

## Access the Applicants as a Search Committee Member

### Steps:

1. Login to NinerTalent, ensure you are logged in as an Search Committee Member.
2. Ensure you are in the "Hire" module to (blue line across top).
3. Hover over the Postings tab and select "EHRA Non-Faculty".
4. Click the Actions link and select "View Applicants" for the posting you want to review.
5. To review multiple applicants at one time, click the box on the left hand side in the gray menu bar (this will check the box beside each name on that page).
6. Then click the orange "Actions" button. This will bring up a menu on the left. Select "Download Applications as PDF."
7. Next, select the application data and documents you would like to download for each applicant, and click "Submit." The default option is "Application and All Documents." The PDF file will open in the same window. We recommend saving it to your computer and then hitting the back button to get back into NinerTalent.
8. During the screening process, remember to double check the minimum qualifications that are listed in the posting. Anyone you interview MUST meet the minimum qualifications.
9. The Equity Review is REQUIRED before any interviews take place. There are two ways to submit the posting for Equity Review. The Approver can route the posting through NinerTalent or you can email [eparecruitment@uncc.edu](mailto:eparecruitment@uncc.edu). Please be sure to include the position number in your email.
10. The Equity Specialist will send an email to the Initiator once the equity review is complete, confirming you can move forward with scheduling interviews.

### Helpful tips:

- **Best Practices when Reviewing Applicants**
  - Review should be ongoing.
  - Screen out applicants who do not meet the minimum qualifications.
  - Be accurate. It is important to make sure you update the statuses to reflect what happened during the recruitment process. The statuses are considered part of the record of the recruitment process.
- **Equity Review**
  - The equity review is an important step that ensures the applicant pool is reflective of the labor market, and the candidates that are moving forward in the process meet the minimum requirements that were posted. Not completing this step will delay the hiring process and creates potential compliance issues.
  - If the posting is open, the Equity Specialist will close it if the end date is listed as "opened until filled," however, the posting can be reopened if needed.
- **Links and Information**
  - [EHRA Non-Faculty Applicant Tracking User Guide](#)
  - [EHRA Non-Faculty Administration Website](#)
  - Contact [eparecruitment@uncc.edu](mailto:eparecruitment@uncc.edu) with any questions.