

How Do I Review the Applicant Pool? List View and Card View

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 Appr**.

An important 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:

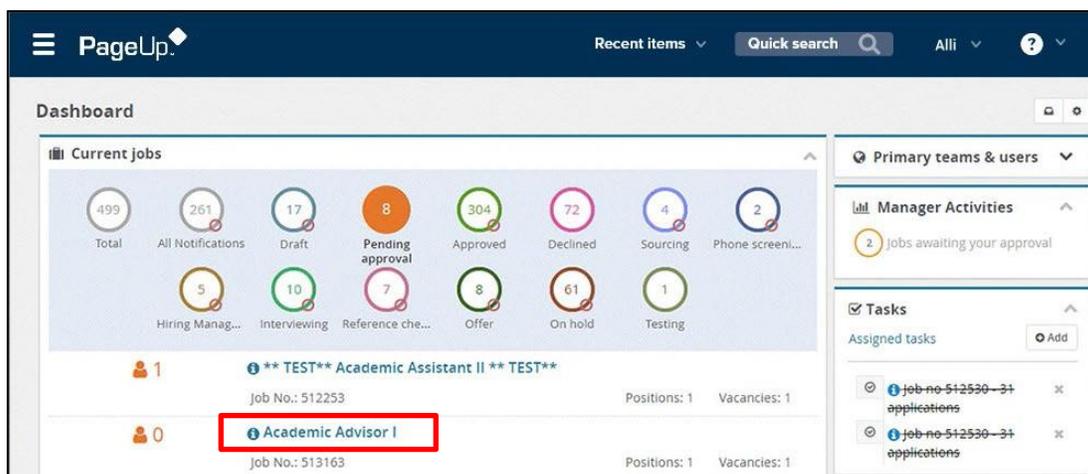
NavBar → Main Menu → Human Resources → Recruiting → Job Requisitions

Locate Applicant Pools

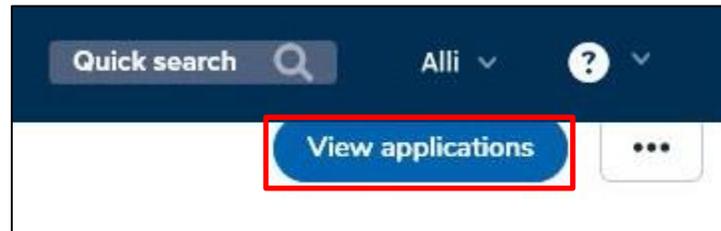
There are several ways to locate the applicant pool for a specific job requisition. Depending on your role in the system, you can use the Dashboard or other PageUp links.

Via the Dashboard – (Originators only)

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

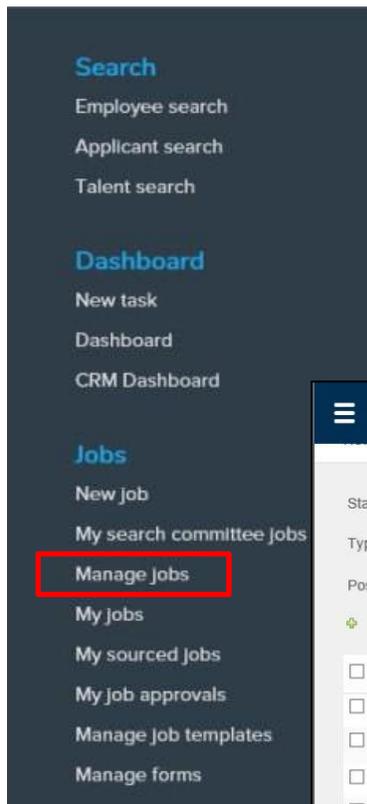


- Click the **View applications** link in the upper, right corner of screen. This will display the applications received for this particular job requisition.

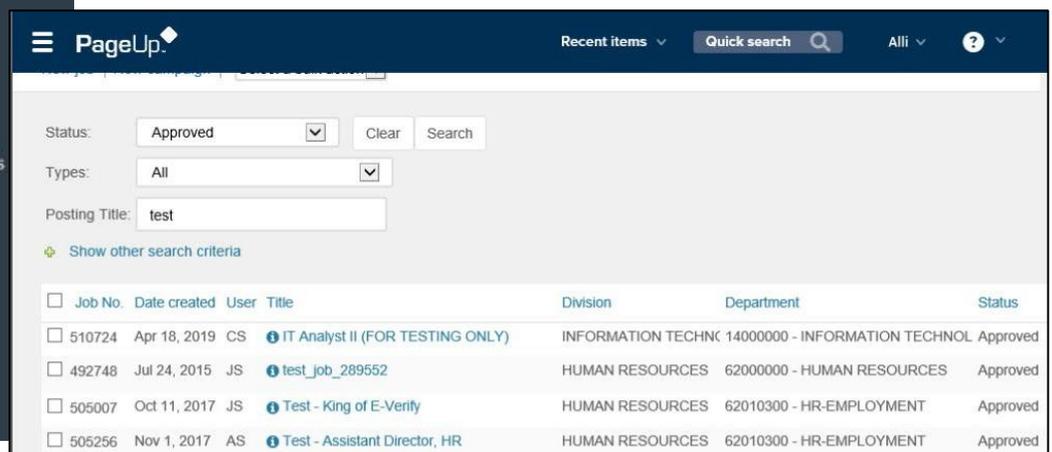


Via the PageUp menu – (Originators, Approvers & Hiring Managers)

- After logging into Careers at UF, click the **PageUp menu** icon in the upper, left corner
- Click the **Manage Jobs** link. This will display all job requisitions created by all members of this Careers at UF team.



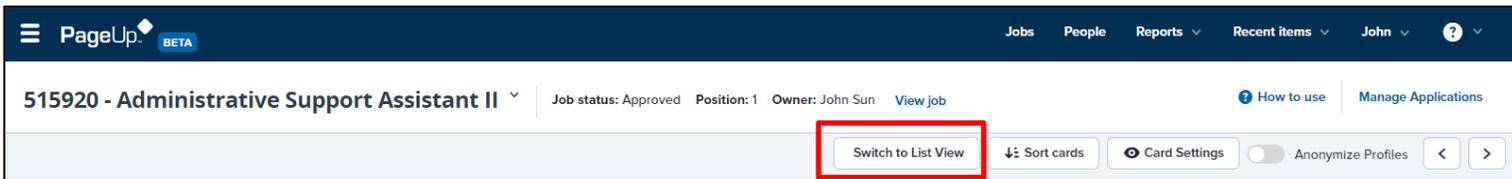
Note: Those listed as Hiring Managers for a job requisition can view specific requisitions via the My jobs or My sourced jobs links in the PageUp menu as well.



3. Select the **Applications icon** on the desired job requisition.



4. Review the applications. Two viewing options are available, **list view** and **card view**. To switch between the two views, click the appropriate button located above the applicant pool.



List View

Applicant name	Flags	Application status	Documents	Actions
NOV 2 2021 Christopher Robin test.christopher.robin_1f11@gmail.com		Group - Moderately Relevant	Form	Progress Decline
NOV 2 2021 Winnie Pooh Test.winnie.the.pooh.12345@gmail.com		Interview	Form	Progress Decline
OCT 28 2021 Spider Man Test**SpiderMan**@yahoo.com		Interview	Resume Form	Progress Decline
OCT 28 2021 Alli Gator testAlligator@yahoo.com		Interview Unsuccessful*	Resume Form	Progress Decline
OCT 20 2021 DylanTEST RognessTEST		Group - Least Relevant	Re Share feedback	Progress Decline

Card View

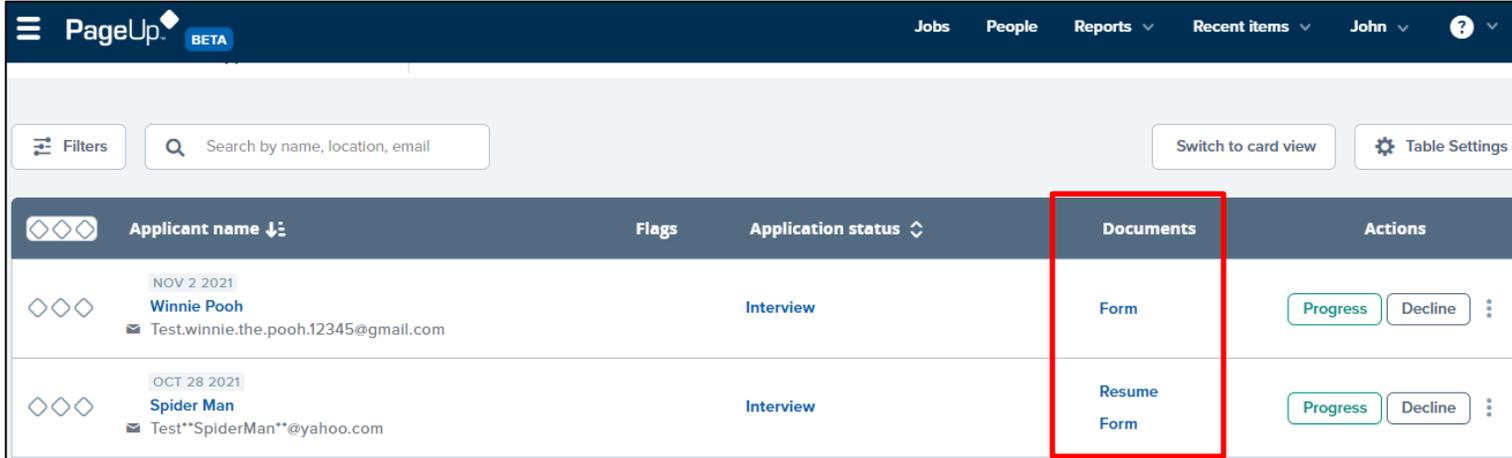
The screenshot displays the PageUp BETA application interface. At the top, there is a navigation bar with 'PageUp BETA' and user options like 'Jobs', 'People', 'Reports', 'Recent items', and 'John'. Below this, the job title '515920 - Administrative Support Assistant II' is shown along with 'Job status: Approved', 'Position: 1', and 'Owner: John Sun'. A 'View job' link is also present. The main area features a grid of applicant cards. On the left, there are 'Quick filters' and 'Application status' sections. The 'Quick filters' section includes options for 'Statuses with Applications', 'Shortlisted Applicants', 'Current Application Statuses', 'Internal Applications', and 'Flags'. The 'Application status' section includes 'Unsorted applications (0)', 'Group - Highly Relevant (0)', 'Group - Moderately Relevant (1)', and 'Group - Least Relevant (1)'. The applicant cards are organized into groups: 'Group - Moderately Relevant...', 'Group - Least Relevant (1)', 'Interview (2)', and 'Interview Unsuccessful* (1)'. Each card displays the applicant's name, a 'Form' button, and a 'Résumé' button. Below each card, there are status indicators like 'Unsuccessful' and 'Progress' with progress bars.

Note: All applicants will appear in this list. You may sort applicants by status or apply view filters as desired. You can also review and/or download applicant resumes, view answers to any posed questions.

5. Click **Form** to review the application. Attached documents will display as a clickable link (i.e. **Resume**).

List View

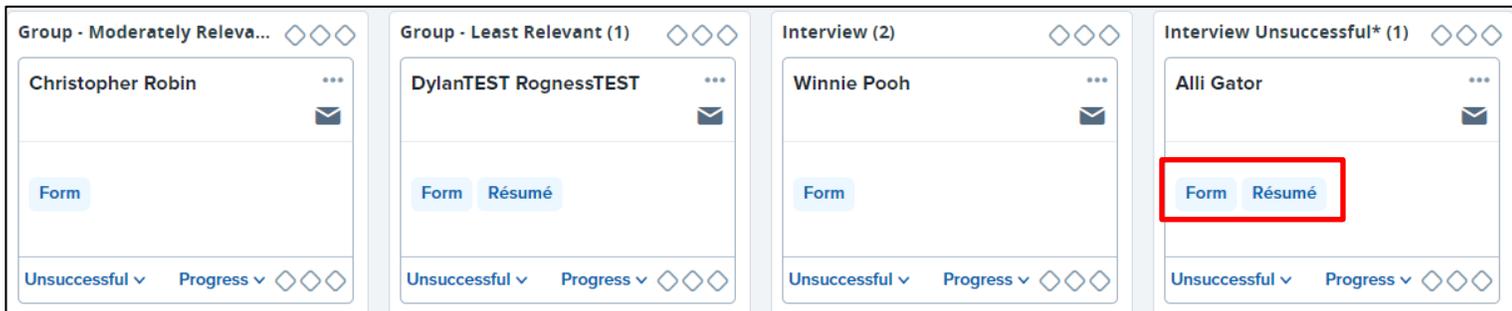
Under the **documents column**, click **Form** to review the application, which includes links to any attached documents. You may also click the document links to review attachments individually.



Applicant name	Flags	Application status	Documents	Actions
NOV 2 2021 Winnie Pooh Test.winnie.the.pooh.12345@gmail.com		Interview	Form	Progress Decline
OCT 28 2021 Spider Man Test**SpiderMan**@yahoo.com		Interview	Resume Form	Progress Decline

Card View

On the applicant "card", click **Form** to review the application, which includes links to any attached documents. You may also click the document links to review attachments individually.



Group - Moderately Releva...	Group - Least Relevant (1)	Interview (2)	Interview Unsuccessful* (1)
Christopher Robin Form Unsuccessful Progress	DylanTEST RognessTEST Form Résumé Unsuccessful Progress	Winnie Pooh Form Unsuccessful Progress	Alli Gator Form Résumé Unsuccessful Progress

Note: Clicking on the applicant's name will open up the applicant card. The History section of the applicant card will display any activities, application submissions, documents, notes, etc.

Joe Gator ●

[View profile](#) [View references](#) [Add flags](#)

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Number 2744

Original source [UF Job Listing](#)

e-Zines comms hold No

[Applications](#) [History](#) [CRM](#) [Resume](#)

509567 - Director of Talent Acquisition and Onboarding ⋮

Date submitted Jan 13, 2019	Applied via Employee referral	Status changed May 24, 2019 Interview Unsuccessful*	Offer No offer
Resume View	Form View	Add flags	

- Clicking the **Actions** drop down field on the applicant card will display a menu that provides options 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.

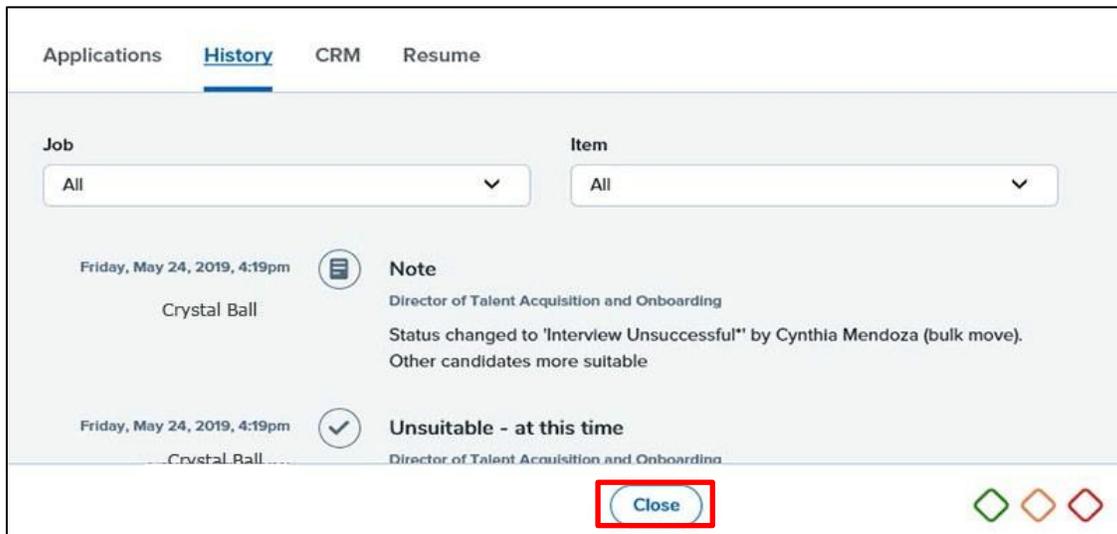
Joe Gator ●

[View profile](#) [View references](#) [Add flags](#)

[Actions](#) ▾

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 **Close** button when finished reviewing the application.



Additional Help

Further resources may be found in the [Careers at UF Toolkit](#).

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477.