Search Committee Member

Reviewing Applicants On-Line Recruitment & Applicant Tracking System <http://employment.stlawu.edu/hr>

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**Log in with your username (first initial and last name) and same for initial password**

You will be prompted to change your password after your first login attempt.

*Note: If you have multiple views in the system (Hiring Manager, Search Committee Member, Search Chair) make sure you are logged in as Search Committee Member.*



1. On the menu bar at the top of the page select the postings tab and then faculty, staff or adjunct/temp, based on the type of search being conducted.



1. Located on the same line as the posting number, go to the blue “Actions” drop-down menu and select “View Applicants.”



1. On the same line as the applicant's name, go to the blue “Actions” drop-down menu and select “View Application.”



1. Once you have reviewed that application, select “Applicant Review” from the menu at the top of the page to return to the full list of applicants.

