

Collaborator Role

Collaborator Dashboard

After successfully logging in, you will access the Collaborator Dashboard and start all tasks from this page:

The screenshot shows the Collaborator Dashboard interface. At the top, there is a header with the UAB logo and the text 'THE UNIVERSITY OF ALABAMA AT BIRMINGHAM'. Below this is a navigation bar with links to Home, Resources, and Sign Out. The main content area is divided into three sections: Core Navigation Bar, Auxiliary Toolbar, and Channels. The Core Navigation Bar contains links to Recruiting, Tasks, Requisitions, Candidates, and Offers. The Auxiliary Toolbar contains an Expand/Collapse button. The Channels section contains three main channels: View Requisitions, View Candidates, and Tasks. The Tasks channel displays a table with columns for Recruiting, Tasks assigned to me, All staffing tasks, Requisitions, To be completed, Candidates, Confirm Employee Presence, and Duplicate Check. The table shows counts for each category. The Help menu is visible on the right side of the dashboard.

Recruiting	Total
Tasks assigned to me	0
All staffing tasks	3
Requisitions	1
To be completed	0
Candidates	1
Confirm Employee Presence	1
Duplicate Check	1

Core Navigation Bar

- Click the Home Button to return to the Collaborator Dashboard at any time
- Access your Tasks list, Requisitions and Candidates lists or Offers list from the Core Navigation Bar

Auxiliary Navigation Bar

- Click the Home Button to return to the Collaborator Dashboard at any time
- Click Sign Out to exit the system.

Refresh - The center stage displays a Refresh button to allow users to update all the channels with the latest numbers.

Channels - display status-oriented data about your activities. From the links on the channels, you can access information on requisitions, candidates. Click the channel heading (i.e., View Requisitions, View Candidates, Tasks) to access.

Collapse the Help menu to increase your work space. Click the **Expand/Collapse button** again if you need to access Help files.

Accessing Candidates



From the **core navigation toolbar** on the dashboard, click Requisitions.

You are now viewing the requisitions you own or collaborate on. Click the **Number** in the candidate column.

Requisitions						
Number	Title	ID	1 ▼	Status	Status Detail	Recruiter
4	Administrative Associate for Testing 12/10	1400006Q		Open	Posted (Ongoing)	Power Recruiter Traci

You are now viewing the **candidate pool**:

Candidates for:						
Administrative Associate for Testing 12/10 (1400006Q)						
			More Actions ▼			
<input type="checkbox"/>	Candidate	Language Icon	Submission Completed			
<input type="checkbox"/>	Combs, Sean (12941)	en	✓			
	Applicant, Erin (12860)	en	✓			
	Pickle, Dyl (11220)	en	✓			
	Major, Art (11060)	en	✓			

Use the Navigation Toolbar to move through your candidate pool without returning to the requisition.

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Exporting Entire Candidate List to Excel

- **Note: Please be sure to disable pop-up blockers to be able to open the Excel file.**

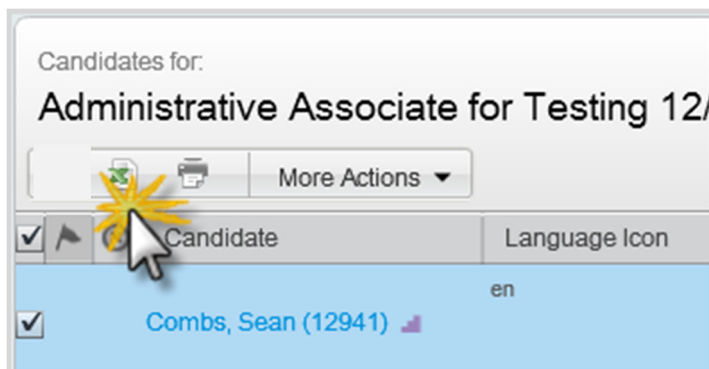
1. Click the Requisitions tab.
2. Locate the requisition.
3. Locate number to the left of the requisition title to access the candidate list.

Requisitions					
					
<input type="checkbox"/>			Title	ID	1 ▾ Status Status Detail
			4 Administrative Associate for Testing 12/10	1400006Q	Open Posted (Ongoing)

4. Click the number to access the candidate list.
5. Locate the Select All icon.
6. Check the box.

Candidates for:		
Administrative Associate for Testing 12/		
   More Actions ▾		
<input type="checkbox"/>	 	Candidate Language Icon
		Combs View or edit the candidate information
		Applicant, Erin (12860)  en
		Pickle, Dyl (11220)  en
		Major, Art (11060)  en

7. Click the Excel icon.



2.


8. Depending on your browser setting, you may be prompted to Open or Save the file on your desktop. Select your preference.
9. Click ok.
10. An Excel spreadsheet will open.




Note: For best results, it is recommended that no more than 50 candidates be selected at a time.

Printing a Candidate File

1. Go to the Requisitions tab.
2. Click the **Number** to the left of the requisition title to access the candidate list.

Requisitions





<input type="checkbox"/>			Title	ID	1 ▾	Status	Status Detail
			4 Administrative Associate for Testing 12/10	1400006Q		Open	Posted (Ongoing)

3. You are now viewing the candidate list.












You are now viewing the candidate list.

Candidates for:

Administrative Associate for Testing 12/10 (1400006Q)

More Actions ▼

<input type="checkbox"/>			Candidate	Language Icon	Submission Completed
<input checked="" type="checkbox"/>			Combs, Sean (12941) 	 en	
			Applicant, Erin (12860) 	 en	
			Pickle, Dyl (11220) 	 en	

4. Place a checkmark next to the candidate(s) name.
5. Click **Print File**.



6. Select which sections you wish to print.

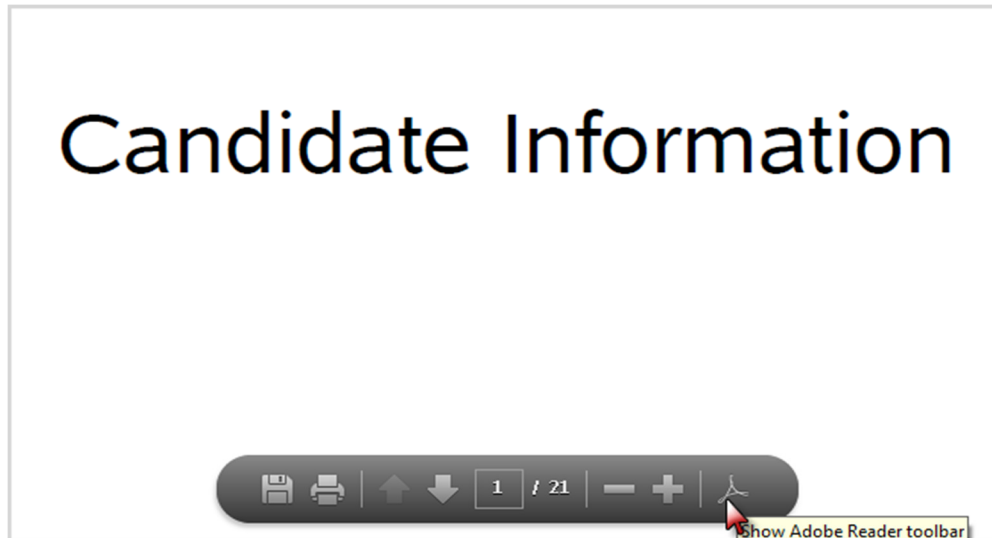
The image shows a 'Print Configuration' dialog box. On the left, under 'Selection', there are two radio buttons: 'All candidates (4)' and 'Selected candidates (1)'. Under 'Content', there are two radio buttons: 'List only' and 'Candidate file details'. A red arrow points from 'Candidate file details' to the 'Section' list on the right. Below the radio buttons, there is a red text box that says 'Use the file details to view the section options to the right'. Under 'Options', there is a checkbox labeled 'Insert page break after:' and a sub-option 'Each section'. At the bottom left is a 'Reset' button. On the right, there is a table with two columns: 'Section' and 'Order'. The 'Section' column contains a list of sections with checkboxes: 'Job Submission', 'Personal Information', 'Experience and Credentials', 'Profile Information', 'External Services', 'Submission Information', 'References', 'Job Questionnaire', 'Diversity', and 'Attachments'. The 'Order' column contains a dropdown menu with the number '1'. At the bottom right are 'Print (PDF)' and 'Cancel' buttons.

Section	Order
<input checked="" type="checkbox"/> Job Submission	1
<input checked="" type="checkbox"/> Personal Information	
<input checked="" type="checkbox"/> Experience and Credentials	
<input checked="" type="checkbox"/> Profile Information	
<input checked="" type="checkbox"/> External Services	
<input checked="" type="checkbox"/> Submission Information	
<input checked="" type="checkbox"/> References	
<input checked="" type="checkbox"/> Job Questionnaire	
<input checked="" type="checkbox"/> Diversity	
<input checked="" type="checkbox"/> Attachments	2

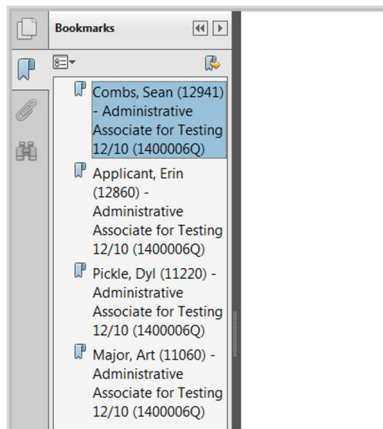
7. Click **Print (PDF)**.

8. Based on your browser settings, a new window or tab will open asking to Open or Save file or the document will open in a new browser tab.

9. If you print multiple candidates, activate the adobe reader toolbar to use the bookmarks to navigate to each candidate's information.



10. A **Table of Contents** will appear on the left hand side of the file.



Note: The **Bookmark** function will allow you to navigate directly to a candidate's file. For best results, it is recommended that no more than 50 candidates be selected at a time.