
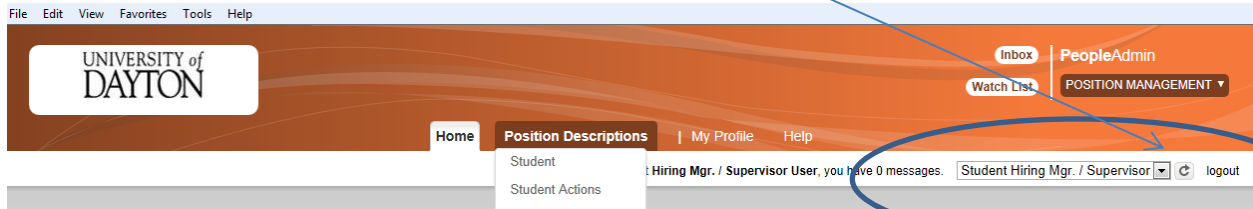
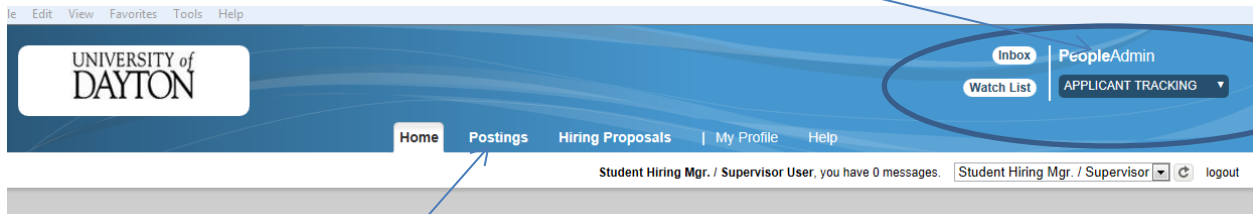


## How to Review Applications

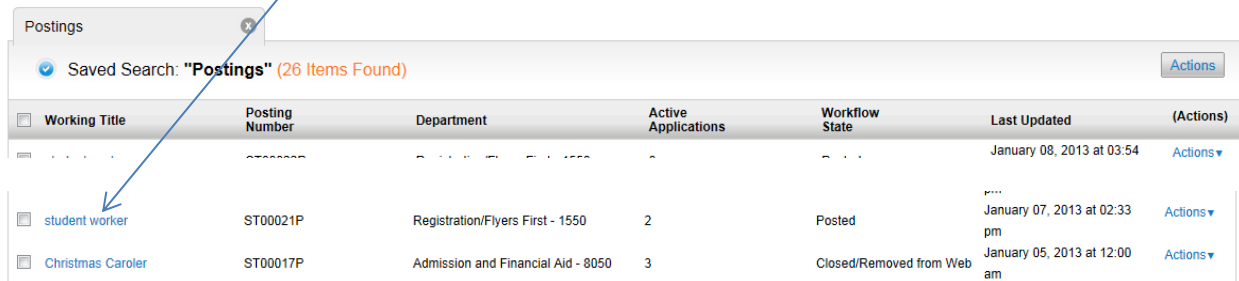
- Go to: [jobs.udayton.edu/hr](http://jobs.udayton.edu/hr)
- Login with your LDAP username and password
- Verify that you are logged in as a Student Hiring Mgr./Supervisor
  - If not, use the drop-down box and switch to: **Student Hiring Mgr./Supervisor** and click  to refresh the system



- In the top right corner, switch to: **Applicant Tracking**



- At the top of the page, move the mouse over **Postings** and select **Student**
- This will take you to a list of Open Positions (if you have multiple postings) and each posting will indicate the number of 'Active Applications'
- Select the posting that you want to review by clicking on the 'Working Title'



The screenshot shows a table of postings. The table has columns for Working Title, Posting Number, Department, Active Applications, Workflow State, Last Updated, and Actions. The 'student worker' row is highlighted with a blue arrow pointing to the 'Working Title' column.

Working Title	Posting Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
student worker	ST00021P	Registration/Flyers First - 1550	2	Posted	January 07, 2013 at 02:33 pm	Actions
Christmas Caroler	ST00017P	Admission and Financial Aid - 8050	3	Closed/Removed from Web	January 05, 2013 at 12:00 am	Actions

- Move the mouse over **Actions** and select **View Applicants**

- You will be taken to the Posting as shown below, then select 'Applicants'

Postings / Student / student worker (Posted) / Summary Search Results: Previous |

 **Posting: student worker (Student)**  
Current Status: Posted

Position Type: Student  
Department: Registration/Flyers  
First - 1550

Created by: Catherine Mix  
Owner: Student Employment

[★ See how Posting looks to Applicant](#)  
[🖨️ Print Preview \(Applicant View\)](#)  
[🖨️ Print Preview](#)

**Summary** | [History](#) | [Applicants](#) | [Reports](#) | [Hiring Proposals](#) | [Associated Position Description](#)

- Select the applicant's last name in order to review application
- Once you have reviewed the applicant, at the top of the page you can choose one of the options from the **Take Action on Job Application** dropdown box:
  - **Keep working on this Job Application** will return you to the list of all applicants so that you can continue to review other student applications
    - These students will continue to be in your list of 'Active Applications' for future review
  - **Recommend for Hire (move to Recommend for Hire)** allows you to select who you want to hire
    - You will also need to complete the Hiring Proposal for these students and they will no longer show under the 'Active Applications' list for this posting
  - **Not Interviewed Not Hired (move to Not Interviewed Not Hired)**
    - NOTE: These applicants will be sent an email notifying them that they have not been selected for the position and these students will no longer show under the 'Active Applications' list for this posting
  - **Interviewed Not Hired (move to Interviewed Not Hired)**
    - NOTE: These applicants will be sent an email notifying them that they have not been selected for the position and these students will no longer show under the 'Active Applications' list for this posting
  - **Not Hired (No Email) (move to Not Hired No Email)**
    - NOTE: This option can be used if you do not want an email notification sent to the student and these students will no

longer show under the 'Active Applications' list for this posting

- Once any of these options are selected, a pop-up box will appear, to confirm the action, select **Submit**