Hiring Manager / Search Committee Chair

Viewing Applicants as a Hiring Manager:

1. Open your Requisition
2. Select **View Applications** for the job you are reviewing
3. Select **View Applicants** to see the list of applicants that have applied
4. Review individual applicants by hovering over the applicant's name and select "**View Applicant Card**"

Viewing & or Requesting Applicants Referrals:

1. To view references, change the status of the applicant to "**Request for References**".

**** Please note that the applicant has the option to submit their references at the time of submitting their application or later. It is important that you move the applicant status to "Request for References" as this will send a notification to the applicant that we will be reaching out to their referrals or that we need them to log back into the system and provide us with a list of their referrals.**

******** Additionally, once the applicant is moved to the "**Request for References**" status, this will allow members of the **search committee** to view the applicant card and see the applicant's referee responses.

2. Once you have clicked on the "**View references**" button, a new window will open which will list the applicant's listed references.
3. Click the "**Send**" button next to the listed referee. This will send out a communication to the referee requesting the referral.
4. You can click **"View answers"** next to the referee to review the document that the referee has submitted.

Referee View:

1. The email sent to the referee will provide them with a link to a website where they can upload a word or pdf document of their reference for the applicant.