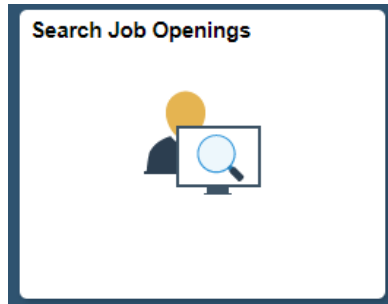


## How to Review Applicants (Search Committee)

1. Log into OneUSG (Employee Self Service)
2. Click on Recruiting Self Service Tile



3. Click on Search Job Openings



4. Enter the criteria you would like to search by and click Search.

▼ 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  ▼

5. Select the Job Opening

▶ Search Criteria ⓘ

1 Results Found

Search Results ⓘ

🔍 🔍

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants
<input type="checkbox"/>	HR Assistant II	220159	Open	Standard Requisition	UNG-Dahlonega, GA	1	1	3

Select All Deselect All ▼ Group Actions

6. You should now see the list of applicants that have applied to the job opening.

**Manage Job Opening**

Return | Recruiting Home | Search Job Openings | Refresh | Add Note | Interviews | Print Job Opening

**Job Opening ID** 220159  
**Job Posting Title** HR Assistant II  
**Job Code** 510X50 (HR Assistant II)  
**Position Number** 10042873 (HR Assistant II)

**Status** 010 Open  
**Business Unit** 53000 (University of North Georgia)  
**Department** 4011000 (Human Resources)

[Applicants](#) | [Activity & Attachments](#) | [Details](#)

All (4)	Applied (0)	Reviewed (3)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hi (0)
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**Applicants** ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Reviewed				
<input type="checkbox"/>	Test2 Applicant2	165733	External	Reviewed				
<input type="checkbox"/>	Test3 Applicant3	165734	External	Reviewed				

7. To view an applicant's application details, cover letter, and resume click on the icon under the Application column (this will open a separate tab with the Applicants Profile).

**Applicants** ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Reviewed				

Search Job Openings | Applicant Profile

core.hconvr1.onehcm.usg.edu/psp/hconvr1\_7/EMPLOYEE/HRMS/c/HRMS\_HRAM.HRS\_APP\_PROFILE.GBL?Page=HRS\_APP\_PROFILE&Action=U&HRS\_PERSON\_ID=165732&HRS\_PROFILE\_SEQ=1

**View Application Details**

**Name** Test Applicant1  
**Applicant ID** 165732  
**Applicant Type** External Applicant  
**Status** 010 Active

**Preferred Contact** Not Specified  
**Phone** 123/456-7890  
**Email** TestApplicant1@gmail.com  
**Address** 82 College Circle Dahlonega, GA 30597

**Job Openings** ?

Job Opening ID	Posting Title	View Questionnaire
220159	HR Assistant II	<a href="#">View Questionnaire</a>

**Resume**

**Resume Title** Test\_Resume.pdf  
**Language Code** English

**Resume Attachment**

**Attachment**

Test\_Resume.pdf

No Resume Text

**Attachments** ?

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated
Test_Cover_Letter.pdf	Test_Cover_Letter.pdf	Cover Letters	<input type="checkbox"/>	10/12/2013 3:52

**Referral Source** ?

How did you learn of the job? Job Board

Additional Information

Specific Referral Source

8. To view an applicant's resume without going into their Applicant Profile click on the icon under the Resume column.

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Reviewed				

Test\_Resume.pdf

**Test Resume**

1515 Pacific Ave, Los Angeles, CA 90291, United States, example@email.com

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Place of birth: San Antonio      Driving license: Full  
 Nationality: American

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**LINKS**      [LinkedIn](#) [Facebook](#)

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**PROFILE**  
*Professional receptionist with strong interpersonal skills and a friendly disposition. Excellent multi-tasking abilities coupled with a diplomatic personality to handle customer complaints with utmost courtesy. Familiar with numerous phone system management tools, scheduling software systems and presentation applications.*

---

**EMPLOYMENT HISTORY**

9. To print an applicant's application details click on the icon under the Print column.

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Reviewed				

10. Select the documents you would like to print and then click Generate Report.

**Application Report Options**

Applicant Name: Test Applicant1      Job Posting Title: HR Assistant II  
 Applicant ID: 165732      Job Opening ID: 220159  
 Disposition: Reviewed

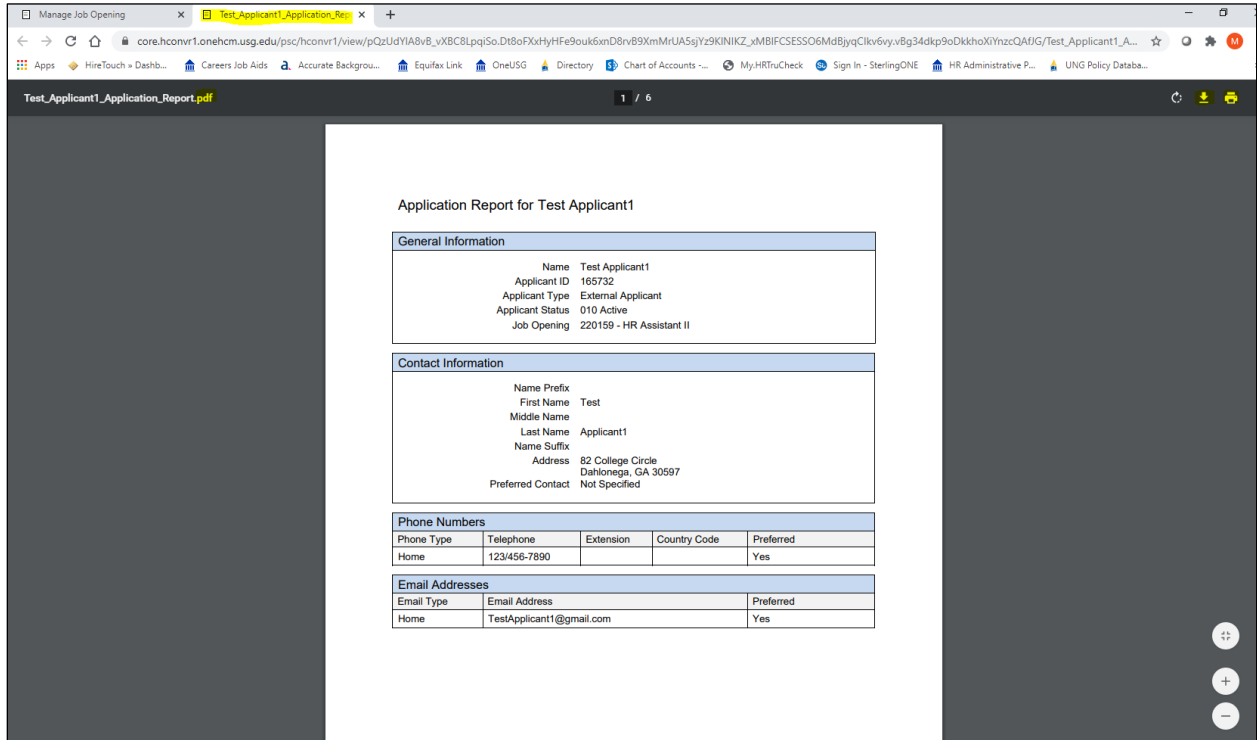
Application Detail			Questionnaire Type			
Select	Application Detail	Content Available	Select	Questionnaire Type	Content Available	
<input type="checkbox"/>	Preferences	✓	<input type="checkbox"/>	Manual Screening		
<input type="checkbox"/>	Referral Sources	✓	<input type="checkbox"/>	Pre Screening		
<input type="checkbox"/>	Work Experience	✓	<input type="checkbox"/>	Online Screening		
<input type="checkbox"/>	Education Level	✓	<input type="checkbox"/>	Additional Questions	✓	
<input type="checkbox"/>	Training		Select All      Deselect All			
<input type="checkbox"/>	Background Check Package		Attachment Type			
<input type="checkbox"/>	Justification Statement		Select	Attachment Type	Content Available	Print Latest Document
<input type="checkbox"/>	Onboarding Packet		<input checked="" type="checkbox"/>	Resume or Curriculum Vitae	✓	<input type="checkbox"/>
<input type="checkbox"/>	Required Documents to Attach		<input type="checkbox"/>	Reference Letter		<input type="checkbox"/>
<input type="checkbox"/>	Degrees	✓	<input type="checkbox"/>	Transcripts		<input type="checkbox"/>
<input type="checkbox"/>	Honors and Awards		<input checked="" type="checkbox"/>	Cover Letters	✓	<input type="checkbox"/>
<input type="checkbox"/>	Licenses and Certifications					

Exclude sections with no content available  
 Save My Selections

**Generate Report**

[Return to Previous Page](#)

11. The Application Report for the applicant will open in a new tab as a PDF you can download and/or print.



**Accessibility Statement**

If you need this form in an additional format, reach out to Michael McLeod - 706.864.1440