

[Reviewing Applications, Interviewing Candidates and Making TEAMS Job Offers with GatorJobs]

Use this instruction guide for

- ✓ Reviewing applications online, interviewing candidates, and making TEAMS job offers with GatorJobs

Do not use this instruction guide for

- X The recruitment process for Faculty positions
(see **Reviewing Applications, Interviewing Candidates and Making Faculty Job Offers with GatorJobs**)
- X The recruitment process for OPS positions
(see **Reviewing Applications, Interviewing Candidates and Making OPS 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)
- ▶ Applicants will qualify or disqualify themselves automatically using supplemental questions
- ▶ 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



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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 the **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 (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 the **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 or 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. Once finished reviewing documents, click the **X** button on the top right corner of the browser to close the window

Note: When departments are reviewing applicants and performing interviews, applicants who meet the minimum requirements see **In Progress** as their status regardless of the status chosen by the Originator. For example, if the department chooses **Under Review by Manager, Not Hired** or **Interview Pending** as the status, GatorJobs displays **In Progress** to the applicant.

Managing the size of the Applicant Pool

- ▶ To manage larger applicant pools more efficiently, you may want to change applicants' status to **Not Hired** to shorten your view of active applicants.
- ▶ On the **View Requisition** page
- ▶ Click the checkboxes for the applicants who you know you do not want to interview, and then click the **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 the **Reason** for not interviewing the individual for each applicant with **Not Hired** status
- ▶ Click **Continue to Confirm Page**
- ▶ Click **Save Status Change**

Note: After you save applicants in **Not Hired** status, they will become **Inactive**. To view **Inactive** applicants, click the **Inactive** checkbox on the **View Requisition** page and then click the **Refresh** button. You will still have the ability to reactivate inactive applicants by changing the status back to **Under Review by Manager** or **Interview Pending**.

Change Applicant Statuses to Identify Interviewees

- ▶ Once the department has determined who they would like to interview, they need to designate those applicants by changing their status to **Interview Pending**
- ▶ On the **View Requisition** page
- ▶ Click the checkboxes for the applicants who you want to interview and then click the **Change Multiple Applicant Statuses** button
- ▶ On the **Change Applicant Status** page
- ▶ Select **Interview Pending** 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 **Interview Pending**
- ▶ Click **Continue to Confirm Page**

- ▶ Click **Save Status Change**
- ▶ When the update of applicant status is complete, contact your Recruiter to verify the eligibility of the candidates you selected to interview
- ▶ When your Recruiter has verified the eligibility of the selected candidate, interviews can be conducted as per your department protocol

Note: If you do not identify a candidate to hire from the first pool of applicants, you can repost the requisition to attract additional applicants (contact your recruiter to repost), or you can select more applicants from your current pool to interview.

Change Applicant Status to Interviewed

- ▶ On the **View Requisition** page
- ▶ Click the **Change Status** link for the applicants you interviewed
- ▶ On the **Change Applicant Status** page select **Interviewed** from the select box next to the applicant's name
- ▶ Click **Continue to Confirm Page**
- ▶ Click **Save Status Change**

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**

Change Applicant Statuses to Identify Hire

- ▶ Once the interviews have been completed and the department has determined who they would like to offer, the status of that applicant needs to be changed to **Recommend for Hire**
- ▶ On the **View Requisition** page
- ▶ Click the **Change Status** link for the applicant you want to hire
- ▶ On the **Change Applicant Status** page
- ▶ Select **Recommended for Hire** from the select box next to the applicant's name
- ▶ Click the **Continue to Confirm Page**
- ▶ Click the **Save Status Change**
- ▶ For those applicants interviewed, but not hired, their status needs to be changed to **Not Hired-Interviewed**
- ▶ On the **View Requisition** page
- ▶ Click the checkboxes next to the active applicants who you have interviewed, but do not want to hire, and then click the **Change Multiple Applicant Statuses** button
- ▶ On the **Change Applicant Status** page

- ▶ Select **Not Hired-Interviewed** 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-Interviewed**
- ▶ Select the **Reason** for not hiring the individual for each applicant with **Not Hired-Interviewed** status
- ▶ Click the **Continue to Confirm Page**
- ▶ Click the **Save Status Change**
- ▶ When the department has determined who they would like to hire, contact the Recruiter in order to verify education. If appropriate, perform necessary health assessments and background checks for the selected candidate
- ▶ Upon receiving results you may extend a job offer to the candidate
- ▶ Once the candidate accepts the job offer, notify your Recruiter
- ▶ Complete new hire paperwork and submit the Hire an Employee ePAF (see **Hiring at UF** instruction guide)

Note: Ensure you have selected the correct reason for not hiring an applicant, whether you have interviewed or not. This will also help to ensure a good audit trail.

Note: When the candidate accepts the offer, the Recruiter will change their status to **Hired** and will change the status of the inactive applicants to **Not Hired-Send Email**. This will initiate an auto-generated e-mail to each candidate to let them know they were not selected for the position.

Candidates that were interviewed will not receive this automatic e-mail. It is a best practice for the department to leave them in **Not Hired-Interviewed** status and call them to let them know they were not selected for the position.

Additional Help

For additional help, please call:

Recruitment & Staffing: 352-392-2477
jobinquiries@ufl.edu

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>