Review a Faculty Applicant

Learn how to navigate to and review applicants in iCIMS.
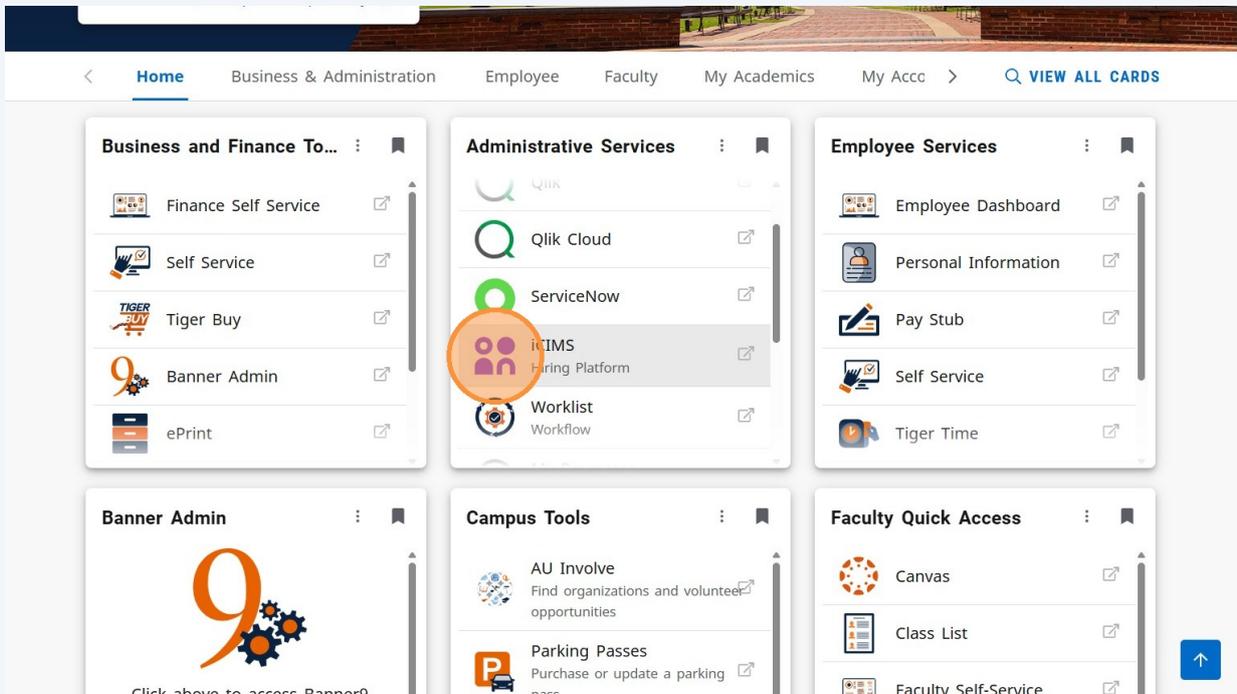
1   Navigate to **https://www.auburn.edu/**
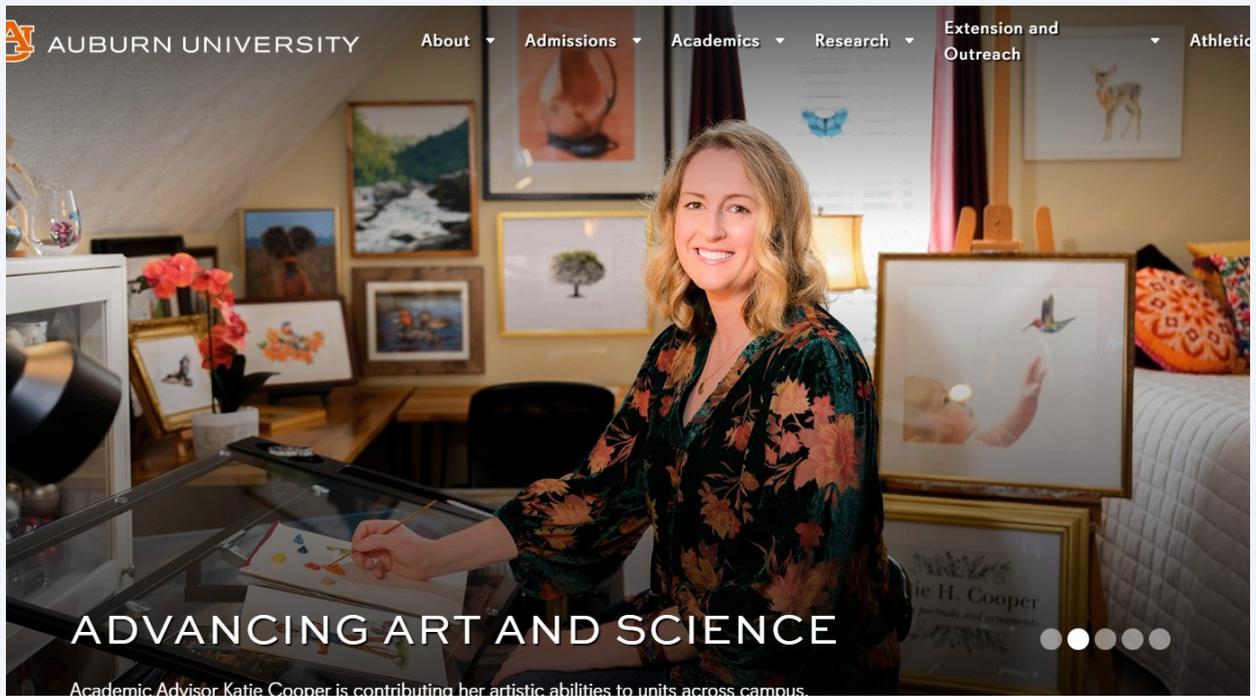
2 Click "AU Access"
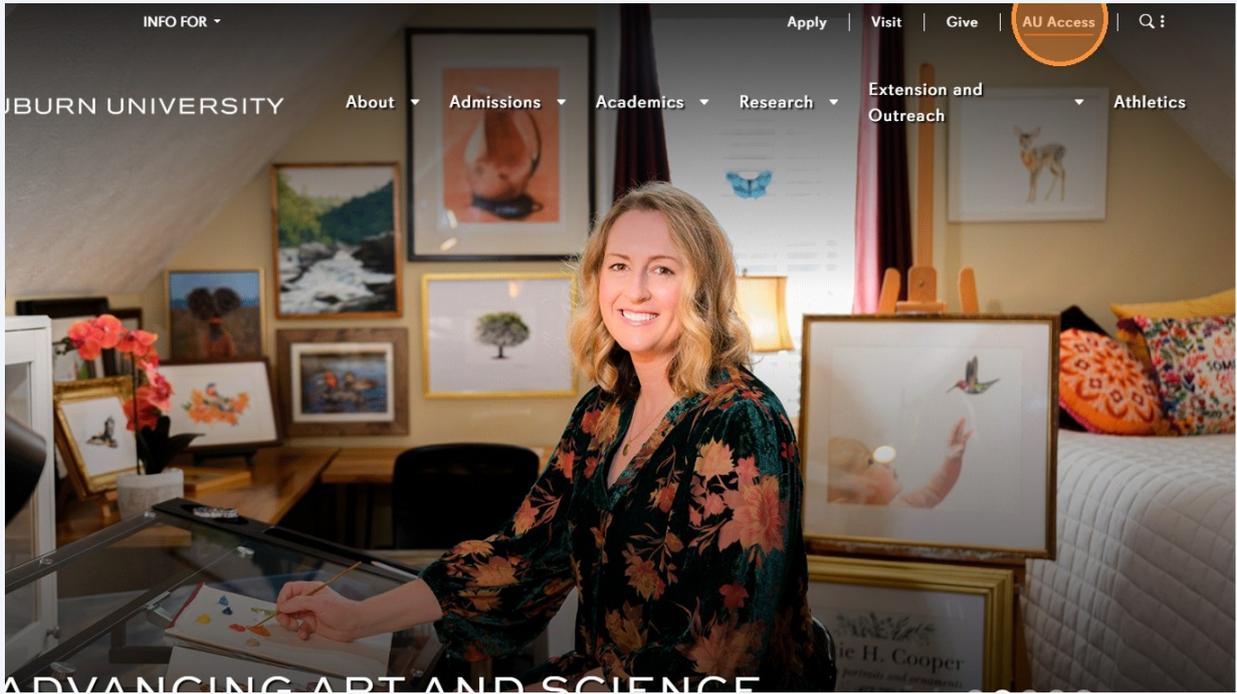
3 Click this iCIMS Hiring Platform icon.

4   Select the Job from your Dashboard or Quick Search menu (shown below).

5   Click "Candidates"

6 The "Status" column will list the status of each applicant that has applied for this job.

7 Click the name of the applicant.

8 The applicant's CV will display.

9 Scroll down to see the applicant's answers to the "Screening Questions".

10 Click the "Profile" tab to see any additional documents the applicant uploaded during the apply process.

11 Click the "Screen" tab and the Assessments section to see Reference Check Information (if available).

12 Click the "Person Attachments" tab to upload any documents to the applicant's profile. These documents may include official transcripts, degree authentication, etc.

13 You may move to the previous or next applicant's materials using the tab at the bottom of the Overview tab.

14 Click "Reject" to remove an applicant from consideration. You will be prompted to select a reason from a dropdown list.

15 Click "Advance" to move an applicant forward in the recruitment workflow.