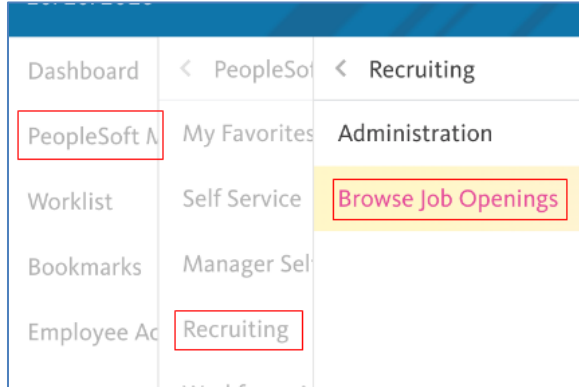


## How to View Applications in TAM - Hiring supervisors/Interviewers

### 1. Log into [UCPath Portal](#).

In the menu, select **PeopleSoft Menu > Recruiting > Browse Job Openings**



**Note:** **Recruiting Workcenter > UC Berkeley Campus Careers** link further down the menu (not shown in picture) is used to search & apply for jobs for yourself.

### 2. The **Browse Job Openings** page will show all jobs postings you are 'associated with' (listed as a Hiring Supervisor, Interviewer or Interested Party).

You can use the filters on the left to narrow the list (for example if you would only like to see the postings that you are the Hiring Manager for).

The screenshot shows the 'Browse Job Openings' page with a search bar, a filter section on the left, and a table of job openings. The filter section includes 'My Association' (Hiring Manager (2), Primary Hiring Manager (2), Team Member (2)), 'Department' (Housing & Dining Services (2), College Relations (1), University Health Services (1)), 'Hiring Manager' (Sina Carro (2), Chris Whit (1), Jan Crosbie (1)), and 'Recruiter' (Alexander Rey (1), Marc Oval (1), Oswald Garci (1)). The table shows 4 matches found, with the following data:

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants
6780	Lab Technician		Main Campus-Berkeley	College Relations	UC Berkeley Campus	80	010 Open	0	2
6728	Museum Curator		Main Campus-Berkeley	Housing & Dining Services	UC Berkeley Campus	80	010 Open	5	4
6490	Counseling Psychologist		Main Campus-Berkeley	University Health Services	UC Berkeley Campus	87	010 Open	3	3
1224	Admin Assistant		Main Campus-Berkeley	Housing & Dining Services	UC Berkeley Campus	297	010 Open	10	13

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

### 3. Click a job title to review the applicants for that job posting.

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

Manage Job Opening									
<a href="#">Return</a>	<a href="#">Recruiting Home</a>	<a href="#">Search Job Openings</a>	<a href="#">Previous</a>	<a href="#">Create New</a>	<a href="#">Clone</a>	<a href="#">Refresh</a>	<a href="#">Add Note</a>	<a href="#">No Category</a>	<a href="#">Print Job Opening</a>
<b>Job Opening ID</b> 1224 <b>Job Posting Title</b> Admin Assistant <b>Job Code</b> 004723 (BLANK AST 2) <b>Position Number</b> 40226588 (BLANK AST 2)					<b>Status</b> 010 Open <b>Business Unit</b> BKCMP (UC Berkeley Campus) <b>Department</b> PHYSI (Physics)				
<a href="#">Applicants</a>   <a href="#">Applicant Search</a>   <a href="#">Applicant Screening</a>   <a href="#">Activity &amp; Attachments</a>   <a href="#">Details</a>									
<b>All</b> (5)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	

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 previous page, it will trigger an error for non-recruiters. The other links are not used by Hiring Supervisors/Interviewers.

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

4. 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										
<b>Job Posting Title</b> Admin Assistant <b>Job Code</b> 004723 (BLANK AST 2) <b>Position Number</b> 40226588 (BLANK AST 2)					<b>Status</b> 010 Open <b>Business Unit</b> BKCMP (UC Berkeley Campus) <b>Department</b> PHYSI (Physics)					
<a href="#">Applicants</a>   <a href="#">Applicant Search</a>   <a href="#">Applicant Screening</a>   <a href="#">Activity &amp; Attachments</a>   <a href="#">Details</a>										
<b>All</b> (5)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)		
<b>Applicants</b> ?										
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.

## 5. View Applications

Begin by either click the checkbox on the left to select 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

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			

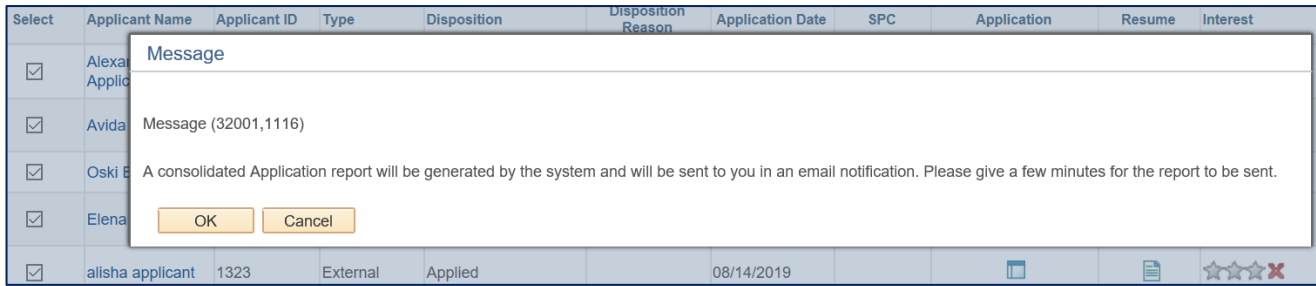
Select All    Deselect All    Group Actions

Recruiting Actions    Applicant Actions

Return | Recruiting Home | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening

**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**.

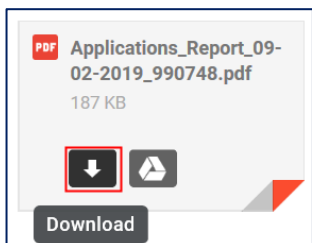
A message will popup confirming your request. Click **OK**.



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.



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



## 6. 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.	
<b>Required Qualifications</b>	
Excellent oral and written communication skills.	

It will then display information provided by each applicant you've selected to review. This includes: answers to **UC Affiliation** questions (e.g. Current/Former UC employee?; Retiree or Preferential Rehire?; 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
<b>Contact Information</b>	

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 application report is designed to serve all UCs, so there are additional sections that UCB does not ask applicants. For example, **Preferences, Geographic Preference & Eligibility to work in US** will always be blank or a defaulted value (**Note** that both Eligibility to Work & Willing to Travel will always default to "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.

- Some characters (bullet points, apostrophes, quotation marks) show as “?” (question marks).
- Internal applicants are not asked the UC Affiliation questions but the system defaults in a “NO” answer to the question for them.

**7. Optional: Indicate interest level**

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

The “star” rankings are visible and ‘shared’ by the Talent Acquisition Advisor, hiring supervisor & interviewers (it is U shown only to you). If you make changes, you will update the stars for everyone who has access to this job. Work with your Talent Acquisition Advisor to establish a standard use of stars, or to learn what is recommended.

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