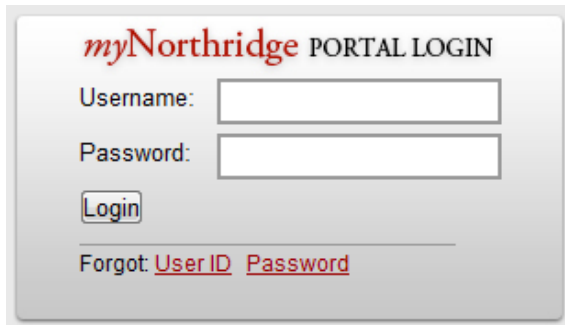The following provides instruction on how to review employment applications online.

Using an Internet browser such as Internet Explorer, access the CSUN homepage at www.csun.edu.

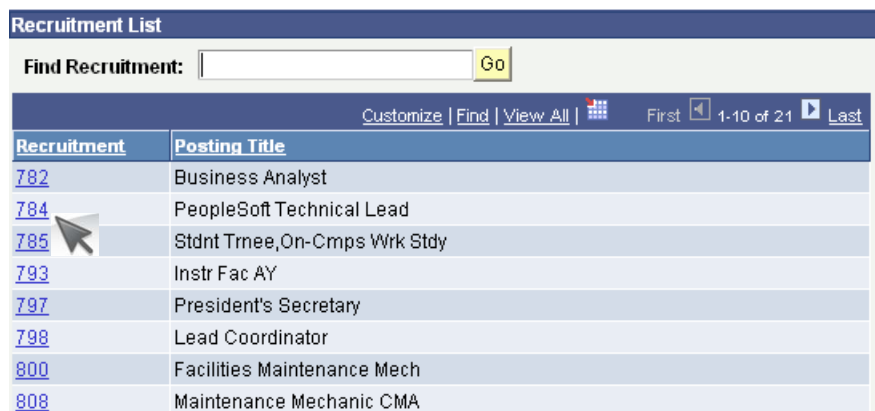1. Login to the myNorthridge portal using your CSUN User ID and password.

2. Find the Human Resources/Manager pagelet, and click on Manage Recruitment .

If you are identified as part of the Hiring Team for any Job Opening, including the Recruiter (Department Contact), Hiring Manager or Interviewer, you will see a list of jobs with which you are associated.

3. Click on the Job Opening number desired.

A list of applicants will display that have been screened by Human Resources.

4. To generate a report that includes the application and any other attachment provided by an applicant, click on the check box next to the individual's name. Multiple names can be checked, or use the Select All feature under the list of names. Choose **View Applications** from the Select Action drop-down box, then click the yellow **Go** button.

5. Instructions display which include waiting for the process to complete. Click OK. Then click the yellow **Refresh** button until you see the report name display.
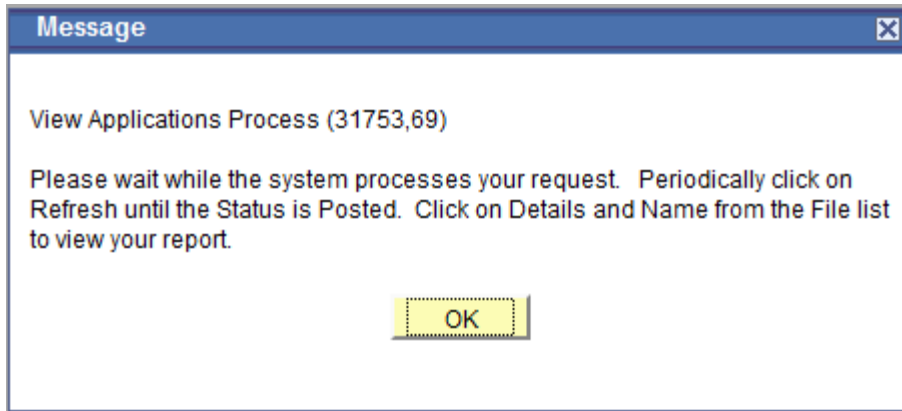
6. The report name will appear in blue and underlined. Click on the report title beginning "FRHR".
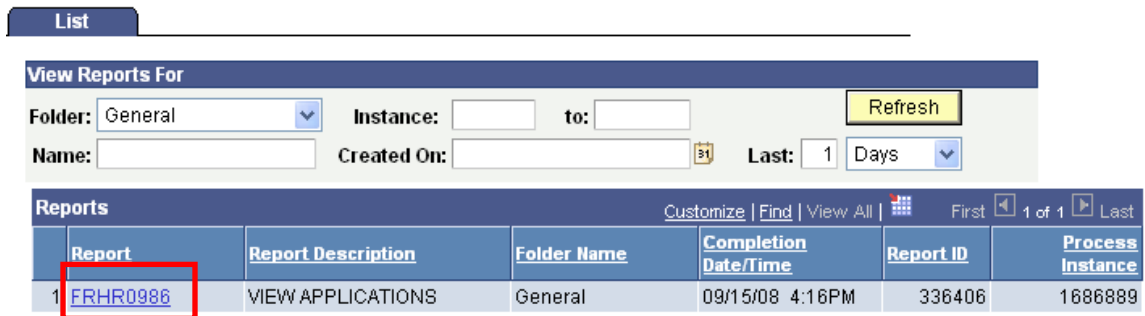
7. Report details will display. Under the column heading **File List**, click on the blue, underlined title of the .pdf document, which will include the number of the Job Opening.

8. The application report will open in a new window as long as the pop-up blocker is not enabled on your browser. If pop-up blocker is enabled, hold the control key down while simultaneously clicking on the .pdf link.

   Review the report online, and/or SAVE the report to your desktop. Use the diskette icon just above the document, or use your browser *File…Save As* function.

This file can be reviewed at a later time by returning to the file saved on your desktop, OR by returning to the Manage Recruitments page and clicking on View Previously Run Reports. Reports are available for review for 30 days, unless saved to your desktop.