Online Application System (OASys) Tutorial

PART 7: ADMINISTRATIVE FUNCTIONS
Default View

• Your Default View determines the recruitment requests you are able to view. By changing your Default View from “User” to “Department” you will be able to see recruitment requests created by anyone within your same department.
Step 1: Click the “Change Default View” link.
Step 2: Select the “Department” radio button.
Step 3: Click the Change for Future Sessions button
Step 4: Verify you are logged in with Department View.

Note: If you are still unable to see a recruitment request you are looking for after changing your default view to Department, contact Human Resources at (904) 620-2903 for assistance.
Automatic Regret Letters

• You have the option to send automated regret letters to applicants at the end of a search.
• The regret letter is sent to the email address listed on the application.
  – Because not all applicants list an email address, manual letters will have to be sent via the U.S. Postal Service in some cases.
• The use of the automatic regret letters is completely optional.
Automatic Regret Letters

• The regret letters are sent out after two criteria have been met:
  – An applicant’s status has been changed to “Not Hired-Send Email”
  – The recruitment request’s status has been changed to “Filled”

• The regret letter displays customized information including the applicant’s name and the position title and number.
Automatic Regret Letters

- The text of the regret letter is as follows:
- “Dear [APPLICANT NAME],
- 
- Thank you for your recent application for the [POSITION TITLE] (Position #: [POSITION NUMBER]) with the University of North Florida.
- 
- Your application has been carefully examined to evaluate your combination of education and experience in relationship to the specific requirements of this position. After a thorough review of all the applications we have selected another candidate who we feel best meets the needs of both this position and our department.
- 
- We appreciate your interest in finding employment with UNF, and we wish you success in your efforts to find a rewarding position.
- 
- Sincerely,
- [DEPARTMENT NAME]
- 
- Do not reply to this email. This is an automated email account which is not checked. Questions should be directed to the hiring official of [DEPARTMENT NAME].”
Step 1: Verify the recruitment request is in a current status of “On Hold” or “Closed.”

Note:
If the recruitment request is in a status of “Posted” or “Open Until Filled,” you must first request for the recruitment request to be placed “On Hold” before you will be able to fill the position.

If a recruitment request is already in a status of “Filled” you will not be able to generate automatic regret letters.
Step 2: Click the “View” link
Step 3: Place a check mark in the boxes located to the far right of each applicant for which you want to send out automatic regret emails.

Step 4: Scroll to the bottom of the page.

Note: You can click the “All” link to select all the applications at once.
Step 5: Click the Change Multiple Applicant Statuses button
Step 6: Click the drop-down Status menu and select “Not Hired - Send Letter” from the list.

Step 7: Click the drop-down Reason menu and select an appropriate reason.

Note: The Not Hired reason is not visible to the applicants, and does not appear on the regret letters.
Step 8: Click the Continue to Confirm Page button.
Step 8: Click the Save Status Changes button.

Note:
Once the recruitment request is set to a “Filled” status, the automatic regret letters will be sent via email. Since not all applicants may have listed an email address, you may still need to send out some manual regret letters.
Applicant Address List

• The applicant address list is a built-in report, available to the hiring officials and points of contact, which shows all the applicants to a recruitment request.

• The applicant address list includes the applicant’s name, phone number, mailing address, email address and current status.

• The information from the applicant address list can be copied and pasted into a spreadsheet to facilitate a mail merge.
Note:
There are two ways to access the Applicant Address List, one from outside the recruitment request, and one from inside.

Step 1:
To view the Applicant Address List from outside a recruitment request, click the “Get Reports List” link.
Step 2: Click the Generate Report button.
### Applicant Address List

#### Posting Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>OPS Assistant</td>
</tr>
<tr>
<td>Requisition Number</td>
<td>052287</td>
</tr>
<tr>
<td>Department</td>
<td>PRESIDENT'S OFFICE</td>
</tr>
<tr>
<td>Position Number</td>
<td>941013</td>
</tr>
<tr>
<td>Report Run Date</td>
<td>Oct 27 2010 3:56PM</td>
</tr>
</tbody>
</table>

#### All Applicants

<table>
<thead>
<tr>
<th>Salutation</th>
<th>First Name</th>
<th>Last Name</th>
<th>Home Phone</th>
<th>Faculty Home Phone</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Email Address</th>
<th>Current Status</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>3420 Helport Loop</td>
<td>Chandler</td>
<td>IN</td>
<td>47610</td>
<td></td>
<td>Under Review by Department</td>
</tr>
<tr>
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<td>Robinson</td>
<td></td>
<td></td>
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<td>Rochester</td>
<td>MA</td>
<td>02770</td>
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<td>Under Review by Department</td>
</tr>
<tr>
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<td>Satterfield</td>
<td></td>
<td></td>
<td>2052 John Daniel Dr</td>
<td>Jefferson City</td>
<td>MO</td>
<td>65101</td>
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**Note:** The data in the applicant address list can be copied and pasted into an Excel spreadsheet to use for a mail merge.
Step 1:
To view the Applicant Address List from inside a recruitment request, click the “View” link.
**Step 2:**

Click the "Applicant Address List" link.
### Applicant Address List

**Posting Information**

- **Position Title**: OPS Assistant
- **Requisition Number**: 052287
- **Department**: PRESIDENT'S OFFICE
- **Position Number**: 941013
- **Report Run Date**: Oct 27 2010 3:56PM

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**Note:**
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View Inactive Applicants

• Certain applicant statuses will cause the applicant’s name to disappear from the active applicant list:
  – Not Hired, Not Hired-Send Email, Hired, Offered Job, Did Not Meet Basic Qualifications

• These applicants are still able to be seen on the inactive applicant list
Step 1: Uncheck Active Applicants

Step 2: Check Inactive Applicants

Step 3: Click the Refresh button.
Note:
You can now see all the applicants that have applied to the recruitment request, but are in an inactive status. You may also see all the applicants by viewing the Applicant Address List.
Change Password

• You are able to change your password at any time.
• Your OASys password is not linked or related to your UNF Network or myWings password.
• Your password must be at least six characters long.
• Do not allow your internet browser to remember your user name and password.
Step 1: Click the “Change Password” link.
Step 2: Enter your old password, then enter and confirm your new password.

Step 3: Click the Submit Password Change button.