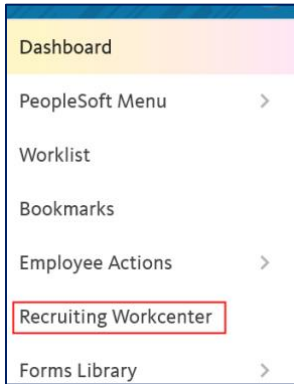


How to View Applications in TAM - Hiring supervisors/Interviewers

1. Log into [UCPath Portal](#).

In the left menu, click **Recruiting Workcenter**



2. A new browser window will open up the **Recruiting Workcenter**.

In the left hand menu, click **Browse Job Openings**



Note: The **UCB Careers** link on that page is used to search & apply for jobs for yourself.

If you are a supervisor, you may also have a link in the **Manager Self Service** section called “My Open Jobs”. This only shows jobs if you are listed as the Hiring Manager. If you are listed as a secondary Hiring Manager or an Interviewer on a job posting, you will NOT see it from this page.

The other links are not used at UCB.

3. The **Browse Job Openings** page shows all jobs postings you are ‘associated with’ (listed as a Hiring Supervisor, Interviewer or Interested Party).

You can use the filters on the left to narrow the list (for example if you would only like to see the postings that you are the Hiring Manager for).

Browse Job Openings

Return | Recruiting Home Personalize

Search job openings

010 Open | Clear All Filters

4 matches found.

Job Openings Personalize | Find | View All | First 1-4 of 4 Last

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Status	No Action Taken	Total Applicants
6780	Lab Technician		Main Campus-Berkeley	College Relations	UC Berkeley Campus	80	010 Open	0	2
6728	Museum Curator		Main Campus-Berkeley	Housing & Dining Services	UC Berkeley Campus	80	010 Open	5	4
6490	Counseling Psychologist		Main Campus-Berkeley	University Health Services	UC Berkeley Campus	87	010 Open	3	3
1224	Admin Assistant		Main Campus-Berkeley	Housing & Dining Services	UC Berkeley Campus	297	010 Open	10	13

Filter by

My Association
 Hiring Manager (2)
 Primary Hiring Manager (2)
 Team Member (2)

Department
 Housing & Dining Services (2)
 College Relations (1)
 University Health Services (1)

Hiring Manager
 Sina Carro (2)
 Chris Whit (1)
 Jan Crosbie (1)

Recruiter
 Alexander Rey (1)
 Marc Oval (1)
 Oswald Garcia (1)

In this example, since it has been more than 15 days (past the “first review date”), we are ready to review applicants for **Admin Assistant**.

3. Click a job title to review the applicants for that job posting.

At the top of the page is a summary about the **Job Posting**.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | **Previous** | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening

Job Opening ID 1224
 Job Posting Title Admin Assistant
 Job Code 004723 (BLANK AST 2)
 Position Number 40226588 (BLANK AST 2)

Status 010 Open
 Business Unit BKCOMP (UC Berkeley Campus)
 Department PHYSI (Physics)

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

All (5)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)
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To return to the previous page, click **Return**. To review multiple jobs, click either **Previous** or **Next**.

Warning: Recruiting Home will NOT return you to the previous page, it triggers an error for non-recruiters. The other links are not used by Hiring Supervisors/Interviewers.

In this example, we used the “*Personalize*” link to hide extraneous columns. (**Note:** There is currently a ‘defect’ preventing that setting from saving permanently.)

4. Begin by checking if there are any Preferential Rehire Candidates (aka “SPCs” –Special Placement Candidates) that need review. A code of “**PRF**” will display to indicate that status. Remember that SPC candidates have the right of “first review” before all other applicants. Please work with the Transition Coordinator and your Talent Acquisition Advisor to ensure proper procedure is followed.

You may see other codes, such as **LMP** or **MTH**. These indicate the applicant is a retiree (who took a **Lump Sum** or a **Monthly** payment). If your selected candidate is a retiree, please inform your Talent Acquisition Advisor, as there are further steps needed for retirees.

Job Opening ID 1224 Job Posting Title Admin Assistant Job Code 004723 (BLANK AST 2) Position Number 40226588 (BLANK AST 2)					Status 010 Open Business Unit BKCMP (UC Berkeley Campus) Department PHYSI (Physics)							
Applicants												
Applicant Search	Applicant Screening	Activity & Attachments	Details	All (5)	Applied (5)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)
Applicants ?												
Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest		
<input type="checkbox"/>	Alexandre Applicant	1319	External	Applied		09/01/2019	MTH			☆☆☆☆X		
<input type="checkbox"/>	Avida Applicant	1320	External	Applied		09/01/2019				☆☆☆☆X		
<input type="checkbox"/>	Oski Bear	1292	External	Applied		09/01/2019	PRF			☆☆☆☆X		
<input type="checkbox"/>	Elena Employee	1335	Employee	Applied		09/01/2019				☆☆☆☆X		
<input type="checkbox"/>	alisha applicant	1323	External	Applied		08/14/2019				☆☆☆☆X		

Applicants can submit separate resumes and cover letters. They are also asked a series of questions about their *UC Affiliation* (whether they are current/former UC employees; have close relatives who work at UCB, etc.) which are provided as part of the application.

In order to see the *full* information provided by applicants, use the **View Applications** functionality to request a single .pdf that will contain all of the applicant information submitted.

Do not click the **Resume** icon - that *only* shows the resume and no other information. We also do not recommend clicking the **Application** icon (unless you are specifically looking at *one* person). Doing so would require you to manually download both attachments per applicant, as well as click the **UC Affiliation** tab page to get all the pertinent information. Additionally, there are many fields on that page that we do not solicit from applicants.

5. View Applications

Select the applicant(s) whose applications you would like to view or click **Select All**.

Scroll down to the bottom of the page, and click

Group Actions > Recruiting Actions > View Applications

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume
<input checked="" type="checkbox"/>	Alexandre Applicant	1319	External	Applied		08/01/2019	MTH		
<input checked="" type="checkbox"/>	Avida Applicant	1320	External	Applied		08/01/2019			
<input checked="" type="checkbox"/>	Oski Bear	1292	External	Applied		08/01/2019	PRF		
<input checked="" type="checkbox"/>	Elena Employee	1335	Employee	Applied		08/01/2019			
<input checked="" type="checkbox"/>	alisha applicant	1323	External	Applied		08/14/2019			

Warning: Do NOT select **Print Applications**, that will not 'print' to a printer - it goes to a Process Scheduler page and has more complicated steps to request the same information that comes via **View Applications**.

A message pops up confirming your request. Click **OK**.

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest
<input checked="" type="checkbox"/>	Alexandre Applicant									
<input checked="" type="checkbox"/>	Avida Applicant									
<input checked="" type="checkbox"/>	Oski Bear									
<input checked="" type="checkbox"/>	Elena Employee									
<input checked="" type="checkbox"/>	alisha applicant	1323	External	Applied		08/14/2019				

Message

Message (32001,1116)

A consolidated Application report will be generated by the system and will be sent to you in an email notification. Please give a few minutes for the report to be sent.

This generates an email titled **Consolidated Applications Report** that contains a link to the application report. Depending on the number of applicants and attachments, it may take a few minutes to arrive. If you do not see it, check the Spam folder.

Consolidated Applications Report for Job Opening 1224 - Admin Assistant

Inbox x

donotreply@universityofcalifornia.edu 1:15 PM (2 minutes ago) Reply

to me ▾

Your applications for Job #1224 are ready to be viewed. Click on this URL to view your applications: [Applications_Report_01-26-2021_2719762.pdf](#)

Click the link to download the Applicant report to a PDF.

Note: You must be logged into UCPath for the link to work, if you are not, the system will prompt you to login.

You cannot forward this link to anyone not listed on the job opening as an Interviewer or Hiring Supervisor. If you wish to share the applications, please save the PDF and share that with others as appropriate.

6. Applications Report

The document begins with a Cover Sheet listing the Applicants in the report. Applicants will be listed alphabetically by first name. (Note: names in all Uppercase & Lowercase sort differently)

Confidential Report						
Job Opening ID: 1224			Job Posting Title: Admin Assistant			
Applicants Applied for Job Opening - Admin Assistant						
This report displays application details of 5 applicant(s) applied for Job Opening - Admin Assistant.						
Name	Appl ID	Appl Type	SPC	Disposition	Interest	Submitted Date Time
AVIDA APPLICANT	77582	External		010 Applied	Not Ranked	09/11/2019 11:43:20 AM
Alexandre Applicant	57615	External	MTH	010 Applied	High	10/28/2019 03:56:02 AM
Elena Employee	47164	Employee		010 Applied	High	09/04/2019 03:05:06 AM
Oski Bear	157862	External	PRF	010 Applied	Low	01/20/2020 21:00:40 PM
alisha applicant	76303	External		010 Applied	Medium	08/15/2019 05:19:14 AM

Then the **Job Opening details**, will be listed, which include the Qualifications listed as **Required** (by which an applicant is judged to be Minimally Qualified or not). **Note:** This is not the same view applicants see. Descriptions are in different order & bullet points in the listings may convert to ?s in this report.

Job Posting Description
<p>About Berkeley</p> <p>The University of California, Berkeley, is one of the world's most iconic teaching and research institutions.</p>

Required Qualifications
<p>Excellent oral and written communication skills.</p>

It will then display information provided by each applicant you've selected to review. This includes: answers to **UC Affiliation** questions (e.g. Current/Former UC employee?; Retiree or Preferential Rehire?; Have a close relative working at UCB?); Resume or text of Work Experience, and a Cover Letter (if provided).

General Information	
Name	Oski Bear
Applicant ID	1292
Applicant Type	External Applicant
Applicant Status	010 Active
Contact Information	

UC Affiliations
Have you been a member of CalPERS within 180 days of this application?
Are you a current University of California Employee?
If Yes, What is your Primary Location ?
Are you a former employee of the University of California (but did not retire)?
If Yes, At what Location(s) you were employed?
What was your last date worked ?
Are You

This application report is designed to serve all UCs, so there are additional sections that UCB does not ask applicants. For example, **Preferences, Geographic Preference & Eligibility to work in US** will always be blank or a defaulted value (**Note:** Eligibility to Work & Willing to Travel defaults to "No"). It also shows the Resume first, then the Cover Letter (unless the applicant has combined them into a single attachment).

OSKI BEAR's Resume

Oski@berkeley.edu

SUMMARY OF SKILLS AND EXPERIENCE

ELEVATOR OPERATOR – Ride the elevator all day, letting people up to the top.

CARRILLONIST—Play the bells in Sather Tower. Skilled in troubleshooting & maintenance of bells.

TEACHING-- Responsible for training on cheering and supporting UCB.

QUALITY CONTROL—Maintain high quality standards with an emphasis on school spirit.

EDUCATION

University of California, Berkeley, 1941

Certified by: American Association of University, Mascots

Dear Committee,

As UCB's mascot, I was excited to find your advertisement for an Admin Asst. for the Physics department..

I currently serve as UCB's mascot. I also supervise a team of 12 employees and coordinate all office functions. My strengths in improving office systems and building a top-performing clerical team have earned repeated commendations and formal recognition from the Chancellor.

7. Optional: Indicate interest level

If you would like to indicate your interest in a candidate, use the stars to do so.

The “star” rankings are visible and ‘shared’ by the Talent Acquisition Advisor, hiring supervisor & interviewers (it is not shown only to you). If you make changes, you will update the stars for everyone who has access to this job posting. Work with your Talent Acquisition Advisor to establish a standard use of stars, or to learn what is recommended.

Applicants									
Select	Applicant Name▲	Applicant ID	Type	Disposition	Application Date	SPC	Application	Resume	Interest
<input type="checkbox"/>	Aggie Applicant	1301	External	Applied	07/19/2019				☆☆☆☆X
<input type="checkbox"/>	Alexandre Applicant	1319	External	Applied	07/24/2019	LMP			☆☆☆X
<input type="checkbox"/>	Avida Applicant	1320	External	Applied	07/24/2019				☆☆☆☆X