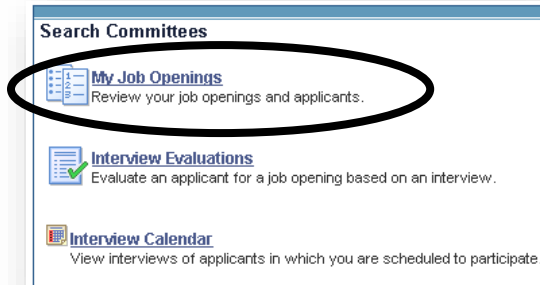# Search Committees

Login

1. From your web browser, navigate to My Akron by clicking on the link at the top of UA's home page http://www.uakron.edu .
2. *Login with your UANetID and password.* ***If you do not know your ID and/or your password, contact the Support Desk at 330-972-6888.***
3. Click the **Faculty/Staff** tab.
4. The Search Committees area is displayed in the middle of the page.

My Job Openings

1. Click the **My Job Openings** link.
2. All of the job openings for which you are serving as a Search Committee member will be listed. The Job Opening is the unique number assigned to the job opening.

Job Opening	Recruiting Location	Hiring Manager	Days Open	No Action Taken	Total Applicants
700127 - Administrative Secret...	Akron Campus	Susan McKibben	125	1	6
700128 - Administrative Assist...	Akron Campus	Susan McKibben	133	0	0
700132 - Dir Career Center	Akron Campus	Susan McKibben	118	0	8
700133 - Assoc Prof	Akron Campus	Susan McKibben	112	0	5

3. Click the Job Opening Id# to view the applicants for that specific job opening.
4. All of the applicants for the job opening will be listed.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview
☐	Keren Childers	35025	Employee	Hold	☐	📄	✅	👥	📅
☐	Orange Juice	64325	External	Hold	☐	📄	✅	👥	📅
☐	Polsky Teacher	64339	External	Ready	☐	📄	✅	👥	📅
☐	spraytesting spraytesting	48625	External	Ready	☐		✅	👥	📅

Review Applicants

Applicant materials are reviewed to create a "short list" of candidates chosen to interview.

	Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Details

All (7)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)

Applicants ❓

Select	❶ Applicant Name	❷ Applicant ID	❸ Type	Disposition	❹ Application	❺ Resume	❻ Mark Reviewed
☐	Keren Childers	35025	Employee	Hold	🗔	📄	✅
☐	Orange Juice	64325	External	Hold	🗔	📄	✅
☐	Polsky Teacher	64339	External	Ready	🗔	📄	✅
☐	spraytesting spraytesting	48625	External	Ready	🗔		✅

❶	**Applicant Name** – Click an applicant name to view their application activity.
❷	**Applicant ID** – Unique ID number assigned to the applicant.
❸	**Applicant Type** – *Employee* designates a current employee and *External* indicates an external applicant.
❹	**Application** – Click the 🗔 icon to view the application for the applicant.
❺	**Resume** – The paper icon 📄 indicates the applicant has uploaded a resume with their application. Click the resume icon to view/download the resume.
❻	**Mark Reviewed** – Clicking the ✅ icon marks the applicant as "reviewed".

For Questions, contact: eeocompliance@uakron.edu