Classified
Managing Applicants
1. Go to [http://go.uth.edu/recruit](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.

From here, you can see all the candidates for your review. Click on an applicant’s name to see their application information.
6. After you click on an applicant to view their profile, click on the “Job Submission” tab to view the candidates Personal Information, Experience & Credentials, etc.

7. After reviewing the candidates, change their “Step/Status” by click on “More Actions” and then “Change Step/status...”
8. When changing “Step/status…” you have the option of dispositioning the candidate to “Hiring Manager Interview,” “Salary Guidance Requested,” and more. After you select the correct status associated with the candidate, click “Save and Close.”

If you would like to move forward with a specific candidate, select “Salary Guidance Requested*” and the recruiter associated with the job requisition will be automatically notified to create a salary guidance. Click “Save and Close.”

This is also the same way you can disposition your candidates if they decline an interview or if you reject them after reviewing their application. Either click on “Rejected after review” or “Candidate declined.” Click “Save and Close” in the bottom right hand corner once you are finished.