Florida State University Job Aid for Printable Application Report

APPS_BY_JO - printable applications per job opening in OMNI HR.

Procedure:
This procedure can only be done after your HR-Employment Recruiter has screened and routed your job opening pool.

Step 1: Log into OMNI > Human Resources 9.0 > Reporting Tools > XML Publisher > Query Report Viewer.

Step 2: The “Search by” field should default to “Report Name.” Enter APPS_BY_JO in the “begins with” field and click Search.

Step 3: Click the View Report hyperlink to the right of the report entitled APPS_BY_JO.

Step 4: Enter the Job Opening ID and your department ID number in the prompt fields, and click OK.

Step 5: The applications report will pull up the applicants in the “050-Route” status, and will open in a new tab or a new window, depending on your internet browser settings. (The report may take a few minutes to generate based on the size of the applicant pool.)

Note: The following report can be run using the procedures outlined above to generate printable applications for an OPS Pool: APPS_FOR_OPS. As OPS pools are not screened/routed, this report will pull in OPS applicants in “020-Appl” (applied) status. Use caution when printing all applicants in an OPS Pool, as the applicant pools can be rather large and create a document with over hundreds of pages.
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APPS_BY_ID - printable applications per job opening ID & specific applicant ID number(s) in OMNI HR. This report may be run to generate the applications of up to five top candidates from a job opening pool.

Procedure:
This procedure must only be done after your HR-Employment Recruiter has screened and routed your job opening pool.

Step 1: Log into OMNI > Human Resources 9.0 > Reporting Tools > XML Publisher > Query Report Viewer.

Step 2: The “Search by” field should default to “Report Name.” Enter APPS_BY_ID in the “begins with” field and click Search.

Step 3: Click the View Report hyperlink to the right of the report entitled APPS_BY_ID.

Step 4: Enter the Job Opening ID and the appropriate applicant ID(s) in the prompt fields, and click OK.

Step 5: The report with the specified applications will open in a new tab or a new window, depending on your internet browser settings.