## **Applicant Tracking** How do I participate in a faculty search? All actions related to job postings are located in the Applicant Tracking Module. Once you have logged into Recruit, go to the Module Menu at the top left (three blue buttons), and choose Hire. When you have changed Hire to this module, the color of the top bar will be **blue**. Hire If your user profile includes more than one User Group, You will need to change your User 🗿 Positions Group to Search Committee Member in the upper right hand corner. Locate the Job Postings tab and select Faculty. User Group: Search Committee Member The Job Postings page will list all job postings to which you have access . To open the posting, click on the job title and then on the **Applicants** tab. Applicants R Search

Long list		Search Committee View	8					
Saved	Search: "Search	Committee View" (2 Items F	ound)					Actions
Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Documents	Reference Name	Combined Document	Last Updated	(Actions)
Saghera	Samantha	Application Received		Resume / Curriculum Vitae, Cover Letter, Reference Letter, Reference Letter	Prof. Philip Kasinitz, Prof. Vilna Bashi Treitler, Prof. Barbara Katz Rothman	View	July 14, 2014 at 02:10 PM	Actions

• You are able to quickly view the following information from the Search Committee View page:

<u>Workflow State (internal)</u> - This is the status of an applicant, which will change as the search progresses. This process is called the Applicant Workflow (see following page for details). The search chair will change these statuses during the search process.

Workflow State Entrance Reason — This is an internal designation that might be set by your search chair as the search progresses.

Documents - You can click on individual documents for each applicant (use Back button to navigate back to the list).

Reference Name – This tells you only the reference name. To view the reference letters, see instructions for Combined Document.

<u>Combined Document</u> – Clicking View will allow you to view the entire application plus reference letters in one document (use Back button to navigate back to the list – OR – do a File-Save to save to the hard drive of your computer).

- For further applicant details and to view individual applications click on the applicant's last name.
- To view multiple applications at once:

Upda

1. Check the box to the left of each record and click on the Actions button at the top right of the Applicants table.

2. Choose Download Applications As PDF. You will be prompted to choose what applicant documents you wish to include in the PDF (Application, Resume, Cover Letter, All, etc.).

3. Note: This will take a minute to process, depending on how many applicants there are and which documents are select ed. Once the pdf is created, you can do a File -> Save to the hard drive of your computer. Use the Back button to navigate back to the list.

	(Fi Cur Pos	b Posting: Asso aculty) Irrent Status: Posted sition Type: Faculty partment: Education		r of Education			b Posting looks to Applicant w (Applicant View) w	
	×Sur	mmary History	Applicants Repo	xits				
Select the document type(s) to use.								
<ul> <li>Application and All Documents</li> <li>Only These Document Types</li> </ul>	Op	Open Saved Search y Search Search Nove search options						
Application Data Resume / Curriculum Vitae Cover Letter	lew	wSearch	٥					
Reference Letter	6.9	Saved Search: "MyN	lewSearch" (4 Items	Found) 💿			GENERAL	
		st Name	First Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Review Screening Question Answers	
Submit	Cancel	e	Jane	Under Consideration	In Progress	June 02, 2014 at 10:20 AM	Download Screening Question Answers	
	Doe	e	John	Under Consideration	In Progress	June 02, 2014 at 10:27 AM	Export results	
4 1 2 2 4 2	Jon Jon		John	Long Short List	In Progress	June 02, 2014 at 10:33 AM	BULK	
August 2018	💷 Bai		Rosie	Long Short List	In Progress	June 03, 2014 at 12:06 PM	Download Applications as PDF Create Document PDF per	

