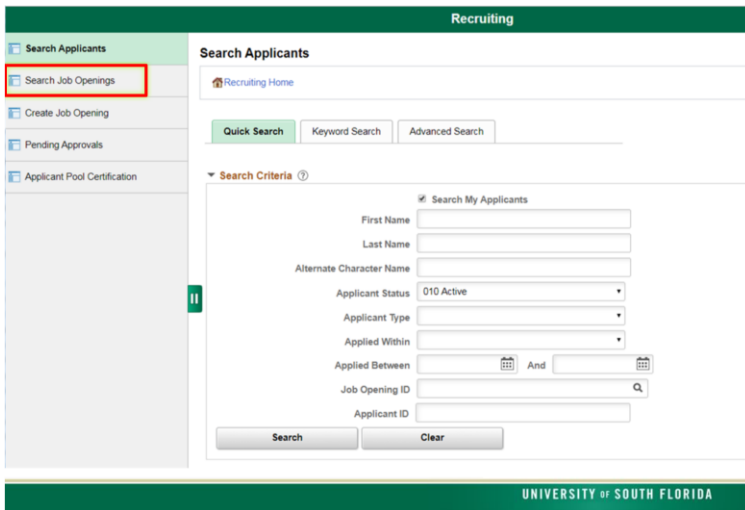


# Reviewing Applicants

## Navigate



From the USF Gems User Menu, click the “Recruiting” tile. Then click “Search job Openings” in the left side menu.



## Search Job Openings

Recruiting Home | Create Job Opening | Search Job Postings

Search Criteria

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit  USF Business Unit

Department

Position Number

Recruitment Contact

### ***Find Job Opening***

Type the job opening ID provided by your department in the job opening ID field as we have done here. Click Search.

The job opening should appear in the Search Results. If nothing appears, click the Search Criteria arrow to open the fields and try again. Click the job opening title.

Recruiting Home | Create Job Opening | Search Job Postings

Search Criteria

1 Results Found

Search Results

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location
<input type="checkbox"/>	PG Clerical and Secretarial	5073	Open	Standard Requisition	<input type="checkbox"/>	USF Tampa

Select All Deselect All Group Actions

### ***List of Applicants***

The Manage job opening page opens with a list of applicants. To view each applicant, click the application icon. We'll start with Rocky Bull for this example.

Manage Job Opening Help | Personalize Page

Return | Recruiting Home | Search Job Openings | Refresh | Add Note | No Category

Job Opening ID 5073 Status 010 Open  
 Job Posting Title PG Clerical and Secretarial Business Unit USFBU (USF Business Unit)  
 Job Code 0014 (Clerical and Secretarial) Department REC-TRN-01 (Recruitment Training - 01)  
 Job Family TMP (Temporary)

Applicants | Activity & Attachments | Details

All (9)	Applied (9)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)
Applicants								
Select	Applicant Name	Applicant ID	Type	Disposition	Employee Referral	Application	Resume	Print
<input type="checkbox"/>	Rocky Bull	9660	External	Applied				
<input type="checkbox"/>	Amy Bull	76711	External	Applied				
<input type="checkbox"/>	Bob Bull	76712	External	Applied				
<input type="checkbox"/>	Recruit Training 05	76721	Employee	Applied				
<input type="checkbox"/>	Recruit Training 04	76722	Employee	Applied				
<input type="checkbox"/>	Recruit Training 01	76723	Employee	Applied				
<input type="checkbox"/>	Recruit Training 03	76724	Employee	Applied				
<input type="checkbox"/>	Recruit Training 02	76725	Employee	Applied				
<input type="checkbox"/>	Recruit Trainer 11	76726	Employee	Reject				

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Refresh | Add Note | No Category

## View Application

View Application Details Help | Personalize Page

Name Rocky Bull Preferred Contact Email  
 Applicant ID 9660 Phone 813/111-5555  
 Applicant Type External Applicant Email @usf.edu  
 Status 010 Active Address 4202 E Fowler Ave Tampa, FL 33620 Hillsborough

Job Openings Personalize | Find | View All | First 1 of 1 | Last  
 Job Opening ID Posting Title View Questionnaire  
 5073 PG Clerical and Secretarial View Questionnaire

Job Families Personalize | Find | View All | First 1 of 1 | Last  
 Job Family

Resume  
 Resume Title RockyBullResume.pdf  
 Language Code English

Resume Attachment  
 File Name  
 Rocky\_Bull\_Resume.pdf  
 No Resume Text

Attachments Personalize | Find | View  
 File Name Description Attachment Ty  
 Portfolio\_with\_cover\_letter Cover letter Cover Letters

Work Experience  
 Start Date End Date Employer Ending Job Title  
 08/01/2008 06/01/2020 XYZ, LTD Best Employee EVER  
 05/01/2001 06/23/2009 ABC Corp Account Exec

Education Level

Preferences  
 Desired Start Date  
 Regular/Temporary Either  
 Full/Part-Time Either  
 Willing to Relocate No  
 Willing to Travel No  
 Travel Percentage Never or rarely

Geographic Preference  
 First Choice  
 Second Choice  
 Comments

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Rocky's application opens in a new tab or a new window, depending on your internet browser settings. The resume will appear as a link here if uploaded as a PDF or Word document. Any other attachments added by the applicant appear just below in the attachments section.

The application responses such as work experience or degree information appear below the resume and attachments sections. On the left is a link to view the questionnaire responses. These are questions such as work authorization required of every applicant.

Let's look at Amy Bull's application next.

## Applicant Example 2

View Application Details Help | Personalize Page

Name: Amy Bull  
Applicant ID: 76711  
Applicant Type: External Applicant  
Status: 010 Active

Preferred Contact Email  
Phone: 813/913-3612  
Email: abull@gmail.com  
Address: 126 Ft Palm Dr Tampa, FL 33612 Hillsborough

Job Openings: Personalize | Find | View All | First 1 of 1 | Last  
Job Opening ID: 5073 PG Clerical and Secretarial  
View Questionnaire

Job Families: Personalize | Find | View All | First 1 of 1 | Last  
Job Family: TMP (Temporary)

Resume  
Resume Title: Amy Bull Resume  
Language Code: English

Resume Attachment  
No resume has been uploaded for this applicant.

Resume Text  
Dear Recruiter:  
I am writing in response to your ad in the Chronicle of Higher Education. The position requirements and my skills match.  
As you will see, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to

Attachments  
No attachment has been uploaded for this applicant.

Work Experience

Start Date	End Date	Employer	Ending Job Title
12/02/2006	05/20/2020	Cramton, Inc	Executive Assistant
06/22/2001	10/12/2007	Skills Builder	Training Support

Geographic Preference

First Choice  
Second Choice  
Comments

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Because, in this case, Amy Bull used the copy/paste feature in the application to add her cover letter and resume, it will show up as text in the Resume Text box and you can scroll down to view.

## Downloading to Excel

Manage Job Opening Help | Personalize Page

Return | Recruiting Home | Search Job Openings | Refresh | Add Note | No Category

Job Opening ID: 5073  
Job Posting Title: PG Clerical and Secretarial  
Job Code: 9014 (Clerical and Secretarial)  
Job Family: TMP (Temporary)

Status: 010 Open  
Business Unit: USFBU (USF Business Unit)  
Department: REC-TRN-01 (Recruitment Training - 01)

Applicants | Activity & Attachments | Details

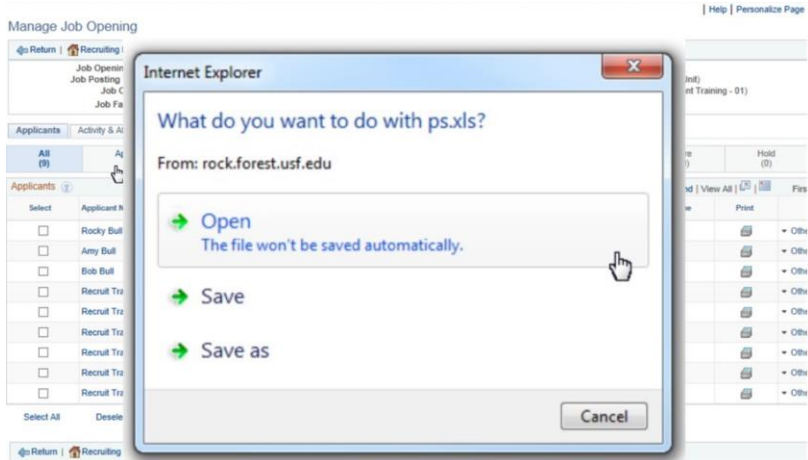
All FN	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	First
Select	Applicant Name	Applicant ID*	Type	Disposition	Employee Referral	Application			
<input type="checkbox"/>	Rocky Bull	5980	External	Applied					OTH
<input type="checkbox"/>	Amy Bull	76711	External	Applied					OTH
<input type="checkbox"/>	Bob Bull	76712	External	Applied					OTH
<input type="checkbox"/>	Recruit Training 05	76721	Employee	Applied					OTH
<input type="checkbox"/>	Recruit Training 04	76722	Employee	Applied					OTH
<input type="checkbox"/>	Recruit Training 01	76723	Employee	Applied					OTH
<input type="checkbox"/>	Recruit Training 03	76724	Employee	Applied					OTH
<input type="checkbox"/>	Recruit Training 02	76725	Employee	Applied					OTH
<input type="checkbox"/>	Recruit Trainer 11	76726	Employee	Reject					OTH

Select All Deselect All Group Actions

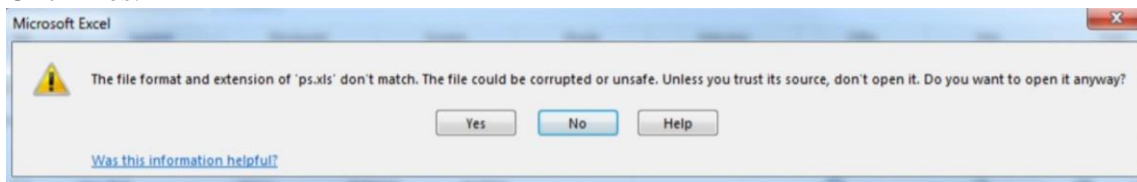
Return | Recruiting Home | Search Job Openings | Refresh | Add Note | No Category

The applicant listing has a handy tool that allows you to download the applicant list as an Excel spreadsheet. Click the download to Excel icon.

Browsers vary, in the way they handle down-loads. Contact the IT Help Desk if you experience problems. Click Open.



You might see a message similar to this. If you get this message, it is safe to ignore. Click Yes.



The spreadsheet opens. For recruitments with a large number of applicants, this download can be a real time saver. For example, use the spreadsheet to make notes on applicant qualifications or to designate who you want to interview.

