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.

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:

Navbar → Main Menu → Human Resources → 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
All applicants will appear in this list. You can sort the applicants by any column header, if desired.

4. 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.
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.

![Actions dropdown menu on applicant card]

**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**


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.