Process for Reviewing Applicants (Search Committee Member)

- 1) Please log into the system: <u>http://laccd.csod.com</u>.
 - a. Your user name is the first part of your email address.
 - b. Your temporary password is Cornerstone1!
- 2) Once you are logged in, you should see the following screen:

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Welcome to LACCD Academic Recruitment Portal	Internal Job Search						
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	Dean of Student Services	Los Angeles Trade					
	Culinary Arts Instructor	Los Angeles Trade -Technical College					
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3. Next, hover over the **Recruit tab** and select **Review Applicants**.

NOTE: Once you have clicked on **Review Applicants**, the only jobs that will be listed are the ones that you have access to.

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Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	In F	Review
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		Los Apgeles CA	Carlita Dorsey	8/10/2016	10/3/2016	1	6		0
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4. Next, click on the **number** under applicants for the job that you would like to review the applications for.

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5. Next, click on the paper icon, located to the right of their information. Once you click on this icon, it will produce a complete document with all of the information regarding that particular applicant.

NOTE: This completes the process for reviewing applicants.