

Reviewing Applicants as a Search Committee or Interviewer

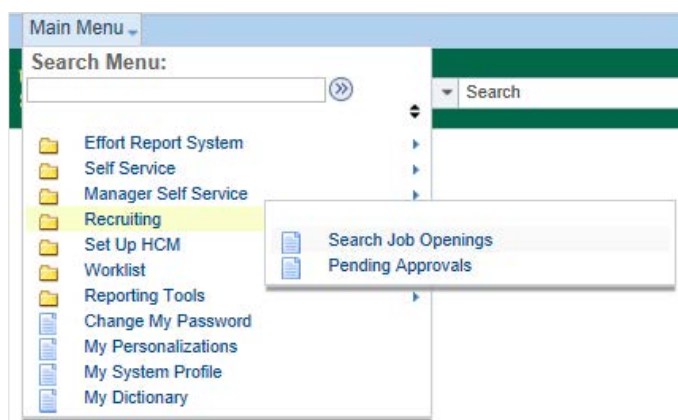
Log in to GEMS Self Service

Click the MYUSF link at the top of most USF pages...
On the NetID Single SignOn page, sign in with your USF NetID and NetID password.

In the MyUSF portal, click **Business Systems**. In the drop-down, select **GEMS SELF-SERVICE**.



GEMS Self-Service opens to the home page. Click **Main Menu** at the top of the screen. In the drop-down menu, click **Recruiting**, and then click **Search Job Openings**.



On the search page, type the job opening ID given to you by your department into the Job Opening ID field and click **Search**.

On the Search Results page, click the job opening title.

Select	Job Opening	Job ID	Status	Type
<input type="checkbox"/>	PG Clerical and Secretarial	5073	Open	Stand

On the Manage Job Opening page, you will see a list of applicants. Click the “download to Excel” icon at the top right of the list to open this list as an Excel spreadsheet. The list can then be used to track qualifications and notes. To view application, resume and questionnaire, click the application icon.

Select	Applicant Name	Applicant ID▲	Type	Disposition	Employee Referral	Application	Resume	Print
<input type="checkbox"/>	Rocky Bull	9860	External	Applied				
<input type="checkbox"/>	Amy Bull	76711	External	Applied				
<input type="checkbox"/>	Bob Bull	76712	External	Applied				
<input type="checkbox"/>	Recruit Training 05	76721	Employee	Applied				
<input type="checkbox"/>	Recruit Training 04	76722	Employee	Applied				
<input type="checkbox"/>	Recruit Training 01	76723	Employee	Applied				
<input type="checkbox"/>	Recruit Training 03	76724	Employee	Applied				
<input type="checkbox"/>	Recruit Training 02	76725	Employee	Applied				
<input type="checkbox"/>	Recruit Trainer 11	76726	Employee	Reject				

To view applicants, click application icons.

Click icon to download list to Excel.

The Application Details page opens with links to items such as resume or questionnaire.

View Application Details

Name Rocky Bull
Applicant ID 9860
Applicant Type External Applicant
Status 010 Active

Preferred Contact Email
Phone 813/111-5555
Email pgeisler@usf.edu
Address 4202 E Fowler Ave Tampa, FL 33620 Hillsborough

Job Openings | Personalize | Find | View All | First 1 of 1 | Last

Job Opening ID	Posting Title	View Questionnaire
5073	PG Clerical and Secretarial	View Questionnaire

Job Families | Personalize | Find | View All | First 1 of 1 | Last

Job Family

Preferences

Desired Start Date

Regular/Temporary Either

Full/Part-Time Either

Willing to Relocate No

Willing to Travel No

Travel Percentage Never or rarely

Geographic Preference

First Choice

Second Choice

Comments

Resume

Resume Title RockyBullResume.pdf
Language Code English

Resume Attachment

File Name
Rocky_Bull_Resume.pdf

No Resume Text

Attachments | Personalize | Find | View All

File Name	Attachment Type
Portfolio_with_cover_letter	Cover Letters

Work Experience

Start Date	End Date	Employer	Ending Job Title
09/01/2009	06/01/2014	XYZ, LTD	Best Employee EVER
08/01/2001	06/23/2009	ABC Corp	Account Exec

Education Level

Applicant contact information here.

Click to view questionnaire.

Click to view the cover letter and resume in a new window.

Additional attachments, if any, will be here.

Work experience, degrees, etc. are in this bottom section.

Each time you click a link to open an application, it opens in a new browser tab or window displaying “Applicant Profile” on the tab. To return to the Manage Applicant listing, click on the tab or window labeled Search Job Openings.

