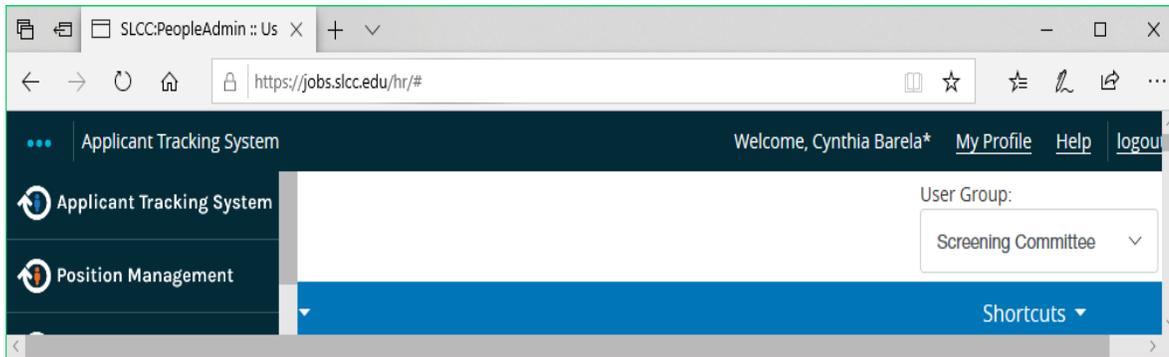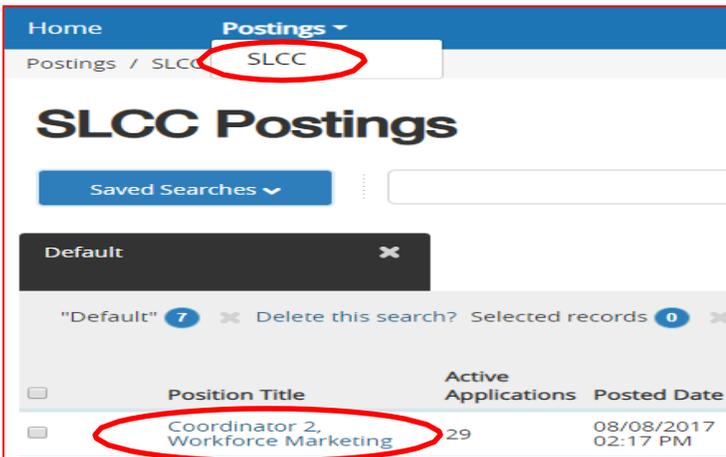# Screening Committee Member—Accessing the Posting/Applications

Go to jobs.slcc.edu/hr to login (your username should be your S#)

1. Select: Applicant Tracking System

2. User Group: Screening Committee

1. Go under Postings > SLCC

2. Click on the title of the posting you would like to review

(If you do not see the posting in your list, please reach out to HR)

Posting: Coordinator 2, Workforce Marketing (SLCC)

Current Status: Opened

Position Type: **SLCC**
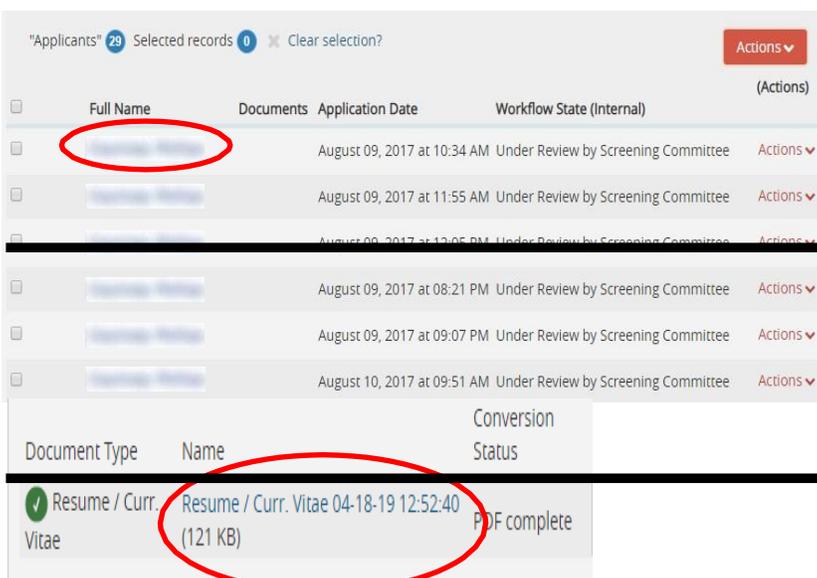Department: **Workforce and Economic Development**

Created by: **Craig Pollock**
Owner: **Human Resources**

Summary | History | Applicants | Reports

1. When in the posting, click on "Applicants" to view the applications

To view just the job description, remain on the summary tab.

2. Select the name of the applicant to view their application.

Do this for each applicant you would like to review.

TIPS:

1. To review any attached documents, click on the hy-perlink next to the Document Type

2. To view all of the application in one PDF, "Generate" the Combined Document