

## Viewing Applicants as a Search Committee

The Careers at UF system has the following viewing features for users with the Search Committee role. In this instruction guide, you will find information on how to login to the system, a brief overview of the dashboard, how to sort applicants, how to view applicant documents, and how to mark applicants as "Reviewed."

### Login to Careers at UF

1. Login to [my.ufl.edu](http://my.ufl.edu) using your UF Gatorlink credentials.
2. Click **Main Menu** > **UF Departmental Administration** > **Job Requisitions**.
3. Click on the **Search Committee Review** link in the new pop-up window.
4. Click on **View Applicants** link for the job posting you are currently reviewing.  
**Tip!** Use the job number to locate the job posting you wish to review.

You will be directed to the dashboard view of applicants for that particular job posting.

### Viewing Applicants

Below is an overview of the applicant view where you will review current candidates.

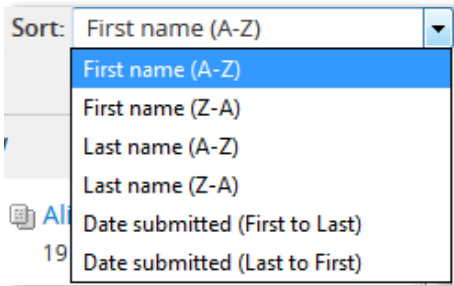
The screenshot shows the 'View Applicants' dashboard for the position 'Extension Agent I or II - Agriculture (Livestock/Forage) (493082)'. The interface includes a top navigation bar with 'Recent items', 'Sharon', and a menu icon. The main content area displays a list of applicants with callouts for various features:

- Position title & job number:** Points to the job title and number at the top of the page.
- To download applicant documents:** Points to the 'Bulk compile and send' button.
- To sort applicants:** Points to the 'Sort: First name (A-Z)' dropdown menu.
- To view resume only:** Points to the document icon next to the first applicant, Kara Hassell.
- To view application form & attached documents:** Points to the document icon next to the second applicant, Katie Bissinger.
- Application submission date:** Points to the date '12 May 2016' for the third applicant, Katy Spruell.

## Sorting Applicants by Name or Date

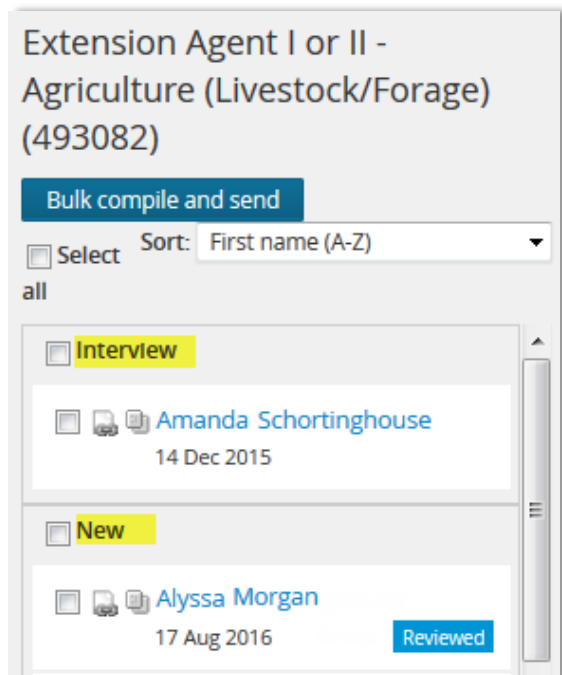
Users with the Search Committee role can sort applicants by first and last name as well as by date of the application submission.

1. Click on the **Sort** dropdown.
2. Select one of the options available.



### Sorting by Status

When a user with an administrative role (approver, originator) changes the status of an applicant, the system automatically creates a grouping by status. Search committee members will see the groupings and may sort by any option in the **Sort** dropdown. For example, below are two groupings, **Interview** and **New**.



## Viewing an Applicant's Documents

Documents submitted by the applicant and/or reference letters submitted using the Reference Collection feature can be found in this section.

1. Click on the **View Answers** icon.
2. Scroll to the section prior to the **Certify** heading in the new pop-up window.
3. Click on the linked documents.

**Katy Brown**  
12 May 2016

Extension Agent I or II - Agriculture (Livestock/Forage)

Applied via: Website  
Source: Internet - UF Job Listing  
Description: This permanent-status accruing University Florida/ IFAS Extension Agent will plan, develop, implement, evaluate, and report on comprehensive agricultural educational programs in Duval County. Programmatic focus is on livestock production (beef, equine, and small ruminants), poultry production, pasture and forage management, pesticide certification for agricultural producers, and pond management (95%).

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B status)?	0
No	
Cover Letter or Letter of Interest	
<a href="#">cover letter 2.docx (55kb)</a>	
Curriculum Vitae or Resume	
<a href="#">longer resume.docx (36kb)</a>	
Work Sample	
<a href="#">prev_employment.pdf (40kb)</a>	
Other Document	
<a href="#">unofficial_trans (1034kb)</a>	

**CERTIFY**

**Note!** If the document is not listed in this section, the applicant did not attach it when submitting the application.

## Downloading an Applicant's Documents as a PDF

You can choose to download one, several or all applicants' documents in a PDF file.

1. Click on the checkbox next to the person's name.
2. Click the **Bulk Compile and Send** button to download applicant documents as a PDF.

**Note!** A new pop-up window will attempt to open. Verify that your pop-up blocker does not prevent it from opening.

3. Select the documents you would like to be included in the PDF file.

### Bulk compile

Bulk action status: 1 Applicant Complete

You have selected one applicant to compile documents for, please select the documents you would like to include.

#### Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Completed internal reference check forms
- Completed phone screening forms
- Completed online reference check form

#### Applicant documents

- Class Schedule
- Cover letter
- DD214
- Federal Work Study Work Permit
- Letter of Recommendation 1
- Letter of Recommendation 2
- Letter of Recommendation 3
- List of References
- Other Document
- Resume
- Work Sample

4. Click the **Create PDF** button.

**Create PDF**

5. Once the document is created, click the **Download document** link to view the PDF.

### Download or send document

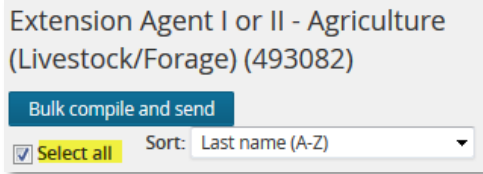
Bulk action status: 1 Applicant Complete

**i** To download the document, right click on the link below and select 'Save Target As'.  
Note: To send the document it is not necessary to download the document below.  
The document will be sent as an attachment with the communication below.

Your document is ready to download:

**Download document (503.8 kb)**

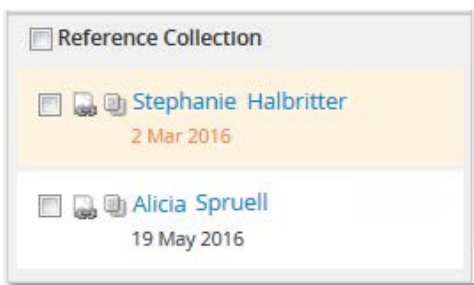
- To download more than one applicant, click the checkbox next to each applicant you wish to include in the download.
- To download all applicants, click on the checkbox next to the **Select all** option.



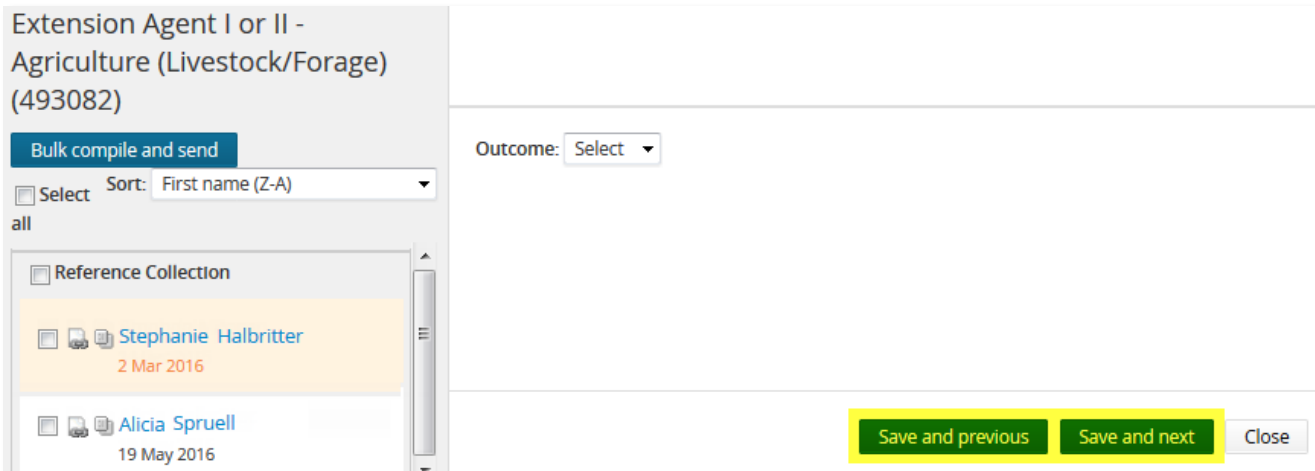
## Marking an Applicant as Reviewed

To assist in the management of applicants, you can mark applicants as “Reviewed” once you’ve done so. This is particularly useful when you review candidates in several sessions.

1. Click on the white space of the applicant entry until it is highlighted.



2. Once you’ve reviewed the candidate, click the **Save and Next** or **Save and Previous** button.



- **Save and Next:** Marks the person as “Reviewed” and highlights the next applicant.
- **Save and Previous:** Marks the person as “Reviewed” and highlights the previous applicant.

### If you need help with...

- Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>.
- Technical issues, contact the UF Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).