

Running a Printable Application Report

Key Information:

OMNI Recruiting Training Guides

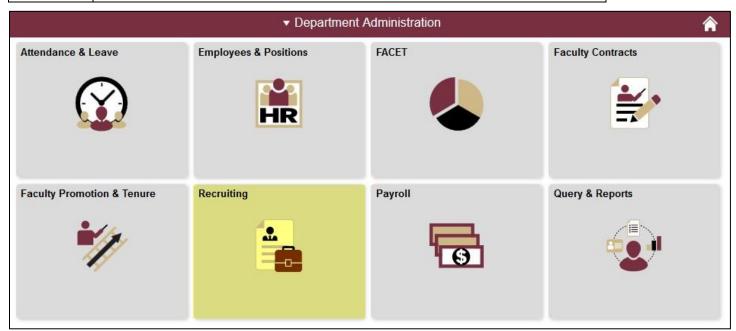
Required Role: FSU_SS_MANAGER

The instructions below outline how to use the Printable Application Report feature in OMNI HR for individual and multiple applications. The report criteria can be set to pull in application details, screening results, resumes, and other attachments all in one report. The report can then be saved as a PDF in a secure location for the search committee to review.

Note: If the font type used by the applicant is not available in OMNI, the font and associated formatting will default to a standard font. To view the resume and attachments individually in the exact format they were submitted, click on the resume and/or application icon across from the applicant's name in the list.

Running an Individual Printable Application Report

Step	Action	
1.	Once logged into OMNI HR > Department Administration > click the	
	Recruiting tile.	

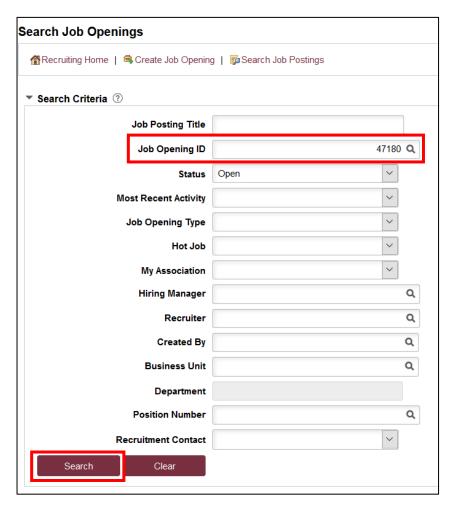


Last updated 05/04/2020 1 | Page

Step	Action
2.	Click the Search Job Openings tab.





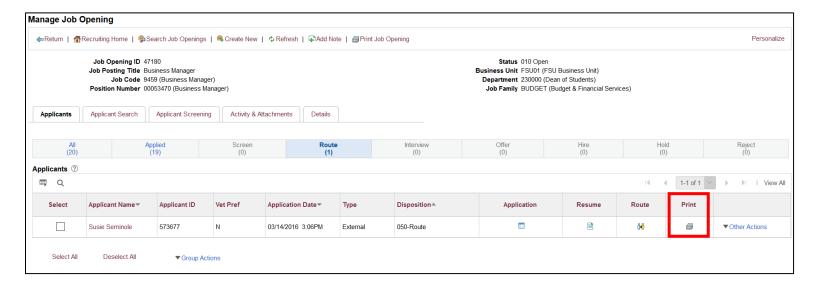


Last updated 05/04/2020 2 | Page

Step	Action
4.	Select the appropriate Job Opening link.



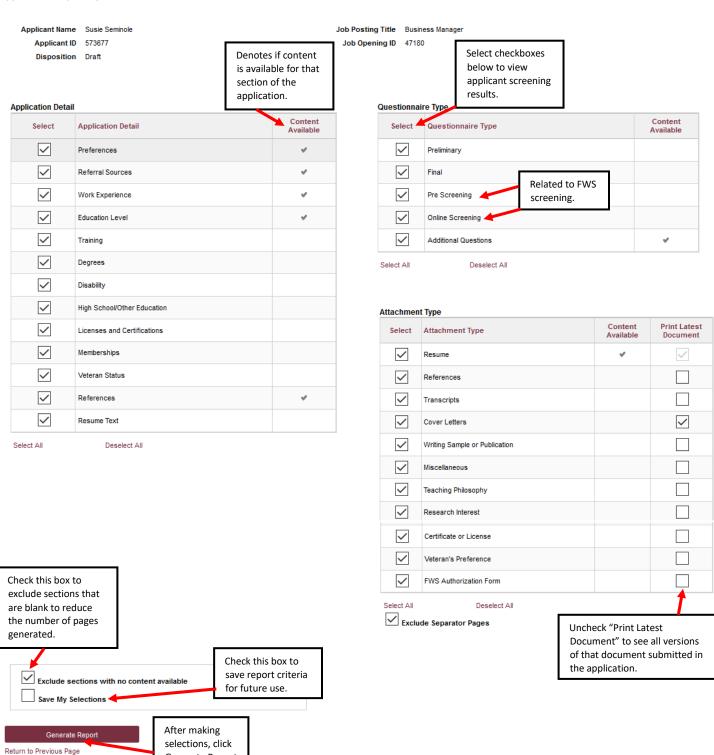
Step	Action
5.	On the Manage Job Opening page, click the icon in the Print column for the desired applicant.



Last updated 05/04/2020 3 | Page

Step	Action
6.	Set up the criteria on the Application Report Options page, and click the Generate Report button.

Application Report Options



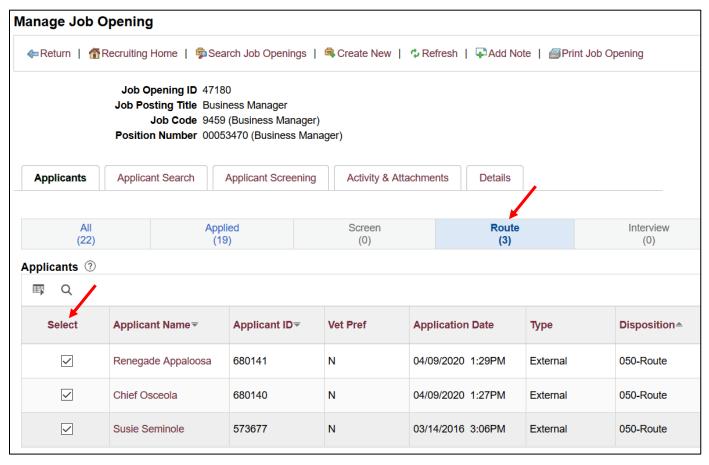
Last updated 05/04/2020 4 | Page

Generate Report to view results.

Running a Group Printable Application Report

Step	Action
1.	Follow Steps 1 - 4 as outlined above to navigate to the selected job opening.

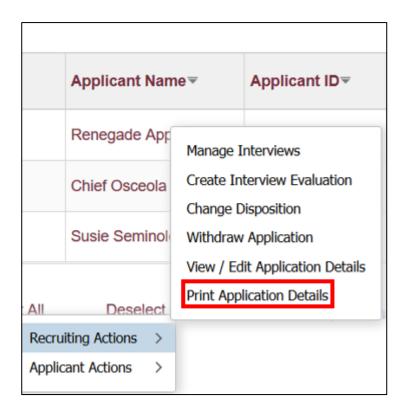
Step	Action
2.	From the Manage Job Opening page > click the Route tab. Check the boxes for the applicants under the Select column , or click the Select All button at the bottom of the page.



Last updated 05/04/2020 5 | Page

Step	Action
3.	Scroll to the bottom of the page and select Group Actions > Recruiting Actions > Print Application Details .

Select	Applicant Name▼	Applicant ID▼	V
•	Renegade Appaloosa	680141	N
✓	Chief Osceola	680140	N
~	Susie Seminole	573677	N
Selec	Deselect All iting Actions > cant Actions >	▼ Group Action	ons



Last updated 05/04/2020 6 | Page

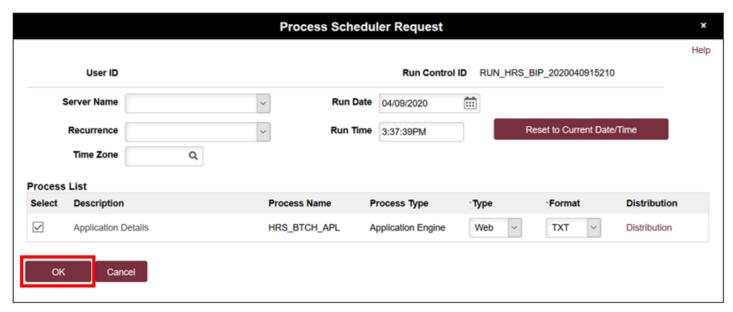
Step	Action
4.	Set up the criteria on the Print Applications page.

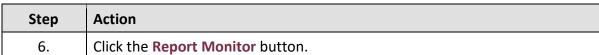
Print Applications Select checkboxes Process Monitor Report Monitor Run Control ID RUN_HRS_BIP_2020040915210 Run below to view applicant screening results. **Application Detail** Questionnaire Type Select **Application Detail** Select Questionnaire Type **~** Preferences **~** Preliminary ~ Referral Sources ~ Final Related to FWS **~** Work Experience **~** Pre Screening screening. **~ Education Level ~** Online Screening 4 **~** Training **~** Additional Questions ~ Degrees Select All Deselect All **~** Disability **~** High School/Other Education Attachment Type **Print Latest** Select Attachment Type **~** Licenses and Certifications Document **~** Resume **~** Memberships **~** References Veteran Status **~** Transcripts **~** References **~ ~** Cover Letters Resume Text **~** Writing Sample or Publication Deselect All Select All ~ Miscellaneous **~** Teaching Philosophy Research Interest Certificate or License **~** ~ Veteran's Preference **~** FWS Authorization Form Check this box to exclude sections that Select All Deselect All are blank to reduce ✓ Exclude Separator Pages Uncheck "Print Latest Document" the number of pages to see all versions of that generated. document submitted in the application. Exclude sections with no content available Generate one PDF report per application Ensure this box is unchecked to generate Return to Previous Page one report for all applications selected.

Last updated 05/04/2020 7 | Page

Step	Action
5.	Click the Run button. After the "Saving Page" gold banner disappears, click
	OK on the Process Scheduler Request window.



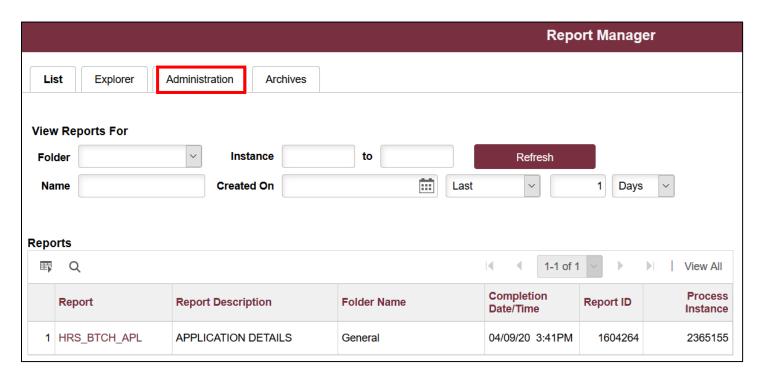




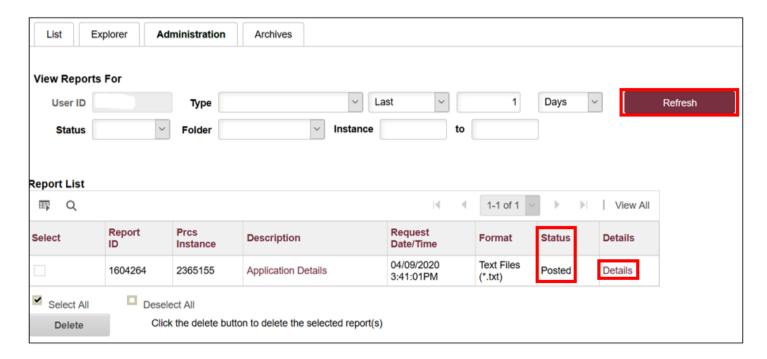


Last updated 05/04/2020 8 | Page

Step	Action
7.	Click the Administration tab.

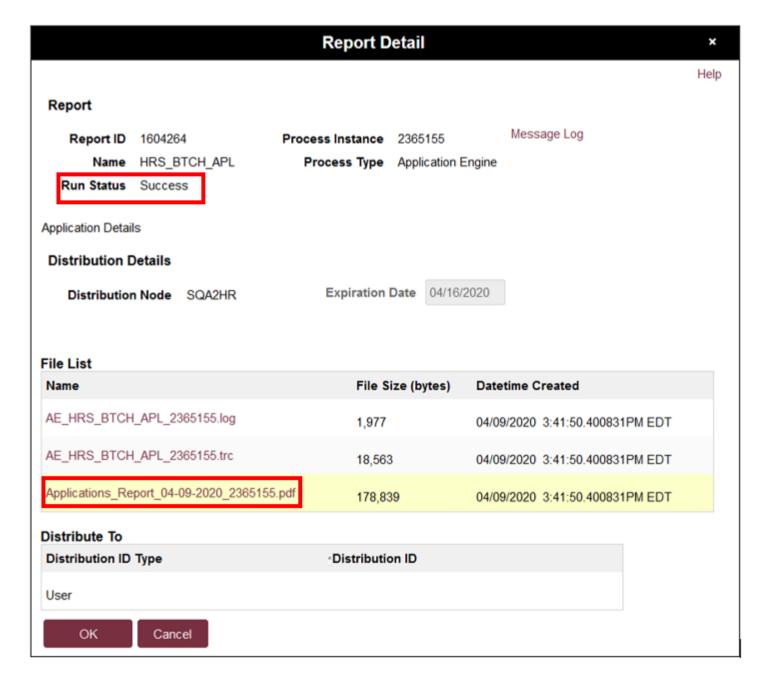


Step	Action
8.	Click the Refresh button until the status column reads "Posted." Reference the date/time to ensure you are selecting the current process, then click the Details link.



Last updated 05/04/2020 9 | Page

Step	Action
9.	Ensure the Run Status reads "Success". If it does not, try running the report by selecting half of the applications in the pool at time, or contact your Assigned Recruiter for assistance.
	Once the report has run to success, click the link for the .pdf Applications Report to download.
	Note: If report criteria page was set to generate one PDF report per application, there will be multiple Application Report PDFs in the File List to download.



Last updated 05/04/2020 10 | Page

Sample first page of Printable Application Report

Confidential Report

Job Opening ID: 47180 Job Posting Title: Business Manager

General Information

Name Susie Seminole

Applicant ID 573677

Applicant Type External Applicant

Applicant Status 010 Active

Highest Education Level G-Bachelor's Level Degree

Date Submitted 2016-03-14T15:06:21.000000-0400

Total Years of Experience 13.7

Contact Information

Name Prefix Address 123 Stadium Drive

First Name Susie Tallahassee, FL 32306

Middle Name

Last Name Seminole Preferred Not Specified

Name Suffix Contact

Phone Numbers

Phone Type	Telephone	Extension	Country Code	Preferred
Home	850/643-1111			Yes

Email Addresses

Email Type	Email Address	Preferred
Home	573677@psinvalid.fsu.edu	Yes

Vita/Resume and Attachments

SUSIE_SEMINOLE_Resume.docx

Personal Information

POI Type Unknown

Are you a former employee No Previous Termination Date

Preferences

Desired Start Date 04/29/2016

Congratulations!

You have completed this topic.

Questions on these procedures? Contact your Assigned Recruiter.

Last updated 05/04/2020 11 | Page