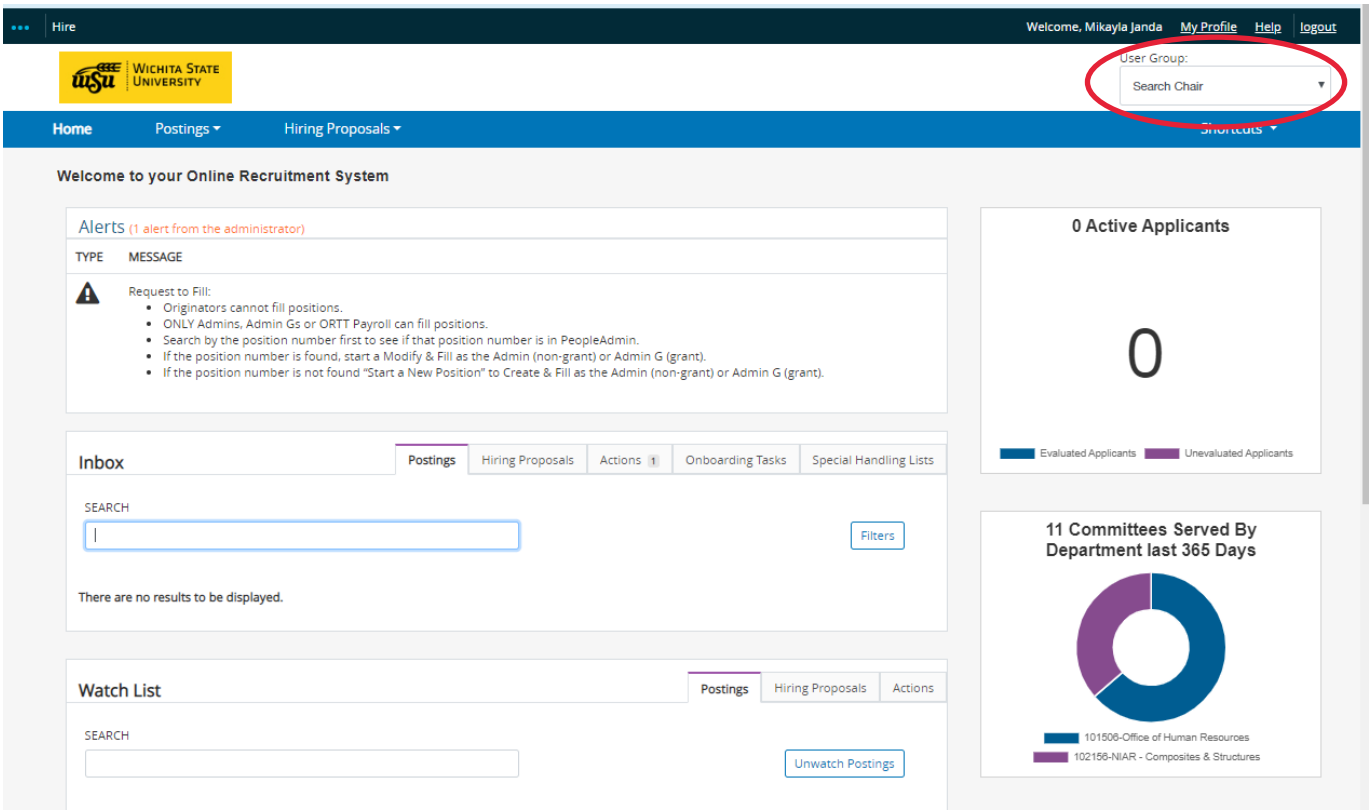
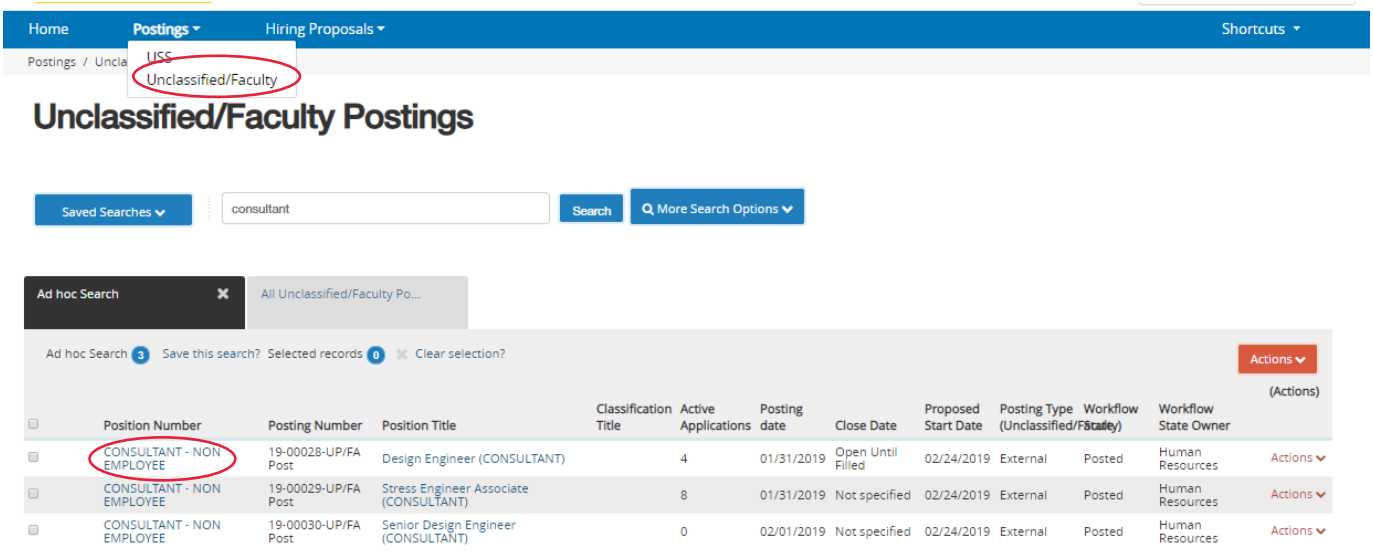
How to Access Applications Quick Guide

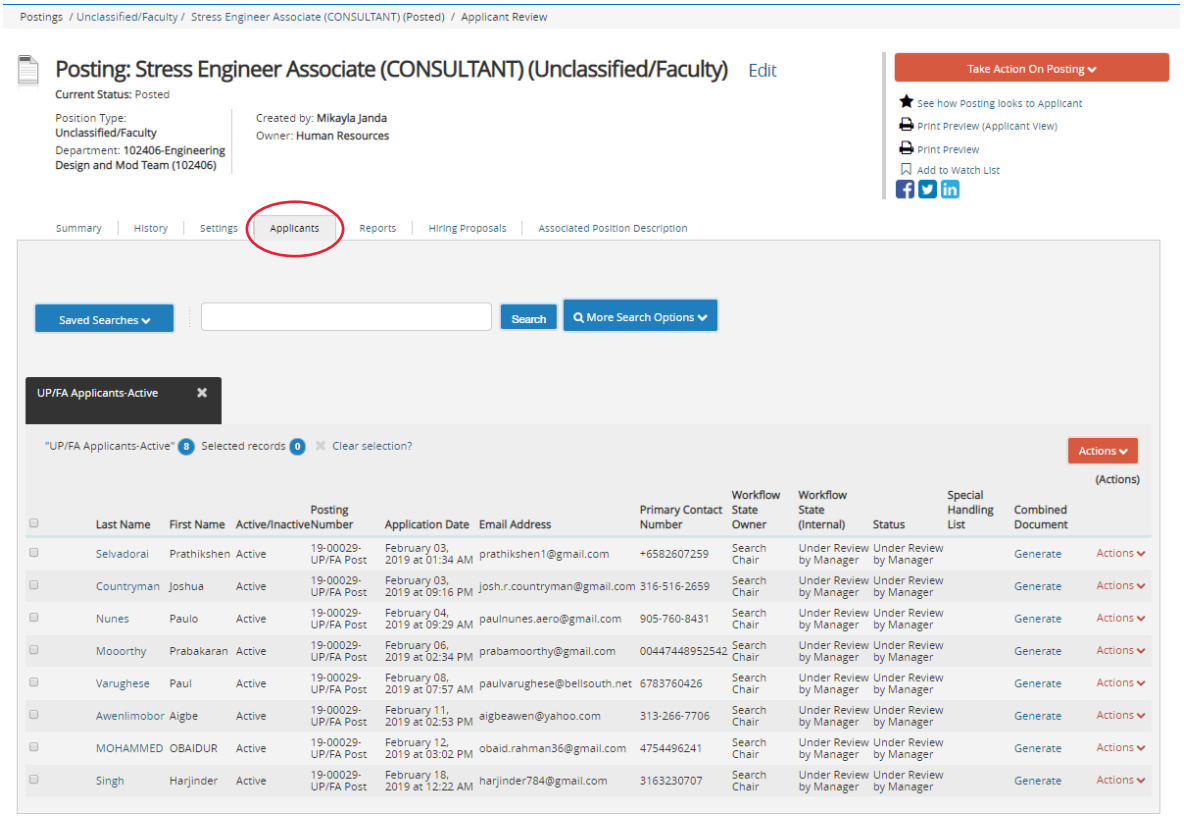
1- In the Hire (blue) mode of PeopleAdmin, choose the "Search Chair" user group.



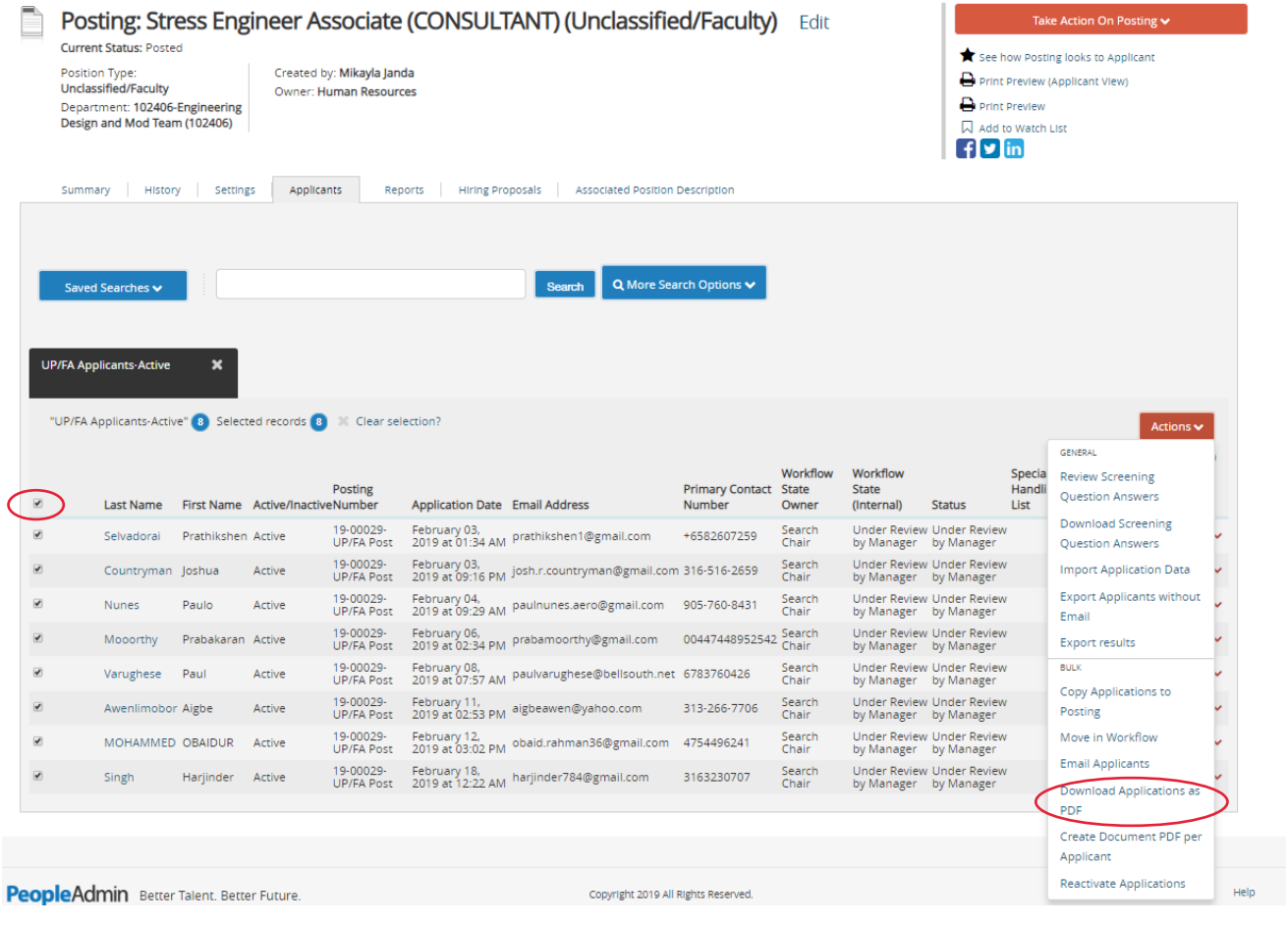
2- Click on posting and choose "Unclassified/Faculty," type the position number, and click on the posting.



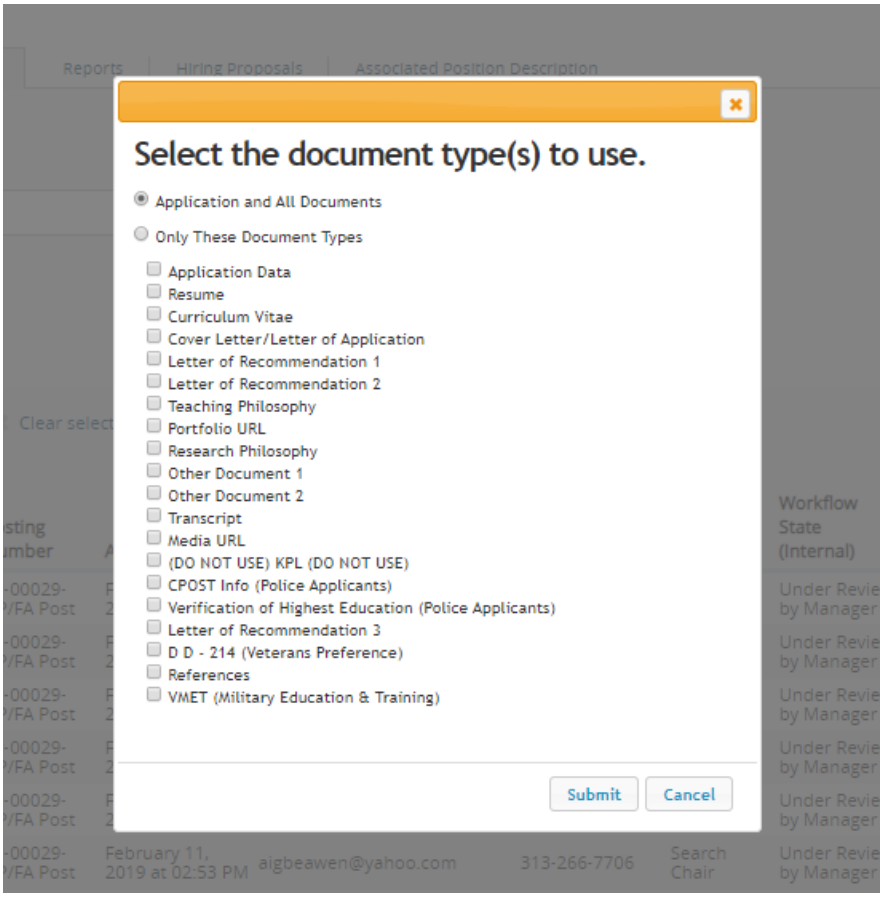
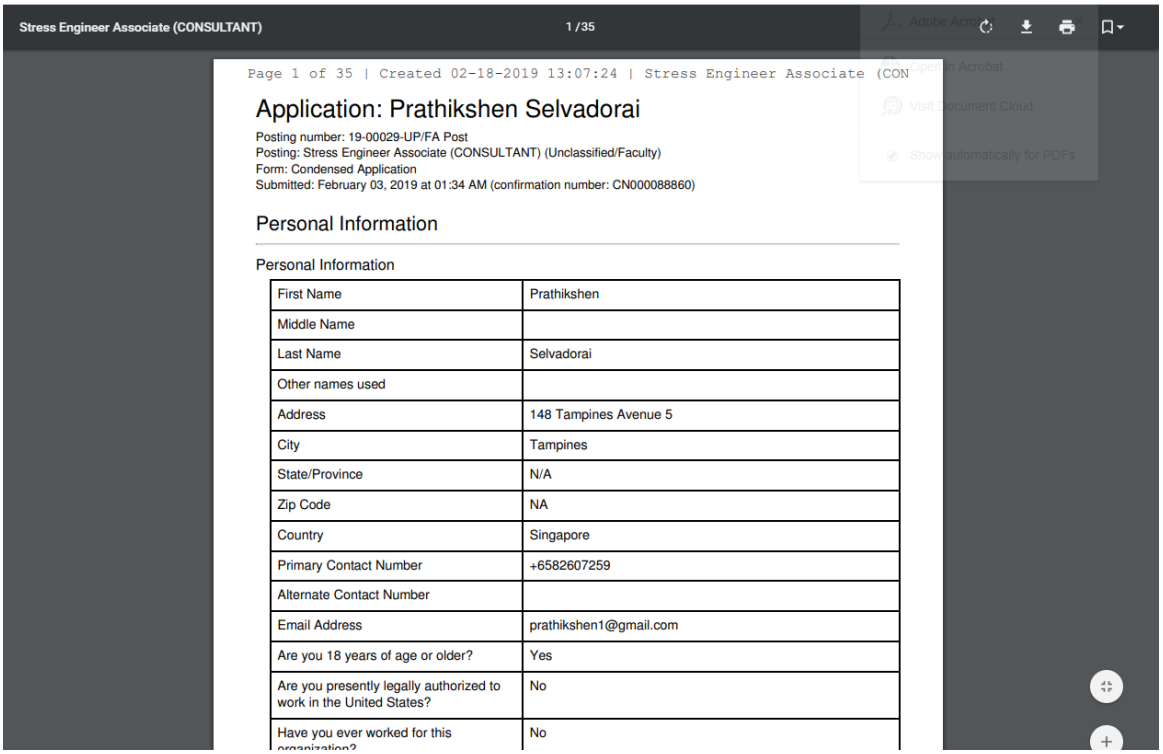
3- Click on Applicants tab



4- Click the check all box on the left and choose the "Download applications as PDF" option under the actions menu.



5 - Choose which documents you want to export.



6- Application comes up in PDF format for saving/printing (repeat for other applicants)