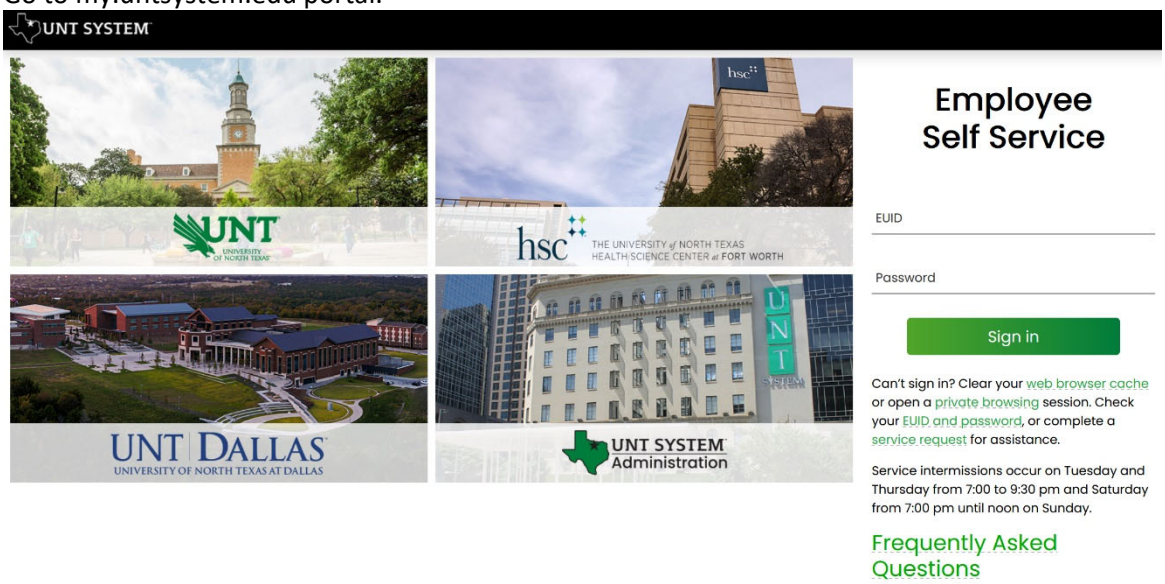
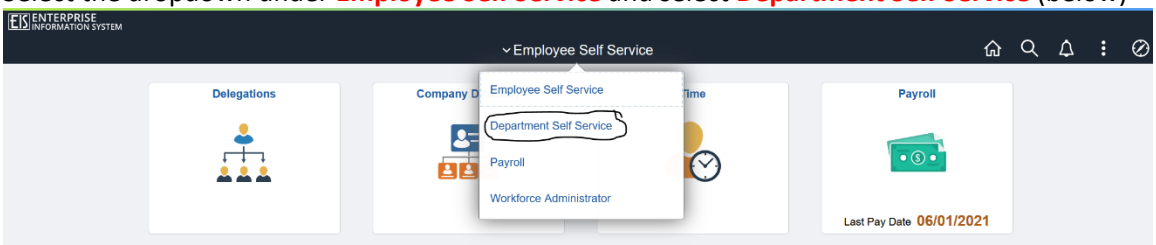
Reviewing Applicants as Search Committee Chair or Applicant Reviewer

for Faculty or Professional Research Positions

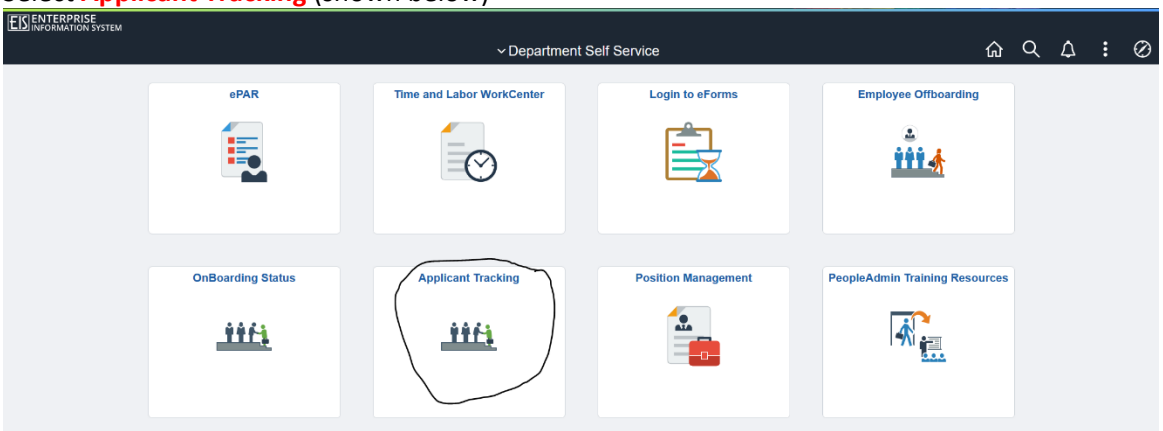
1. Go to my.untsystem.edu portal.



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)

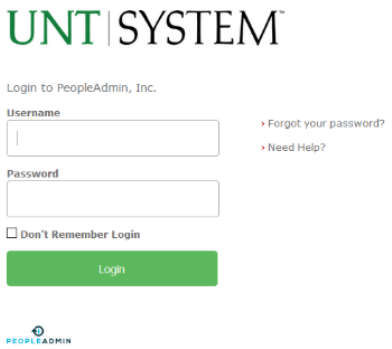


4. Select **Applicant Tracking** (shown below)

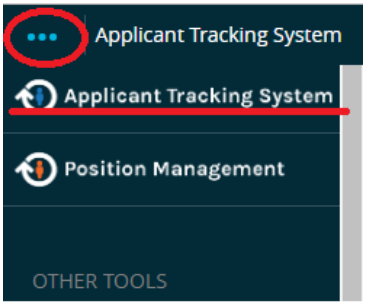


Please note your options above may look slightly different than mine, but you should still have the relevant options.

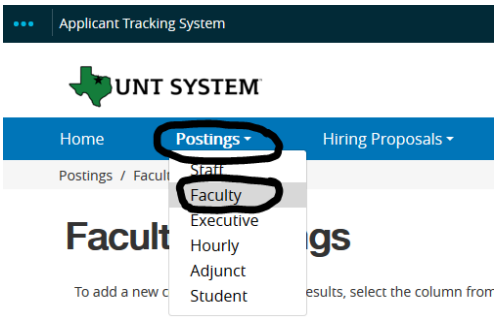
5. You will then need to log in using your Account Management System (AMS) credentials (EUID and password).



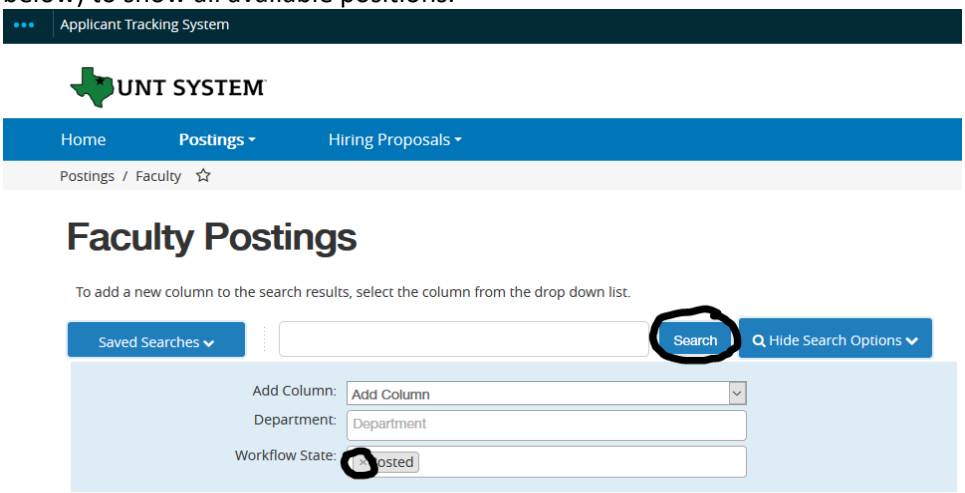
6. You will need to check your system view in the top left hand corner, it should say **Applicant Tracking System.** If it says anything else, you can change this by clicking the three dots in the corner and then making a selection.



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

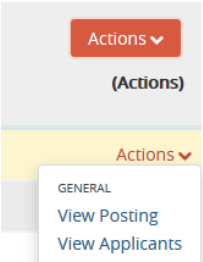


8. Your posting(s) should show in the results. Please note that you may need to remove the default **Workflow State** of "**Posted**" from the search field by hitting the "x" next to "Posted" and then hitting search again to refresh the screen (see below) to show all available positions.



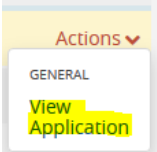
9. To view the posting, hover over **Actions** and choose **View Posting**.

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

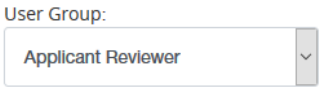


11. To review applicant documents, click on the hyperlinked document title by the applicant's name

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.