

# Reviewing Applicants

Check your settings:  Search Committee Member (User Role)  Hire (Module)  Postings (Tab)



1. Select the Posting (open position) by clicking on the **Position Title** and then clicking on the **Applicants** tab. Here you will see a list of those who have applied to the position.
2. To review applications, there are options depending on preference.

**Review applicants one-by-one**  
 Click on applicant's **Last Name** to review application, and then click on the links for their supporting materials (**Resume**, **Cover Letter**) **OR** click on **Generate** (then, **View**) under the **Combined Document** column to see all materials at once (application, cover letter, and resume).

**Review multiple applications in single PDF**  
 Select applicants by checking the box next to their names, hover over the **Actions** drop-down, and select **Download Applications as PDF**. You will then have the option to choose the document types you'd like to include in the download.

Summary | History | **Applicants** | Reports

Search  **Advanced** ▼

Ad hoc Search  Save this search?

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Supplemental question Score	Documents	Workflow State (Internal)	Combined Document	Actions
<input type="checkbox"/>	Phillips	Bandit	0.0	Resume, Cover Letter	Recommend for Hire	Generate	Actions ▼

**Callout 1:** List doesn't include a column you need? Select **More Search Options** or **Advanced** and add it from the Add Column list.

**Callout 2:** All applications start-off in the Workflow State: **Under Review by Committee**. Only the **Applicant Reviewer** may change the Workflow State.

## Evaluating Applicants

To evaluate applicants on ranking criteria, click on the applicant and then "Evaluate Applicant". Evaluative Criteria will be listed (if any) according to Workflow State (some questions are applicable at resume review stage, while some are applicable after a candidate has been interviewed). Be sure to click "Save" after making selections and entering comments.

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