

Guest User Instructions for Viewing Applications in the Applicant Tracking System (ATS)

- Go to the Applicant Tracking System at www.jobs.linnbenton.edu/hr
- Log in as Guest User with the username and password given for this posting. Call HR if you don't have the username and password. This login is confidential; do not share it with anyone not on the search committee.
- You will see the posting title.
- Click the **Applicants** link. The applications you see have been pre-screened for minimum qualifications. Applications which do not meet minimums will not appear.

View Applications One at a Time

- Click the applicant's name to view the Application. Additional documents such as Resume, etc. are located below the Application. Scroll down to open them. To view a document, click the document name. Use the Back arrow to go back to the previous screen. If you click the X at the top right of the screen you will be logged out of the system and will need to log back in.
- To return to the Applicant list, use the back arrow on your browser, or click **Applicant Review** on the "breadcrumb".

View Multiple Applicants/Documents at Once

- ✓ the Name box above the Applicant list to select all Applicants.
- Locate the **Actions** button above the Applicant list and hover your mouse over it, then select **Download Applications as PDFs**.
- When you see the screen "*Select the documents type(s) to use*", select Application and All Documents, or you may choose only certain documents, such as Resumes. Click **Submit**.
- The system will generate one file with all materials you have requested. Please do not close the window while the system performs this task.
- To return to the posting, use the Back arrow. To close the posting and applications, click the **X** at the top right of the screen.

Please save paper and protect the confidentiality of applicants by not printing application materials.

Application Rating Notes

- You will review applications using the screening criteria developed for the position. You may prefer to write notes or use a rating grid.
- Your notes or grid should show how each applicant meets or does not meet preferred qualifications (directly related experience, educational preparation, training, etc.) to merit further consideration.
- At the conclusion of the selection process, please give all your rating notes and grids to the search committee chair.

Questions? Just call HR at ext. 4422 or 4431.