Did you know...

How to review your Applicants?

On the upper right of the Home page, ensure Current Group is set to Applicant Reviewer. By default, you will be logged in as Employee. To change to the correct role, press the drop down arrow and choose Applicant Reviewer from the list.

Select Staff from the Postings menu.

Make sure that the upper left hand side of the screen says that you are in the Hire product portion.

Then click on Postings.

Locate the posting that you wish to review and click on the position title to review applicants. When the posting is visible, open it to the Applicants tab. All applicants who meet the minimum degree requirements for your position will be listed in this tab. In addition to names, and application dates, the applicants will have a status assigned as a part of the workflow for this posting. The initial applicant status will be set to Under Review by Department/Committee.

To begin reviewing applications, click on the applicant’s name to review their application materials. If they have submitted any supplemental documentation (cover letter, etc.) this can also be viewed as part of the application.