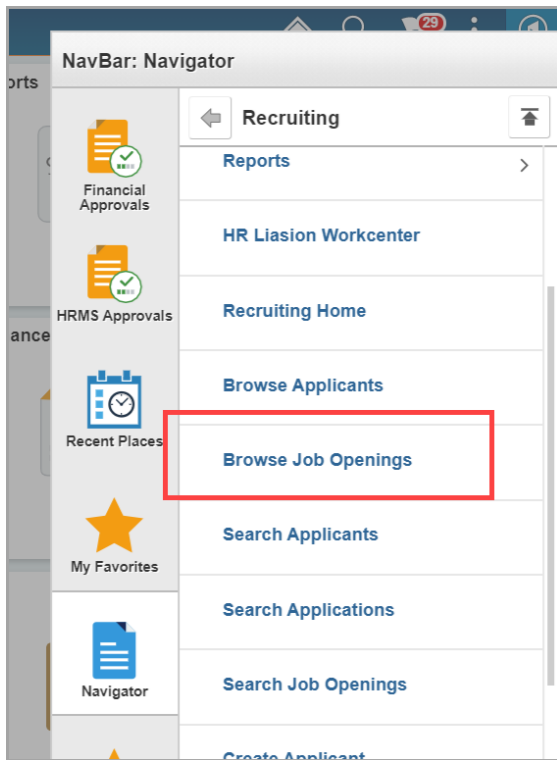




Review and Print Applicant Documents Job Aid



1. Follow the navigation sequence:
Nav Bar > Navigator > HRMS > Recruiting > Browse Job Openings

4 matches found.

Job Openings

Job ID	Posting Title	Category	Recruiting Location	Department
5062	HUMAN RESOURCES SPEC II	<input type="checkbox"/>	San Antonio, TX	HUMAN RESOURC SERVICES
4859	HUMAN RESOURCES SPEC-10025816	<input type="checkbox"/>	San Antonio, TX	HUMAN RESOURC SERVICES
4858	WS Student Assistant	<input type="checkbox"/>	Harlingen, TX	Human Resources & Devt
4857	WS Student Assistant	<input type="checkbox"/>	Edinburg, TX	Human Resources & Devt

2. Click on the position title for which you want to view the applicant pool.



Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (3) **Applied (2)** Reviewed (0) Screen (0) Route (0)

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Application
<input type="checkbox"/>	Samantha Minner	223824	External	Applied	
<input type="checkbox"/>	Sample Faculty	223830	External	Applied	

Select All Deselect All Group Actions

3. In the **Applicants** tab, under the **Applied** tab, click the **Application** icon under the Application column of the applicant you want to review.

Personal Information ?

POI Type: Unknown
Eligible to Work in U.S.: No
Are you a former employee: No
Previous Termination Date:

Preferences

Desired Start Date:
Regular/Temporary: Either
Full/Part-Time: Either
Willing to Relocate: No
Willing to Travel: No

Attachments ?

Attachment	Attachment Title	Attachment Type	Apply to All	Upload By
Faculty_Curriculum_Vitae ...	Faculty_Curriculum_Vitae 2.doc	Resume attachments		
Faculty_Cover_Letter.docx	AP Cover Letter	Attachments	✓	
Faculty_Research_Teachi...	Research & Teaching Statement	Attachments	✓	
Faculty_Work_Samples.docx	Work Sample	Attachments	✓	

Work Experience

4. View the **Application**, and click on the links to view any **Attachments**, including **Cover Letter, Resume, Curriculum Vitae, Research and Teaching Statement** which includes discussion on the role diversity and inclusion plays in an academic environment, and any other samples of work asked for based on the job posting.



Application and Resume **Questionnaire** Notes

*Questionnaire Type All Questions

Questionnaire

Question Are you at least 18 years of age?

Answers

Possible Answer	Correct Answer	Selected Answer
Yes	✓	
No		

Question Upon employment, can you provide document(s) to establish your identity and eligibility to work in the United States?

Answers

Possible Answer	Correct Answer	Selected Answer
Yes	✓	
No		

- Click on the **Questionnaire** tab to view answers to questions

Print Application (Single and Batch)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (3) Applied (2) Reviewed (5) Screen (0) Route (0) Interview (0) Offer (1) Hire (0) Hold (0) Reject (5)

Applicants (2)

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	Samantha Miner	223824	External	Applied								
<input type="checkbox"/>	Sample Faculty	223830	External	Applied								

- To print a single application, from the **Applicants** tab, click the Printer icon under the Print Column for the application you wish to print.



Application Report Options

Applicant Name: Mickey Mouse Job Posting Title: HUMAN RESOURCES SPEC II
 Applicant ID: 218368 Job Opening ID: 5062
 Disposition: 010 Applied

Application Detail			Questionnaire Type		
Select	Application Detail	Content Available	Select	Questionnaire Type	Content Available
<input type="checkbox"/>	Preferences	✓	<input type="checkbox"/>	Preferred Qualifications	
<input type="checkbox"/>	Referral Sources	✓	<input type="checkbox"/>	Pre Screening	
<input type="checkbox"/>	Work Experience		<input type="checkbox"/>	Online Screening	
<input type="checkbox"/>	Education Level	✓	<input type="checkbox"/>	Additional Questions	✓
<input type="checkbox"/>	Training		Select All Deselect All		

<input type="checkbox"/>	References	✓
<input type="checkbox"/>	Resume Text	

[Select All](#) [Deselect All](#)

2. Select the **Appropriate Details, Questionnaire Types, and Attachment Types**

OR

Click **Select All** at the bottom of each section

Exclude sections with no content available

Save My Selections

Generate Report

[Return to Previous Page](#)

3. At the bottom of the Application Report Options screen, click the **Exclude sections with no content available** checkbox.

Exclude sections with no content available

Save My Selections

Generate Report

[Return to Previous Page](#)

4. Ensure pop-up blockers are disabled, then click **Generate Report**.
To learn how to disable the pop-up blocker in your browser, click [here](#).



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

All (4) | **Applied (4)** | Reviewed (0) | Screen (0) | Route (0) | Interview (0) | Offer (0) | Hire (0)

Applicants ③

🔍

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route
<input type="checkbox"/>	Anthony Sanchez	226168	External	Applied			☆☆☆*		
<input type="checkbox"/>	Sean Vina	228821	External	Applied			☆☆☆*		
<input type="checkbox"/>	Robert Rico	227199	Employee	Applied			☆☆☆*		
<input type="checkbox"/>	Desmond Graham	222185	Employee	Applied			☆☆☆*		

Select All | **Deselect All** | **Group Actions**

1. To print all applications in an applicant pool, from the **Applicants** tab click on **Select All** at the bottom. Then click **Group Actions**.

Applicant ID	Type
226168	External
228821	External
227199	Employee
222185	Employee

- Mark Reviewed
- Manage Interviews
- Create Interview Evaluation
- Reject Applicant
- Route Applicant
- Edit Application Details
- Print Applications**

Recruiting Actions >
Applicant Actions >

2. Under Group Actions, click **Recruiting Actions > Print Applications**.

Print Applications

Run Control ID RUN_HRS_BIP_2020120312565 | Process Monitor | Report Monitor | **Run**

3. On the Print Applications page, click **Run** to run a report that includes all applications in the pool.

Process Scheduler Request

User ID 6001039163 | Run Control ID RUN_HRS_BIP_2020120312565

Server Name [dropdown] | Run Date 12/03/2020 [calendar icon]

Recurrence [dropdown] | Run Time 12:57:25PM | [Reset to Current Date/Time]

Time Zone [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Application Details	HRS_BTCH_APL	Application Engine	Web	TXT	Distribution

OK | Cancel

4. After clicking Run, you will be taken to the **Process Scheduler Request**. Click **OK**.



Print Applications

Run Control ID RUN_HRS_BIP_2020120312565 **Process Monitor** Report Monitor **Run**
Process Instance: 2171769

5. After clicking OK on the previous page, you will be taken back to the Print Applications page. Now you will click **Process Monitor**.

Process List Server List

View Process Request For

User ID 6001039183 Type Last 3 Days **Refresh**

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2171769		Application Engine	HRS_BTCH_APL	6001039183	12/03/2020 12:57:25PM CST	Queued	Posted	Details

Process List Server List

6. Keep Hitting **Refresh** until the Run Status shows as **Success**. This should only take a few minutes depending on the number of applicants in the pool. After the Success message is posted, click **Details**.

View Process Request For

User ID 6001039183 Type Last 3 Days **Refresh**

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2171769		Application Engine	HRS_BTCH_APL	6001039183	12/03/2020 12:57:25PM CST	Success	Posted	Details

Process Detail

Process

Instance 2171769 Type Application Engine
Name HRS_BTCH_APL Description Application Details
Run Status Success Distribution Status Posted

Run

Run Control ID RUN_HRS_BIP_2020120312565
Location Server
Server PSUNX2
Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content
 Restart Request

Date/Time

Request Created On 12/03/2020 12:57:38PM CST
Run Anytime After 12/03/2020 12:57:25PM CST
Began Process At 12/03/2020 12:57:40PM CST
Ended Process At 12/03/2020 12:57:51PM CST

Actions

Parameters Transfer
Message Log View Locks
Batch History
View Log/Trace

7. In Process Details, click on **View Log/Trace**.



View Log/Trace

Report

Report ID 1306550 Process Instance 2171769 [Message Log](#)
Name HRS_BTCH_APL Process Type Application Engine
Run Status Success

Application Details

Distribution Details

Distribution Node PS-HTTP Expiration Date 01/17/2021

File List

Name	File Size (bytes)	Datetime Created
AE_HRS_BTCH_APL_2171769.stdout	294	12/03/2020 12:57:51.014595PM CST
AE_HRS_BTCH_APL_2171769.trc	52,234	12/03/2020 12:57:51.014595PM CST
Applications_Report_12-03-2020_2171769.pdf	1,680,430	12/03/2020 12:57:51.014595PM CST

8. In the View Log/Trace page, you will see the report information. To view the applications, click the **Applications Report PDF File**.



9. You will then get all the applications in one PDF file. From here, you can either download to view all or print the batch of applications.