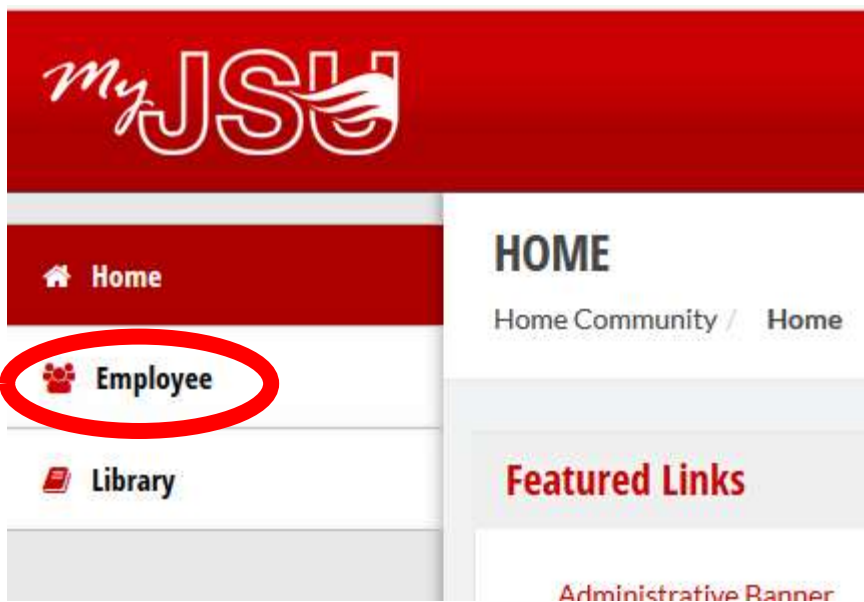
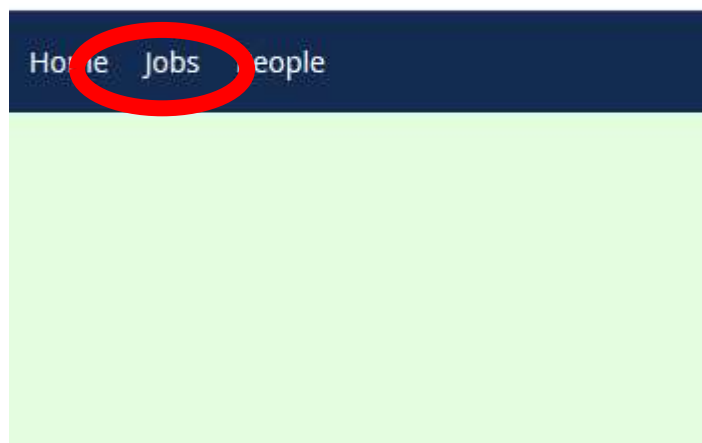


PAGEUP: INSTRUCTIONS FOR CHANGING A CANDIDATE'S STATUS

- 1) Log into system
- 2) Select **Employee Tab**



- 3) Click **Jobs**



4) Select the Job

Manage jobs

Status:

Types:

[+ Show other search criteria](#)

Job No.	Date created	User	Title	Division	Department
492623	3 Jan 2018	ERG	Coordinator, International House & Study Abroad Program	VP Student Affairs	Not Applicable, Student Affairs
492628	3 Jan 2018	ERG	Title IX Coordinator	VP Student Affairs	Not Applicable, Student Affairs

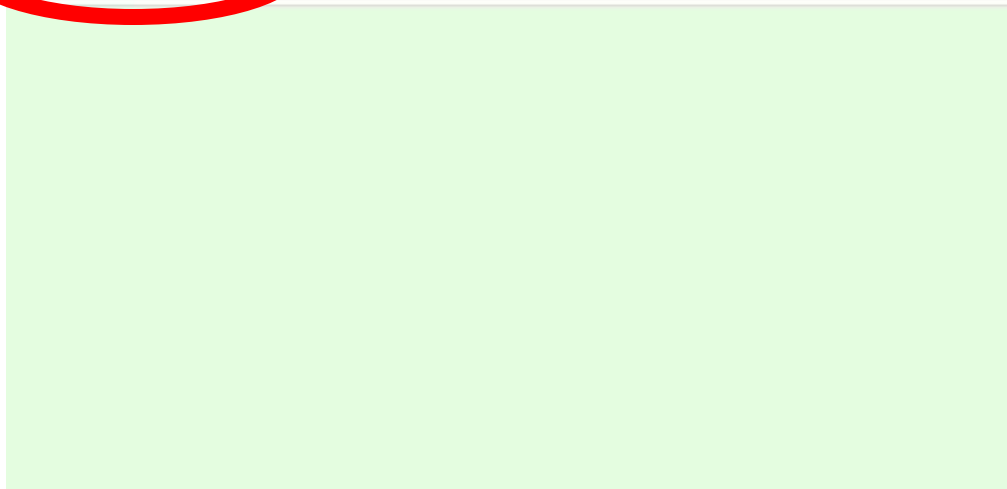
Page 2 of 2 | [Show all records](#) | Jump to page: | [↶](#) | [↷](#)

5) Select **View Applications**



Home Jobs People

[View applications](#)



6) Click on the Applicant's Name

Professor / Dept Head (492248)

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name	Phone	Mobi
<input type="checkbox"/>		Under HR Review	Tammy	Tammy	Howell	757288262	757288262
<input type="checkbox"/>	23 Apr 2017	Offer accepted form complete	Christy	Christy	Ivey	(205) 303-0	(205) 303-0

Page 1 of 1 |

7) View Applications

8) Select Under Department Review or current status

Applications History CRM Resume

i 494515 - Assistant Professor, History and Foreign Languages

Date submitted	Applied via	Status	Offer
Nov 5, 2019	Chronicle of Higher Education	Under Department Review	No offer