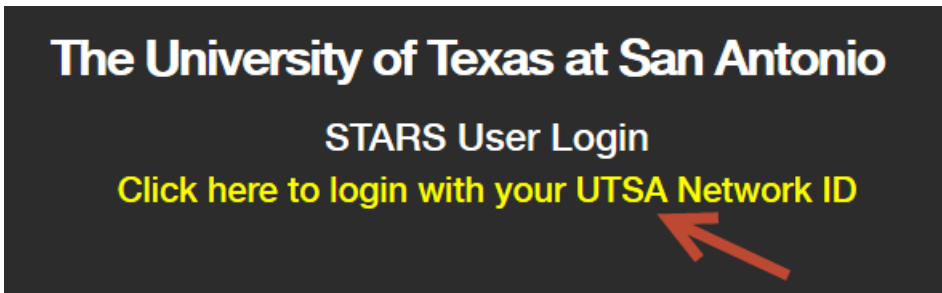


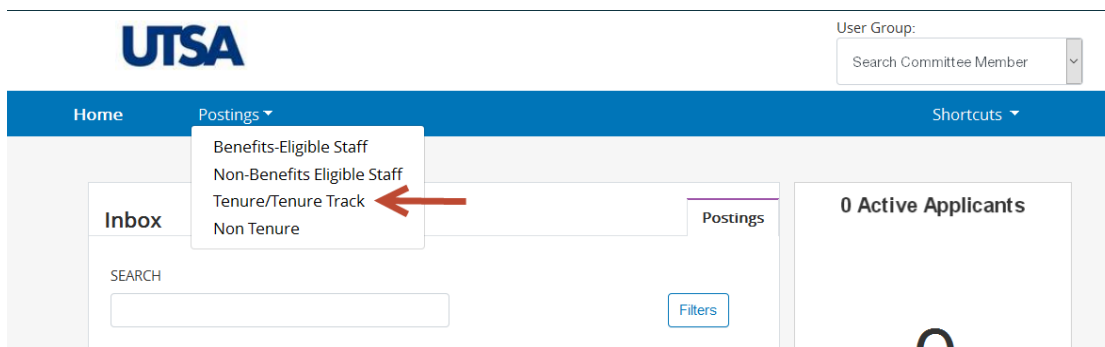
## Quick Guide for STARS

### User Instruction – Search Committee Member

1. Log in to [STARS](#)



2. From your Home Page Inbox, select the appropriate position type.
  - a. Active positions where you serve as a Search Committee Member will automatically populate and you can add them to your Home Page Watch List for easy access.



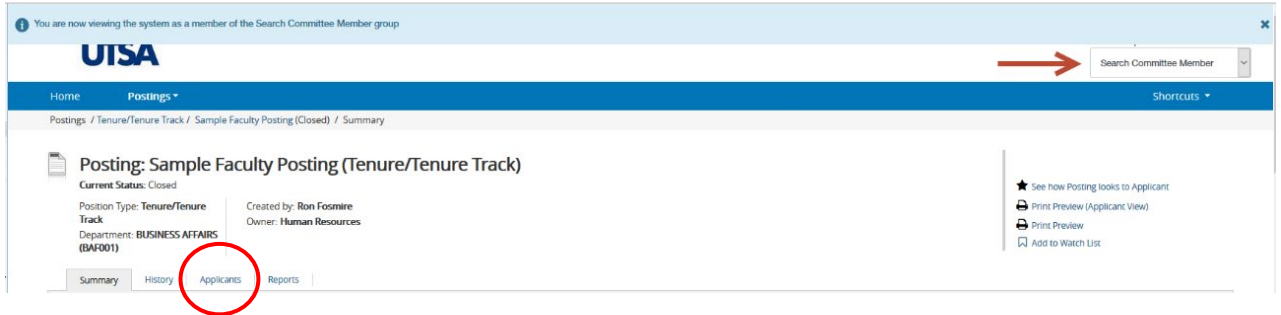
"Postings" 1 Selected records 0 Clear selection?

	Title of Position	Requisition Number	Department	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	Sample Faculty Posting	TT20160008P	BUSINESS AFFAIRS (BAF001)	2	Closed	Actions

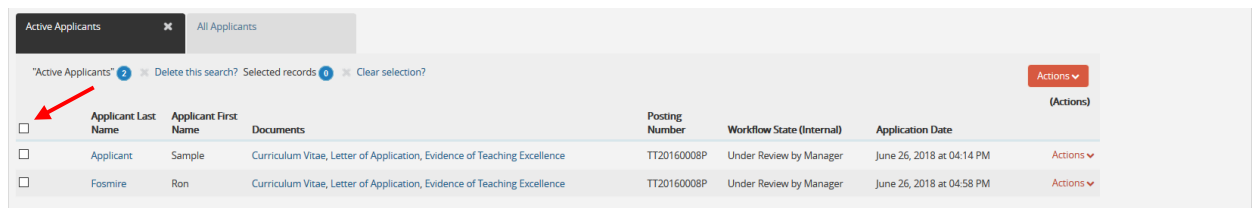
GENERAL  
View Posting  
View Applicants  
TRACKING  
Watch

3. Your user group access will automatically change when the position is selected and a confirmation note appears in the blue banner at top of screen

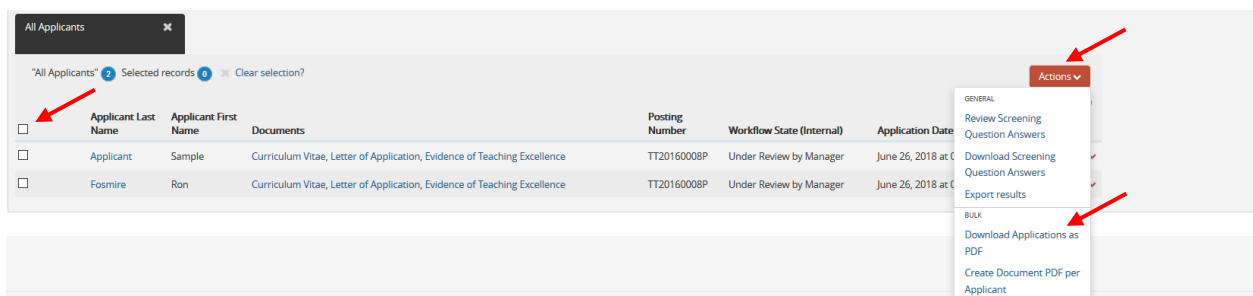
a. To begin reviewing applications, click the “Applicants” tab



b. To review all, click the top check box to select all applicants or just the last name for an individual applicant



5. If selecting multiple applications, hover over the orange “actions” button and choose “Download Applications as PDF” to view all applications and supporting documents.



\*\*For questions or assistance, please contact Employment x4256