

Assigning Tags to Applicants

There are many reasons why a unit might want to tag applicants. Units who have large applicant pools or who want to leverage areas of expertise within their search committee will often use tags to assign applicants to a particular search committee member for the initial review. Tags can also be used to identify particular characteristics of an applicant or applicants (e.g., research focus) which can then help Administrators or Evaluators sort and/or assign them more easily. Administrators and Evaluators can assign tags.

Departments are required to use a tag to display the interview date for any candidate that has been interviewed.

1 of 1 Applicants Shown.

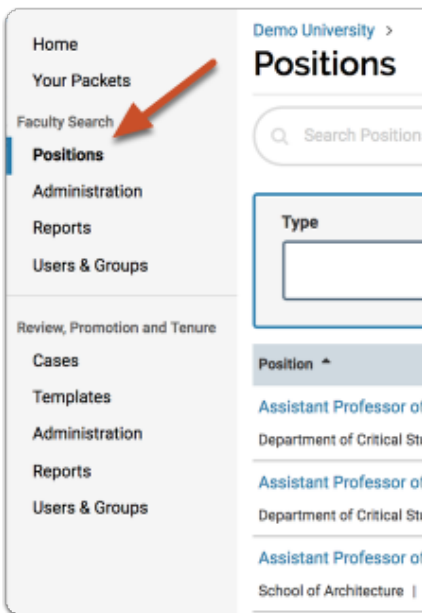
[Read](#) [Email](#) [Status](#) [Tag](#) [Dispos](#)

Applicant Name [Date Updated](#) [Applicant Status](#) [Tags](#)

Josh Gianitsis
M.D. - Doctor of Medicine, Harvard Jun 7, 2019 Interviewed - 6/5/2019 +

[Complete](#)

1. Select "Positions" from the left-hand navigation, and then click on the name of the position you want to view.

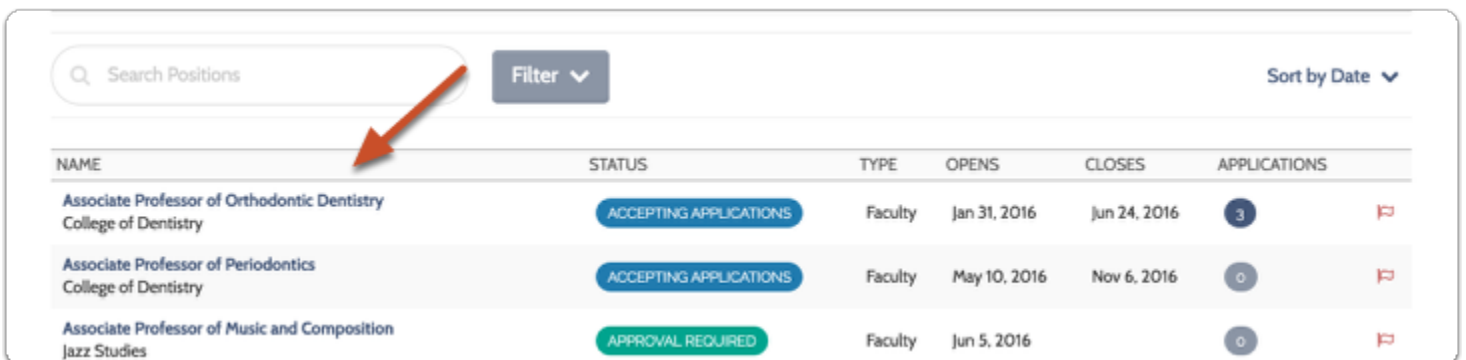


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Type
Position [Assistant Professor of Department of Critical Stu](#)
[Assistant Professor of Department of Critical Stu](#)
[Assistant Professor of School of Architecture](#)

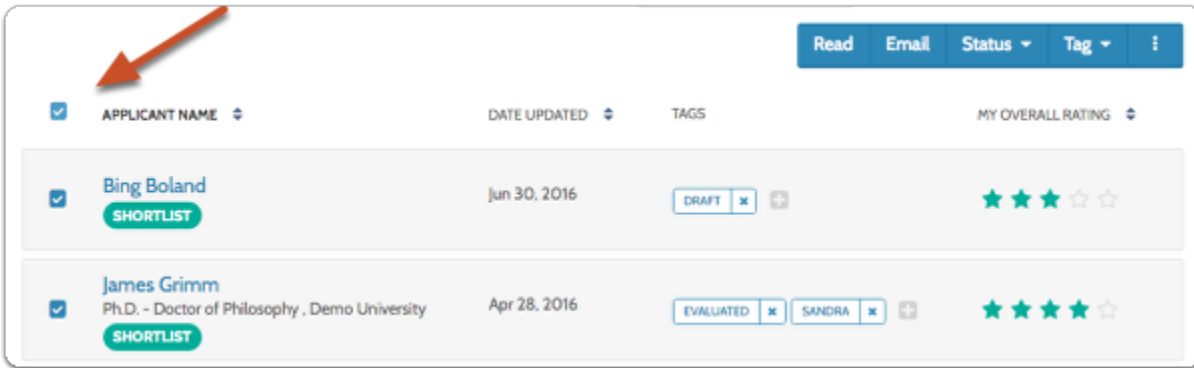
2. Click the position title.



Search Positions [Filter](#) [Sort by Date](#)

NAME	STATUS	TYPE	OPENS	CLOSES	APPLICATIONS
Associate Professor of Orthodontic Dentistry College of Dentistry	ACCEPTING APPLICATIONS	Faculty	Jan 31, 2016	Jun 24, 2016	3
Associate Professor of Periodontics College of Dentistry	ACCEPTING APPLICATIONS	Faculty	May 10, 2016	Nov 6, 2016	0
Associate Professor of Music and Composition Jazz Studies	APPROVAL REQUIRED	Faculty	Jun 5, 2016		0

3. Check the box next to name of applicant(s) you want to tag.

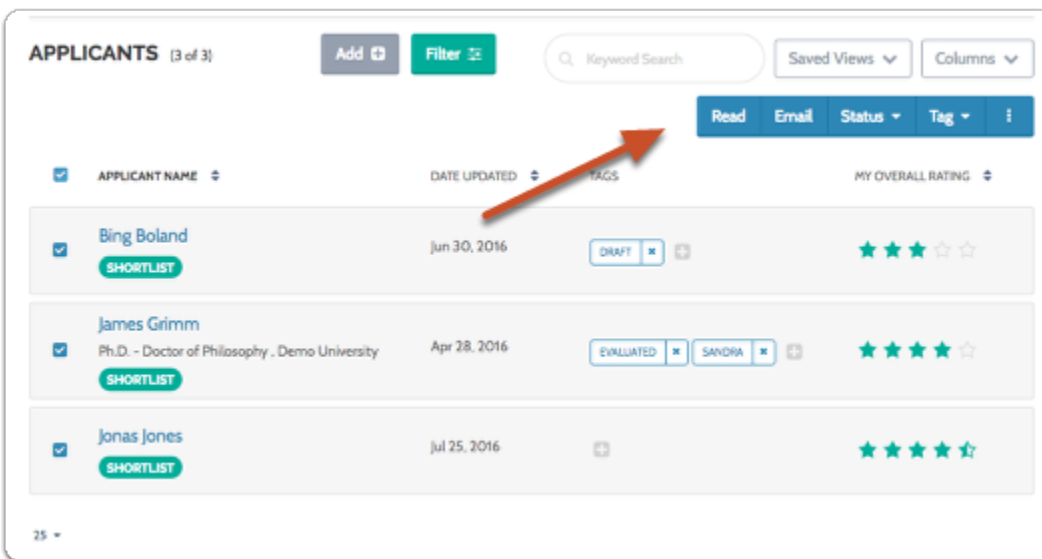


<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	TAGS	MY OVERALL RATING
<input checked="" type="checkbox"/>	Bing Boland SHORTLIST	Jun 30, 2016	DRAFT	★ ★ ★ ☆ ☆
<input checked="" type="checkbox"/>	James Grimm Ph.D. - Doctor of Philosophy, Demo University SHORTLIST	Apr 28, 2016	EVALUATED SANDRA	★ ★ ★ ★ ☆

a. Click "Applicant" at the top of the table to select all applicants.

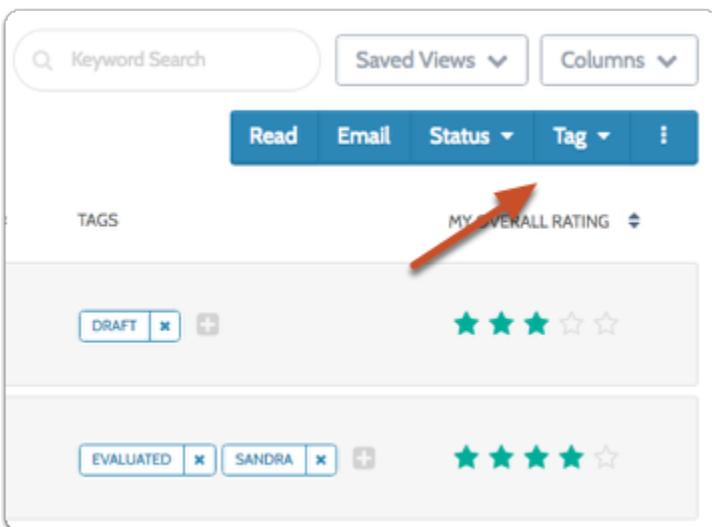
4. Checking the box next to a name opens a row of buttons to the right of the page.

a. The buttons that appear here are determined by your permissions in the program.



<input checked="" type="checkbox"/>	APPLICANT NAME	DATE UPDATED	TAGS	MY OVERALL RATING
<input checked="" type="checkbox"/>	Bing Boland SHORTLIST	Jun 30, 2016	DRAFT	★ ★ ★ ☆ ☆
<input checked="" type="checkbox"/>	James Grimm Ph.D. - Doctor of Philosophy, Demo University SHORTLIST	Apr 28, 2016	EVALUATED SANDRA	★ ★ ★ ★ ☆
<input checked="" type="checkbox"/>	Jonas Jones SHORTLIST	Jul 25, 2016		★ ★ ★ ★ ☆

5. Click the "Tag" button.



TAGS	MY OVERALL RATING
DRAFT	★ ★ ★ ☆ ☆
EVALUATED SANDRA	★ ★ ★ ★ ☆

6. Select the tag you want to apply, or select "Add new tag" to create a new one.

