

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.

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 View	0400026	0	01-19-2006	02-19-2006	Sample Office	Posted
Assoc. Admin. View	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.

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal(s) for Posting	Notes / History
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Active Applicants

Click "View 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
Shishkabob, Bob View Staff Application		0	01-18-2006	Under Review by Committee Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh **View Multiple**

Minimum Score:

Include: Active Applicants
 Inactive Applicants

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

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

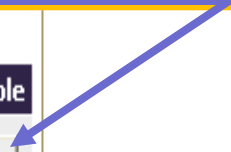


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Shishkabob, Bob		0	01-
View Staff Application			
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Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load. <input type="button" value="CONTINUE TO NEXT PAGE >>"/>
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>	

You may review multiple applications by clicking this button.



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

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- JOB POSTINGS
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UNIVERSITY

EMPLOYMENT APPLICATION (SAMPLE)

The window with the completed application will appear.

Requisition Number: 0400024	Job Title: Assoc. Ad
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Personal Information

Last Name: Shishkabob	First Name: Bob	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:
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For questions regarding the PV PAWS system please contact:

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