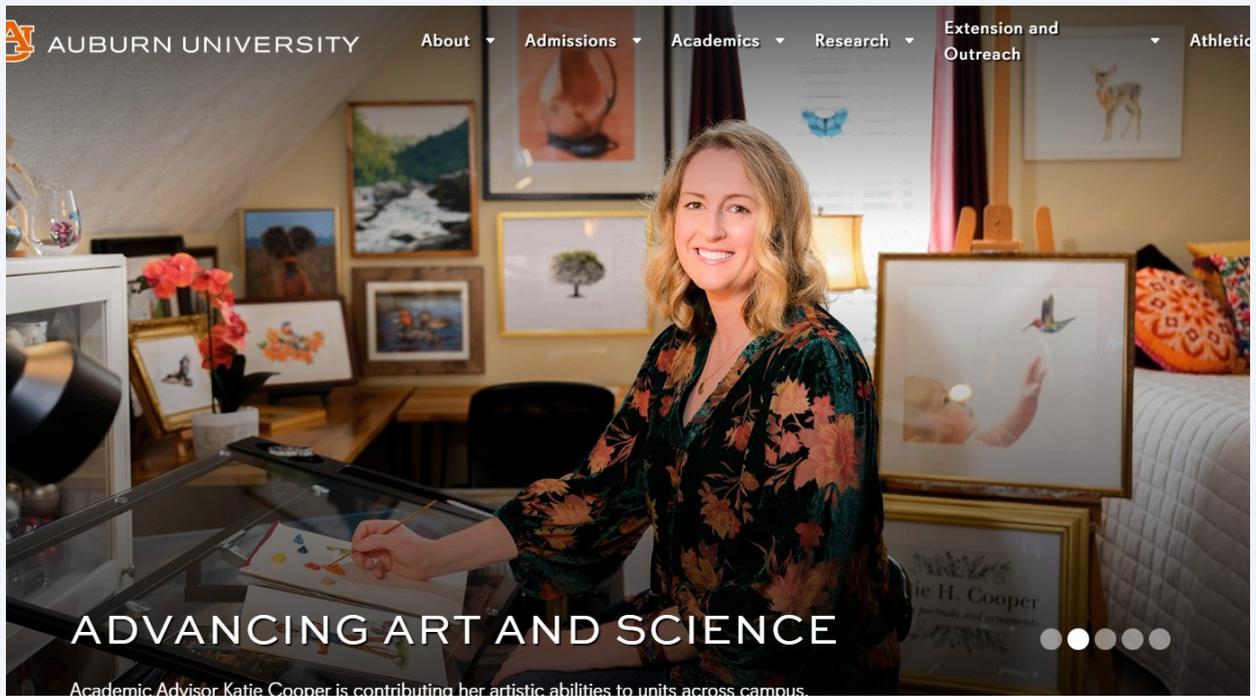


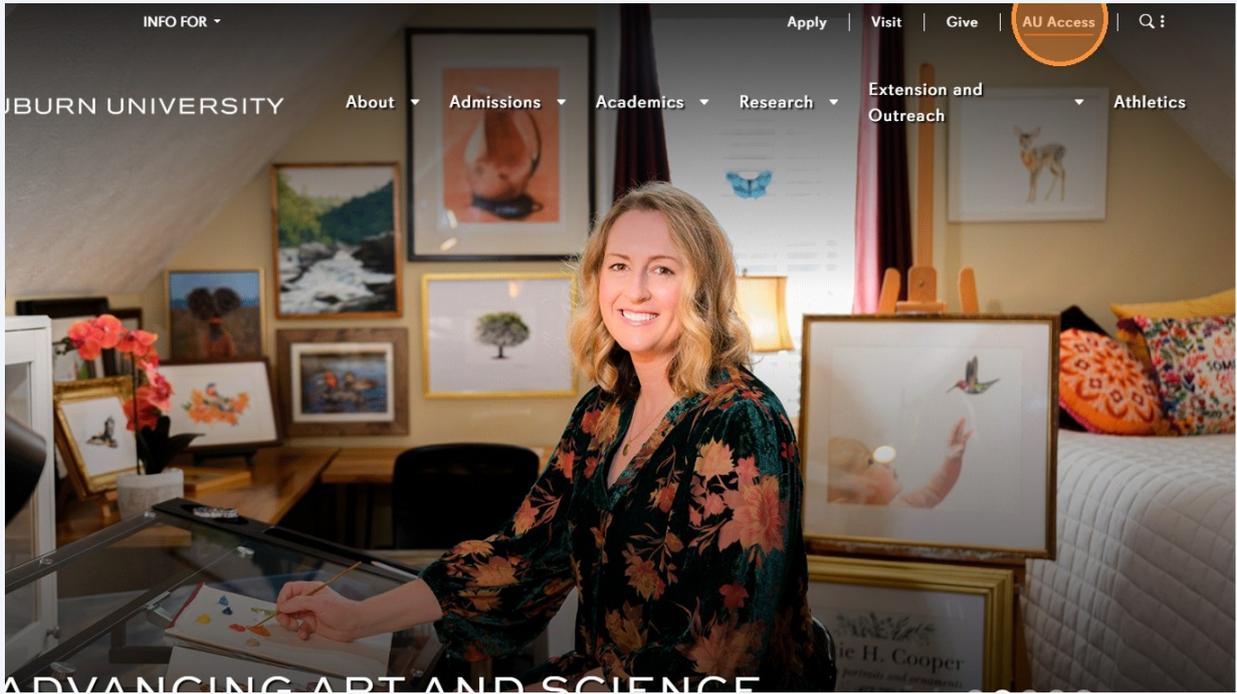
Review a Faculty Applicant

Learn how to navigate to and review applicants in iCIMS.

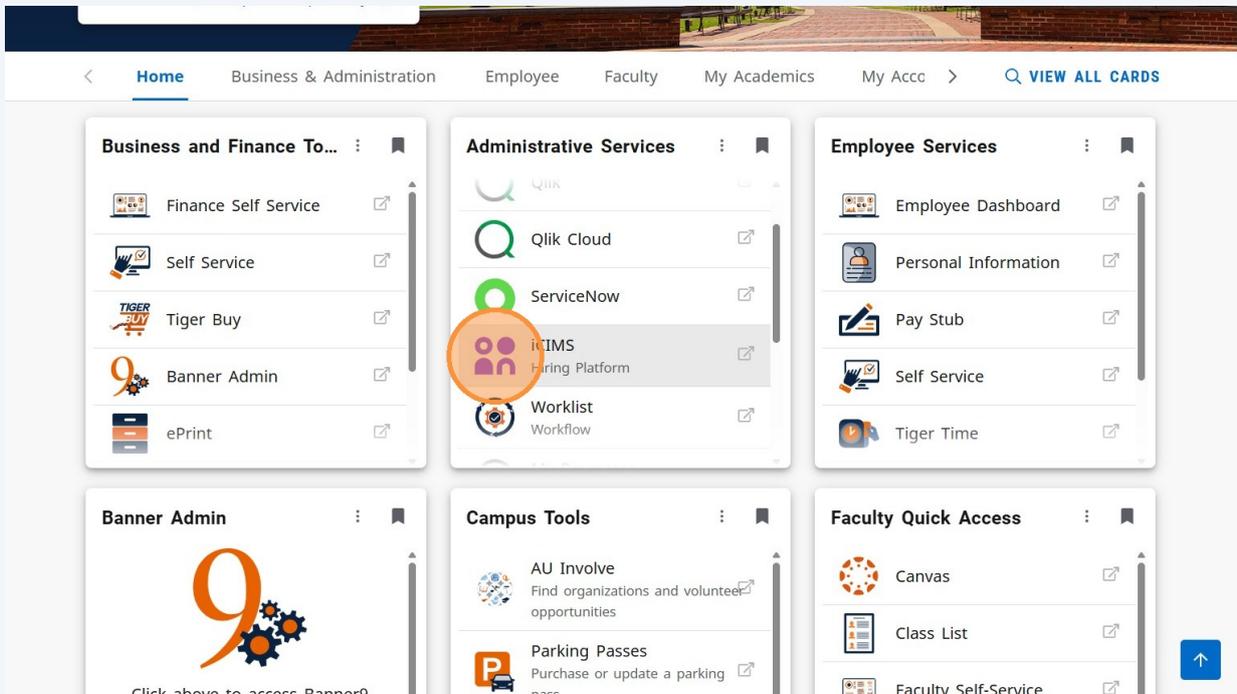
1 Navigate to <https://www.auburn.edu/>



2 Click "AU Access"



3 Click this iCIMS Hiring Platform icon.



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

The screenshot shows the iCIMS dashboard with a search bar at the top right containing 'Job 7651'. A dropdown menu is open, showing a search result for 'Student IT Consultant 2026-7651', which is highlighted with an orange circle. The main dashboard area displays 'Faculty Candidates by Recruiting Status' with a total of 21 candidates. The status categories and their counts are as follows:

Recruiting Status	Count
Advisory Committee Review	21
Research Security Approved	0
Interview Scheduled	0
Selected for Hire	0
Provost Office Approved	0
EOC Reviewed	0
Contingent Offer	0
Pending Contingencies	0
Contingencies Verified	0
Offer Extended	0
Onboarding Assigned	0
Records Final Review	0
Hired	0
Records Initial Review	0

On the right side, there are two summary sections: 'Needs Attention' and 'My Audit Items'. 'Needs Attention' shows 0 counts for: New Candidates, Faculty Offer Approval Period, Acknowledged Offers, New Hires Starting This Week, and Jobs Pending My Approval. 'My Audit Items' shows 0 counts for: Jobs Pending Approval 7+ Days and Candidates in Same.

5 Click "Candidates"

The screenshot shows the iCIMS job details page for 'Student IT Consultant' (Job # 2026-7651). The 'Candidates' tab is selected and highlighted with an orange circle. The page displays various metrics and sections:

- Job Status Metrics:** Initial Review (0), Screening (0), Interview (0), Offer (1), Hired (0), Withdraw (0), Rejected (1).
- Job Approvals:** Job Approved (checked), Approved on 3/2/2026, Approved on 3/3/2026.
- Job Posting:** Auburn Students (External), Auburn Confidential (External), MANAGE POSTINGS.
- Job Details:** Open: 5, Filled: 0, USD \$12.75 - USD \$12.75 Hr., # DAYS SINCE FIRST APPROVED: 4, NEW CANDIDATES W/IN 24 HRS.: 0, TOP SOURCE: [Blank], VIEW JOB DETAILS.
- Candidates Needing Action:** A list of candidates with their time remaining: 19 Hours, 2 Days, 2 Days, 1 Day.
- Performance:** Total Days Open: 2, Total Applications: 6, Applications/Day: 3.
- Top Sources:** (Section header visible).

6

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

The screenshot shows the iCIMS interface for the job 'Student IT Consultant'. The table lists 6 candidates. The 'Status' column is highlighted with an orange circle. The table has columns for Name, Status, Reference Status, Time Since Action, and Time Since Application. The candidates listed are:

Name	Status	Reference Status	Time Since Action	Time Since Application
Hidden (37645)	Hidden (37645)		2 days ago	2 days ago
Offer Extended	Offer Extended		19 hours ago	2 days ago
System Disqualified	System Disqualified		2 days ago	2 days ago
Hidden (37645)	Hidden (37645)		2 days ago	2 days ago
Hidden (37645)	Hidden (37645)		1 day ago	1 day ago
Hidden (37645)	Hidden (37645)		1 day ago	1 day ago

7

Click the name of the applicant.

The screenshot shows the iCIMS interface for the job 'Student IT Consultant'. The table lists 6 candidates. The name 'Birdie Wine' in the 'Name' column is highlighted with an orange circle. The table has columns for Name, Status, Reference Status, Time Since Action, and Time Since Application. The candidates listed are:

Name	Status	Reference Status	Time Since Action	Time Since Application
Hidden (37645)	Hidden (37645)		2 days ago	2 days ago
Birdie Wine	Offer Extended		19 hours ago	2 days ago
System Disqualified	System Disqualified		2 days ago	2 days ago
Hidden (37645)	Hidden (37645)		2 days ago	2 days ago
Hidden (37645)	Hidden (37645)		1 day ago	1 day ago
Hidden (37645)	Hidden (37645)		1 day ago	1 day ago

8 The applicant's CV will display.

The screenshot shows the iCIMS interface for a job application. The top navigation bar includes 'icims', 'Create', 'Search', 'Library', and 'Other'. The job details are for 'Birdie Wing' (Candidate ID: 18742, Job ID: 2026-7651) at Auburn University, Alabama US. The applicant is a 'Student IT Consultant'. The main content area is titled 'Experience' and shows a resume upload from 3/3/2026. A red circle highlights the 'RESUME' button. Below the resume upload, there is a caution message: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.' The resume content is blurred. The left sidebar shows 'RECENT EMPLOYMENT' with three entries: 'EMPLOYMENT SPECIALIST III' at Auburn University (Jan 2019 - Current), 'ASSISTANT TO ASSOCIATE' at Troy University (Jan 2017 - Jan 2019), and 'EMPLOYMENT SPECIALIST' at Troy University (Jan 2012 - Jan 2017). The bottom of the page shows 'Job | All Candidates | Application' and a pagination bar with '2 of 6' and 'INCLUDE' buttons.

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

The screenshot shows the iCIMS interface for the same job application, but scrolled down to the 'Screening Questions' section. A red circle highlights the 'Screening Questions' title. The questions and answers are as follows:

- *Please select the answer that best describes your current employment relationship with Auburn University or Auburn University Montgomery.
Have never been an Auburn or AUM employee
- *Are you currently an enrolled student at Auburn University?
Yes
- *I have read the minimum qualifications for this posting and understand/agree to these requirements.
Yes
- If previously employed, under what name did you work?
No answer given
- Do you have any family members who are currently employed by Auburn University or Auburn University Montgomery?
No
- If yes, please list relative's name, position, and department.
No answer given
- Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
No
- Are you currently legally authorized to work in the United States?
Yes
- Will you now or in the future require sponsorship for employment visa status (e.g. H-1B1 status)?
No

The bottom of the page shows 'Job | All Candidates | Application' and a pagination bar with '2 of 6' and 'INCLUDE' buttons.

10

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

The screenshot shows the icims application profile page for a candidate named Birdie Wing. The 'Profile' tab is highlighted with an orange circle. The page displays the following information:

- CONTACT:** baldeagle@mailinator.com, (334) 844-1613, AUBURN, Alabama US
- DISTANCE FROM JOB:** 2-5 mi
- OTHER SUBMISSIONS:** 0
- SOURCE:** [Blank]
- RECENT EMPLOYMENT:**
 - EMPLOYMENT SPECIALIST III** at Auburn University (January, 2019 - Current)
 - ASSISTANT TO ASSOCIATE** at Troy University (January, 2017 - January, 2019)
 - EMPLOYMENT SPECIALIST** at Troy University (January, 2012 - January, 2017)
- EDUCATION:** (Section header visible)

The **Application** section shows the status: Pre-Employment Processing / Offer Extended, with a 'Hired' status and date of March 2026. The **Experience** section shows a resume upload from 3/3/2026 with the filename '18742_Birdie_Wing_5765_202603031350_Resume.pdf'. A caution note states: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.'

11

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

The screenshot shows the icims application profile page for a candidate named Birdie Wing. The 'Screen' tab is highlighted with an orange circle. The page displays the following information:

- Profile:**
 - General Information:** Availability: M-F
 - Source Information:** Source Channel (Profile): Careers; Source Device (Profile): Desktop; Source Portal (Profile): Auburn Students (External)
 - Education:** School: Troy University; Did You Graduate?: Yes
 - Professional Experience:** Employer: Auburn University; Title: EMPLOYMENT SPECIALIST III; Start Date: 1/1/2019

12

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

The screenshot shows the icims application profile page for Birdie Wing. The top navigation bar includes 'Create', 'Search', 'Library', and 'Other'. The job details are 'Job 7651' at 'AUBURN, Alabama US'. The candidate is 'Student IT Consultant' with ID '2026-7651'. The 'Person Attachments' tab is highlighted with an orange circle. Below the navigation tabs, there is a section for 'ASSESSMENTS' with the message 'No data exists.' and update/creation timestamps. At the bottom, there is a pagination control showing '2 of 6' and buttons for 'INCLUDE', '0 INCLUDED', and 'BULK ACTIONS'.

13

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

The screenshot shows the icims application profile page for Birdie Wing, with the 'Overview' tab selected. The page displays a 'No' response to the question 'Have you ever been discharged or forced to resign from employment?'. Below this, there is a 'Tags' section with an 'Add tag' input field. At the bottom, there is a pagination control showing '2 of 6' and buttons for 'INCLUDE', '0 INCLUDED', and 'BULK ACTIONS'. The navigation arrows at the bottom are highlighted with an orange circle.

14

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

The screenshot shows the icims application page for a candidate named Birdie Wing. The page includes a navigation bar with 'Create', 'Search', 'Library', and 'Other' options. The candidate's contact information is listed as baldeagle@mailinator.com, (334) 844-1613, and Auburn University, Alabama US. The application status is 'Offer Extended' and the date is 'March 2026'. The 'Experience' section shows a resume titled '18742_Birdie_Wing_5765_202603031350_Resume.pdf' dated 3/3/2026. A 'REJECT' button is highlighted with an orange circle, and an 'ADVANCE' button is also visible. The bottom of the page shows '2 of 6' candidates and '0 INCLUDED'.

15

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

The screenshot shows the same icims application page as above, but with the 'ADVANCE' button highlighted with an orange circle. The 'REJECT' button is now greyed out. The rest of the page content, including the candidate's contact information, application status, and experience section, remains the same. The bottom of the page shows '2 of 6' candidates and '0 INCLUDED'.