

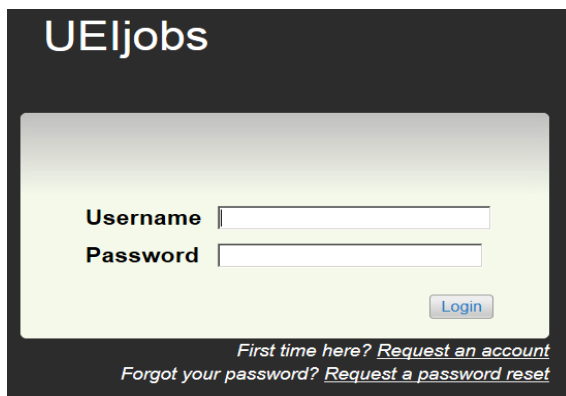
# UEIjobs

## Reviewing Applicant Information and Changing Applicant Status



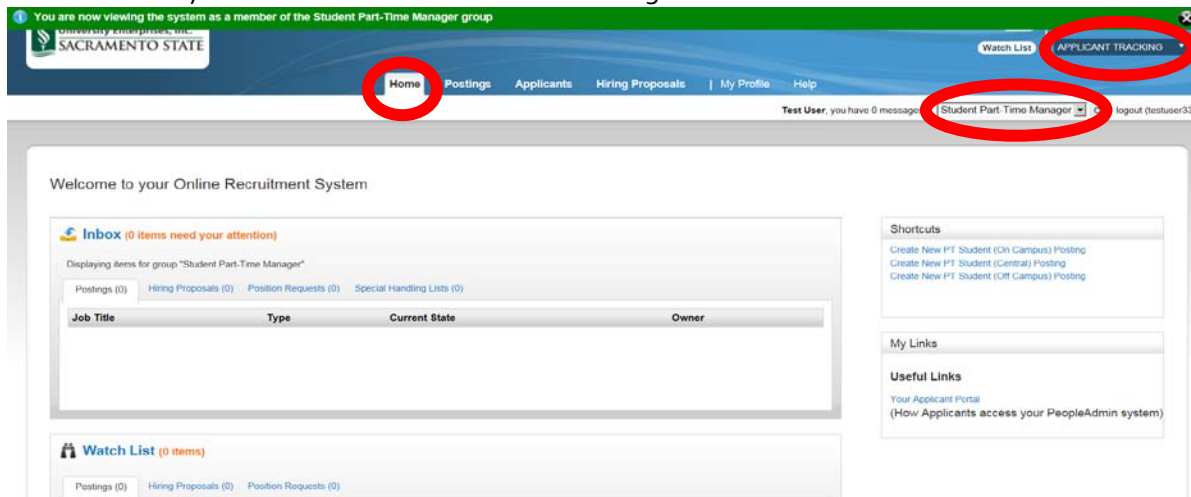
To access the applicant tracking system, go to [www.ueijobs.com](http://www.ueijobs.com).

Select "Supervisors".



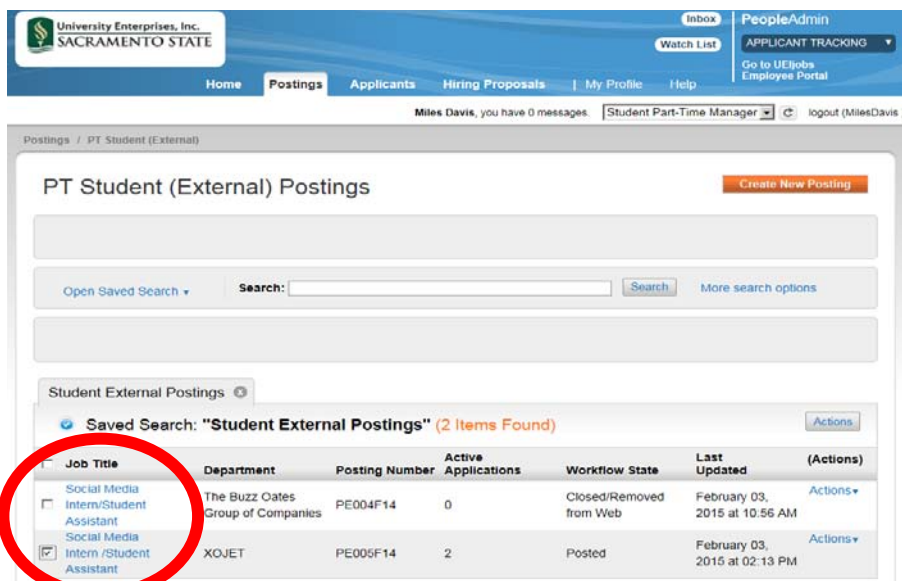
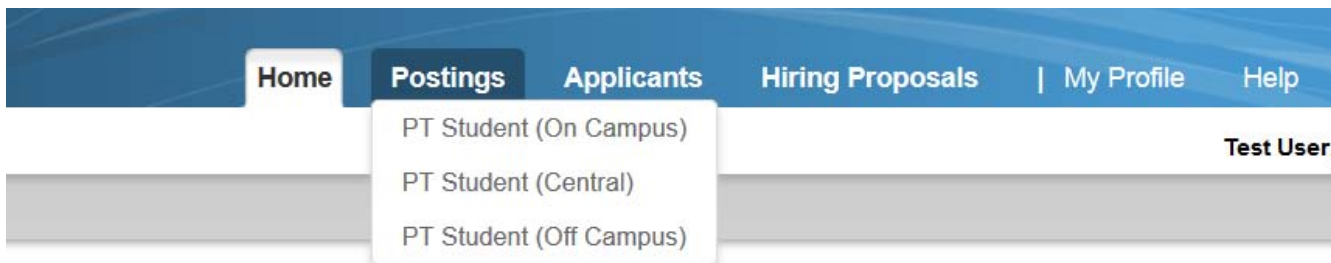
You will be taken to a login page. Type in your Username and password and select "Login".

When you log in, the home page defaults to the "Applicant Tracking" module. This is the module which you will work in for your role as "Student Part-Time Manager".

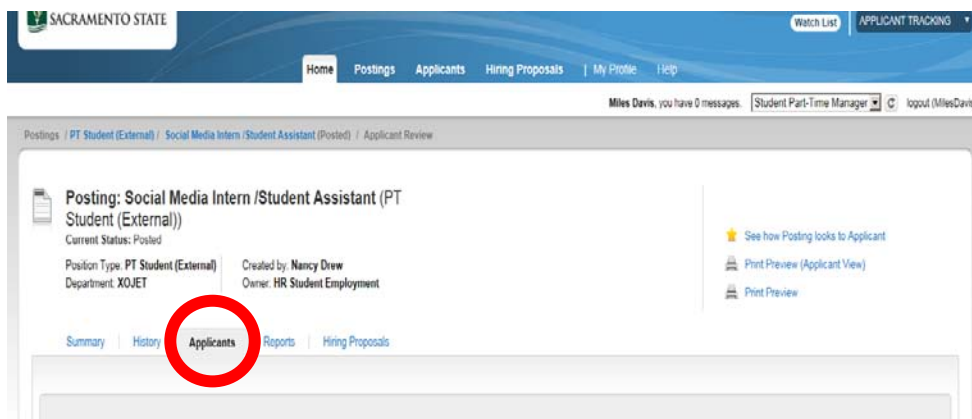


On the menu bar, select "Postings" and use one of the following posting types:

- **PT Student (On Campus)** — Select this option if you are recruiting students or part time casual employees for either the University Union/WELL or UEI grant funded projects.
- **PT Student (Central)** — Select this option if you are recruiting students or part time casual employees for either Dining Services or a UEI 3rd floor department.
- **PT Student (Off Campus)** — Select this option if you are a CAIN client recruiting student assistants/ interns to work off campus either at a CA State Agency, City, County, or Business.



Search for the appropriate posting and select it by clicking on the "Job Title".



Select the "Applicants" tab.

Postings / PT Student (Off Campus) / Student Assistant - Accounting (Posted) / Applicant Review

**Posting: Student Assistant - Accounting (PT Student (Off Campus))** [Edit](#)  
 Current Status: Posted

Position Type: PT Student (Off Campus) | Created by: Nancy Blanton  
 Department: Sutter Health | Owner: UEI Human Resources

[Take Action On Posting](#)  
[See how Posting looks to Applicant](#)  
[Print Preview \(Applicant View\)](#)  
[Print Preview](#)

[Summary](#) | [History](#) | [Settings](#) | **Applicants** | [Reports](#) | [Hiring Proposals](#)

Open Saved Search + Search:  [Search](#) [More search options](#)

Student External Job Applic... [Actions](#)

Saved Search: "Student External Job Applications" (2 Items Found) [Actions](#)

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	(Actions)
<a href="#">Jessica</a>	Rabbit	PE002F14	Under Review by Manager	In Progress	<a href="#">Actions</a>
<a href="#">Ima</a>	Student	PE002F14	Under Review by Manager	In Progress	<a href="#">Actions</a>

The applicant list will show only those who have met the basic criteria. This list does not include any applicant that was screened out based upon their answers to the supplemental questions.

To view job applications, select the 'First Name' hyperlink.

**Required Documents**

Document Type	Name	Conversion Status
Resume	<a href="#">Resume 03-05-15 18:18:58 (21.5 KB)</a>	PDF complete
Cover Letter	<a href="#">Cover Letter 03-05-15 18:19:30 (22 KB)</a>	PDF complete

**Optional Documents**  
No optional documents added.

**Recommendation Documents**  
No recommendations submitted.

**PDF Documents**

Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">Generate</a>

Scroll to the bottom of the application to view the applicant's **Required Documents** in pdf format.

You can view each document as separate pdf files by selecting the name of the document **OR** you can view the application and all the applicant's documents in one pdf file by selecting "View/Generate".

## Changing Applicant Status

Posting: Student Assistant or Graduate Student Assistant - Accounting/Finance (PT Student (External))

Current Status: Posted

Position Type: PT Student (External) Created by: Nancy Blanton  
Department: Health Care Services, Department of Owner:

Summary | History | **Applicants** | Reports | Hiring Proposals

Open Saved Search Search Search More search options

Student External Job Applic...  
Saved Search: "Student External Job Applications" (2 Items Found)

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	(Actions)
<input checked="" type="checkbox"/> Lady	Gaga	PE001F14	Under Review by Manager	In Progress	Actions
<input type="checkbox"/> Brandon	Marsalis	PE001F14	Under Review by Manager	In Progress	Actions

GENERAL View Application

Select the "Applicants" tab.

Select the box to the left of the applicant's name for whom a status change is desired.

Select the 'Actions' tab and choose 'View Application'.

Take Action On Job Application

WORKFLOW ACTIONS

- Keep working on this Job application
- Not Selected for Interview (move to Not Selected for Interview)
- Interview (move to Interview)
- Recommend for Hire (move to Recommend for Hire)

Select the "Take Action on Job Application" and choose the appropriate workflow action.

Each applicant in your pool should have a final status of "Not Selected" or "Recommend for Hire".

"Recommend for Hire" moves the applicant into the Hiring Proposal and starts the automated process.

Posting: Student Assistant or Graduate Student Assistant - Accounting/Finance (PT Student (External))

Current Status: Posted

Position Type: PT Student (External) Created by: Nancy Blanton  
Department: Health Care Services, Department of Owner:

Summary | History | **Applicants** | Reports | Hiring Proposals

Open Saved Search Search Search More search options

Student External Job Applic...  
Saved Search: "Student External Job Applications" (2 Items Found)

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	(Actions)
<input checked="" type="checkbox"/> Lady	Gaga	PE001F14	Under Review by Manager	In Progress	Actions
<input type="checkbox"/> Brandon	Marsalis	PE001F14	Under Review by Manager	In Progress	Actions

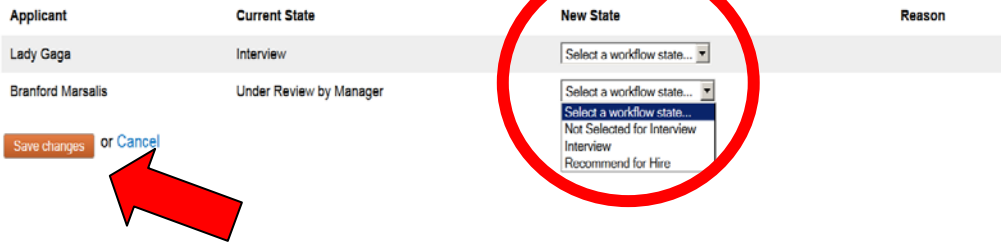
GENERAL  
Review Screening Question Answers  
Download Screening Question Answers  
Export results  
BULK  
Move in Workflow  
Download Applications as PDF  
Create Document PDF per Applicant

To change the status of multiple applicants, select the box next to 'First Name'.

Under the 'Actions' tab select "Move in Workflow".

Applicant	Current State	New State	Reason
Lady Gaga	Interview	Select a workflow state... Select a workflow state... Select a workflow state... Not Selected for Interview Interview Recommend for Hire	
Branford Marsalis	Under Review by Manager		

[Save changes](#) or [Cancel](#)



From the drop down list, select the appropriate workflow state and select "Save changes".

NOTE: It's very important to move each applicant through the process by changing the status of each applicant in the pool to the appropriate workflow state.