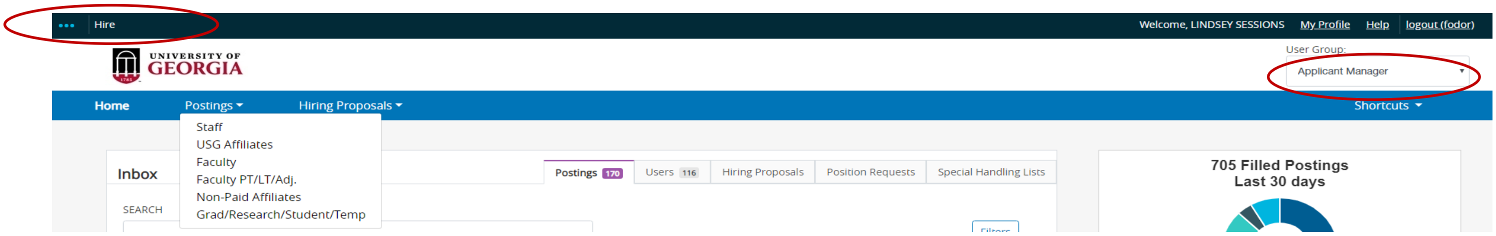
UGAJobs Quick Guide: Managing Applicants

There are two ways to access your posting(s) to view applications and/or to update the status of an applicant. Make sure you are logged in as the ***Applicant manager** user role.

1) Select the posting from either your **Inbox** or your **Watch List** on the homepage, OR
2) Hover over the **Postings** tab at the top of your screen and select **a position type** from the drop-down menu.

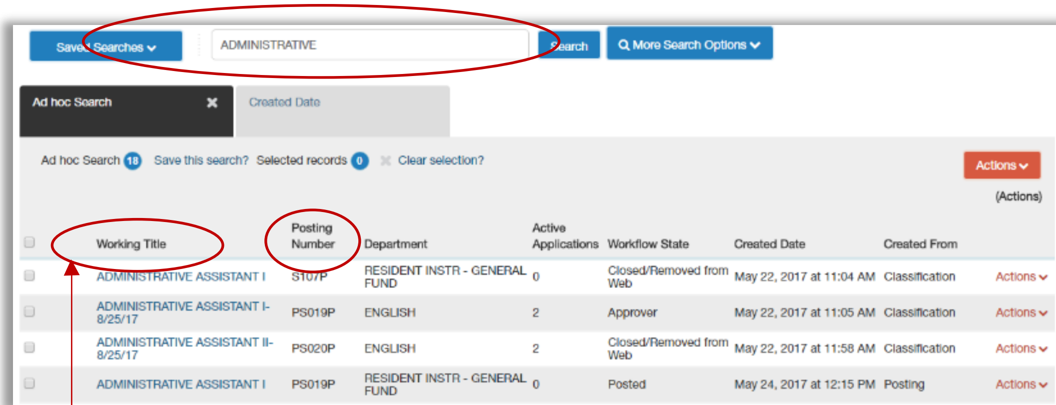


NOTE: The **Applicant Manager** user role is assigned when the posting is created and has the ability to move applicants to different stages of a search, such as Selected for Interview, Interviewed, or Did not meet minimum qualifications, to name a few. An **Applicant Manager** can view postings and applicants for their department(s). It is recommended this role is assigned to either the initiator, hiring authority and/or person whom the search chairs delegates this responsibility.

How do I search for my posting?

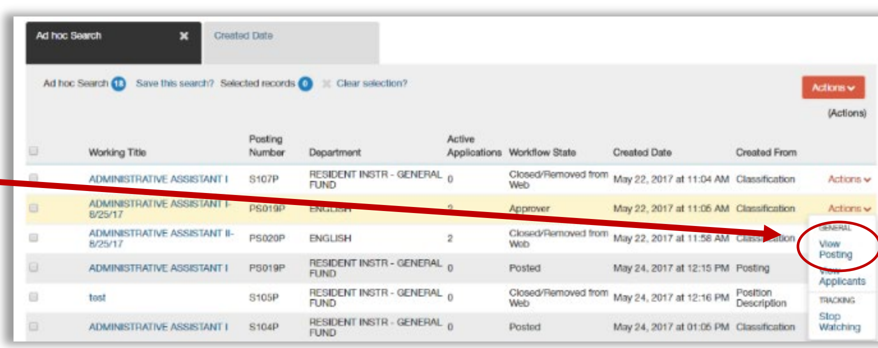
Using the **Search** box, type in the **Working Title** or **Posting Number** of the position you need to locate.

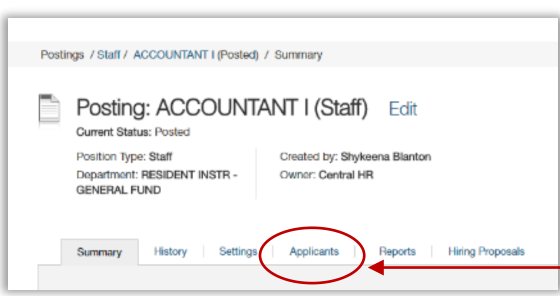
You can also browse through the position postings by using the **Next** and **Previous** buttons, stationed at the top and bottom of the screen, until you find the correct position.



Once you find your desired position, you may click on the *working title* link to open your posting.

You also have the option to hover over the **Actions** link associated with your specific posting and select **View Posting.**



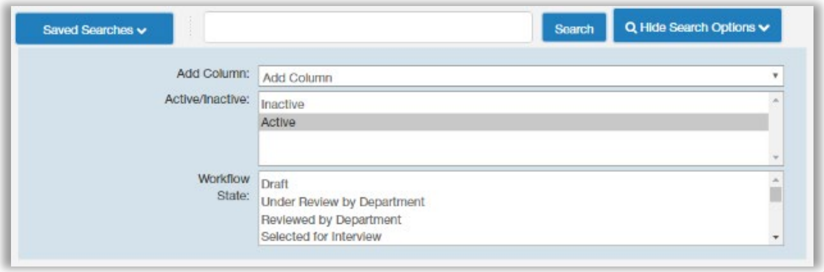


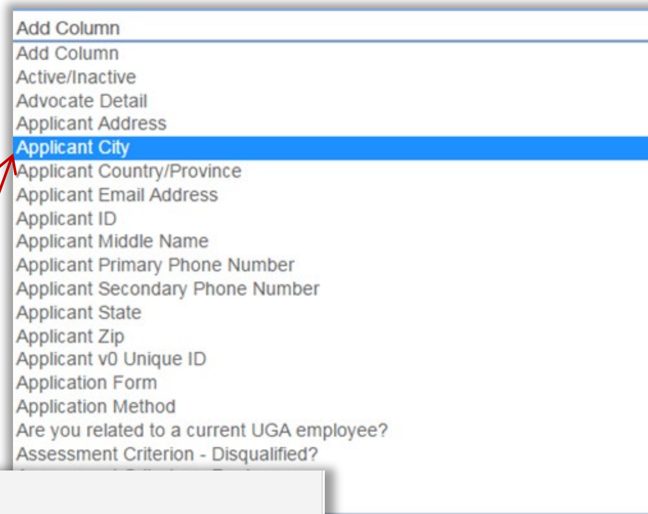
Once in the correct position, select the **Applicants** tab.

Using the Applicants Tab

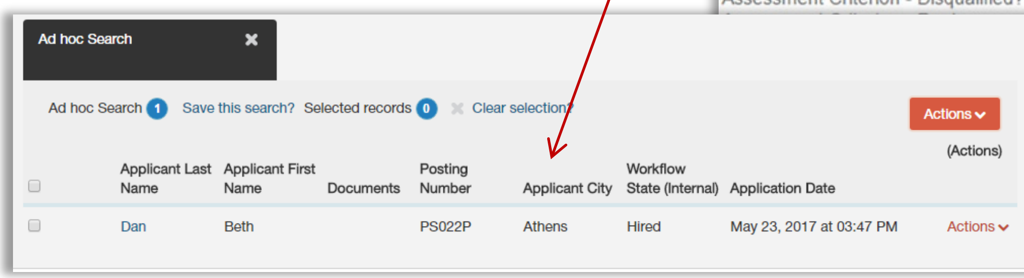
The **Applicants** tab will give you a complete list of all active candidates for the position. To customize columns to include additional information, select **More search options** and select from the **Add Column** drop-down menu.

The applicant information columns are customizable based on your needs. Select **Add Column** below the search bar and select as many fields as you would like visible in the applicant list below.

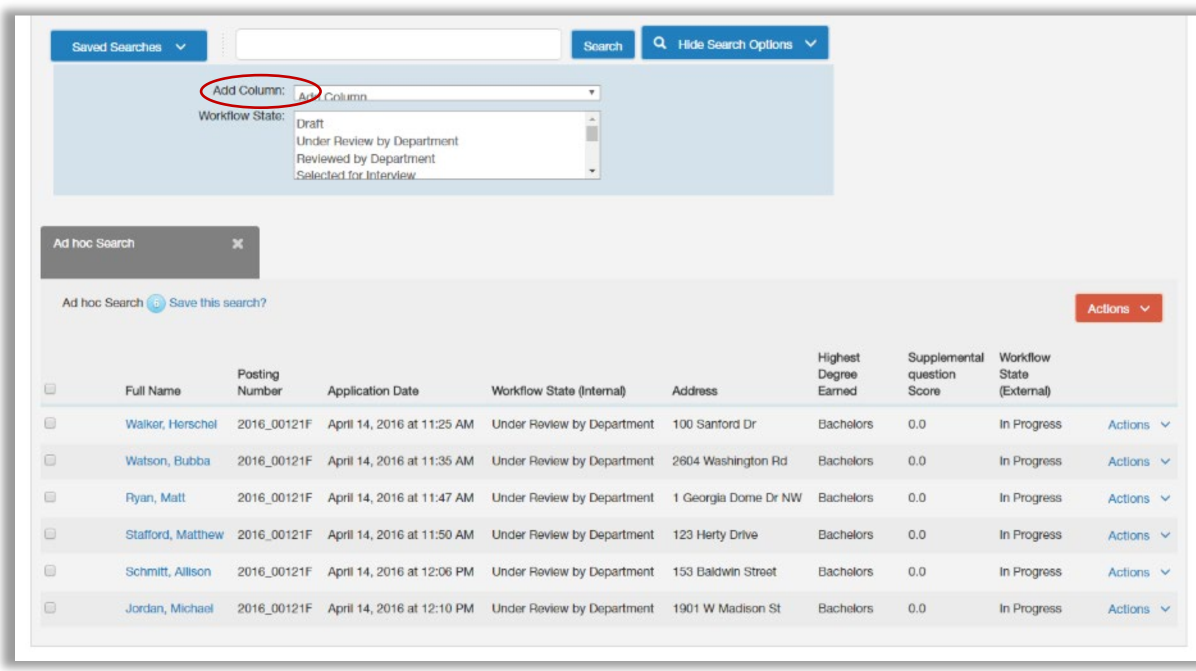




You can **Add Columns** if the information you need is not included on the page.

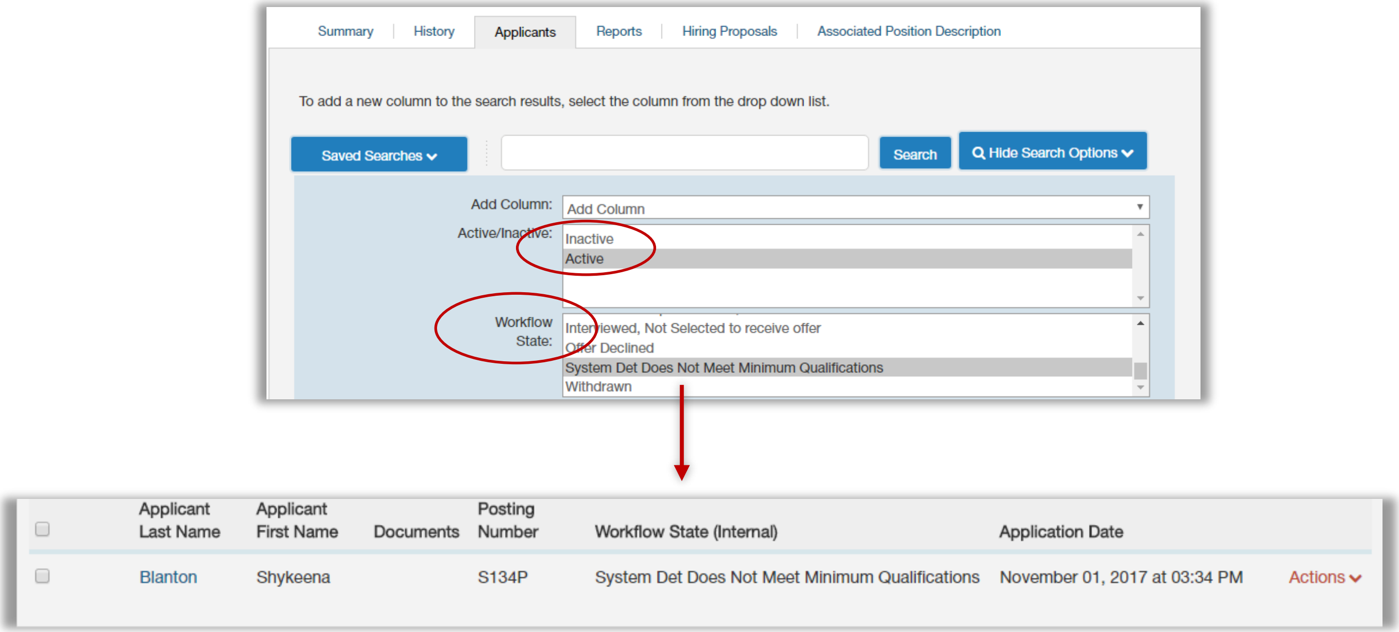


NOTE: As you select a new column, the list below will automatically update.



You can also view any applicants that did not meet the minimum qualifications based on answers to the supplemental questions.

In the case below, a supplemental question was created to determine who possessed a PhD.

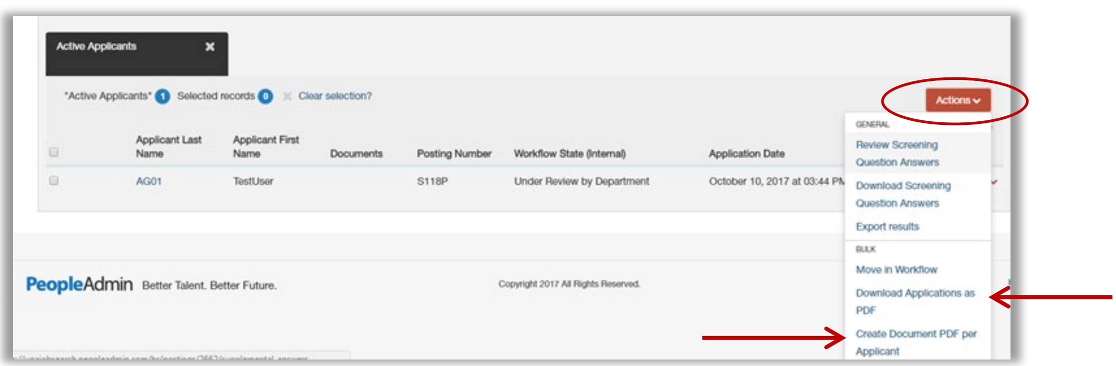


You can view these candidates by selecting **More Search Options.** Once the **Workflow State** box appears, you can highlight specific candidate workflow states.

For this example, you would highlight **System Det Does Not Meet Minimum Qualifications** in the **Workflow State** box and click *Search*.

How do I review applicants in bulk?

To review the applications in bulk, select the **Actions** button in the heading. Here you can review the screening (or supplemental) questions and answers, download screening (or supplemental) question answers for all candidates into Excel, and download applications into PDF documents by selecting the box next to the applicants' names.

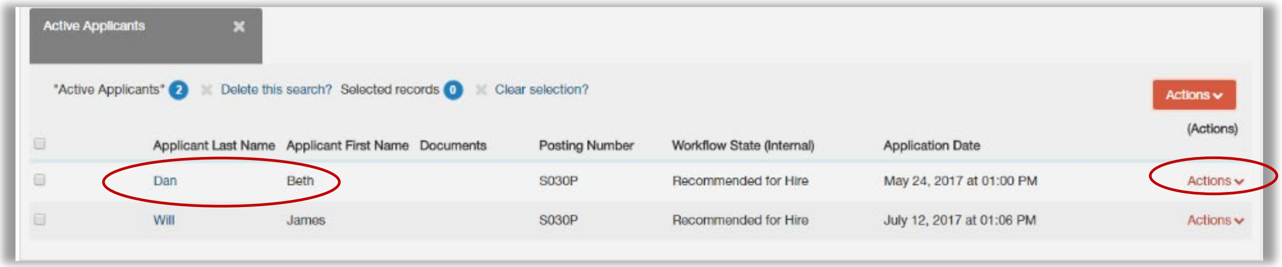


You can also export applicants into an Excel spreadsheet. Select the main **Actions** menu in the heading and select **Export Results**. The search results are saved in XLS format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

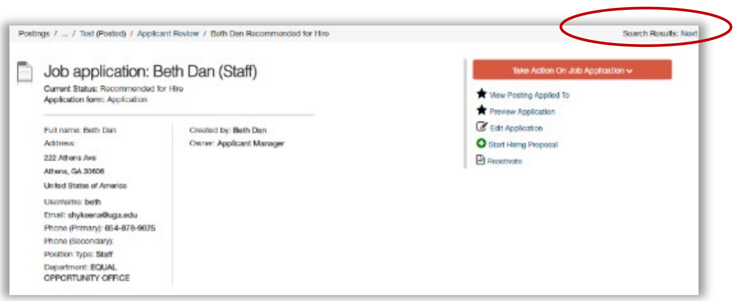
Viewing Applications

To see who has applied to a posting, locate and open the desired posting. Open the **Applicants** tab to view the list of applicants. You may either click the candidate's name in the applicant list, or hover above the **Actions** drop-down in line with the applicant name and select **View Application.**

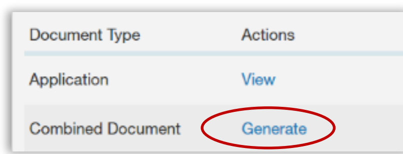
To view an application, click on the name of the candidate of interest under the *Full Name* column.



This provides you access to the candidate's application, as well as all documents included with their application. Once you are in an applicant's application profile, you can use the *navigation buttons* in the upper right corner to view the **next** or **previous** applicant.



At the bottom of this screen you also have the ability to **generate** a combined PDF document which will merge any required, optional, and/or recommendation documents.

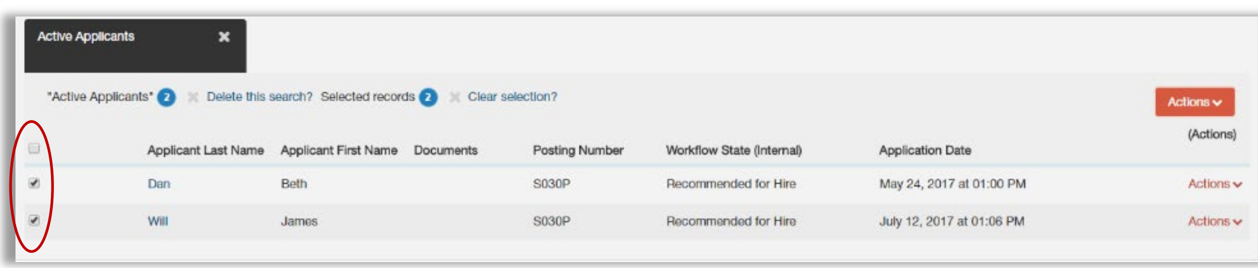


NOTE: Because this is an internal document, **supporting documents** will not appear in an application combined PDF.

To view a collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for a single applicant, specific documents for a group of applicants, or all documents for a group of applicants.

On the **Applicant** tab on the Posting, check the boxes to select the applicant(s) of interest.

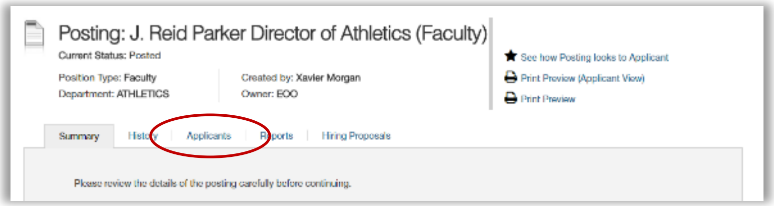


You will be able to complete one of the following actions:

- **Create Document PDF per Applicant:** See the selected applicant's materials separately
- **Download Applications as PDF:** See the selected applicant's materials together

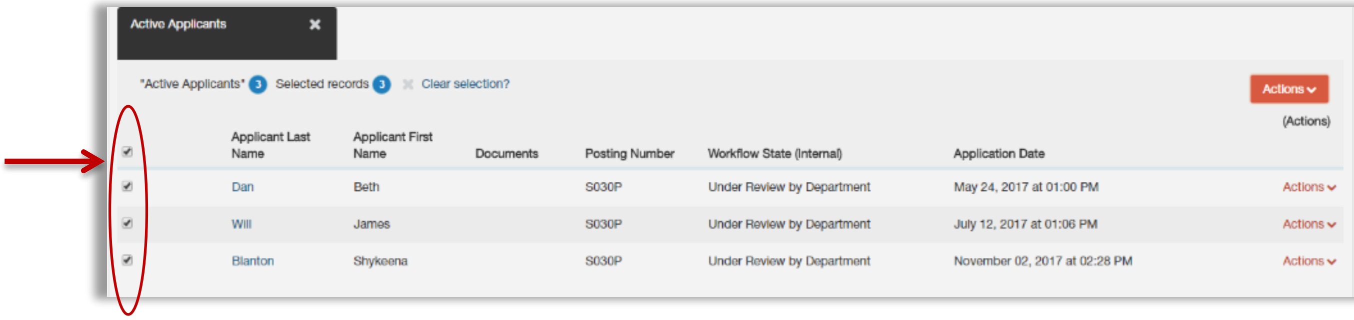
The system creates a *PDF* containing all the applicant's submitted materials that you request.

Create Document per Applicant

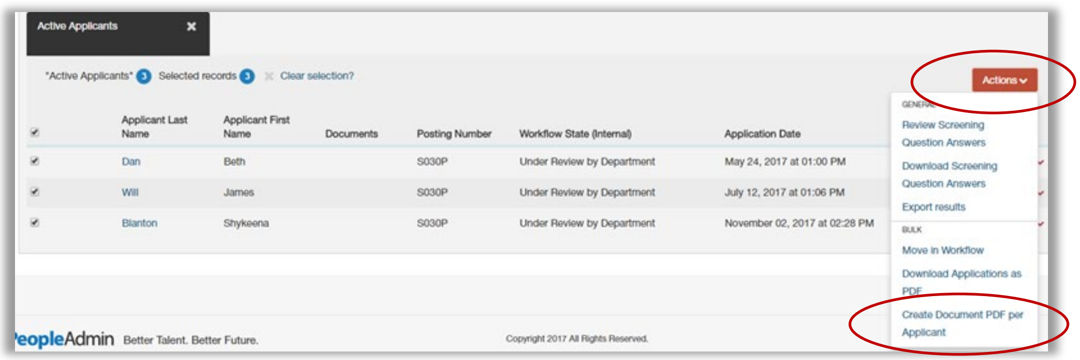


You will need to go to the **Applicants** tab within the Posting.

Select the applicant(s) by checking the checkbox next to each applicant.



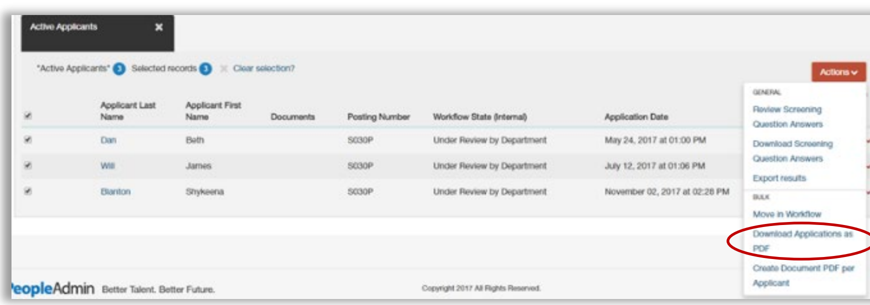
Underneath the main **Actions** menu on the right side, just above the applicants list, you have the option to select **Create Document PDF Per Applicant**.

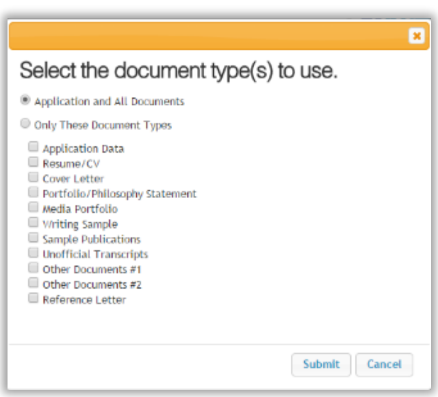


NOTE: Although it appears no action is taken, clicking on **Create Document PDF per Applicant** link, the click is recognized by the system.

Download Applications as PDF

To download applications as a PDF, you will complete the same steps as creating a document, except under the main Actions menu, you will choose **Download Applications as PDF**.





After selecting this action, you will be prompted to select which type of document(s) you wish to download.

Check the box of the appropriate type and select **Submit**. Your document(s) will begin to generate and you can then save them as you wish.

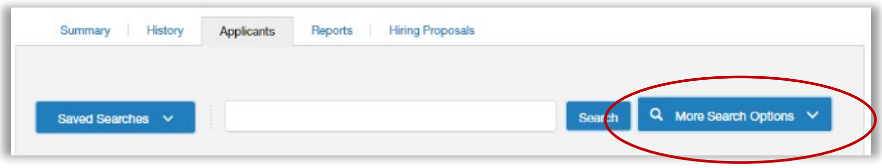
Trouble downloading applications as PDF? Complete the following test…

As mentioned previously, the **Applicants** tab will give you a complete list of all active candidates for the position. The applicant information columns are customizable based on your needs. In cases where an **Error Message** appears, not allowing you to **download applications as PDFs;** you can add a column to your candidate list which will show you the **Document Conversion Status** of the candidate's listed.

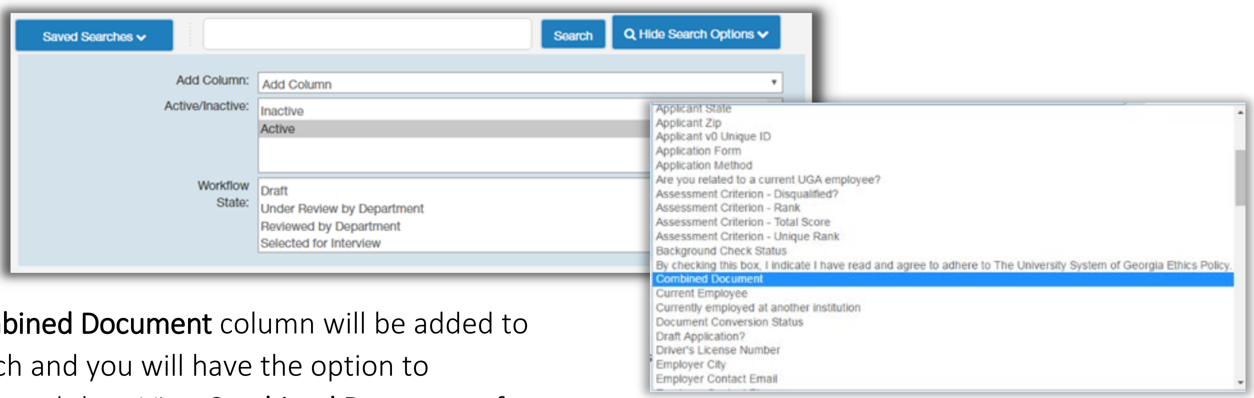
To customize columns to include the **Document Conversion Status**, select **More search options** and choose the **Document Conversion Status** variable from the **Add Column** drop-down menu.

How do I export applicants to create an Excel Spreadsheet?

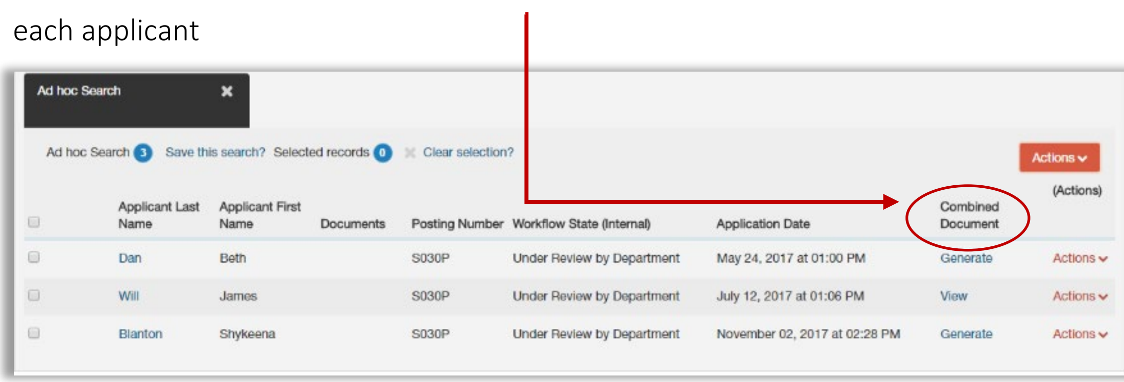
To be able to view the applicant(s) documents, go to the **More Search Options** link next to the **SEARCH** button.



Under the *Add Column* search filter, add the **Combined Documents** column to the search.

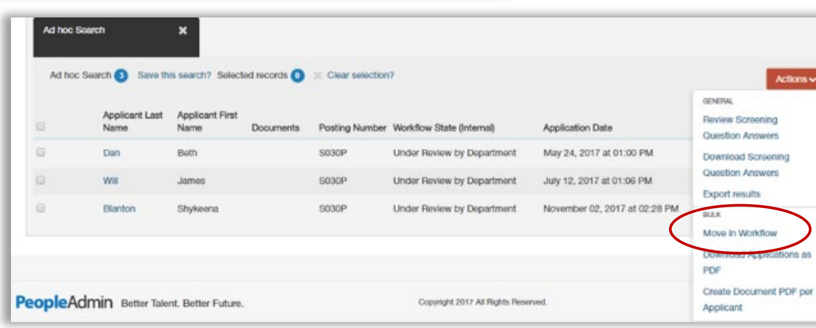


The **Combined Document** column will be added to the search and you will have the option to *Generate* and then *View* **Combined Documents** for each applicant



Underneath the main **Actions** menu, on the right side, just above the applicants list, you have the option to select *Export Results.*

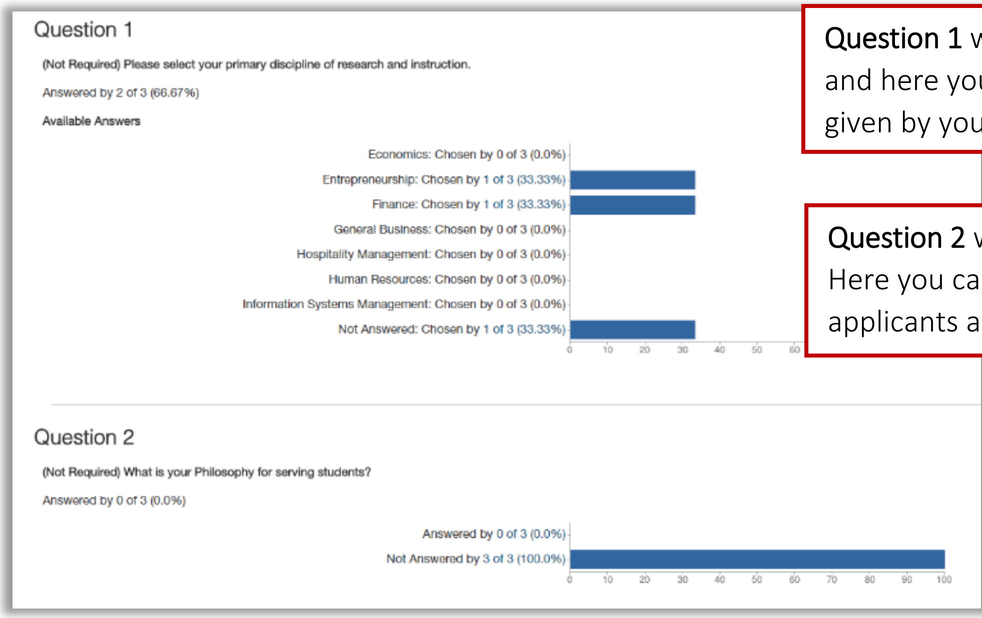
NOTE: The search results are saved in XLS format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.



Reviewing Supplemental Questions

To review one candidate's answers to supplemental questions included in the posting, click on that candidate's application and the answers will be included on the summary page and are considered part of the application. The answers to the supplemental questions can provide information directly from your applicant pool regarding their knowledge, skills and abilities to meet the requirements of your position.

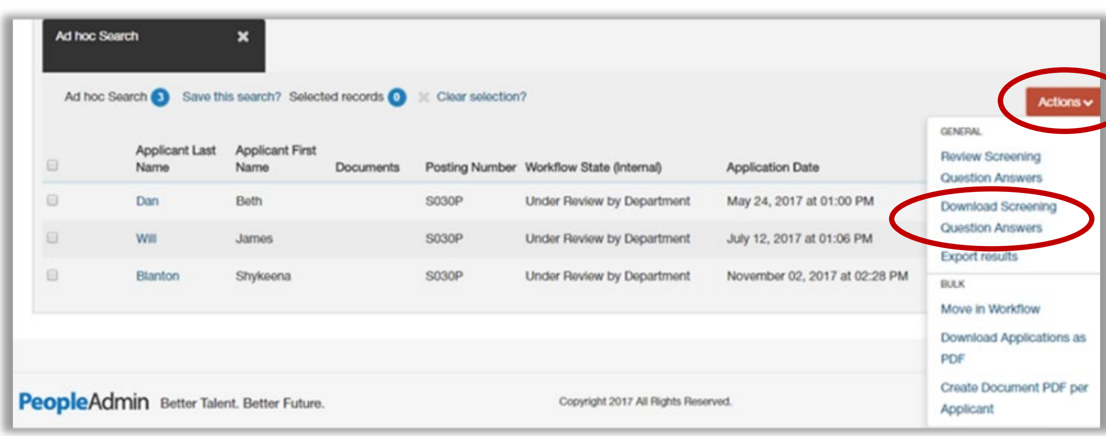
You also have the option to view answer statistics of your applicant's supplemental questions by choosing the **Review Screening Question Answers (also known as Supplemental Question Answers)**, which can be found in the main **Actions** menu on the main applicants tab. After clicking on this option, the below view will appear. This information is displayed in a graph format. This will be especially helpful when answers to supplemental questions are predefined (as opposed to open-ended).



Question 1 was a multiple-choice question and here you can see a graph of responses given by your applicant pool.

Question 2 was an open-ended question. Here you can view how many of your applicants answered the question.

If you want to download your applicant's answers to the supplemental questions into an Excel spreadsheet, click on the **Downloading Screening Question Answers (also known as Supplemental Question Answers)** option, which can be found in the main **Actions** menu.



Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

Supplemental Questions FAQ

Reviewing applicants' answers to supplemental questions

1) Open your posting and select the **Applicants** tab.
2) From the main **Actions** menu, select **Review Screening Question Answers**. This presents the statistical breakdown of how the applicants answered each question.
3) To see which applicants gave a particular answer to a question, select the answer. The applicants are listed below all the questions.
4) From this page you can view the application and attached documents.
5) If there was more than one supplemental question on this posting, select **Next** to page through the questions; or open the **Actions** menu and select **Show all questions** to return to the main statistical breakdown page.

To download applicants' answers to supplemental questions

1) Open your posting and select the **Applicants** tab to view the applicants who have applied to the posting.
2) Check the box at the top of the list to select all applicants, or select the applicants of interest.
3) From the main **Actions** menu, select **Download Screening Question Answers (also known as Supplemental Question Answers)**. The search results are saved in .xls format. Depending on your browser, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.

To see a list of applicants who answered a question in a specific way

1) Review applicants' answers to screening questions.
2) From the **Actions** menu, select **Search Answers**.
3) Set up the search by selecting:
    - The supplemental question of interest
    - The answer of interest
    - Whether you want to see people who gave this answer (**Include**) or any answer except this one (**Exclude**).
4) Select **Search**. The system presents a list of people who answered in the way you specified.