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).
How to View Your Applicants

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

- 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.
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!