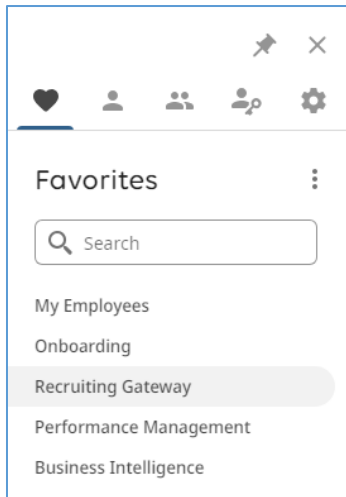


RECRUITING GATEWAY

How to View Applicants in the Employee Portal

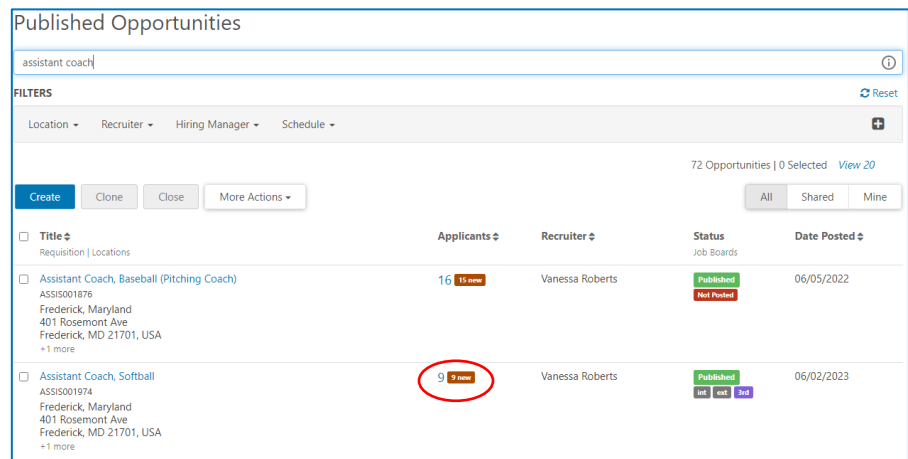
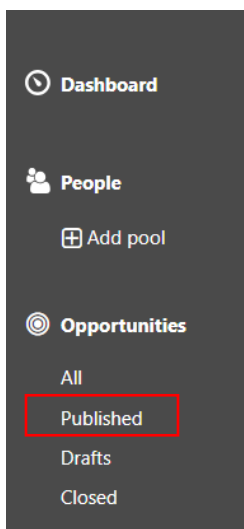
If you are a hiring manager or a member of a selection/search committee, you should be able to follow these instructions to view applicants in the Recruiting Gateway. Contact Vanessa Roberts, Senior Employment Coordinator, if you need access.

1. Log into the employee portal, and select Recruiting Gateway from the menu on the left of your screen.



2. In the Recruiting Gateway, select Opportunities > Published. Find your job posting by entering the job title or some key words in the title in the Search field.

Click on the number of applicants that applied and a list will appear.



A screenshot of the "Published Opportunities" page. The search field contains "assistant coach". The table below shows two job postings with their respective applicant counts and status.

Title	Applicants	Recruiter	Status	Date Posted
Assistant Coach, Baseball (Pitching Coach) ASSIS001876 Frederick, Maryland 401 Rosemont Ave Frederick, MD 21701, USA +1 more	16 15 new	Vanessa Roberts	Published Not Posted	06/05/2022
Assistant Coach, Softball ASSIS001974 Frederick, Maryland 401 Rosemont Ave Frederick, MD 21701, USA +1 more	9 8 new	Vanessa Roberts	Published int ext int	06/02/2023

- To search for a particular applicant, you can enter a name in the search box at the top of the page. **Note:** the following screenshot shows a partial list of applicants for the position, and names are redacted for privacy.

Assistant Coach, Softball

STUDENT SERVICES | ATHLETICS | PRESIDENT OFFICE
 Posted 06/02/2023 | ASSIS001974 | Frederick, Maryland | Frederick, MD 21701, USA + 1 more

Search...

Step ▾ Candidate Type ▾ Applied By ▾ Applied Date ▾ Source ▾

Reset + Save Filter Saved Filters ▾

9 Applicants | 0 Selected [View 20](#)

Disposition Decline More Actions ▾

<input type="checkbox"/>	Applicant Name ↕ Location	Step	Days In Step ↕	Applied Date ▾ Applied by Source	Rank ↕	Actions
<input type="checkbox"/>	Lewis	Apply	0	Yesterday Candidate Employee Referral	1-9999	...
<input type="checkbox"/>	Duhe	Apply	5	06/08/2023 Candidate	1-9999	...
<input type="checkbox"/>	Kasaback	Apply	5	06/08/2023 Candidate	1-9999	...
<input type="checkbox"/>	: Siegel	Apply	6	06/08/2023 Candidate	1-9999	...

- To view an applicant's documents, click on the applicant's name. At the top of the page you have tabs labeled Presence, Applications, and Notes. Select **Applications**.
- Information about an applicant and their documents are available. Scroll to the bottom of the page for documents. Uploaded documents from the applicant will be listed. Click on a document link to see the information.