

Screening Applications – Department Faculty

1. From my.csufresno.edu (My FresnoState)
 - a. Select eRecruit from the My Menu on the left hand side
 - b. Under eRecruit, select View Faculty Applications
 - c. Select the search you want to review (only searches in your department will display)

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View Faculty Applications

Select an opening below to run a process that will generate a PDF file with all the applicant information for that opening.

Recruitment	Posting Title	Total Applicants
2893	Lecturer - 12 Month	3
11470	ARMENIAN STUDIES - LECTURER	4
11471	Health Services Management	11
11474	Director of Special Projects -12 month Lecturer (Temporary)	5
11475	Associate Professor / Professor / Chair Dept. of Viticulture and Enology & Director of VERC	0
11479	Assistant Professor	15
11483	Assistant Professor	56
11488	Assistant Professor	40
11489	Lecturer AY	33

2. Once View Applications is selected – a report will be started
 - a. The View Report screen will automatically display
 - b. Click the Refresh yellow button to update report status
 - c. Once the status has changed to “Posted” you may view the report
 - i. The report is a pdf file that cannot be printed.
 - ii. To view the report – click View Applications
 - iii. A new window opens and the applications are displayed.

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View Reports For

User ID: Type: Last: Minutes
 Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	897242	1240489	View Applications	01/06/2010 8:43:18AM	Acrobat (*.pdf)	Processing