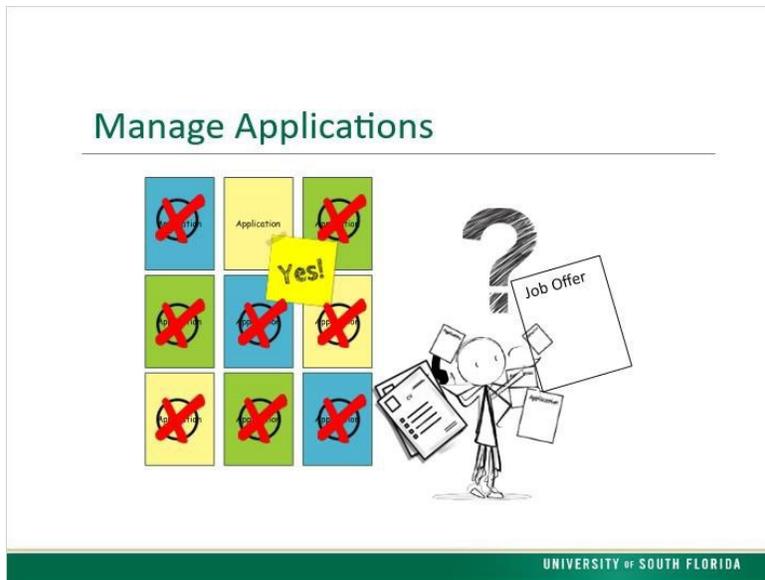


Manage Applications



All of the job applications are submitted and ready. What do you need to do? You'll need to review the resumes and applications, and reject applicants that don't meet minimum qualifications. Continue to narrow your choices, rejecting applicants as you go. Next, you will need to conduct interviews and reject applicants not selected. Once you have chosen your preferred applicant and rejected all others, you will proceed to prepare a job offer.

Considerations

There are a few considerations to mention before we go further into the process:

- Veterans preference
- Downloading materials

Veterans Preference

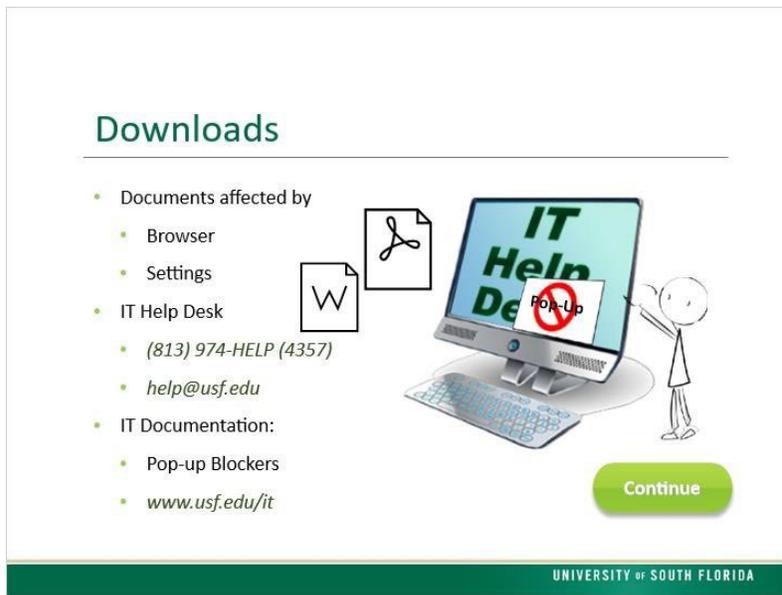
In compliance with Chapter 295, Florida Statute, the University of South Florida is committed to providing preference to U.S. veterans and spouses of veterans in hiring, promotion, and retention for all qualified positions, as prescribed by the chapter. Qualified positions include all Staff positions. Preference does not apply to Temporary, Administration, or Faculty positions. Each position that qualifies for Veterans' Preference will be identified in the posting details.

Veterans Preference requires ALL qualified eligible veterans, including eligible spouses, be given an interview. Applicants are required to submit the correct documentation in order to qualify for Veteran's Preference. If the

correct documentation has not been submitted, the department is required to contact the veteran at least three times by various means such as phone or email. This means of contact is now required by the Department of Veteran’s Affairs to provide the applicant the opportunity to submit the required documentation.

When making a hiring decision, if there are two final candidates in the pool with equal qualifications, the position must be offered to the Veteran.

Downloads



Downloads

- Documents affected by
 - Browser
 - Settings
- IT Help Desk
 - (813) 974-HELP (4357)
 - help@usf.edu
- IT Documentation:
 - Pop-up Blockers
 - www.usf.edu/it

UNIVERSITY of SOUTH FLORIDA

During the process of managing applications, resumes and other attachments will need to be downloaded. PDFs and Word documents are the most common attachments and they will either open or download depending on the browser you use and your settings. If you need help with browser or pop-up settings, contact the IT Help Desk or visit the IT documentation on Pop-up Blockers

Navigate Recruiting

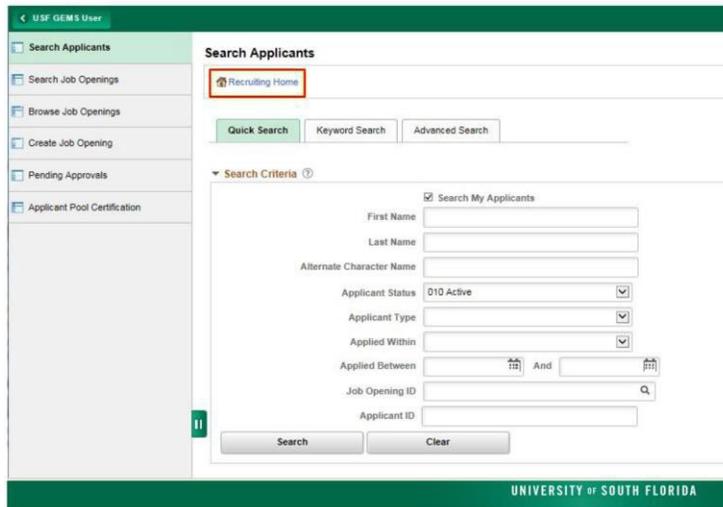
Let’s look at the recruiting screens. From the USF Gems User Menu, click the Recruiting Tile.



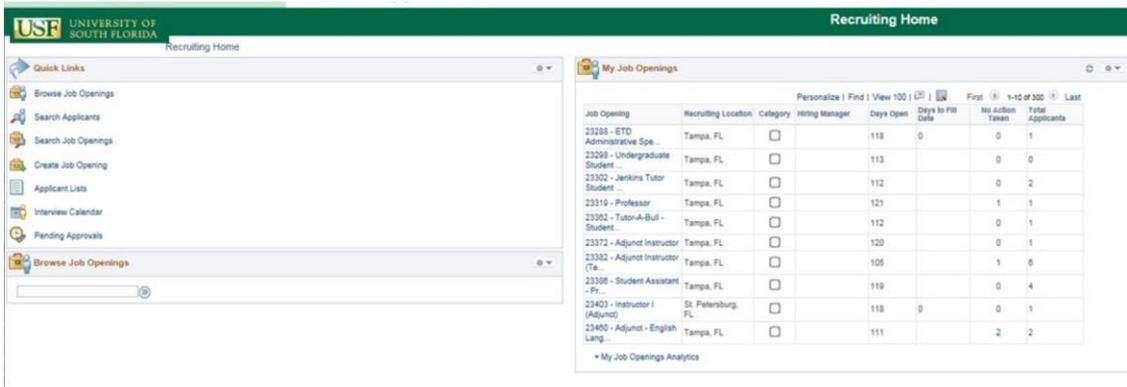
USF GEMS User

- Administer Training
- Employee/Job Data
- Funding Commitment
- Payroll/Budget
- Position/Profile Management
- Recruiting**
- Reporting

At the top of the page, click the “Recruiting Home” icon

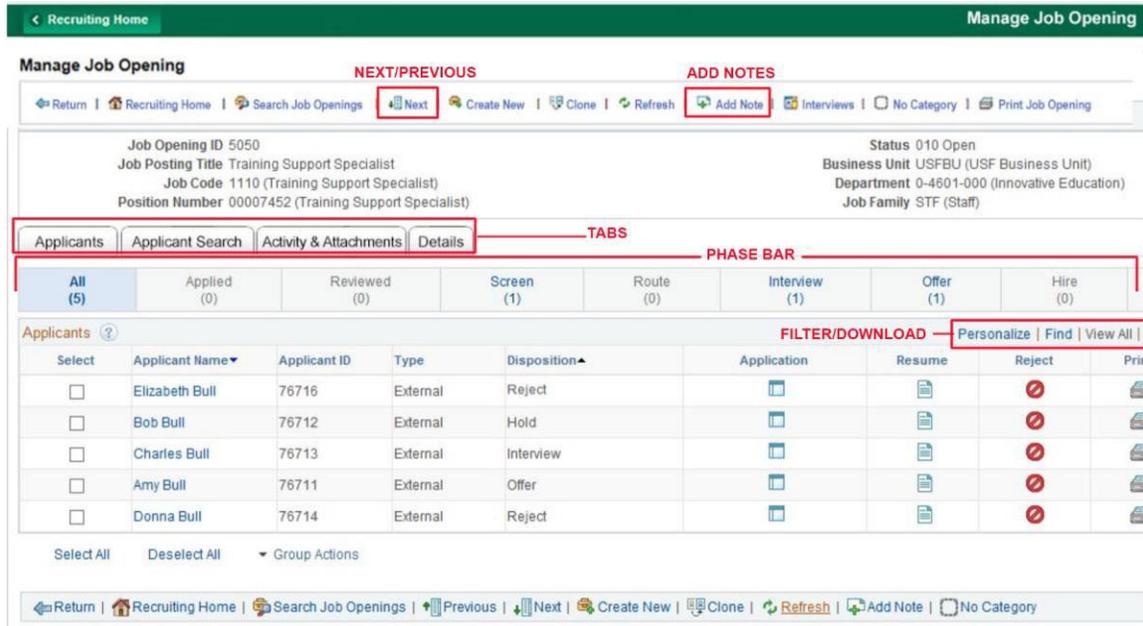


On the Recruiting home page, you’ll see Quick links on the left, providing quick access to frequently used pages. My job openings in the center provides a view of your job openings.



(If you don’t see any job listings, try changing the personalization settings by clicking the gear icon on the top right).

1.10 Manage Job Opening



Manage Job Opening

Job Opening ID 5050
 Job Posting Title Training Support Specialist
 Job Code 1110 (Training Support Specialist)
 Position Number 00007452 (Training Support Specialist)

Status 010 Open
 Business Unit USFBU (USF Business Unit)
 Department 0-4601-000 (Innovative Education)
 Job Family STF (Staff)

Applicants | Applicant Search | Activity & Attachments | Details

PHASE BAR

All (5)	Applied (0)	Reviewed (0)	Screen (1)	Route (0)	Interview (1)	Offer (1)	Hire (0)	
Applicants ? FILTER/DOWNLOAD — Personalize Find View All								
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject	Print
<input type="checkbox"/>	Elizabeth Bull	76716	External	Reject				
<input type="checkbox"/>	Bob Bull	76712	External	Hold				
<input type="checkbox"/>	Charles Bull	76713	External	Interview				
<input type="checkbox"/>	Amy Bull	76711	External	Offer				
<input type="checkbox"/>	Donna Bull	76714	External	Reject				

Select All | Deselect All | Group Actions

Once you select a job opening, The Manage Job Opening page opens. You will notice the header bar with icons to jump quickly to other pages. You can move to the next or previous job opening. Use the Add Note icon to add a note about the job opening. Notes created using “Add Note” will appear on the Activity and Attachments tab. Below the job opening header, there are four tabs:

1. The Applicants tab is the default tab that we are on now, showing the applicants and their status. Use this to review applicants and perform applicant-specific recruiting activities. Use the options at the top of the listing to find an applicant, move to first/last in a list, view all applicants or download to Excel. Downloading to Excel is a handy tool to provide search committees or interviewers with a listing.
2. The Applicant Search tab is not Currently used.
3. Use the Activity & Attachments tab to review the job’s status history along with job-related notes, attachments, expenses, and saved applicant searches or add notes about the recruitment or about applicants.

Use “Add Attachment” to add all documents pertaining to this job opening. Examples:

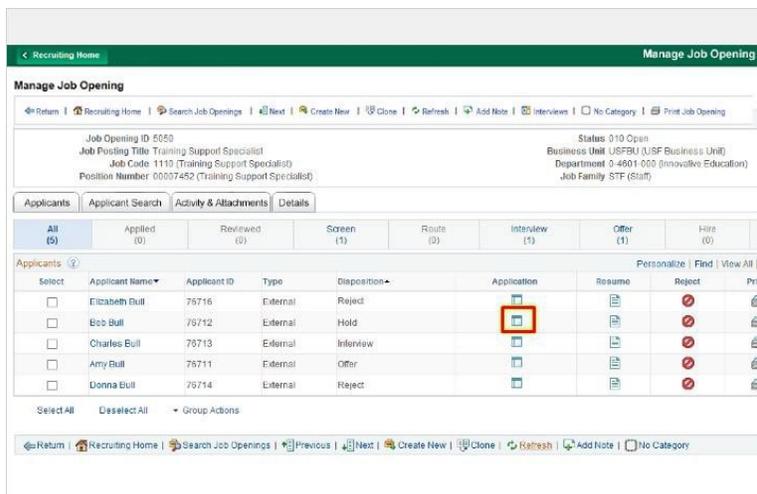
- Search plan
- Interview questions
- Interview notes from all interviews

- Documentation required to seek hiring approval
- Employment verification
- Employment references
- Degree verification
- Copies of required license or certification

4. The details tab corresponds to the information from when you originally created the job opening. The job opening template controls the content and layout of this tab's subsections.

Also note the phase bar on the Manage Job Opening page; as you manage your applicants you will move them through the phases from applied to review, then interview. The phase bar displays the number of applicants at different stages. Clicking on a phase will filter the list to show only those applicants in that phase.

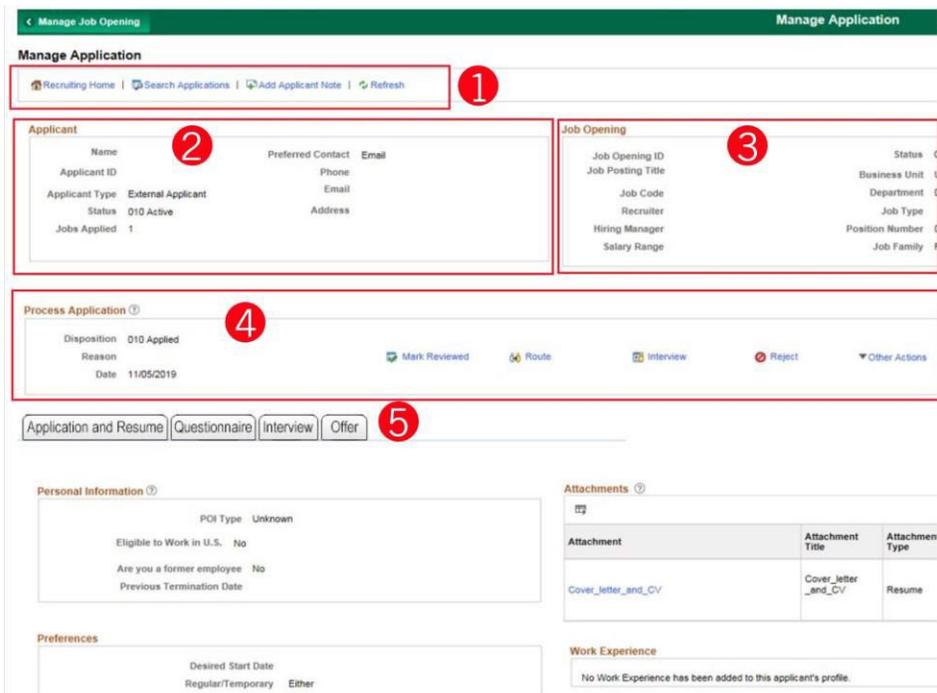
Application Icon



Now that we've looked at the page for the job opening, let's look at individual applicants within that opening.

Starting on the Manage Job Opening Tab, review an applicant's application by clicking on the 'Application' icon.

Manage Application



The screenshot shows the 'Manage Application' interface. At the top is a green header bar with a back arrow and 'Manage Job Opening' on the left, and 'Manage Application' on the right. Below the header is a navigation bar with icons for 'Recruiting Home', 'Search Applications', 'Add Applicant Note', and 'Refresh', labeled with a red circle '1'. The main content area is divided into two columns: 'Applicant' (left) and 'Job Opening' (right), both labeled with red circles '2' and '3' respectively. The 'Applicant' section includes fields for Name, Applicant ID, Applicant Type, Status, and Jobs Applied. The 'Job Opening' section includes Job Opening ID, Job Posting Title, Job Code, Recruiter, Hiring Manager, Salary Range, Status, Business Unit, Department, Job Type, Position Number, and Job Family. Below these is the 'Process Application' section, labeled with a red circle '4', showing 'Disposition: D10 Applied', 'Reason', and 'Date: 11/05/2019', along with buttons for 'Mark Reviewed', 'Route', 'Interview', 'Reject', and 'Other Actions'. At the bottom is a tabbed interface labeled with a red circle '5', with tabs for 'Application and Resume', 'Questionnaire', 'Interview', and 'Offer'. The 'Application and Resume' tab is active, showing 'Personal Information' (POI Type, Eligible to Work in U.S., Are you a former employee, Previous Termination Date), 'Attachments' (Cover letter and CV), and 'Work Experience' (No Work Experience has been added to this applicant's profile).

The manage application page opens with all of the information you need at your fingertips.

(1) Starting at the top, you still have the header bar with icons for quick access.

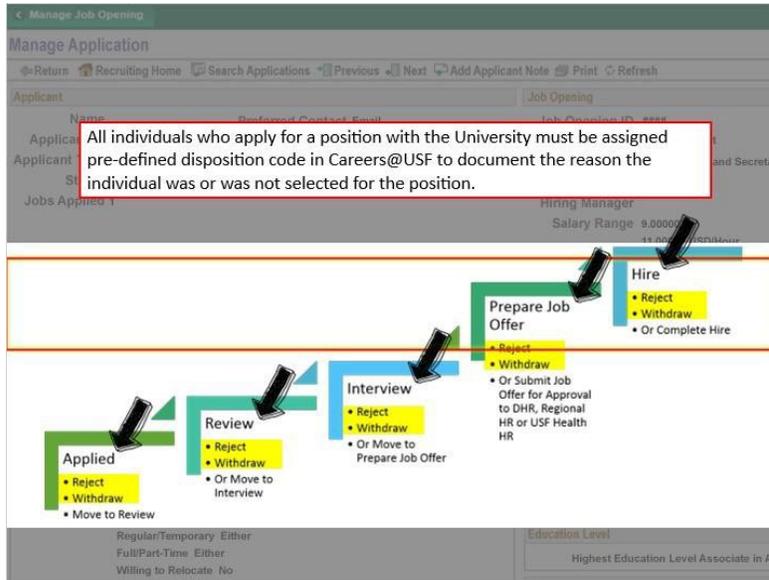
(2 and 3) Just below the header bar is the applicant information section and the job opening information section.

(4) The process application section is where the applicant's status is changed in the disposition process, which will be covered in the next section.

(5) The lower section of the manage application page has tabs.

- On the Application and resume tab, the left side of the page contains information delivered by PeopleSoft but not used by USF.
- On the right side, work experience, education, training and other information is below the attachments section. Additional information is available by clicking the details icons.
- In the questionnaire tab, you can view how applicants answered a series of questions ranging from their eligibility to work to their Veterans status.
- The interview and offer tabs will only show up if the applicant makes it to the "interview" and "offer" stages.

Dispositioning



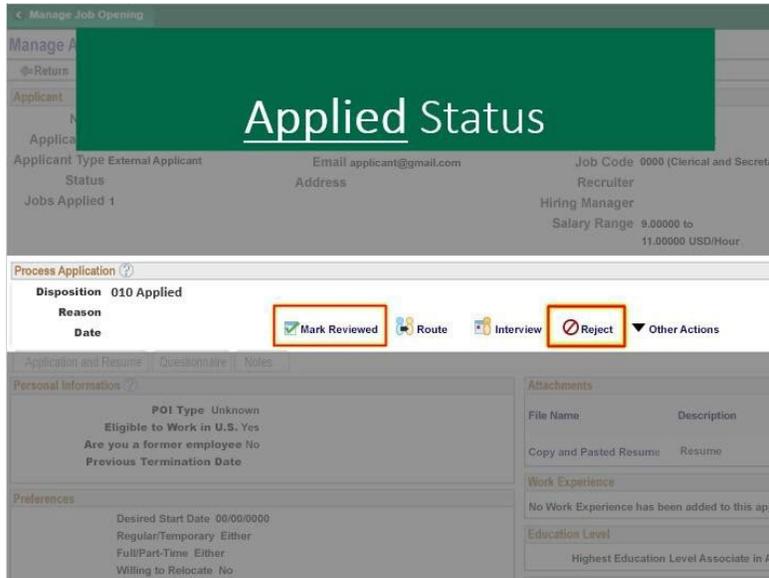
Recall the process application section where applicant statuses are changed during the disposition process.

All individuals who apply for a position with the University must be assigned a pre- defined disposition code in Careers@USF to document the reason the individual was or was not selected for the position.

This process tracks where and why an applicant fell out of the hiring process, if they did not make it to the hiring stage.

An applicant may fall out of consideration at any of the stages shown here: Applied, Review, Interview, Prepare Job Offer or Hire. Applicants who fall out of consideration will enter a Reject or Withdrawn status, and must be assigned a disposition code that provides the most appropriate reason.

Applied Status

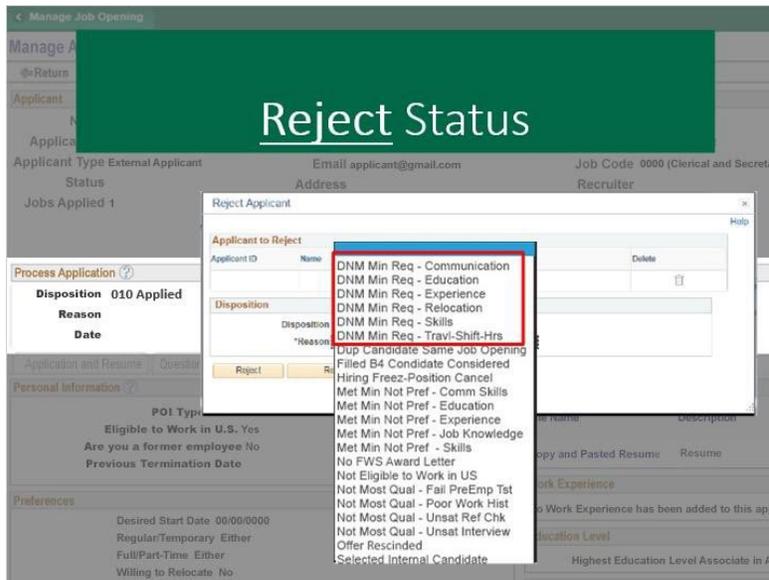


While in APPLIED status the Hiring Department Representative will need to screen for the basic minimum requirements and either:

- Reject any applicants that do not meet the basic minimum requirements.
- Or move an Applicant to a status of REVIEWED To move an applicant

to REJECT, use the REJECT icon.

Reject Status

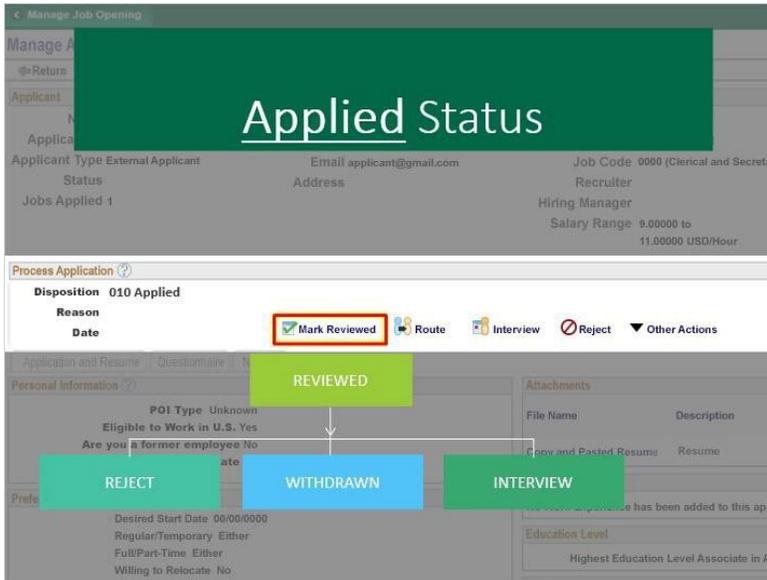


Notes:

When an applicant is moved to REJECT status due to not meeting basic minimum requirements, select the most appropriate of the following reasons:

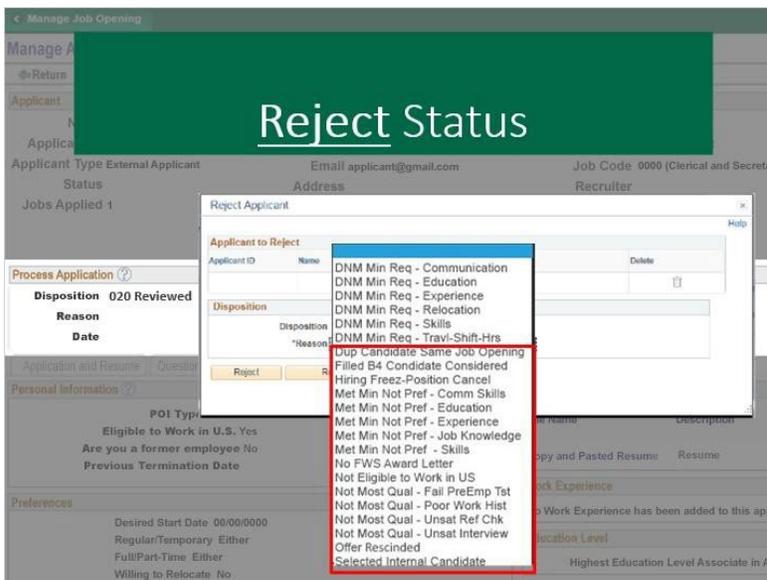
Does not meet minimum requirements- for either Communication, Education, Experience, Relocation, Skills, Travel-Shift-Hours

Applied to Reviewed Status



Applicants who meet the minimum requirements should be marked as Reviewed by clicking the Mark Reviewed icon. There is no reason to select when choosing Reviewed. From the Reviewed status, an applicant can be moved to Reject, Withdrawn or Interview.

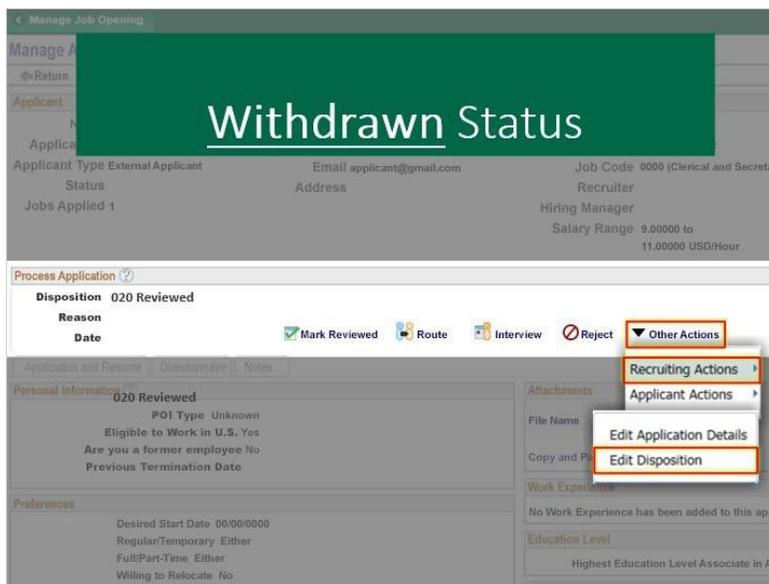
Reject Status



If the applicant does meet minimum requirements but is still moving to a REJECT status, select the most appropriate of the following reasons:

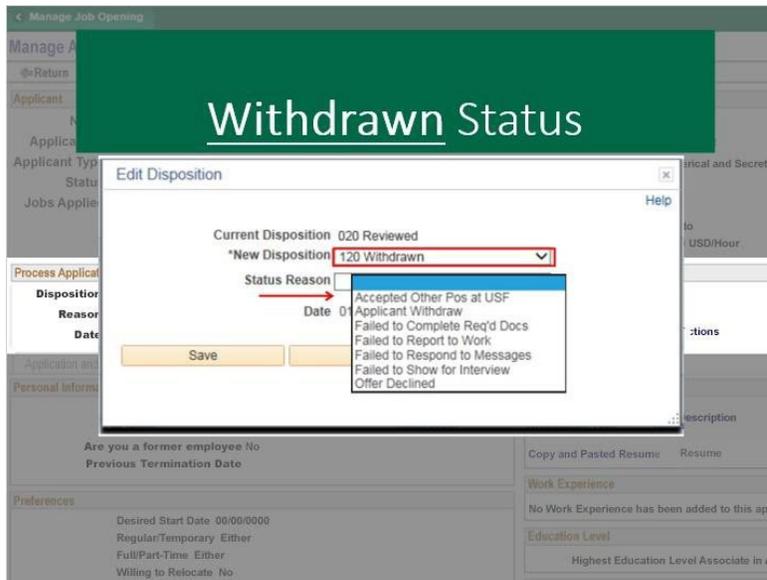
- Duplicate Candidate for the Same Job Opening
- Position Filled Before candidate was considered
- Hiring Freeze- Position Canceled
- Met Minimum but Not Preferred Requirements- for either Communication Skills, Education, Experience, Job Knowledge, or Skills
- No FWS Award Letter
- Not Eligible to Work in the U.S.
- Not Most Qualified- for either a Failed PreEmployment Test, Poor Work History, Unsatisfactory Reference Check or Unsatisfactory Interview
- You may also choose “Offer Rescinded” or
- Selected Internal Candidate

Withdrawn Status



If the applicant has withdrawn at any time during the recruitment process, select the Withdrawn status. To move an applicant to WITHDRAWN, go to the OTHER ACTIONS dropdown menu, then RECRUITING ACTIONS - EDIT DISPOSITION

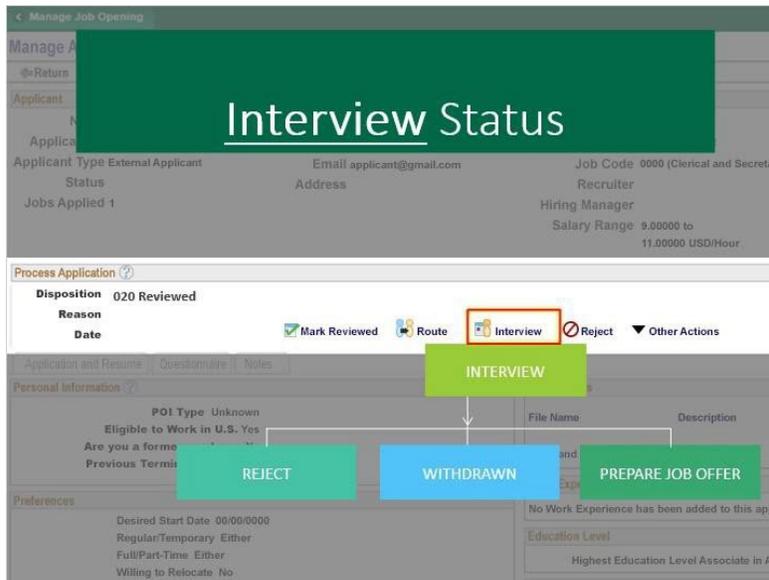
Withdrawn Status



The Edit Disposition Screen will pop up. Choose Withdrawn as the New Disposition. Then select one of the following reasons:

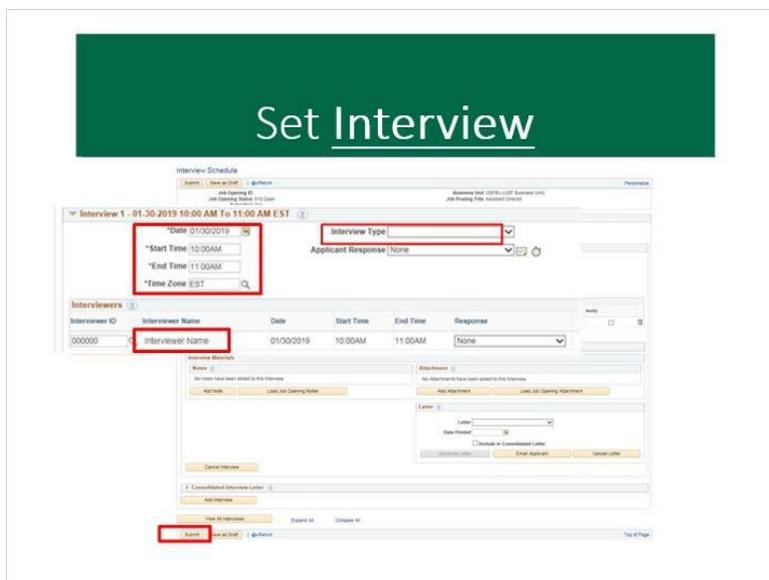
- Accepted Other Position at USF
- Applicant Withdraw
- Failed to Complete Required Documents, Report to Work, Respond to Messages or Show for Interview
- Offer Declined

Interview Status



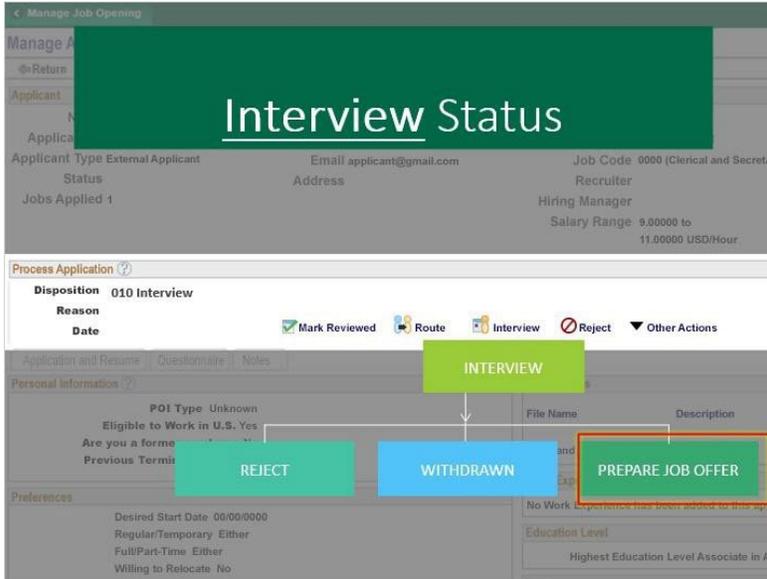
Once an applicant has been identified for an interview, update their status to Interview by clicking the Interview icon. There is no reason code that needs to be applied. From Interview, an applicant can move to reject, withdrawn or on to the Prepare Job Offer stage.

Set Interview



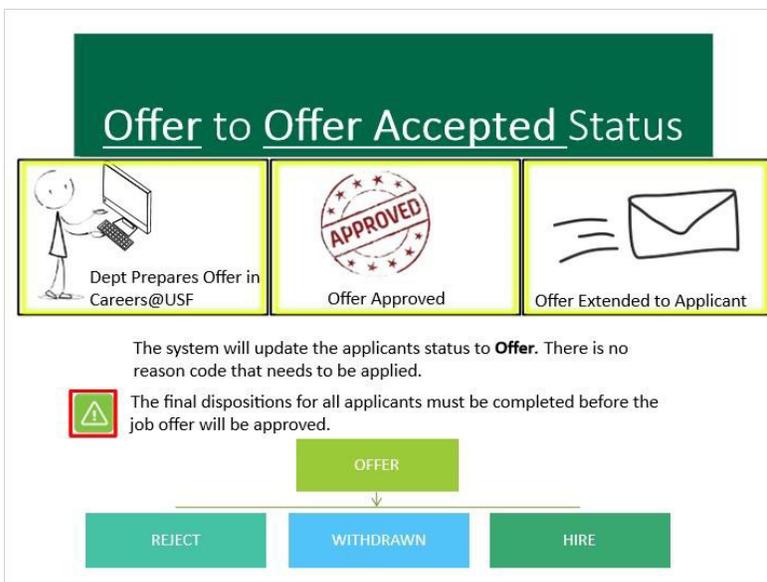
You will need to set up an interview by entering the date, start time, end time and time zone of the interview. Select the type of interview. The interviewer’s name will auto populate from the job opening. Click “submit”.

Interview Status



Let’s look at what happens if an applicant moves from Interview to the Prepare Job Offer stage.

Offer to Offer Accepted Status



Once the department has prepared a job offer in Careers@ USF and the offer has been approved by DHR, USF Health HR or the Regional HR office, the department will post the offer (extend) to the applicant and the system will update the applicants status to Offer. There is no reason code that needs to be applied. The final dispositions for all applicants must be completed before the job offer will be approved.

From Offer, an applicant can move to reject, withdrawn or on to the Hire stage.

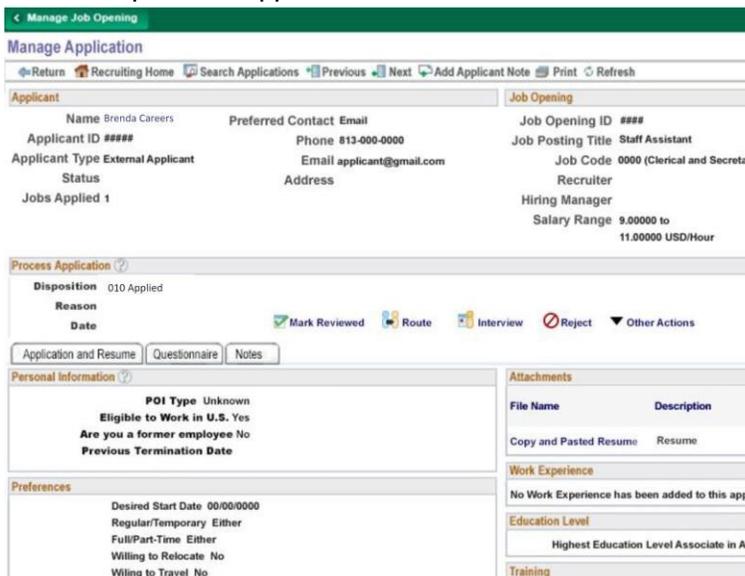
Ready to Hire to Hire Status

Once DHR, USF Health HR or one of the Regional HR Offices has been notified that the applicant has accepted the offer, they will move the applicant to the Prepare for Hire step which will move them into the Ready to Hire status. There is no reason code that needs to be applied.

DHR, USF Health HR or the Regional HR Office will complete the Manage Hires process in Careers@USF. Once complete, the selected applicant’s status will change to Hired. There is no reason code that needs to be applied.

Example 1: Brenda Careers

Let’s look at an example of an applicant, Brenda Careers.



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant		Job Opening	
Name Brenda Careers	Preferred Contact Email	Job Opening ID ###	
Applicant ID ####	Phone 813-000-0000	Job Posting Title Staff Assistant	
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secretari	
Status	Address	Recruiter	
Jobs Applied 1		Hiring Manager	
		Salary Range 9.00000 to 11.00000 USD/Hour	

Process Application

Disposition 010 Applied

Reason

Date

Mark Reviewed Route Interview Reject Other Actions

Application and Resume Questionnaire Notes

Personal Information		Attachments	
POI Type Unknown		File Name	Description
Eligible to Work in U.S. Yes		Copy and Pasted Resume	Resume
Are you a former employee No			
Previous Termination Date			

Preferences

Desired Start Date 00/00/0000

Regular/Temporary Either

Full/Part-Time Either

Willing to Relocate No

Willing to Travel No

Work Experience

No Work Experience has been added to this appli

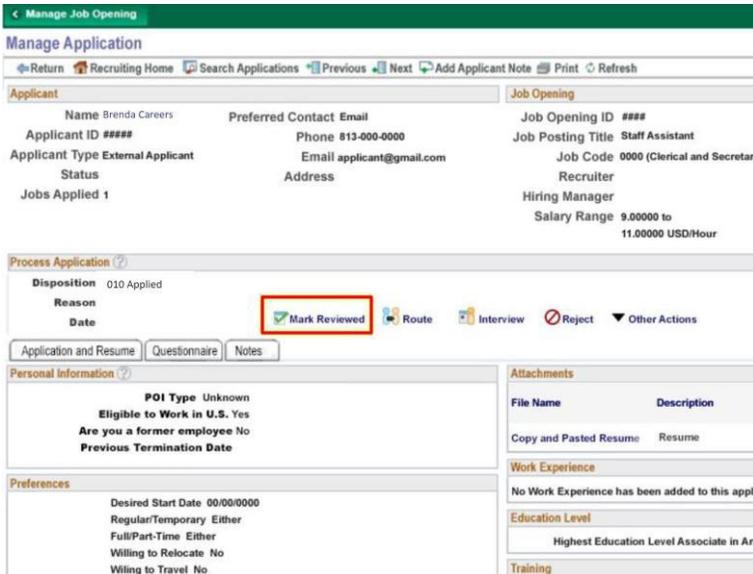
Education Level

Highest Education Level Associate in Art

Training

Brenda has a current status of Applied. You have looked at Brenda’s resume, experience and education level. You have determined that she has met the basic

minimum requirements, and you are now ready to move to the next phase. In the Process Application section, click the Mark Reviewed icon.



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant

Name Brenda Careers Preferred Contact Email
 Applicant ID ##### Phone 813-000-0000
 Applicant Type External Applicant Email applicant@gmail.com
 Status Address
 Jobs Applied 1

Job Opening

Job Opening ID ####
 Job Posting Title Staff Assistant
 Job Code 0000 (Clerical and Secretari
 Recruiter
 Hiring Manager
 Salary Range 9.00000 to 11.00000 USD/Hour

Process Application

Disposition 010 Applied
 Reason
 Date

Mark Reviewed Route Interview Reject Other Actions

Application and Resume Questionnaire Notes

Personal Information

POI Type Unknown
 Eligible to Work in U.S. Yes
 Are you a former employee No
 Previous Termination Date

Attachments

File Name	Description
Copy and Pasted Resume	Resume

Work Experience

No Work Experience has been added to this appli

Education Level

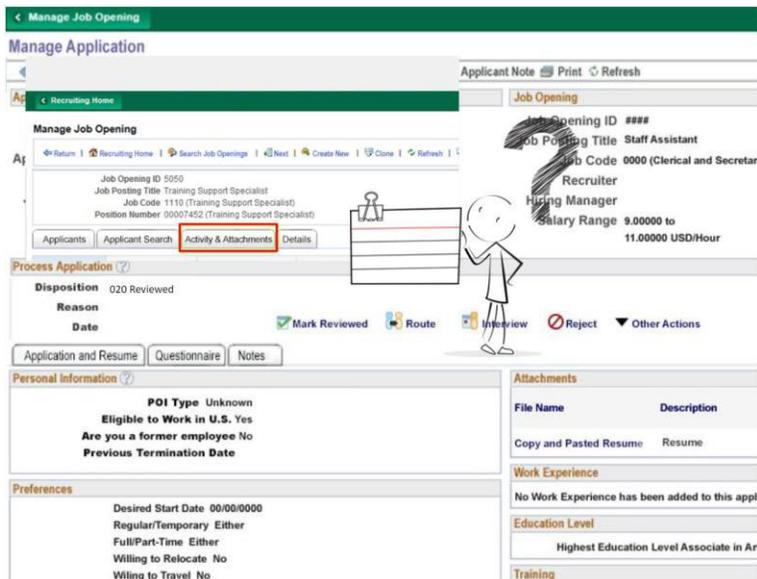
Highest Education Level Associate in Art

Training

Preferences

Desired Start Date 00/00/0000
 Regular/Temporary Either
 Full/Part-Time Either
 Willing to Relocate No
 Willing to Travel No

Example 1: Reviewed Status



Manage Application

Applicant Note Print Refresh

Recruiting Home Job Opening

Manage Job Opening

Return Recruiting Home Search Job Openings Next Create New Close Refresh

Job Opening ID 5050
 Job Posting Title Training Support Specialist
 Job Code 1110 (Training Support Specialist)
 Position Number 00007452 (Training Support Specialist)

Applicants Applicant Search Activity & Attachments Details

Process Application

Disposition 020 Reviewed
 Reason
 Date

Mark Reviewed Route Interview Reject Other Actions

Application and Resume Questionnaire Notes

Personal Information

POI Type Unknown
 Eligible to Work in U.S. Yes
 Are you a former employee No
 Previous Termination Date

Attachments

File Name	Description
Copy and Pasted Resume	Resume

Work Experience

No Work Experience has been added to this appli

Education Level

Highest Education Level Associate in Art

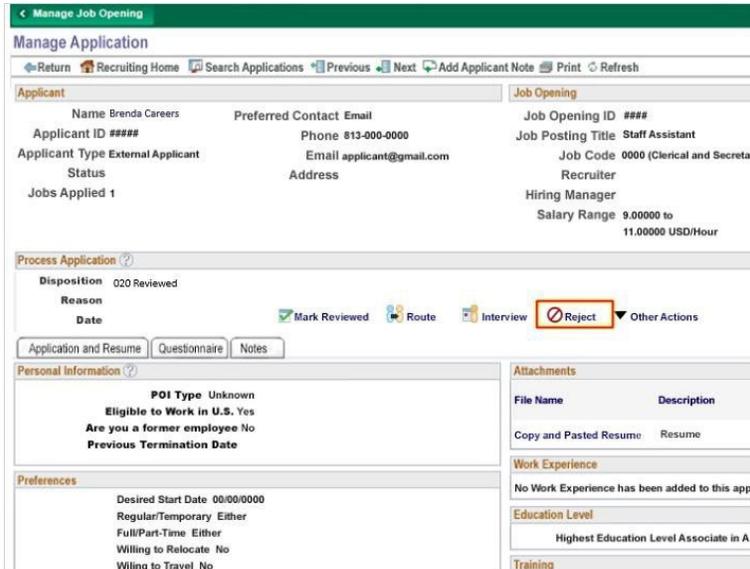
Training

Preferences

Desired Start Date 00/00/0000
 Regular/Temporary Either
 Full/Part-Time Either
 Willing to Relocate No
 Willing to Travel No

Brenda's status is now Reviewed. We like what we see in this applicant's resume but have some questions, so we sent an email asking for more information. It's important to document this communication by adding a note on the Activity and Attachments tab found on the Manage Job Opening page.

Example 1: Reject



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant		Job Opening	
Name Brenda Careers	Preferred Contact Email	Job Opening ID ###	
Applicant ID ###	Phone 813-000-0000	Job Posting Title Staff Assistant	
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secretari	
Status	Address	Recruiter	
Jobs Applied 1		Hiring Manager	
		Salary Range 9.00000 to 11.00000 USD/Hour	

Process Application

Disposition 020 Reviewed

Reason

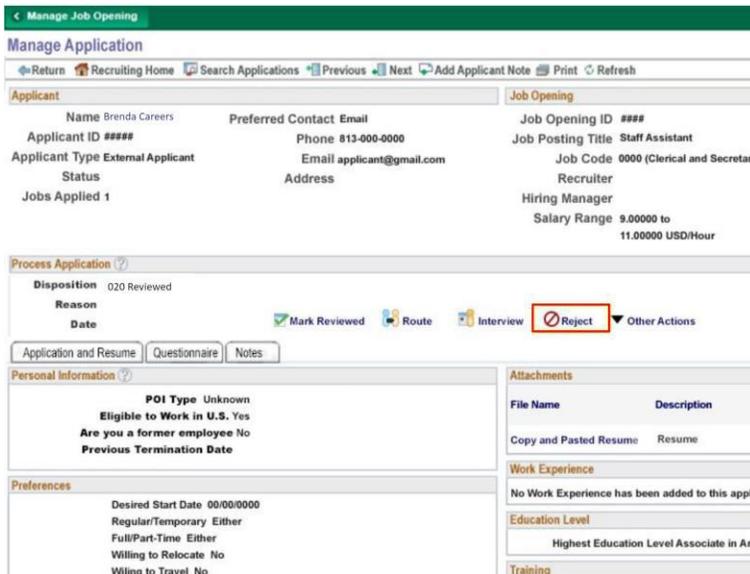
Date

Mark Reviewed
 Route
 Interview

Application and Resume Questionnaire Notes

Personal Information		Attachments	
POI Type Unknown	Eligible to Work in U.S. Yes	File Name	Description
Are you a former employee No	Previous Termination Date	Copy and Pasted Resume	Resume
Preferences		Work Experience	
Desired Start Date 00/00/0000	Regular/Temporary Either	No Work Experience has been added to this appli	
Full/Part-Time Either	Willing to Relocate No	Education Level	
Willing to Travel No		Highest Education Level Associate in Art	
		Training	

You have requested and received additional information on work history. After reviewing everything, you decide that she does not have the preferred experience. Click the Reject icon.



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant		Job Opening	
Name Brenda Careers	Preferred Contact Email	Job Opening ID ###	
Applicant ID ###	Phone 813-000-0000	Job Posting Title Staff Assistant	
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secretari	
Status	Address	Recruiter	
Jobs Applied 1		Hiring Manager	
		Salary Range 9.00000 to 11.00000 USD/Hour	

Process Application

Disposition 020 Reviewed

Reason

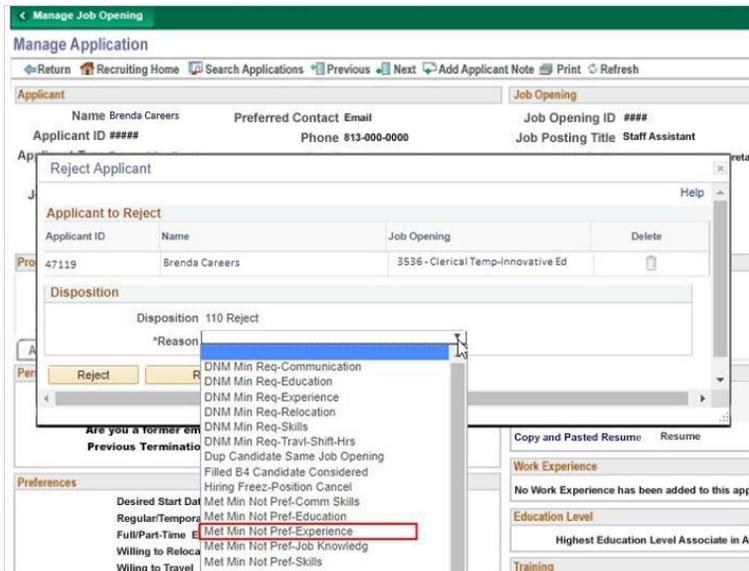
Date

Mark Reviewed
 Route
 Interview

Application and Resume Questionnaire Notes

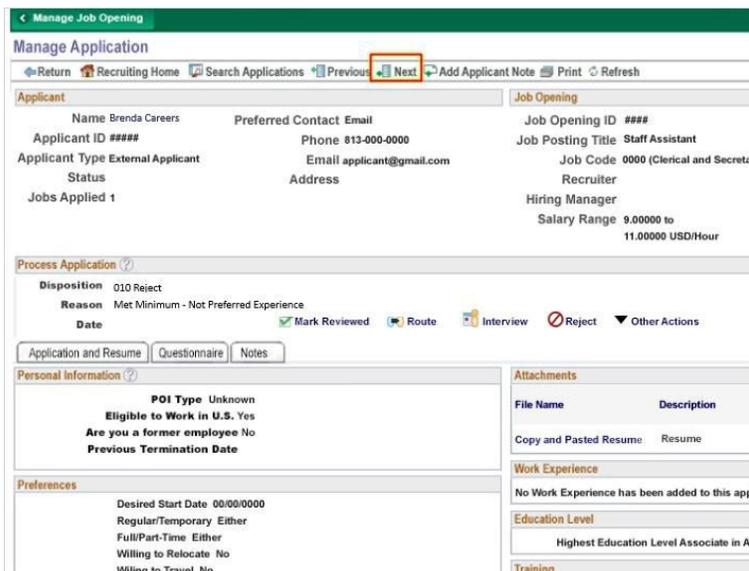
Personal Information		Attachments	
POI Type Unknown	Eligible to Work in U.S. Yes	File Name	Description
Are you a former employee No	Previous Termination Date	Copy and Pasted Resume	Resume
Preferences		Work Experience	
Desired Start Date 00/00/0000	Regular/Temporary Either	No Work Experience has been added to this appli	
Full/Part-Time Either	Willing to Relocate No	Education Level	
Willing to Travel No		Highest Education Level Associate in Art	
		Training	

Example 1: Reject Reason



The “Reject Applicant” dialog box opens. Here, you would use the drop-down to select the most appropriate reason. This would be “Met minimum, not preferred experience.”

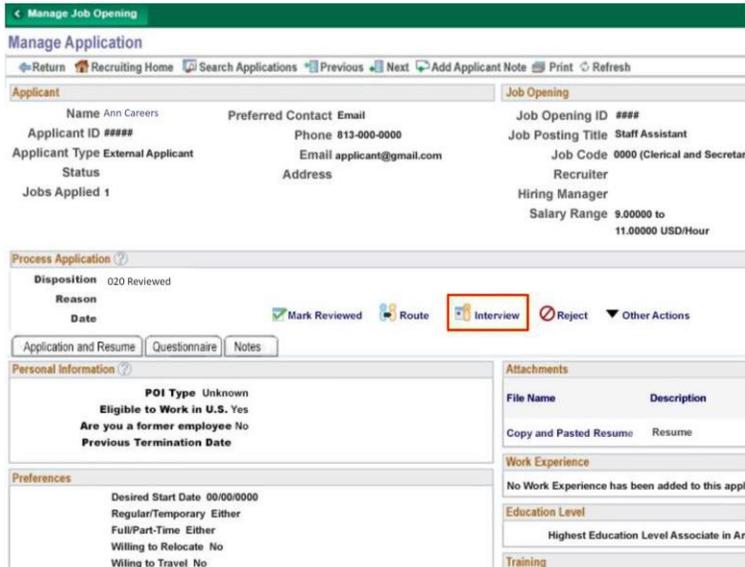
Example 1: Reject Status



Brenda Careers now has a status of reject with the reason “Met Minimum but not preferred qualifications - Experience.” having finished the review of Brenda’s application; you can move to the next applicant in the listing.

Follow the same steps for each applicant - review the resume, application and questionnaire. Then set the disposition.

Example 2: Ann Careers



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant		Job Opening	
Name Ann Careers	Preferred Contact Email	Job Opening ID ###	
Applicant ID #####	Phone 813-000-0000	Job Posting Title Staff Assistant	
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secretari	
Status	Address	Recruiter	
Jobs Applied 1		Hiring Manager	
		Salary Range 9.00000 to 11.00000 USD/Hour	

Process Application

Disposition 020 Reviewed

Reason

Date

Mark Reviewed Route **Interview** Reject Other Actions

Application and Resume Questionnaire Notes

Personal Information

POI Type Unknown

Eligible to Work in U.S. Yes

Are you a former employee No

Previous Termination Date

Attachments

File Name	Description
Copy and Pasted Resume	Resume

Work Experience

No Work Experience has been added to this appli

Education Level

Highest Education Level Associate in Art

Training

Preferences

Desired Start Date 00/00/0000

Regular/Temporary Either

Full/Part-Time Either

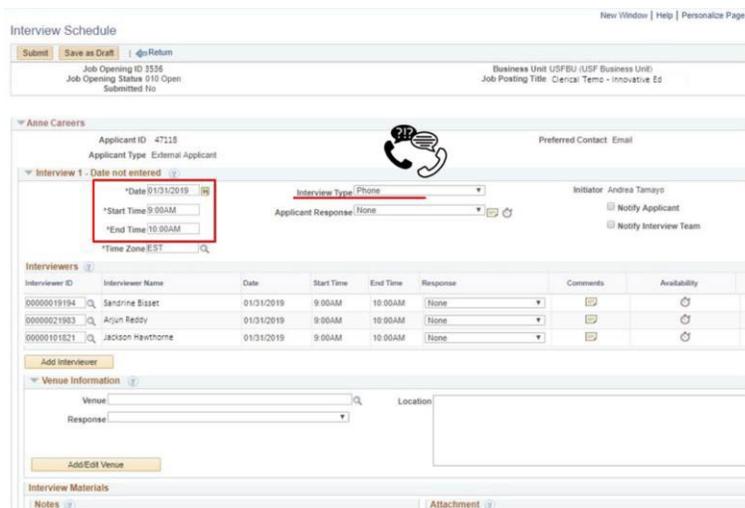
Willing to Relocate No

Wiling to Travel No

Our next example is Anne Careers. We have already set this disposition to Review. We would like to move forward with an interview, so we would Click the interview icon.

Example 2: Set Interview

The interview schedule page opens and we've started adding information. The page provides a robust method within the system of tracking when and where an interview is scheduled and who is participating in the interview.



Interview Schedule

Submit Save as Draft Return

Job Opening ID 2535 Business Unit USFBU (USF Business Unit)

Job Opening Status 910 Open Job Posting Title Clerical Temp - Innovative Ed

Submitted No

Anne Careers

Applicant ID 47118 Preferred Contact Email

Applicant Type External Applicant

Interview 1 - Date not entered

*Date 01/31/2019

*Start Time 9:00AM

*End Time 10:00AM

*Time Zone EST

Interview Type Phone

Applicant Response None

Initiator Andrea Tamayo

Notify Applicant

Notify Interview Team

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability
00000019184	Sandrae Bisset	01/31/2019	9:00AM	10:00AM	None		
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None		
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None		

Add Interviewer

Venue Information

Venue

Location

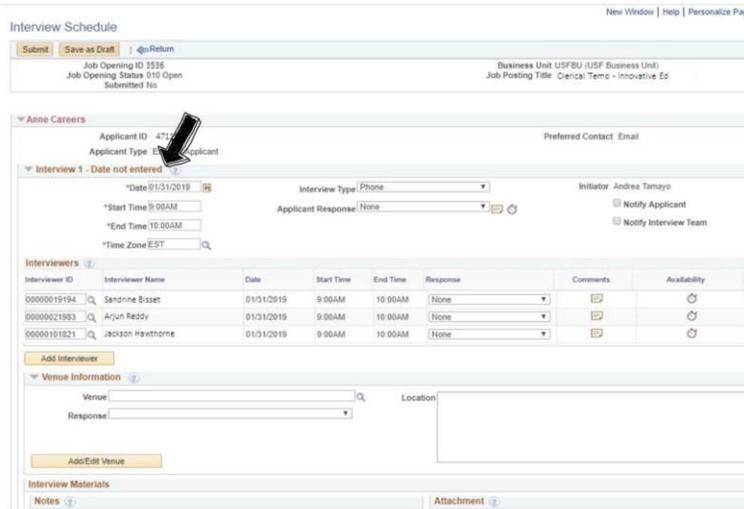
Response

Add/Edit Venue

Interview Materials

Notes Attachment

We have added interview 1 as a phone interview and added the date and times. At first, a “Date not entered” may appear. Once we finish adding all of the information and click “submit,” the “date not entered” text is updated.



Interview Schedule

Submit Save as Draft Return

Job Opening ID 3536 Business Unit USFBU (USF Business Unit)
Job Opening Status 010 Open Job Posting Title Clerical Temp - Innovative Ed
Submitted No

Applicant ID 47118 Applicant Type External Applicant Preferred Contact Email

Interview 1 - Date not entered

*Date 01/31/2019 Interview Type Phone Initiator Andrea Tamayo
*Start Time 9:00AM Applicant Response None Notify Applicant
*End Time 10:00AM Notify Interview Team
*Time Zone EST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability
00000019194	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None		
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None		
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None		

Add Interviewer

Venue Information

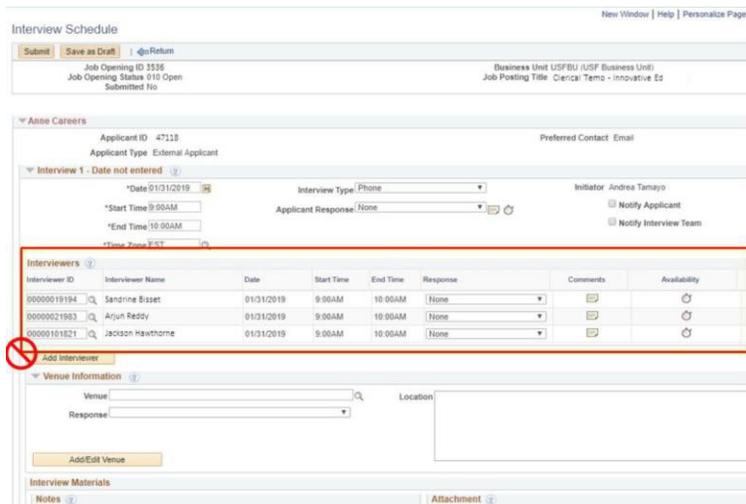
Venue Response Location

Add/Edit Venue

Interview Materials

Notes Attachment

The interviewers are populated from the Interviewers added on the Hiring Team tab when creating the job opening. If one or more interviewers are unavailable, they can be deleted.



Interview Schedule

Submit Save as Draft Return

Job Opening ID 3536 Business Unit USFBU (USF Business Unit)
Job Opening Status 010 Open Job Posting Title Clerical Temp - Innovative Ed
Submitted No

Applicant ID 47118 Applicant Type External Applicant Preferred Contact Email

Interview 1 - Date not entered

*Date 01/31/2019 Interview Type Phone Initiator Andrea Tamayo
*Start Time 9:00AM Applicant Response None Notify Applicant
*End Time 10:00AM Notify Interview Team
*Time Zone EST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability
00000019194	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None		
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None		
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None		

Add Interviewer

Venue Information

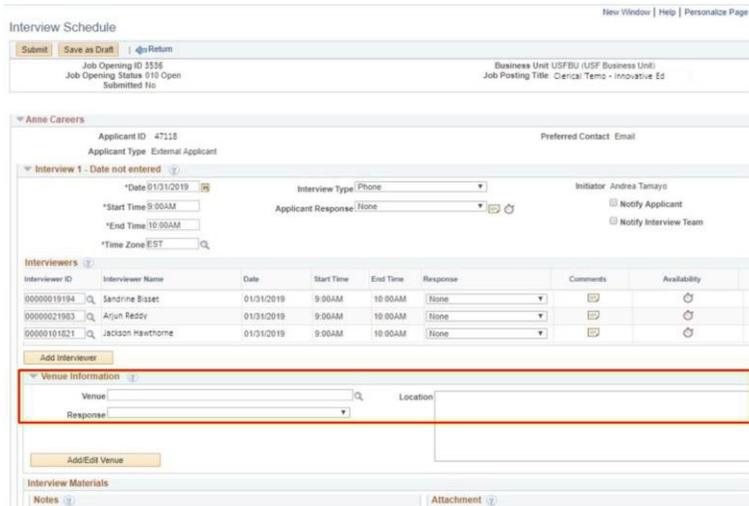
Venue Response Location

Add/Edit Venue

Interview Materials

Notes Attachment

Do not add interviewers here.



Interview Schedule

Submit Save as Draft Return

Job Opening ID 3336 Business Unit USFBU (USF Business Unit)
Job Opening Status 010 Open Job Posting Title Clerical Temp - Innovative Ed
Submitted No

Amie Careers Applicant ID 47118 Preferred Contact Email
Applicant Type External Applicant

Interview 1 - Date not entered
Date 01/31/2019 Interview Type Phone Initiator Andrea Tamayo
Start Time 9:00AM Applicant Response None Notify Applicant
End Time 10:00AM Notify Interview Team
Time Zone EST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability
00000019194	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None		
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None		
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None		

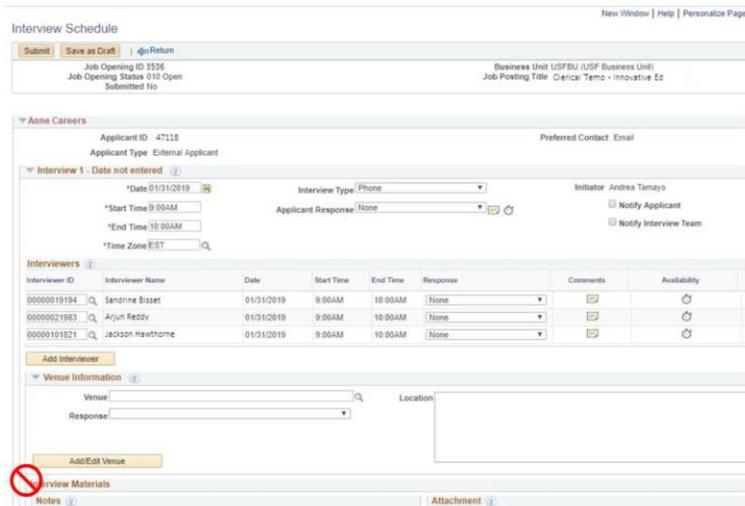
Add Interviewer

Venue Information
Venue Location
Response

Add/Edit Venue

Interview Materials
Notes Attachment

We have added information on the location of the interview.



Interview Schedule

Submit Save as Draft Return

Job Opening ID 3336 Business Unit USFBU (USF Business Unit)
Job Opening Status 010 Open Job Posting Title Clerical Temp - Innovative Ed
Submitted No

Amie Careers Applicant ID 47118 Preferred Contact Email
Applicant Type External Applicant

Interview 1 - Date not entered
Date 01/31/2019 Interview Type Phone Initiator Andrea Tamayo
Start Time 9:00AM Applicant Response None Notify Applicant
End Time 10:00AM Notify Interview Team
Time Zone EST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability
00000019194	Sandrine Bisset	01/31/2019	9:00AM	10:00AM	None		
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None		
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None		

Add Interviewer

Venue Information
Venue Location
Response

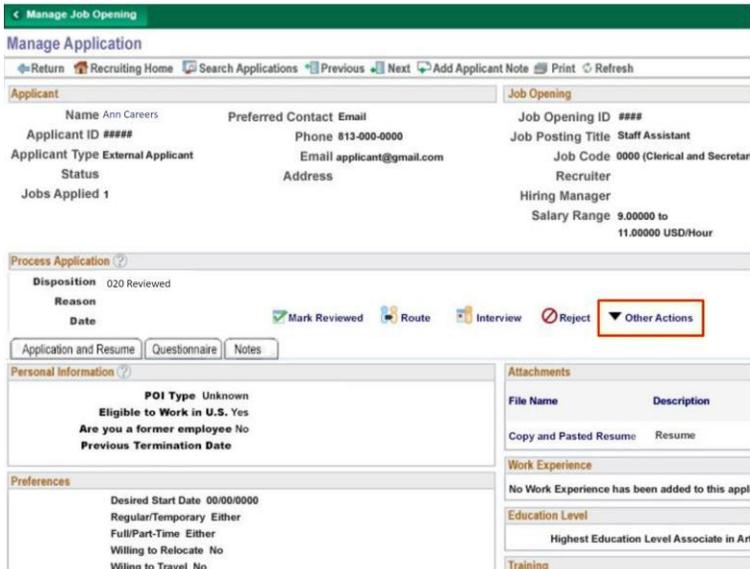
Add/Edit Venue

Interview Materials
Notes Attachment

Notice the Interview Materials section; Do not add any attachments here. Interview questions and all notes taken during the interview should be uploaded to Activity and Attachments on the Manage Job Opening page. Click Submit at the bottom of the page.

Repeat this process for all applicants interviewed and each type of interview.

Example 2: Withdraw



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant		Job Opening
Name Ann Careers	Preferred Contact Email	Job Opening ID ###
Applicant ID #####	Phone 813-000-0000	Job Posting Title Staff Assistant
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secretari
Status	Address	Recruiter
Jobs Applied 1		Hiring Manager
		Salary Range 9.00000 to 11.00000 USD/Hour

Process Application

Disposition 020 Reviewed

Reason

Date

Mark Reviewed Route Interview Reject **Other Actions**

Application and Resume Questionnaire Notes

Personal Information		Attachments
POI Type Unknown	Eligible to Work in U.S. Yes	File Name Description
Are you a former employee No	Previous Termination Date	Copy and Pasted Resume Resume

Preferences

Desired Start Date 00/00/0000

Regular/Temporary Either

Full/Part-Time Either

Willing to Relocate No

Willing to Travel No

Work Experience

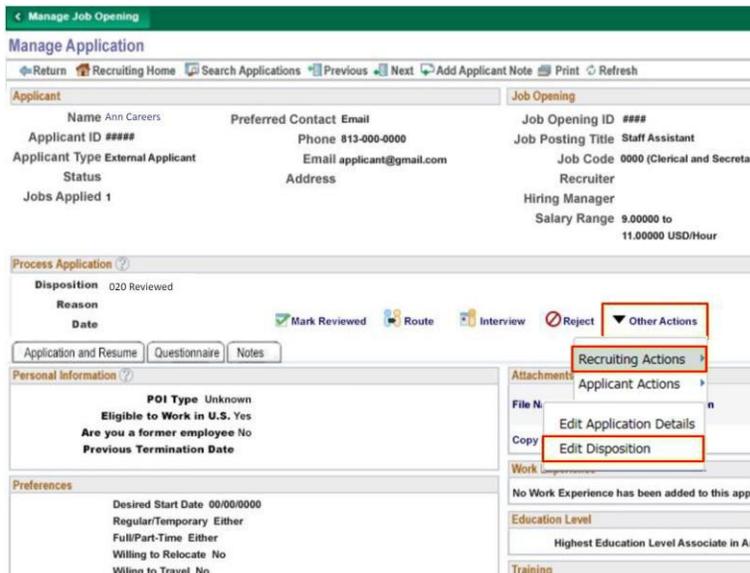
No Work Experience has been added to this appli

Education Level

Highest Education Level Associate in Art

Training

Anne did not show up for her interview. She needs to be withdrawn from the process. Use the Other Actions menu item. From the Recruiting Actions menu that pops up, click Edit Disposition.



Manage Application

Return Recruiting Home Search Applications Previous Next Add Applicant Note Print Refresh

Applicant		Job Opening
Name Ann Careers	Preferred Contact Email	Job Opening ID ###
Applicant ID #####	Phone 813-000-0000	Job Posting Title Staff Assistant
Applicant Type External Applicant	Email applicant@gmail.com	Job Code 0000 (Clerical and Secretari
Status	Address	Recruiter
Jobs Applied 1		Hiring Manager
		Salary Range 9.00000 to 11.00000 USD/Hour

Process Application

Disposition 020 Reviewed

Reason

Date

Mark Reviewed Route Interview Reject **Other Actions**

Application and Resume Questionnaire Notes

Personal Information		Attachments
POI Type Unknown	Eligible to Work in U.S. Yes	File N. n
Are you a former employee No	Previous Termination Date	Copy

Preferences

Desired Start Date 00/00/0000

Regular/Temporary Either

Full/Part-Time Either

Willing to Relocate No

Willing to Travel No

Work

No Work Experience has been added to this appli

Education Level

Highest Education Level Associate in Art

Training

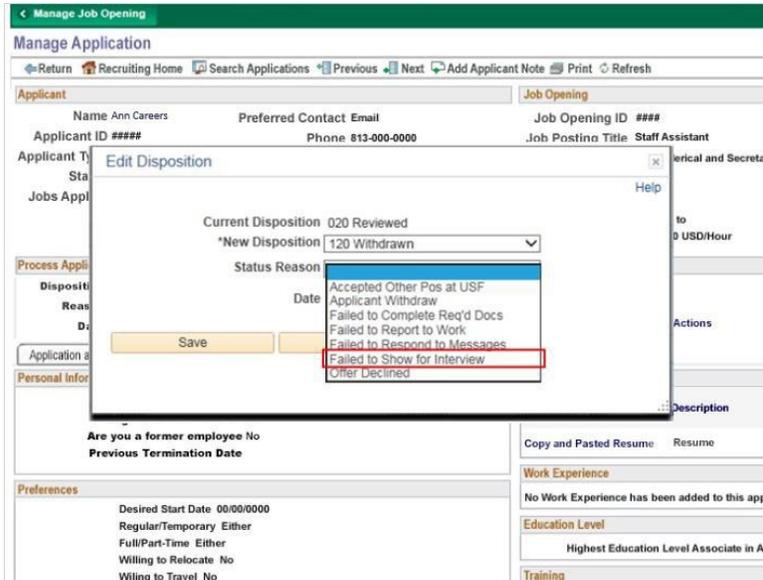
Recruiting Actions

Applicant Actions

Edit Application Details

Edit Disposition

Example 2: Withdrawn Reason



Manage Application

Applicant Information: Name Ann Careers, Preferred Contact Email, Job Opening ID ###, Applicant ID ####, Phone 813-000-0000, Job Posting Title Staff Assistant

Current Disposition: 020 Reviewed

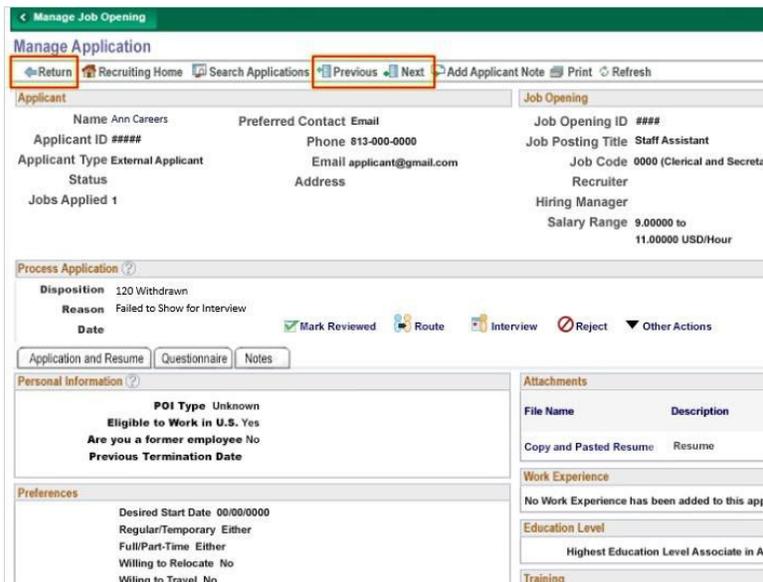
*New Disposition: 120 Withdrawn

Status Reason: Failed to Show for Interview (highlighted in red)

Buttons: Save, Cancel

In the New Disposition dropdown menu, click Withdrawn. You must select a reason. In this case, click Failed to show for Interview Click Save.

Example 2: Withdrawn Status



Manage Application

Navigation: Return, Recruiting Home, Search Applications, Previous, Next, Add Applicant Note, Print, Refresh

Applicant Information: Name Ann Careers, Preferred Contact Email, Job Opening ID ###, Applicant ID ####, Phone 813-000-0000, Job Posting Title Staff Assistant, Applicant Type External Applicant, Email applicant@gmail.com, Job Code 0000 (Clerical and Secretari), Status Recruiter, Hiring Manager, Salary Range 9.00000 to 11.00000 USD/Hour

Process Application: Disposition 120 Withdrawn, Reason Failed to Show for Interview, Date, Mark Reviewed, Route, Interview, Reject, Other Actions

Buttons: Application and Resume, Questionnaire, Notes

Personal Information: POI Type Unknown, Eligible to Work in U.S. Yes, Are you a former employee No, Previous Termination Date

Preferences: Desired Start Date 00/00/0000, Regular/Temporary Either, Full/Part-Time Either, Willing to Relocate No, Willing to Travel No

Attachments: File Name, Description, Copy and Pasted Resume, Resume

Work Experience: No Work Experience has been added to this appli

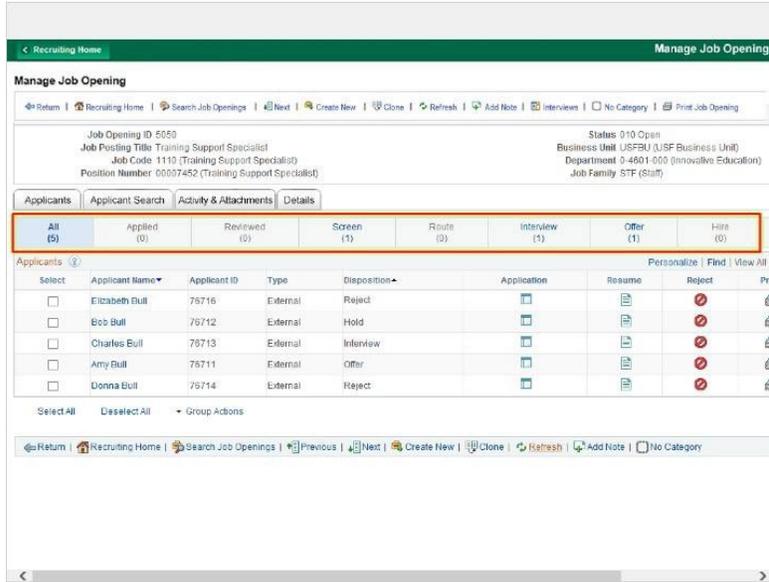
Education Level: Highest Education Level Associate in Art

Training

The applicant now has a disposition status of withdrawn. Continue to review the rest of the applicants, using the previous and next icons. Once all applicants have been dispositioned, go back to the Manage Job Opening

page to view all the applicants. Click Return in the header bar.

Phase Bar



The screenshot shows the 'Manage Job Opening' interface. At the top, there's a navigation bar with 'Recruiting Home' and 'Manage Job Opening'. Below that, job details are displayed: Job Opening ID 5050, Job Posting Title Training Support Specialist, Job Code 1110 (Training Support Specialist), Position Number 00007452 (Training Support Specialist), Status 0:10 Open, Business Unit USFBU (USF Business Unit), Department 0-4601-000 (Innovative Education), and Job Family STF (Staff).

The 'Phase Bar' is highlighted with a red box and contains the following counts:

All	Applied	Reviewed	Screen	Route	Interview	Offer	Hire
(5)	(0)	(0)	(1)	(0)	(1)	(1)	(0)

Below the phase bar is a table of applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, and Reject. The table lists five applicants: Elizabeth Bull (Reject), Bob Bull (Hold), Charles Bull (Interview), Amy Bull (Offer), and Donna Bull (Reject).

The applicant listing on the manage job opening page shows the current dispositions and the phase bar shows the number of applicants in each status. Filter the list easily by clicking on a status in the phase bar.