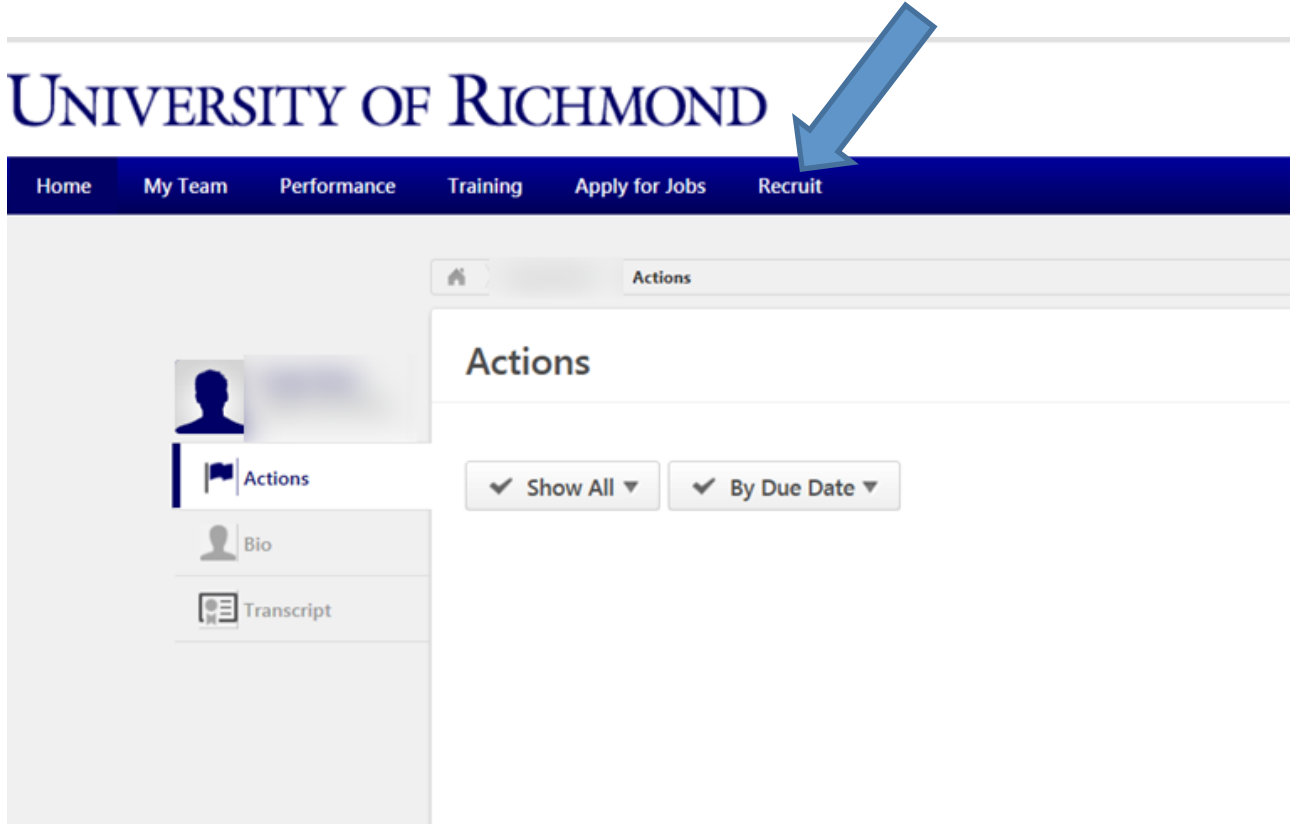




UR TALENT WEB APPLICANT REVIEWER INSTRUCTIONS – *(Revised September 2014)*




Using **UR Talent Web** takes only a few minutes to see a list of applicants for an open position.

1. Sign in to UR Talent Web (for PC users, the recommended browser is Internet Explorer):
 - a. <https://richmond.csod.com>
 - b. User ID is your Net ID – the ID you use to log on to the University of Richmond network (i.e. sjones5)
 - c. Password
 - i. Initial password is Richmond1
 - ii. After you log on the first time, you will be prompted to change your password
 - iii. If you forget, or have forgotten your password, click on “Forgot Password?” -- you will receive an email with instructions for resetting your password
 - d. Please be aware if you try to logon unsuccessfully 3 times, you will be locked out of the system for 1 hour, and HR will not be able to assist you during this time.
2. Click on the **Recruit** tab as indicated below.



A list of all the positions for which you have been designated as a reviewer will appear.

3. Click on the **number** in the **In Review** column for the position under review as indicated below. For example, for the Assistant Professor of History (000693), you would click on the number “11.”

Search   

Review Applicants

Open Positions

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In Review
	History: Assistant Professor of History - 000693 (req270)		Cheryl Poston Chrissy Creery	4/7/2014	5/1/2015	1	11	11

A list of applicants for the position will appear.

4. Click on the **Name** of the applicant you wish to review as indicated by the big arrow below - this is the recommended method.

Click on the **icons** in the applicant box for a quick review of both the application paperwork and the resume/CV as indicated by the smaller arrow in the applicant box.

The number of applicants displayed per page can be changed by using the **Show** drop down box in the upper right hand corner. **Page numbers** appear in the lower right hand corner.

You can also **customize this page** to your individual reviewing preferences. See instructions on **Page 5**.

History: Assistant Professor of History - 000693 (req270)
Job Details











Applicant Name

Select All Withdrawn 0 Not Interested L... 0 Interviewed - N... 0 Position Cancel... 0 In Review 11 Phone Interview 0 UR Interview 0 Closed 0 Hired 0

Refine your search

1 Actions

Show 10 Edit

Applicants	Type	Status	Application Flags	Applicant Flags
	External	In Review Since: 8/16/2014		
	External	In Review Since: 7/31/2014		
	External	In Review Since: 4/13/2014		
	External	In Review Since: 7/15/2014		
	External	In Review Since: 6/5/2014		
	External	In Review Since: 5/29/2014		
	External	In Review Since: 8/15/2014		
	External	In Review Since: 8/28/2014		
	External	In Review Since: 4/22/2014		
	External	In Review Since: 4/9/2014		

Back

Showing 1 to 10 of 11 entries

5. Review the application documents as follows:

- a. Click on the **Application** icon (if present) to review a PDF of all documents uploaded for the applicant. Scroll through the Table of Contents and Application questions to review the actual uploaded documents.
- b. If the application icon is not present, or to review the documents more thoroughly, click on the **Documents** tab, then click on the icon next to the individual documents in the **Options** column in the **Applicant Documents** and **Attachments** sections.
- c. Please note – currently, documents in the **Attachments** section are not included in the PDF file accessed using the **Application** icon.
- d. Once you have completed your review of the applicant, click on the **Back** button in the lower left hand corner of the screen to return to the previous page of applicants; or you can use the **Next (>)** and **Previous (<)** buttons in the upper right hand corner to move on to the next applicant.

The top screenshot shows the 'Applicant Profile' page for 'History: Assistant Professor of H...'. The 'Documents' tab is selected, and the 'Application' icon is highlighted with a blue arrow. The 'Current Status' is 'In Review'. The 'Resume/CV' section has a document icon highlighted with a blue arrow. The 'Matching Criteria' section shows a progress bar at 0%.

The bottom screenshot shows the 'Applicant Documents' table. The table has columns for Document, Title, Upload User, Upload Date, and Options. A blue arrow points to the 'Options' column. The table contains the following data:

Document	Title	Upload User	Upload Date	Options
Resume/CV	C.V.		9/15/2014	
Cover Letter	Cover Letter		9/15/2014	
Other Document	academic transcript - Ph.D.		9/15/2014	
Other Document	academic transcript - M.A.		9/15/2014	
Other Document	academic transcript - B.A.		9/15/2014	
Other Document	Research Statement		9/15/2014	
Other Document	Writing Sample (transcript of new book)		9/15/2014	
Other Document	Upload Other Document		9/15/2014	

If an applicant has applied for multiple jobs, click on the **Title** of the job you are reviewing to select the correct job, and then follow steps 5a- 5d.

Depending on your individual computer configuration, the job titles may appear as a bulleted list under the applicant address.

NOTE: To protect privacy, we are testing a new feature to remove reviewer access to information about an applicant's other job applications. This feature should be turned on shortly.

Applicant Profile

Cynthia.
Snapshot

804 67...
80... Rd
erfield, VA 23236
States

Position: HR Tech & Business Analyst
Division: Human Resources
Type: Internal

Summary | Statuses | Application | Comments | Documents | History

HR Business Partner - 500236...
Status: In Review
Applied: 12/10/2013

HR Communications Specialist ...
Status: In Review
Applied: 12/10/2013

Applicant Summary

Current Status: In Review

Resume/CV:

Application:

Source: Career Center

Application Received: 12/10/2013

Consider For Other Jobs: Yes

Application Flags: No Flags

Matching Criteria: 0%
0 of 0

Requisition Summary

Job Description: [Job Details](#)

Requisition Owner(s): Patricia Chandler , Denise Admin

[« Back](#)

Customize your Manage Applicants page to remove unwanted/unused columns (to be completed by each individual user):

1. Click on the **Edit** button in the far right corner of the page. Depending on your computer configuration, you may have to use the scroll bar at the bottom of the page to get to the far right corner.

History: Assistant Professor of History - 000693 (req270)
Job Details

The screenshot displays the 'Manage Applicants' interface. At the top, there is a search bar and a navigation menu with buttons for 'Select All', 'Withdrawn', 'Not Interested...', 'Interviewed - N...', 'Position Cancelled', 'In Review' (with a count of 11), 'Phone Interview', 'UR Interview', 'Closed', and 'Hired'. Below this is a 'Refine your search' section and a 'Search' button. The main area contains a table with columns: 'Applicants', 'Type', 'Status', 'Application Page', and 'Applicant Page'. The table lists 11 applicants, all of whom are 'External' and 'In Review'. The 'Status' column includes the date since the review began. At the bottom right, there is a 'Show 10' dropdown and an 'Edit' button. A blue arrow points to the 'Edit' button.

Applicants	Type	Status	Application Page	Applicant Page
[Icon]	External	In Review Since 9/16/2014		
[Icon]	External	In Review Since 7/31/2014		
[Icon]	External	In Review Since 4/13/2014		
[Icon]	External	In Review Since 7/15/2014		
[Icon]	External	In Review Since 6/5/2014		
[Icon]	External	In Review Since 5/20/2014		
[Icon]	External	In Review Since 8/1/2014		
[Icon]	External	In Review Since 8/28/2014		
[Icon]	External	In Review Since 4/22/2014		
[Icon]	External	In Review Since 4/9/2014		

The following **Edit Page Layout** screen will appear:

UNIVERSITY OF RICHMOND

Home My Team Performance Training Apply for Jobs Recruit

Review Applicants > Manage Applicants: History: Assistant Professor of History - 000693 (req270) >

Edit Page Layout: History: Assistant Professor of History - 000693 (req270)

Job Details

Define Page Layout

How would you like to edit the layout of this page?

Customize the layout for this requisition only

Edit the Default layout template

Select from existing layout templates

Edit the Default layout template

Modify the page layout of the Default layout template.
Customizations made on this page will apply to this requisition and to the Default layout template.
If the column selected in the Default Sort drop down options is not available for a requisition, then the Manage Applicants page is sorted by the Name & Contact column.
Define Default Layout Template to enable "Select from existing layout templates" option.

Available Columns

- Applicant Location
- Source
- Ideal Matching Criteria

Selected Columns

- Applicants (Default Sort) *
- Type
- Current Status
- Application Flags
- Applicant (User) Flags

* Denotes columns that cannot be removed

Default Sort: Applicants

Cancel Save

2. Make sure the **Edit the Default layout template** button is checked.
3. Click on the name of each column in the **Selected Columns** box you wish to hide, and then click the **< arrow** to move it to **Available Columns**. For example, since we are not currently using ideal matching criteria, that particular column can be hidden. Click on **Ideal Matching Criteria**, then click on the **< arrow** to hide the column – repeat this for all columns you wish to hide. Use the **arrows** on the right to customize the order of the remaining **Selected Columns**.

This layout can be customized to your personal preference, but the **recommended configuration** is displayed above.

4. Select your preferred **Default Sort** from the drop down box and click **Save**.

Your **Manage Applicants** page will now only display the following columns – Applicant, Type, Status, Application Flags and Applicant Flags for all future searches. You can change your individual configuration at any time by repeating steps 1-4.