

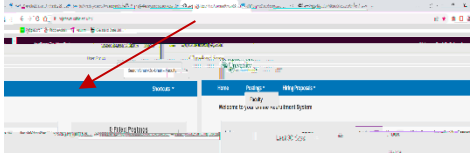


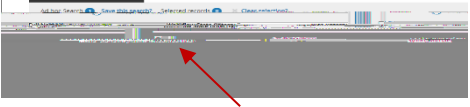


Reviewing Candidates' Application Documents – 9/1/2022

<p>5</p>	<p>Change your User Group</p> <p>Click the drop down box</p> <p>Select " Search Chair/Co-Chair - Faculty"</p> <p>Or " Search Committee Member"</p> <p>It will refresh within a few seconds</p>	
<p>6</p>	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to " Applicant Tracking System"</p>	
<p>7</p>	<p>Click on the " Postings" tab on the top</p> <p>Select " Faculty"</p>	
<p>8</p>	<p>Click on the title of the posting you would like to update</p>	
<p>9</p>	<p>Click on the " Applicants" tab</p>	
<p>10</p>	<p>Click on the candidate's name</p> <p>(they will be in order by date they applied)</p>	

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11	<p>Scroll to review the candidate's application and list of professional references</p> <p>The candidate's documents, i.e., Cover Letter, CV, etc. can be found at the bottom of the application, including Letters of Recommendations</p>	
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