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

   ![View applications link](image)

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

1. After logging into Careers at UF, click the **PageUp menu** icon in the upper, left corner.
2. 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.

![PageUp menu](image)
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.
Card View

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).
Instruction Guide

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.

![List View Image]

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.

![Card View Image]
**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.

6. 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.
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.