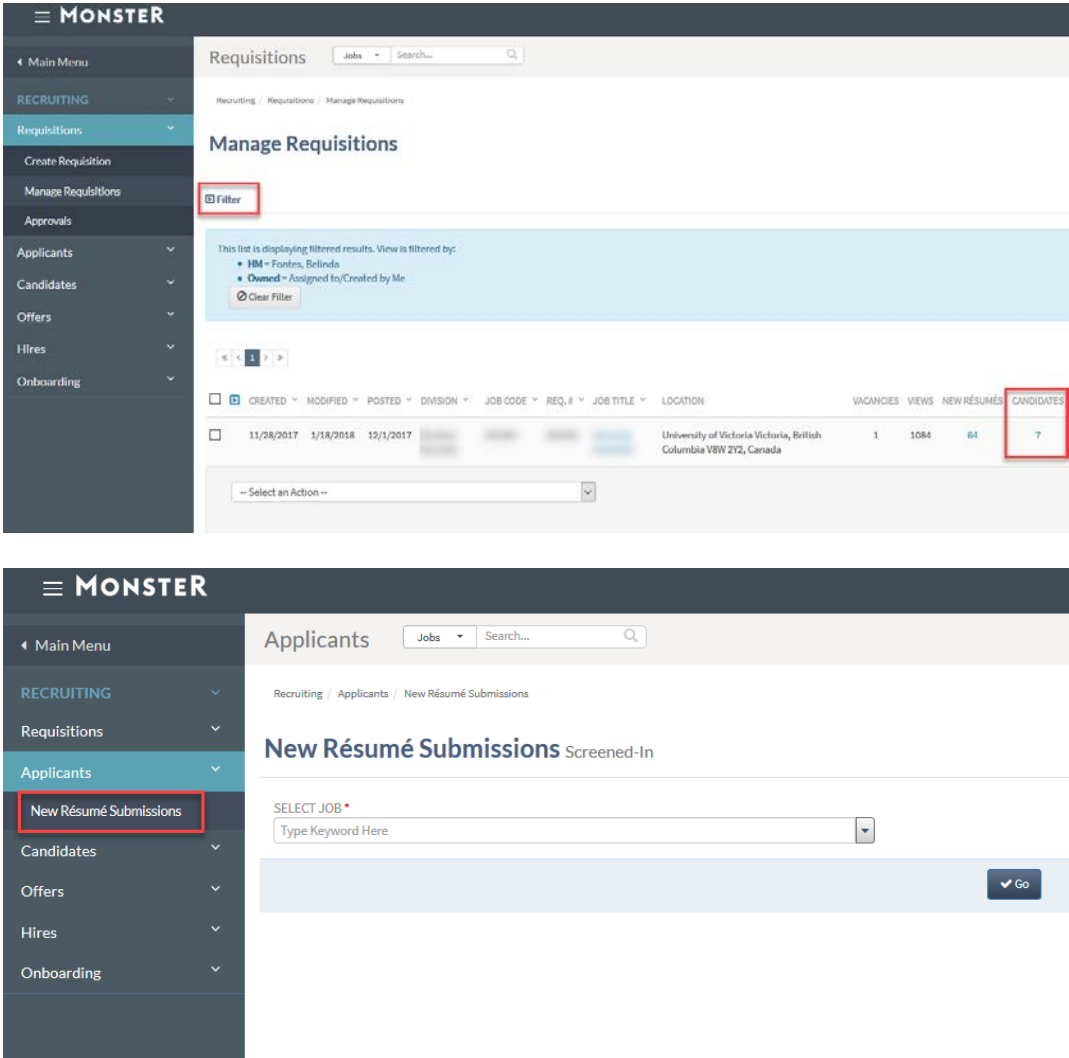


REVIEWING APPLICATIONS: A GUIDE FOR TEAM (SELECTION COMMITTEE) MEMBERS

As a team (selection committee) member, you will have access to the team's requisitions from the *Manage Requisitions* screen. Other resources for hiring administrators are available at <http://www.uvic.ca/hr/services/home/hiring/index.php>.

Please do not use UVic Careers to keep notes on applicants as you review résumés. The functionality in the system will not allow committee members to share information on applicants and notes that are entered.

#	INSTRUCTIONS	SCREENSHOT
1	<p>Navigate to the Recruiting tab, then the <i>Manage Requisitions</i> link. Click on the hyperlink in the <i>Candidates</i> column to view applicant information.</p> <p>Alternatively, access applicant information from the <i>Recruiting</i> tab. Choose the applicable requisition on the <i>Active Candidates</i> or <i>New Submissions</i> screens and click Go.</p>	

2

Click on a candidate's hyperlinked name to view his or her *Resumé/CV dashboard*.

Active Candidates

Filter

Sorted By: Name x Remove Sort

STATUS	TYPE	FE	NAME	VIEWS	SCREENING	SCORECARD	CITY	ST/PR
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	
<input type="checkbox"/>	Route to Hiring Manager	External	[Redacted]	No	0.00	Victoria	BC	

3

You can view the candidate's plain text résumé from the *Resumé Profile* tab

NOTE: Please do not use UVic Careers to keep notes on applicants as you review résumés. The functionality in the system will not allow committee members to share information on applicants and notes that are entered.

Belinda Fontes (Internal)

[Edit](#) [Print](#) [Download](#) [Total Talent Profile](#)

[\[Redacted\]](#) 250 1234 5555

UVic Careers Page

SELECTED REQUISITION
TSS.2 - Casual Admin Assistant - Temporary Staffing S

RÉSUMÉ PROFILE ACTIONS INFORMATION TRANSACTION LOG WORKBENCH

Applied To

Route this Résumé

Score Résumé


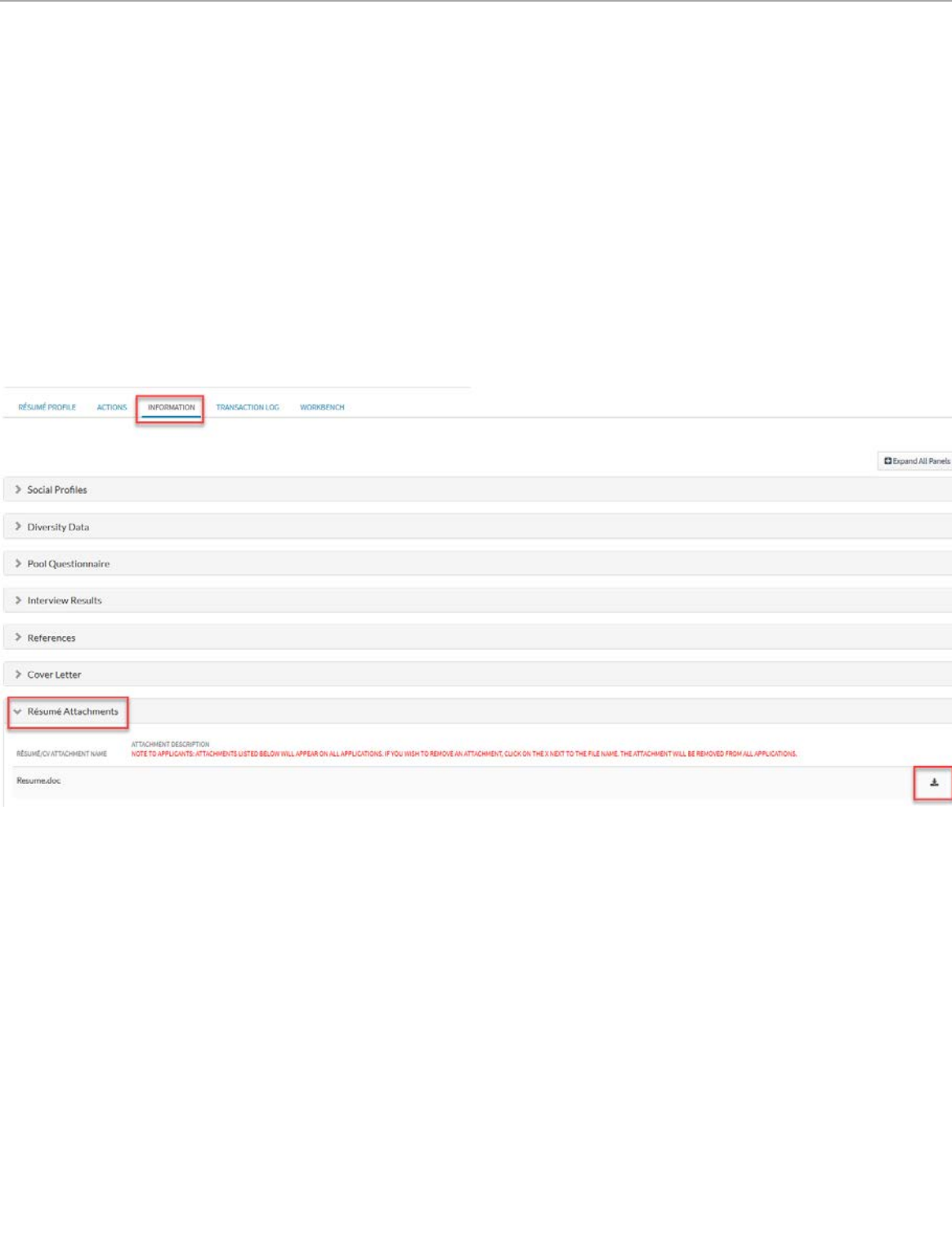
Résumé

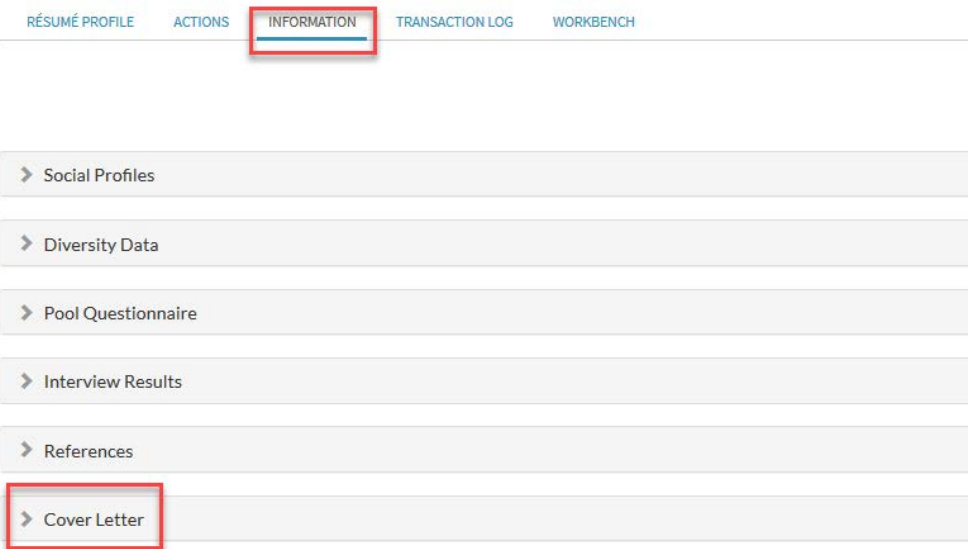
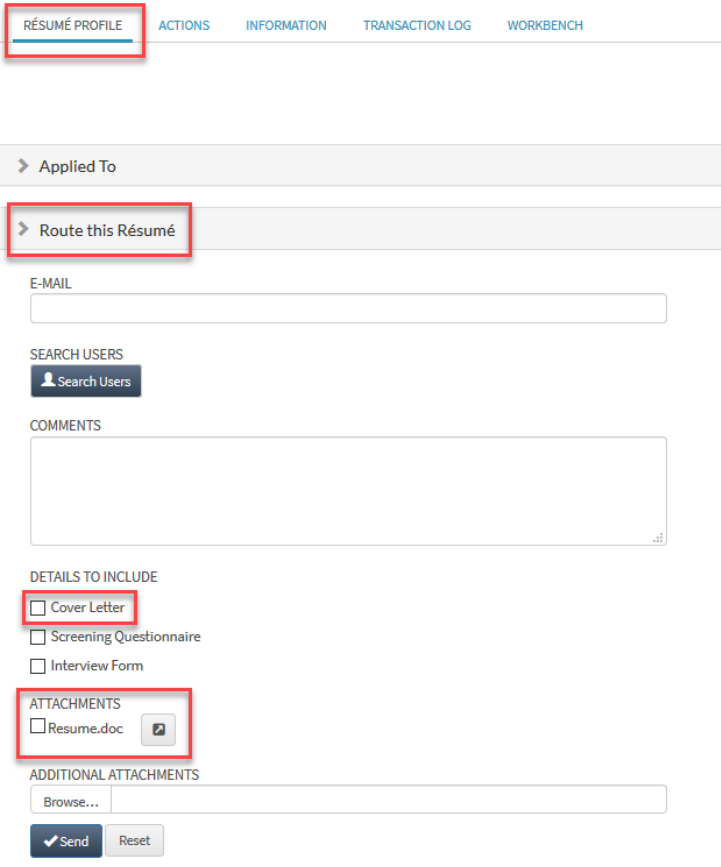
UVic Application Form

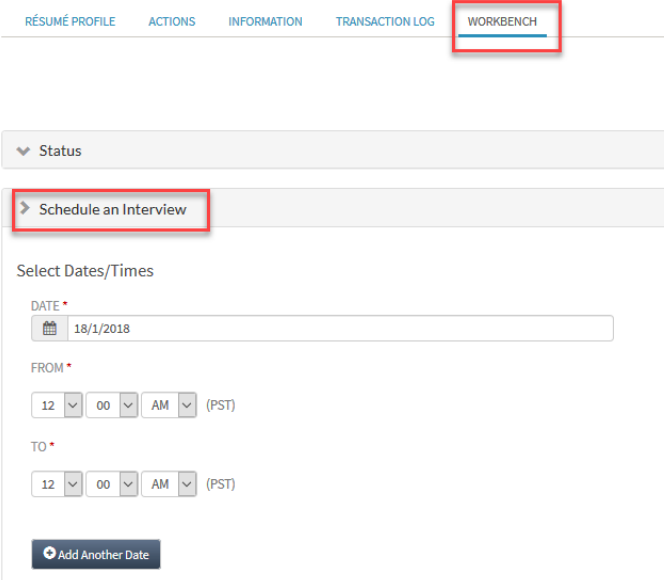
*** Indicates required field**

PLEASE NOTE: THE FORMATTED VERSION OF YOUR RÉSUMÉ/CV WILL BE ACCESSIBLE AND VIEWABLE BY THE RECRUITMENT TEAM. *

Plain text version of resume

#	INSTRUCTIONS	SCREENSHOT
4	<p>To view the candidate's formatted résumé, go to the <i>Information</i> tab and then the <i>Résumé Attachments</i> accordion.</p> <p>NOTE: UVic Careers is designed for a central HR set-up and allows Hiring Managers and members of a Hiring Committee access to an applicant's full application. You may see cover letters and versions of résumés the applicant has submitted for other competitions. Please treat this information as confidential and only review for assessment the version submitted for your competition.</p> <p>Select the download icon  on the right to view the candidate's original résumé file, as well as any other attachments.</p>	 <p>The screenshot displays the 'Information' tab in the UVic Careers system. The navigation bar includes 'RÉSUMÉ PROFILE', 'ACTIONS', 'INFORMATION' (highlighted), 'TRANSACTION LOG', and 'WORKBENCH'. The main content area shows an accordion menu with items like 'Social Profiles', 'Diversity Data', 'Pool Questionnaire', 'Interview Results', 'References', 'Cover Letter', and 'Résumé Attachments' (expanded). Below the accordion, a table lists attachments with columns for 'RÉSUMÉ/CI ATTACHMENT NAME' and 'ATTACHMENT DESCRIPTION'. A note states: 'NOTE TO APPLICANTS: ATTACHMENTS LISTED BELOW WILL APPEAR ON ALL APPLICATIONS. IF YOU WISH TO REMOVE AN ATTACHMENT, CLICK ON THE X NEXT TO THE FILE NAME. THE ATTACHMENT WILL BE REMOVED FROM ALL APPLICATIONS.' The table contains one entry: 'Resume.doc'. A download icon is located on the right side of the row.</p>

#	INSTRUCTIONS	SCREENSHOT
5	<p>To view the candidate's cover letter, if one exists, choose the Cover Letter section of the Information tab. This will display the plain text version of the cover letter.</p> <p>TIP: Applicants may choose to upload their application in a single file (cover letter and résumé together)</p>	
6	<p>You can route the résumé to others from the Résumé Profile tab.</p> <p>Enter recipient emails separated by a comma. They will receive a system notification email prompting them to review the application.</p>	

#	INSTRUCTIONS	SCREENSHOT
8	<p>From the <i>Workbench</i> tab, you can view scheduled interview times.</p>	
9	<p>There is no cumulative scoring function in the UVic Careers system. The <i>Score Résumé/CV</i> option, available on the candidate's <i>Résumé/CV Dashboard</i>, will accept only one set of scores/notes.</p>	