

Reviewing Applicants for a Position

If you are a hiring manager or part of a search committee, and you would like to review all applications submitted for a position, below you will find instructions on how to do so.

Applicant Tracking View

In the upper left pane, select "Hire." Ensure that the User Group selection \neq Employee, as shown below. The blue banner appearing indicates that you are in a user setting that allows you to work with applicant information.



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Review Applications - Individually

Below are outlined steps to take in order to review applications, individually.

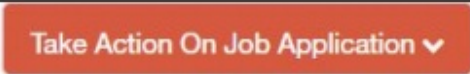
Hover over **“Actions”** to the far right of the position and click **“View Applicants”**

To view an individual’s application, hover over **“Actions”** to the far right of the applicant and click **“View Application”**

Scroll the page to see the full application

Resume, CV, and other supporting documents (if uploaded) will be hyperlinked at the bottom of the page and can be printed or downloaded as PDF documents.

Scroll back to the top of the page to



Select the option that describes how this applicant will advance in the hiring process

Click **“Submit”**

Follow these steps for all the applications within this posting

Refresh the browser page to see the changes.

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Download Multiple Applications

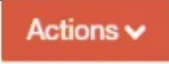
Below are the steps to take in order to download multiple application documents.

Hover over **Postings** tab click "**Staff**" or "**Faculty**"

Type the position number or title and click "**Search**"

Hover over "**Actions**" to the far right of the position and click "**View Applicants**"

Check mark the box to the upper left of all applicant names

Hover over , then select "**Download Applications as PDF**"
Select desired documents

Click "**Submit**"

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Modify Application Status - Multiple Applications

Below you will find instructions on how to change the status of several applications at once.

Select **“Applicant Tracking”** from the dropdown in the upper right corner (blue banner)

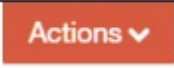
Your **“Current Group”** ≠ Employee

Hover over **Postings** tab click **“Staff”** or **“Faculty”**

Type the position number or title and click **“Search”**

Hover over **“Actions”** to the far right of the position and click **“View Applicants”**

Check mark the box to the upper left of all applicant names

Hover over  , then select **“Move in Workflow”**

At the top of the page, select the state that applies, then click **“Save Changes”**

Refresh the browser page to see the changes.

Follow these steps for all the applications within this posting

Questions?

Questions? Email careers@luc.edu and an HR staff member will assist you.