Viewing and Managing Applications
Part 1
From your Dashboard, click on the three lines in the upper left corner.

On the drop down menu, under the blue Requisitions header, select **Manage requisitions**.
From the **Manage requisitions** screen you can see all the requisitions to which you are assigned.

Click on the **classification title** of the requisition you want to review.

Please note, the classification title is in **blue**.
To view the applications associated with this requisition, click on the blue **View applications** tab in the upper right corner.
Once you have the applicant list you can sort by any of the **blue** headers across the top. Click each header to sort.

In the bottom left corner of your applicant list, you may notice a hammer icon. If you click on the hammer icon, a box will appear similar to that at the right. This box allows you to manage the headers on the top of your applicant list.

To view an applicant’s resume and application, click on the icon on the right side of screen that looks like two grey sheets of paper. The application will be listed first followed by the resume.
You may notice flags by your applicant. Below are descriptions of each flag.

- The purple smiley face means this applicant selected they were a previous UA employee.

- The yellow smiley face means this applicant selected they are a current UA employee.

- The world icon means this applicant may require international sponsorship.

- The white question mark in the blue circle means this applicant is a previous employee. You will need to contact your HR Partner to review previous employment evaluations during the reference check process.

- The blue car means that this employee answered one of the MVR questions in a way that may make them ineligible to drive a University vehicle.
For more information please contact your HR Recruiter.