

## **Section 5:**

### ***Viewing an Application***

*This section includes instructions on how to view the online application and related attached documents*



JOB POSTINGS

- VIEW ACTIVE
- VIEW HISTORICAL
- SEARCH HIRING PROPOSALS

JOB DESCRIPTIONS

- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

ADMIN

- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

Welcome **Sample Hiring Authority**. You are logged in with Department View.

View Active

Click "view" to review applicants for the posted position

"view" link below the Title. To sort by any column, click on the

Active

2 Records

| <input type="checkbox"/> Classification Title | <input type="checkbox"/> Posting Number | <input type="checkbox"/> Apps In Process | <input type="checkbox"/> Job Open Date | <input type="checkbox"/> Job Close Date | <input type="checkbox"/> Department | <input type="checkbox"/> Posting Status |
|---|---|--|--|---|-------------------------------------|---|
| Bus Driver<br><a href="#">View</a>            | 0400026                                 | 0  | 01-19-2006                             | 02-19-2006                              | Sample Office                       | Posted                                  |
| Assoc. Admin.<br><a href="#">View</a>         | 0400024                                 | 1  | 01-18-2006                             | 02-18-2006                              | Sample Office                       | Posted                                  |

This page shows the number of qualified applicants for each advertised position for the department.



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Welcome **Sample Hiring Authority**. You are logged in with Department View.

## View/Edit Posting - Assoc. Admin.

|                   |                                 |  |  |                            |  |                                 |
|-------------------|---------------------------------|--|--|----------------------------|--|---------------------------------|
| <b>Applicants</b> | <a href="#">Posting Details</a> | <a href="#">Posting Specific Questions</a> | <a href="#">Disqualifying / Points</a> | <a href="#">Guest User</a> | <a href="#">Hiring Proposal(s) for Posting</a> | <a href="#">Notes / History</a> |
|-------------------|---------------------------------|--|--|----------------------------|--|---------------------------------|

### Active Applicants

Click "View Staff Application" to retrieve the application to be viewed

1 Record

| <input checked="" type="checkbox"/> Name                         | Documents | <input checked="" type="checkbox"/> Score | <input checked="" type="checkbox"/> Date Applied | <input checked="" type="checkbox"/> Status                 | All / None               |
|--|-----------|---|--|--|--------------------------|
| <b>Shishkabob, Bob</b><br><a href="#">View Staff Application</a> |           | 0   | 01-18-2006                                       | Under Review by Committee<br><a href="#">Change Status</a> | <input type="checkbox"/> |

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

Minimum Score:

Include:

- Active Applicants
- Inactive Applicants

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print



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**ADMIN**

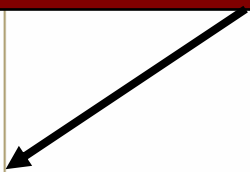
- HOME
- CHANGE DEFAULT VIEW
- CHANGE PASSWORD
- LOGOUT

|  |   |            |  |
|--|---|------------|--|
| <b>Shishkabob, Bob</b><br><a href="#">View Staff Application</a> | 0 | 01-18-2006 | Under Review by Committee<br><a href="#">Change Status</a> |
|--|---|------------|--|

**CHANGE MULTIPLE APPLICANT STATUSES**

You may review multiple applications by clicking this button.

| Refresh   | View Multiple  |
|---|--|
| Minimum Score: <input type="text"/><br><br>Include: <input checked="" type="checkbox"/> Active Applicants<br><input type="checkbox"/> Inactive Applicants<br><br><input type="button" value="REFRESH"/> | <input type="button" value="VIEW MULTIPLE APPLICATIONS"/><br><br><input type="button" value="VIEW MULTIPLE DOCUMENTS"/><br><br><small>Applications / documents will open in a new window. To print, select File &gt; Print after documents appear in that window.<br/><br/>Documents may take several minutes to load.</small> |



**SAVE AND STAY ON THIS PAGE**

**CONTINUE TO NEXT PAGE >>**

The "View Multiple Applications" option will open one single window. You may view multiple applications by scrolling down the page.

[Close Window](#)



# UNIVERSITY

## EMPLOYMENT APPLICATION (SAMPLE)

- A Member of
- JOB POSTINGS
- VIEW ACTIVE
- VIEW HISTOR
- SEARCH HIRIN
- PROPOSALS
- JOB DESCRIPT
- BEGIN NEW AC
- SEARCH ACTI
- PENDING ACTI
- SEARCH POST
- ADMIN
- HOME
- CHANGE DEFA
- CHANGE PASS
- LOGOUT

The window with the completed application will appear

|                                       |                                    |
|---------------------------------------|------------------------------------|
| Requisition Number:<br><b>0400024</b> | Job Title:<br><b>Assoc. Admin.</b> |
|---------------------------------------|------------------------------------|

### Personal Information

|  |  |  |                 |          |
|--|--|--|-----------------|----------|
| Last Name:<br><b>Shishkabob</b>  | First Name:<br><b>Bob</b>  | Middle Name:   | Email Address:  |          |
| Address:   | City:  | State:   | Zip Code:       | Country: |
| Primary Contact Number:  | Alternate Contact Number:  | Other Contact Number:                                | Salary Desired: |          |
| What date are you available to begin working?                            | What type of employment are you seeking?                         | Are you legally eligible for employment in the U.S.? |                 |          |
| Have you worked for this University before?                              | If yes, please list the department and dates of your employment: |  |                 |          |
| Do you have any relatives who are currently employed by this University? | If yes, please list the relative's name and department:          |  |                 |          |

### Education

|   |  |
|---|--|
| Did you graduate from High School or receive a GED? | If no, list the highest grade you completed: |
|---|--|

