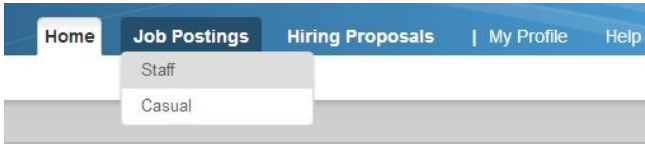


Applicant Tracking

How do I participate in a staff search?

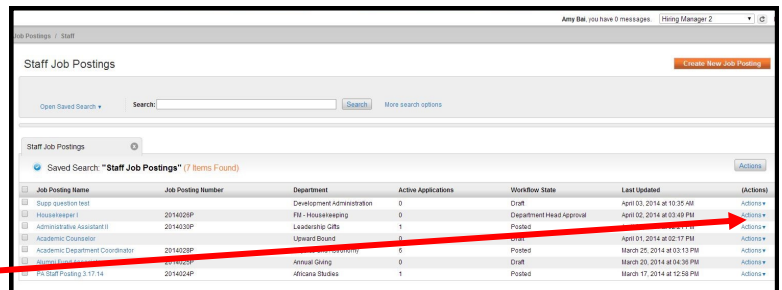
All job postings and all actions related to job postings are located in the Applicant Tracking Module. Once you have logged into **Recruit**, go to the **three blue buttons** at the top left, and choose Hire. When you have changed to this module, the color of the top bar will be **blue**.



If your user profile includes more than one User Group, You will need to change your User Group to **Search Committee Member**.

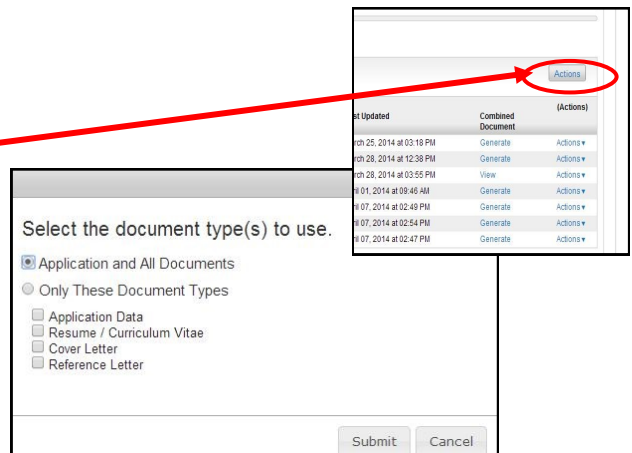
- The **Job Postings** page lists all job postings to which you have access including the current status of the posting, the date the posting was last modified, and the number of applicants attached to that posting. To open the posting

- click the job title and the Applicants tab, or
- hover your mouse icon over the **Actions** menu to the far right of the record posting, and choose **View Applicants** from the Actions menu.

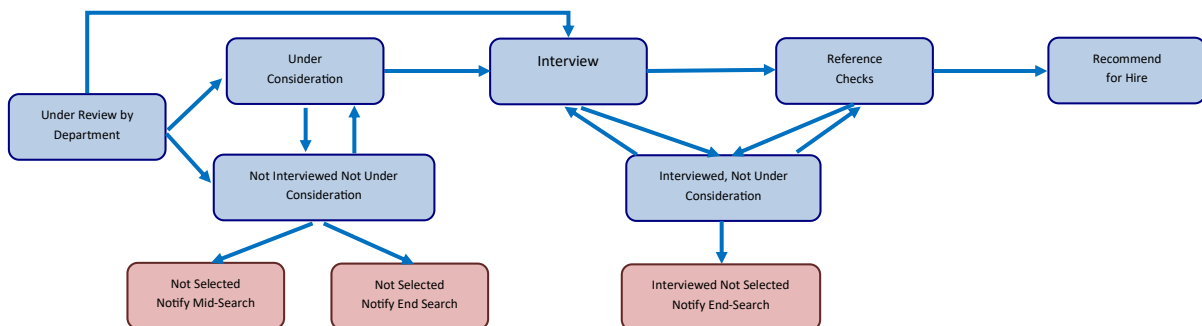


- View **individual applications** on the Applicants tab by clicking on the applicant's last name, which is a link, or by hovering your mouse over the **Actions** menu to the far right of that record and choosing **View Application**. Scroll through the application; at the bottom of the page will be the answers the applicant has submitted to any supplemental questions attached to the posting, as well as links to the documents the applicant uploaded. You can also select the **Combined Document** link to view the entire application.

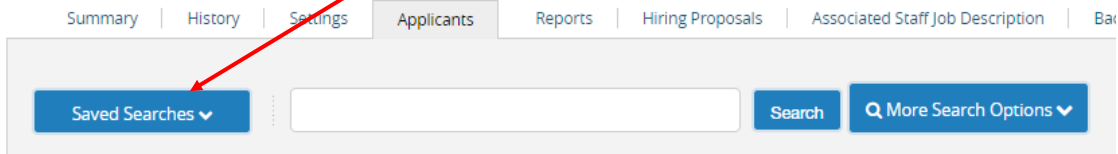
- To view **multiple applications**, check the box to the left of each record and click on the **Actions** button at the top right of the Applicants table. Choose Download Applications As PDF. Choose what applicant documents you wish to include in the PDF (Application, Resume, Cover Letter, All, etc.). This PDF will open in your browser and may also be saved to your computer. It includes bookmarks, allowing you to quickly move between different applicants' documents.



- You will be able to see the "status" of an applicant change throughout the workflow or progression of the search.

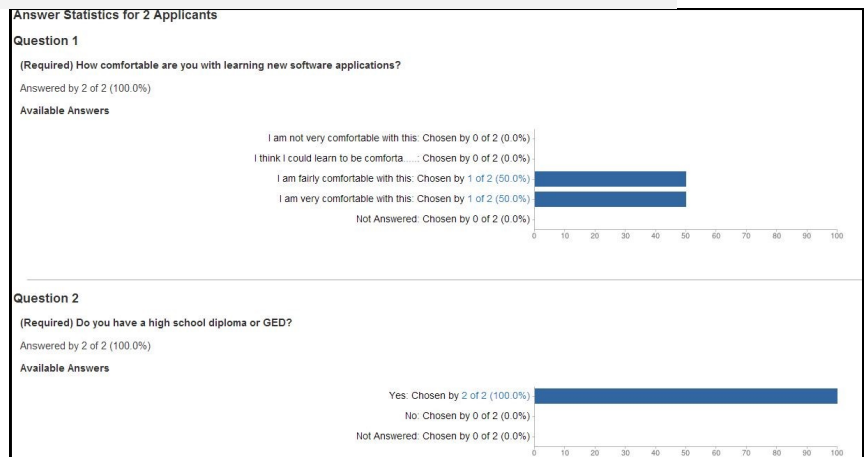


- **Customize your view** using the Search function. Searches are specific to the user: your search will not be visible to others. Search using a simple keyword search, by typing in the Search field; or, if you click the [More Search Options](#) link to the right of the Search field, you can choose from a variety of options relating to the status of the application, job description, or job posting, and from a list of fields found on the form (these will be available under the Add Column field).
- Once you've chosen your search parameters, you can choose to Save the search: if you do this, it will be available to you whenever you access that particular area of the site. Click on the [Open Saved Search](#) link to the left, and you will find any Saved Search you have created. This is an easy way to organize your applicant pool.



- **Supplemental Questions Screening** can be helpful if the posting includes Supplemental Questions. View the applicant pool based on their answers to these questions. Under the [Actions](#) button options on the right of the applicant records, chose [Review Screening Questions Answers](#). A page will be displayed that provides statistics for the answers all of your **active** applicants.

Select applicants by the answers they gave to your posting questions by clicking the [links](#) next to positive answer statistics.



You can also Search for specific answers, and even specific phrases if you included “open-ended” (free text) questions in your posting.

Search Supplemental Question Answers

+ Please select
Includes

Select search criteria to see a list of matching applicant.

Actions ▼

[Show All Applicants](#)
[Search Answers](#)
[Export Answers](#)