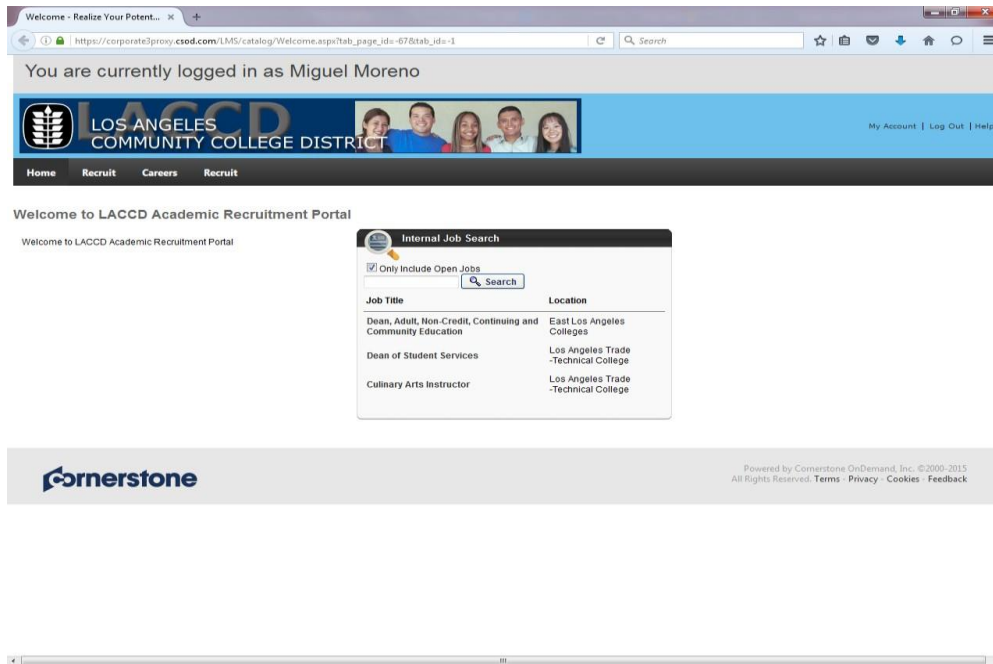


Process for Reviewing Applicants (Search Committee Member)

- 1) Please log into the system: <http://laccd.csod.com>.
 - a. Your user name is the first part of your email address.
 - b. Your temporary password is **Cornerstone1!**
- 2) Once you are logged in, you should see the following screen:



Process for Reviewing Applicants (Search Committee Member)

- Next, hover over the **Recruit tab** and select **Review Applicants**.

NOTE: Once you have clicked on **Review Applicants**, the only jobs that will be listed are the ones that you have access to.

You are currently logged in as Miguel Moreno

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Home Recruit Careers Recruit

Review Applicants

Open Positions

Priority	Job	Location	Owner(s)	Date Opened	Target Hire Date	Openings	Applicants	(2 Results) In Review
●	Chemistry Instructor (req21)	Los Angeles CA	Caritta Dorsey David Passoff Pat Martinez Sharmita Saha Shawn Tarnel	8/1/2016	8/29/2016	1	13	0
●	Biology Instructor (req32)	Los Angeles CA	Caritta Dorsey David Passoff	8/10/2016	10/3/2016	1	6	0

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- Next, click on the **number** under applicants for the job that you would like to review the applications for.

You are currently logged in as Miguel Moreno

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Home Recruit Careers Recruit

Review Applicants

Manage Applicants: Chemistry Instructor (req21)

Chemistry Instructor (req21)

Job Details

Applicant Name

Show All Clear All Include Hired / Closed

Finalist 13 M.Q Pre-clear 0 In Review 0 Phone Screening 0 Interview 0 Background Check 0 Offer Letter 0

Refine your search

1 Actions Show 20 Edit

Applicants	Applicant Location	Applicant Preferred Language	Applicant Flags	Application Flags
 Corrie Purser 678 326-2183 corrie.purser@outlook.com	Los Angeles California United States	English (US)		
 Fang Liu 626373-8916 fang.liu97@yahoo.com	Monterey Park California United States	English (US)		
 gira raval 2062 279 gira_raval@yahoo.com	Cerritos California United States	English (US)		

Process for Reviewing Applicants (Search Committee Member)

5. Next, click on the paper icon, located to the right of their information. Once you click on this icon, it will produce a complete document with all of the information regarding that particular applicant.

NOTE: This completes the process for reviewing applicants.