

Search Committees

Login

1. From your web browser, navigate to My Akron by clicking on the link at the top of UA's home page <http://www.uakron.edu> .
2. Login with your UanetID and password. ***If you do not know your ID and/or your password, contact the Support Desk at 330-972-6888.***
3. Click the **Faculty/Staff** tab.
4. The Search Committees area is displayed in the middle of the page.

Search Committees

- My Job Openings**
Review your job openings and applicants.
- Interview Evaluations**
Evaluate an applicant for a job opening based on an interview.
- Interview Calendar**
View interviews of applicants in which you are scheduled to participate.
- Interview Team Schedule**
View the schedule of interviews for an interview team.

My Job Openings

1. Click the **My Job Openings** link.
2. All of the job openings for which you are serving as a Search Committee member will be listed. The ID# is the unique number assigned to the job opening.

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ID #	Title	Location	Days Open	# of Applicants
700234	Assistant Professor, Nursing	College of Nursing	6	15
700231	Fiscal Administrator	VP, Capital Plan & Fac Mngt	7	0
700230	Building Services Worker	VP, Student Affairs	7	2
700228	Administrative Assistant	College of Nursing	7	0
700206	Assistant Professor, Chemistry	Buchtel College of Arts & Sci	20	5

3. Click the Job Opening Id# to view the applicants for that specific job opening.
4. All of the applicants for the job opening will be listed.











Manage Applicants



Applicants						
Applicant Name	ID	Applicant Type	Disposition	Resume	Attachments	Last Updated
Whitney Houston	34786	Ext	Applied			02/29/2012 8:16AM
Adele Singer	34788	Ext	Applied			02/29/2012 8:15AM
Adam Ant	34800	Ext	Applied			02/29/2012 8:14AM
Belinda Parker	10543	Emp	Applied			02/28/2012 9:54AM
Elizabeth Boogaloo	34801	Ext	Applied			02/28/2012 8:46AM
Katherine Huijk	34784	Emp	Applied			02/28/2012 8:35AM

Review Applicants


Applicant materials are reviewed to create a "short list" of candidates chosen to interview.

Manage Applicants

Applicants						
1 Applicant Name	2 ID	3 Applicant Type	Disposition	4 Resume	5 Attachments	Last Updated
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Adele Singer	34788	Ext	Applied			02/29/2012 8:15AM
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|---|---|
| 1 | Applicant Name – Click an applicant name to view their application. |
| 2 | ID – Unique ID number assigned to the applicant. |
| 3 | Applicant Type – EMP designates a current employee and EXT indicates an external applicant. |
| 4 | Resume – The paper icon  indicates the applicant has uploaded a resume with their application. Click the resume icon to view/download the resume. |
| 5 | Attachments – The paper icon  indicates the applicant has uploaded an attachment, such as a cover letter, professional reference, or transcript. Click the icon to view the attachment. |

View Resume

- There are two methods to view the resume:
 - From the Applicant List, click the resume  icon to view/download the resume.
 - From the application, select the link (under View Resume Attachment).
- You may receive a security warning, if so, click the message titled "Click here for options." Then, select **Download File**.

View Application

- To view the application for a specific applicant, click the applicant's name.

Manage Applicants						
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- The application is displayed. Use the links provided (View Employment History, View Secondary Education, and View References) to view additional details.

Job Opening: 700234 - Assistant Professor, Nursing

Application Details

[Return to Previous Page](#)

Applicant Name: Florence Nightengale **Applicant ID:** 34478

Country: USA United States

Phone:

Address:
100 Songbird Lane
Akron, OH 44325
Summit

Email: floN@nursing.com

Resume
View Resume Attachment: FloNightengale.docx

Attachments
No attachment has been uploaded to this applicant's profile

Work Experience			
Start Date	End Date	Employer	View Employment History
01/01/2009	10/12/2011	General Hospital	View Employment History

Education Level	
Highest Education Level	I-Master's Level Degree

Secondary Education		
Degree	Major	View Secondary Education
Master of Nursing	Nursing Science (POST RN)	View Secondary Education

References			
Reference Name	Title	Employer	View References
Dr. Steven Weber	Head of ER	General Hospital	View References
Dr. Monica Quatermaine	Dir. Thoracic Care	General Hospital	View References