REVIEWING JOB OPENING AND APPLICANTS – HIRING MANAGER
UW PEOPLESOFT TRAINING SCRIPT

Description:
This script will walk you through the process of finding your job openings and browsing application materials for your candidates.

Note: Make sure that you allow pop-ups for this site.

The Process At-A-Glance

PART ONE: Finding the Job Opening.................................................................pg.1
1. Log into PeopleSoft HRMS and navigate to the Find Job Opening page.
2. Search for open Job Openings

PART TWO: Reviewing Applications.........................................................pg.4
3. Click Application icon
4. Review Application details
5. Review Application Questionnaire

PART THREE: Reviewing Cover Letter, Resume & References.........................pg.8
6. Click Resume icon
7. Review Resume contents

PART FOUR: Viewing References entered into HRMS.......................................pg.9
8. Click applicant’s name
9. Navigate to Applicant Data tab
10. Click Verification link
11. Open/view/edit reference information submitted in HRMS

Need help or have questions – reach out to HR at 307-766-2377.
Step | Notes
--- | ---
1 | Begin by navigating to the **Find Job Opening** page. From the main menu, select **Recruiting**.
2 | Click the **Search** button on the top or bottom of the page.
Step | Notes
--- | ---
3 | The **Search Results** should now be displayed.
4 | Click on the **Job Opening** title to browse your applicants.
Step 5
The Job Opening page should now be displayed.

Step 6
The list of applicants should be displayed in the Manage Applicants area.

Step 7
Click on the Application icon.
**Application Details**

- Applicant Name: Melody H. Sparlakes
- Applicant ID: 1607701

**Resume Text**

- Resume Title: myawesomeresumeandcoverletter.docx
- Language Code: English

**View Resume Attachment:** myawesomeresumeandcoverletter.docx

**Attachments:**

- No attachment has been uploaded to this applicant's profile

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**Job Openings**

<table>
<thead>
<tr>
<th>Job Opening ID</th>
<th>Posting Title</th>
<th>View Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td>8713 Office Associate</td>
<td></td>
<td>View Questionnaire</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>The <strong>Application Details</strong> should now be displayed.</td>
</tr>
<tr>
<td>9</td>
<td>From this page you can view the <strong>Resume Attachment</strong> by clicking on the filename. In Internet Explorer, you may be prompted to click the Information Bar to download.</td>
</tr>
<tr>
<td>10</td>
<td>Scroll through the rest of the page to view the <strong>Preferences</strong> and <strong>Work Experience</strong>, if entered and <strong>View Questionnaire</strong> (see below).</td>
</tr>
</tbody>
</table>
Within the application questionnaire, you can review the following disclosures: **Felony, Policy Violation**, qualifying questions to determine **Veteran Preference for Interviewing**. Click “Cancel” at the bottom of the page to go back to the Application.
### Application Details

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>![Print Application Details](Print Application Details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant ID:</td>
<td></td>
</tr>
</tbody>
</table>

When you have finished reviewing the applicant materials, you can close the page or tab you are viewing in.

Additionally, you can click on the **Print Application Details** at the top of the page to print the details of the application. This prints what is seen on the main page – the Application Questionnaire must be viewed/printed separately.
To review the submitted application materials (Cover Letter, Resume/CV, References, etc.), click on the Resume icon. These typically open as a PDF file or Word document – make sure your pop-up blocker is turned off.

When you have finished reviewing the applicant materials, you can close the page, tab or document you are viewing in.
Step | Notes
--- | ---
16 | The **Manage Applicants** list should once again be displayed.
17 | In order to view the detailed **References** (if any are entered in HRMS), click on the name of an applicant.
Step | Notes
--- | ---
18 | The Manage Applicant page should now be displayed.
19 | Click on the Applicant Data tab.
20 | Click on the Verification link.
21 | Click on the Edit References link to view the reference information.
<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>The <strong>Edit Reference Details</strong> page should now be displayed.</td>
</tr>
<tr>
<td>23</td>
<td>Review the reference information.</td>
</tr>
<tr>
<td>24</td>
<td>Click on the <strong>Ok</strong> button to return to the Applicant Data.</td>
</tr>
<tr>
<td>25</td>
<td>Click on the <strong>Applicant List</strong> link on the bottom of the page.</td>
</tr>
<tr>
<td>26</td>
<td>Repeat this process for all applicants.</td>
</tr>
</tbody>
</table>

**END OF PROCEDURE**