Using UR Talent Web takes only a few minutes to see a list of applicants for an open position.

1. Sign in to UR Talent Web (for PC users, the recommended browser is Internet Explorer):
   a. https://richmond.csod.com
   b. User ID is your Net ID – the ID you use to log on to the University of Richmond network (i.e. sjones5)
   c. Password
      i. Initial password is Richmond1
      ii. After you log on the first time, you will be prompted to change your password
      iii. If you forget, or have forgotten your password, click on “Forgot Password?” -- you will receive an email with instructions for resetting your password
   d. Please be aware if you try to logon unsuccessfully 3 times, you will be locked out of the system for 1 hour, and HR will not be able to assist you during this time.

2. Click on the Recruit tab as indicated below.

A list of all the positions for which you have been designated as a reviewer will appear.
3. Click on the **number** in the **In Review** column for the position under review as indicated below. For example, for the Assistant Professor of History (000693), you would click on the number “11.”

![In Review column screenshot]

A list of applicants for the position will appear.

4. Click on the **Name** of the applicant you wish to review as indicated by the big arrow below - this is the recommended method.

   Click on the **icons** in the applicant box for a quick review of both the application paperwork and the resume/CV as indicated by the smaller arrow in the applicant box.

   The number of applicants displayed per page can be changed by using the **Show** drop down box in the upper right hand corner. **Page numbers** appear in the lower right hand corner.

   You can also **customize this page** to your individual reviewing preferences. See instructions on **Page 5**.
5. Review the application documents as follows:

a. Click on the **Application** icon (if present) to review a PDF of all documents uploaded for the applicant. Scroll through the Table of Contents and Application questions to review the actual uploaded documents.

b. If the application icon is not present, or to review the documents more thoroughly, click on the **Documents** tab, then click on the icon next to the individual documents in the **Options** column in the ** Applicant Documents** and **Attachments** sections.

c. Please note – currently, documents in the **Attachments** section are not included in the PDF file accessed using the **Application** icon.

d. Once you have completed your review of the applicant, click on the **Back** button in the lower left hand corner of the screen to return to the previous page of applicants; or you can use the **Next (>)** and **Previous (<)** buttons in the upper right hand corner to move on to the next applicant.
If an applicant has applied for multiple jobs, click on the Title of the job you are reviewing to select the correct job, and then follow steps 5a–5d.

Depending on your individual computer configuration, the job titles may appear as a bulleted list under the applicant address.

**NOTE:** To protect privacy, we are testing a new feature to remove reviewer access to information about an applicant’s other job applications. This feature should be turned on shortly.
Customize your Manage Applicants page to remove unwanted/unused columns (to be completed by each individual user):

1. Click on the **Edit** button in the far right corner of the page. Depending on your computer configuration, you may have to use the scroll bar at the bottom of the page to get to the far right corner.
The following **Edit Page Layout** screen will appear:

2. Make sure the **Edit the Default layout template** button is checked.

3. Click on the name of each column in the **Selected Columns** box you wish to hide, and then click the < arrow to move it to **Available Columns**. For example, since we are not currently using ideal matching criteria, that particular column can be hidden. Click on **Ideal Matching Criteria**, then click on the < arrow to hide the column – repeat this for all columns you wish to hide. Use the arrows on the right to customize the order of the remaining **Selected Columns**.

   This layout can be customized to your personal preference, but the **recommended configuration** is displayed above.

4. Select your preferred **Default Sort** from the drop down box and click **Save**.

   Your **Manage Applicants** page will now only display the following columns – Applicant, Type, Status, Application Flags and Applicant Flags for all future searches. You can change your individual configuration at any time by repeating steps 1-4.