

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:

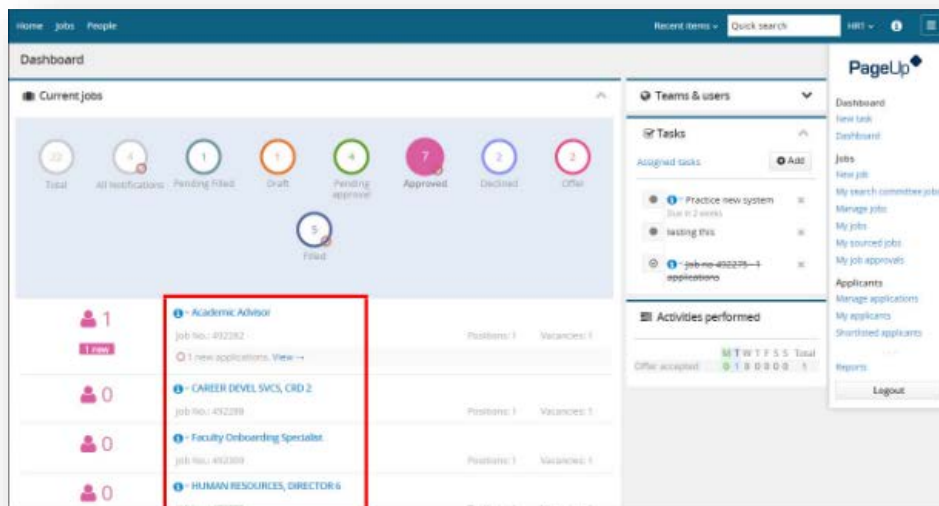
NavBar → Main Menu → Human Resources → UF Departmental Administration → Job Requisitions

Locating Applicant Pools:

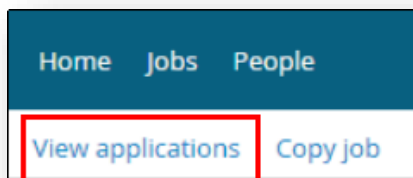
There are several ways to locate the applicant pool for a specific job requisition. Depending on your role in the system, you can use the Dashboard or particular PageUp menu links.

Via the Dashboard – (Originators only)

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



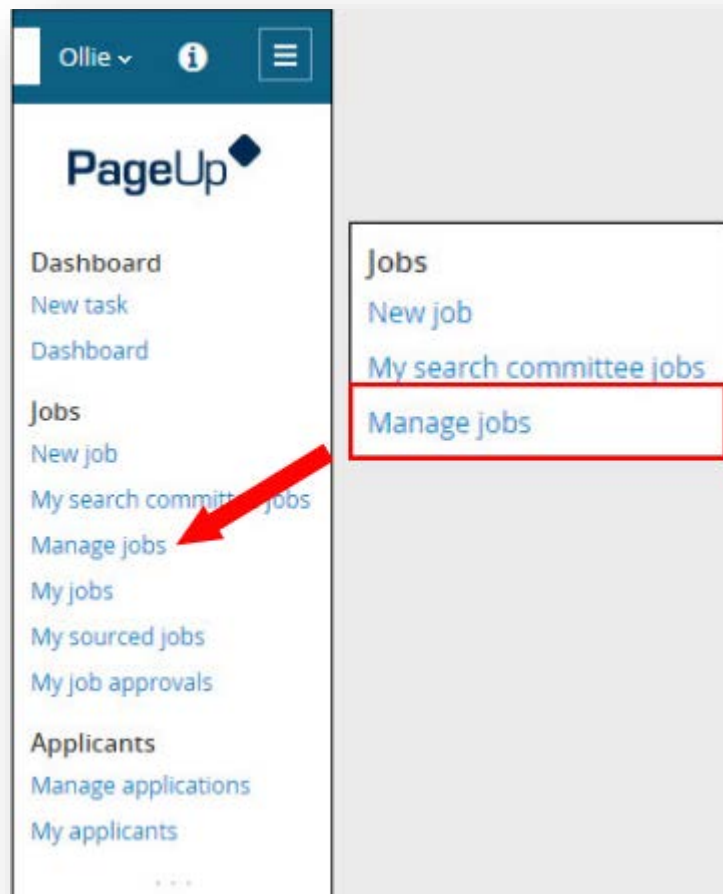
2. Click the View applications link in the upper, left corner of screen. This will display the applications currently received for this particular job requisition



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

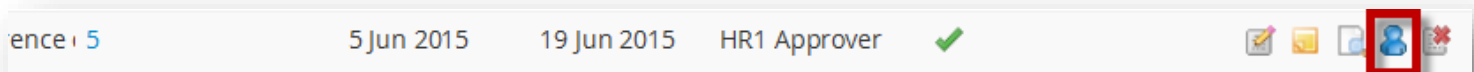
1. After logging into Careers at UF, click the PageUp menu icon in the upper, right corner
Click the Manage Jobs link

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

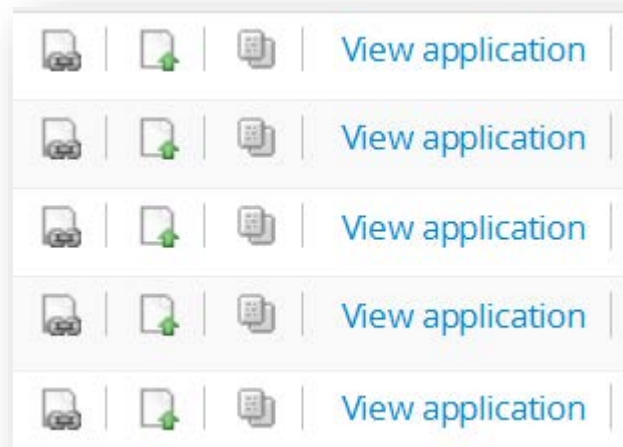
CAREER LEVEL SVCS, CRD 2 (492288)

| 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 | | |
| 15 Jun 2015 | New | Scott | Scott | Bades | 555-555-555 | | jhblades@gmail.com | United St | Pennsy | Dublin | | | ☺ | Internet Website | | |
| | Incomplete | John | John | Sun | 352-256-493 | | jsun@ufl.edu | United St | Florida | Gainesvill | | | ☺ | | | |
| | Incomplete | Cynthia | Cynthia | Mendoza | 789452589 | | cmendoza31@gmail.com | United St | Florida | Gainesvill | | | ☹ | | | |
| | Incomplete | Scott | Scott | Bades | 352-256-948 | | sblades1@ufl.edu | United St | Florida | Gainesvill | | | ☺ | | | |

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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.



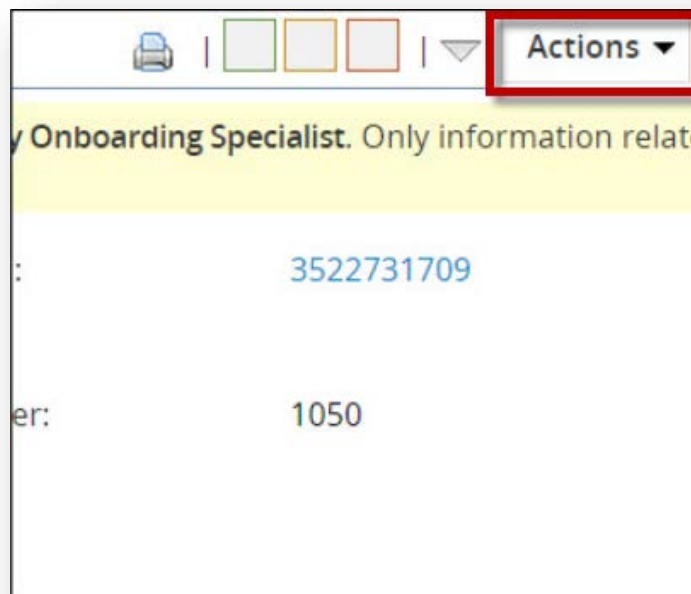
- Clicking the View application link will display the applicant card which contains contact information, a link to the application form, and any documents the applicant attached (i.e. resume). The History section will display any activities, application submissions, documents, notes, etc.

The screenshot displays the profile for Joe Smith. At the top, it shows the name and a navigation bar with an 'Actions' dropdown. 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:

| | | | |
|------------------|--|---------|------------|
| 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 info is a 'Profile' section with an 'e-Zines comms hold' toggle set to 'NO'. The 'Applications' section lists one application: 'Benefits Director, Human Resources' with ID #492310, HRORG, submitted on 31 May 2015 via Facebook, and status changed on 1 Jun 2015. It includes 'Flags', 'Form', and 'Resume' links. The 'History' section is currently empty. At the bottom 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.

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.