

1. Select **My Team** to display your manager functions
2. Click **Hiring**

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary

APPS

- My Team
- Onboarding
- Hiring**
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning

3. Use a **keyword** or edit the search **filters** to locate the desired job req

## Job Requisitions

### Requisitions

+ Add

🔍
Show Filters

Hiring Team Role Recruiter, Hiring Manager, Collaborator ×

Sort By Creation Date - New to O ▼

<p><b>Registered Dietitian Sr_Test (24)</b>  <small>Draft - In Progress            Standard            MI, United States</small></p>	<p>Applications: 0            Prospects: 0</p>	<span>...</span>
<p><b>Accounting &amp; Comp Mgr (13)</b>  <small>Posting - In Progress            Standard            MI, United States</small></p>	<p>Applications: 0            Prospects: 0</p>	<span>...</span>
<p><b>Supervisor 2A_Test (6)</b>  <small>Open - Posted            Standard            Lansing, MI, United States</small></p>	<p>Applications: 21            Prospects: 11</p>	<span>...</span>
<p><b>Registered Dietitian Sr_BN TEST_2 (5)</b>  <small>Open - Posted            Standard            MI, United States</small></p>	<p>Applications: 0            Prospects: 3</p>	<span>...</span>
<p><b>Registered Dietitian Sr_Test (2)</b>  <small>Open - Posted            Standard            MI, United States</small></p>	<p>Applications: 1            Prospects: 0</p>	<span>...</span>

4. Click the desired job req

**Supervisor 2A\_Test (6)** Applications: 21  
 Open - Posted Prospects: 11  
 Standard  
 Lansing, MI, United States

5. From the **Overview** tab, click into any of the applicant stats to view the desired applicants

Overview 11 21 5 0 10  
 New - To be Reviewed Active Applications Hires Out of 1 Unconfirmed Applications Referred Prospects

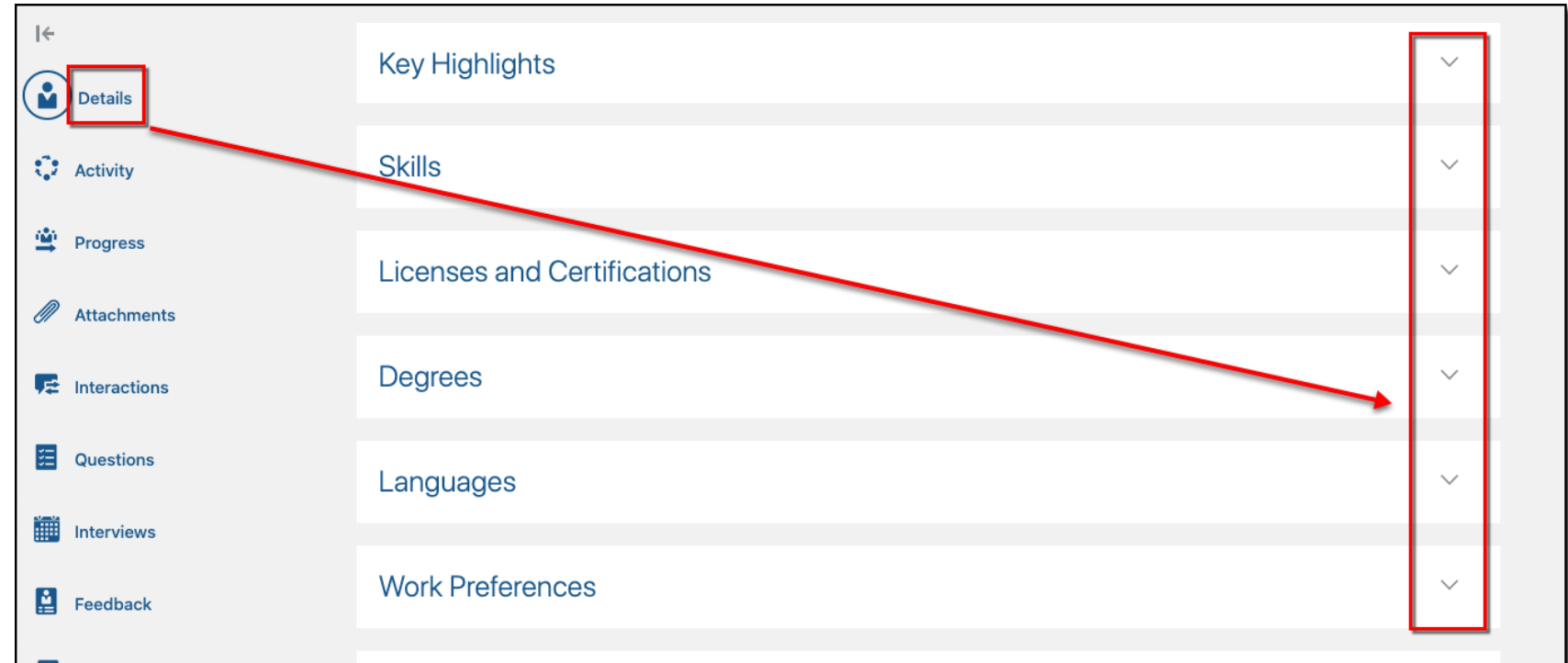
6. Click the name of any **applicant** to view the applicant details

### Job Applications

Candidate Name or Number Search Show Filters Application Details Active X

Actions	View	Status	Sort By
<input checked="" type="checkbox"/>	<b>S Stark, Arya (7324)</b>	New, To be Reviewed	Create Date - New to Old
	Lansing, MI, US	<b>Status</b> Phase 1 out of 5	
	Prescreening score: 1 out of 1		
<input type="checkbox"/>	<b>White, Gregory (5605)</b>	Screening, Reviewed	
	Lansing, MI, US	<b>Status</b> Phase 2 out of 5	
	Connect UAT Document Upload Test.docx		
	Prescreening score: 0 out of 1		

7. From the **Details** tab, click the arrows to expand or collapse the content sections to review the applicant details



8. In addition to the applicant Details, click the other tabs to view the current information specific to each tab

**End of Procedure**

