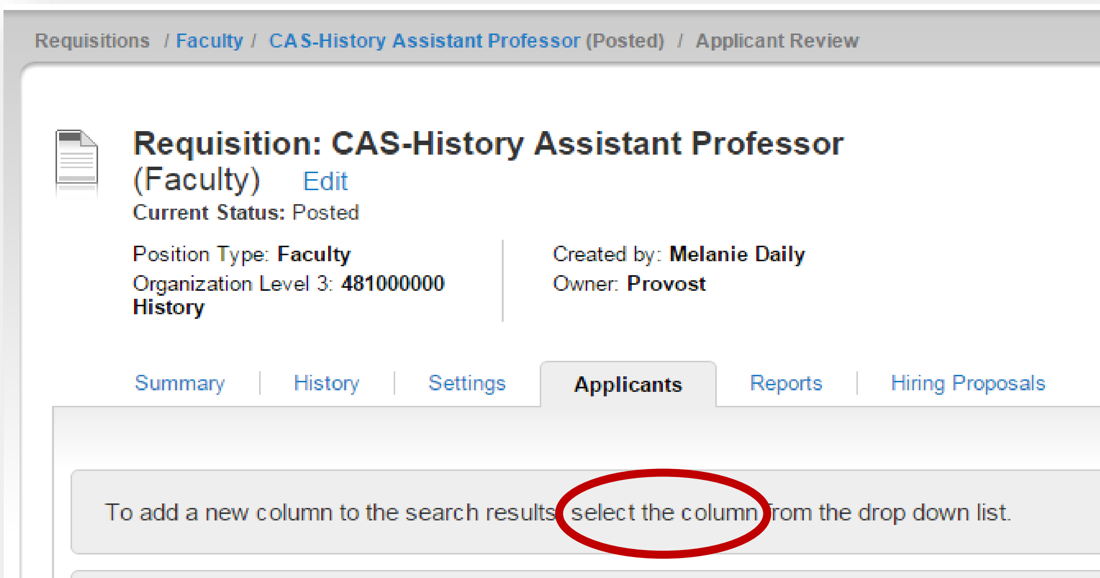
Viewing and Managing Applicants Quick User Guide

Reviewing Applicants

There are two ways to access applications for a requisition:

1. From the Applicants Tab within the Requisition:

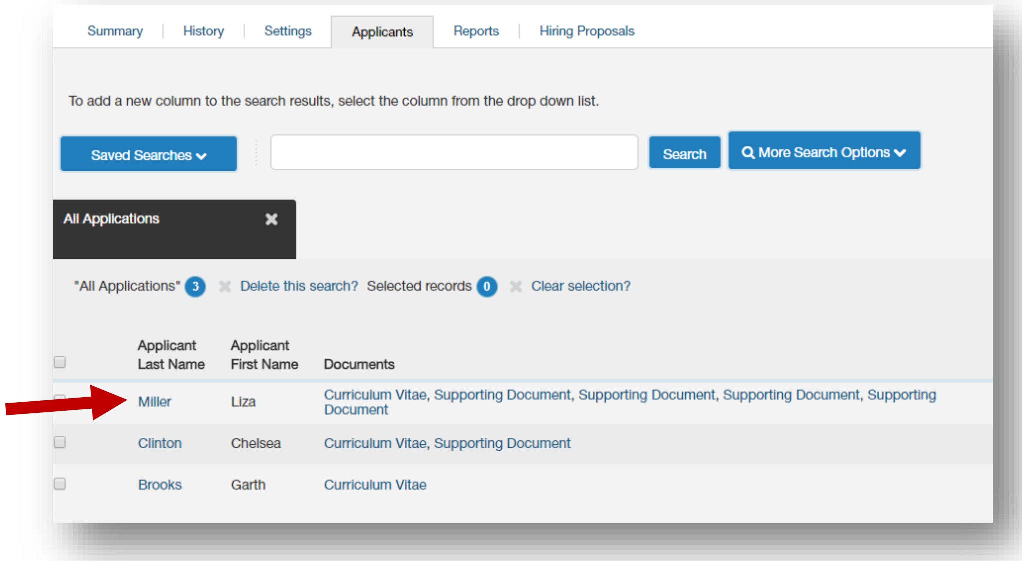


2. From the Applicants on your Homepage

Viewing Application Materials

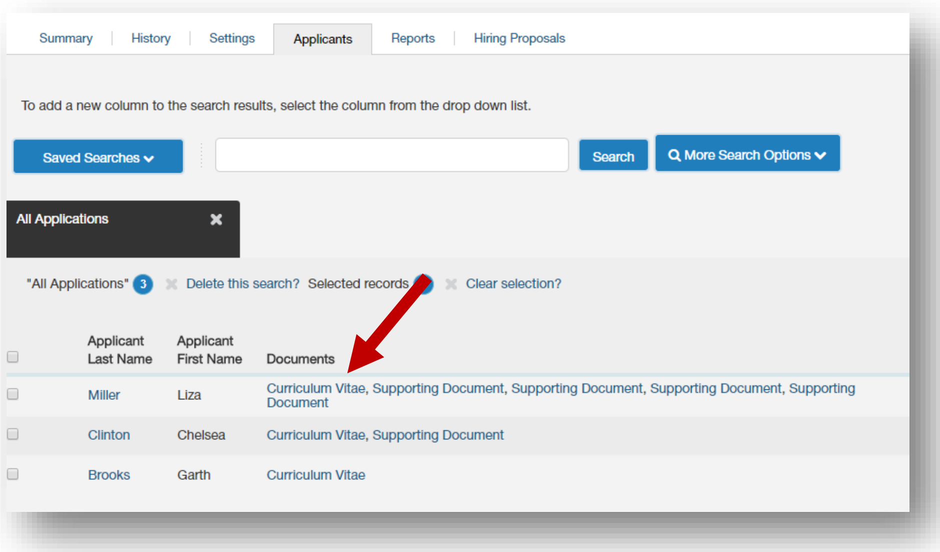
1.) Select Requisitions and then **click Faculty from the Requisitions Tab**.

2.) Locate and open the requisition the applicant applied to.
3.) To view the **applicant's application**, click on their last name in blue.



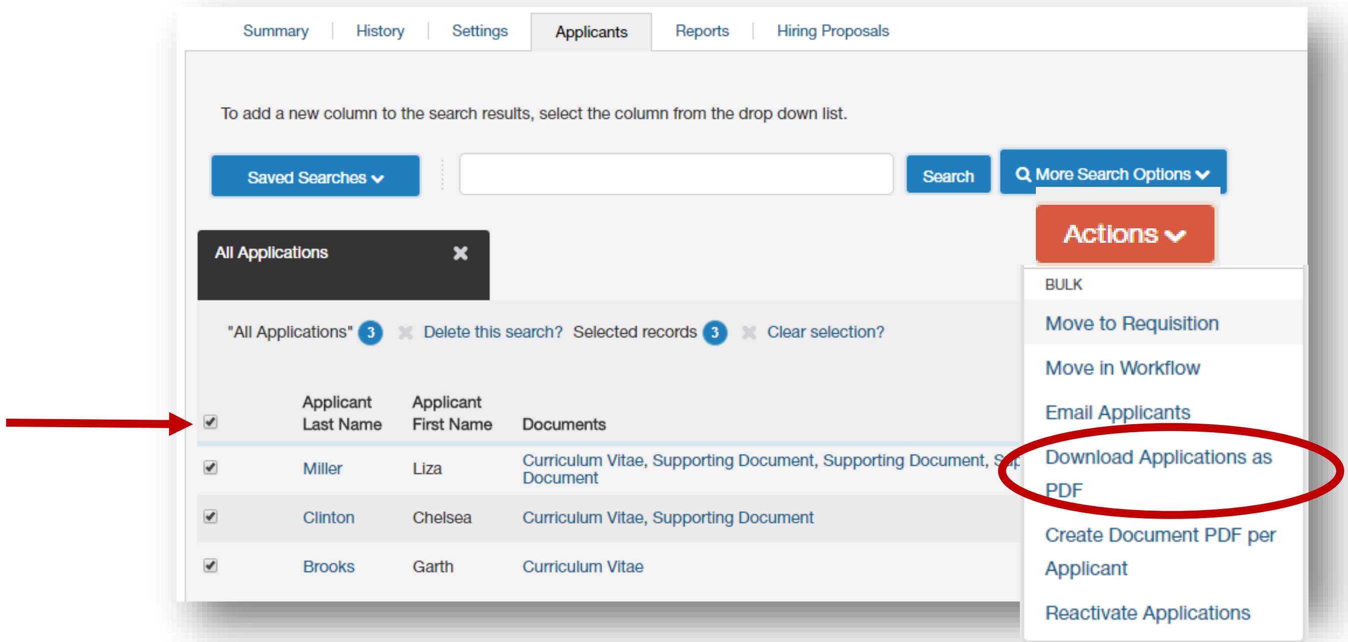
Viewing Individual Application Documents

1.) Click the Document Type you want to view next to the Applicant's First Name.

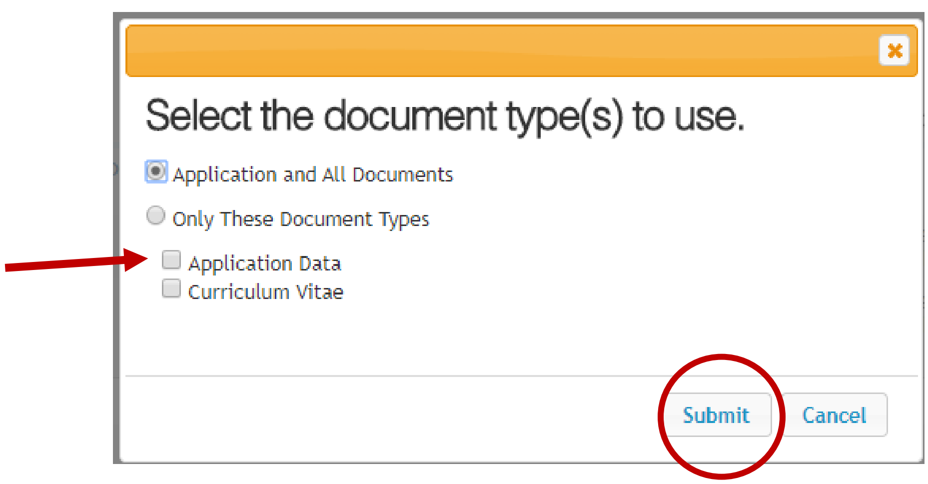


Viewing and Downloading Multiple Applications

1.) Check the box beside all applications you wish to view and download under the Applicants List.
2.) To select all applicants check the box at the top.
3.) Hover over "Actions" and click Download Applications as PDF.

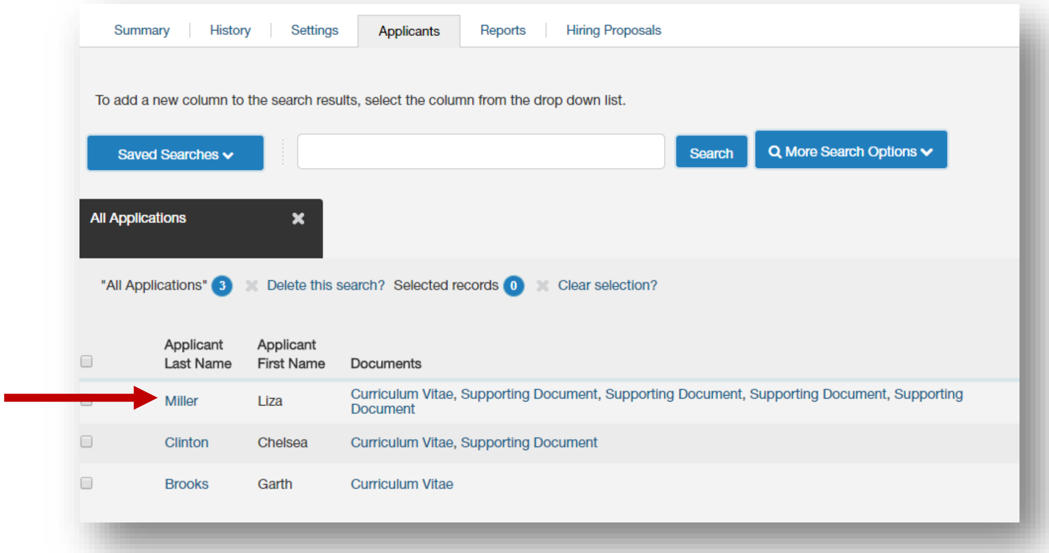


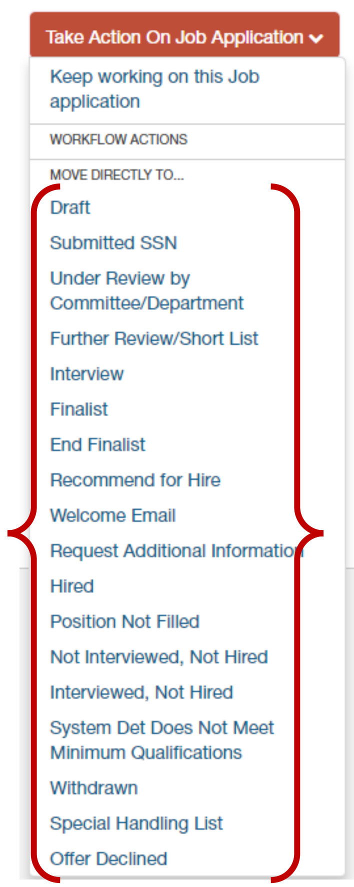
In the dialog box, select the types of documents you want to view, and then click **Submit**.



Managing Individual Applicants

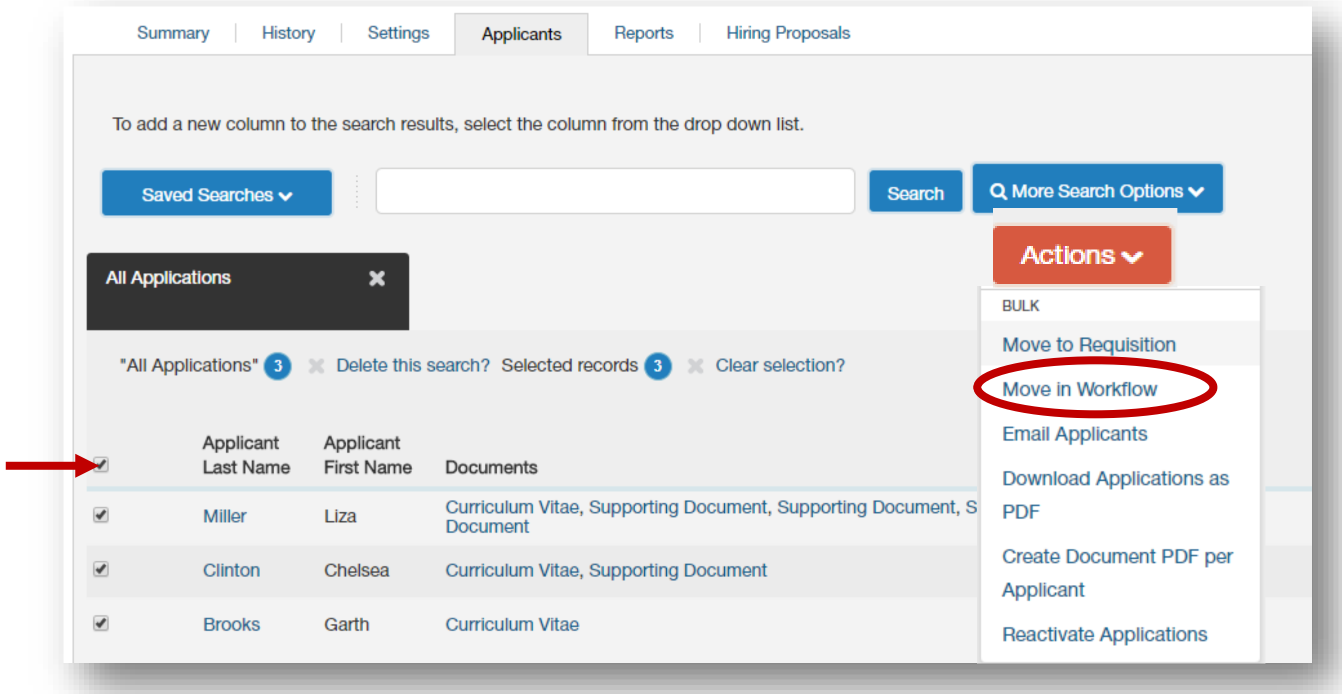
1.) To move one candidate in the workflow, **click on the Applicant's Last Name** in blue.
2.) Hover over "Take Action On Job Application" and click the desired workflow state.



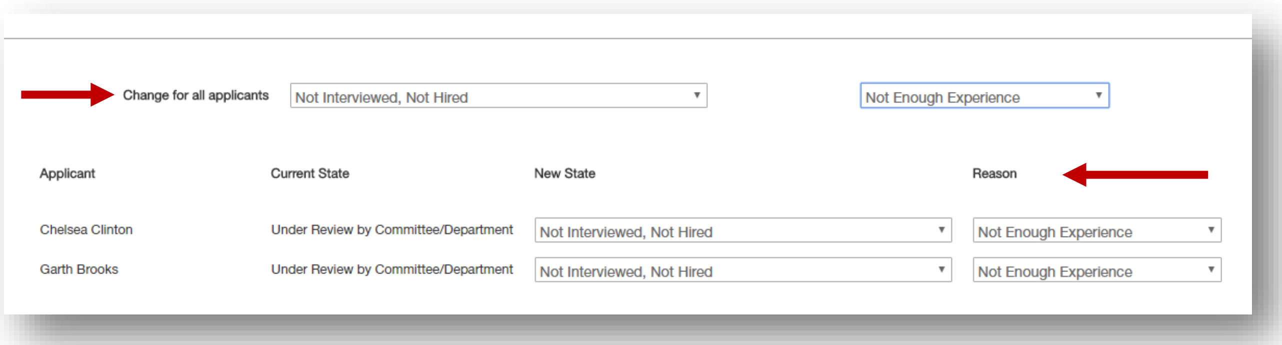


Managing Multiple Applicants

1) To move multiple candidates in the workflow, check the box beside all of the applicants you wish to move in the workflow. (Note* All Applicants must be in the SAME workflow state in order to be able to be moved in Bulk.)
2) Hover over "Actions" and click "Move in Workflow" under Bulk.



3) On the next screen, select new workflow state change for all applicants and workflow state entrance reason for each candidate.

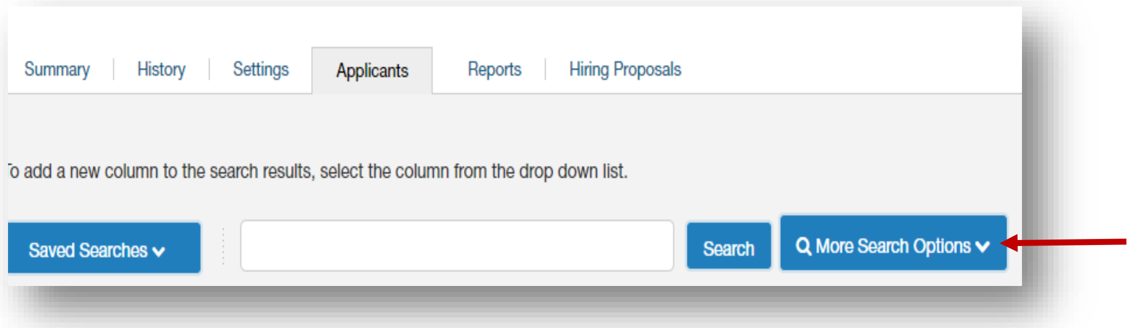


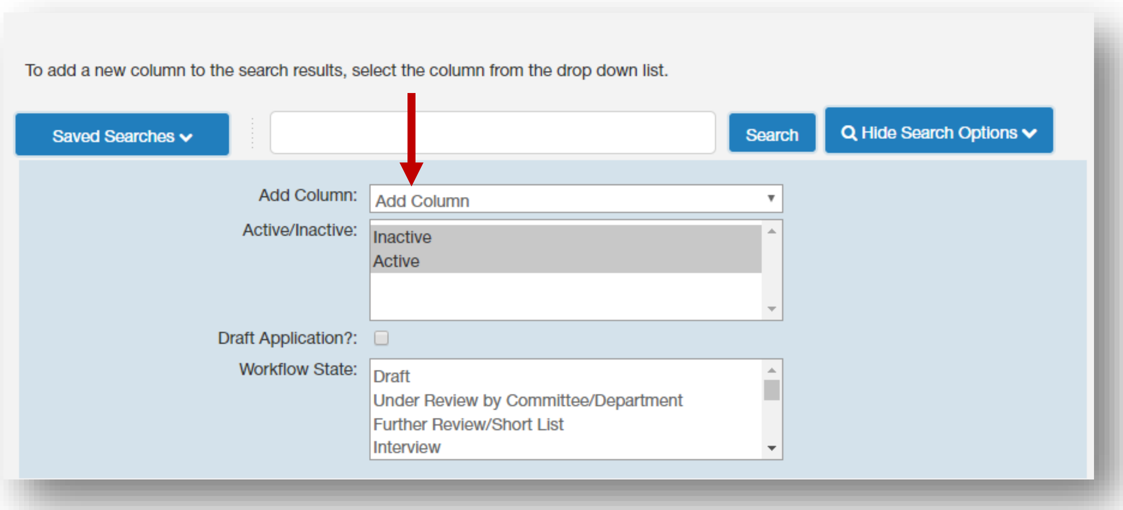
4) Once an applicant has reached the "Hired" workflow state, the requisition is moved to "Filled".
5) Disposition all remaining candidates using the previous instructions to complete the faculty recruitment process.

Navigation and Search Options for Applicants

You can create **customized searches** based on your personal preferences for managing applicants.

1.) Click on "More Search Options" from within the applicants tab within the requisition you wish to view applicants for.
2.) Add columns to your search results to expand your search for applicants.
3.) You can search for only "**Active or Inactive**" Applicants as well.



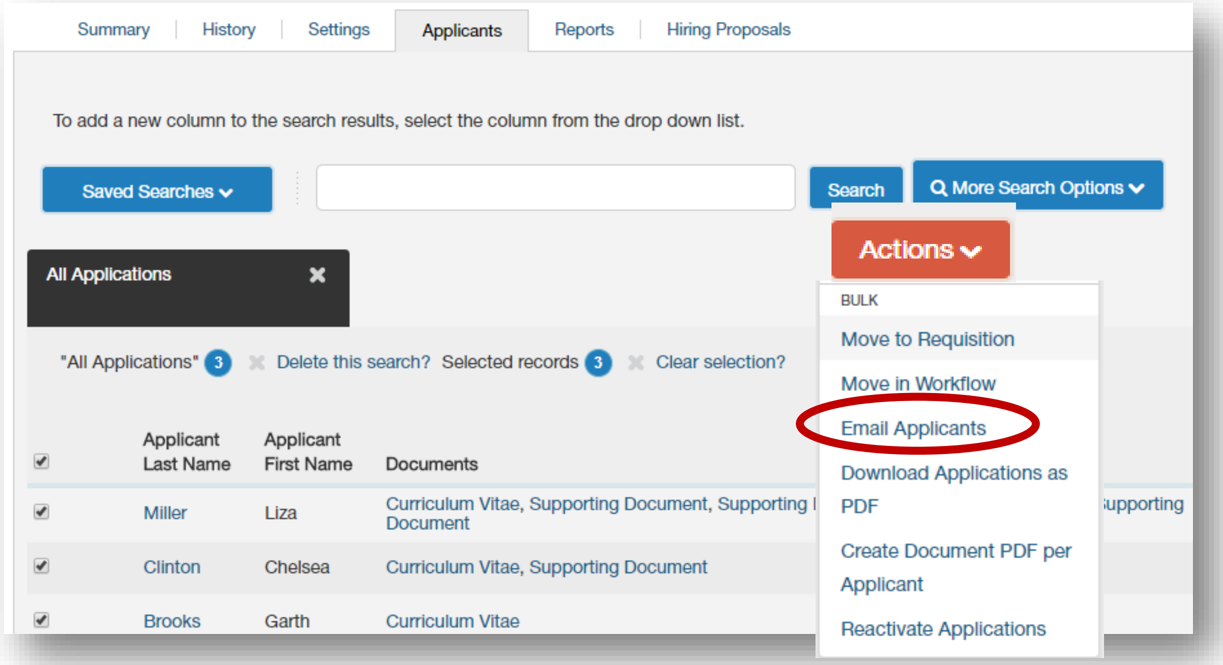


Emailing Applicants

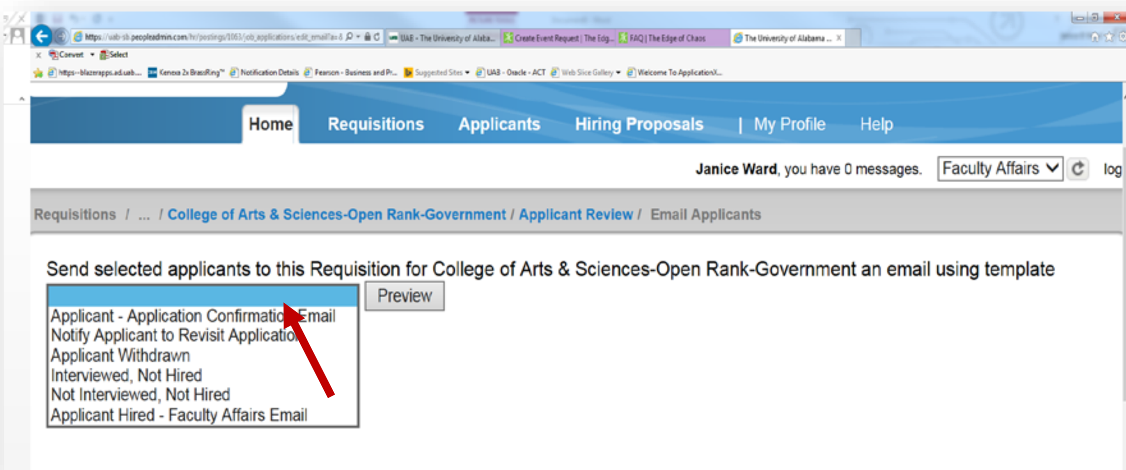
Each department can set up unique email templates to send to applicants. You can email applicants using these templates using the following steps:

1.) Select all applicants you would like the email to go to by checking the box beside their names.

2.) Hover over “Actions” and click “Email Applicants” under Bulk.



3). Select the Email Template you wish to use and then click “Preview”.



4). If you are satisfied with the preview, click Send Emails.

Dear

There are areas on your application that must be updated for the School of Medicine-Open Rank-Radiology-Breast Imaging position. Please log into the UAB Faculty Jobs website and review the position.

To update your application:

- Log into the UAB Faculty Jobs website (www.uab.edu/facultyjobs) and click on "Your Applications" on the left hand menu.
- On the far right column, "Application Materials," you will see a ‡ symbol to the right of the position which needs to be updated.
- Click on the Application link (under "Application Materials") for this position.
- At the top of the page, you should now see an 'edit this application' link. Click on this and update any necessary information.
- Click "Next" to continue through all pages, until you return to the "Summary Page".
- Click the "Certify and Submit" button when your updates are complete.

Thank you,

UAB Office of the Provost/Faculty Affairs on behalf of the Search Committee

Send Emails