

Applicant Review: Search Committee Member(s)

- | Step | Action |
|------|---|
| 1. | OneUSG Connect through MyVSU, select <i>Access to OneUSG Connect</i> . System will require 2-factor authentication even when on campus. |
| 2. | Click on the Recruiting Self Service tile, then click the Search Job Openings tile or Use the Navigator and click Recruiting → Search Job Openings . Click green Search button to see list of jobs. |

3. Select the job opening of interest.

Browse Job Openings

Return | Recruiting Home | Browse Applicants | Search Job Openings | Create Job Opening

Filter by

My Association
Hiring Manager (1)
Primary Hiring Manager (1)

Department
Biology (1) ➔

1 matches found.

Job Openings									
Job ID	Posting Title	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants	
1178	Instructor (VSU01)	Valdosta State University	Biology	Valdosta State University	7	010 Open	12	12	

This will take you to the **Manage Job Opening** page. Here you will see a list of all applicants who have applied to the opening.

4. The page will default to the **“Applied”** tab. Notice that the disposition of all the applicants on this tab is **“Applied”**.

An applicant's disposition is the applicant's status with regards to a particular job opening. These statuses track the progress of an applicant through the recruiting process.

You can review an applicant’s application and/or resume by clicking on the appropriate icons in the **“Application”** or **“Resume”** columns.

Search Job Opening
Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | >> Personalize

Job Opening ID 1116 Status 010 Open
 Job Posting Title Dir., Budget Services Business Unit 51000 (Valdosta State University)
 Job Code 193X29 (Dir., Budget Services) Department 1492000 (VPFA & Budgeting Services)
 Position Number 10006264 (Dir., Budget Services)

Applicants Applicant Screening Activity & Attachments Details

All (7)	Applied (7)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
Applicants Personalize Find View All First 1-7 of 7 Last									
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Other Actions	
<input type="checkbox"/>	Agatha Christie	1028	External	Applied				Other Actions	
<input type="checkbox"/>	Dwayne Johnson	1027	External	Applied				Other Actions	
<input type="checkbox"/>	Fake Applicant	1109	External	Applied				Other Actions	
<input type="checkbox"/>	Giavonne Sykes	1018	Employee	Applied				Other Actions	
<input type="checkbox"/>	Heather Riner	1079	External	Applied				Other Actions	
<input type="checkbox"/>	Joe Test	1111	External	Applied				Other Actions	
<input type="checkbox"/>	Tester 123	1110	External	Applied				Other Actions	

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | >> Top of Page

Clicking on the “Application” icon will bring up the detailed application page (i.e. **Manage Application** page). You can also view the applicants resume and other attached documents, such as cover letter, etc. from this page.

Click “**Return**” when you are finished reviewing the application to return to the Manage Job Opening page.

5.

Manage Application

Return | Recruiting Home | Search Applications | Previous | Next | Refresh

Applicant

Name: Heather Riner
 Applicant ID: 1079
 Applicant Type: External Applicant
 Status: 010 Active
 Jobs Applied: 4

Preferred Contact: Not Specified
 Phone: 478/555-5555
 Email: x00hriner@ssc.usg.edu
 Address: 1235 May Road, Sparta, GA 31087

Job Opening

Job Opening ID: 1116
 Job Posting Title: Dir., Budget Services
 Job Code: 193X29 (Dir., Budget Services)
 Recruiter:
 Hiring Manager:
 Salary Range: 79,737.00 to 119,606.00 USD/Year

Status: Open
 Business Unit: 51000 (Valdosta State University)
 Department: 1492000 (VPFA & Budgeting Services)
 Job Type: Standard
 Position Number: 10006264 (Dir., Budget Services)

Process Application

Disposition: 010 Applied
 Reason:
 Date: 12/20/2017

Mark Reviewed | Interview | Reject | Other Actions

Application and Resume | Questionnaire | Notes

Personal Information

POI Type: Unknown
 Eligible to Work in U.S.:
 Are you a former employee: No
 Previous Termination Date:

Attachments

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Resume.docx	Resume2.docx	Resume			11/28/2017 2:27PM
Cover_Letter.docx	Cover_Letter.docx	Cover Letters		Heather Riner	11/28/2017 2:34PM

Work Experience
 No Work Experience has been added to this applicant's profile.

Education Level
 Highest Education Level: A-Not Indicated

Training
 No Training has been added to this applicant's profile.

Preferences

Desired Start Date:
 Regular/Temporary: Either
 Full/Part-Time: Either
 Willing to Relocate: No
 Willing to Travel: No
 Travel Percentage: Never or rarely

Geographic Preferences

6.

Repeat steps 4 and 5 to review all applicants.