Reviewing Applicants as Search Committee Chair or Applicant Reviewer
for Faculty or Professional Research Positions

1) Log into the Applicant Tracking System via the employee portal: my.untsystem.edu (see below)

2) You will then need to log in using your Account Management System (AMS) credentials (EUID and password).

3) You will need to check your system view in the top left hand corner, it should say Applicant Tracking System. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.

4) Hover over the dropdown Postings and choose either Staff (for professional research positions) or Faculty (see below).
5) Your posting(s) should show in the results. Please note that you may need to change your selections in the **Workflow State** search field to show all available positions.

6) To view the posting, hover over **Actions** and choose **View Posting**.

7) To view applicants, hover over **Actions** and choose **View Applicants**.

8) To review applicant documents, click on the hyperlinked document title by the applicant’s name.

9) You can also however over **Actions** and choose **View Application**.

10) Please note that to change the status of an applicant, you will need to be logged in under the User Group of **Applicant Reviewer**.
   a. If this is not one of your available user group options, please email **Academic.Resources@unt.edu** and we will add that role to your account.

11) Once you are logged in as Applicant Reviewer and you have selected View Application on a particular applicant, you can choose **Take Action On Job Application** and select one of the available Workflow Actions.

12) You can move multiple applicants through Workflow Actions by checking the relevant applicant checkboxes to the left of their names, choosing **Actions**, and choosing **Move in Workflow**.