



Reviewing Applicant Data

Key Information:

[Staff and Faculty Search Training](#)

[Filling an A&P or USPS Position](#)

[Veterans' Preference](#)

[Recording Applicant Disposition Codes](#)

[Recordkeeping](#)

Access/Role Required: *Employees must be listed on the Job Opening > Hiring Team page to view applications and run the printable application report. The **FSU_SS_MANAGER** role is only required if taking actions on records (e.g., recording interview evaluations, disposition codes, job offers, etc.).*

In this topic, you will learn the steps to access and review applications and attachments in OMNI HR. Steps for sending correspondence through the system are also outlined.

Application details can be viewed online, or the department can run the Printable Application Report to download applications and attachments to one PDF file. *For ease of review, running the Printable Application Report is a best practice.*

Unlike the Staff and OPS application template, the Faculty application does not call for work history and preferences, licensure/certification, memberships, or reference contact information. For this reason, the department must refer to the Vita and supporting documents for those details.

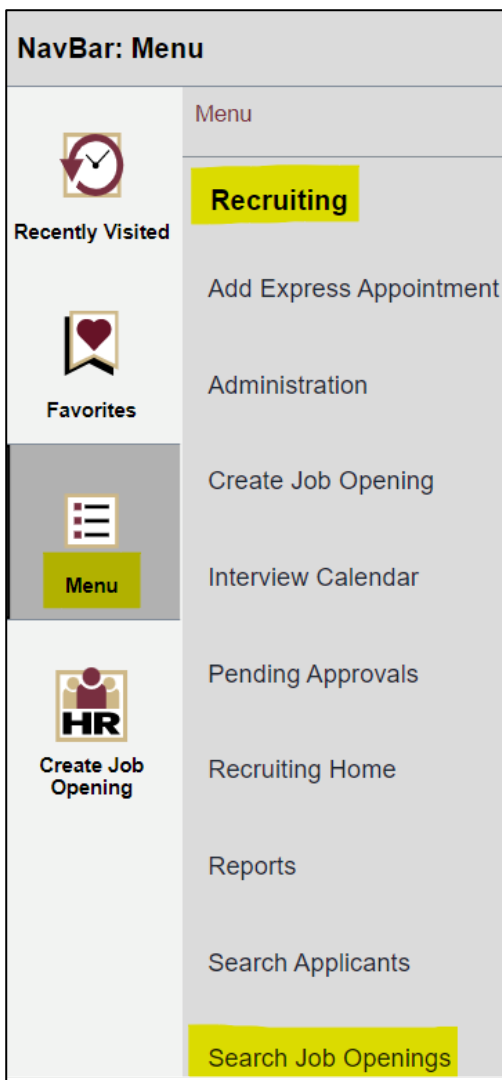
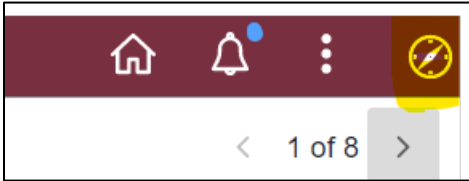
For Salaried positions (USPS, A&P and Faculty): Applications may be reviewed during and after the posting period; however, applicants must be in **Route** status before they are contacted for an interview. After a job posting closes, the department will be notified, advised of any applicants required for interviews, and provided with a spreadsheet to keep track of the [Applicant Disposition Codes](#) as the pool is reviewed. All applicants in Route status must be reviewed by the department and assigned a disposition code.

INTERVIEW REQUIREMENTS for A&P and USPS Positions: To ensure an open and competitive process, the hiring team is required to conduct a minimum number of interviews.

- A&P positions require a minimum of 2 interviews from the pool of Routed applicants.
- USPS positions require a minimum of 3 interviews from the pool of Routed applicants. This is in addition to mandatory interviews (Veterans' Preference).

When an OPS job opening closes, the department will not receive a notification. The department reviews the applications to confirm qualifications, as posted. OPS applications are not routed by HR, and applicant disposition codes are not required.

Step	Action
1.	Once logged into OMNI HR > select the NavBar icon in the upper right of the page. Click on Menu > Recruiting > Search Job Openings .



Step	Action
2.	Enter the desired Job Opening ID. Click the Search button.

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact ▼

Step	Action
3.	Click on the Job Opening title hyperlink.

Favorites ▾ Main Menu ▾ > Recruiting ▾ > Search Job Openings

Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#) | [Search Job Postings](#)



▶ Search Criteria ?

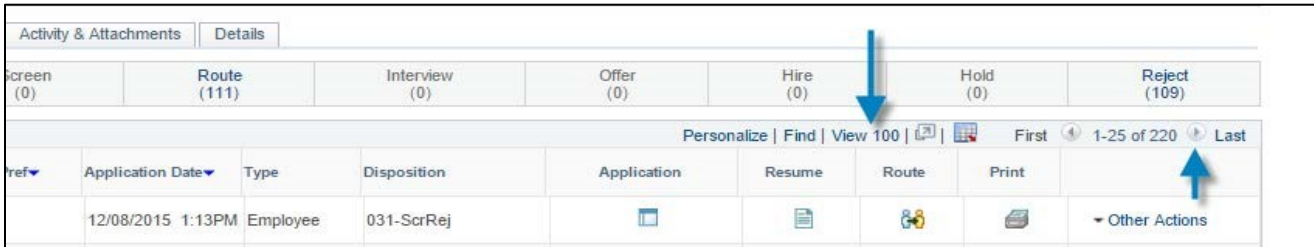
1 Results Found

Search Results ? Personalize | Find | View All | | First 1 of 1 Last

Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
Program Associate	39701	Open	Standard Requisition	Tallahassee, FL	1	1	220		02/23/2015

▶ Group Actions

Step	Action
4.	<p>To search for a name and sort it to the top of the applicant pool, click the magnifying glass icon , enter the name in the Enter search string box, and click OK. If the name does not return, try sorting by the Applicant Name header instead.</p> <p>Click the table icon  to Personalize the page view, Zoom Applicants (zoom in on the screen), or Download Applicants Table (page) to an Excel file.</p> <p>Click the View All link in the upper right to view all applicants in the pool; if over 100, click the View 100 link, and then the next arrow to view the additional pages of applications.</p>



Step	Action
5.	<p>Click the Applicant Name header to sort applicants alphabetically by first name.</p> <p>Note: If an applicant did not capitalize the first letter of their name, their application will be sorted alphabetically at the end of the applicant list.</p>

Applicants											
All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)			
Applicants ? Personalize Find View 100 Print First 1-25 of 220 Last											
Select	Applicant Name▲	Applicant ID	Vet Pref▼	Application Date▼	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Sus ie Seminole		N	12/08/2015 1:13PM	Employee	031-ScrRej					Other Actions
<input type="checkbox"/>	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl					Other Actions
<input type="checkbox"/>	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej					Other Actions
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<input type="checkbox"/>	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Moly Mendenhall		N	10/29/2015 12:11PM	External	050-Route					Other Actions
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<input type="checkbox"/>	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route					Other Actions
<input type="checkbox"/>	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route					Other Actions

Step	Action
6.	<p>The Vet Pref column will display a "Y" if the applicant claimed Veterans' Preference. Click on the Vet Pref header twice to sort the names of those claiming Veterans' Preference to the top of the list.</p> <p><u>Veterans' Preference is only applicable to USPS positions.</u> After screening your pool, your recruiter will notify you of any Veterans' Preference candidates required for interview.</p>


Applicants											
Applicant Search Applicant Screening Activity & Attachments Details											
All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)			
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Step	Action
7.	<p>The Type column displays the application types, which are:</p> <ul style="list-style-type: none"> - External for external applicants - Employee for internal applicants - External – Previous Employee for applicants who have applied as former FSU employees.

Applicants											
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Step	Action
8.	<p>The Disposition column displays the status of the applicants in the pool. The dispositions also correlate to the various status tabs at the top of this page. To view applicants in a certain status, click the appropriate tab.</p> <p>For explanations of the applicant disposition codes, refer to the Applicant Disposition Matrix.</p>

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Step	Action
9.	<p>Generating a Printable Application Report (Best Practice and Time Saver):</p> <p>The print icon  in the Print column can be used to individually download the details of the application in PDF form, along with any attachments the applicant submitted. A report for the entire pool of routed applicants can be run via the Group Actions menu. This is a best practice and time saver compared to clicking each link and downloading each document to review per application.</p> <p>Click here for detailed instructions on running the Printable Application Report in OMNI HR for individual and multiple applications. The report can be saved as a PDF in a secure location for the search committee to review, or committee members may run the report directly.</p> <p>Note: Document formatting may be affected when converted to a PDF. Refer to the application for any documents that did not convert or to view the original format.</p>

To initiate the report for individual applicants:

<input type="checkbox"/>	Susie Seminole	570330	N	03/23/2016 1:11PM	External	010-Appl				Other Actions
<input type="checkbox"/>	Moly Mendenhall		N	01/18/2016 6:54PM	External	010-Appl				Other Actions
<input type="checkbox"/>	Dave Durac		N	01/18/2016 1:26PM	External	010-Appl				Other Actions
<input type="checkbox"/>	Derrick Dffenbaugh		N	01/15/2016 10:11AM	External	010-Appl				Other Actions

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Top of Page

To initiate the report for multiple applicants:



<input type="checkbox"/>	Olga Oglesby		N	01/16/2016 10:...						Other Actions
<input checked="" type="checkbox"/>	Susie Seminole		N	03/23/2016 1:...						Other Actions
<input checked="" type="checkbox"/>	Moly Mendenhall		N	01/18/2016 6:5...						Other Actions
<input checked="" type="checkbox"/>	Dave Durac		N	01/18/2016 1:2...						Other Actions
<input checked="" type="checkbox"/>	Derrick Dffenbaugh		N	01/15/2016 10:1...	External	010-Appl				Other Actions

Select All Deselect All Group

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening Top of Page

Step	Action
10.	<p>Otherwise, to view the attached resumes individually, click the Resume icon </p> <p>Note: If your pop-up blocker will not allow a file to open, click “allow pop-ups” in the top right of your browser, or hold down the Ctrl key on your keyboard while clicking the resume icon.</p>

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All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)			
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Step	Action
11.	<p>If you do not review applications via the Printable Application Report, you may click the Application Icon  to view the application details, questionnaire, resume and other attachments the applicant uploaded.</p> <p>Click the pencil icon  to further drill into the work experience section of the application for Staff and OPS applicants.</p> <p>If an applicant uploaded more than five attachments, click View All to view the additional attachments.</p> <p>Note: When contacting an applicant for an interview, be aware of their Preferred Contact method.</p>

View Application Details

Applicant Information: Name: Susie Seminole, Applicant ID: 570330, Applicant Type: External Applicant, Status: 010 Active. Preferred Contact: Not Specified. Phone: 850/222-2222. Email: [Redacted]. Address: [Redacted].

Job Openings: Job Opening ID: 39701, Posting Title: Program Associate. View Questionnaire.

Job Families: [Redacted]

Preferences: Desired Start Date: 04/15/2018. Regular/Temporary: Either. Full/Part-Time: Either. Willing to Relocate: Yes. Willing to Travel: No. Travel Percentage: Up to 100% of the time.

Additional Skills (i.e. Computer, Typing, etc.): First Choice: Tallahassee, FL. Second Choice: Tallahassee, FL. Additional Skills (i.e. Computer, Typing, etc.): [Redacted].

Desired Work Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

Minimum Pay: 35000.000000. Currency Code: USD. Pay Frequency: Year.

Resume: Resume Title: SUSIE_SEMINOLE_Resume.docx. Language Code: English. Resume Attachment: SUSIE_SEMINOLE_Resume.docx. No Resume Text.

Attachments: [Table with columns: View Attachment, Description, Attachment Type, Last Updated, Uploaded By]

Work Experience: [Table with columns: Start Date, End Date, Employer, Ending Job Title]. Entry: 08/03/2008, [Redacted], McNamara Signs, Designer. Pencil icon for edit.

Education Level: Highest Education Level: G-Bachelor's Level Degree.

Training: No Training has been added for this applicant.

Degrees: [Table with columns: Degrees, Degree, Effective Date, School Description]. Entry: Bachelor's Degree, 01_4BA, 05/07/2010, [Redacted].

Step	Action
12.	If a Staff or OPS applicant entered reference contact information in their application, click on the applicant's name > Applicant Data > References to view it. To return to the list of applicants, click Return .

Applicants											
Applicant Search Applicant Screening Activity & Attachments Details											
All (220)	Applied (51)	Screen (0)	Route (72)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (97)			
Applicants ? Personalize Find View 100 Print First 1-25 of 220 Last											
Select	Applicant Name▲	Applicant ID	Vet Pref▼	Application Date▼	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Susie Seminole		N	12/08/2015 1:13PM	Employee	R-NoShwRch					Other Actions
<input type="checkbox"/>	Lisa Landis		N	01/02/2016 9:30PM	External	010-Appl					Other Actions
<input type="checkbox"/>	William Westcott		N	09/07/2015 3:04PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Regina Renegade		N	09/05/2015 4:54PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Tommy Thagard		N	10/15/2015 2:27PM	Employee	050-Route					Other Actions
<input type="checkbox"/>	Dan Dirac		N	01/22/2016 5:01PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Lucy Langford		N	09/09/2015 11:47PM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Hank Howser		N	09/03/2015 10:19AM	External	031-ScrRej					Other Actions
<input type="checkbox"/>	Moly Mendenhall		N	10/29/2015 12:11PM	External	050-Route					Other Actions
<input type="checkbox"/>	Sam Strosier		N	12/02/2015 6:21PM	External	050-Route					Other Actions
<input type="checkbox"/>	Dave Dodd		N	11/17/2015 6:22PM	External	050-Route					Other Actions
<input type="checkbox"/>	Amy Askew		N	01/06/2016 7:11PM	External	010-Appl					Other Actions
<input type="checkbox"/>	Dan Degraff		N	09/30/2015 9:17PM	External	050-Route					Other Actions

Manage Applicant

Save | Return | Recruiting Home | Next | Add Application Personalize

Name Tommy Thagard
 Applicant ID
 Applicant Type External - Previous employee
 Status 010 Active

Preferred Contact
 Phone
 Email
 Address

Applicant Activity | Notes | Applicant Data | Interested Parties

Current Status | Interview Evaluation | Expenses | History

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	OPS Express Pool - Spring 2015	38057	Hired					Other Actions
<input type="checkbox"/>	Program Associate, Circus Museum (Sarasota, FL)	38586	REV-Not As Qualified: Skills					Other Actions

Select All | Deselect All | Group Actions

Save | Return | Recruiting Home | Next | Add Application Top of Page

Manage Applicant

Save | Return | Recruiting Home | Next | Add Application Personalize

Name Tommy Thagard
 Applicant ID
 Applicant Type External - Previous employee
 Status 010 Active

Preferred Contact
 Phone
 Email
 Address

Applicant Activity | Notes | Applicant Data | Interested Parties

Personal Information | References

Applicant

*Applicant Type: External - Previous emp
 Preferred Contact: Phone
 Employee ID

Name

Name Format: English
 Name Prefix
 *First Name: Tommy
 Middle Name
 *Last Name: Thagard
 Name Suffix

Address

Country: United States
 Address 1: 123 FSU Lane
 Address 2
 Address 3
 City: Tallahassee
 State: Florida
 Postal: 32317
 County: Leon

Email Addresses

Primary	*Email Type	Email Address	
<input checked="" type="checkbox"/>	Campus	Tommy.Thagard@fsu.edu	

Phone Numbers

Primary	*Phone Type	Telephone	Extension	Country Code	
<input checked="" type="checkbox"/>	Cellular				
<input type="checkbox"/>	Home				

Add Phone Number

Save | Return | Recruiting Home | Next | Add Application Top of Page

Manage Applicant

Save | Return | Recruiting Home | Next | Add Application Personalize

Name Tommy Thagard
 Applicant ID
 Applicant Type External - Previous employee
 Status 010 Active

Preferred Contact
 Email
 Phone
 Email tommythagard@fsu.edu
 Address

Applicant Activity | Notes | Applicant Data | Interested Parties

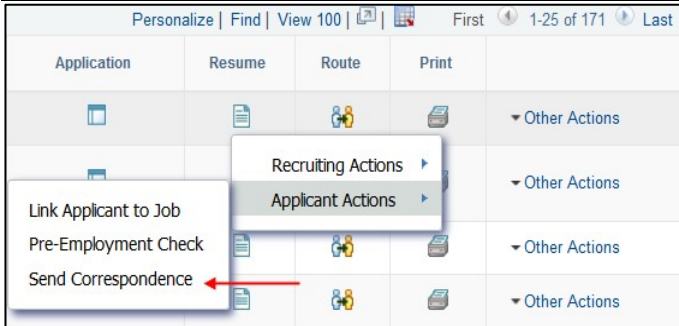
Personal Information | References

References

Reference Name	Title	Employer	Reference Type	Date Contacted	Contact Phone		
Lisa Landis	Coordinator	Florida State University	Professional	07/27/2015	850-555-1212		
William Westcott	Bakery Manager	Smallcakes: A Cupcakery	Professional	07/27/2015	850-555-1313		
David Dodd	Program Director	Florida State University	Professional	07/27/2015	850-555-1414		
Amy Askew	Library Assistant	Florida State University	Professional	08/28/2015	850-555-1515		

Save | Return | Recruiting Home | Next | Add Application Top of Page

Step	Action
13.	<p>To send correspondence to an applicant through OMNI, across from the applicant’s name, click Other Actions > Applicant Actions > Send Correspondence.</p> <p>To send blind carbon copy correspondence to multiple applicants, check the boxes next to their names (or click Select All) > click the Group Actions drop down menu at the bottom of the page > Applicant Actions > Send Correspondence.</p>



Step	Action
14.	<p>On this page, let all options default except you may remove your email address from the CC field if you do not wish to receive a copy of each email.</p> <p>Enter a Subject line. The system will automatically address the message to the applicant’s first and last name and include a salutation from the sender.</p> <p>Add Attachment as desired and your contract information.</p> <p>Preview the message before sending.</p> <p>Click Send when you are ready to send the message.</p> <p>Note: Although all applicant emails will appear in the “To” field, the system sends each email separately. Applicants will not see the data of other applicants.</p>

Message Type and Method

*Contact Method

Recipient Information

To

Cc Find

Sender Information

From April Smatt

Message

*Subject

*Access

*Message

Attachments

No attachments have been added to this Correspondence

Congratulations!
You have completed this topic.

Questions on this procedure? Contact your [assigned Employment Recruiter](#).