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:

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**.