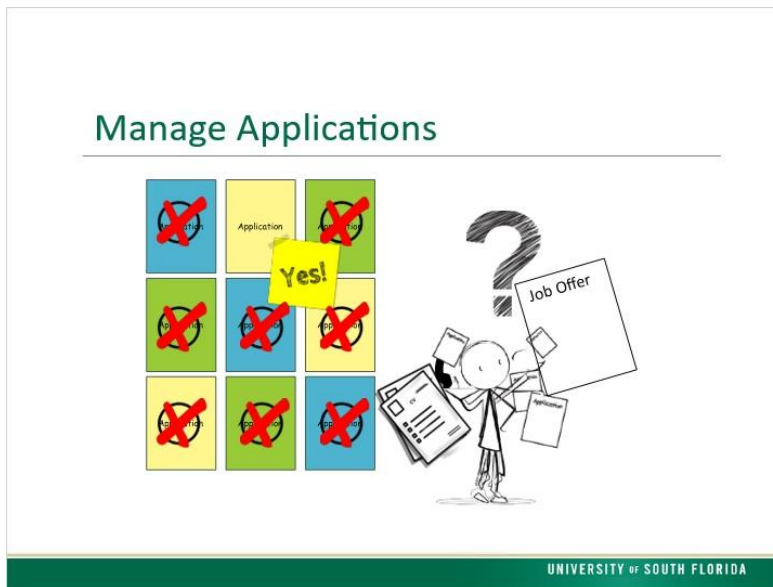


## Manage Applications



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:



- The EEO report
- Veterans preference and
- Downloading materials

## EEO Report

**EEO Report**

Before conducting interviews, EOL must review the EEO Summary Report for the job opening to determine the applicant pool is diverse.

Unit EOL



UNIVERSITY OF SOUTH FLORIDA

Before conducting interviews, The Unit Equal Opportunity Liaison (or EOL) must review the EEO Summary Report for the job opening to determine if the applicant pool is diverse.

## Run EEO Report

EEO Applicant Pool Certification

Report Request Parameters

Job Opening ID

The report can be run by

1. Navigate to: USF GEMS USER - Recruiting, then "Applicant Pool Certification."
2. When the page opens search for a Run Control ID by using:  
Either "Find an Existing Value," or "Add a New Value."
3. Type the job opening number into the Job Opening ID field, and
4. Click Create EEO Report.

## ***EOL Review***

The EOL will review the summary to determine if the applicant pool is acceptable. If the pool does not appear to be sufficiently diverse, the EOL will make suggestions to the Hiring Department Representative and/or the Hiring Authority on ways to increase the diversity of the applicant pool. If the pool appears to be sufficiently diverse the EOL will sign and return the summary report to the Hiring Department Representative.

## ***Veterans Preference***

For eligible recruitments, the EEO Summary Report will also provide a list of applicants requesting Veteran 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](mailto:help@usf.edu)
- IT Documentation:
  - Pop-up Blockers
  - [www.usf.edu/it](http://www.usf.edu/it)



Continue

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

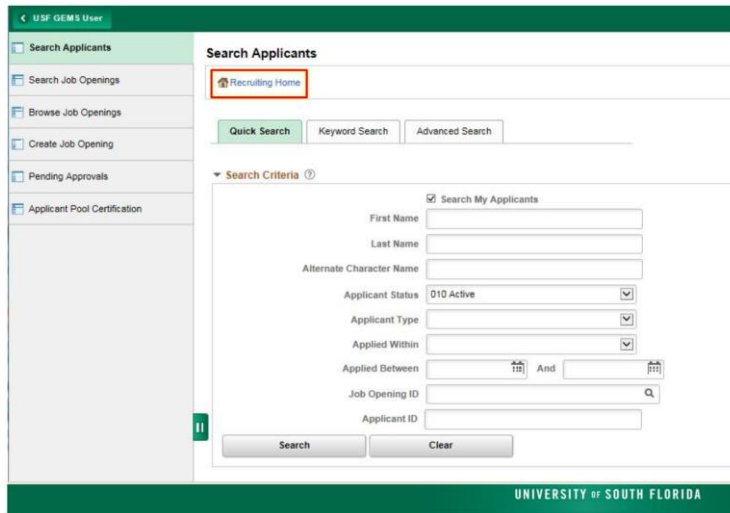
Let's look at the recruiting screens. From the USF Gems User Menu, click the Recruiting Tile.



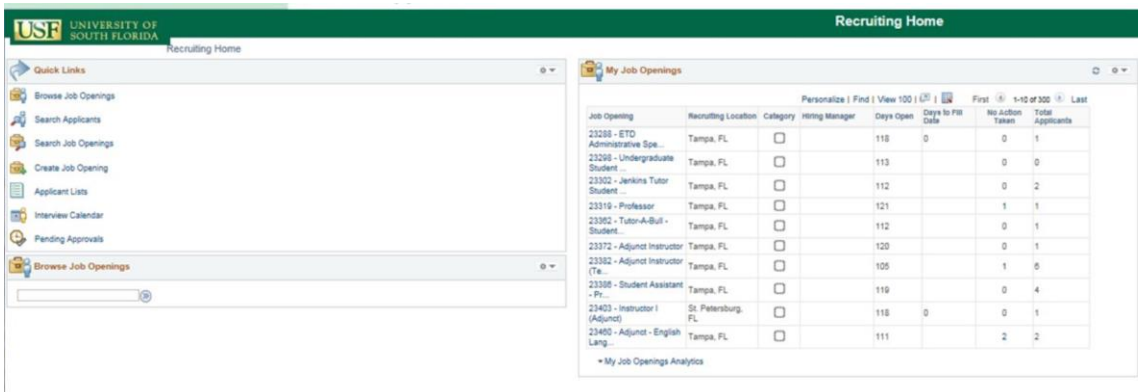
USF GEMS User

- 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

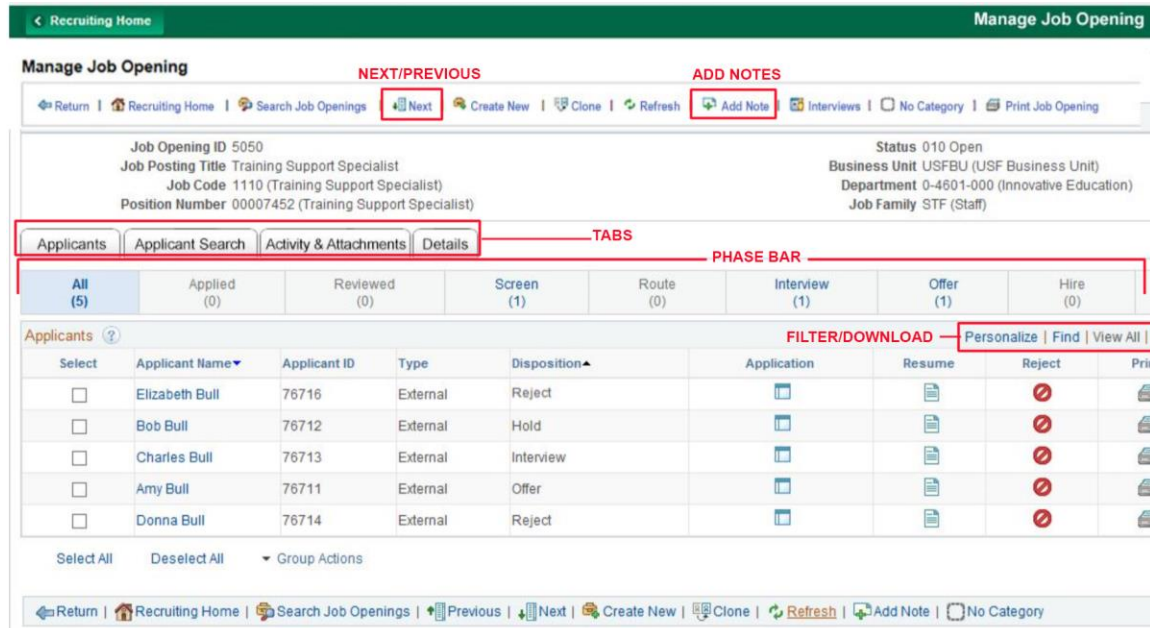


On the Recruiting home page, you'll see Quick links on the left, providing quick access to frequently used pages. My job openings in the center provides a view of your job openings.



(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)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicants

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***

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links and a title bar. Below that, job details are displayed, including Job Opening ID, Job Posting Title, Job Code, Position Number, Status, Business Unit, Department, and Job Family. A phase bar shows counts for various stages: Applied (0), Reviewed (0), Screen (1), Route (0), Interview (1), Offer (1), and Hire (0). The main table lists applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Reject, and Print. The 'Application' column contains icons for each applicant, and the icon for Elizabeth Bull is highlighted with a red box.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Reject	Print
<input type="checkbox"/>	Elizabeth Bull	75716	External	Reject				
<input type="checkbox"/>	Bob Bull	75742	External	Hold				
<input type="checkbox"/>	Charles Bull	75713	External	Interview				
<input type="checkbox"/>	Amy Bull	75711	External	Offer				
<input type="checkbox"/>	Donna Bull	75714	External	Reject				

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' page with the following sections and callouts:

- 1**: Header bar with navigation icons: Recruiting Home, Search Applications, Add Applicant Note, Refresh.
- 2**: Applicant information table.
- 3**: Job Opening information table.
- 4**: Process Application section showing Disposition (010 Applied), Reason, Date (11/05/2019), and action buttons: Mark Reviewed, Route, Interview, Reject, Other Actions.
- 5**: Tabbed interface with 'Application and Resume' selected, and other tabs: Questionnaire, Interview, Offer.

**Personal Information**

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

**Attachments**

Attachment	Attachment Title	Attachment Type
Cover_letter_and_CV	Cover_letter_and_CV	Resume

**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.

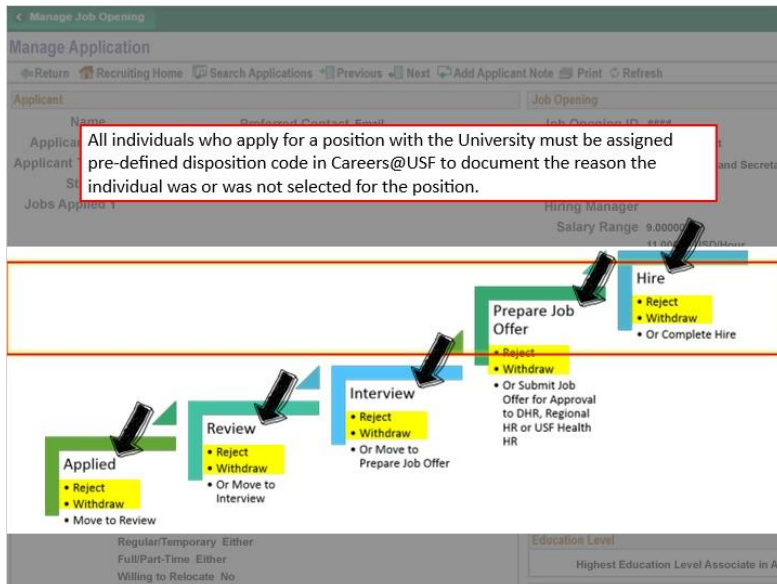
(4) The process application section is where the applicants status is changed in the disposition process, which will be covered in the next section.

(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



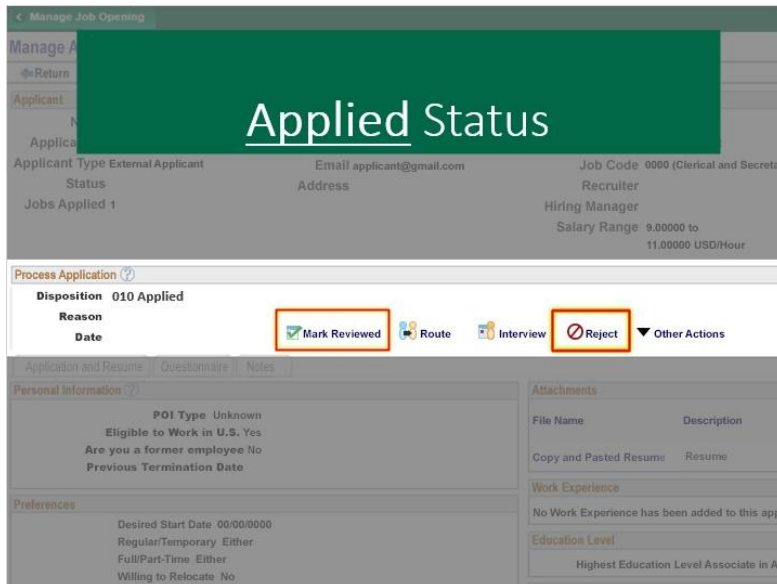
Recall the process application section where applicant statuses are changed during the disposition process.

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



Manage Job Opening

Manage A

Return

Applicant

Applica

Applicant Type External Applicant Email applicant@gmail.com Job Code 0000 (Clerical and Secretar





Status Applied Address Recruiter

Jobs Applied 1 Hiring Manager

Salary Range 9.00000 to 11.00000 USD/Hour

Process Application ?

Disposition 010 Applied

Reason	Date
	
	
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 Ar

Preferences

Desired Start Date 00/00/0000

Regular/Temporary Either

Full/Part-Time Either

Willing to Relocate No

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

The screenshot shows a web application interface for managing job openings. A green banner at the top reads "Reject Status". Below it, there are fields for Applicant Type (External Applicant), Email (applicant@gmail.com), Job Code (0000), Status, Address, and Recruiter. A "Process Application" section shows a disposition of "010 Applied" and a "Reason" field. A "Reject Applicant" dialog box is open, displaying a list of reasons for rejection. A red box highlights the following reasons:

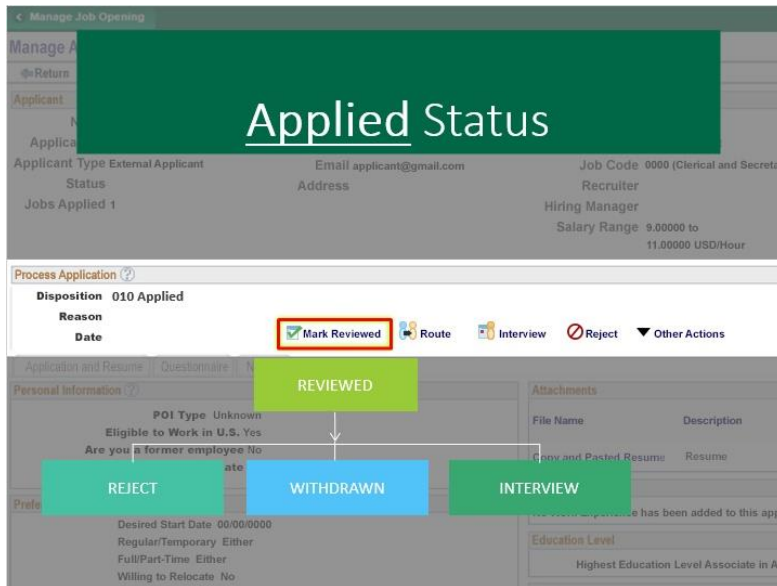
- DNM Min Req - Communication
- DNM Min Req - Education
- DNM Min Req - Experience
- DNM Min Req - Relocation
- DNM Min Req - Skills

### Notes:

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

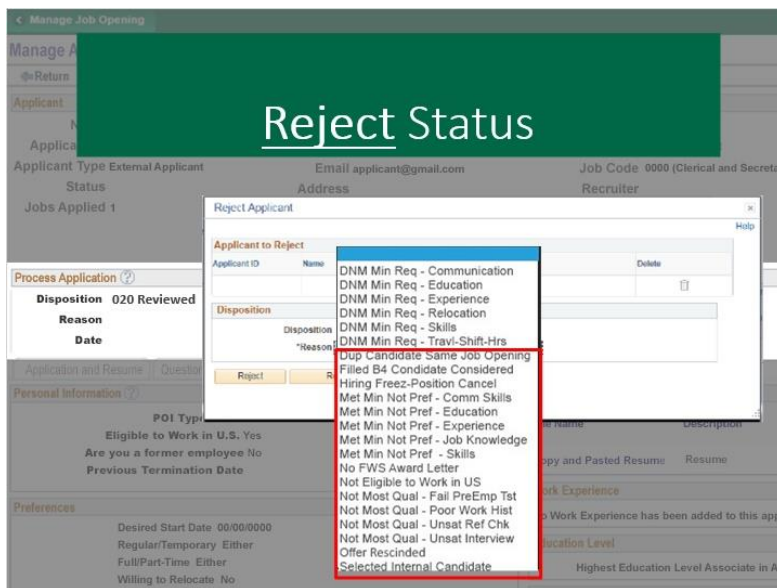
Does not meet minimum requirements- for either Communication, Education, Experience, Relocation, Skills, Travel-Shift-Hours

## 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

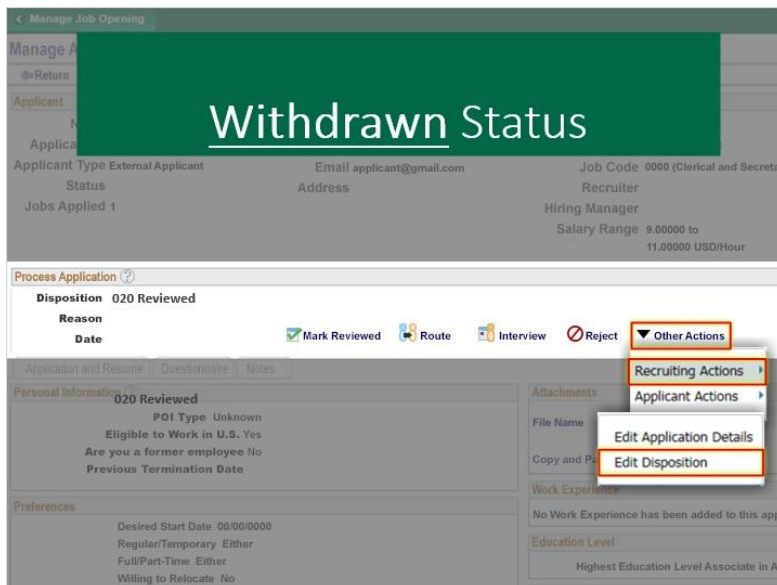


If the applicant does meet minimum requirements but is still moving to a REJECT

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

Manage Job Opening

Manage Applicant

Return

Applicant

Applicant Type

Status

Jobs Applied

Process Application

Disposition

Reason

Date

Applicant Information

Personal Information

Are you a former employee? No

Previous Termination Date

Copy and Pasted Resume

Resume

Work Experience

No Work Experience has been added to this application.

Education Level

Highest Education Level Associate in Arts

Desired Start Date: 00/00/0000

Regular/Temporary: Either

Full/Part-Time: Either

Willing to Relocate: No

# Withdrawn Status

Edit Disposition

Current Disposition: 020 Reviewed

\*New Disposition: 120 Withdrawn

Status Reason: Accepted Other Pos at USF  
Applicant Withdraw  
Failed to Complete Req'd Docs  
Failed to Report to Work  
Failed to Respond to Messages  
Failed to Show for Interview  
Offer Declined

Date: 01/01/2020

Save

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 Withdrew
- Failed to Complete Required Documents, Report to Work, Respond to Messages or Show for Interview
- Offer Declined

## Interview Status

Manage Job Opening

Manage Applicant

Return

Applicant

Applicant Name

Applicant Type External Applicant Email applicant@gmail.com Job Code 0000 (Clerical and Secretar

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

Previous Termin

File Name Description

REJECT WITHDRAWN PREPARE JOB OFFER

INTERVIEW

Preferences

Desired Start Date 00/00/0000

Regular/Temporary Either

Full/Part-Time Either

Willing to Relocate No

No Work Experience has been added to this appl

Education Level

Highest Education Level Associate in Ar

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

Interview Schedule

Save Save as Draft

Business Unit 100 (US - USF Business Unit)

Job Posting Site Internal/External

Interview 1 - 01-30-2019 10:00 AM To 11:00 AM EST

Date 01/30/2019

Start Time 10:00AM

End Time 11:00AM

Time Zone EST

Interview Type

Applicant Response (None)

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response
000000	Interviewer Name	01/30/2019	10:00AM	11:00AM	None

Notes

Attachments

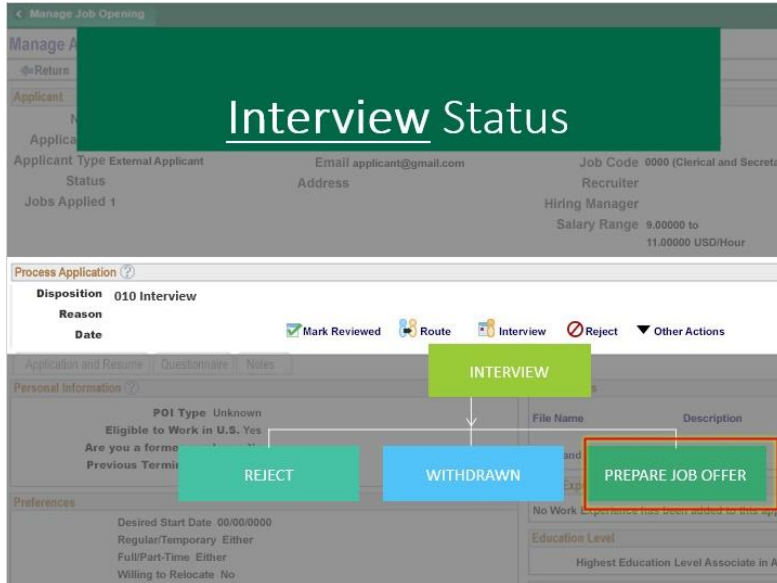
Interviewer Name

Save Save as Draft

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

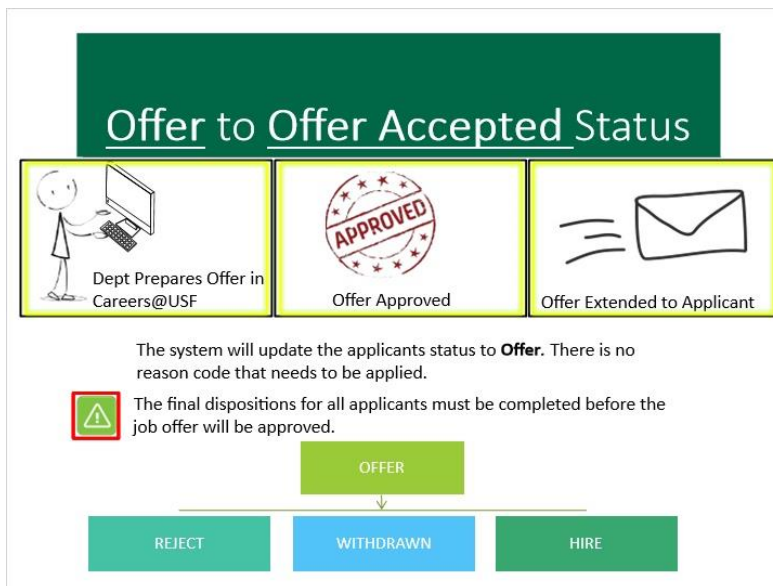
auto populate from the job opening. Click "submit."

## 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.

The screenshot displays the 'Manage Application' page for an applicant named Brenda Careers. The page is divided into several sections:

- Applicant Information:** Name: Brenda Careers; Applicant ID: ####; Applicant Type: External Applicant; Status: Jobs Applied 1. Preferred Contact Email: applicant@gmail.com; Phone: 813-000-0000; Address: [Redacted].
- Job Opening Information:** Job Opening ID: ####; Job Posting Title: Staff Assistant; Job Code: 0000 (Clerical and Secretari); Recruiter: [Redacted]; Hiring Manager: [Redacted]; Salary Range: 9.00000 to 11.00000 USD/Hour.
- Process Application:** Disposition: 010 Applied; Reason: [Redacted]; Date: [Redacted]. Action buttons include: Mark Reviewed, Route, Interview, Reject, and Other Actions.
- Personal Information:** POI Type: Unknown; Eligible to Work in U.S.: Yes; Are you a former employee: No; Previous Termination Date: [Redacted].
- Attachments:** A table with columns 'File Name' and 'Description'. One attachment is listed: 'Copy and Pasted Resume' with description 'Resume'.
- Work Experience:** No Work Experience has been added to this appli.
- Education Level:** Highest Education Level Associate in Art.
- Training:** [Redacted].
- Preferences:** Desired Start Date: 00/00/0000; Regular/Temporary: Either; Full/Part-Time: Either; Willing to Relocate: No; Willing to Travel: No.

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

**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**

Return Recruiting Home Search Applications Previous Next Create New Close Refresh

Applicants Applicant Search **Activity & Attachments** Details

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

**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 Job Opening

### 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
Applicant Type	External Applicant	Email	applicant@gmail.com
Status		Address	
Jobs Applied	1	Hiring Manager	Recruiter
		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	File Name	Description
Eligible to Work in U.S.	Yes	Copy and Pasted Resume	Resume
Are you a former employee	No	Work Experience	No Work Experience has been added to this appli
Previous Termination Date		Education Level	Highest Education Level Associate in Art

**Preferences**

Desired Start Date: 00/00/0000

Regular/Temporary: Either

Full/Part-Time: Either

Willing to Relocate: No

Willing to Travel: No

**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 Job Opening

### 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
Applicant Type	External Applicant	Email	applicant@gmail.com
Status		Address	
Jobs Applied	1	Hiring Manager	Recruiter
		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	File Name	Description
Eligible to Work in U.S.	Yes	Copy and Pasted Resume	Resume
Are you a former employee	No	Work Experience	No Work Experience has been added to this appli
Previous Termination Date		Education Level	Highest Education Level Associate in Art

**Preferences**

Desired Start Date: 00/00/0000

Regular/Temporary: Either

Full/Part-Time: Either

Willing to Relocate: No

Willing to Travel: No

**Training**

## Example 1: Reject Reason

The screenshot shows the 'Manage Application' interface for Brenda Careers. A 'Reject Applicant' dialog box is open, displaying a table of applicant details and a list of reasons for rejection. The 'Reason' dropdown menu is open, and 'Met Min Not Pref-Experience' is selected. The 'Disposition' is set to '110 Reject'.

Applicant ID	Name	Job Opening	Delete
47119	Brenda Careers	3536 - Clerical Temp-Innovative Ed	

Disposition: 110 Reject

Reason: Met Min Not Pref-Experience

Are you a former employee? Previous Termination Date: [Redacted]

Preferences: Desired Start Date: [Redacted], Regular/Temporary: [Redacted], Full/Part-Time: [Redacted], Willing to Relocate: [Redacted], Willing to Travel: [Redacted]

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

The screenshot shows the 'Manage Application' interface for Brenda Careers. The 'Process Application' section is visible, showing the 'Disposition' as 'Q10 Reject' and the 'Reason' as 'Met Minimum - Not Preferred Experience'. The 'Next' button is highlighted with a red box.

Disposition: Q10 Reject

Reason: Met Minimum - Not Preferred Experience

Date: [Redacted]

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: [Redacted]

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

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 ###	Job Posting Title Staff Assistant
Applicant ID #####	Phone 613-000-0000	Job Code 0000 (Clerical and Secretari	Recruiter
Applicant Type External Applicant	Email applicant@gmail.com	Hiring Manager	Salary Range 9.00000 to 11.00000 USD/Hour
Status	Address		
Jobs Applied 1			

**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

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 3536 Business Unit USFBU (USF Business Unit)

Job Opening Status 010 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
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		

**Venue Information**

Venue

Response

Location

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 4713 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

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 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

**Do not add interviewers here.**

Interview Schedule New Window | Help | Personalize Page

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

**Asse 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	<input type="button" value="v"/>	<input type="button" value="o"/>
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None	<input type="button" value="v"/>	<input type="button" value="o"/>
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None	<input type="button" value="v"/>	<input type="button" value="o"/>

**Venue Information**  
 Venue    
 Location   
 Response

**Interview Materials**  
 Notes  Attachment

We have added information on the location of the interview.

Interview Schedule New Window | Help | Personalize Page

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

**Asse 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	<input type="button" value="v"/>	<input type="button" value="o"/>
00000021983	Arjun Reddy	01/31/2019	9:00AM	10:00AM	None	<input type="button" value="v"/>	<input type="button" value="o"/>
00000101821	Jackson Hawthorne	01/31/2019	9:00AM	10:00AM	None	<input type="button" value="v"/>	<input type="button" value="o"/>

**Venue Information**  
 Venue    
 Location   
 Response

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

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

**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:	
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 Experience**

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

The screenshot shows the 'Manage Application' interface. A dialog box titled 'Edit Disposition' is open. It displays the current disposition as '020 Reviewed' and the new disposition as '120 Withdrawn'. A dropdown menu for 'Status Reason' is open, listing several options. The option 'Failed to Show for Interview' is highlighted with a red box. Below the dropdown, there is a 'Save' button. The background form shows applicant details and job opening information.

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

The screenshot shows the 'Manage Application' interface after the disposition has been saved. The 'Disposition' is now '120 Withdrawn' and the 'Reason' is 'Failed to Show for Interview'. The 'Return' and 'Previous' buttons in the header bar are highlighted with red boxes. The form also shows the applicant's personal information and preferences.

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 displays the 'Manage Job Opening' interface. At the top, there is a navigation bar with a green header and a breadcrumb trail: < Recruiting Home > Manage Job Opening. Below this, a sub-header 'Manage Job Opening' is followed by a series of navigation links: Return, Recruiting Home, Search Job Openings, Next, Create New, Clone, Refresh, Add Note, Interviews, No Category, and Print Job Opening.

The main content area shows job details for Job Opening ID 5050, Job Posting Title Training Support Specialist, Job Code 1110 (Training Support Specialist), and Position Number 0007452 (Training Support Specialist). On the right, it indicates the status is 0/10 Open, Business Unit USFBU (USF Business Unit), Department 0 4601-000 (Innovative Education), and Job Family STF (Staff).

Below the details is a 'Phase Bar' with tabs for Applicants, Applicant Search, Activity & Attachments, and Details. The Applicants tab is active and shows a bar with the following counts: All (5), Applied (0), Reviewed (0), Screen (1), Route (0), Interview (1), Offer (1), and Hire (0). The 'All (5)' tab is highlighted with a red border.

The applicant listing table below the phase bar has the following columns: Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Reject, and Print. The table contains five rows of applicant data:

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				

At the bottom of the page, there is another navigation bar with links: Return, Recruiting Home, Search Job Openings, Previous, Next, Create New, Clone, Refresh, Add Note, and No Category.

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.