

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

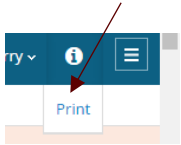
## GUIDE FOR PRINTING

### PRINTING A REQUISITION (PARF)

- Open your Requisition(PARF)
- Select the “**I**”



- Select “**Print**”



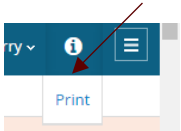
- The pop-up box below will appear.



- Select the “**I**” in the box



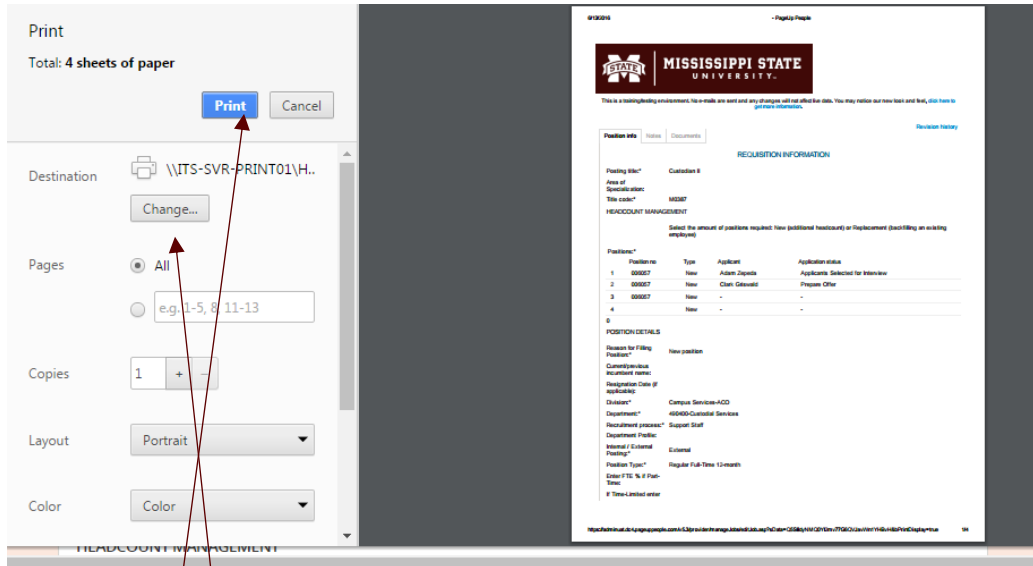
- Select “**Print**”



# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## GUIDE FOR PRINTING

- The pop-up box below will appear (*Example below is from the Google Chrome Browser*).



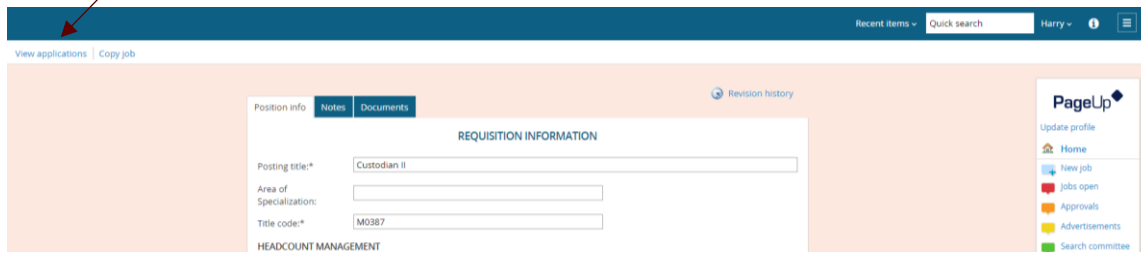
- Select the **“Change”** button and select the appropriate options based on your browser.
- Select **“Print”**.

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## GUIDE FOR PRINTING

### PRINTING THE OFFER CARD

- Open your Requisition(PARF)
- Select **“View Applications”**



- Select the applicant you made the offer to
- Select **“View Application”**

The screenshot shows a list of applicants for the position 'Custodian II (492534)'. The table has columns for 'Submitted', 'Status', 'Pref Name', 'First name', 'Last name', 'Phone', 'Mobile', 'Email', 'Country', 'State', 'City', 'Ref. Score', 'Dup', 'Undisclosed?', 'Employee', 'Source', 'Sub-source', and 'Flags'. A red arrow points to the 'View application' link for the first applicant, Clark Griswald.

Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref. Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
30 May 2016	Prepare Offer	Clark	Clark	Griswald	555-876-4567		noemail6@noemail.com	United States	Mississippi	Starkville	0		False		Internet	LinkedIn	<a href="#">View application</a>
29 May 2016	New	Tham	Tham	Hughes	212.880.8800		noemail4@noemail.com	United States	Maine	New York	0		False	🟡	Internet	Website	<a href="#">View application</a>
29 May 2016	Did not Meet Minimum Qualifications	Tham	Tham	Hughes	212.880.8800		noemail5@noemail.com	United States	New York	New York	0		False	🟡	Internet	Facebook	<a href="#">View application</a>
30 May 2016	Did not Meet Minimum Qualifications	Jessie	Jessica	Simpson	875-987-0098		noemail7@email.com	United States	Texas	Dallas	0		False	🟡	Internet	IND	<a href="#">View application</a>
30 May 2016	Did not Meet Minimum Qualifications	Bonnie	Bonnie	Powers	555-555-5555		noemail11@noemail.com	United States	Delaware	Sometown	0		False	🟡	Internet	Mycareer	<a href="#">View application</a>
29 May 2016	Applicants Selected for Interview	Adam	Adam	Zepeda	(555) 555-5555		noemail3@noemail.com	United States	Arkansas	Sometown	0		False	🟡	Internet	Intranet	<a href="#">View application</a>

Page 1 of 1 | [🔍](#) [📄](#) [🔍](#)

Records 1 to 6 of 6

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## GUIDE FOR PRINTING

- The pop-up box below will appear.

The screenshot shows a web browser window with the URL <https://adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ApplicantSummary.aspx?sData=GWCCByPhkp9%2FD88ZyG4uE52SLfvM%2B5z7nBdyJU9sYE0ZynCejVxqfHhLcyr>. The page displays the profile of Clark Griswald, who is applying for the job Custodian II. The profile includes contact information, a LinkedIn link, and a checkbox for e-Zines comms hold (set to NO). The Applications section shows a single application for Custodian II, submitted on 30 May 2016 via LinkedIn, with a status of "Offer accepted" as of 10 Jun 2016. The History section shows a list of status changes, all performed by Harry Hire on 10 Jun 2016.

Date & time	Item	
Friday, 10 Jun 2016, 11:06am Harry Hire	Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete
Friday, 10 Jun 2016, 10:57am Harry Hire	Custodian II Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete
Friday, 10 Jun 2016, 10:24am Harry Hire	Custodian II Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete
Friday, 10 Jun 2016, 10:24am Harry Hire	Custodian II Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete
Friday, 10 Jun 2016, 10:24am Harry Hire	Custodian II Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete
Friday, 10 Jun 2016, 10:24am Harry Hire	Custodian II Status changed to 'Prepare Offer' by Harry Hire.	Edit Delete

- Select **“Offer Accepted”** or other options are in this selection.

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## GUIDE FOR PRINTING

- The pop-up box below will appear

Offer details

Please fill in all mandatory fields marked with an asterisk (\*).

Clark Griswald (Clark) [Revision history](#)

**Personal details**

Address: 123 Bulldog Lane  
Starkville, Mississippi  
United States Phone: 555-876-4567

E-mail: [noemail6@noemail.com](mailto:noemail6@noemail.com)

Applicant number: 1071

[View profile](#)

**Job details**

Posting title: [f](#) Custodian II.

Employment type:

Division: Campus Services-ACO

Site: -

Department: 490400-Custodial Services

PARF Number: 492534

**Offer details**

Approval status: **Approved**

Recruiter: Julia Rester

Date entered: 30 May 2016, 4:19 pm

Date updated: 10 Jun 2016, 10:19 am

Application source: Internet - LinkedIn [Edit](#)

Positions:

Position no	Type	Applicant	Application status	
006057	New	<a href="#">Adam Zepeda</a>	Applicants Selected for Interview	
006057	New	Clark Griswald	Prepare Offer	
006057	New	-	-	Cancelled
	New	-	-	Cancelled

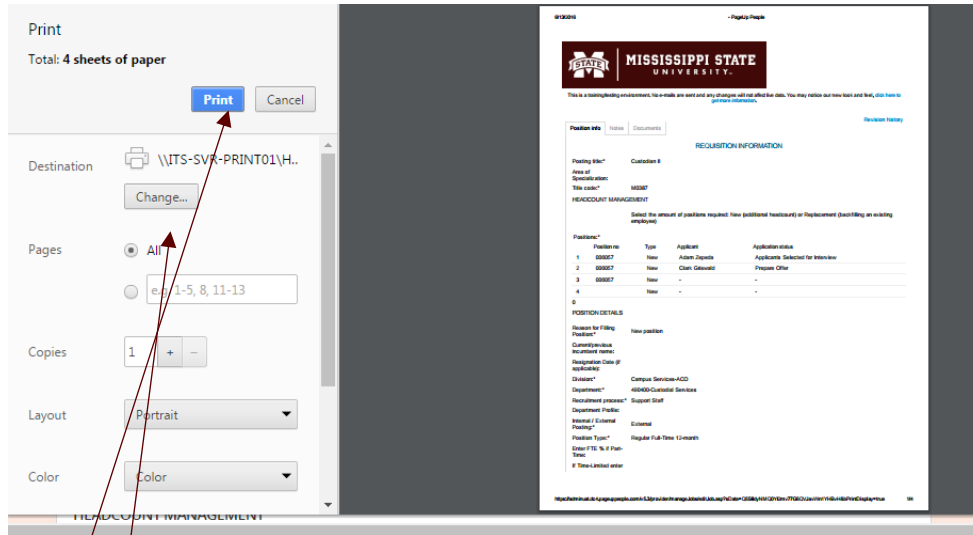
[Save and close](#) [Save](#) [Cancel](#)

- Select **Print**

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## GUIDE FOR PRINTING

- The pop-up box below will appear (*Example below is from the Google Chrome Browser*).



- Select the **“Change”** button and select the appropriate options based on your browser.
- Select **“Print”**.