

OVERVIEW

Use this instruction guide to manage the applicant pool for each job requisition or posting in your department. Review applications and transition an applicant or the pool to the next workflow state. Filter requisition listings as Ad Hoc report views to show additional information quickly and do the same for applicant listings for a job requisition. Save these report views and export to Excel. You may also download one or multiple applications for a job requisition and related documents to one .PDF file, and change the workflow state of one applicant or multiple applicants at once to the next workflow state. Use this guide to view an entire application online as well. You will need the security role **UF_N_GJ_Department Admin** which is for the Originator to make these changes. **Note: Level 1 department approvers cannot manage applicants and change the status of applicants in the system. Obtain the Originator role above to do so.**

STEPS

Navigation

There are two ways to navigate to GatorJobs in myUFL:

1. **Click Main Menu > Click UF Departmental Admin > Click GatorJobs**
2. **Click Main Menu > Click Recruiting > Click GatorJobs**

To view your job requisitions:

3. Click the **Requisitions** tab at the top.
4. Click the **Staff/Faculty** link or the **Temporary/Student** link.

To create an Ad Hoc report view by adding information on applicant pools for all job requisitions listed:

5. Click the **More search options** link. If you see **Hide Search Options**, then skip this step.
6. Click the **Add Column** dropdown list. Select additional column headings to display in the results, for example, click the **Active Applications** column heading to display a total count of active applications per each job requisition. **The system will display the results instantly.**
7. Select one or more **Posting Workflow State Name** to further filter the results. Hold the **Ctrl key** down while clicking to select more than one state. Use the arrows to scroll through the list. They are in order of workflow state. Once selected, click the **Search** button to get results.
 - a. To view ALL requisitions that are posted, select:
 - i. Posted
 - ii. Reposted
 - iii. Extended Posting
 - b. To view active requisitions that are not viewable on the internet, select:
 - i. Removed from Web

The screenshot shows the 'Staff/Faculty Requisitions' interface. At the top right is a red button labeled 'Create New Requisition'. Below the title bar, there is a search section with a dropdown menu for 'Open Saved Search', a search input field, a 'Search' button, and a 'Hide search options' link. Below the search section, there are three filter options: 'Add Column:' with a dropdown menu showing 'Add Column', 'Draft', 'Submit To Originator', 'Submit to Level 1', and 'Submit to HR'; 'Posting Workflow State Name:' with a dropdown menu showing 'Draft', 'Submit To Originator', 'Submit to Level 1', and 'Submit to HR'; and 'Position Number:' with an input field.

To save the Ad Hoc report view:

8. Clicking the **Save this search?** link.
9. Click the **Make it the default search?** option.
10. Enter a **Name** for this view. For this example, enter "**Shows Active Applicants.**"
11. Click the **Save this Search** button.

To open a saved Ad Hoc report view or export it to Excel:

12. Click the **Open Saved Search** link and select a search from the dropdown list.
13. Click the **Actions** button at the top.
14. Click the **Export Results** link.

To view applicants for one job requisition:

15. Click the **Actions** link in the row for a job requisition
16. Click the **View Applicants** link.

To create an Ad Hoc report view by adding information on all applicants for one job requisition:

Refer to the instructions above for creating an Ad Hoc report view to add columns with information you need for all the applicants listed for this requisition. For example, you may add the **Email Address** column to list all the applicants' email addresses for this job requisition.

The screenshot displays the 'Applicants' tab for a job requisition. At the top, it shows the requisition title 'Chair & Professor (Staff/Faculty)', its status 'Posted', and details like 'Position Type: Staff/Faculty' and 'Department: 60232000-AG-HORT SCIENCE PROGRAMS'. There are also links for 'See how Requisition looks to Applicant', 'Print Preview (Applicant View)', and 'Print Preview'. Below this is a navigation bar with 'Summary', 'History', 'Applicants', and 'Reports'. The main area contains a search bar with a 'Search' button and 'Hide search options' link. Below the search bar are filters for 'Add Column' (set to 'Add Column') and 'Applicant State' (set to 'Active'). At the bottom, there is a 'Default' saved search filter showing 'Saved Search: \"Default\" (7 Items Found)' with an 'Actions' button. The table below has columns: Full Name, Job Title, Posting Number, Application Date, Position Type, Workflow State (Internal), Documents, and (Actions).

To download **all or some** of the applications into one **.PDF** file:

17. Click the checkbox for each applicant to select, or click the checkbox at the top by **Last Name** for all applicants. **NOTE: Clicking the top checkbox to check all checkboxes only checks the rows on that page and not subsequent pages. Please check the top checkbox on each page to include the rows on that page.**
18. Click the **Action** button at the top.
19. Click the **Download Applications as PDFs** link.
20. Click the **Submit** button.

To view an application:

21. Click the **Actions** button for the applicant you would like to review.
22. Click **View Applications**

At the Job Application, you may view applicant information in the heading, such as:

- Current Status
- Applicant Form
- Applicant Name, Address and Phone
- Position Type and Dept
- Who Created the Position
- Who Owns the Current Status

Scroll down. At the bottom of the application you will find attached:

- Required documents
- Optional Documents
- Recommendation documents
- Any additional documents

Required Documents		
Document Type	Name	Conversion Status
Curriculum Vitae or Resume	Curriculum Vitae or Resume 11-30-11 08:58:06 (21.3 KB)	PDF complete
Work Sample	Work Sample 11-30-11 08:58:26 (21.1 KB)	PDF complete
Optional Documents		
Document Type	Name	Conversion Status
Cover Letter	Cover Letter 11-30-11 08:58:40 (21.4 KB)	PDF complete
References	References 11-30-11 08:58:58 (21.3 KB)	PDF complete
Recommendation Documents		
No recommendations submitted.		
PDF Documents		
Document Type		
Application		Recreate PDF
Application and attached documents		Recreate PDF

To move the application to the next workflow state:

23. Click the **Take Action On Job Application** button.
24. Click the next workflow state available.
25. Click the **Submit** button.

To move multiple applications at once from one workflow state to the next:

26. At the **Applicants Search** page for the job posting, check the checkboxes of the applicants needed.

Instruction Guide

Reviewing Applicants in GatorJobs

27. Click the **Actions** button at the top.
28. Under BULK, click the **Move in Workflow** link.
29. Click the **Change for all applicants** list.
30. Click the **Workflow Status** needed. For this example, click the Under Review workflow status.
31. Click the **Save** changes button.

<input type="checkbox"/>	Last Name:	First Name:	Job Title	Position Type	Application Date	Workflow State (Internal)	Documents	Are you pre authorized States? You provide pro employment hired	Actions
<input type="checkbox"/>	Applicant2	Test	PROGRAM AST	Staff/Faculty	November 30, 2011 at 10:00 am	Under Review	Curriculum Vitae or Resume, Work Sample, Cover Letter, References	Yes	Actions
<input checked="" type="checkbox"/>	Applicant1	Test	PROGRAM AST	Staff/Faculty	November 30, 2011 at 02:48 pm	Creation	Curriculum Vitae or Resume, Work Sample	Yes	Actions
<input checked="" type="checkbox"/>	Applicant3	Test	PROGRAM AST	Staff/Faculty	November 30, 2011 at 03:21 pm	Creation	Curriculum Vitae or Resume, Work Sample, Cover Letter, References	Yes	Actions

For further assistance, please contact Recruitment and Staffing at 392-2477 or visit <http://www.hr.ufl.edu/recruitment/default.asp>.