





# Viewing Your Applications





- **Notice of applications to review are received via email.**
  - **Separate email for each application.**
  - **PDF format or login to view.**
- **Enables search committee chair to forward applications to search committee members.**
- **Follow these instructions to view your applications**





 **Human Resources - UT**  
Candidate(s) for Director of ATS


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You will receive an email for each applicant referred by your Recruiter. Open the email as normal.



Reply Reply All Forward

## Candidate(s) for Director of ATS

Human Resources - UT [UTHR@invalidemail.com]

To: Hodge, Janice

Attachments: (3) Download all attachments  
CandidateFile.pdf (44 KB) [Open as Web Page]; Res. Jackson Hodge.doc (56 KB) [Open as Web Page];  
this\_message\_in\_html.html (1 KB)

Saturday, December 31, 2011 10:20 AM

A candidate(s) application(s) is available for you to review. The application information is attached. Or you may [login](#) to access their application materials if you have authorization to the Applicant Tracking System.

Feel free to contact me if you have any questions or concerns.

Thank you,

Janice Hodge(Recruiter)  
JHODGE@TENNESSEE.EDU

To send to other search committee members, simply forward the email.



After entering a message and the email address(es) of the Search Committee Member(s), click the Send Button to forward information.

Send Options... HTML

To...

Cc...

Subject: FW: Candidate(s) for Director of ATS

Attached: CandidateFile.pdf (44 KB) [Open as Web Page] X; Resume-Jackson Hodge.doc (56 KB) [Open as Web Page] X; this\_message\_in\_html.html (1 KB) X

Arial 10 **B** **I** **U**

Type Message to Search Committee Member Here.

**From:** Human Resources - UT [UTHR@invalidemail.com]  
**Sent:** Saturday, December 31, 2011 10:20 AM  
**To:** Hodge, Janice  
**Subject:** Candidate(s) for Director of ATS

A candidate(s) application(s) is available for you to review. The application information is attached. Or you may [login](#) to access their application materials if you have authorization to the Applicant Tracking System.

Feel free to contact me if you have any questions or concerns.

Thank you,  
  
Janice Hodge(Recruiter)  
JHODGE@TENNESSEE.EDU

Note: This functionality allows information to be sent to non-UT search committee members, if applicable.



Reply Reply All Forward [Icons]

## Candidate(s) for Director of ATS

Human Resources - UT [UTHR@invalidemail.com]

To: Hodge, Janice

Attachments: (3) Download all attachments

- CandidateFile.pdf (44 KB) [Open as Web Page]; Resume-Jackson Hodge.doc (56 KB) [Open as Web Page]; this\_message\_in\_html.html (1 KB)

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Feel free to contact me if you have any questions or concerns.

Thank you,

Janice Hodge(Recruiter)  
JHODGE@TENNESSEE.EDU

Click on pdf link to view application in pdf. To view the resume, click the resume link.

Authorization to the ATS is dependent on being named as a hiring manager, hiring manager assistant or a collaborator in the requisition PLUS having IRIS access. Click on the link to take you directly into the system to view the application and resume.



# PDF Application

Hodge, Jackson (12681) applied for job: Director of  
ATS (11000000A8)

Step	Medium	Recruiter
Search Committee Review	Online	Janice Hodge(Recruiter)
Status	Source	Hiring Manager
To Be Reviewed	Career Section	Ben Bond
Creation Date	Submission Type	
Dec 31, 2011	External	

A general introductory page will appear.  
To see the application, scroll through the  
document.



# PDF Application Sections

Candidate Personal Information

Prescreening

Resume

Education

Work Experience

References

Note: The PDF applications will be separated into these sections.





This is the screen you will see if you click the login link in the email and are not logged into the UT Network.

Log in using your netid and password.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.



# TALEO **ENTERPRISE**™



**Recruiting**



**Onboarding**



**Reporting**

To view your applications, click on Recruiting.



Recruiting

## Welcome Ben Bond

Welcome to the Recruiting Center.



### View Requisitions

View detailed information about your requisitions.



### View Candidates

View detailed information about your candidates.

On the Main Menu, click View Candidates to view and manage your applications.



When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

**Ben Bond**

 [Home](#)

[Resources](#)

[Sign Out](#)

Your Name

Click to return to the Main Menu.

Shows information about you as an ATS user.

Click here to log completely out of the ATS.



A list of your active requisitions appears. Entering a date in the Since field, enables viewing of candidates who have applied since the specified date.

Candidate	2	Req. ID, Title	1	Selection Step, Status
▶		11000006J - AdminAsst UWA 2 - jh		
▶		11000006Y - AdminAsst UWA 2 - jh		
▶		11000007C - AdminAsst UWA 2 - jh		
▶		11000007M - AdminAsst UWA 2 - jh		
▶		110000086 - AdminAsst UWA 2 - jh		
▶		1100000A8 - Director of ATS		

Click on the right arrow next to the requisition title to see the list of candidates to be reviewed.



**HINT:** To filter your requisition list to show the requisition with which you want to work, click on Requisitions and scroll to the Requisition ID field. Enter the Requisition ID and click the refresh button (🔄).

**Quick Filters**

- ▶ **Candidates**
- ▶ **Submissions**
- ▼ **Requisitions**
  - Draft
  - Pending
  - Open
  - On Hold
- Organization
- Primary Location
- Job Field
- Requisition ID
- 11000000a8



The first screen that may appear is a history of the activities related to the candidate's application process for the requisition.

Hodge, Jackson applied for job:  
**Director of ATS (11000000A8)**

13 out of 17 candida

Print, Email, No Action, More Actions

Navigation icons: Home, Back, Forward, Refresh

Job Submission Attachments Tasks History

Show history for  
11000000A8 - Director of ATS

12 out of 12 event categories

Modify...

If the History of the applicant appears, click on the Job Submission tab to see the candidate's data.

Date	Events	Language	Details	Comments	By
▼ 11000000A8 (Director of ATS)					
Dec 31, 2011 10:20 AM	Candidate shared	en	The information on this candidate has been shared with:		Janice Hodge(Recruiter)
Dec 31, 2011 10:20 AM	Correspondence sent	en	<a href="#">Share Candidate Notification - Candidate(s) for Director of ATS</a>		System



The *Candidate Personal Information* will appear. Scroll through the applicant information to see additional data. To view the resume that was originally attached, click the Attachments tab.

Hodqe, Jackson applied for job:

Director of ATS (11000000A8)

13 out of 17 candidate

More Action

Navigation icons

Job Submission Attachments Tasks History

## 1. Candidate Personal Information

### Candidate Personal Information

First Name	Last Name
Jackson	Hodqe
Anonymous Submission	
No	
Internal Candidate	
No	
Address (line 1)	
123 Home Street	
City	Zip/Postal Code
Knoxville	37996
Place of Residence	





Hodge, Jackson applied for job:  
**Director of ATS (11000000A8)**

13 out of 17 candidates

Print icon, Email icon, No icon, More Actions dropdown

Navigation icons: Home, Previous, Next, End

Job Submission Attachments Tasks History

Job-specific Attachments

File Name	Converted File	Date	Size	Comments	Visible by candidates	Type	Attached by
Resume-Jackson Hodge.doc	<input checked="" type="checkbox"/> Resume-Jackson Hodge.ht	Dec 31, 2011, 9:47:31 AM	57 kb	This file includes a resume from which basic candidate information has been extracted.	Yes	Submission	Jackson Hodge

To view the attachment, click on the title of the converted file. **NOTE: You may have to allow pop-ups from ut.taleo.net in the web browser you are using to enable this functionality.**



Hint: Anytime you are reviewing an individual candidate and want to return to the candidate list, click the *Up to the Candidate List* button.

Hodge, Jackson applied for job:  
Director of ATS (11000000A8)

4 out of 8 candidates

Job Submission Attachments Tasks History

### 1. Candidate Personal Information

Candidate Personal Information

First Name	Last Name
Jackson	Hodge
Anonymous Submission	
No	
Internal Candidate	
No	
Address (line 1)	
123 Home Street	
City	Zip/Postal Code
Knoxville	37996
Place of Residence	

Don't forget to sign out when you are finished.