Quick Steps – Viewing Inbox

1. Select APPLICANT TRACKING or POSITION MANAGEMENT from the drop down (upper right corner).
2. Click Inbox (top right of the screen).
3. Click Actions tab.
4. If you have actions, on the row of the desired record, click Actions and then View .
5. After you validate the fields, click Take Action or Take Action On Hiring Proposal and select the appropriate workflow status.

Note: Actions will varying based on the Position/Posting status and the workflow status.

Quick Steps – Viewing Watch List

1. Select APPLICANT TRACKING or POSITION MANAGEMENT from the drop down (upper right corner).
2. Click Watch List (top right of the screen). A list of Postings, Hiring Proposals and Positions you have checked to watch will be displayed.
3. If you have actions, on the row of the desired record, click Actions (to the left) .
   a. For Postings: select to View Posting or Stop Watching Posting.
   b. For Positions: select to Show Position Status or Unwatch Position Status,
4. If you select to Show or View, you can then validate the fields, click Take Action and select the desired workflow action.

***Note**: If your Position/Posting is no longer in your Watch list because of the workflow status, you can still search using the* Postings *or* Position Descriptions *from the menu bar.*