

## Overview

The Manage Recruitments pages enable identified individuals on a hiring team to review screened applicants and generate applications for a recruitment via PeopleSoft. HR will no longer send the hiring team a packet of applications. This guide demonstrates how to enter the interview information for those selected by the Hiring Team, which HR now requires be entered in PeopleSoft, for auditing purposes. HR will require their normal paperwork and all the supporting information and documentation gathered during the interview phase when you extend the offer.

The purpose of the Manage Recruitments functionality is to enable those on the hiring team to review applications for a recruitment and schedule the selected applicants for an interview. Confidentiality paperwork must be submitted to HR to enable an employee to be placed on the hiring team. The recruitment data will display until the selected applicant has been hired.

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## View Applicants

This section demonstrates how to view applicants on the Manage Recruitments page. All employees on the hiring team will have access to run a process to view the applications and set an applicant in interview status. However, the hiring team/committee may designate one of the team members to manage the data entry and processing in **MySJSU** (PeopleSoft HSJPRD). This is a decision made by the hiring team on how to manage this process.

### *The Applications email message displays.*

*Note: If you are placed on the hiring team before the qualified applicants are routed, email will be sent to you stating applicants have been routed.*

1. Click the link in the email message to login to **MySJSU** (PeopleSoft HSJPRD) and be automatically directed to the **Manage Recruitments** page.

### *The Manage Recruitments page displays.*

*Note: You can also navigate directly to this page, as shown in the following steps.*



Dear Interview Teammember ,

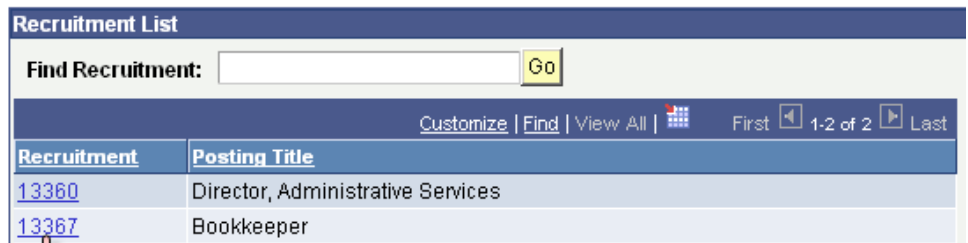
The following applicants for job opening " 13367 Bookkeeper " are ready for your review online.

17282 - Siggie Sigmund  
17334 - HILARY CLINTON  
17308 - Daffy Duck

To view details on the applicants, go to  
<https://my.sjsu.edu/?k=HM&v=13320>



## Manage Recruitments



The SJSU Human Resources page displays.

- From the **Main Menu**, navigate to **SJSU Human Resources > Recruiting > Manage Recruitments**.



The Manage Recruitments page displays.

*Note: Recruitments that display are those for which you are a member of the hiring team. If you do not see any Recruitments, you have not yet been placed on the hiring team. Contact the person in your office who is coordinating the Recruitment to see if the required paperwork has been sent to HR.*

- Click the recruitment number link.

## Manage Recruitments

A screenshot of the 'Manage Recruitments' page. At the top is a 'Recruitment List' header. Below it is a search box labeled 'Find Recruitment:' with a 'Go' button. Underneath are navigation options: 'Customize | Find | View All |' followed by 'First', '1-2 of 2', and 'Last'. The main content is a table with two columns: 'Recruitment' and 'Posting Title'. The table contains two rows: one with '13360' and 'Director, Administrative Services', and another with '13367' and 'Bookkeeper'. A red mouse cursor is pointing at the '13367' link in the first column.

Recruitment	Posting Title
<a href="#">13360</a>	Director, Administrative Services
<a href="#">13367</a>	Bookkeeper

**The Manage Recruitments page displays a list of applicants.**

*Note: If you do not see any applicants, they have not been routed. The applicants that do display have been screened by Workforce Planning. The applicants that did not meet minimum qualifications do not display.*

### Manage Recruitments

**Job Opening ID:** 13367 Bookkeeper  
**Recruiter:** Sheila Uganiza  
**Job Opening Type:** Standard Requisition **Opened Date:** 05/29/2008

[Recruitment Summary/Attachments](#) [Previous](#) | [Next](#) | [Back to List](#)

Recruitment List						
Find Applicant: <input type="text"/> <input type="button" value="Go"/>						
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>    First 1-7 of 7 Last						
	Applicant	ID	Disposition	Application Date	9.3	References
<input type="checkbox"/>	<a href="#">BETTY BOOP</a>	18050	Route	05/30/2008 10:45AM		
<input type="checkbox"/>	<a href="#">THUNDER CATS</a>	18054	Route	05/30/2008 10:47AM		
<input type="checkbox"/>	<a href="#">JACKIE CHAN</a>	18063	Route	05/30/2008 10:44AM		
<input type="checkbox"/>	<a href="#">Alexis Hamilton</a>	17964	Route	05/30/2008 10:37AM	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<a href="#">Aretha Franklin</a>	18065	Route	05/30/2008 10:49AM		
<input type="checkbox"/>	<a href="#">TONY GASPAR</a>	18042	Route	05/30/2008 10:37AM		
<input type="checkbox"/>	<a href="#">GREEN LANTERN</a>	18066	Route	05/30/2008 10:52AM		

[Select All](#) [Deselect All](#)   [View Previously Run Reports](#)

#### Field Description List: Manage Recruitments Page (above)

Field Name	Description
<b>Recruitment Summary/Attachments link</b>	This link displays the attachment submitted with the original recruitment request. For example, you can view attachments such as the Position Description or the Interview Questions, which were submitted and reviewed by Workforce Planning.
<b>Applicant Names</b>	The applicants listed have been screened and have met Workforce Planning's minimum qualifications criteria.
<b>ID</b>	Displays the Applicant ID.
<b>Disposition</b>	Displays a status for the applicant. <b>Routed</b> or <b>Interview</b> are the values that display on this page.
<b>Application Date</b>	Displays the date the applicant applied.
<b>9.3</b>	The applicant is in a bargaining unit that qualifies them for 9.3 consideration. Contact your Workforce Planning Analyst if you have questions.
<b>References</b>	Click this icon to see the references submitted by the applicant. Applicants are required to submit at least one reference.

## View Applications

This section demonstrates how to view applications on the Manage Recruitments page. The View applications process collates all of the applicant's data in one report. It includes any attachments and their applicant data in a .pdf format. It can be run for any number of applicants. Please check with your hiring team coordinator to see how the internal process is being managed for your recruitment. This is the recommended way to view applications and applicant data. You can also navigate through the pages to view applicant data, which will be shown later.

### *The Manage Recruitments page displays.*

1. From the **Main Menu**, navigate to **SJSU Human Resources > Recruiting > Manage Recruitments**.
2. Click the **Recruitment** number link.

**Menu**

- ▷ SJSU Campus Solutions
- ▼ SJSU Human Resources
  - ▷ Enterprise Learning
  - ▷ Global Payroll & Absence Mgmt
  - ▷ Organizational Development
  - ▷ Payroll for North America
  - ▼ Recruiting
    - Recruitment Request Inquiry
    - Request to Recruit
    - **Manage Recruitments**

**Manage Recruitments**

Recruitment List

Find Recruitment:  Go

Customize | Find | View

Recruitment	Posting Title
<a href="#">13360</a>	Director, Administrative Services
<a href="#">13367</a>	Bookkeeper

### *The Manage Recruitments page displays a list of applicants.*

3. Click **Select All** or select the checkboxes to the left of the name to select specific applicants for an application report.

## Manage Recruitments

Job Opening ID: 13367 Bookkeeper  
 Recruiter: Sheila Uganiza  
 Job Opening Type: Standard Requisition Opened Date: 05/29/2008

[Recruitment Summary/Attachments](#)

[Previous](#) | [Next](#) | [Back to List](#)

Recruitment List

Find Applicant:  Go

Customize | Find | View All | First 1-7 of 7 Last

Applicant	ID	Disposition	Application Date	9.3	References
<input type="checkbox"/> <a href="#">BETTY BOOP</a>	18050	Route	05/30/2008 10:45AM		
<input type="checkbox"/> <a href="#">THUNDER CATS</a>	18054	Route	05/30/2008 10:47AM		
<input type="checkbox"/> <a href="#">JACKIE CHAN</a>	18063	Route	05/30/2008 10:44AM		
<input type="checkbox"/> <a href="#">Alexis Hamilton</a>	17964	Route	05/30/2008 10:37AM	<input checked="" type="checkbox"/>	
<input type="checkbox"/> <a href="#">Aretha Franklin</a>	18065	Route	05/30/2008 10:49AM		
<input type="checkbox"/> <a href="#">TONY GASPAR</a>	18042	Route	05/30/2008 10:37AM		
<input type="checkbox"/> <a href="#">GREEN LANTERN</a>	18066	Route	05/30/2008 10:52AM		

[Select All](#) [Deselect All](#) Select Action... Go [View Previously Run Reports](#)

- Use the dropdown menu to select **View Applications**.
- Click the **Go** button.

**Recruitment List**

Find Applicant:

Customize | Find | View All | First 1-7 of 7 Last

<input type="checkbox"/>	Applicant	ID	Disposition	Application Date	9.3	References
<input checked="" type="checkbox"/>	<a href="#">BETTY BOOP</a>	18050	Route	05/30/2008 10:45AM		
<input checked="" type="checkbox"/>	<a href="#">THUNDER CATS</a>	18054	Route	05/30/2008 10:47AM		
<input checked="" type="checkbox"/>	<a href="#">JACKIE CHAN</a>	18063	Route	05/30/2008 10:44AM		
<input checked="" type="checkbox"/>	<a href="#">Alexis Hamilton</a>	17964	Route	05/30/2008 10:37AM	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<a href="#">Aretha Franklin</a>	18065	Route	05/30/2008 10:49AM		
<input checked="" type="checkbox"/>	<a href="#">TONY GASPAR</a>	18042	Route	05/30/2008 10:37AM		
<input checked="" type="checkbox"/>	<a href="#">GREEN LANTERN</a>	18066	Route	05/30/2008 10:52AM		

Select All Deselect All   [View Previously Run Reports](#)

Recruitment Summary/Att    [Previous](#) | [Next](#) | [Back to List](#)

*A warning message displays that the process may take some time for a large number of applicants.*

- Click **OK**.

Administration Archives

View Reports For

User ID: W0030759 Type:  Last: 1 Days

Status:  Folder:  Instance:  to:

Report List

Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1143899	685405	View Applications	06/10/2008 3:14:14PM	Acrobat (*.pdf)	N/A	

Microsoft Internet Explorer

View Applications Process (31753,69)

This process may take up to an hour to complete depending on the number of applicants selected and the number and size of the documents they have attached to the application.

*The Report List displays.*

- Wait at least 15 seconds, and then click the **Refresh** button.
- Continue waiting and clicking the **Refresh** button until **Status** changes to **Posted**.

Administration Archives

View Reports For

User ID: W0030759 Type:  Last: 1 Days

Status:  Folder:  Instance:  to:

Report List

Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1143899	685405	View Applications	06/10/2008 3:14:14PM	Acrobat (*.pdf)	N/A	

**The Posted Status displays.**

Note: You can click the **Details** link to view more detailed information about the process.

Administration Archives

**View Reports For**

User ID: W0030 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

**Report List** Customize Find View All First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1143899	685405	<a href="#">View Applications</a>	06/10/2008 3:14:14PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

**The Posted Status displays.**

9. Click the **View Applications** hyperlink.

Administration Archives

**View Reports For**

User ID: W0030 Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

**Report List** Customize Find View All First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1143899	685405	<a href="#">View Applications</a>	06/10/2008 3:14:14PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

**The PDF application displays.**

Note: The document can be printed and distributed. As always, strict confidentiality must be maintained with this information. If this is saved in a file format and distributed electronically, it should be destroyed or maintained using the usual confidential protocol. Contact your Workforce Planning Analyst if you have questions.

https://cmsdev7-reports.calstate.edu/psreports/HSJTST/1143899/Applications\_JobOpening\_13367.pdf - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address: https://cmsdev7-reports.calstate.edu/psreports/HSJTST/1143899/Applications\_JobOpening\_13367.pdf

San José State UNIVERSITY

**Application For Employment**  
Bookkeeper

Vacancy 13367  
Art & Design

**Name**

Preferred Prefix	Applicant Name	Suffix	Applicant ID
	BETTY BOOP		18050

**Contact Information (preferred contact method: Not Specified)**

Address:	Phone Type	Phone Number
566564 TOONS ST	Work	925445
TOONVILLE, OH 95236	Email Type	Email Address
	Business	amy.ruiz@sjsu.edu

**Work Experience**

01/06/1975-02/03/2007 SJSU (Dancer) Ending Rate: \$ 8,621.00  
Supervisor: Felix the Cat Approved to Contact: Yes  
Phone: 6544 Average hours/week: 40.0  
Job Responsibilities: Dancer and dance instructor

**Comments**

retired due to injury.

**Education**

Highest Education Level: High School Diploma or GED

## Manage Interviews

This section demonstrates how to enter interview information for selected applicants in **MySJSU** (PeopleSoft HSJPRD). Interview date, time, type and location must be entered for all applicants who are interviewed. If an applicant is invited for an interview and either cancels or does not show up for the interview, note this in the comments section. (HR needs this information for auditing purposes.).

### The Manage Recruitments page displays.

1. From the **Main Menu**, navigate to **SJSU Human Resources > Recruiting > Manage Recruitments**.
2. Click the **Recruitment** number link.

The screenshot shows the 'Manage Recruitments' page. On the left is a navigation menu with 'Manage Recruitments' selected. The main content area has a 'Recruitment List' section with a search box and a 'Go' button. Below is a table with two columns: 'Recruitment' and 'Posting Title'. Two rows are visible: one for '13360 Director, Administrative Services' and one for '13367 Bookkeeper'. A mouse cursor is pointing at the '13367' link.

### The Manage Recruitments page displays a list of applicants.

3. Check the box by the name to select applicants to place in interview status.  
*Note: In this example, 1 applicant was selected. You can select more.*
4. Use the dropdown menu to select **Manage Interviews**.
5. Click the **Go** button.

The screenshot shows the 'Manage Recruitments' page for a specific job opening. The top section displays 'Job Opening ID: 13367 Bookkeeper', 'Recruiter: Sheila Uganiza', and 'Job Opening Type: Standard Requisition'. Below this is a 'Recruitment List' section with a search box and a 'Go' button. A table lists applicants with columns for 'Applicant', 'ID', 'Disposition', 'Application Date', and '9.3'. The applicant 'JACKIE CHAN' is selected with a checkmark. At the bottom, a dropdown menu is open with 'Manage Interviews' selected, and a mouse cursor is pointing at the 'Go' button.



The Interview Schedule page displays.

6. Enter interview details.

*Note: This data must be filled out for all applicants who are interviewed. If an applicant is invited for an interview and either cancels or does not show up for the interview, document this in the comments section, as HR needs this information for auditing purposes.*

7. Click the **Save & Submit** button.

**Manage Interviews**

**Interview Schedule**

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or u an existing schedule. Click on Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

**Posting Title:** Bookkeeper **Job Opening ID:** 13367  
**Job Opening Status:** 010 Open **Job Type:** Standard  
**Job Title:** Accounting Technician I **Job Code:** 1730  
**Position Number:** 00000856 Bookkeeper  
**Business Unit:** SJ000 San Jose State University  
**Job Family:** ACCTG Accounting/Financial Services

[Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

JACKIE CHAN						
<b>Applicant Name:</b> JACKIE CHAN			<b>ID:</b> 18063			
<input type="checkbox"/> <b>Notify Interview Team</b>						
▼ Interview Schedule						
Interview Date	Interview Type	Start Time	End Time	Location		
06/18/2008	On Campus 1	8:30am	9:30pm	Clark 505		

[+ Add Interview](#)

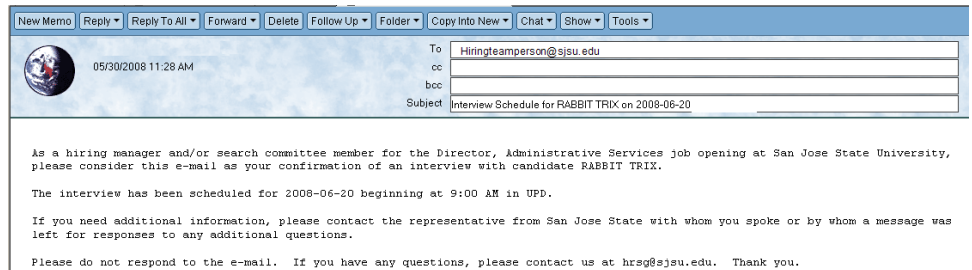
[Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

## Field Description List: Interview Schedule Page (above)

Field Name	Description
<b>Interview Date</b>	Enter the date of the interview.
<b>Interview Type</b>	Select from the dropdown menu.
<b>Start Time</b>	Enter the start time.
<b>End Time</b>	Enter the end time.
<b>Location</b>	Enter the location of the interview.
<b>Comments icon</b>	Click the comments icon to enter comments.
<b>Trash can icon</b>	Click this icon if an interview was incorrectly entered.
<b>Add Interview hyperlink</b>	Click this link to add more interviews.
<b>Notify Interview Team</b>	Select this checkbox to send an email message to all employees on the hiring team (optional).

### ***An email message displays.***

*Note: This is an example of an email message sent when the Notify Interview Team checkbox is selected.*



### **Actual text of email**

**Subject:** Interview Schedule for Jackie Chan on 2008-06-18

As a hiring manager and/or search committee member for the Director, Administrative Services job opening at San Jose State University, please consider this e-mail your confirmation of an interview with candidate RABBIT TRIX.

The interview has been scheduled for 2008-06-20 beginning at 9:00 AM in UPD.

If you need additional information, please contact the representative from San Jose State with whom you spoke or by whom a message was left for responses to any additional questions.

Please do not respond to the e-mail. If you have any questions, please contact us at hrsg@sjsu.edu. Thank you.

**The Manage Recruitments page displays.**

Notes: The applicant disposition has changed from Route to Interview.

The status for this job opening will display as Interviewing on the Careers (Job Posting page).

## Manage Recruitments

**Job Opening ID:** 13367 Bookkeeper

**Recruiter:** Sheila Uganiza

**Job Opening Type:** Standard Requisition

**Opened Date:** 05/29/2008

[Recruitment Summary/Attachments](#)

[Previous](#) | [Next](#) | [Back to List](#)

Recruitment List						
Find Applicant: <input type="text"/> <input type="button" value="Go"/>						
Customize   Find   View All    First 1-7 of 7 Last						
Applicant	ID	Disposition	Application Date	9.3	References	
<input type="checkbox"/> <a href="#">BETTY BOOP</a>	18050	Route	05/30/2008 10:45AM			
<input type="checkbox"/> <a href="#">THUNDER CATS</a>	18054	Route	05/30/2008 10:47AM			
<input type="checkbox"/> <a href="#">JACKIE CHAN</a>	18063	Interview	05/30/2008 10:44AM			
<input type="checkbox"/> <a href="#">Alexis Hamilton</a>	17964	Route	05/30/2008 10:37AM	<input checked="" type="checkbox"/>		
<input type="checkbox"/> <a href="#">Aretha Franklin</a>	18065	Route	05/30/2008 10:49AM			
<input type="checkbox"/> <a href="#">TONY GASPAR</a>	18042	Route	05/30/2008 10:37AM			
<input type="checkbox"/> <a href="#">GREEN LANTERN</a>	18066	Route	05/30/2008 10:52AM			

[Select All](#) [Deselect All](#)   [View Previously Run Reports](#)

**The Status of Job Openings page displays.**

Note: The Applicant status has changed from Open to Interviewing.

### Job Opening Status Inquiry Status of Job Openings

Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

To apply or view more information about a particular job, return to the Career Opportunity page by clicking the Return link below.

Customize   Find   View All    First 1-10 of 10 Last				
Job Opening ID	Posting Title	Department	Status	Applications are...
13367	Bookkeeper	Art & Design	Interviewing	being accepted
13357	Admin Support Assistant	Visitor Rels & Admiss Counselg	Interviewing	being accepted

## View Applicant Information via Web Pages

This section demonstrates how to view applicant information via web pages. The applicant data is better viewed and accessed using the View Applications (.pdf report) process explained earlier, rather than navigating through **MySJSU** (PeopleSoft HSJPRD).

### *The Manage Recruitments page displays.*

1. From the **Main Menu**, navigate to **SJSU Human Resources > Recruiting > Manage Recruitments**.

The screenshot shows the 'Manage Recruitments' page. On the left is a 'Menu' sidebar with 'Manage Recruitments' selected. The main content area is titled 'Manage Recruitments' and contains a 'Recruitment List' table. The table has columns for 'Recruitment' and 'Posting Title'. Two rows are visible: '13360 Director, Administrative Services' and '13367 Bookkeeper'. A mouse cursor is pointing at the '13367' link.

### *The Manage Recruitments page displays a list of applicants.*

2. Click the name of the applicant whose data you want to view.

The screenshot shows the 'Manage Recruitments' page for job opening ID 13367, 'Bookkeeper', recruited by Sheila Uganiza. Below the header are navigation links: 'Recruitment Summary/Attachments', 'Previous', 'Next', and 'Back to List'. The main content area is titled 'Recruitment List' and contains a 'Find Applicant:' search box. Below the search box is a table with columns: 'Applicant', 'ID', 'Disposition', 'Application Date', '9.3', and 'References'. The table lists seven applicants, with 'A. Hamilton' selected. At the bottom, there are 'Select All', 'Deselect All', and 'View Previously Run Reports' options.

Applicant	ID	Disposition	Application Date	9.3	References
<a href="#">BETTY BOOP</a>	18050	Route	05/30/2008 10:45AM		
<a href="#">THUNDER CATS</a>	18054	Route	05/30/2008 10:47AM		
<a href="#">JACKIE CHAN</a>	18063	Interview	05/30/2008 10:44AM		
<a href="#">A. Hamilton</a>	17964	Route	05/30/2008 10:37AM	<input checked="" type="checkbox"/>	
<a href="#">Aretha Franklin</a>	18065	Route	05/30/2008 10:49AM		
<a href="#">TONY GASPAR</a>	18042	Route	05/30/2008 10:37AM		
<a href="#">GREEN LANTERN</a>	18066	Route	05/30/2008 10:52AM		

**The View Application Details page displays.**

*Note: Due to the page length, the screenshot is divided into two sections.*

3. Review application.

[View Application](#)

**Application Details**

**Applicant Name:** JACKIE CHAN

**Applicant ID:** 18063

[Contact Information](#)

[Return to Previous Page](#)

**Resume Text**

**Resume Title:** JACKIE'S RESUME

**Language Code:** English

**Resume Text:** [Printable Version](#)

Jackie Chan, S.B.S. (born Chan Kong Sang; April 7, 1954) is a Chinese actor, action choreographer, film director, producer, martial artist, comedian, screenwriter, singer and stunt performer.

**Attachments** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

File Name	Description	Attachment Type Code	Type Description	Last Updated	Uploaded By
<a href="#">references.doc</a>	CV	008	Curriculum Vita	05/30/2008 10:40AM	Pedro Garcia
<a href="#">form_classified_ad.doc</a>	ATTACHMENTS	003	Transcript Attachments	05/30/2008 10:40AM	Pedro Garcia

**Field Description List: View Application Details Page (above)**

Field Name	Description
<b>Resume Text</b>	Cut and Paste resumes display. If an applicant pasted a resume rather than attached it, text will display in the Resume Text box. Click Printable Version to see a one-screen view of the resume.
<b>Attachments</b>	Lists attachments that the applicant included with the application. Click the file name link to view the attachments.

**The View Application Details page displays.**

4. Click **Contact Information**.

**Source ID:** SJSU Human Resources Walk-In  
**SubSource ID:**  
**Specific Referral Source:** JOB BOARD

**Source ID:** Executive Search  
**SubSource ID:**  
**Specific Referral Source:**

**Work Experience**  
 No work experience has been added to this applicant's profile.

**Education Level**  
**Highest Education Level** No High School

Secondary Education			
Degree	Major	Date Issued	Secondary Education
Master of Engineering	ACCOUNTING		<a href="#">Secondary Education</a>

**Licenses and Certificates**  
 No licenses or certificates have been added to this applicant's profile.

**Languages**  
 No languages have been added to this applicant's profile.

**Test Results**  
 No Test Results have been added to this applicant's profile.

[+ Add Test Results](#)

[Contact Information](#)

[Return to Previous Page](#)

**Field Description List: Additional Field Descriptions (above)**

Field Name	Description
<b>Source ID, SubSource ID and Specific Referral Source</b>	Lists where the applicant heard about the job.
<b>Work Experience</b>	If work experience has been added, an Employment History link displays for viewing work history.
<b>Education Level</b>	The highest education level displays.
<b>Secondary Education</b>	A Secondary Education link displays if the applicant added this data.
<b>Licenses and Certificates</b>	A link displays if the applicant added this data.
<b>Test Results</b>	A link displays if the applicant added this data.

**The Applicant Contact Info page displays.**

5. Review the contact information for the applicant.
6. Click the **Return** button to go back to the previous page.

### Applicant Contact Info

Name	
<b>Name Format:</b>	English
<b>Name Prefix:</b>	
<b>First Name:</b>	JACKIE
<b>Middle Name:</b>	
<b>Last Name:</b>	CHAN
<b>Name Suffix:</b>	

Address			
<b>Country:</b>	United States		
<b>Address 1:</b>	2345 CHINATOWN		
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>Address 4:</b>			
<b>City:</b>	FREMONT	<b>State:</b>	California
<b>Postal:</b>	45752		
<b>County:</b>			

**Preferred Contact:** EMail

Email Addresses			Customize	Find	First	1 of 1	Last
Preferred	Email Type	Email Address					
<input checked="" type="checkbox"/>	Campus	jchan@yahoo.com					

Phone Numbers					Customize	Find	First	1 of 1	Last
Preferred	Phone Type	Telephone	Extension	Country Code					
<input checked="" type="checkbox"/>	Other	480/056-0486	54						

[Return](#)

**The Application Details page displays.**

7. Click **Return to Previous Page** to go back to the Applicant list.

### View Application

## Application Details

**Applicant Name:** JACKIE CHAN

**Applicant ID:** 18063

[Contact Information](#)

[Return to Previous Page](#)

### Resume Text

**Resume Title:** JACKIE'S RESUME

**Language Code:** English

**Resume Text:**

[Printable Version](#)

Jackie Chan, S.B.S. (born Chan Kong Sang; April 7, 1954) is a Chinese actor, action choreographer, film director, producer, martial artist, comedian, screenwriter, singer and stunt performer.