Hiring Manager | Department Chair & Dean
The applicant cards contain the same information as the 'list view' but on a card for each applicant that can be clicked on and moved forward in the process.

'Show Sort & Filters' is where you can select which statuses you would like to show on your view.

You can toggle back and forth from 'List View' to 'Card View' by clicking the buttons below while looking at applicants.
Chair & Dean View of Applicants

“List View”

The applicant list view contains the same information as the ‘card view’. It is a matter of preference.

‘Show Sort & Filters’ is where you can select which statuses you would like to show on your view.

You can toggle back and forth from ‘List View’ to ‘Card View’ by clicking the buttons below while looking at applicants.

To disposition an applicant out of the process, click decline. You can choose to notify them immediately or 'select other' to delay the correspondence for up to 30 days. Be sure to indicate the reason they are being dispositioned.
Viewing Other Documentation

Can view the approved VPAA 131A.