# 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 to this module, the color of the top bar will be **blue**.
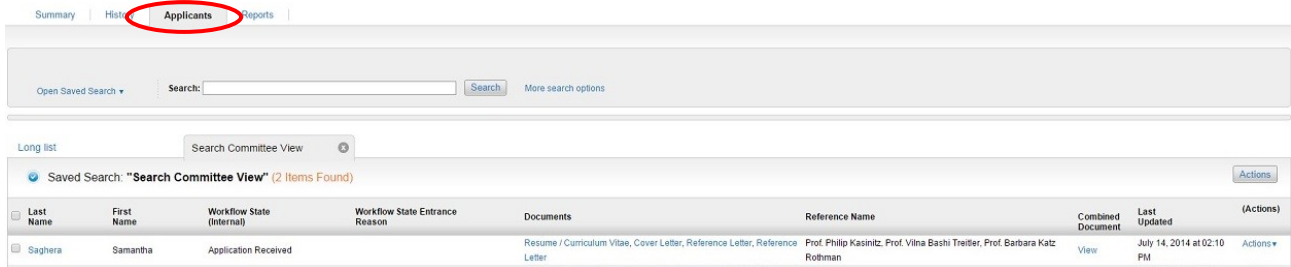
If your user profile includes more than one User Group, You will need to change your User Group to <u>Search Committee</u> Member in the upper right hand corner.

Locate the Job Postings tab and select Faculty.
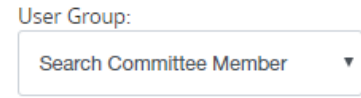
- The **Job Postings** page will list all job postings to which you have access .

- To open the posting, click on the job title and then on the **Applicants** tab.

- 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.

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

<u>Documents</u> – You can click on individual documents for each applicant (use Back button to navigate back to the list).
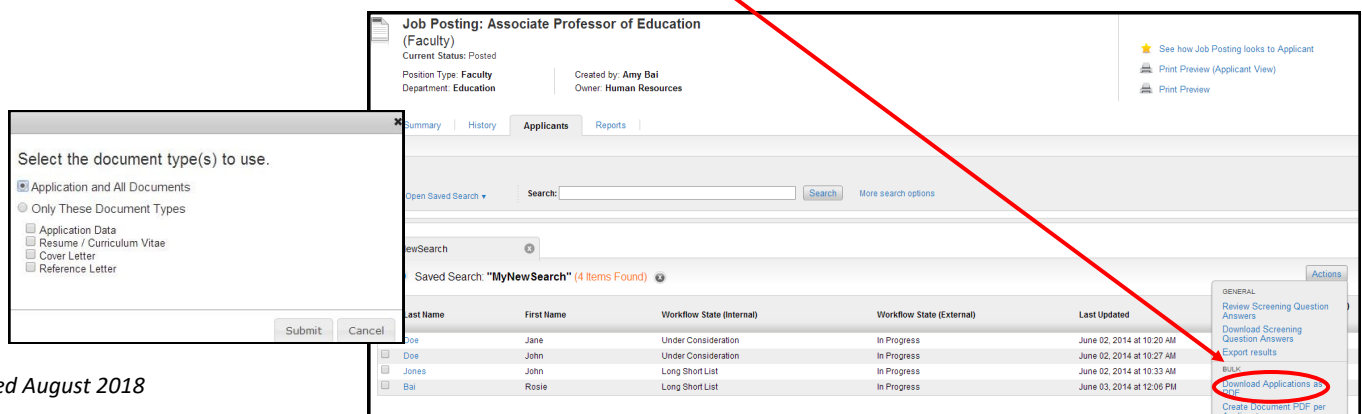
<u>Reference Name</u> – This tells you only the reference name. To view the reference letters, see instructions for Combined Document.

<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:

    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.

Faculty Applicant Workflow:

| First Consideration |
| Second Consideration |
| Third Consideration |

| Application Received | Reference Letters Complete | Reference Letters Incomplete | Long Short List | Preliminary Interview | Short List | Finalist | Recommend for Hire |

| Not Under Consideration | Interviewed, Not Selected |