Classified
Comparing/Dispositioning Multiple Applicants at Once
1. Go to http://go.uth.edu/recruit and log in by using your UTHealth username and password.

2. Once logged in, select the “Recruiting” option listed on the Welcome page.
3. Click “View Requisitions” and your open requisitions will appear.

4. Click on the title of the requisition you are searching for in order to view the candidates you need to review.
5. Once the requisition opens, click on the blue number next to the words “Candidates for this requisition:” which will allow you to see a list of all the candidates for your review.

6. To compare multiple applicants at one time, click on the check box to the left of the applicant’s name. (To compare all current applicants for the requisition at once, click the check box at the top of the column.) Once the applicants you want to review have been selected, go to “More Actions” and select “Compare.”
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7. After clicking on “Compare” candidates, you are brought to the comparison screen. Here we can see each candidate, their current Step/Status, as well as all their information. To view each candidate’s application information, click on the arrow to the left of the section you wish to view.
8. After you compare the candidates, you have two options. You can choose to change everyone’s Step/Status at the same time by clicking on “More Actions” above the candidates’ names, and then clicking “Change Step/Status.”

The other option is to disposition each candidate individually by clicking on the arrow to the left of the pushpin icon, and then clicking “Change Step/Status.”
9. To return to the list of applicants after comparing and dispositioning your selected applicants, click on the up arrow in the top right corner of the page.