

QUICK GUIDE FOR VIEWING APPLICATIONS

- Click on the link provided in the e-mail notification.
- You will then be prompted to log-in to PeopleSoft.
- Click on “eRecruit” from the Menu on the left.
- Click on “Manage Recruitments”

The screenshot shows the PeopleSoft eRecruit main menu. On the left, the 'eRecruit' menu is expanded, and 'Manage Recruitments' is highlighted. An arrow points from the text 'Click on “Manage Recruitments”' to the 'Manage Recruitments' link in the sub-menu.

Run a report to view all applications and attachments

- Click on on “Select All” to select all applicants.
- Go to the drop down menu and select “View Applications” and click on “Go”. Sample below.

The top screenshot shows the 'Manage Recruitments' page with the 'Recruitment List' table. A callout box labeled 'Listing of Applicant Names' points to the 'Applicant' column. The bottom screenshot shows the same page with all rows selected (checkboxes checked) and a callout box labeled 'Listing of Applicant Names' pointing to the 'Applicant' column. The 'View Applications' option is selected in the dropdown menu, and the 'Go' button is highlighted.

Applicant	ID	Disposition	Application Date	9.3	References	Prepare Job Offer
<input type="checkbox"/>	63492	Route	07/19/2010 3:45PM			
<input type="checkbox"/>	60972	Route	07/26/2010 3:30PM			
<input type="checkbox"/>	30381	Route	08/07/2010 7:12PM			
<input type="checkbox"/>	63645	Route	07/25/2010 3:38PM			
<input type="checkbox"/>	63673	Route	07/30/2010 7:28PM			
<input type="checkbox"/>	62546	Route	07/21/2010 12:14PM			
<input type="checkbox"/>	64421	Route	08/15/2010 4:29PM			
<input type="checkbox"/>	63502	Route	07/19/2010 5:49PM			
<input type="checkbox"/>	63751	Route	07/27/2010 9:13PM			
<input type="checkbox"/>	63588	Route	07/22/2010 2:25PM			

Applicant	ID	Disposition	Application Date	9.3	References	Prepare Job Offer
<input checked="" type="checkbox"/>	63259	Route	07/22/2010 8:33AM			
<input checked="" type="checkbox"/>	63886	Route	08/01/2010 6:09AM			
<input checked="" type="checkbox"/>	64404	Route	08/14/2010 2:59PM			
<input checked="" type="checkbox"/>	63859	Route	08/01/2010 6:57PM			
<input checked="" type="checkbox"/>	63534	Route	07/22/2010 12:17AM			
<input checked="" type="checkbox"/>	62855	Route	07/06/2010 2:59PM			
<input checked="" type="checkbox"/>	63165	Route	07/08/2010 4:18PM			
<input checked="" type="checkbox"/>	64080	Route	08/06/2010 12:26PM			
<input checked="" type="checkbox"/>	64225	Route	08/10/2010 5:12PM			
<input checked="" type="checkbox"/>	63420	Route	07/20/2010 12:25PM			

The report is now processing. Click the “Refresh” button to update screen until report status changes to “Posted”. Depending on the number of applicants, this process may take sometime to run so you can come back and click on the “Refresh” button.

The screenshot shows the 'View Reports For' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs, there are search filters for 'User ID', 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. A 'Refresh' button is highlighted with an arrow. Below the filters is a 'Report List' table with the following data:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	1021217	1440109	View Applications	08/23/2010 4:55:52PM	Acrobat (*.pdf)	N/A

Below the table, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a link to 'Go back to Manage Recruitments'. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

This screenshot is identical to the previous one, showing the 'View Reports For' interface with the report in 'Processing' status. The 'Refresh' button is still highlighted with an arrow.

Once completed the “View Applications” in the “Description” box will turn blue and become a hyperlink. The report status will change to “Posted”.

This screenshot shows the 'View Reports For' interface after the report has been processed. The 'View Applications' link in the 'Description' column is now blue and underlined. The 'Status' column now shows 'Posted'. The 'Refresh' button is still highlighted with an arrow.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1021217	1440109	View Applications	08/23/2010 4:55:52PM	Acrobat (*.pdf)	Posted	Details

Viewing Applications

Click on the hyperlink "View Applications" in the "Description" box to view the pdf file.

The screenshot shows a web application interface with a menu on the left and a main content area. The menu includes options like 'Employee Self Service', 'Manager Self Service', 'Student Self Service', 'Time Administration', 'Training Administration', 'eRecruit', 'View Faculty Applications', 'Career Opportunities', 'Recruitment Request', 'Pending Approvals', 'Manage Recruitments', 'On-line Tutorials', 'Report Manager', 'Fresno Messaging', 'Reports Portfolio', 'PAWS Action Request Tracker', 'Security Requests', 'Reporting Tools', 'PeopleTools', 'ID Search', 'PeopleSoft HCM', 'Student Clubs & Organizations', 'Access ZimbraMail', and 'Change My Password'. The main content area has tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with fields for 'User ID', 'Type', 'Last' (1 Days), 'Status', 'Folder', 'Instance', and 'to'. A 'Refresh' button is next to the 'Last' field. Below this is a 'Report List' table with columns: 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains one row with 'Report ID' 1021217, 'Prce Instance' 1440109, 'Description' 'View Applications', 'Request Date/Time' 08/23/2010 4:55:52PM, 'Format' Acrobat (*.pdf), and 'Status' Posted. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Go back to Manage Recruitments' link. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

You will now be able to view all the applications listed in the order as they appeared on the "Recruitment List".

Scroll down to see each *Application for Employment* and additional materials submitted by the applicant which may include:

- Cover Letter
- Resume
- Additional Documents

The screenshot shows a web form for an 'Application For Employment Physician'. At the top left is the Fresno State University logo. To the right of the logo is the title 'Application For Employment Physician' and the vacancy number 'Vacancy 11522'. Below the title is a large text input field labeled 'Name'. Below the 'Name' field are four sub-labels: 'Preferred Prefix', 'Applicant Name', 'Suffix', and 'Applicant ID'. The form is set against a light blue background with a dark blue header bar.