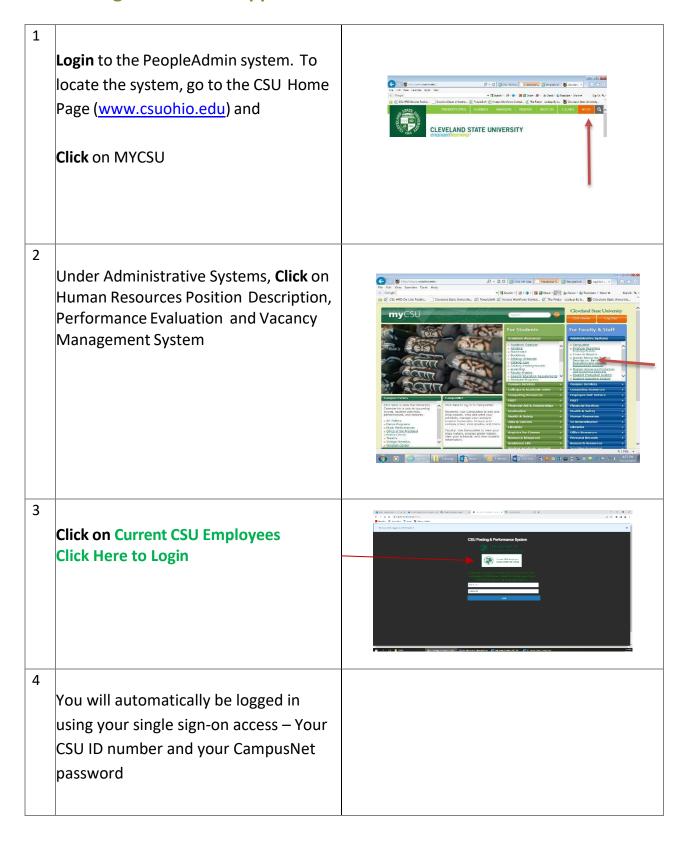
## **Reviewing Candidates' Application Documents** – 7/1/2025



## **Reviewing Candidates' Application Documents** – 7/1/2025

5	Change your User Group	
	Click the drop down box	User Group:
	<b>Select</b> "Search Chair/Co-Chair - Faculty" "Search Committee Member" or	Search Chair/Co-Chair - Faculty
	"Department Head/Chair"	
	It will refresh within a few seconds	
6		
	<b>Click</b> on the 3 dots in the top left corner	Applicant Tracking System
	<b>Change</b> the module to "Applicant Tracking System"	Cleveland State University
		Home Postings →
7	Click on the "Postings" tab on the	
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	Select "Faculty"	
8	Click on the title of the posting	
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9	Click on the "Applicants" tab	
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Reviewing Candidates' Application Documents - 7/1/2025

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