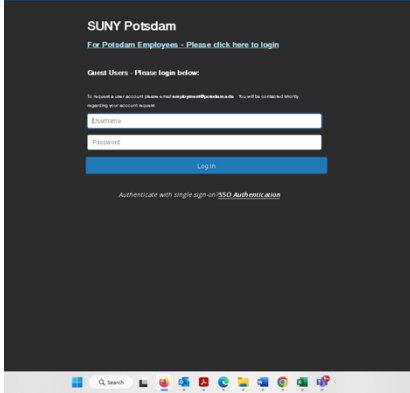


Search Committee Guide to SPOLR

1. Login into [SPOLR](#) using the Guest User credentials specific to the search you are serving on. The username and password are case specific.



2. Select the **Applicants** tab at the top of the page and you will be prompted to choose an unclassified search or classified search.

Recruitment Request: Staff Assistant (Unclassified)

Current Status: Posted

Position Type: **Unclassified** Created by: **Jennifer Murray**
 Department: **COLLEGE COMMUNICATIONS** Owner: **HR Management**

- [View Guest User Credentials](#)
- [See how Recruitment Request looks to Applicant](#)
- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)
- [Add to Watch List](#)

Summary History **Applicants** Reports

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✔ Posting Details

3. Select the applicant's name link to view application material.

Position Type: **unclassified** Created by: **Jennifer Murray**
 Department: **COLLEGE COMMUNICATIONS** Owner: **HR Management**

- [Print Preview \(Applicant View\)](#)
- [Print Preview](#)
- [Add to Watch List](#)

Summary History **Applicants** Reports

Saved Searches Search: [Q More Search Options](#)

ACTIVE APPLICANT SEARCH ✕

"ACTIVE APPLICANT SEARCH" 🔔

	Full Name	Workflow State (Internal)	Recruitment Request Number	Application Date	Actions
<input type="checkbox"/>	Palmer, Desiree	Supervisor/Chair	U - 00498	January 24, 2023 at 10:09 PM	Actions
<input type="checkbox"/>	Felt, Airnee	Supervisor/Chair	11 - 00498	January 26, 2023 at 01:38 PM	Action

4. You can view each application document separately by clicking on the document name or you can create a combined document by scrolling all the way to the bottom of the application and clicking on the **Generate** link to the right of the Combined Document type.

