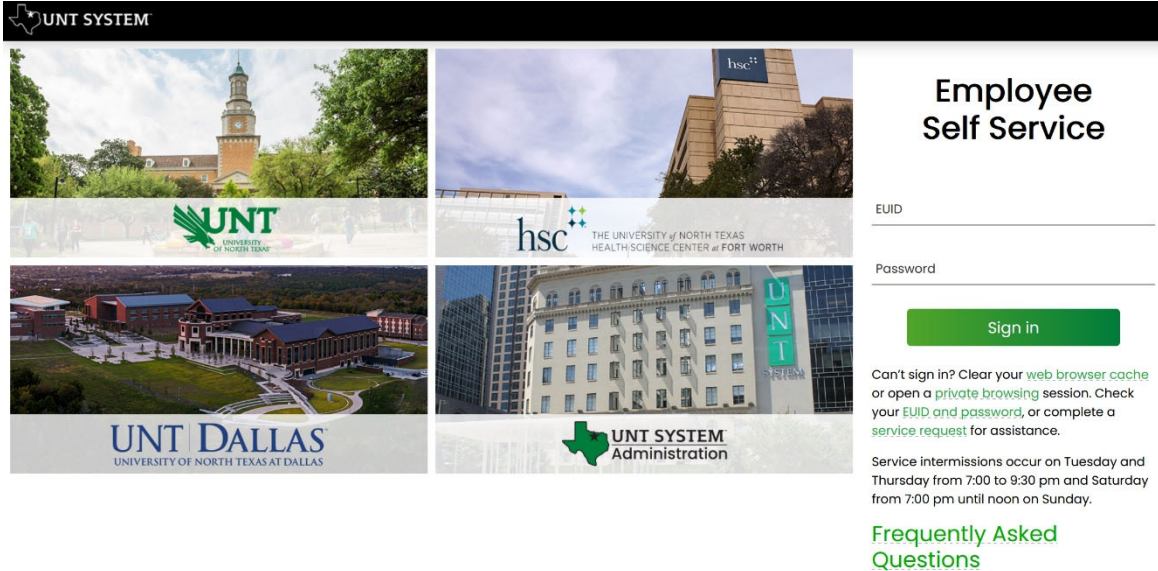
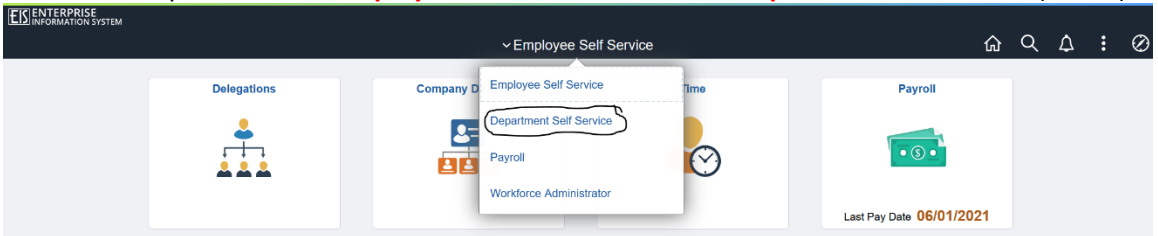


Reviewing Applicants as Search Committee Chair or Applicant Reviewer for Faculty or Professional Research Positions

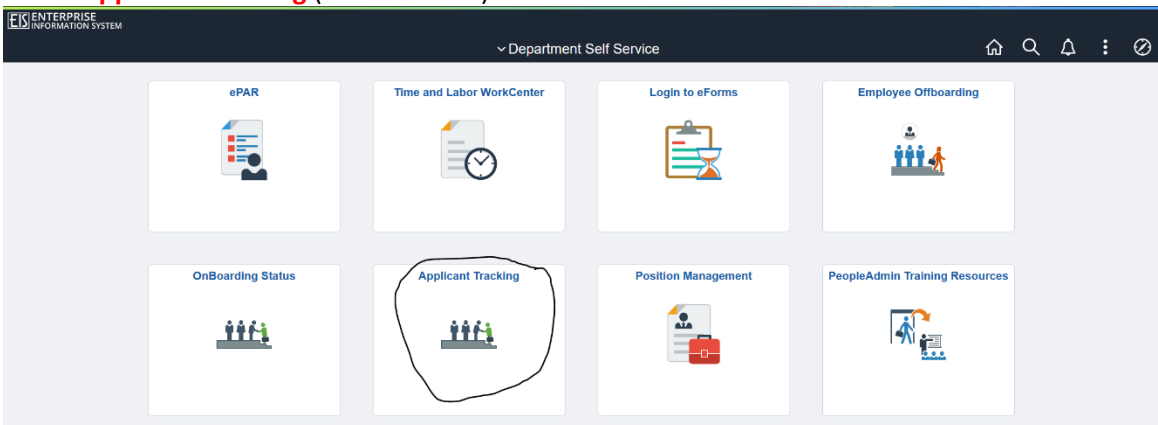
1. Go to my.untsystem.edu portal.



2. Log in with your EUID and password in the fields shown above.
3. Select the dropdown under **Employee Self Service** and select **Department Self Service** (below)

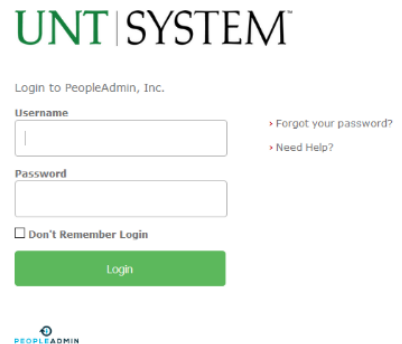


4. Select **Applicant Tracking** (shown below)



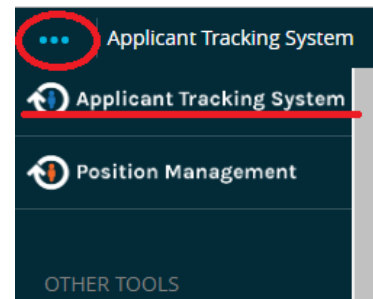
Please note your options above may look slightly different than mine, but you should still have the relevant options.

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

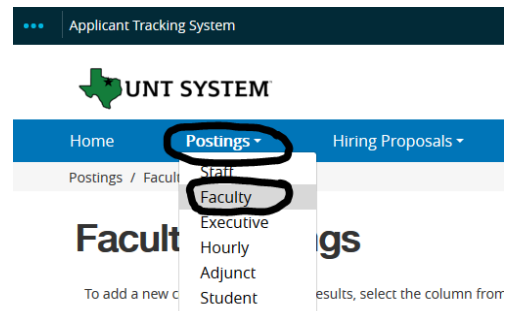


The image shows the login page for the UNT SYSTEM. At the top, it says "UNT SYSTEM" in green and black. Below that, it says "Login to PeopleAdmin, Inc.". There are two input fields: "Username" and "Password". To the right of the "Password" field, there are two links: "Forgot your password?" and "Need Help?". Below the input fields, there is a checkbox labeled "Don't Remember Login" and a green "Login" button. At the bottom, there is a small "PEOPLEADMIN" logo.

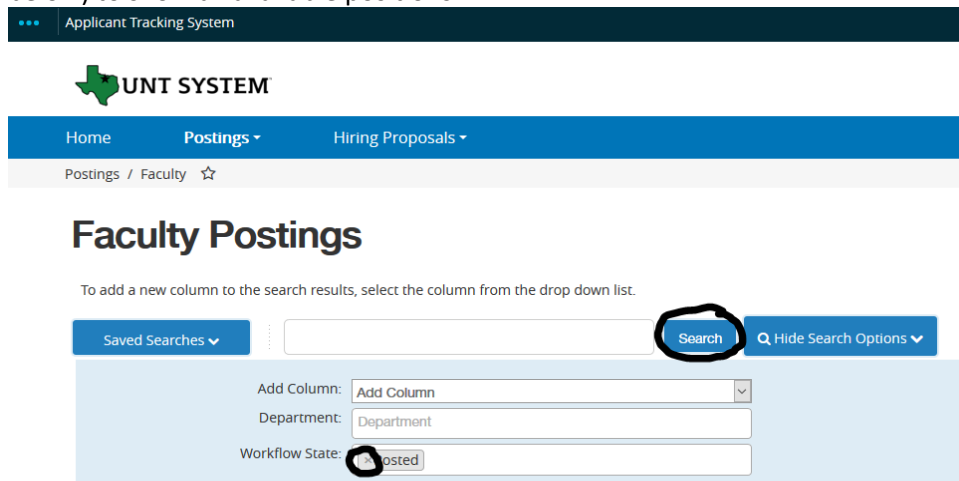
6. You will need to check your system view in the top left hand corner, it should say **Applicant Tracking System**. If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.



7. Hover over the dropdown **Postings** and choose **Faculty** (see image to the right).



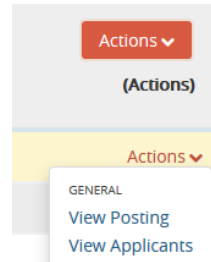
8. Your posting(s) should show in the results. Please note that you may need to remove the default **Workflow State** of "**Posted**" from the search field by hitting the "x" next to "Posted" and then hitting search again to refresh the screen (see below) to show all available positions.



The image shows the "Faculty Postings" search results page. At the top, there is a navigation bar with "Home", "Postings", and "Hiring Proposals". Below the navigation bar, there is a breadcrumb trail: "Postings / Faculty". The main heading is "Faculty Postings". Below the heading, there is a text box that says "To add a new column to the search results, select the column from the drop down list." Below this text box, there is a search bar with a "Search" button. To the right of the search bar, there is a "Hide Search Options" button. Below the search bar, there is a section labeled "Add Column:" with a dropdown menu. Below this section, there is a "Department:" field. Below the "Department:" field, there is a "Workflow State:" field. The "Workflow State:" field has a dropdown menu with "Posted" selected. The "Posted" option is circled in black.

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

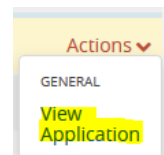
10. To view applicants, hover over **Actions** and choose **View Applicants**.



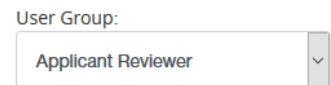
11. To review applicant documents, click on the hyperlinked document title by the applicant's name



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



13. Please note that to change the status of an applicant, you will need to be logged in under the User Group of **Applicant Reviewer**.



14. 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.

