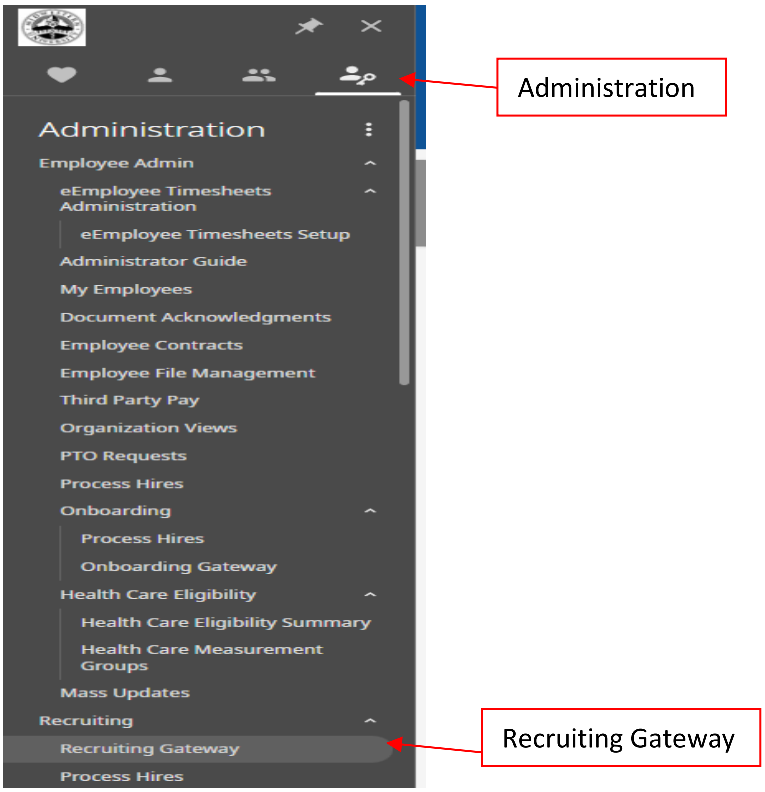
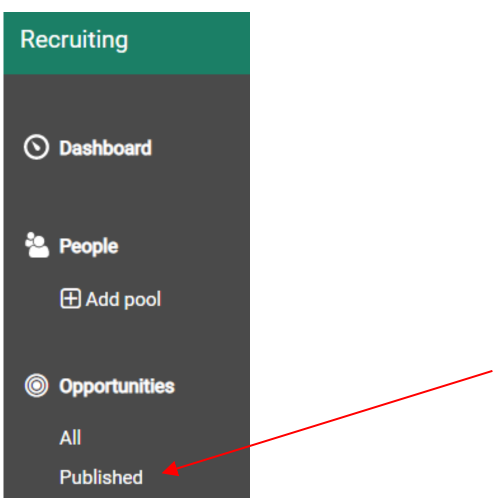
UKG Recruiting – Reviewing Candidate Guide

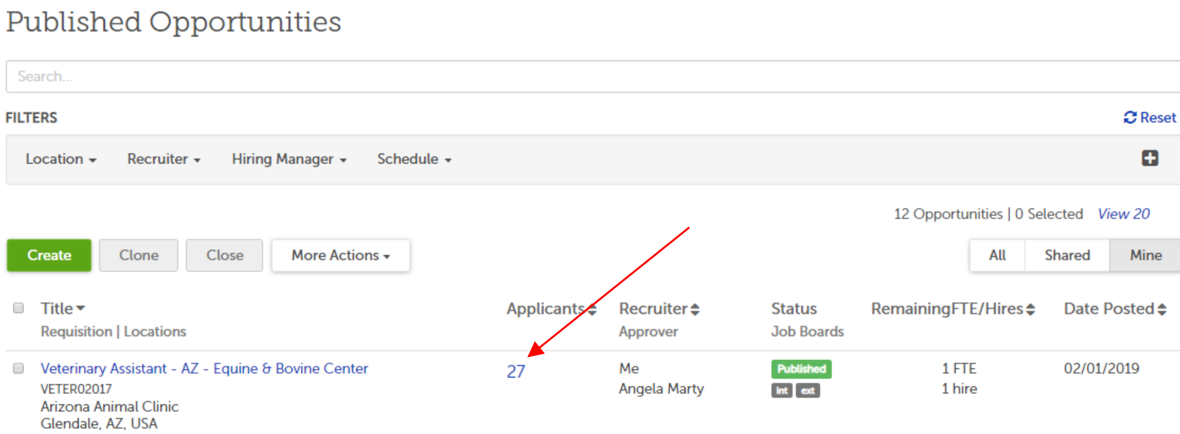
1. Log in to UKG (formerly UltiPro) from www.online.midwestern.edu, select Administration from the menu list on the left-hand side of the screen, and scroll down to Recruiting and click on Recruiting Gateway to review opportunity and candidate information.



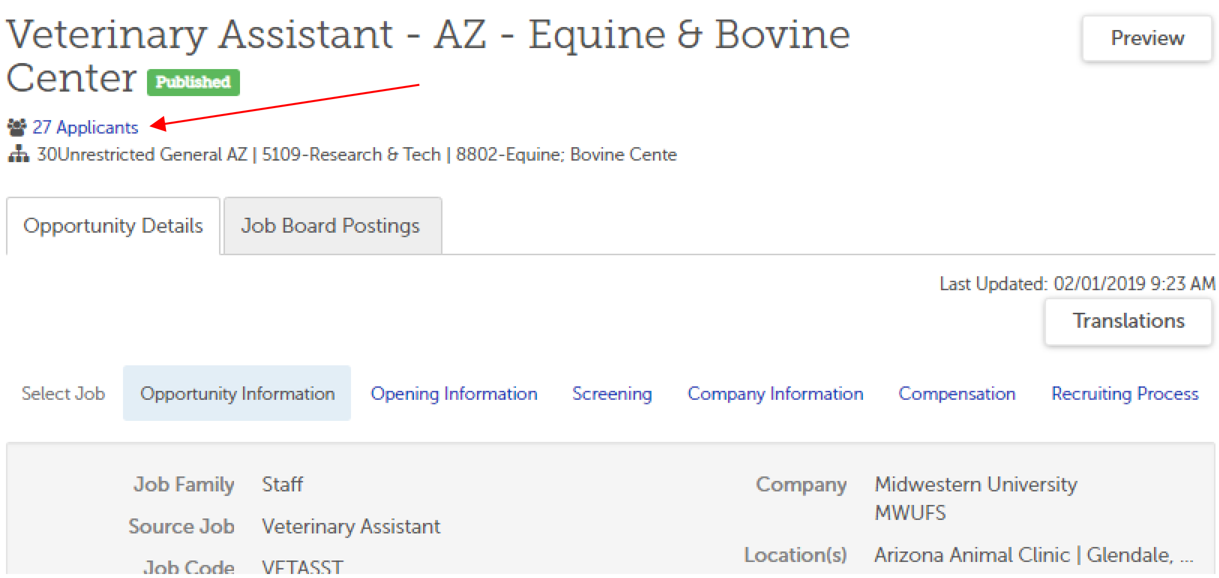
2. Under Opportunities select Published to review a list of positions posted internally and externally.



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.

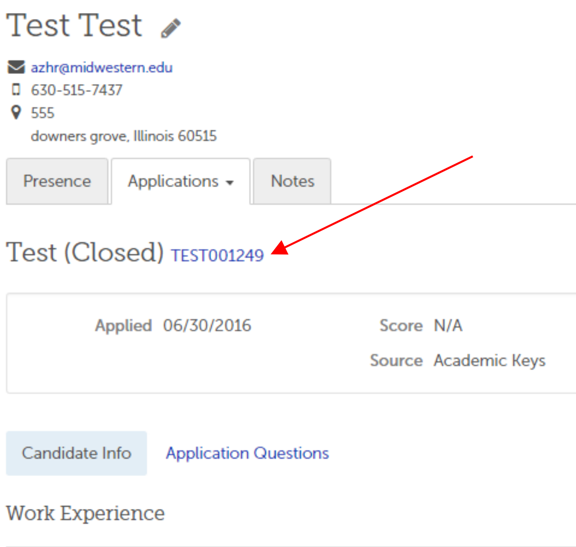


b. From the requisition, you may also view the list of applicants by clicking on the number of applicants located under the title of the requisition.

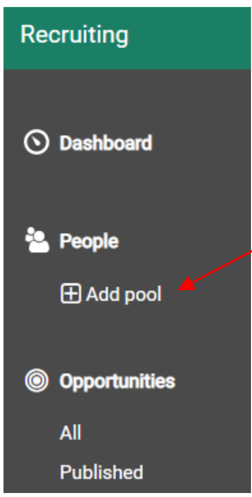


4. To view an applicant's profile, click on their name. Once in the applicant profile, you may review their general Presence tab or the Applications tab.

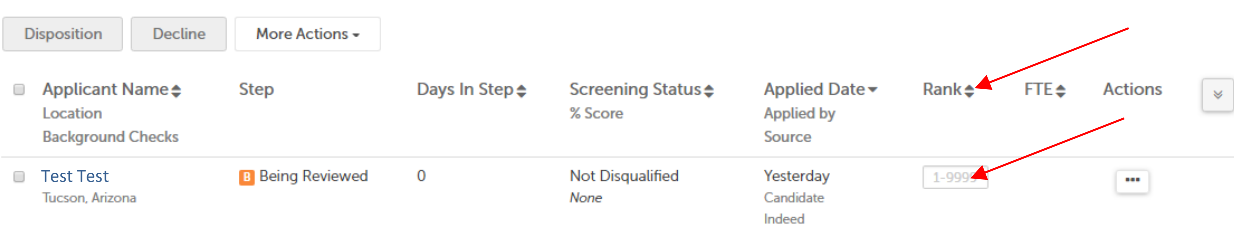
- The **Presence** tab is the applicant's general profile and may list the applicants work experience, education, licenses & certifications, skills, behaviors/motivations, documents, and references, if they chose to complete those sections.
- The **Application** tab is customizable per each requisition 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.



5. 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.



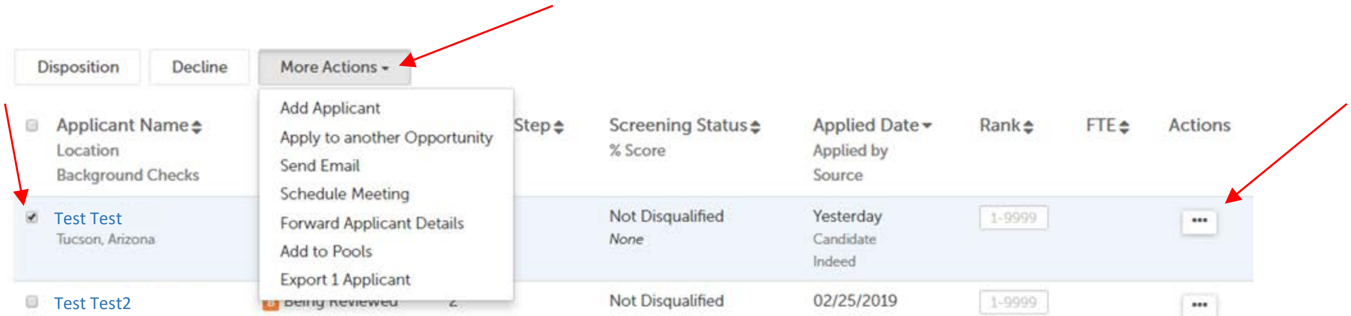
6. To rank a candidate, type a number in the white box under the Rank column. You may assign the same rank to more than one candidate. A candidate's rank is only viewable by the individual who added the rank and is not viewable by the applicant. Once a rank is added, you may sort the candidates by rank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



7. 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.