

UEIjobs

Reviewing Applicant Information and Changing Applicant Status

The screenshot shows the UEIJobs dashboard. At the top, it says "UEIJobs" and "Home > Human Resources > UEIJobs". Below this are two main navigation buttons: "APPLICANTS" and "SUPERVISORS". Under "APPLICANTS", there are links for "Search Part-Time and Benefited Jobs" and "Create and Update Applications". Under "SUPERVISORS", there are links for "Post Jobs" and "Review Applications".

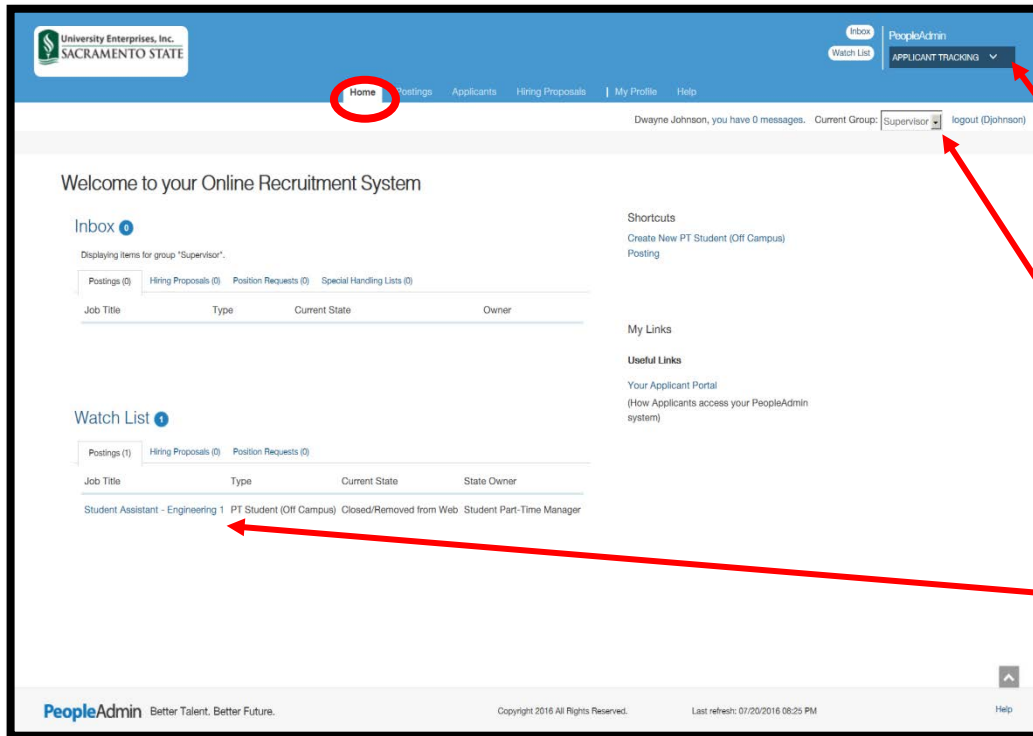
To access the applicant tracking system, go to www.ueijobs.com

Select "Supervisors".

The screenshot shows the UEIJobs login page. It has a dark background with white text. At the top, it says "Welcome to UEIJobs" and includes the University Enterprises, Inc. Sacramento State logo. Below the logo, it states: "This system is optimized for the Google Chrome and Mozilla Firefox web browsers." It then provides instructions: "To request a user account, please click the link 'Account Request Form' below and send this completed form to the Human Resources office at ueijobs@uei.csus.edu". There is a link for "Account Request Form". Below this are two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. At the bottom, it says "Forgot your password? [Request a password reset](#)".

You will be taken to a login page.

Type in your username and password and select "Login".



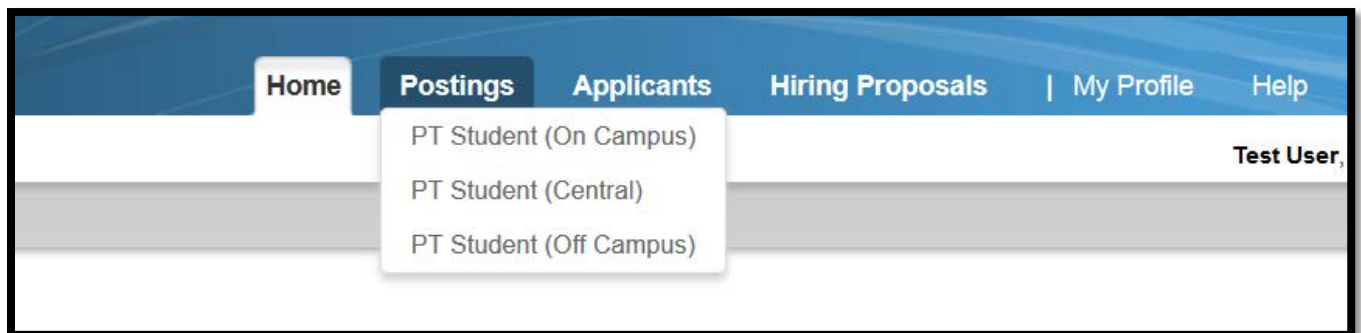
When you log in, the home page defaults to the “Applicant Tracking” module. This is the module you need to work in for your role as either “Supervisor or Student Part-Time Manager”.

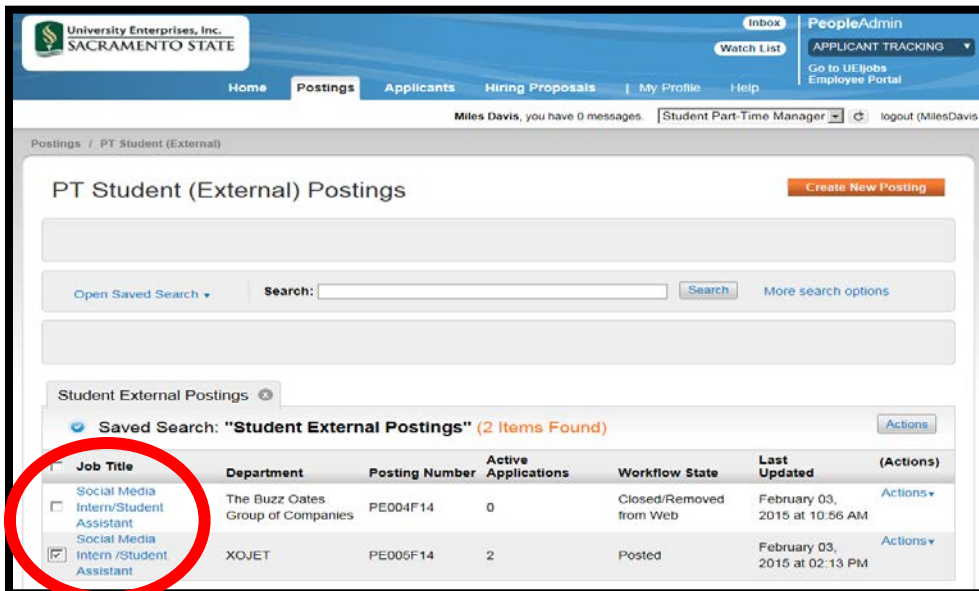
To review the applicant pool and application materials, go to the ‘Watch List’ section of the home page and click on the job title.

If you don’t see the job posting under the ‘Watch List’ you can locate it by following the next set of instructions:

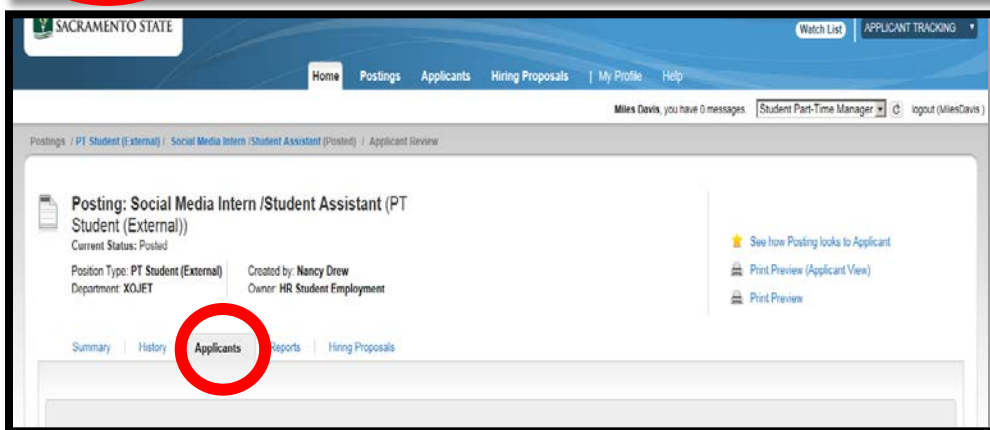
At the top of the home page is the menu bar, select “Postings” and use one of the following posting types:

- **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 parttime casual employees for either Dining Services or a UEI 3rd floor department.
- **PT Student (Off Campus)** — Select this option if you are a CA Intern Network client recruiting student assistants/ interns to work off campus either at a CA state agency, city, county, or business.

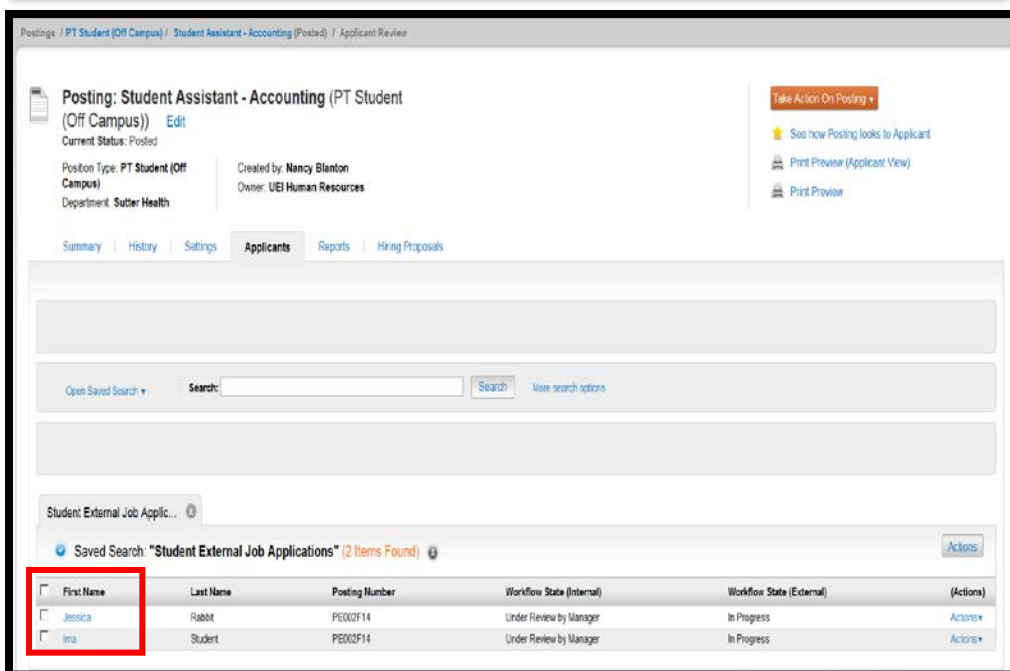




Search for the appropriate posting and select it by clicking on the "Job Title".



Select the "Applicants" tab.



The applicant list will show candidates who have met the basic criteria for the job.

NOTE: The list will not include applicants who were screened out by the system based upon their answers to the supplemental questions or disqualified by UEI Human Resources.

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

University Enterprises, Inc. SACRAMENTO STATE

Home Postings Applicants Hiring Processes My Profile Help

Wayne Johnson, you have 0 messages. Current Group: Supervisor Logout (Djhract)

Postings / ... / Student Assistant - Engineering 1 (Closed/Removed from Web) / Applicant Review / Chukwuemeka Nzerem Under Review by Manager

Job application: Chukwuemeka Nzerem (PT Student (Off Campus))

Current Status: Under Review by Manager
Application form: PT Student_Off Campus

★ New Posting Applied To
★ Preview Application

On Disqualifying Special Handling List

Full name: Chukwuemeka Nzerem Created by: Chukwuemeka Nzerem
Address: 350 bercut drive Owner: Student Part-Time Manager
Sacramento, CA 95811
United States of America
Username: chukwuemeka
Email: emailaddress@zed.zed
Phone (Primary): 916-914-3516
Phone (Secondary):
Position Type: PT Student (Off Campus)
Department: California Department of Transportation (CALTRANS)

Summary History Reports

Personal Information

Contact Information

First Name	Chukwuemeka
Middle Name	Emmanuel
Last Name	Nzerem
Street Address	350 bercut drive
City	Sacramento
State	CA
Zip Code	95811
Country	United States of America
Primary Phone	916-914-3516
Secondary Phone	
Email	emailaddress@zed.zed

Required Documents

Document Type	Name	Conversion Status
Resume	Resume 03-05-15 18:18:58 (21.5 KB)	PDF complete
Cover Letter	Cover Letter 03-05-15 18:19:30 (22 KB)	PDF complete

Optional Documents

No optional documents added.

Recommendation Documents

No recommendations submitted.

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

Review the candidates application and scroll to the bottom of the application to view any 'Required' or 'Optional' documents (resume, cover letter etc). in pdf format.



You can view each required document as a separate pdf file by selecting the name of the document **OR** to view combined documents, select "Generate". The system will process all documents into one pdf file.

Changing an Applicants Status

You must be in the job posting to change an applicants' status. You can change an applicant's status individually or you can change several all at once. Each applicant in your pool should have a final status of either "Not Selected for Interview", "Interviewed, Not Selected" or "Recommend for Hire".

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 More search options

Student External Job Applic...

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

First Name	Last Name	Posting Number	Workflow State (Internal)	Workflow State (External)	(Actions)
Lady	Gega	PE001F14	Under Review by Manager	In Progress	Actions
Brandon	Marsals	PE001F14	Under Review by Manager	In Progress	GENERAL

Select the "Applicants" tab, scroll down to see the list of applicant names.

Click on the name of the student for whom a status change is desired.

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

- Not Selected for Interview (move to Not Selected for Interview)
- Interview (move to Interview)
- Recommend for Hire (move to Recommend for Hire)

Hover over the orange "Take Action on Job Application" and choose the appropriate workflow action: "Keep Working on this Job Application" (draft), "Not Selected for Interview", "Interview" or "Recommend for Hire".

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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:

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- GENERAL
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BLANK
- 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".

Change for all applicants	Select a workflow state...	Reason
Current State	Select a workflow state... Select a workflow state... Not Selected for Interview Interview Recommend for Hire	
Under Review by Manager	Select a workflow state...	
Under Review by Manager	Select a workflow state...	
Under Review by Manager	Select a workflow state...	

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.