



Update – JobApply

By October 12, 2015 the following updates will be available in JobApply. If you have questions regarding any of the changes explained below or would like more detail, please contact Susan Baculik, sbaculik@ohr.wisc.edu, Lauren Bowers, lbowers@ohr.wisc.edu, or Christine Ray, cray@ohr.wisc.edu.

Improvements to JobApply Administration:

Listings –

- The “pending listing” *only* displays listings that have not been created.

The screenshot shows the 'Listing Administration' form. On the right side, a dropdown menu is open, titled 'Select pending Job Listing', displaying a list of job listing numbers from 80098 to 80173. A red arrow points to this dropdown menu. The form fields include: Status, UDDS, Listing Type (set to 'JEMS CHRIS'), PD #, Work History Type (radio button for 'Uploaded Doc'), Require Reference? (checkbox), MIN: (text input), Ref. Instructions: (text area), and Instructions: (text area). At the bottom left are 'Create' and 'Cancel' buttons. At the bottom right is an 'Office' dropdown menu.

- When adding a listing in Listing Administration, the validation process ignores deleted listings (listings with a date deleted). No longer displays “listing ##### already added by UDDS #####”.
- If you require references, you are no longer asked for a MAX. Specify a MIN and that is the number required.

This close-up screenshot focuses on the 'Require Reference?' checkbox, which is unchecked. Below it is the 'MIN:' field, which is highlighted in yellow. A red arrow points to the 'MIN:' field. Below the 'MIN:' field is the 'Ref. Instructions:' text area.



- When an applicant adds a reference, the email address *or* the phone number is required. Entering both is also acceptable. (Previously both were required.)

⊗ Indicates a required field.

	Name	Email	Phone	Ext			
Reference 1							
Type:	<input type="text" value=""/> ⊗						
First Name:	<input type="text" value=""/> ⊗						
Last Name:	<input type="text" value=""/> ⊗						
Email:	<input type="text" value=""/>						
Phone:	<input type="text" value=""/>	-	<input type="text" value=""/>	-	<input type="text" value=""/>	Ext:	<input type="text" value=""/>
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>					

- If email or phone number is not entered, the applicant will see the message below.

	Name	Email	Phone	Ext			
Reference 1							
Type:	<input type="text" value="Personal"/>						
First Name:	<input type="text" value="Daisy"/>						
Last Name:	<input type="text" value="Duck"/>						
Email:	<input type="text" value=""/>						
Phone:	<input type="text" value=""/>	-	<input type="text" value=""/>	-	<input type="text" value=""/>	Ext:	<input type="text" value=""/>
Please provide an email or phone number ←							
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>					

- If allowing the document type Excel, .xlsx files and .xls files are now accepted. (Previously, .xlsx files were not functioning.)



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Listings Header –

- Listings Header – Previously, each time you changed pages or sorted a column or selected # of pages to display, the filters selected would be wiped out. It is now fixed to hold the filter.

Listing No.:

Listing Descr.:

Status:

Search

Setup

Pending Release

Released

Cancelled

Listings Header

	UDDS	Type	Number	Title	Status
	A420102	JEMS PVL	70636	Director of Development - Major Gifts	Released
	A070302	JEMS CHRIS	80130	FINANCIAL SPEC ADV	Released
	A077510	JEMS PVL	70597	GROUNDS SUPERVISOR	Released
	A060350	JEMS CHRIS	80093	Human Resource Representative	Released
	A078200	JEMS CHRIS	80132	LABORER	Released
	A020501	JEMS CHRIS	80157	LIBRY SER ASST-ADV/LD	Released
	A177500	JEMS CHRIS	80129	UNIV SERVICE ASSOC 2	Released
	A022011	JEMS CHRIS	80134	Univ Services Assoc 2	Released
	A179000	JEMS CHRIS	80127	Univ Services Assoc 2	Released



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Application Administration –

- Applicant’s name has been added to the history, uploaded documents, references, and work history views.

Bowers, Lauren - PVID #80129, UNIV SERVICE ASSOC 2

Current View:

[Add History Event](#)

Event Date	Event	Notes
10/5/2015	Application Submitted	

Bowers, Lauren - PVID #80129, UNIV SERVICE ASSOC 2

Current View:

	Document	Uploaded File	Filename	Size	Request Date	Upload Date
	Cover Letter *	Cover Letter Demo.docx	0000003381-1080.docx	12 KB		10/5/2015 1:31:06 PM
	Resume *	Resume Demo.pdf	0000003381-1079.pdf	26 KB		10/5/2015 1:31:19 PM
	Writing Sample *	Reference 1.pdf	0000003381-1078.pdf	26 KB		10/5/2015 1:31:32 PM
						3 file(s) uploaded

- Now you can add history events to multiple applications at the same time.
 - Filter by the PD/PVL to get your group of applications
 - Click the calendar icon to add the event
 - Click the check box next to each name for which you want to add the history event

Event: Notes:

Event Date:

	Applicant	Date Submitted	Status	UDDS	PVID	Title
<input checked="" type="checkbox"/>	Bowers, Lauren	10/6/2015	Applicant referred for review	A078200	80132	LABORER
<input type="checkbox"/>	Flock, Terry	9/10/2015	Application Withdrawn	A078200	80132	LABORER
<input checked="" type="checkbox"/>	Lastname, Firstname	9/10/2015	Pending Secondary Review	A078200	80132	LABORER
<input checked="" type="checkbox"/>	Ray, Christine	10/7/2015	Pending Initial Review	A078200	80132	LABORER
<input type="checkbox"/>	Raytest 100615, Christine	10/6/2015	Applicant referred for review	A078200	80132	LABORER

- Choose the history event and add any notes (notes will be added to each selected applicant)
- Click Update Status



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- Work history output has been updated with clean formatting and applicants can now indicate “Current” for the “Date To” field.

Listing #, Job Title PVID # 80122, Financial Spec Adv
Date Submitted 10/7/2015 3:35:13 PM

Applicant Susan Baculik 123 NE Street Madison, WI 53711
Phone (Daytime) (608) 555-3223
Phone (Evening)
Phone (Other)
Email

Date From	Date To	Position
07/01/2000	CURRENT	Administrative Assistant
		Employer ACME Tool 222 Winding Way Madison, WI 53715
		Supervisor Hans Solo
		Duties Typing, filing, scheduling, all kinds of other stuff
		Reason For Leaving
10/01/1998	06/01/2000	Accountant
		Employer Walt Disney World 123 Happy Lane Orlando, FL 84749
		Supervisor Walt Disney, Owner
		Duties Accountant stuff
		Reason For Leaving