

## Reviewing and Managing Applications

If you checked the box adding your posting to your Watch List, it will show up on your Home Page for People Admin.

### Watch List 4

Postings (3)	Hiring Proposals (1)	Position Requests (0)	
Job Title	Type	Current State	State Owner
Graduate Assistant	Student	Closed	Financial Aid
Graduate Assistant-Office of Financial Aid	Student	Closed	Financial Aid

**Step 1:** Under the Job Title, click on the posting that you wish to view.

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

✔ Position Details [Edit](#)

Across the top of the posting, you will see a number of tabs. Click on the tab for Applicants and you will be able to access those applications that have submitted for consideration of your position.

Note: The Office of Financial Aid reviews student applications before their information is available to view by the hiring department. Applications will be added to department postings at least once a day.

**Step 2:** Click on the name of the applicant to review their application materials. Up in the right hand corner, there is an orange box that directs you to take an action on the job application when you are ready.

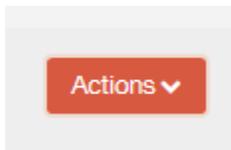


**Step 3:** Using the drop down box, you have a number of options that you can use to manage applications. When you have made your final selection (s), you should indicate what students are recommended for hire.

All other applications should be updated to show “Not selected-email at filled”. ***This step is very important. When we change the posting status to filled, all applicants for the job that you did not select receive notification that the position has been filled.***

You can change a number the status for a group of students at the same time. To do so, you can put a check mark in the box on the left side of the screen next to the student’s name.

<input type="checkbox"/>	Applicant Last Name
<input type="checkbox"/>	Palmieri
<input type="checkbox"/>	Collins



**Step 4:** Using the orange button marked “Actions”, select the option Move in Workflow from the list in the drop down menu.

The names of all the selected students will come up and at the top, you can change the status for multiple student