Logging into the iCIMS system.
To enter iCIMS go to jobs.usu.edu. As a committee chair or member, click on the USU Department & Search Committees tab.
Log in using your A-number and strong password.
Once logged in, the dashboard will show you your role assignment in the system as either Committee Chair or Search Committee.

To view the job posting, select the Open jobs in your assigned category. This will take you to the requisition job search.
HR uses the Requisition ID number to search for jobs. For more detail about a job, click on the job title under the **Job Posting Title** column.
After selecting your job title, the job requisition page will open. The **People** tab contains the applicants who have applied for the position. Select an applicant to view their job documents.

For further hiring steps, see the Hiring Workflow-Final Steps PowerPoint instructions.