Reviewing Applicant Data

Key Information:
Staff and Faculty Search Training
Filling an A&P or USPS Position
Veterans' Preference
Recording Applicant Disposition Codes
Recordkeeping

Role Required: FSU_SS_MANAGER

In this topic, you will learn the steps to access and review applications and attachments in OMNI HR. Steps for sending correspondence through the system are also outlined in this training guide.

Application details can be viewed online, or the department can run the Printable Application Report to download applications and attachments to one PDF file for the hiring committee to review. *For ease of review, running the Printable Application Report is a best practice.*

Unlike the Staff and OPS application template, the Faculty application does not call for work history and preferences, licensure/certification, memberships, or reference contact information. For this reason, the department must refer to the Vita and supporting documents for those details.

For Salaried positions (USPS, A&P and Faculty): Applications may be reviewed during and after the posting period; however, applicants must be in **Route** status before being contacted for an interview. After a job posting closes, the department will be notified, advised of applicants required for interview as applicable, and provided with a spreadsheet to keep track of the Applicant Disposition Codes as the pool is reviewed. All applicants in Route status must be reviewed by the department and assigned a disposition code.

> INTERVIEW REQUIREMENTS for USPS and A&P Positions: To ensure an open and competitive process, the hiring team is required to conduct a minimum number of interviews. The minimum requirement is based on what pay band the position falls within:
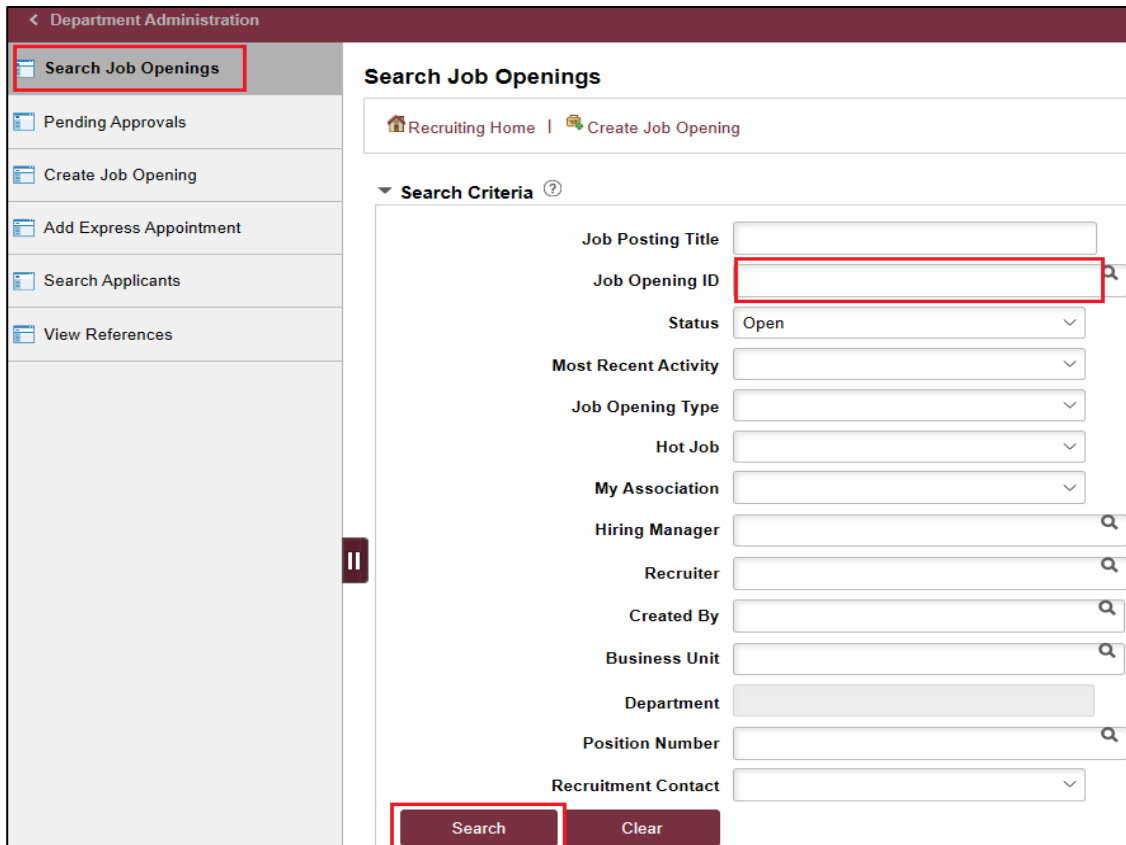> - Pay band 6 and higher require a minimum of 2 interviews from the pool of Routed applicants.
> - Pay band 5 and lower require a minimum of 3 interviews from the pool of Routed applicants.
>   - This is in addition to any mandatory interviews, such as Veterans' Preference and internals in a Collective Bargaining Unit.

When an OPS job opening closes, the department will not receive a notification. The department is to review the applicants for the qualifications, as posted. OPS applications are not routed by HR and applicant disposition codes are not required.

Step	Action
1.	Once logged into OMNI HR > select the Department Administration page > click the **Recruiting** tile.

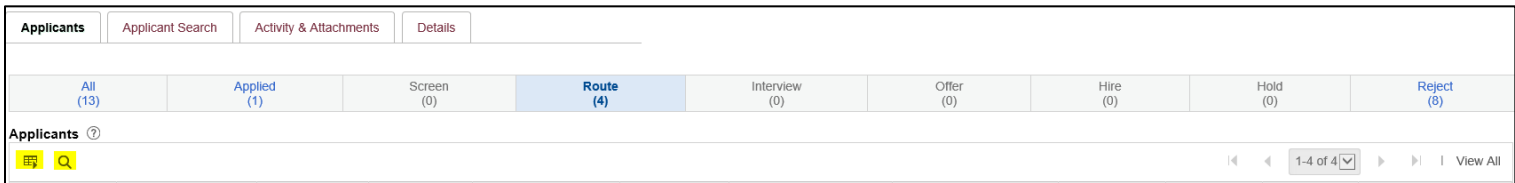| Step	Action
2.	From the **Recruiting** > **Search Job Openings** page, enter the desired Job Opening ID. Click the **Search** button.

Step	Action
3.	Click on the desired **Job Opening** link.

Favorites ▾	Main Menu ▾	>	Recruiting ▾	>	Search Job Openings							

Search Job Openings

🏠 Recruiting Home | 🔍 Create Job Opening | 📋 Search Job Postings

▶ Search Criteria ⓘ

1 Results Found

Search Results ⓘ   Personalize | Find | View All | ⬚ | 🔢   First ◀ 1 of 1 ▶ Last

Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
Program Associate	39701	Open	Standard Requisition	Tallahassee, FL	1	1	220		02/23/2015

▾ Group Actions

Step	Action
4.	To search for a name and sort it to the top of the applicant pool, click the magnifying glass icon 🔍 , enter the name in the **Script Prompt** box, and click **OK**. Click the table icon ⊞ to **Personalize** the page view, **Zoom Applicants** (zoom in on the screen), or **Download the Applicants Table** (page) to an Excel file. Click the **View All** link to view all applicants in the pool; if over 100, click the **View 100** link, and then the next arrow to view the additional pages of applications.

Applicants	Applicant Search	Activity & Attachments	Details					

All (13)	Applied (1)	Screen (0)	**Route (4)**	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (8)

Applicants ⓘ

⊞ 🔍   ◀◀ ◀ 1-4 of 4 ▾ ▶ ▶▶ | View All

Activity & Attachments	Details					

Screen (0)	Route (111)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (109)

Personalize | Find | View 100 | ⬚ | 🔢   First ◀ 1-25 of 220 ▶ Last

Pref ▾	Application Date ▾	Type	Disposition	Application	Resume	Route	Print	
	12/08/2015 1:13PM	Employee	031-ScrRej	🗔	📄	👓	🖨	▾ Other Actions

Step	Action
5.	Click the **Applicant Name** header to sort applicants alphabetically by first name. **Note**: If an applicant did not capitalize the first letter of their name, their application will be sorted alphabetically at the end of the applicant list.

Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Details

All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)

Applicants ⍰   Personalize | Find | View 100 | 🖻 | 🖩   First ◄ 1-25 of 220 ► Last

Select	Applicant Name▲	Applicant ID	Vet Pref▼	Application Date▼	Type	Disposition	Application	Resume	Route	Print	
☐	Susie Seminole		N	12/08/2015 1:13PM	Employee	031-ScrRej	☐	📄	🔍	🖨	▼ Other Actions
☐	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl	☐	📄	🔍	🖨	▼ Other Actions
☐	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej	☐	📄	🔍	🖨	▼ Other Actions
☐	Regina Renegade		N	09/05/2015 4:54PM	External	031-ScrRej	☐	📄	🔍	🖨	▼ Other Actions
☐	Tommy Thagard		N	10/15/2015 2:27PM	Employee	050-Route	☐	📄	🔍	🖨	▼ Other Actions
☐	Dan Dirac		N	01/22/2016 5:01PM	External	010-Appl	☐	📄	🔍	🖨	▼ Other Actions
☐	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej	☐	📄	🔍	🖨	▼ Other Actions
☐	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej	☐	📄	🔍	🖨	▼ Other Actions
☐	Moly Mendenhall		N	10/29/2015 12:11PM	External	050-Route	☐		🔍	🖨	▼ Other Actions
☐	Sam Strosier		N	12/02/2015 6:21PM	External	050-Route	☐	📄	🔍	🖨	▼ Other Actions
☐	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route	☐	📄	🔍	🖨	▼ Other Actions
☐	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl	☐	📄	🔍	🖨	▼ Other Actions
☐	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route	☐	📄	🔍	🖨	▼ Other Actions

Step	Action
6.	The **Vet Pref** column will display a **"Y"** if the applicant claims <u>Veterans' Preference</u>. Click on the **Vet Pref** header twice to sort the names of those claiming Veterans' Preference to the top of the list. <u>Veterans' Preference is only applicable to USPS positions.</u> After screening your pool, your recruiter will notify you of any Veterans' Preference candidates required for interview.

| Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details |

| All (220) | Applied (51) | Screen (0) | Route (72) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (97) |

Applicants ⑦

Personalize | Find | View 100 | 🗗 | 🖽   First ◀ 1-25 of 220 ▶ Last

Select	Applicant Name ▲	Applicant ID	Vet Pref ▼	Application Date ▼	Type	Disposition	Application	Resume	Route	Print	
☐	Susie Seminole		Y	12/08/2015 1:13PM	Employee	031-ScrRej	🔲	📄	👥	🖨	▾ Other Actions
☐	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl	🔲	📄	👥	🖨	▾ Other Actions
☐	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej	🔲	📄	👥	🖨	▾ Other Actions
☐	Regina Renegade		N	09/05/2015 4:54PM	External	031-ScrRej	🔲	📄	👥	🖨	▾ Other Actions
☐	Tommy Thagard		Y	10/15/2015 2:27PM	Employee	050-Route	🔲	📄	👥	🖨	▾ Other Actions
☐	Dan Dirac		N	01/22/2016 5:01PM	External	010-Appl	🔲	📄	👥	🖨	▾ Other Actions
☐	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej	🔲	📄	👥	🖨	▾ Other Actions
☐	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej	🔲	📄	👥	🖨	▾ Other Actions
☐	Moly Mendenhall		Y	10/29/2015 12:11PM	External	050-Route	🔲		👥	🖨	▾ Other Actions
☐	Sam Strosier		N	12/02/2015 6:21PM	External	050-Route	🔲	📄	👥	🖨	▾ Other Actions
☐	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route	🔲	📄	👥	🖨	▾ Other Actions
☐	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl	🔲	📄	👥	🖨	▾ Other Actions
☐	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route	🔲	📄	👥	🖨	▾ Other Actions

Step	Action
7.	The **Type** column displays the application types, which are: - **External** for external applicants - **Employee** for internal applicants - **External – Previous Employee** for applicants who have indicated they are former FSU employees. USPS positions represented by the AFSCME bargaining units require interviewing at least two internal applicants who are eligible under the bargaining agreement and have met the advertised qualifications of the position, provided at least two have applied. Your recruiter will notify the department of any employees who must be interviewed.

Step	Action
8.	The **Disposition** column displays the status of the applicants in the pool. The dispositions also correlate to the various status tabs at the top of this page. To view applicants in a certain status, click the appropriate tab. For explanations of the applicant disposition codes, refer to the Applicant Disposition Matrix.

Step	Action
9.	To view the attached resume, click the **Resume** icon ▤ . **Note**: If your pop-up blocker will not allow a file to open, click "allow pop-ups" in the top right of your browser window, or hold down the **Ctrl** key on your keyboard while clicking on the resume icon.

| Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details |

| All (220) | Applied (51) | Screen (0) | Route (72) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (97) |

Applicants ?   Personalize | Find | View 100 | | First ◄ 1-25 of 220 ► Last

Select	Applicant Name▲	Applicant ID	Vet Pref▼	Application Date▼	Type	Disposition	Application	Resume	Route	Print	
☐	Susie Seminole		N	12/08/2015 1:13PM	Employee	031-ScrRej	▣	📄	🔗	🖨	▼ Other Actions
☐	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl	▣	📄	🔗	🖨	▼ Other Actions
☐	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej	▣	📄	🔗	🖨	▼ Other Actions
☐	Regina Renegade		N	09/05/2015 4:54PM	External	031-ScrRej	▣	📄	🔗	🖨	▼ Other Actions
☐	Tommy Thagard		N	10/15/2015 2:27PM	Employee	050-Route	▣	📄	🔗	🖨	▼ Other Actions
☐	Dan Dirac		N	01/22/2016 5:01PM	External	010-Appl	▣	📄	🔗	🖨	▼ Other Actions
☐	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej	▣	📄	🔗	🖨	▼ Other Actions
☐	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej	▣	📄	🔗	🖨	▼ Other Actions
☐	Moly Mendenhall		N	10/29/2015 12:11PM	External	050-Route	▣		🔗	🖨	▼ Other Actions
☐	Sam Strosier		N	12/02/2015 6:21PM	External	050-Route	▣	📄	🔗	🖨	▼ Other Actions
☐	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route	▣	📄	🔗	🖨	▼ Other Actions
☐	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl	▣	📄	🔗	🖨	▼ Other Actions
☐	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route	▣	📄	🔗	🖨	▼ Other Actions

Step	Action
10.	Click the Application Icon [icon] to view the application details, questionnaire, as well as the resume and other attachments the applicant uploaded to their application.

Click the pencil icon [icon] to further drill into the work experience section of the application for Staff and OPS applicants.

If an applicant uploaded more than five **attachments**, click **View All** to view the additional attachments.

Note: When contacting an applicant for an interview, be aware of their **Preferred Contact** method. |

View Application Details

Step	Action
11.	If a Staff or OPS applicant entered reference contact information in their application, click on the applicant's name > **Applicant Data** > **References** to view it. To return to the list of applicants, click **Return**.

Manage Applicant

Save | Return | Recruiting Home | Next | Add Application   Personalize

Name Tommy Thagard
Applicant ID
Applicant Type External - Previous employee
Status 010 Active

Preferred Contact Phone
Phone
Email
Address

Applicant Activity | Notes | Applicant Data | Interested Parties
Current Status | Interview Evaluation | Expenses | History

Applicant Activity (?)

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
☐	OPS Express Pool - Spring 2015	38057	Hired	☐	🗎	🔁	🖨	▾ Other Actions
☐	Program Associate, Circus Museum (Sarasota, FL)	38586	REV-Not As Qualified: Skills	☐	🗎	🔁	🖨	▾ Other Actions

Select All   Deselect All   ▾ Group Actions

Save | Return | Recruiting Home | Next | Add Application   Top of Page

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Manage Applicant

Save | Return | Recruiting Home | Next | Add Application   Personalize

Name Tommy Thagard
Applicant ID
Applicant Type External - Previous employee
Status 010 Active

Preferred Contact Phone
Phone
Email
Address

Applicant Activity | Notes | **Applicant Data** | Interested Parties
Personal Information | References

Applicant

*Applicant Type [External - Previous emp ▾]   Employee ID [   ]
Preferred Contact [Phone ▾]

Name

Name Format [English ▾]
Name Prefix [▾]
*First Name [Tommy]
Middle Name [ ]
*Last Name [Thagard]
Name Suffix [▾]

Address

Country [United States ▾]
Address 1 [123 FSU Lane]
Address 2 [ ]
Address 3 [ ]
City [Tallahassee]
State [Florida ▾]
Postal [32317]
County [Leon]

Email Addresses

Primary	*Email Type	Email Address	
☑	Campus	TommyThagard@fsu.edu	🗑

Phone Numbers

Primary	*Phone Type	Telephone	Extension	Country Code	
☑	Cellular				🗑
☐	Home				🗑

[Add Phone Number]

Save | Return | Recruiting Home | Next | Add Application   Top of Page

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Manage Applicant

Save | Return | Recruiting Home | Next | Add Application   Personalize

Name Tommy Thagard
Applicant ID
Applicant Type External - Previous employee
Status 010 Active

Preferred Contact Email
Phone
Email tommythagard@fsu.edu
Address

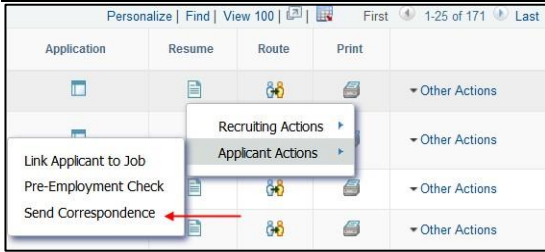Applicant Activity | Notes | **Applicant Data** | Interested Parties
Personal Information | References

References

Reference Name	Title	Employer	Reference Type	Date Contacted	Contact Phone		
Lisa Landis	Coordinator	Florida State University	Professional	07/27/2015	850-555-1212	☐	🗑
William Westcott	Bakery Manager	Smallcakes: A Cupcakery	Professional	07/27/2015	850-555-1313	☐	🗑
David Dodd	Program Director	Florida State University	Professional	07/27/2015	850-555-1414	☐	🗑
Amy Askew	Library Assistant	Florida State University	Professional	08/28/2015	850-555-1515	☐	🗑

Save | Return | Recruiting Home | Next | Add Application   Top of Page

Step	Action
12.	To send correspondence to an applicant through OMNI, across from the applicant's name, click **Other Actions** > **Applicant Actions** > **Send Correspondence**. To send blind carbon copy correspondence to multiple applicants, check the boxes next to their names (or click **Select All**) > click the **Group Actions** drop down menu at the bottom of the page > **Applicant Actions** > **Send Correspondence**.

Step	Action
13.	On this page, let all options default except you may uncheck **Include Interested Parties** and remove your email address from the CC field if you do not wish to receive a copy of each email. Enter a **Subject** line. The system will automatically address the message to the applicant's first and last name and include a salutation from the sender. **Add Attachment** as desired. **Preview** the message before sending. Click **Send** when you are ready to send the message.

Step	Action
14.	**Printing Applications & Attachments**
	The print icon in the **Print** column can be used to individually generate the details of the application in PDF form, along with any attachments the applicant submitted. The **Group Actions** menu can be used to initiate a report for multiple applications/attachments or the entire applicant pool. The report can then be saved as a PDF in a secure location for the search committee to review.
	Click here for detailed instructions on running the Printable Application Report in OMNI HR for individual and multiple applications.

To initiate the report for individual applicants:

To initiate the report for multiple applicants:

Congratulations!
You have completed this topic.

Questions on this procedure? *Contact your assigned Employment Recruiter.*