Jobs4Saints User Guide:
How to Review Candidates
Go to the “My Jobs” section to view applicants for each position.
The far right hand column, labeled Activity, provides shortcuts. The “R” stands for Referrals - this is the system’s term for applicants. The “P” stands for Placements; this is the system’s term for a hired applicant (see Report A Hire).

These letters are bolded when a student either applies to or is hired for that position. If the shortcut is not in bold, there has not been any activity. Click the bolded “R” to view applicants.
The shortcut will bring you to the Activity section. The first tab is the Referrals section. You will find a list of all of the students that have applied to your position. In the far right column, under Action, click on the “View” link to see the student’s application.
In the student’s application (or referral) section there are three tabs: Profile View, Referral Message and the Control Information.
In the Profile View you will see the Link Information section which attaches the student’s profile to the organization (on-campus department) and the specific job. This helps track student’s actions for reporting purposes and allows you to view a student’s profile by clicking on the student’s name.

This section also allows you to view the referral message (if the student chose to write one) and control information.
In the Referral Message section you can view the message from a student if the student elected to send one. You also have the ability to respond to the student’s message through the system.
You can select from one of the three options: Not Qualified; Please Contact Me; Position Filled. If you choose to respond please provide additional information in the Employer Message box.
The Control Information section indicates where the referral came from. Most often these will be student self-referrals.
After you have reviewed the referral section you can view the student’s documents by clicking the “View Documents” link in the left hand toolbar. This will open another tab with all of the student’s documents.
Notice each document submitted by a student is in a separate tab at the top of the new window. Click each tab to view the different documents.
The system will also allow you to create a packet with all of your applicants’ materials. You can either select specific applicants you want to review or select all applicants. Then click the “check to email packet to self” box and click the Create Packets button. You will receive an email containing a packet of all the documents from each applicant selected.