

Review Applications:

1) Select **Jobs** on the top toolbar:



2) Locate the position. Click on the **number** (# of applications for position) listed in the **Applications** column:

Title	Location	Department	Status	Opening date	Closing date	Applications	Job
Recruitment Administrator		Human Resources	Declined	1 Aug 2017		7	492

3) All of the applications for the position will be listed. To view an application, locate the individual, and click on the **View application** link to the right:



4) In this area, you can also view or download a resume' and view answers by clicking on the appropriate icons:

