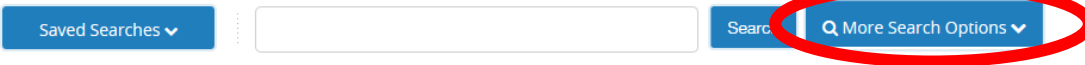


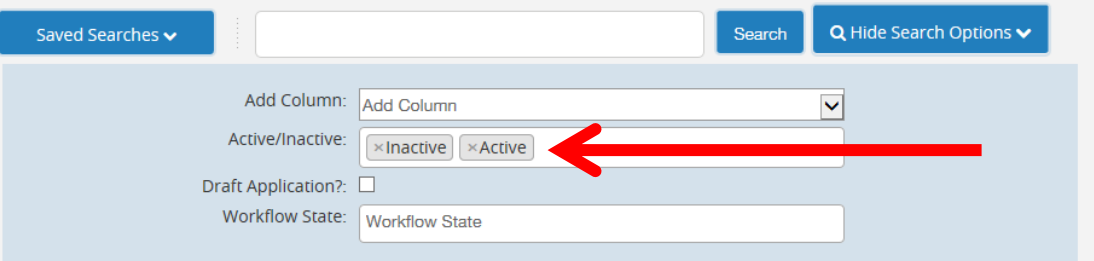
Troubleshooting Viewing Applicants in PeopleAdmin

The best way to ensure that you are seeing all of the applicants is to check the search settings that are preset on your PeopleAdmin. Below are the steps for checking these settings. Once you pull up your Applicant Search tab, take the following steps:

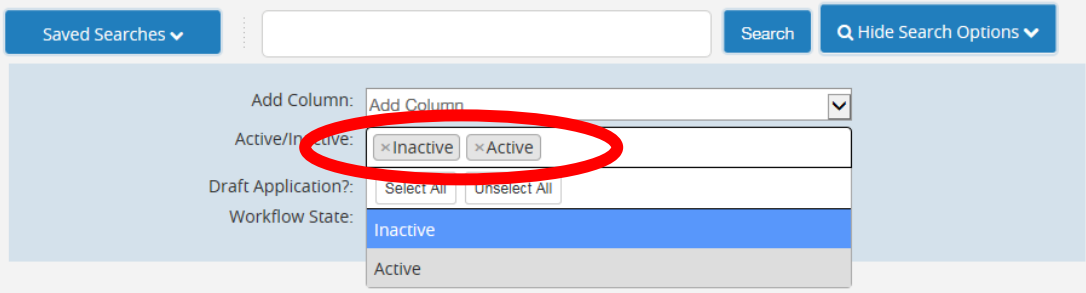
1. Click the 'More Search Options' buttons:



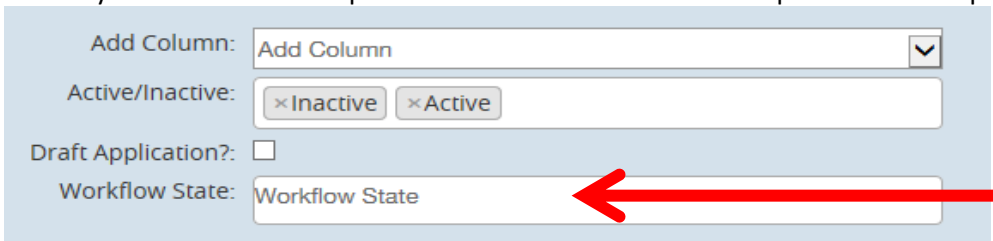
2. Click anywhere in the blank space in the 'Active/Inactive' box to produce the dropdown list.



3. You can either 'Select All', or 'Unselect All', either way this will ensure that every available applicant is visible.



4. Click anywhere in the blank space in the 'Workflow State' box to produce the dropdown list.



5. Again, you can either choose 'Select All' or 'Unselect All' to see all applicants. However, if you want to only see applicants who meet minimum requirements, select only the 'Under Review by Department/Committee' option.

