Our Tradition...

Your Opportunity

PV TALENT SYSTEM
REVIEWING APPLICATIONS
1. Make sure you are logged into the Applicant Tracking interface.

2. To view applicants, make sure you are logged in with the appropriate user role.

NOTE - Appropriate user roles include Search Committee Chair, Search Committee Member, Initiator, Department Head/Director, etc.
1. Select the module for the type of position for which applicants are to be viewed.

2. Click on the Posting Title or Posting Number to view the posting.
1. After clicking on the Posting Title or Posting Number, the system will move to the Summary page of the posting.

2. General details about the posting will be here.

3. Click on the “Applicants” tab to view applicants.
Click on the applicant’s name to view an application.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Job Title</th>
<th>Posting Number</th>
<th>Workflow State (Internal)</th>
<th>Last Updated</th>
<th>Workflow State (External)</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>Applicant01</td>
<td>Administrative Assistant IV (Training Sample)</td>
<td>S00012:JP</td>
<td>Under Review by Committee</td>
<td>August 24, 2014 at 11:57 AM</td>
<td>In Progress</td>
<td>Actions</td>
</tr>
<tr>
<td>Test</td>
<td>Applicant02</td>
<td>Administrative Assistant IV (Training Sample)</td>
<td>S00012:JP</td>
<td>Under Review by Committee</td>
<td>August 24, 2014 at 12:04 PM</td>
<td>In Progress</td>
<td>Actions</td>
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<tr>
<td>Test</td>
<td>Applicant03</td>
<td>Administrative Assistant IV (Training Sample)</td>
<td>S00012:JP</td>
<td>Under Review by Committee</td>
<td>August 24, 2014 at 12:14 PM</td>
<td>In Progress</td>
<td>Actions</td>
</tr>
</tbody>
</table>
1. Basic info about the applicant will be here.

2. You can review the application by scrolling down the page to view each section.

3. Or click “Preview Application”.

Contact Information:
- First Name: Sample
- Middle Name
- Last Name: Applicant01
- Address1: 1234
- Address2
- City: Houston
- State: Texas
- Zip Code: 77001
- Phone (Primary): 555-555-1212
- Phone (Secondary):
1. To view the applicant’s attached documents one at a time, click on the “Name” of each document.

2. Click “Generate” to view all attached documents as a single file.
END OF THIS SECTION