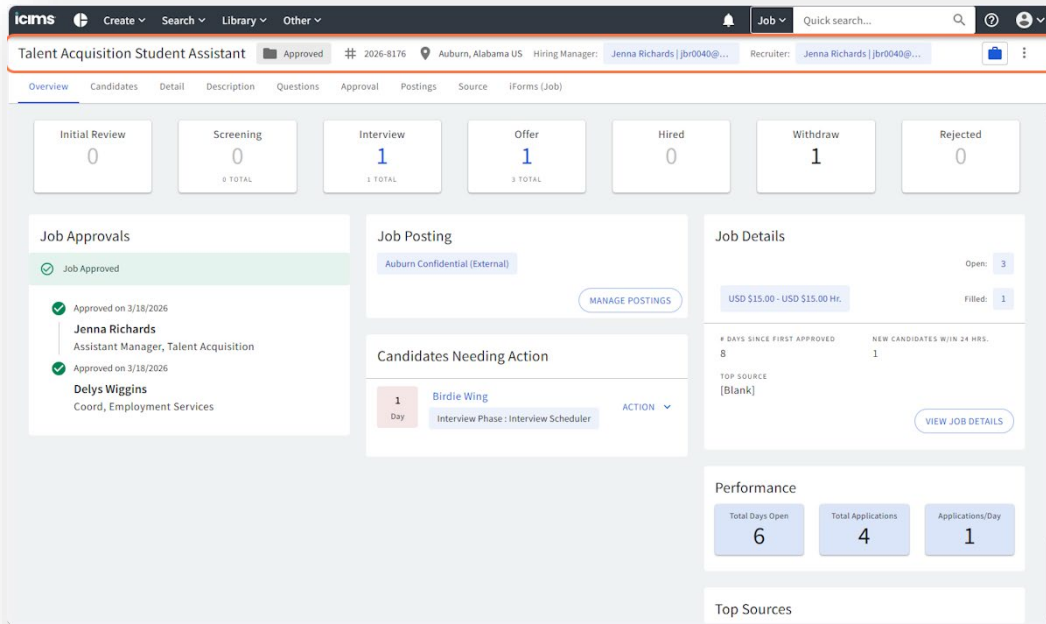




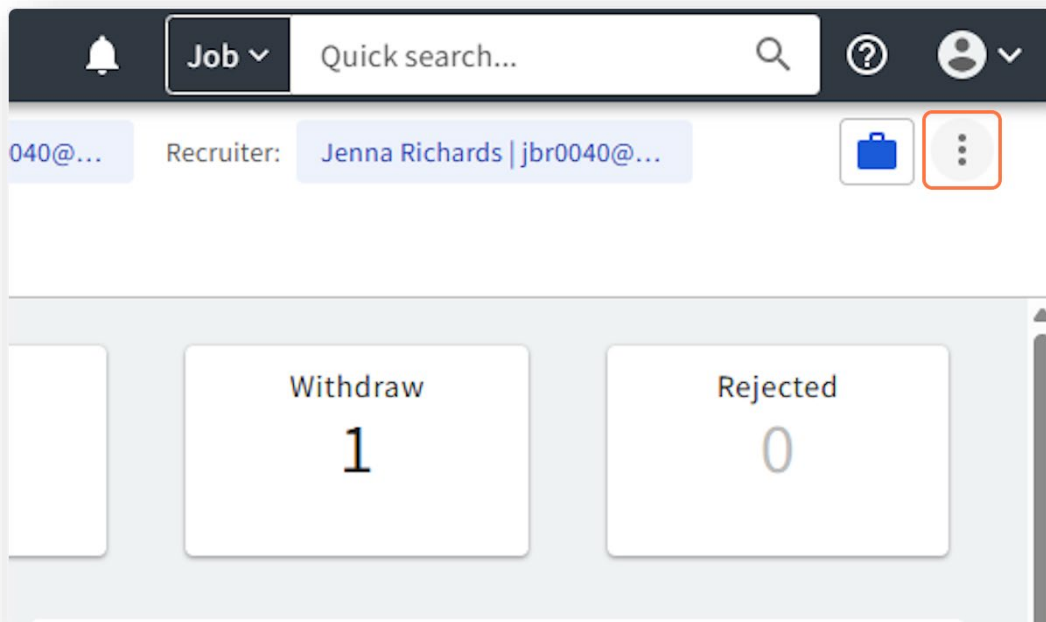
Navigating the Audit Trail

Job Profile Audit Trail

1. Navigate to the **Job Profile**

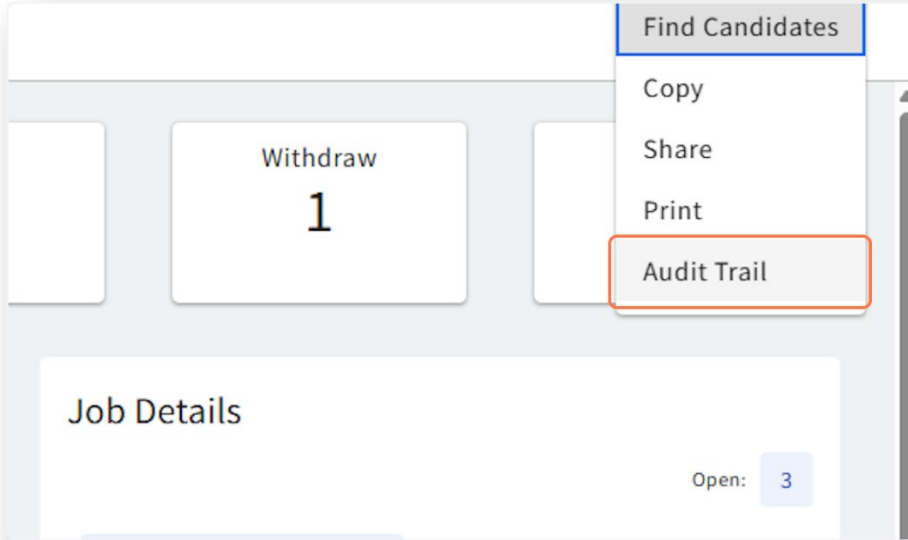


2. Select the **three dots**

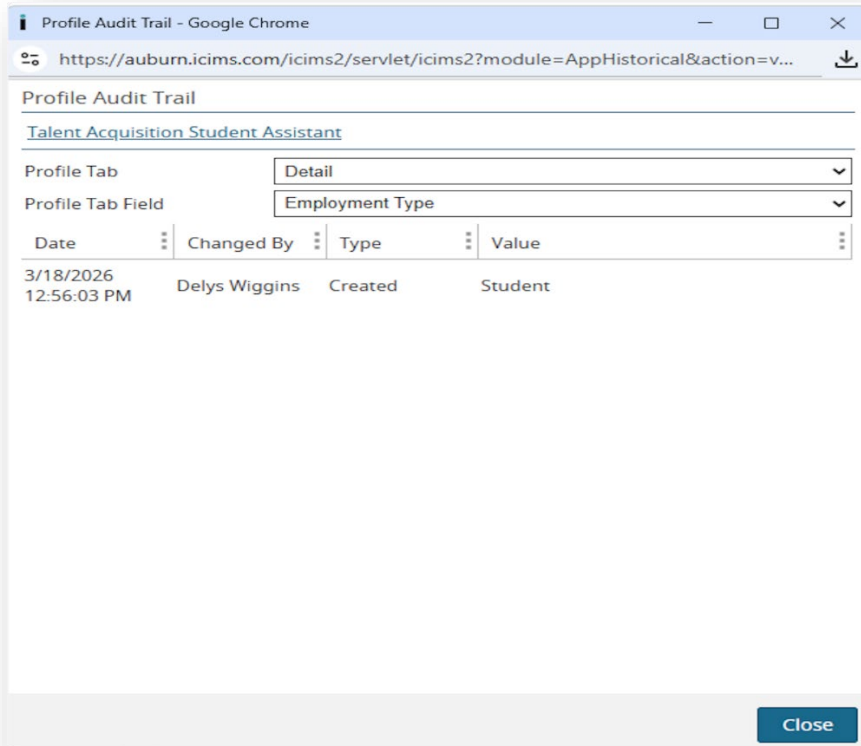




3. Select **Audit Trail**



View of Audit Trail pop-up





Detail Example

1. Select which **Profile Tab** you'd like the history of

| | | | |
|-------------------|------------|------|-------|
| Profile Tab | Detail | | |
| Profile Tab Field | Detail | | |
| Date | Changed By | Type | Value |

2. Select which **Profile Tab Field** you'd like the history of

| | | | |
|--------------------------|-----------------|------|-------|
| Profile Tab | Detail | | |
| Profile Tab Field | Employment Type | | |
| Date | Changed By | Type | Value |
| 3/18/2026 12:56:03 PM | Delys Wigg | | |

- General Information
 - Employment Type
 - Length of Assignment (In Months)
 - Employment Type Detail
 - Selection Type
 - University
 - New or Replacement
 - Replacing (Name & Banner ID)
 - # of Openings
 - Confidential
 - Tenure Type
 - Contract Type
 - Length of Term (In Months)
 - Primary Position Number
 - Additional Position Numbers
- Job Posting Data
 - Job Title**
 - Official Title (if differs from above)
 - Job Family
 - Part or Full-Time

History will auto-populate

| | | | |
|--------------------------|---------------|---------|--------------------------------------|
| Profile Tab | Detail | | |
| Profile Tab Field | Job Title | | |
| Date | Changed By | Type | Value |
| 3/18/2026 12:56:02 PM | Delys Wiggins | Created | Talent Acquisition Student Assistant |



Description Example

1. Select which Profile Tab you'd like the history of

| | |
|-------------------|-------------|
| Profile Tab | Description |
| Profile Tab Field | Detail |
| Date | Changed By |
| | Type |
| | Value |

2. Select which **Profile Tab Field** you'd like the history of

| | |
|--------------------------|--|
| Profile Tab Field | Overview |
| Date | Changed By |
| 3/18/2026 12:56:03 PM | Delys Wigg |
| | Job Description |
| | Overview |
| | Responsibilities |
| | Qualifications |
| | Minimum Knowledge, Skills, and Abilities |
| | Required Pre-Employment Screenings |
| | Equal Opportunity Compliance Statement |
| | Why Work at Auburn? |

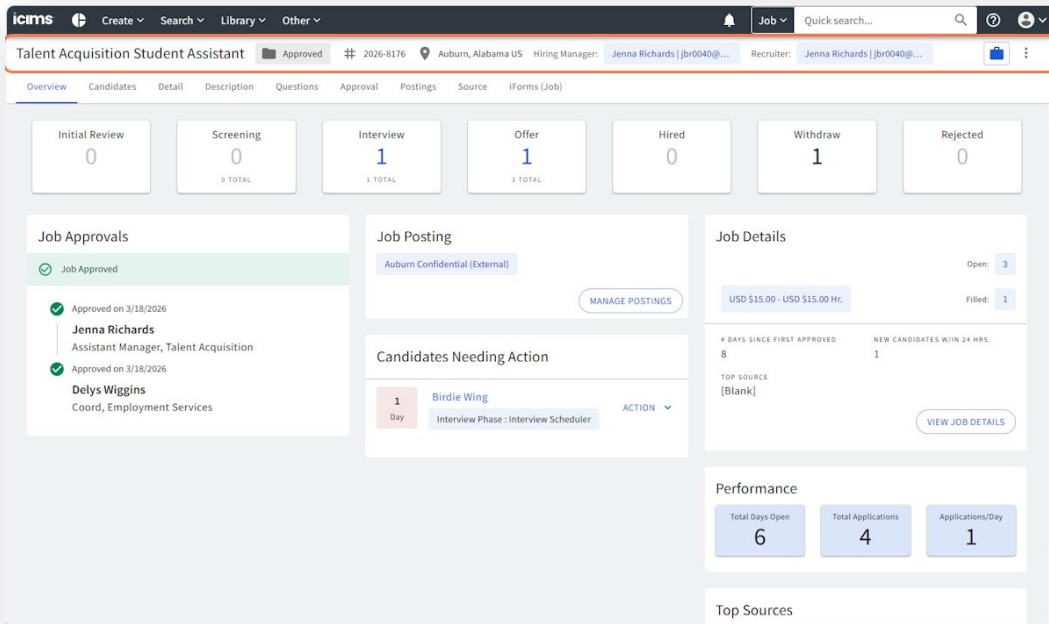
History will auto-populate

| | | | |
|--------------------------|---------------|---------|--|
| Profile Tab | Description | | |
| Profile Tab Field | Overview | | |
| Date | Changed By | Type | Value |
| 3/18/2026 12:56:03 PM | Delys Wiggins | Created | <p>Provide short-term support the Talent Acquisition team through screening applicants for minimum qualifications and employment eligibility.</p> <p>While this role is temporary, Auburn HR experience is highly valued and could serve as a catalyst for future roles.</p> |

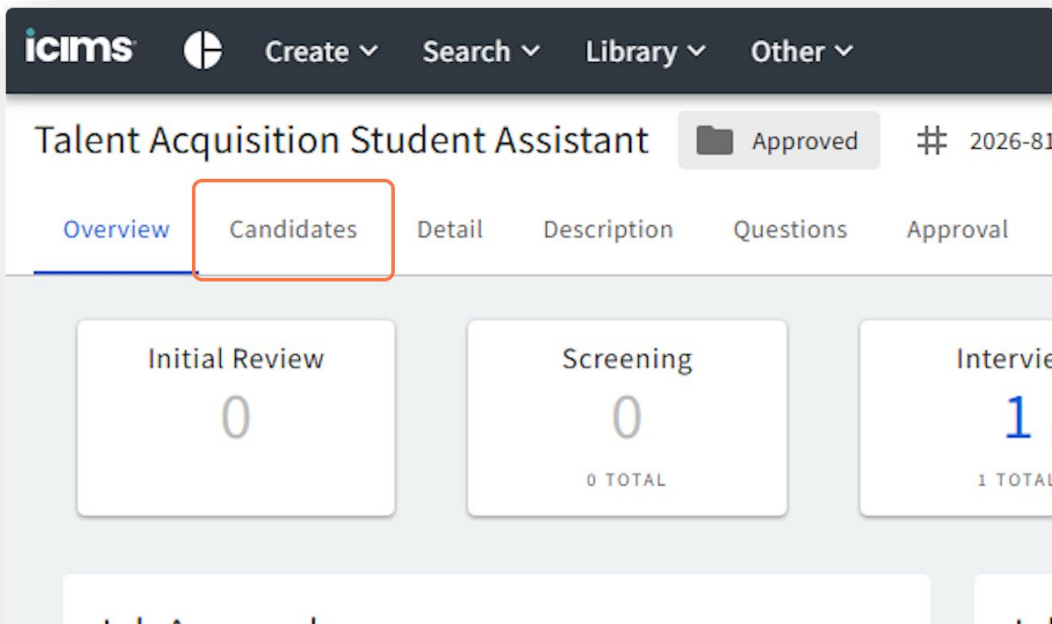


Applicant Audit Log

1. Navigate to the **Job Profile**



2. Click on **Candidates**





3. Select the candidate

| | | | | |
|--------------------------|-----------------------------------|--|-----------------------|-------------------------------------|
| <input type="checkbox"/> | | | Channing Townshend | Onboarding Assigned |
| <input type="checkbox"/> | | | Noelle Hattier | Self- Withdrew (Portal) |
| <input type="checkbox"/> | | | Birdie Wing | Interview Scheduler |
| <input type="checkbox"/> | Select All of Tier Score Unranked | | | |
| <input type="checkbox"/> | | | Delys Wiggins | Incomplete / Invited to Apply |

Application View

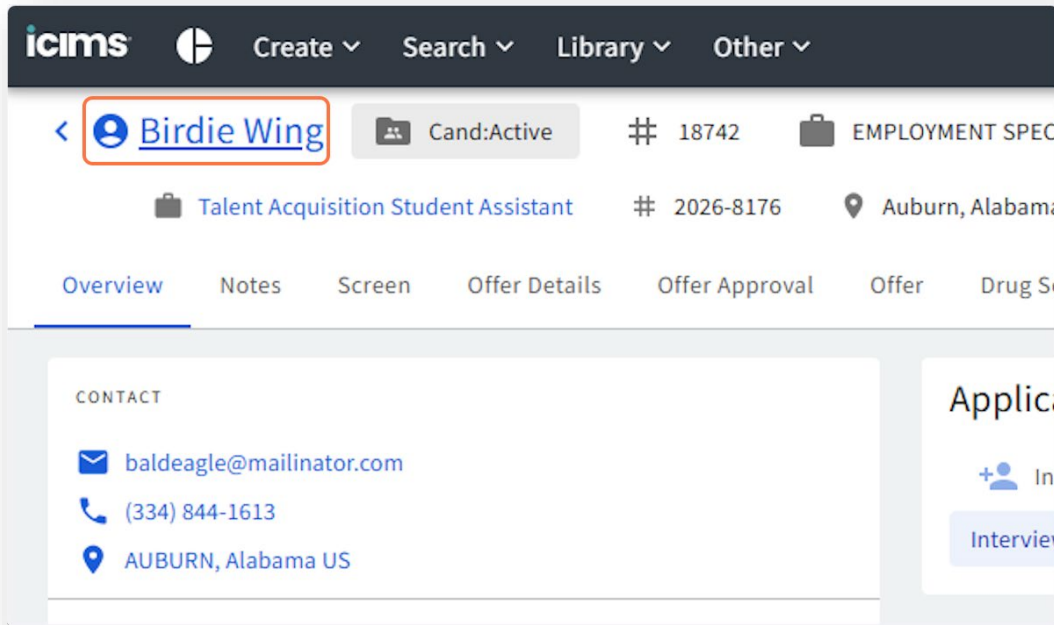
The screenshot shows the iCIMS application view for candidate Birdie Wing. The interface includes a top navigation bar with 'icims' logo and menu items like 'Create', 'Search', 'Library', and 'Other'. The main content area is divided into several sections:

- CONTACT:** Email: baldeagle@mailinator.com, Phone: (334) 844-1613, Location: AUBURN, Alabama US.
- Application:** Shows a progress bar with stages: Initial Review, Screening, Interview (current), Offer, and Hired. The current stage is 'Interview Scheduler' as of March 2026.
- Interview:** A '30 Minute Screening with Auburn University Recruiter' is listed, dated 3/20/2026 at 11:45 AM (CDT) with Jenna Richards as the interviewer.
- Experience:** A resume is attached, titled '18742_Birdie_Wing_5765_202603231049_Resume.pdf', dated 3/23/2026. A caution note states: 'Caution: This resume originated from outside of your organization. Please do not click or copy links unless you know the content is safe.'
- RECENT EMPLOYMENT:** Lists 'EMPLOYMENT SPECIALIST III' at Auburn University (January 2019 - Current) and 'ASSISTANT TO ASSOCIATE' at Troy University (January 2017 - January 2019).

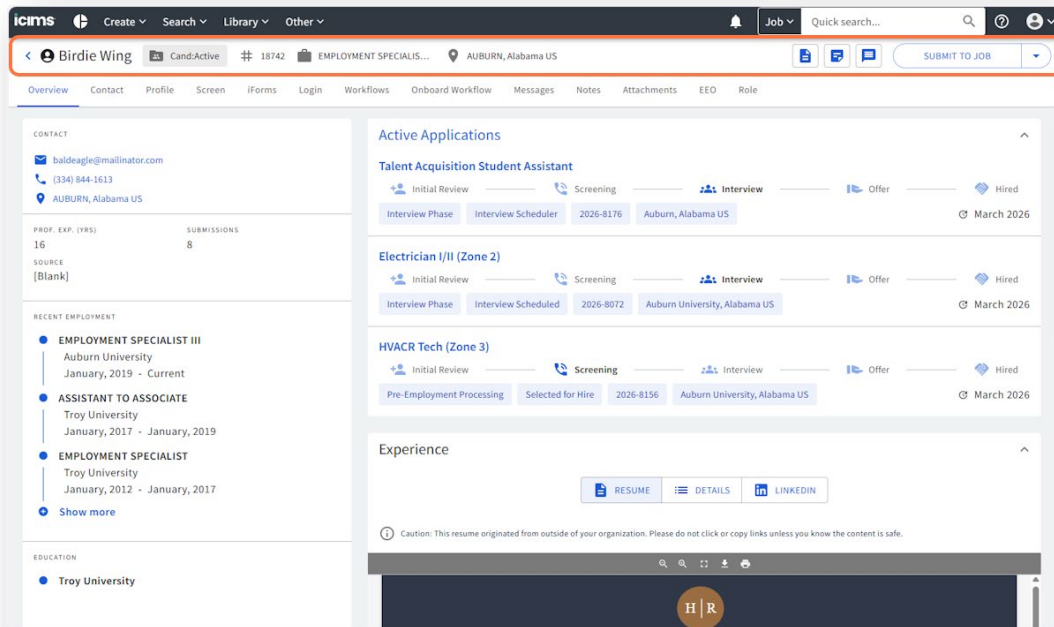
At the bottom, there is a status bar showing 'Job | All Candidates | Application' and a pagination control for '3 of 4' candidates, with an 'INCLUDE' button and 'BULK ACTIONS' link.



5. Click on the **candidate's name**

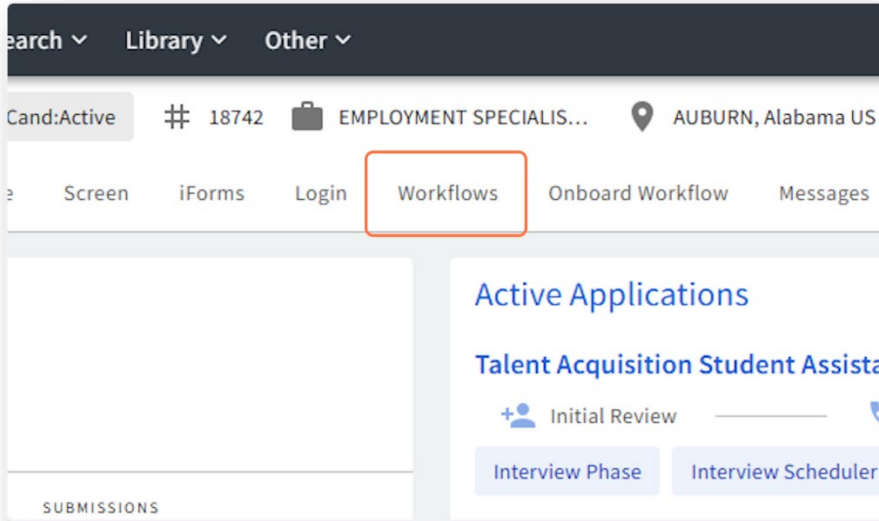


Person Profile View

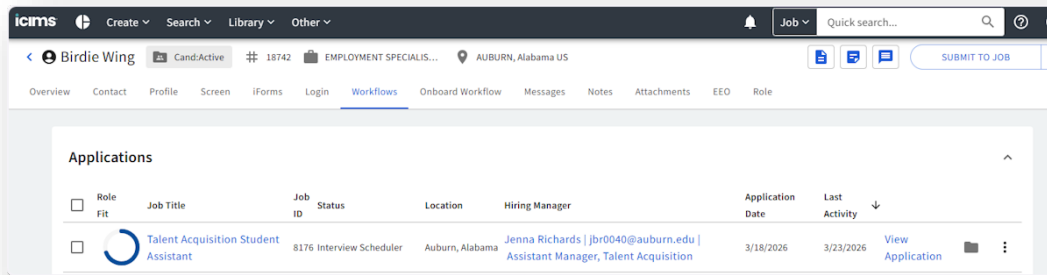




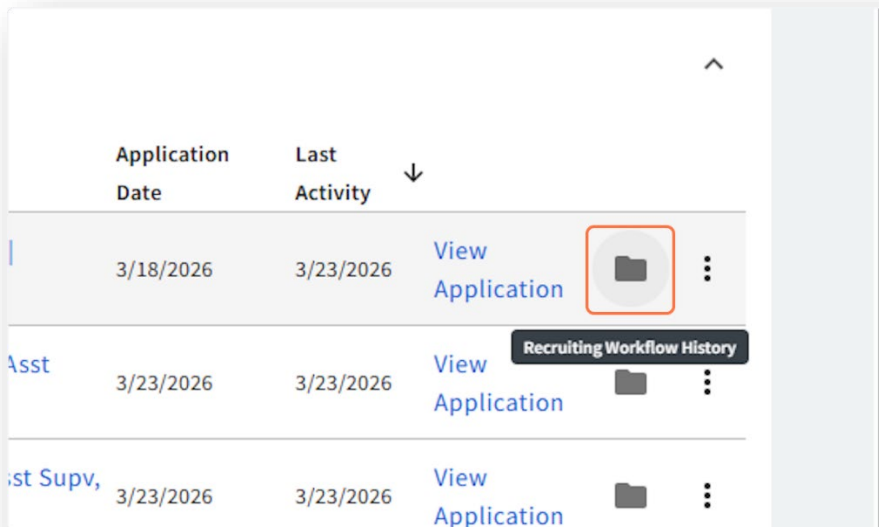
7. Click on **Workflows**



8. Locate the job



9. Click the Folder icon





History Log pop-up view

Update History Log

Talent Acquisition Student Assistant - Birdie Wing

| Updated Date | Last Updated By | Status |
|--------------------|---|--|
| 3/23/2026 4:05 PM | Noelle Hattier new0002@auburn.edu Sr. IT Business Analyst | Interview Phase: Interview Scheduler |
| 3/20/2026 2:45 PM | Tamera Eiland eilants@auburn.edu Spec. Talent Fulfillment | Pre-Employment Processing: Offer Extended |
| 3/19/2026 1:53 PM | Amy Bruce robera2@auburn.edu Mgr. Employment Services | Pre-Employment Processing: GA Position Description |
| 3/19/2026 10:07 AM | Noelle Hattier new0002@auburn.edu Sr. IT Business Analyst | Interview Phase: Interview Scheduler |
| 3/18/2026 8:57 PM | Amy Bruce robera2@auburn.edu Mgr. Employment Services | Pre-Employment Processing: GA Position Description |
| 3/18/2026 6:07 PM | Delys Wiggins dmw0065@auburn.edu Coord. Employment Services | Pre-Employment Processing: Offer Extended |
| 3/18/2026 6:03 PM | Delys Wiggins dmw0065@auburn.edu | Pre-Employment Processing: Employment |

Close