REVIEWING JOB OPENING AND APPLICANTS – INTERVIEWER & INTERESTED PARTY
UW PEOPLESOFIT 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 Self-Service and navigate to the Recruiting Activities folder and Interviewer Materials page.
2. Select Job Opening

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

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

PART FOUR: Viewing References entered into HRMS……………………………………………………………………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.
Step | Notes
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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.
The Job Opening page should now be displayed.

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

Click on the Application icon.
Step 6: The **Application Details** should now be displayed.

Step 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.

Step 8: Scroll through the rest of the page to view the **Preferences** and **Work Experience**, if entered and **View Questionnaire** (see below).
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.
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.

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