

Viewing Applicant Card:

1) To view the applicant card for each applicant, select **Jobs** on the top toolbar:



2) Locate the position. Click on the **number** (# of applications for the 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 **applicant card**, select the **first** or **last** name of the **applicant**.

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name
<input type="checkbox"/>	<input type="checkbox"/>	Withdrawn	Billy	<input checked="" type="radio"/> Billy	Cyrus
<input type="checkbox"/>	<input type="checkbox"/>	23 Feb 2018	Phone Screen	<input checked="" type="radio"/> Amy	Anton