When logging in there are two ways to access a posted position to review applicants; one is to click on the postings tab and select the particular type of position you want to review.
After selecting the particular position type you will get a listing of all positions in your department and their status.
Note, as time goes on this will be a more difficult way to do this since this tab will contain all positions ever posted for your department. You may sort on the workflow state to be able to find position by posting status state.
The other way to access a posting to review applicants is to go to your watch list. When the position has actually been returned to the department for action it will appear in the in-box rather than the watch list.

While in the watch list click on the position you want to review applicants for.
You will get the overview screen of the posting. From here you may review the full posting or select one of the tabs.
By selecting the applicants tab you will get a full listing of all applicants for the position that you are reviewing.

If you click on the name of the applicant you will be taken to the general applicant data listing.
There are two ways to view applicant documents; if you scroll to the bottom of the applicant information page you may click on the documents that are in blue.
The document will appear as a separate screen within the general screen.
The second way, if you do not want to or need to review general applicant information, is to click directly on the blue document on the main applicant page. The documents will appear as a screen within the screen in the same manner.
Review of applicants by a search chair or department chair is a two step process; first when completing your review you need to change the status of the applicant to reviewed. Click on the orange TAKE ACTION ON JOB APPLICATION TAB.
Select
Reviewed
Confirm your selection by clicking submit.
If you return to the main applicant page you will now see that the status of the applicant has been changed to Reviewed.

Applicant names blanked out
If you now return to the applicant that has been reviewed and click on the applicant name you will have different options under your actions; you may recommend them for phone interview, return them back to under review by the department or Non Select them.
If you non select an applicant you will immediately be required to provide a non selection reason.
The non-selection reason should be selected from the drop in list and confirmed.
Now when you return to your applicant list you will only see your active applicants.
To see the inactive applicants click on the Inactive Applicant List. You will see the inactive applicant and the reason for non-selection.
You may leave applicants in different status and return later or move them forward with all statuses not completed. In general Social Equity will expect that applicants at least be in the Reviewed status.
When you are ready to move the pool forward for other action; select the take action on Posting tab.
You will only have the options that are available in your role.
When you select the action you will have the option to provide any comment before submitting.
Once submitted you may go to the History Tab.
If you scroll down you will see the current status of the posting.
This will also show on your Home Screen
Departments may generate an EEO Report Summary. Click on the Reports Tab.
Click on Departmental EEO Report
Report will automatically queue and generate (note report messages delete after one day)
The report will briefly show that it is queued.
And then show that it is completed
Click over actions and you may either view the report or you may load it into EXCEL.