



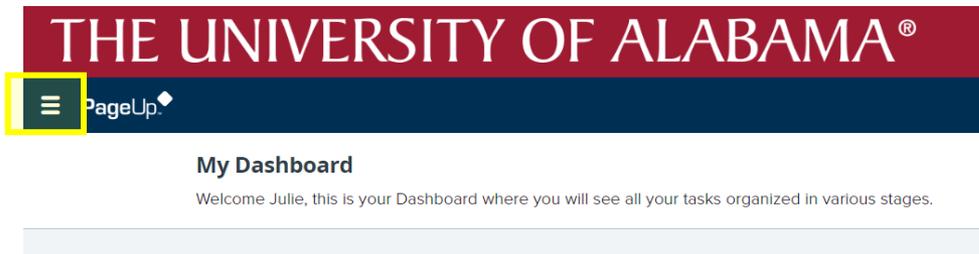
Viewing and Managing Applications Part 1 – How to View

THE UNIVERSITY OF ALABAMA®

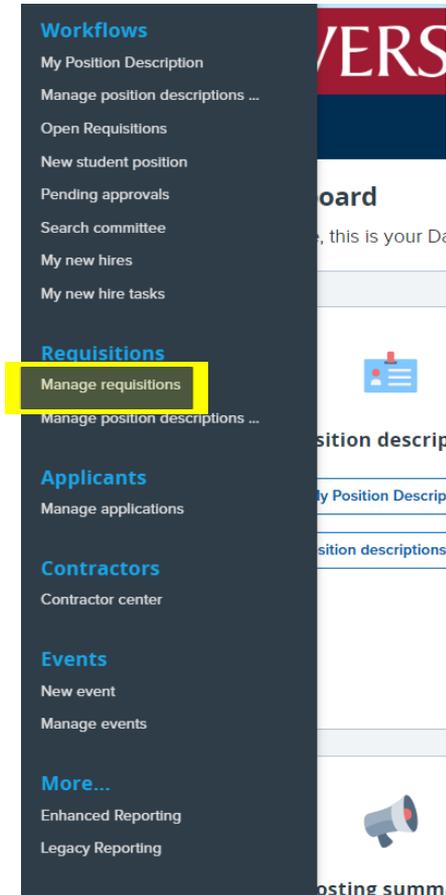


How to View Your Applicants

- Start by going to your hamburger menu.

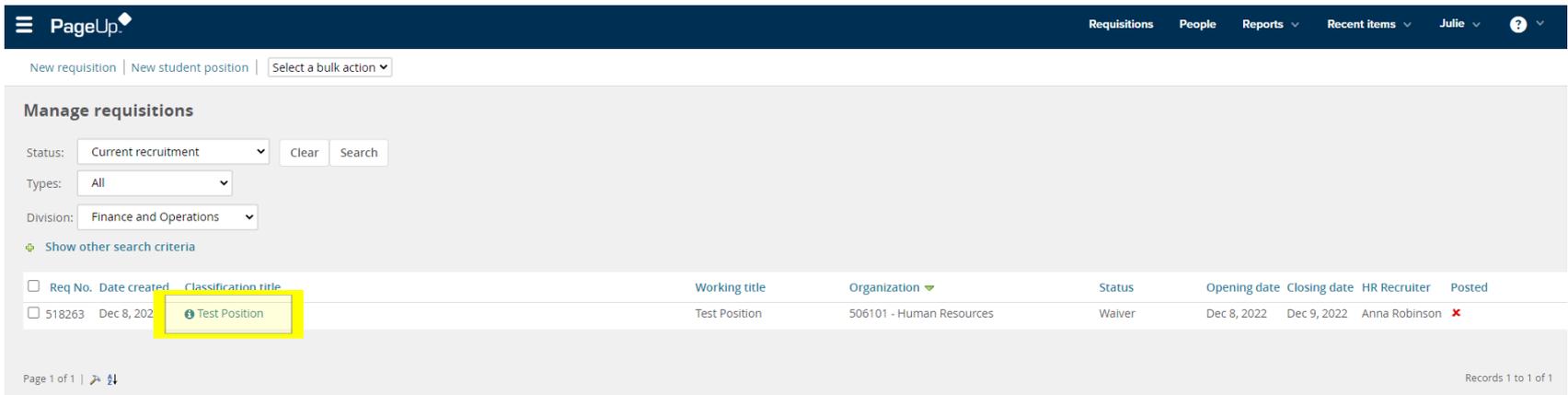


- From the menu, select **Manage Requisitions**.



How to View Your Applicants

- From the **Manage Requisitions** screen, you will select the classification title (colored blue).



The screenshot shows the 'Manage requisitions' interface. At the top, there is a navigation bar with 'PageUp' and several menu items: 'Requisitions', 'People', 'Reports', 'Recent items', 'Julie', and a help icon. Below the navigation bar, there are links for 'New requisition', 'New student position', and a 'Select a bulk action' dropdown. The main content area is titled 'Manage requisitions' and contains search filters for 'Status' (Current recruitment), 'Types' (All), and 'Division' (Finance and Operations). A 'Show other search criteria' link is also present. Below the filters is a table with the following data:

Req No.	Date created	Classification title	Working title	Organization	Status	Opening date	Closing date	HR Recruiter	Posted
518263	Dec 8, 2022	Test Position	Test Position	506101 - Human Resources	Waiver	Dec 8, 2022	Dec 9, 2022	Anna Robinson	✖

At the bottom left, it says 'Page 1 of 1' with navigation arrows. At the bottom right, it says 'Records 1 to 1 of 1'.

How to View Your Applicants

- Once you have pulled up your requisition, you will select **View Applications** in the upper right-hand corner.



The screenshot displays a web interface for a requisition. At the top left, the title is "(518263) Test Position" with a subtitle "Raised from: PD-4628 - Test Position". In the top right corner, a blue button labeled "View applications" is highlighted with a yellow border, next to a three-dot menu icon. Below the title, there are navigation tabs: "Position info" (underlined), "Notes", "Documents", "Reports (Legacy)", and "Reports". The main content area is titled "REQUISITION INFORMATION" and contains the following details:

Requisition No.:	518263 Leave blank to automatically create a reference No.
POSITION DETAILS	
Last PD action:	Dec 8, 2022 
Position Classification:	Temporary Assignment Classification title: Temporary Assignment 

How to View Your Applicants

- You should now be able to see a list of eligible applicants. To view an applicant's resume and application, click on the right hand side of the screen to where there are two sheets of paper stacked. This will pull up their application which is then followed by their resume.

Test Position (518263)

Search Results

Submitted	Status	First name	Last name	Cell	State	City	Employee Position / Dept.	Flags
Dec 8, 2022	Forwarded to Dept	Dwayne	Johnson					View application

Page 1 of 1 | | Records 1 to 1 of 1

- You can sort and organize them by any other the blue headers across the top.
 - In the bottom left-hand corner, there is a hammer icon that will allow you to manage the headers on the top of your applicant list.

Edit settings - Google Chrome

bama.dc4.pageuppeople.com/v5.3/provider/gridSetti...

Columns

Select the columns to display on the grid:

- Submitted
- Status
- First name
- Last name
- Phone
- Cell

Records per page

Select how many records per page you would like displayed:

Records per page: 20 50 100

Save Cancel

Flags on Your Applicant and What They Mean

- You may notice some flags by your applicant. Below are descriptions of each flag.



The yellow smiley face means the applicant selected disclosed they are a current UA employee.



The purple smiley face means the applicant selected disclosed they were a previous UA employee.



The world icon means the applicant may require international sponsorship.



The question mark icon means this applicant is a previous employee. You will need to contact your HR Business Partner to review previous employment evaluations during the reference check process.



The blue car icon means that this applicant answered one of the MVR questions in a way that may make them ineligible to drive a University vehicle.



**For more information, please contact your
Talent Acquisition Specialist or HR Business
Partner!**