee	Source	Sub-source	Flags
15 Jun 2015	Recommended For Hire*	John	John	Smith	555-555-555		josmith9871@gmail.com	United St	Pennsy	Dublin				Internet Website		View applicatio
15 Jun 2015	New	Scott	Scott	Bades	555-555-555		jhblades@gmail.com	United St	Pennsy	Dublin				Internet Website		View applicatio
	Incomplete	John	John	Sun	352-256-493		jsun@ufl.edu	United St	Florida	Gainesvill						View applicatio
	Incomplete	Cynthia	Cynthia	Mendoza	789452589		cmendoza31@gmail.com	United St	Florida	Gainesvill						View applicatio
	Incomplete	Scott	Scott	Bades	352-256-948		sblades1@ufl.edu	United St	Florida	Gainesvill						View applicatio

Page 1 of 1 | Records 1 to 5 of 5

All applicants will appear in this list. You can sort the applicants by any column header, if desired.

- Review and/or download applicant resumes, view answers to any posed questions and view applications as desired.



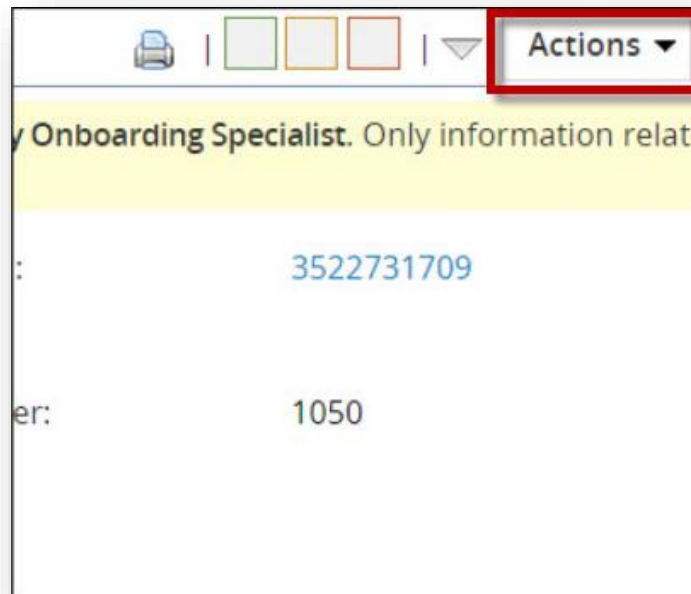
5. Clicking the View application link will display the applicant card which contains contact information, a link to the application form, and any documents the applicant attached (i.e. resume). The History section will display any activities, application submissions, documents, notes, etc.

The screenshot displays an applicant card for Joe Smith. At the top, there is a header with the name 'Joe Smith' and an 'Actions' dropdown menu. Below this is a yellow banner with a message: 'You are viewing this applicant's application for the job Benefits Director, Human Resources. Information related to this application will be shown.' The contact information is presented in a table with a red border:

Address:	1234 1st St. Atlanta, Georgia 30322, United States	Phone:	3522731709
E-mail:	jobinquiries@ufl.edu	Number:	1050
Original source:	LinkedIn	Flags:	

Below the contact information, there is a 'Profile' section with an 'e-Zines comms hold' toggle set to 'NO'. The 'Applications' section shows a single application for 'Benefits Director, Human Resources' with ID #492310, submitted via Facebook on May 31, 2015. The status is 'changed 1 Jun 2015'. There are 'Flags', 'Form', and 'Resume' links, with 'Resume' highlighted in a red box. The 'History' section is also highlighted in a red box. At the bottom, there are 'Done' and 'Next >' buttons.

6. Clicking the Actions drop down field on the applicant card will display a menu that provides an option to communicate with the applicant, set a task or reminder regarding the applicant, add a note to the applicant card and view the applicant's profile.



**NOTE:** If you choose to communicate with an applicant, there are communication templates available to help formulate the email you wish to send. All communication exchanged with the candidate using the Careers at UF system will be recorded in the history section of the applicant card.

7. Click the Done button when finished reviewing the application.

### 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](mailto: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.