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](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.

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.
Review Applicants

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Type</th>
<th>Disposition</th>
<th>Application</th>
<th>Resume</th>
<th>Mark Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keron Childers</td>
<td>35025</td>
<td>Employee</td>
<td>Hold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orange Juice</td>
<td>64325</td>
<td>External</td>
<td>Hold</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Paisley Teacher</td>
<td>64339</td>
<td>External</td>
<td>Ready</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>spraytesting</td>
<td>48625</td>
<td>External</td>
<td>Ready</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Applicant Name** – Click an applicant name to view their application activity.
2. **Applicant ID** – Unique ID number assigned to the applicant.
3. **Applicant Type** – *Employee* designates a current employee and *External* indicates an external applicant.
4. **Application** – Click the icon to view the application for the applicant.
5. **Resume** – The paper icon indicates the applicant has uploaded a resume with their application. Click the resume icon to view/download the resume.
6. **Mark Reviewed** – Clicking the icon marks the applicant as “reviewed”.

For Questions, contact: eeocompliance@uakron.edu