

REVIEWING JOB OPENING AND APPLICANTS – INTERVIEWER & INTERESTED PARTY

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	
<u>PART ONE: Finding the Job Opening</u>	pg.1
1. Log into PeopleSoft HRMS Self-Service and navigate to the Recruiting Activities folder and Interviewer Materials page.	
2. Select Job Opening	
<u>PART TWO: Reviewing Applications</u>	pg.3
3. Click Application icon	
4. Review Application details	
5. Review Application Questionnaire	
<u>PART THREE: Reviewing Cover Letter, Resume & References</u>	pg.7
6. Click Resume icon	
7. Review Resume contents	
<u>PART FOUR: Viewing References entered into HRMS</u>	pg.8
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.	

UW Interviewer Materials

Select a Job Opening ?				
Job Opening	Position	Posting Title	Department	
8221	7722150	Office Aide	22150	Veterinary Science
8277	745210	Custodian	45210	Custodial Services
8351	1780	Assistant Professor	27800	Professional Studies
8375	4545	Wyoming Excellence Chair/Professor - Mathematics Education	27500	Secondary Education
8381	2720	Assistant Professor	25800	Communication Disorders
8384	4006	Wyoming Excellence Chair/Dean	20400	Haub School of ENR
8400	2721	Assistant Professor	21040	Chemistry
8401	4290	Director, Infrastructure Research Support	80400	IT/Telecom System Support Svcs
8405	2722	Assistant Professor	21150	Music
8411	2726	Assistant Professor-Accounting	23010	Accounting and Finance
8416	2725	Assistant Professional Lecturer, ETT	21260	Criminal Justice
8427	2729	Assistant Professor - Economic Geology	21090	Geology & Geophysics
8432	2728	Assistant Professor - Animal Genetics	22120	Animal Science
8435	2731	Lecturer, Asstistant/Associate ETT	25700	Social Work
8436	2730	Assistant/Associate Professor	25700	Social Work

Step	Notes
1	Begin by navigating to the Interviewer Materials page in HRMS Self-Service. From the main menu, select Self-Service then Recruiting Activities .
2	All jobs you have access to see will be accessible by clicking on the appropriate title.

Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: Custodian Job Opening ID: 8277
 Job Opening Status: 010-Open Job Type: Continuous
 Position Number: 745210 Pooled Position Limited Tempor
 Business Unit: UNWYO University of Wyoming
 Department: 45210 Custodial Services

Save Clone Create New Previous Job Opening | Next Job Opening | [Job Opening List](#)

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

View Applicants [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants

Display: All

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Former Employee	Last Updated	*Take Action
<input type="checkbox"/>	[REDACTED]	1061226	Ext	020-Appl				09/12/2016 8:33PM	Select Action...
<input type="checkbox"/>	[REDACTED]	1073455	Ext	020-Appl				06/02/2017 1:45AM	Select Action...
<input type="checkbox"/>	[REDACTED]	1065286	Ext	020-Appl				04/18/2017 4:11PM	Select Action...



Step	Notes
3	The Job Opening page should now be displayed.
4	The list of applicants should be displayed in the Manage Applicants area.
5	Click on the Application icon.

The screenshot shows the HRMS 'Application Details' page for applicant Melody McSparkles (ID: 1007701). The page includes a header with 'HRUPGCK4' and 'HRMS', navigation links (Home, Worklist, Add to Favorites, Sign out), and a logo. The main content area displays the applicant's name and ID, a 'Print Application Details' link, and three buttons: 'Save & Continue', 'Save & Submit', and 'Cancel'. Below this is a 'Resume Text' section with fields for 'Resume Title' (myawesomeresumeandcoverletter.docx) and 'Language Code' (English). A large text area for the resume content is present, followed by a 'View Resume Attachment' link to the same filename and a 'Delete Attachment' button. An 'Attachments' section at the bottom states 'No attachment has been uploaded to this applicant's profile'.

Job Openings		
Personalize Find View All First 1 of 1 Last		
Job Opening ID	Posting Title	View Questionnaire
8713	Office Associate	View Questionnaire

Step	Notes
6	The Application Details should now be displayed.
7	From this page you can view the Resume Attachment by clicking on the filename. In Internet Explorer, you may be prompted to click the Information Bar to download.
8	Scroll through the rest of the page to view the Preferences and Work Experience, if entered and View Questionnaire (see below) .

Question: 1003 Have you ever been convicted of or pled guilty or nolo contendere/no contest to a felony? (Please note: Choosing yes does not preclude you from employment at the University of Wyoming. We evaluate felonies on a case by case basis. If you do have a felony please contact Human Resources so we can obtain the information we need)

Answers		
1001	Yes	<input checked="" type="checkbox"/>
1002	No	<input type="checkbox"/>

Question: 1130 Has your current or any previous employer ever determined that you violated a policy or regulation of that employer?

Answers		
1001	Yes	<input checked="" type="checkbox"/>
1002	No	<input type="checkbox"/>

Question: 1135 Are you an honorably discharged veteran who, at any time, has lived in the state of Wyoming for at least one year?

Answers		
1001	Yes	<input checked="" type="checkbox"/>
1002	No	<input type="checkbox"/>

Question: 1136 Are you the surviving spouse, who was married to a veteran described in section 1 at the time of the veteran's death, and who is receiving federal survivor benefits based on the veteran's military service?

Answers		
1001	Yes	<input type="checkbox"/>
1002	No	<input checked="" type="checkbox"/>

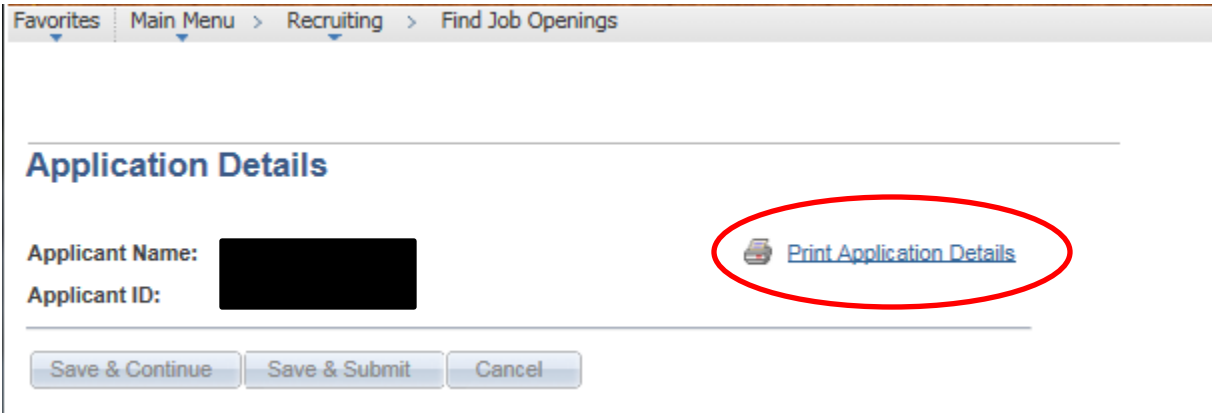
Question: 1137 Are you currently employed by the University or other state of Wyoming agency?

Answers		
1001	Yes	<input type="checkbox"/>
1002	No	<input checked="" type="checkbox"/>

Question: 1138 If you have answered YES to any of the veteran related questions, please email documentation of veteran status (ex: DD-214) to jobapps@uwyo.edu referencing the appropriate Job ID # to which you are applying. Indicate you are aware of the document requirement, if veteran preference applies to you by answering YES below. If veteran preference doesn't apply to you, or if you do not understand the document requirement associated with veteran preference, please answer NO below.

Answers		
1001	Yes	<input checked="" type="checkbox"/>
1002	No	<input type="checkbox"/>

9	<p>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.</p>	
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10	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.	
11	When you have finished reviewing the applicant materials, you can close the page or tab you are viewing in.	

Find Job Opening

Job Opening

[Print Job Opening](#)

Posting Title: Custodian ▲ **Job Opening ID:** 8277
Job Opening Status: 010-Open **Job Type:** Continuous
Position Number: 745210 Pooled Position Limited Tempor
Business Unit: UNWYO University of Wyoming
Department: 45210 Custodial Services

Save Clone Create New [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

[Manage Applicants](#) [Find Applicants](#) [Activity & Attachments](#) [Job Opening Details](#)

View Applicants [Screen Applicants](#) [Interview Schedule](#)

Manage Applicants									
Display: All									
Applicants Personalize Find View 100 First 1-20 of 206 Last									
Select	Applicant Name▲	ID	Type	Disposition▲	Resume	Application	Former Employee	Last Updated▲	*Take Action
<input type="checkbox"/>	[REDACTED]	1061226	Ext	020-Appl				09/12/2016 8:33PM	Select Action...
<input type="checkbox"/>	[REDACTED]	1073455	Ext	020-A				06/02/2017 1:45AM	Select Action...
<input type="checkbox"/>	[REDACTED]	1065286	Ext	020-Appl				04/18/2017 4:11PM	Select Action...

12	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.	
13	When you have finished reviewing the applicant materials, you can close the page, tab or document you are viewing in.	

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Manage Applicants									
Display: <input type="text" value="All"/>									
Applicants Personalize Find View 100 First 1-20 of 206 Last									
Select	Applicant Name ▲	ID	Type	Disposition ▲	Resume	Application	Former Employee	Last Updated ▲	*Take Action
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<input type="checkbox"/>	[REDACTED]	1065286	Ext	020-Appl				04/18/2017 4:11PM	Select Action... ▾

Step	Notes	
14	The Manage Applicants list should once again be displayed.	
15	In order to view the detailed References (if any are entered in HRMS), click on the name of an applicant.	

HRUPGCK4 HRMS Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu

Manage Applicant: Melody McSparkles

Name: [Melody Mc Sparkles](#) Applicant Type: External Applicant
 Applicant ID: 1007701 POI Type: Unknown
 Contact: EMail Status: 010-Active
 Phone: None Address: @#\$* McSparkles Highway
 Email: mwatson@uwyo.edu Vegas, NV

Take Action: Select Action... Go [Previous Applicant](#) | [Next Applicant](#) | [Applicant List](#)

Applicant Activity | Contact Notes | **Applicant Data** | Verification

[Applications & Resumes](#) | [Contact](#) | Verification

Reference Name	Title	Employer	Edit References
Mr. McSparkles	Husband		Edit References

+ Add Reference
 Request Reference

Applicant Activity | [Contact Notes](#) | Applicant Data
[Applications & Resumes](#) | [Contact](#) | Verification

Step	Notes
16	The Manage Applicant page should now be displayed.
17	Click on the Applicant Data tab.
18	Click on the Verification link.
19	Click on the Edit References link to view the reference information.

The screenshot shows the HRMS interface with the following elements:

- Page Header:** HRUPGCK4, HRMS, Home, Worklist, Add to Favorites, Sign out, and a logo.
- Navigation:** Favorites, Main Menu.
- Page Title:** Manage Applicant: Melody McSparkles
- Section Header:** Edit Reference Details
- Form Fields:**
 - Reference Number: 1
 - Date Contacted: 05/13/2011
 - Reference Type: Supervisor
 - Reference Name: Mr. McSparkles
 - Title: Husband
 - Employer: (empty)
 - Country: USA (dropdown), United States
 - Address: (empty), Edit Address button
 - Country Code: (empty)
 - Contact Phone: (empty)
 - Comment: (empty text area)
- Buttons:** OK, Cancel

Step	Notes
20	The Edit Reference Details page should now be displayed.
21	Review the reference information.
22	Click on the Ok button to return to the Applicant Data.
23	Click on the Applicant List link on the bottom of the page.
24	Repeat this process for all applicants.

END OF PROCEDURE