

[Reviewing Applications, Interviewing Candidates and Making OPS & Student Job Offers with Gatorjobs]

Use this instruction guide for

- ✓ The recruitment process for OPS positions

Do not use this instruction guide for

- X The recruitment process for non-OPS TEAMS positions
(see **Reviewing Applications, Interviewing Candidates and Making TEAMS Job Offers with Gatorjobs**)
- X The recruitment process for non-OPS Faculty positions
(see **Reviewing Applications, Interviewing Candidates and Making Faculty Job Offers with Gatorjobs**)

Security Roles

You need **one** of the following security roles to perform the actions described in this guide:

- **The Originator security role:**
UF_N_GJ_Department Admin
- **The Level 1 Approver security role:**
UF_N_GJ_Department Approver

You must attend the **Posting GatorJobs** class before you can receive security to become an Originator, and Level 1 Approvers are strongly encouraged to attend as well. Your training record will be updated within three business days, after which you must ask your Department Security Administrator (DSA) to request the role for you in myUFL.

Before you Begin:

- ▶ Originators cannot review applications until the day after the closing date OR the day after the posting review date (whichever falls sooner)
- ▶ Search committees and interview teams (guest users) cannot review applications until you send them an email invitation including the guest username and password for the requisition (see **Inviting Search Committees and Interview Teams as Guest Users in GatorJobs** instruction guide). Note: the earliest applications can be reviewed is the day after the closing date OR the day after the posting review date (whichever falls sooner)

Navigate to GatorJobs:

- ▶ Log in to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
- ▶ Navigate to **Manager Self Service > Recruiting Activities > Job Requisitions/Postings > GatorJobs** by clicking the links in your myUFL menu. A new window will open for GatorJobs



Created in conjunction with
Training & Organizational Development

View Applications & Attached Documents

- ▶ Under the classification title for your position in the Active postings list, click the **View** link
- ▶ On the **View Requisition** page
To view applications:
 - ▶ Click **View TEAMS, OPS, Student Employment Application** link below the applicant's name to view one application at a time
 - ▶ Click the **All** link in the orange column header bar to check all checkboxes in the table (or click multiple checkboxes) and then click the **View Multiple Applications** button to view multiple applications at once
 - ▶ A new window will open displaying the applications
 - ▶ To print the applications, go to the **File** menu, and select **Print**
 - ▶ When finished, click **Close Window** link in the top right corner of the browser
- ▶ To view documents:
 - ▶ Click one of the links in the **Documents** column to view one document at a time
 - ▶ Click the **All** link in the orange column header bar to check all checkboxes in the table (or click multiple checkboxes) and then click the **View Multiple Documents** button to view multiple documents at once
 - ▶ A new window will open displaying the documents. When finished reviewing documents, click the **X** button on the top right corner of the browser to close the window

Request References through GatorJobs (if this feature was activated when posting the requisition)

- ▶ Best practice is to request references following the decision to hire and the candidate notified.
- ▶ On the **View Requisition** page
- ▶ Click the **Change Status** link for the applicants
- ▶ On the **Change Applicant Status** page select **Reference Checking** from the select box next to the applicant's name
- ▶ Click **Continue to Confirm Page**. Emails to Referees will be sent through GatorJobs.
- ▶ Click **Save Status Change**

View References through GatorJobs (if this feature was activated when posting the requisition)

- ▶ On the **View Requisition** page
- ▶ To view any references, click the link **Manage References** in the References Received column for each applicant
- ▶ On the next page, you will see the referee details and you can **remove, view or attach the references** to the application (you will need to attach only if the reference was not uploaded through GatorJobs)
- ▶ Click **Submit List of References**

Use Applicant Statuses to Manage Applicants & Identify Hires

As a hiring manager for an OPS or student job, you have two choices regarding how to manage applications. You can either identify one specific candidate to hire and close the requisition **or** keep the job posted continuously to create a pool of applicants from which you can hire OPS or student employees as needed.

Identify a specific candidate to hire and close the requisition

- ▶ Click the checkboxes for the applicants **you do NOT want to hire** and then click **Change Multiple Applicant Statuses** button
- ▶ On the **Change Applicant Status** page,
- ▶ Select **Not Hired** from the select box at the top of the page (located next to **Change For All Applicants**). This action will change the status of all applicants listed on the page to **Not Hired**
- ▶ Select a **Selection Reason** for each applicant with a **Not Hired** status

- ▶ Click **Continue to Confirm Page >>**
- ▶ Click **Save Status Change >>**
- ▶ Click **Change Status** for the candidate **you wish to hire**
- ▶ On the **Change Applicant Status** page,
- ▶ Select **Hired** from the select box
- ▶ Click **Continue to Confirm Page >>**
- ▶ Click **Save Status Change >>**
- ▶ When all applicant statuses have been changed to either **Hired** or **Not Hired**, submit the ePAF to perform the hire with all necessary paperwork (see www.hr.ufl.edu/managers/ops.htm)
- ▶ Contact Student Employment to ask them to officially fill and close Student Job requisitions, or Processing & Records (in Recruitment & Staffing) to officially fill and close regular OPS job requisitions and Faculty Development to officially fill and close Faculty OPS job requisitions

Keep the job posted continuously to create a revolving applicant pool

Optionally, you can use applicant statuses to manage the applicant pool. To manage statuses:

- ▶ Click **Change Status** for the applicant whose status you want to change
- ▶ Click multiple checkboxes and then click the **Change Multiple Applicant Statuses** button to view multiple applications at once
- ▶ If you decide to close the position, then follow the steps outlined above

Additional Help

For additional help, please call or email:

Recruitment & Staffing: (Non-student OPS)	352-392-4621
EEO Office: (Faculty OPS)	352-392-2477
Student Employment: (Student OPS)	352-392-0296
UF Help Desk: (for technical problems)	352-392-HELP helpdesk@ufl.edu

Further resources are available at <http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp>