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 using your UF Gatorlink credentials.
2. Click **Nav Bar** > **Main Menu** > **Human Resources** > **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.

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.

Sort: First name (A-Z)
- First name (A-Z)
- First name (Z-A)
- Last name (A-Z)
- Last name (Z-A)
- Date submitted (First to Last)
- Date submitted (Last to First)
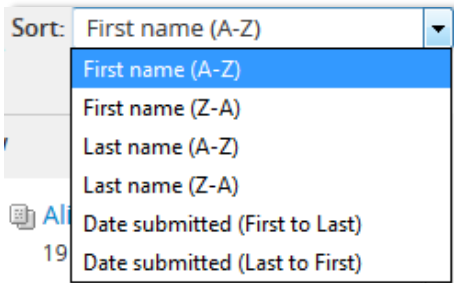
Sorting by Status

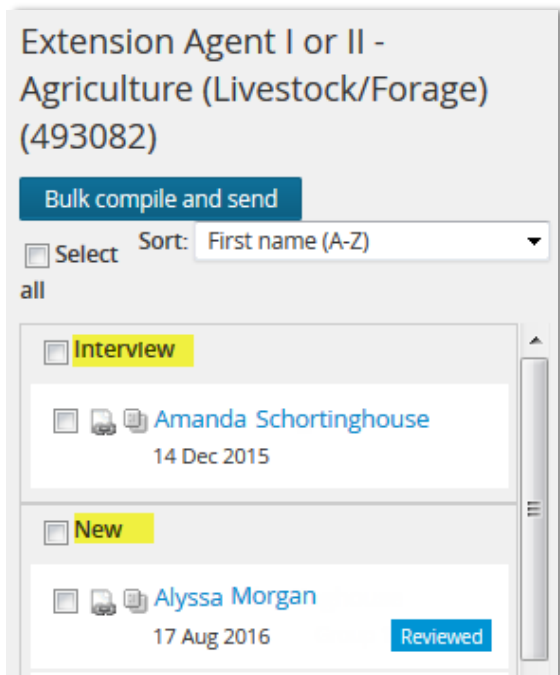When a user with an administrative role (approver, originator) changes the status of an applicant, the system automatically creates a grouping by status. Search committee members will see the groupings and may sort by any option in the **Sort** dropdown. For example, below are two groupings, **Interview**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

Extension Agent I or II - Agriculture (Livestock/Forage) (493082)

Bulk compile and send

☐ Select all   Sort: First name (A-Z)

☐ Interview

☐ Amanda Schortinghouse
14 Dec 2015

☐ New

☐ Alyssa Morgan
17 Aug 2016   Reviewed

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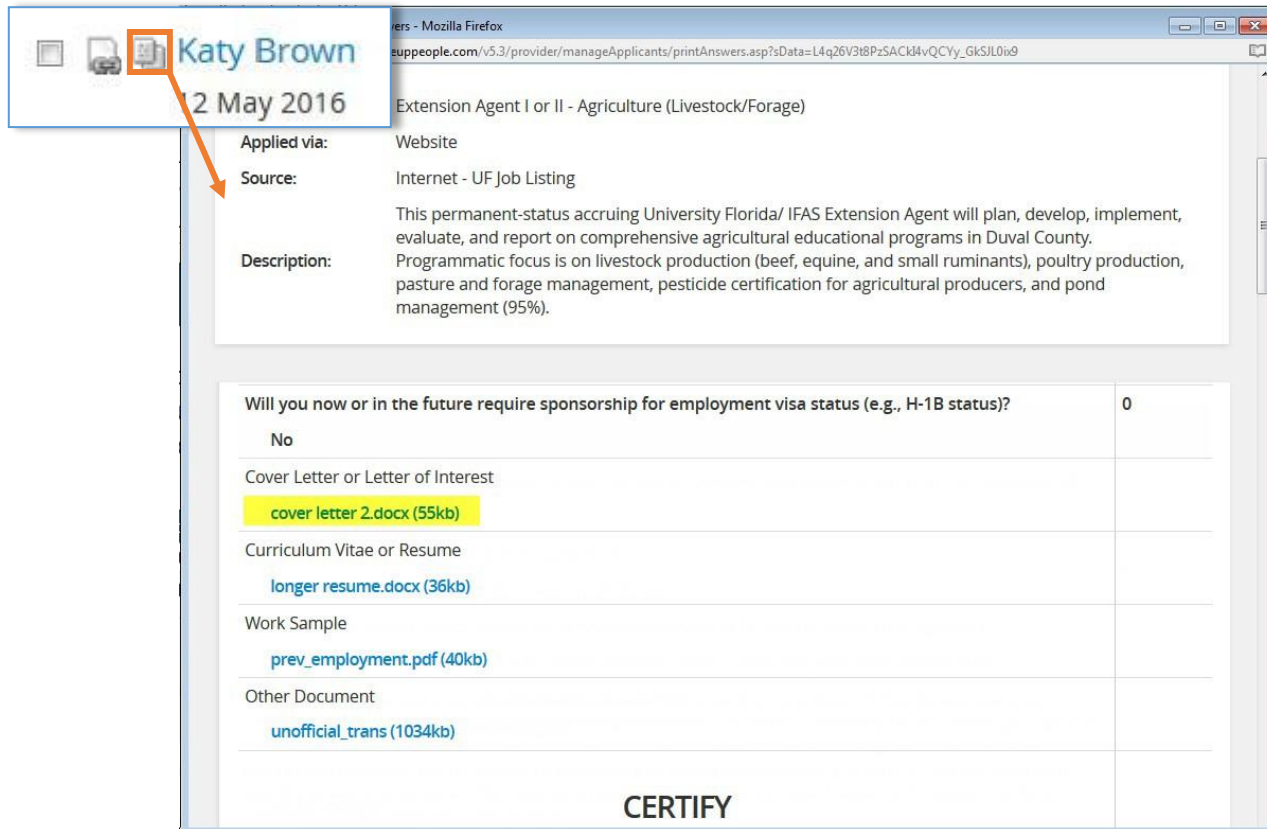
Note! If the document is not listed in this section, the applicant did not attach it when submitting the application.

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.

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Instruction Guide

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

ℹ️ 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.
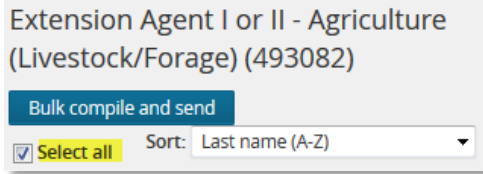
Marking an Applicant as Reviewed

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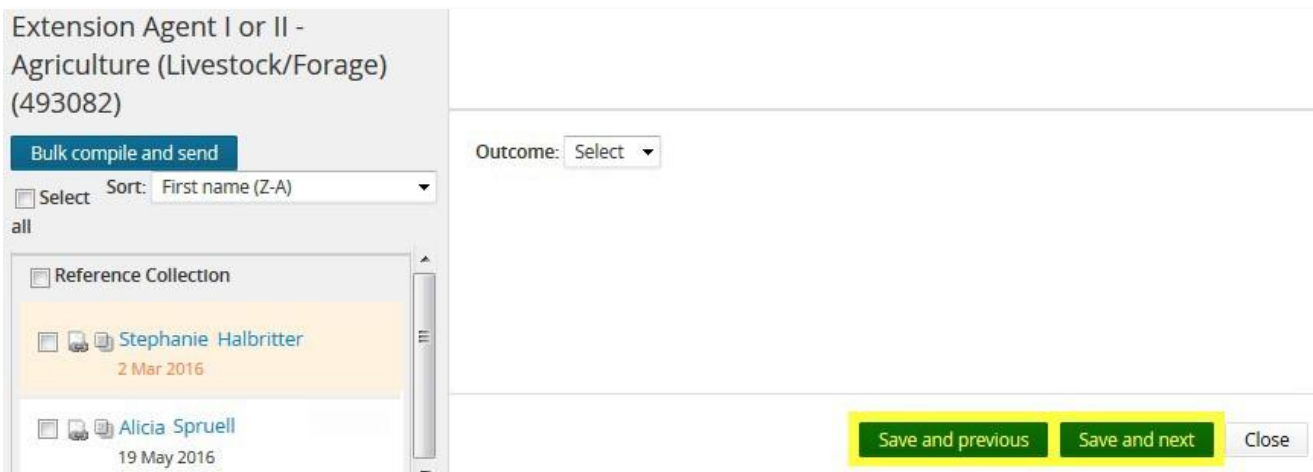
- **Save and Next:** Marks the person as "Reviewed" and highlights the next applicant.
- **Save and Previous:** Marks the person as "Reviewed" and highlights the previous applicant.

If you need help with...

- Further resources are available in the Careers at UF toolkit.

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.