1. Login to the Administrator side of **HireTouch**, click on the Jobs tab.

2. You can click on the All Jobs drop down listing to only display AP or Faculty Jobs if you would like and then select the job that you would like to view applicants by clicking on the job title.
Search Committee View

3. Select Candidates from the menu.
Search Committee View

4. You can select each name to view the candidate’s uploaded documents.

5. Under documents will list all documents that the candidate completed or uploaded. At this time, please do not use the notes section. Click the button below to expand the document section if it is not already visible.
6. To get back to the list of applicants, use the browser back arrow.