Training Manual for Managing Applicants in the FacultyJobs@UGA System

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Getting Started

Login to the site at [https://facultyjobs.uga.edu/hr/login](https://facultyjobs.uga.edu/hr/login)

When you get to the homepage, look at the top right corner to ensure **APPLICANT TRACKING** is selected. If it is not, hover over the drop down arrow and select **APPLICANT TRACKING** from the list.

If you have to select applicant tracking, the top of your screen will change colors. **APPLICANT TRACKING** is the module you will use most, including for hiring proposals. The top of your screen will always be blue when you are in this module.

To the right of your **name**, make sure **Manager/ Supervisor** is selected from the drop box.

Any time you make a change in this box make sure to hit the refresh button to the right of the box and note the notification banner at the top of the screen.
Your Inbox and Watch List

Your home page presents a limited view of your inbox, which presents your tasks within the Faculty Jobs system. These include items that are specifically assigned to you in their current state, and items that do not have individual owners but that you are authorized to act on if nobody else acts on them. Your inbox does not include items that are currently assigned to other people.

The watch list allows you to follow the progress of items that matter to you, even if they are assigned to other people. By default, your watch list includes all items that you create. You can also choose to watch other items. Items are automatically removed from your watch list when they are completed or canceled. You can also choose to stop watching at any time. As with the inbox, the home page presents a limited view of your watch list.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your inbox or watch list.
Accessing your Applicants

There are 2 ways to get to your posting to view applications or to update an applicant’s status.

1. The first is to select the posting from either your Inbox or Watch List on the homepage.
2. The second is to click on the Postings tab at the top of your screen.

On this screen there are two ways to look for your posting. You can type in the Working Title or Posting Number into the Search box. Or, you can browse through the position postings by using the Next and Previous buttons until you see the correct position. Once you find your desired position, click on the working title link to get you to the posting.

Once in the correct position, select the Applicants tab.
Using the Applicants Tab

When first landing on this tab you will see search options at the top and below that will be a list of your applicants for the position.

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 will notice that 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 this case the supplemental question was created to determine who possessed a PhD. View these candidates by selecting **System Det Does Not Meet Minimum Qualifications** in the Workflow State box and clicking search.
Viewing Applications

To view an application click the candidate’s name in your applicant list, or hovering above the Actions dropdown in line with the candidate and select View Application.

Once you are in an application you can use the navigation buttons in the upper right corner to view the next or previous applicant.

To view an applicant’s references or the status of the reference click on the Recommendations tab.

For additional information on the Reference process, please see Appendix A.
Taking Action on Applications

To move a single applicant in the workflow hover over Take Action on Job Application and choose the applicable description. If you select Not Hired, you will have to give an explanation. Choose the correct reason and then click Submit.

The final candidate must be in the workflow state, Recommend for Hire, in order for a hiring proposal to be initiated.

To move multiple applications in bulk:

In the applicants tab check the box next to the label Full Name. Next, select the large Actions button and select Move in workflow under the Bulk heading.

Once on this screen use the dropdown menu to select the appropriate workflow movement. When completed, be sure to select Save Changes. At any time you can select More search options to show Workflow State (External) to see what the applicant sees.
Reviewing Supplemental Questions

To review one candidate’s answers to supplemental questions included in the posting simply 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**. 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 2 was an open-ended question. Here you can view how many of your applicants answered the question.

Question 3 was a multiple-choice question and here you can see a graph of responses given by your applicant pool.
If you want to download your applicants’ answers to the supplemental questions into an Excel spreadsheet, click on the **Downloading Screening Question Answers** option. When you click on this option, the below box will pop up. Type in the File name you would like your document to save as and then click Save.
References and Recommendations

External References

If you want the applicant to provide the system with reference(s) check yes when creating the posting. By choosing this option, it will require the applicant to provide contact information for his/her reference(s) when completing their application. Be sure to provide detailed information in the Special Instructions for Applicants box on how references will be handled, including estimated timing.

At the appropriate time in the process, you will be able to send out an email to references requesting them to submit a letter. This is done by accessing the applicant(s) you wish to request references from using the Applicants Tab in the position. Once here, select the Recommendations tab next to Summary.

Under the Notified tab you will see if email communication has been sent to the reference, and if not, you have the ability to send.

Once you select Send and the reference is notified a timestamp will show up to indicate when notification was sent. You also now have the ability to resend the request if some time has passed and a response has not been received.
Once the email is triggered, the reference receives an email notification with instructions on how to provide feedback. A link is provided that takes them to this website:

Once the recommendation has been completed and submitted it will appear as part of the candidate’s job application and can be viewed by selecting the link below.
Recommendation Letters

A second option for obtaining letters of recommendation is to ask that the candidate upload them as part of their initial application. When creating the position posting, make sure to select optional or required next to the Three Letters of Recommendation on the Applicant Document tab. Selecting (required) will force all applicants to upload letters in order to complete the application.

(Manager/Supervisor’s View)

(Applicant’s View)