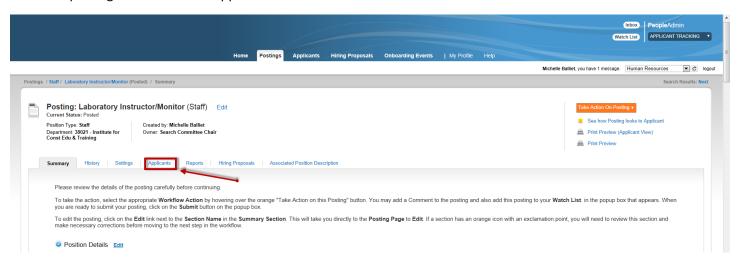
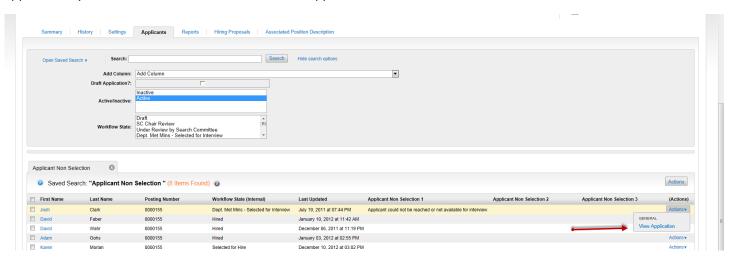
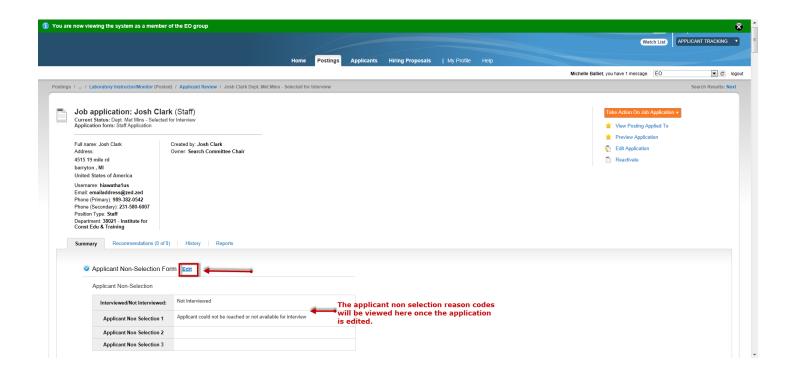
Go to the posting and click on the applicants tab.

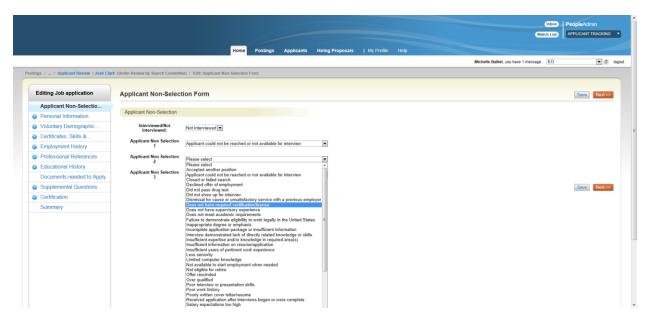


Access Posting and then chose an applicant by checking the box and choosing View application. Once you view the application, you can click on the "Edit" link next to Application Non Selection Form.

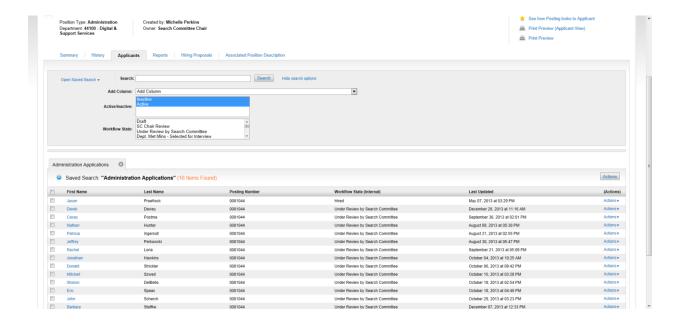




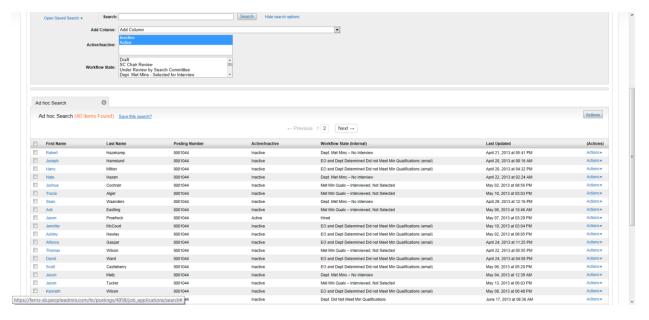
Once you click "Edit" on the Applicant Non Selection Form Section, you will be able to use the drop down information to select the correct information.



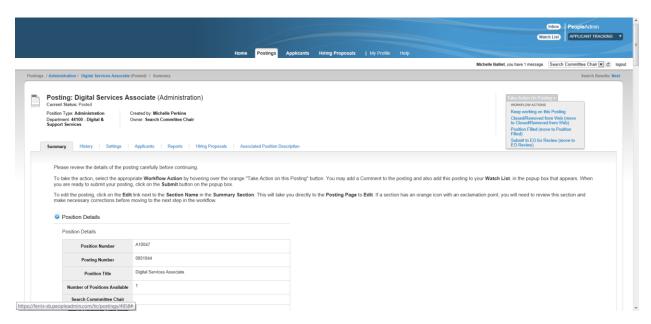
Once the information is entered, click on "Save" and then click on the "Summary" view located on the left navigation.



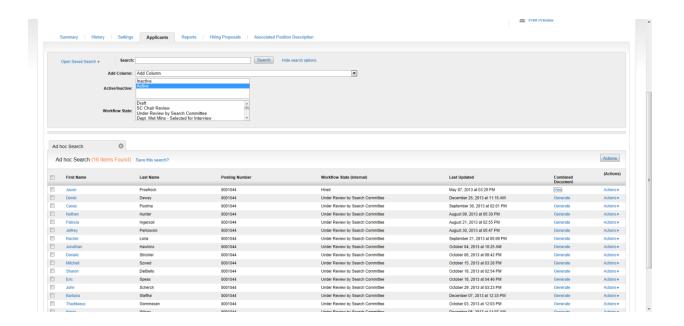
To choose Inactive and Active applicants by holding down the control button and selecting both Inactive and Active. Make sure you have added the column InActive/Active from the Add Column list.



You can sort by using the ascending/descending arrow next to the field



This is an issue for PA. Search Committee Chair should only have the option to send to EO for Review and Send to HR – Candidate Selected.



To view the multiple documents for each applicant you will need to "Add Column" to add Combined Documents type, then choose "Create Combined Documents from the Actions options.