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
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**

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.
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.
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

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.
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. Just below the header bar is the applicant information section and the job opening information section.
3. The process application section is where the applicant’s status is changed in the disposition process, which will be covered in the next section.
4. 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.
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.
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 RECRUTING 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 Withdrew
- 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**

The system will update the applicant's 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.
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.

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.

**Example 1: Reviewed Status**

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

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.
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
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.
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.

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.

Do not add interviewers here.
We have added information on the location of the interview.

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

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.
**Example 2: Withdrawn Reason**

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 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.
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.