

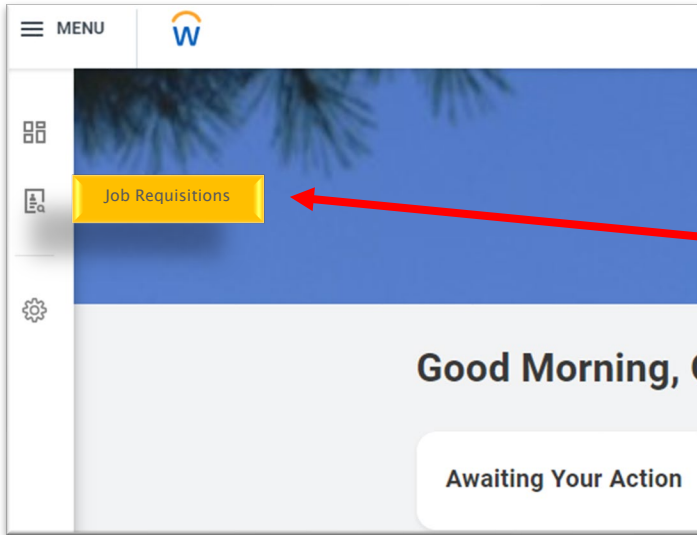
SEARCH COMMITTEE MEMBERS: Review Candidates - Student Jobs

Overview for Reviewing a Job Application as a Search Committee Member

This process explains how a candidate’s application will appear within the job requisition (req), and how to review the candidate’s application(s).

Instructions for Reviewing a Candidate

1. Search Committee Members will receive a notification from Workday in their Bowdoin email inbox when a job application is received.
2. Job requisitions and candidates can be accessed from the recruiting pane on the left-hand side of your homepage – **Click on the Job Requisitions Icon.**



3. Opening a job requisition brings you to an overview of the candidates for the requisition.

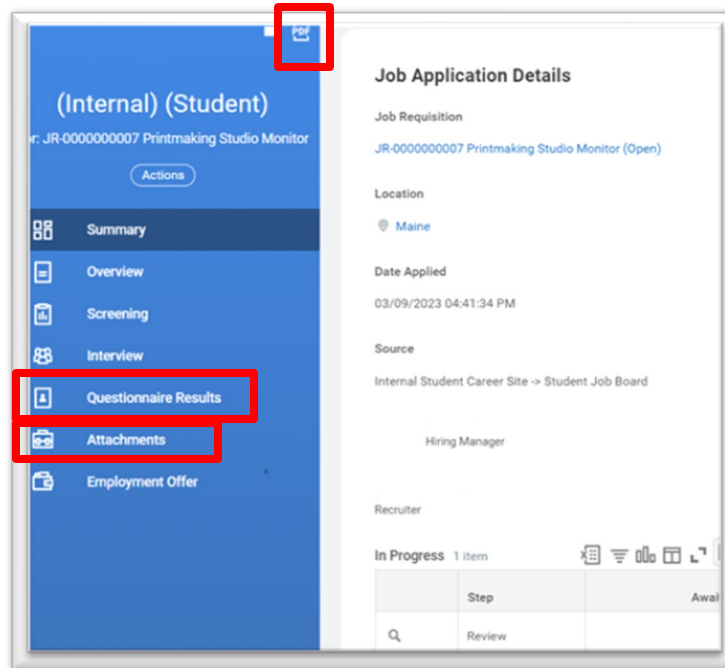


4. To evaluate a specific candidate, click on the hyperlinked name in the job application column. This will take you to the candidate profile.

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Resume	Source	Jobs Applied to
(Internal) (Student)	Offer		1	03/08/2023	Student+Test+Resume.docx	Internal Student Career Site -> Student Job Board	
(Internal) (Student)	Review		1	03/09/2023		Internal Student Career Site -> Student Job Board	

Candidate Profile

1. **Summary:** Snapshot of the candidate page, including the application details, work experience, date applied, current stage and communications sent.
2. **Screening/Questionnaire Results:** Responses to application questions.
3. **Attachments:** Any attachments the candidate added to their application, such as resume or transcript.
4. To review the full application in **PDF** format, click the PDF button in the upper right corner of the blue candidate panel.



Download/Print the Candidate Application (if applicable)

1. If necessary, you can export the application to view in PDF format or to print. You will be prompted to select which fields you would like included.

Please note, there are several options that appear that can be selected. At this time, attachments will not be included in the pdf, even if selected. You can simply download those separately when you click on the document.

Highlighted are the options we recommend selecting to capture the work history and responses to the application questions.

Print

- Summary
- Job Application Details Card
- Education
- Work History
- Credentials
- Recruiting History
- Questionnaire Results
- Initial Application