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

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

   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.

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