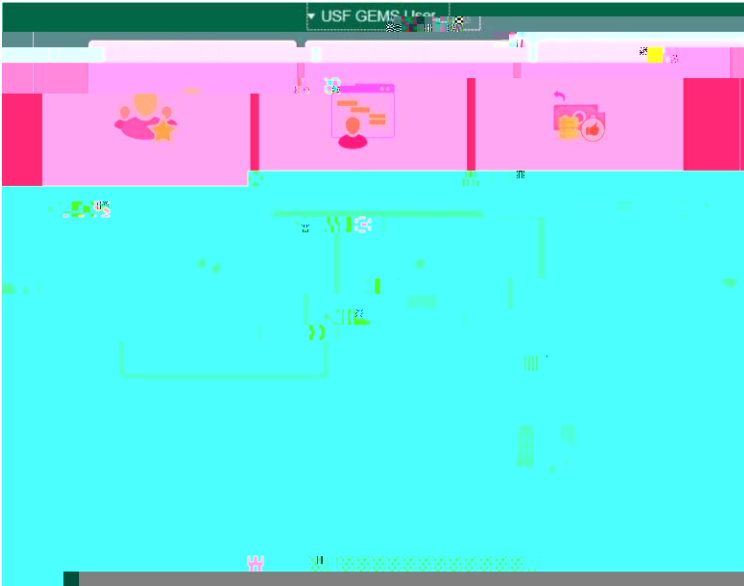


## Reviewing Applicants



From the USF Gems User Menu, click the Recruiting tile.

Then click Search job Opening. [141Str G\(ear\)h job Of.cW\\*nBT/F5Tf1032Im0GB4TETQ00RecW\\*nB](#)



Type the job opening ID provided by your department in the job opening ID field as we have done here. Click Search.

The job opening should appear in the Search Results. If nothing appears, click the Search Criteria arrow to open the fields and try again. Click the job opening title.



The Manage job opening page opens with a list of applicants. To view each applicant, for this example.

Manage Job Opening Help | Personalize Page

Return | Recruiting Home | Search Job Openings | Refresh | Add Note | No Category

Job Opening ID: 5000  
 Job Posting: 1844 (Clerical and Secretarial)  
 Job Code: 0014 (Clerical and Secretarial)  
 Job Family: TMP (Temporary)

Status: 010 Open  
 Business Unit: USFBU (USF Business Unit)  
 Department: REC-TRN-01 (Recruitment Training - 01)

Applicants | Activity & Attachments | Details

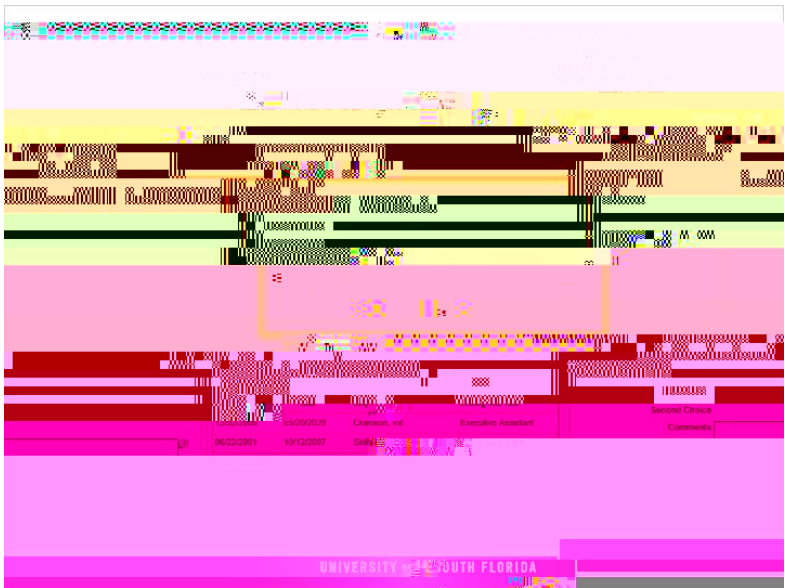
Applicants: (0) | Equipped: (0) | Screen: (0) | Interview: (0) | Offer: (0) | Hire: (0)

View Application Details Help | Personalize Page

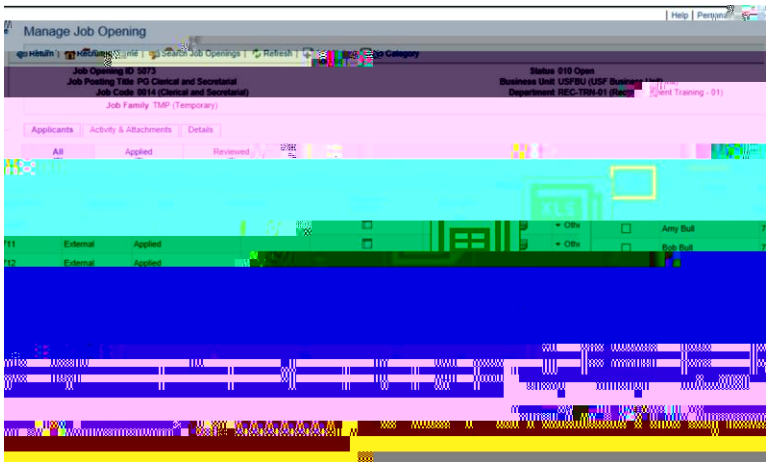
Name: Rocky Bull  
 Applicant ID: 5800  
 Applicant Type: External Applicant  
 Status: 010 Active

Preferred Contact: Email  
 Phone: 813/111-5555  
 Email: Quraf.edu  
 Address: 4202 E Fowler Ave, FL 33620 Hillsborough

Activity & Attachments

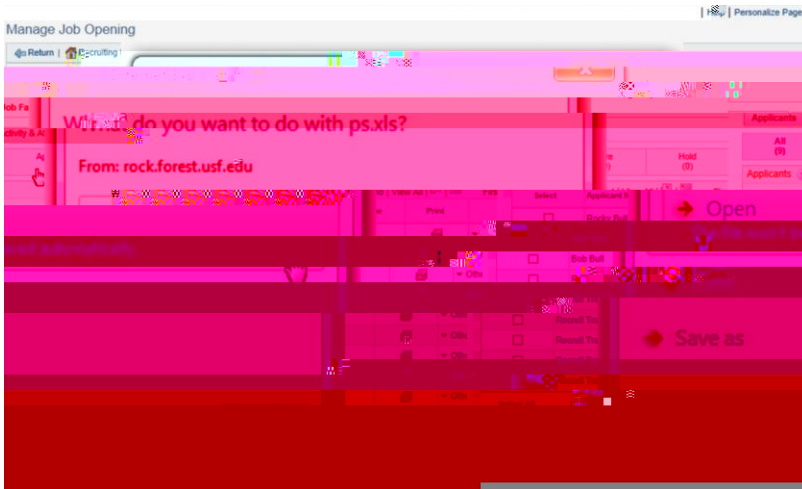


Because, in this case, Amy Bull used the copy/paste feature in the application to add her cover letter and resume, it will show up as text in the Resume Text box and you can scroll down to view.

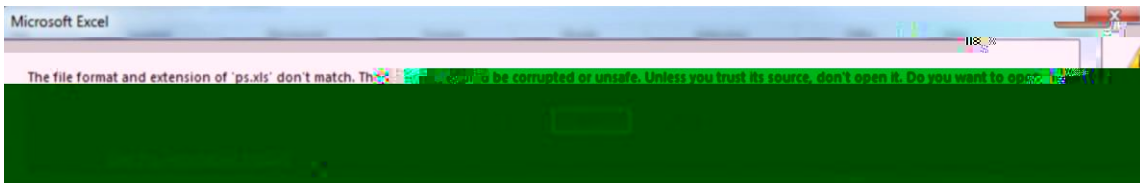


The applicant listing has a handy tool that allows you to download the applicant list as an Excel spreadsheet. Click the download to Excel icon.

Browsers vary, in the way they handle down-loads. Contact the IT Help Desk if you experience problems. Click Open.



You might see a message similar to this. If you get this message, it is safe to ignore. Click Yes.



The spreadsheet opens. For recruitments with a large number of applicants, this download can be a real time saver. For example, use the spreadsheet to make notes on applicant qualifications or to designate who you want to interview.

