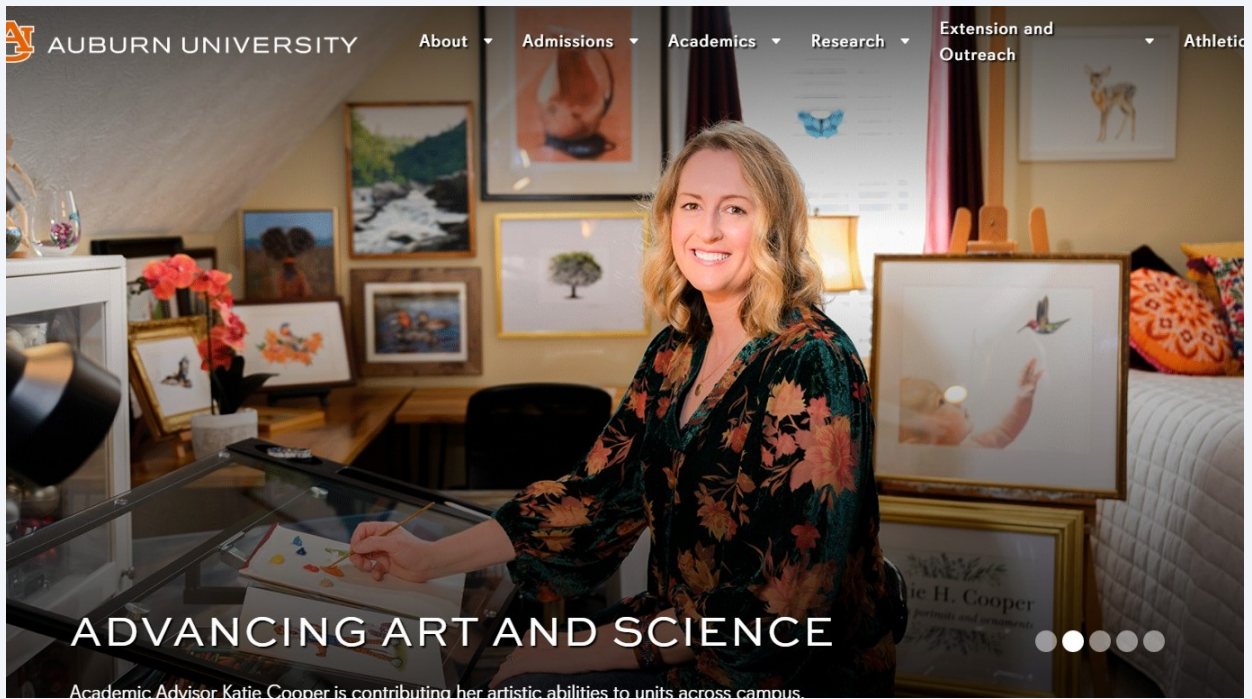


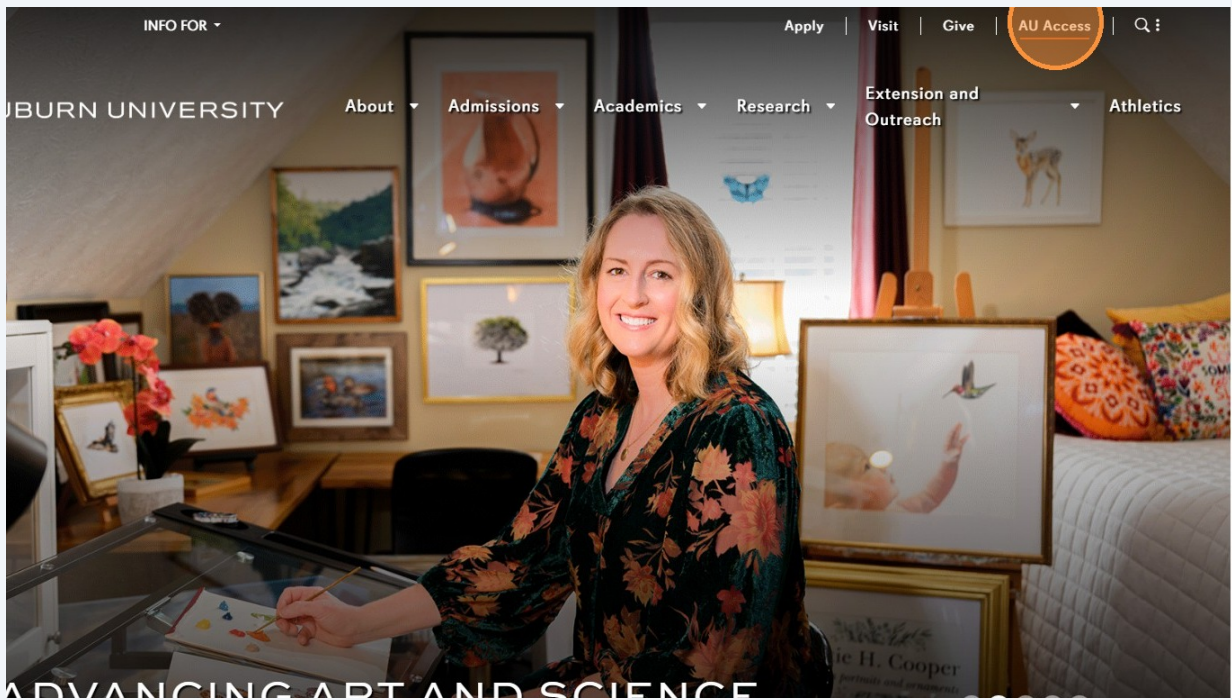
Review a Faculty Applicant

Learn how to navigate to and review applicants in iCIMS.

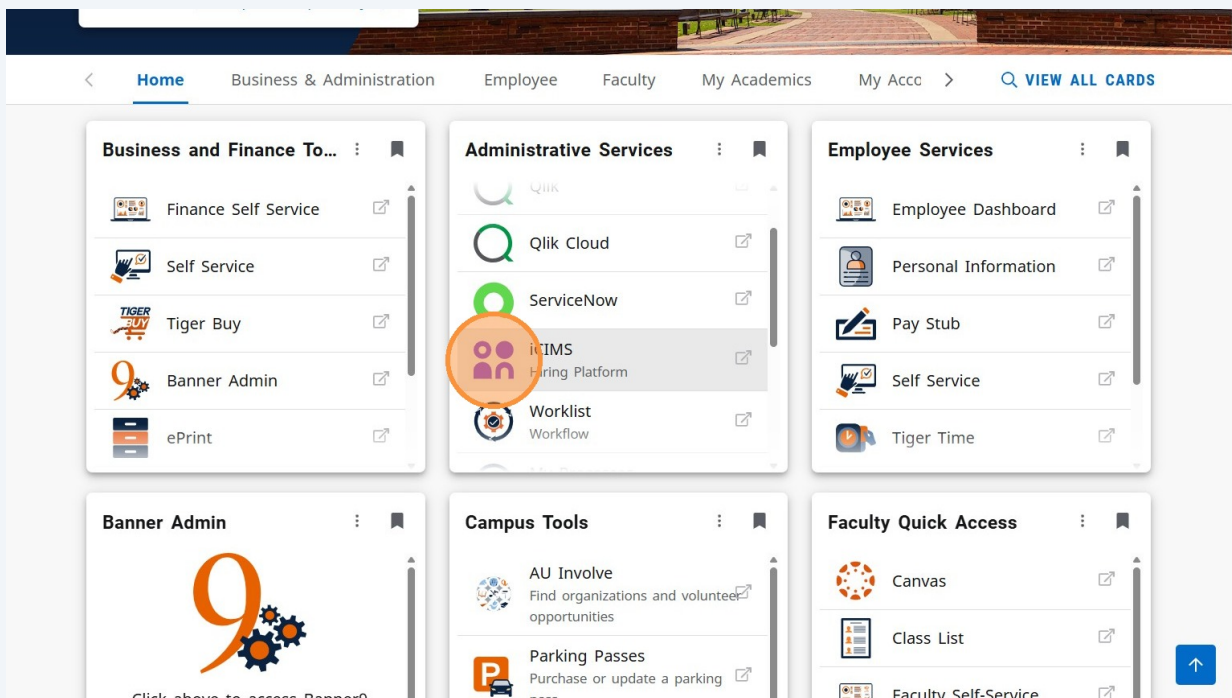
1 Navigate to <https://www.auburn.edu/>



2 Click "AU Access"



3 Click this iCIMS Hiring Platform icon.



4 Select the Job from your Dashboard or Quick Search menu (shown below).

The screenshot shows the ICIMS dashboard for job 7651. The main section is titled 'Faculty Candidates by Recruiting Status' and displays a list of 21 candidates across various stages: Advisory Committee Review (21), Research Security Approved (0), Interview Scheduled (0), Selected for Hire (0), Provost Office Approved (0), EOC Reviewed (0), Contingent Offer (0), Pending Contingencies (0), Contingencies Verified (0), Offer Extended (0), Onboarding Assigned (0), Records Final Review (0), Hired (0), and Records Initial Review (0). A dropdown menu is open, showing 'View Results (Showing all 1 below)' and 'Student IT Consultant | 2026-7651' highlighted. The right sidebar contains 'Needs Attention' and 'My Audit Items' sections.

5 Click "Candidates"

The screenshot shows the ICIMS job details page for 'Student IT Consultant' (Job # 2026-7651). The 'Candidates' tab is highlighted in an orange circle. The page displays various metrics: Initial Review (0), Screening (0), Interview (0), Offer (1), Hired (0), Withdraw (0), and Rejected (1). The 'Job Approvals' section shows three approvals, with the first one approved on 3/2/2026 and the second on 3/3/2026. The 'Job Posting' section shows 'Auburn Students (External)' and 'Auburn Confidential (External)' sources. The 'Candidates Needing Action' section shows a list of candidates with their respective time remaining: 19 Hours, 2 Days, 2 Days, and 1 Day. The 'Job Details' section shows a salary range of USD \$12.75 - USD \$12.75 Hr. and a 'Performance' section with Total Days Open (2), Total Applications (6), and Applications/Day (3).

6

The "Status" column will list the status of each applicant that has applied for this job.

The screenshot shows the iCIMS interface for the job 'Student IT Consultant'. The table displays the following data:

	Name	Status	Reference Status	Time Since Action	Time Since Application				
<input type="checkbox"/>	[Redacted]	Hidden (37645)		2 days ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Offer Extended		19 hours ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	System Disqualified		2 days ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Hidden (37645)		2 days ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Hidden (37645)		1 day ago	1 day ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Hidden (37645)		1 day ago	1 day ago	?	?	3/3	⋮

7

Click the name of the applicant.

The screenshot shows the iCIMS interface for the job 'Student IT Consultant'. The table displays the following data:

	Name	Status	Reference Status	Time Since Action	Time Since Application				
<input type="checkbox"/>	[Redacted]	Hidden (37645)		2 days ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	Birdie Wine	Offer Extended		19 hours ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	System Disqualified		2 days ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Hidden (37645)		2 days ago	2 days ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Hidden (37645)		1 day ago	1 day ago	?	?	3/3	⋮
<input type="checkbox"/>	[Redacted]	Hidden (37645)		1 day ago	1 day ago	?	?	3/3	⋮

8 The applicant's CV will display.

The screenshot displays the iCIMS interface for a candidate named Birdie Wing. The page is titled "Pre-Employment Processing" and "Offer Extended" for the position of Student IT Consultant at Auburn University, Alabama US. The candidate's profile shows a distance of 2-5 miles from the job and no other submissions. The "Experience" section is highlighted, showing a resume titled "18742_Birdie_Wing_5765_202603031350_Resume.pdf" dated 3/3/2026. A caution message states: "Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe." The resume content is blurred. The left sidebar lists recent employment at Auburn University and Troy University, and education at Troy University. The bottom navigation bar shows "Job | All Candidates | Application" and "2 of 6" items.

9 Scroll down to see the applicant's answers to the "Screening Questions".

The screenshot displays the iCIMS interface for the same candidate, Birdie Wing, showing the "Screening Questions" section. The questions and answers are as follows:

- *Please select the answer that best describes your current employment relationship with Auburn University or Auburn University Montgomery.
Have never been an Auburn or AUM employee
- *Are you currently an enrolled student at Auburn University?
Yes
- *I have read the minimum qualifications for this posting and understand/agree to these requirements.
Yes
- If previously employed, under what name did you work?
No answer given
- Do you have any family members who are currently employed by Auburn University or Auburn University Montgomery?
No
- If yes, please list relative's name, position, and department.
No answer given
- Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
No
- Are you currently legally authorized to work in the United States?
Yes
- Will you now or in the future require sponsorship for employment visa status (e.g. H-1B1 status)?
No

The bottom navigation bar shows "Job | All Candidates | Application" and "2 of 6" items.

10

Click the "Profile" tab to see any additional documents the applicant uploaded during the apply process.

The screenshot shows the icims application profile for Birdie Wing. The 'Profile' tab is highlighted with an orange circle. The page displays the following information:

- CONTACT:** baldeagle@mailinator.com, (334) 844-1613, AUBURN, Alabama US
- DISTANCE FROM JOB:** 2-5 mi
- OTHER SUBMISSIONS:** 0
- SOURCE:** [Blank]
- RECENT EMPLOYMENT:**
 - EMPLOYMENT SPECIALIST III** at Auburn University (January, 2019 - Current)
 - ASSISTANT TO ASSOCIATE** at Troy University (January, 2017 - January, 2019)
 - EMPLOYMENT SPECIALIST** at Troy University (January, 2012 - January, 2017)
- EDUCATION:** (Section header visible)

The **Application** section shows a progress bar with stages: Initial Review, Screening, Interview, Offer, and Hired. The current status is 'Offer Extended'.

The **Experience** section shows a resume upload for '18742_Birdie_Wing_5765_202603031350_Resume.pdf' dated 3/3/2026. A caution message states: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.'

At the bottom, there is a navigation bar with 'Job | All Candidates | Application' and a filter bar showing '2 of 6' items, with an 'INCLUDE' button and '0 INCLUDED' items.

11

Click the "Screen" tab and the Assessments section to see Reference Check Information (if available).

The screenshot shows the icims application profile for Birdie Wing. The 'Screen' tab is highlighted with an orange circle. The page displays the following information:

- Profile:**
 - General Information:** Availability: M-F
 - Source Information:** Source Channel (Profile): Careers; Source Device (Profile): Desktop; Source Portal (Profile): Auburn Students (External)
 - Education:** School: Troy University; Did You Graduate?: Yes
 - Professional Experience:** Employer: Auburn University; Title: EMPLOYMENT SPECIALIST III; Start Date: 1/1/2019

12

Click the "Person Attachments" tab to upload any documents to the applicant's profile. These documents may include official transcripts, degree authentication, etc.

The screenshot shows the icims application profile page for Birdie Wing. The top navigation bar includes 'Create', 'Search', 'Library', and 'Other'. The main header displays the candidate's name, ID (18742), and job details (2026-7651, Auburn University, Alabama US). The 'Person Attachments' tab is highlighted with an orange circle. Below the navigation tabs, the 'ASSESSMENTS' section is visible, showing 'No data exists.' and update/creation timestamps. The bottom of the page features a pagination control showing '2 of 6' and buttons for 'INCLUDE', '0 INCLUDED', and 'BULK ACTIONS'.

13

You may move to the previous or next applicant's materials using the tab at the bottom of the Overview tab.

The screenshot shows the icims application profile page for Birdie Wing, with the 'Overview' tab selected. The main content area displays a questionnaire with the following questions and answers:

- Have you ever been discharged or forced to resign from employment?
No
- If yes, please explain:
No answer given

A 'PRINT RESPONSES' button is visible. Below the questionnaire is a 'Tags' section with an 'Add tag' input field. The bottom of the page features a pagination control showing '2 of 6' and buttons for 'INCLUDE', '0 INCLUDED', and 'BULK ACTIONS'.

14

Click "Reject" to remove an applicant from consideration. You will be prompted to select a reason from a dropdown list.

The screenshot shows the icims application page for a candidate named Birdie Wing. The page includes a navigation bar with 'Create', 'Search', 'Library', and 'Other' options. The candidate's contact information is listed on the left, including an email address (baldeagle@mailinator.com) and phone number (334) 844-1613. The application status is shown as 'Offer Extended' with a date of March 2026. The 'Experience' section displays a resume titled '18742_Birdie_Wing_5765_202603031350_Resume.pdf' with a date of 3/3/2026. A warning message states: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.' The 'REJECT' button is highlighted with an orange circle, and the 'ADVANCE' button is also visible.

15

Click "Advance" to move an applicant forward in the recruitment workflow.

The screenshot shows the icims application page for the same candidate, Birdie Wing. The layout is identical to the previous screenshot, but the 'ADVANCE' button is now highlighted with an orange circle. The 'REJECT' button is also visible. The application status remains 'Offer Extended' with a date of March 2026. The 'Experience' section shows the same resume and warning message. The 'ACCOMPLISHMENTS' section is partially visible at the bottom of the page.