

Ithaca College

Online Applicant Tracking System

To use the system you will need a web browser – a current version of Internet Explorer works the best. You will also need a current version of Adobe Reader to view the attached documents.

1. Go to <http://www.icjobs.org/hr> or start at the IC Home page www.ithaca.edu and click the EMPLOYMENT SERVICES link on the bottom right of the page then MANAGER LOGIN at the bottom left of the page.
2. Enter User Name (OR Guest User) and Password and click Login.
3. Click on VIEW under Job Title to see list of applicants.
4. The list is default sorted by the date they applied. The list can be sorted by any field by clicking the ▲ or ▼ at the top of the column.
5. The default list of applicants that you view are the ACTIVE APPLICANTS. Any applicant that withdrew, was non-selected or did not complete the application process is listed in the INACTIVE APPLICANTS group. To view the INACTIVE APPLICANTS group check the box near the bottom left of the screen and click the REFRESH BUTTON.
6. Click on VIEW APPLICATION to see an application.
7. Click on CV/RES, REFS or CVR LTR link in the Documents column to view a resume, list of references or cover letter. (The list may vary for your search) You will need ADOBE READER to view.
8. Click on HISTORY/NOTES to view or make a note. (Only leave notes that you would share with the applicant or a court if an issue arises!)
9. Search Chairs/Hiring Supervisors can change Status by clicking the CHANGE STATUS link. If Not Selected is the status a reason must also be selected from the Not Hired Reason drop down menu.
10. To view or change status for a group of applicants click the ALL or NONE link at the top of the column or click on the box in the column for each applicant you want to include then click on the: CHANGE MULTIPLE APPLICANT STATUS, VIEW MULTIPLE APPLICATIONS OR VIEW MULTIPLE DOCUMENTS links near the bottom right of the screen.
11. To route for approval change the status for **all** applicants in system to either semi-finalist or not selected. Click on the APPROVAL NOTIFICATION at the top of the View Applicants page. Click on the APPROVAL NOTIFICATION link in the Mail to Approval Field and an email message will launch. If this feature does not work on your computer, email your supervisor (or dean for faculty searches), tbyrd@ithaca.edu, vestabrook@ithaca.edu, and bleblanc@ithaca.edu asking them to review the status of your search. (APPROVAL NOTIFICATION must appear in the subject line). You will receive approval or review within 24 to 48 hours. Your supervisor will need the Guest User login information. Repeat the process for finalist and selected candidate.
12. To allow search members to view the applications provide them with the Guest User login. To find the Guest User Login click the GUEST USER link at the top right of the View Applicants page. Please instruct all recipients to keep the login confidential and change the password if you feel that non-authorized users may be accessing the system.

For assistance call Employment Services at 4-1207

Or email us employment@ithaca.edu.