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.
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.

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

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.