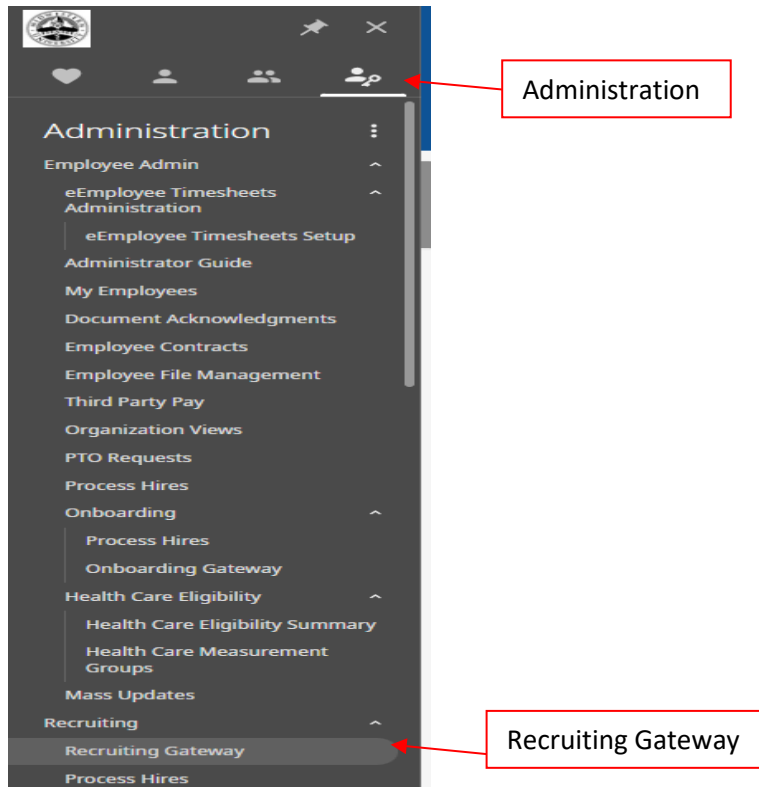
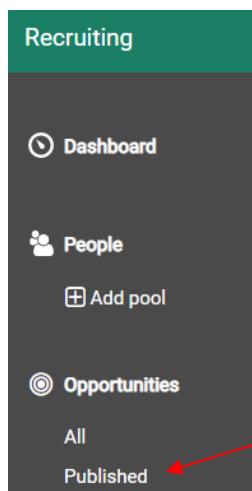


UKG Recruiting – Reviewing Candidate Guide

1. Log in to UKG (formerly UltiPro) from www.online.midwestern.edu, select Administration from the menu list on the left-hand side of the screen, and scroll down to Recruiting and click on Recruiting Gateway to review opportunity and candidate information.



2. Under Opportunities select Published to review a list of positions posted internally and externally.



3. There are two ways to view the list of applicants for a requisition:
 - a. From the Published Opportunities screen, select the number of applicants located next to the title of the requisition.

Published Opportunities

Search...

FILTERS [Reset](#)

Location ▾ Recruiter ▾ Hiring Manager ▾ Schedule ▾

12 Opportunities | 0 Selected [View 20](#)

Create Clone Close More Actions ▾

All Shared Mine

Title ▾ Requisition Locations	Applicants ▾	Recruiter ▾ Approver	Status Job Boards	Remaining FTE/Hires ▾	Date Posted ▾
<input type="checkbox"/> Veterinary Assistant - AZ - Equine & Bovine Center VETER02017 Arizona Animal Clinic Glendale, AZ, USA	27	Me Angela Marty	Published [info] [edit]	1 FTE 1 hire	02/01/2019

- b. From the requisition, you may also view the list of applicants by clicking on the number of applicants located under the title of the requisition.

Veterinary Assistant - AZ - Equine & Bovine Center

Published

27 Applicants

30 Unrestricted General AZ | 5109-Research & Tech | 8802-Equine; Bovine Cente

Opportunity Details Job Board Postings

Last Updated: 02/01/2019 9:23 AM

Translations


Select Job Opportunity Information Opening Information Screening Company Information Compensation Recruiting Process

Job Family	Staff	Company	Midwestern University MWUFS
Source Job	Veterinary Assistant	Location(s)	Arizona Animal Clinic Glendale, ...
Job Code	VETASST		

4. To view an applicant's profile, click on their name. Once in the applicant profile, you may review their general Presence tab or the Applications tab.
- The **Presence** tab is the applicant's general profile and may list the applicants work experience, education, licenses & certifications, skills, behaviors/motivations, documents, and references, if they chose to complete those sections.
 - The **Application** tab is customizable per each requisition in which the individual applies. Once in the Application tab, the Candidate Info and Application Questions tabs appear. The Application Question tab lists answers to application questions, such as desired salary. The Candidate Info tab contains the same information listed in the Presence tab but can be customizable for each requisition.
 - If a candidate has uploaded their resume, it will be located under the Documents section at the bottom of either the Presence tab and/or the Application tab. If multiple resumes have been uploaded, the most recent will appear at the bottom of the list. Occasionally a candidate may list additional experience on their resume that they don't include in their application or profile.
 - While viewing a candidate's application, you may access the requisition by clicking on the requisition number located next to the name of the position.

Test Test

 azhr@midwestern.edu

 630-515-7437

 555

downers grove, Illinois 60515

Presence

Applications ▾

Notes

Test (Closed) [TEST001249](#)

Applied 06/30/2016

Score N/A

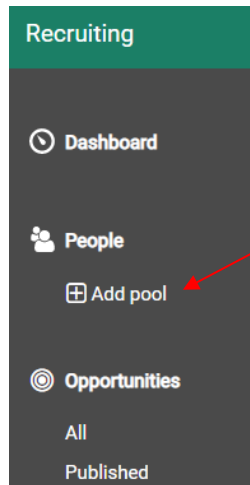
Source Academic Keys

Candidate Info



[Application Questions](#)

Work Experience

- To create a folder to track applicants, select Add pool located under People. These folders are only viewable by the individual who created the pool.



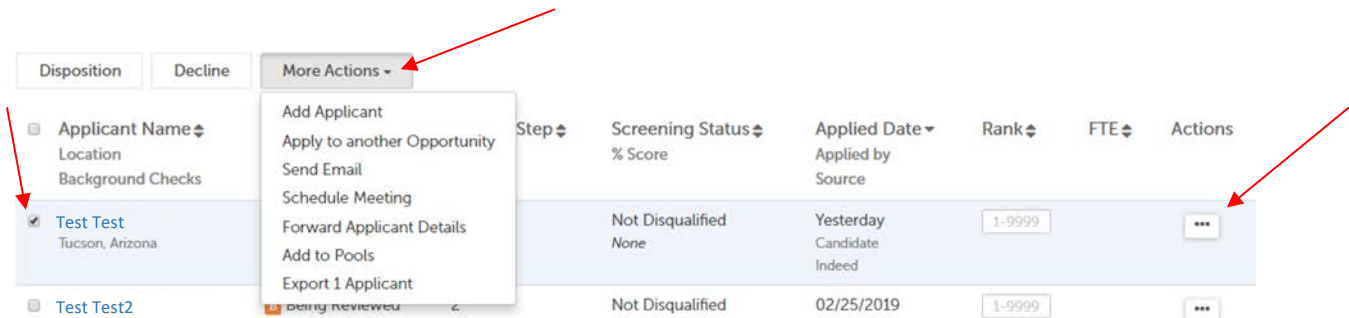
- To rank a candidate, type a number in the white box under the Rank column. You may assign the same rank to more than one candidate. A candidate's rank is only viewable by the individual who added the rank and is not viewable by the applicant. Once a rank is added, you may sort the candidates by rank by clicking on the up or down arrows located next the Rank heading.

Disposition		Decline	More Actions ▾					
<input type="checkbox"/> Applicant Name ↕ Location Background Checks	Step	Days In Step ↕	Screening Status ↕ % Score	Applied Date ▾ Applied by Source	Rank ↕	FTE ↕	Actions	▾
<input type="checkbox"/> Test Test Tucson, Arizona	 Being Reviewed	0	Not Disqualified None	Yesterday Candidate Indeed	<input type="text" value="1-999"/>			

- From the main list of applicants you may perform a number of steps by selecting the box next to the applicant name and selecting More Actions or the ellipses (...) located under the Actions column:
 - Request a phone screen, phone interview or personal interview** with an applicant by selecting Forward Applicant Details. Then enter your recruiter's name, select the appropriate template

and automatically email your recruiter.

- **Forward applicants to individuals on the search committee** by selecting Forward Applicant Details and entering the individual's name. If their name doesn't appear on the list of names, type in their full email address in the Recipient field.
- **Add applicant to candidate pool.**



If you have any questions, please feel free to contact your Recruiter.