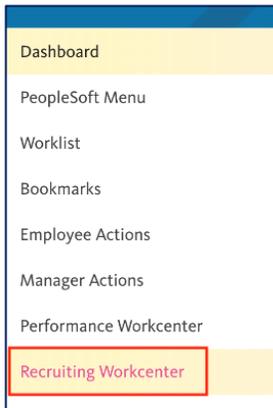


## How to View Applications in TAM - Hiring Supervisors

1. Log into [UCPath Portal](#). In the left menu, select **PeopleSoft Menu > Recruiting Workcenter**



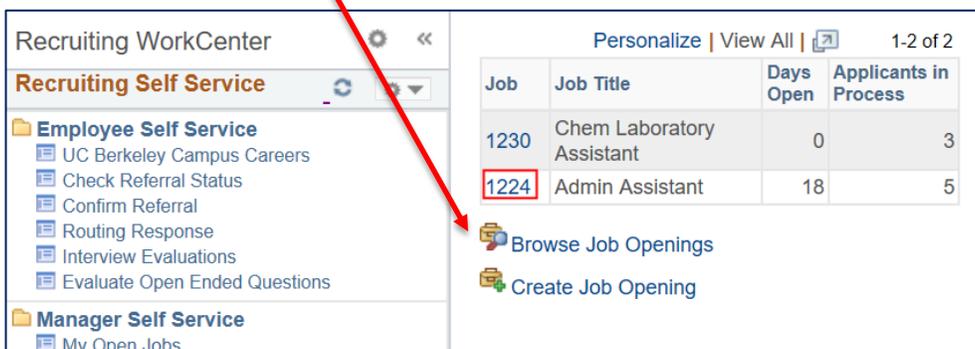
2. Scroll down to the **Manager Self Service** section and click **My Open Jobs**.

**Note:** Except **UC Berkeley Campus Careers** link (to search & apply for jobs), no other links are used at UCB.



**My Open Jobs** displays. This includes active jobs on which you are listed as the **Hiring Manager**. Only the listed supervisor(s) can see the applications from this page.

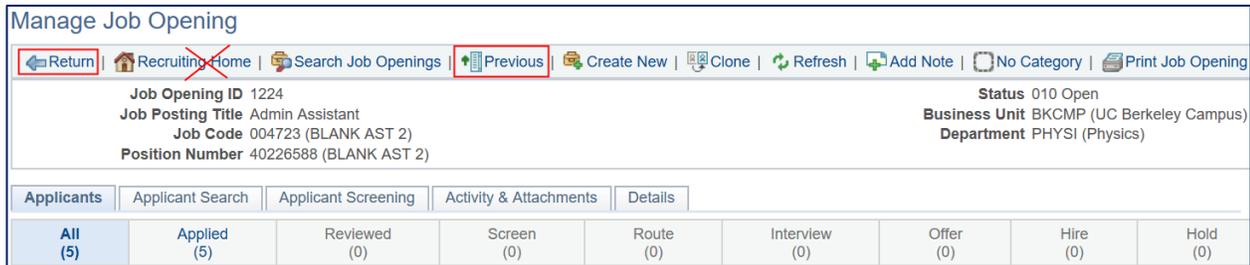
**NOTE:** If there are multiple hiring managers and you are added as the 2nd hiring manager OR if you are a manager who is also listed as an Interviewer- you will NOT see the job numbers. You can click the **Browse Job Openings** link to view the applications.



3. Click a job number to see the applicants for that job.

In this example, since it has been more than 15 days (past the “first review date”), we are ready to review applicants for job #1224 Admin Assistant.

At the top of the screen is a summary about the **Job Posting**.



To return to the previous page, click **Return**. To review multiple jobs, click either **Previous** or **Next**.

**Warning:** **Recruiting Home** will NOT return you to the **Recruiting Workcenter** page, it will trigger an error for non-recruiters. The other links are not used by Hiring Supervisors/Managers.

In this example, we used the “*Personalize*” link to hide extraneous columns. (**Note:** There is currently a ‘defect’ preventing that setting from saving permanently.)

Begin by checking if there are any Preferential Rehire Candidates (aka “SPCs” –Special Placement Candidates) that need to be reviewed. A code of “**PRF**” will display to indicate that status. Remember that SPC candidates have the right of “first review” before all other applicants. Please work with the Transition Coordinator and your Talent Acquisition Advisor to ensure proper procedure is followed.

You may see other codes, such as **LMP** or **MTH**. These indicate the applicant is a retiree (who took a **Lump Sum** or a **Monthly** payment). If your selected candidate is a retiree, please inform your Talent Acquisition Advisor, as there are further steps needed for retirees.

Job Opening ID 1224 Job Posting Title Admin Assistant Job Code 004723 (BLANK AST 2) Position Number 40226588 (BLANK AST 2)							Status 010 Open Business Unit BKCOMP (UC Berkeley Campus) Department PHYSI (Physics)			
Applicants										
All (5)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)		
Applicants ?										
Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest
<input type="checkbox"/>	Alexandre Applicant	1319	External	Applied		09/01/2019	MTH			☆☆☆☆X
<input type="checkbox"/>	Avida Applicant	1320	External	Applied		09/01/2019				☆☆☆☆X
<input type="checkbox"/>	Oski Bear	1292	External	Applied		09/01/2019	PRF			☆☆☆☆X
<input type="checkbox"/>	Elena Employee	1335	Employee	Applied		09/01/2019				☆☆☆☆X
<input type="checkbox"/>	alisha applicant	1323	External	Applied		08/14/2019				☆☆☆☆X

Applicants can submit separate resumes and cover letters. They are also asked a series of questions about their UC Affiliation (whether they are current/former UC employees; have close relatives who work at UCB, etc.) which are provided as part of the application.

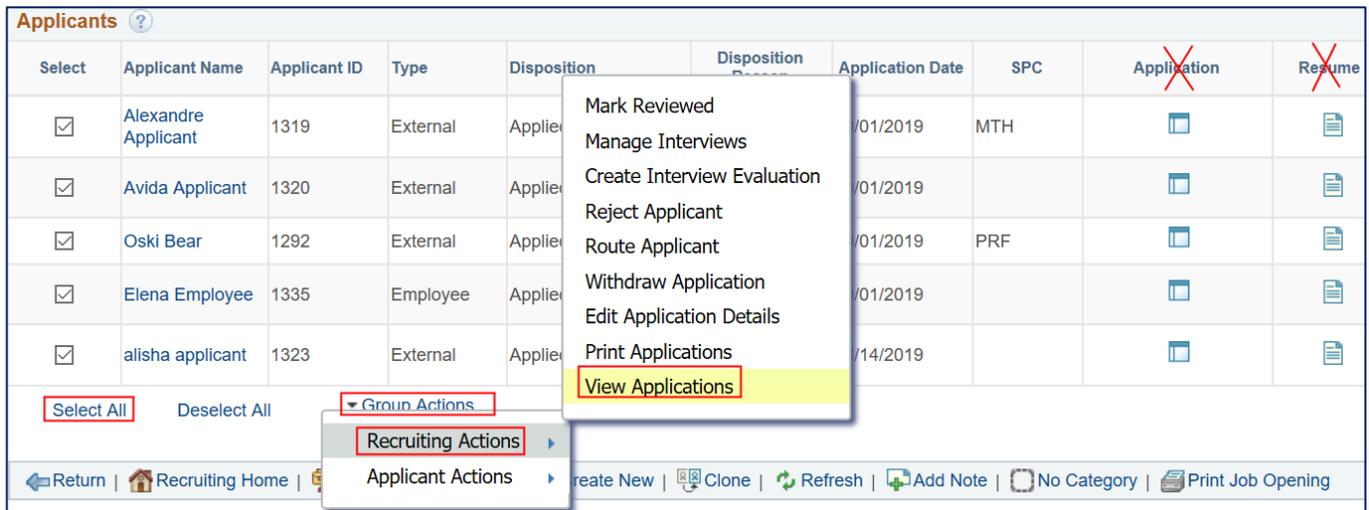
In order to see the *full* information provided by applicants, use the **View Applications** functionality to request a single .pdf that will contain all of the applicant information submitted.

To ensure you see an applicant's entire application, do not click the **Resume** icon - that would *only* show the resume and no other information. We also do not recommend clicking the **Application** icon (unless you are specifically looking at *one* person). Doing so would require you to manually download both attachments per applicant, as well as click the **UC Affiliation** tab page to get all the pertinent information. Additionally, there are many fields on that page that we do not solicit from applicants.

#### 4. View Applications

Begin by selecting the applicant(s) whose applications you would like to view or click **Select All**.

Scroll down to the bottom of the page, and click **Group Actions > Recruiting Actions > View Applications**



The screenshot shows a table titled "Applicants" with columns: Select, Applicant Name, Applicant ID, Type, Disposition, Disposition Reason, Application Date, SPC, Application, and Resume. The "Application" and "Resume" columns have red 'X' marks over them. A context menu is open over the table, listing actions: Mark Reviewed, Manage Interviews, Create Interview Evaluation, Reject Applicant, Route Applicant, Withdraw Application, Edit Application Details, Print Applications, and View Applications. The "View Applications" option is highlighted in yellow. Below the table, there are buttons for "Select All", "Deselect All", and "Group Actions". The "Group Actions" dropdown is open, showing "Recruiting Actions" and "Applicant Actions". The "Recruiting Actions" dropdown is also open, showing "View Applications".

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
<input checked="" type="checkbox"/>	Alexandre Applicant	1319	External	Applied		01/2019	MTH		
<input checked="" type="checkbox"/>	Avida Applicant	1320	External	Applied		01/2019			
<input checked="" type="checkbox"/>	Oski Bear	1292	External	Applied		01/2019	PRF		
<input checked="" type="checkbox"/>	Elena Employee	1335	Employee	Applied		01/2019			
<input checked="" type="checkbox"/>	alisha applicant	1323	External	Applied		14/2019			

**Warning:** Do NOT select **Print Applications**, that will not 'print' to a printer - it will take you to a Process Scheduler page and requires more complicated steps to request the same information that will come in via **View Applications**.

A message will popup confirming your request. Click **OK**.

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest
<input checked="" type="checkbox"/>	Alexa									
<input checked="" type="checkbox"/>	Avida									
<input checked="" type="checkbox"/>	Oski									
<input checked="" type="checkbox"/>	Elena									
<input checked="" type="checkbox"/>	alisha applicant	1323	External	Applied		08/14/2019				

Message

Message (32001,1116)

A consolidated Application report will be generated by the system and will be sent to you in an email notification. Please give a few minutes for the report to be sent.

OK Cancel

This generates an email titled **Consolidated Applications Report** that contains a .PDF attachment with the full application for each applicant selected. Depending on the number of applicants and attachments, it may take a few minutes to arrive. If you do not see it, check the Spam folder.

Consolidated Applications Report for Job Opening 1224 - Admin Assistant Inbox x

1:13 PM (22 minutes ago) ☆

to me ▾

Please find attached the consolidated Applications report for the requested applicants for the job opening 1224 - Admin Assistant.



PDF Applications\_Report...

Click the PDF to download. It is not recommended to review it in the “preview mode”.

PDF Applications\_Report\_09-02-2019\_990748.pdf

187 KB

Download

## 5. Applications Report

The document starts with the **Job Opening details**, which includes the qualifications listed as **Required** (by which an applicant is judged to be Minimally Qualified or not).

Confidential Report	
Job Opening ID: 1224	Job Posting Title: Admin Assistant
<b>Job Posting Description</b>	
<b>About Berkeley</b>	
The University of California, Berkeley, is one of the world's most iconic teaching and research institutions.	

Required Qualifications
Excellent oral and written communication skills.

It will then display the information provided by the applicant: answers to UC Affiliation questions (e.g. Current/Former UC employee?; Retiree or SPC?; Have a close relative working at UCB?); resume or text of Work Experience, and a cover letter (if provided).

General Information	
<b>Name</b>	Oski Bear
<b>Applicant ID</b>	1292
<b>Applicant Type</b>	External Applicant
<b>Applicant Status</b>	010 Active
Contact Information	

UC Affiliations
Have you been a member of CalPERS within 180 days of this application?
Are you a current University of California Employee?
If Yes, What is your Primary Location ?
Are you a former employee of the University of California (but did not retire)?
If Yes, At what Location(s) you were employed?
What was your last date worked ?
Are You

This display is designed to serve all UCs, so there are additional sections that UCB does not ask applicants. For example, **Preferences** or **Geographic Preference** will always be blank or a defaulted value (i.e. *Willing to Travel* =No ).

**OSKI BEAR's Resume**

Oski@berkeley.edu

**SUMMARY OF SKILLS AND EXPERIENCE**

ELEVATOR OPERATOR – Ride the elevator all day, letting people up to the top.

CARRILLONIST—Play the bells in Sather Tower. Skilled in troubleshooting & maintenance of bells.

TEACHING-- Responsible for training on cheering and supporting UCB.

QUALITY CONTROL—Maintain high quality standards with an emphasis on school spirit.

**EDUCATION**

University of California, Berkeley, 1941

Certified by: American Association of University, Mascots

Dear Committee,

As UCB's mascot, I was excited to find your advertisement for an Admin Asst. for the Physics department..

I currently serve as UCB's mascot. I also supervise a team of 12 employees and coordinate all office functions. My strengths in improving office systems and building a top-performing clerical team have earned repeated commendations and formal recognition from the Chancellor.

**Warning:** There are a few issues still being worked on.

- Text copied into a textbox loses its formatting OR hard to read fonts in attachments: both of these are related to the .pdf conversion, not the applicant's attachment. You can check the original using the "Resume" or "Application" icons.

-Some characters (bullet points, apostrophes, quotation marks) show as "?" (question marks).

**6. Optional: Indicate interest level**

If you would like to indicate your interest in a candidate, use the stars to do so.

**Note:** the "star" rankings are visible by both the Talent Acquisition Advisor and hiring supervisor (it is not shown only to you). If you make changes, you will update the stars for everyone who has access to this job. If a Talent Acquisition Advisor overwrites the stars, that will become the new rating. Work with your Talent Acquisition Advisor to establish a standard use of stars, or to learn what Recruiting recommends.

Select	Applicant Name	Applicant ID	Type	Disposition	Application Date	SPC	Application	Resume	Interest
<input type="checkbox"/>	Aggie Applicant	1301	External	Applied	07/19/2019				☆☆☆☆
<input type="checkbox"/>	Alexandre Applicant	1319	External	Applied	07/24/2019	LMP			☆☆☆
<input type="checkbox"/>	Avida Applicant	1320	External	Applied	07/24/2019				☆☆☆☆