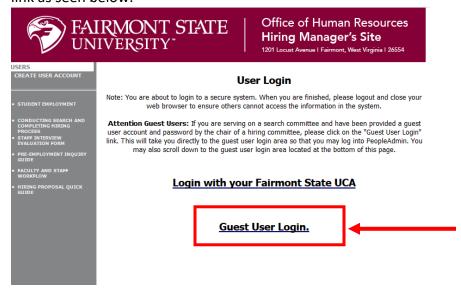
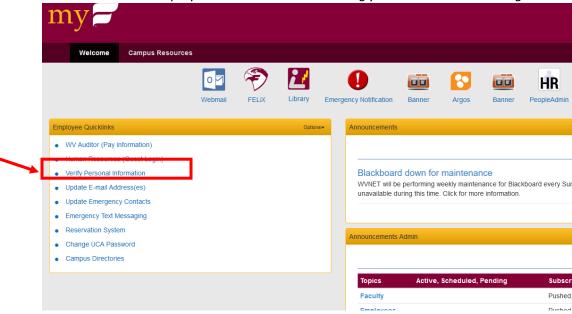


Search Committee: How to review applicants online

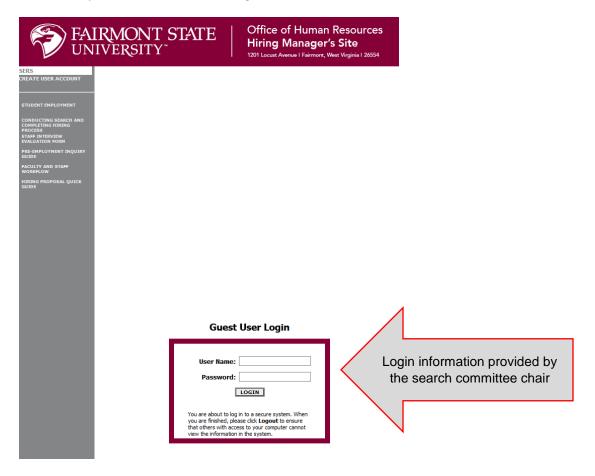
You may log in directly at www.fairmontstatejobs.com/hr then click on the "Guest User Login" link as seen below.



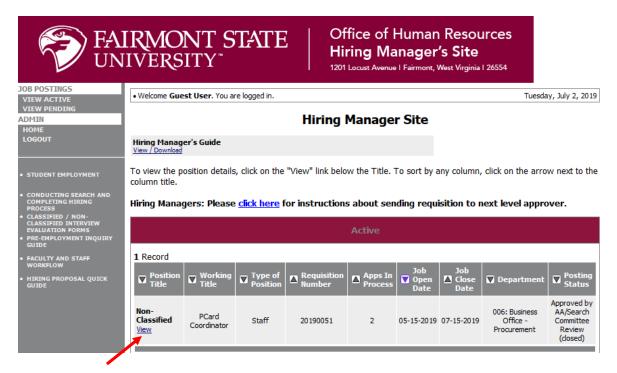
Alternatively, you can reach the Guest User Login page by logging in via myFairmontState with your UCA and password. Once logged into myFairmontState, click on the **Human Resources (Guest Login)** link located under the Employee Quicklinks. *This will bring you to the Guest User Login link above.*



After clicking the **Guest User Login**, the following screen will appear. Enter the **User name** and **password** given to you by the search committee chair. It is recommended that you **do not use your browser's "Back", "Forward", or "Refresh" buttons** to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.



After logging in to the system, you will see a screen that looks similar to the following:



To view the details of a specific posting, including the description and the applicants to that posting, click on the word "View" below the relevant title (see screen shot above). This will bring you to a screen similar to the following:

You will notice the posting data is divided into tabs, listed across the top, starting with "Applicants". This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including date applied, status, etc. You may click "continue to next page" to view the second tab called "Posting Details."

From the screen shown below you may perform a number of tasks, including:

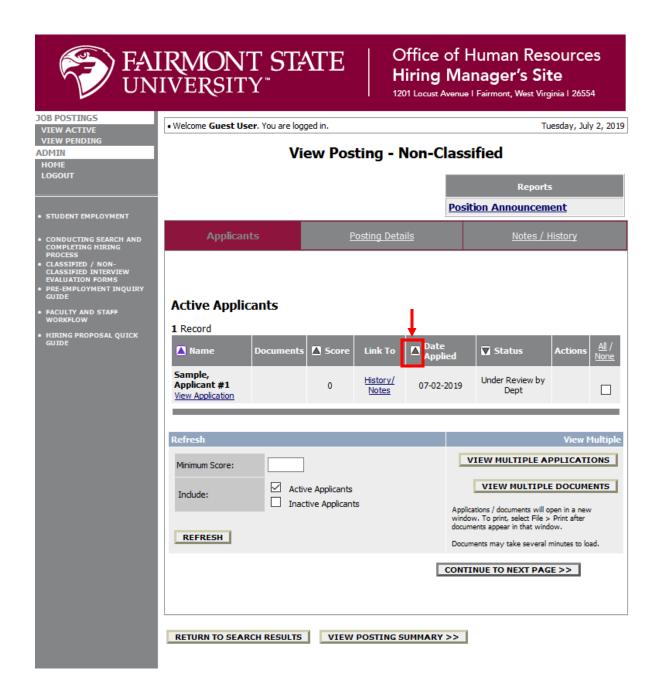
- Sort and view applicants by different criteria
- Print applications and documents
- View an applicant's history relating to applying to this position



Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to "Active Applicants" (active Applicants are those still under review) and "Inactive Applicants" (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.



Viewing and Printing Applications

To view and print a <u>single</u> application, click the link "**View Application**" under the applicant's name on the "Active Applicants" screen. After clicking on this link, the application will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser's menu to print the applications.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

- Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
- Click the View Multiple Applications button.
- A new window will appear (it may take several moments to load). This window contains all the
 applications you selected to print. 4. Select File > Print from your browser's menu to print the
 application(s).



Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.



After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

- 1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
- 2. Click the View Multiple Documents button.
- 3. Select File>Print from the Adobe Acrobat menu.

Viewing an Applicant's History

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Applicant History

Name: Sample, Applicant #1

History	Modified By
07-02-2019 9:42 AM	Applicant
Incomplete - Attached Application	
07-02-2019 9:44 AM	Applicant
Incomplete - Attached Application	
07-02-2019 9:45 AM	Applicant
Incomplete - Attached Documents	
07-02-2019 9:45 AM	Applicant
Completed Application Process	
07-02-2019 9:45 AM	Applicant
Under Review by HR	
07-02-2019 9:51 AM	Maria Marshall
Under Review by Dept	
RETURN	

Common History entries you may see for each applicant include:

Incomplete – Attached Application (indicating the applicant clicked the "Apply to this Position" button)

Incomplete - Attached Questions (indicating the applicant clicked the "Submit Questions" button)

Incomplete – Attached Documents (indicating the applicant clicked the "Finished Attaching Documents" button)

Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

Logging Out

When you are finished with your review, please click "logout" on the left navigation bar.