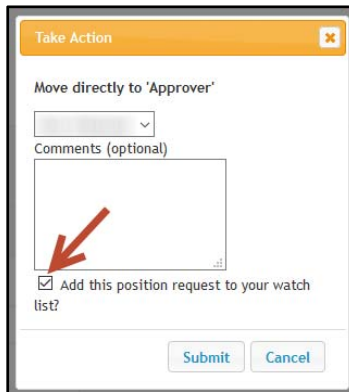


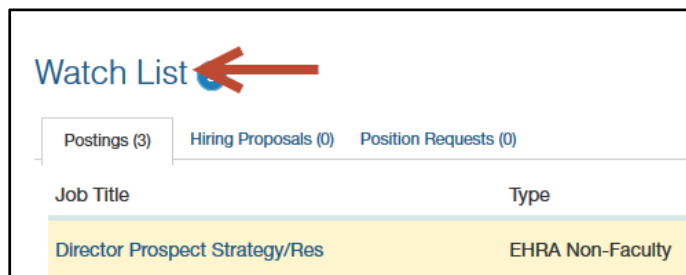
NINERTALENT – QUICK REFERENCE GUIDE – MANAGING YOUR WATCH LIST

The Watch List is the easiest way to track your Postings, Hiring Proposals and Position Actions. You have the option to add each of these actions to your Watch List when you route them through the system.

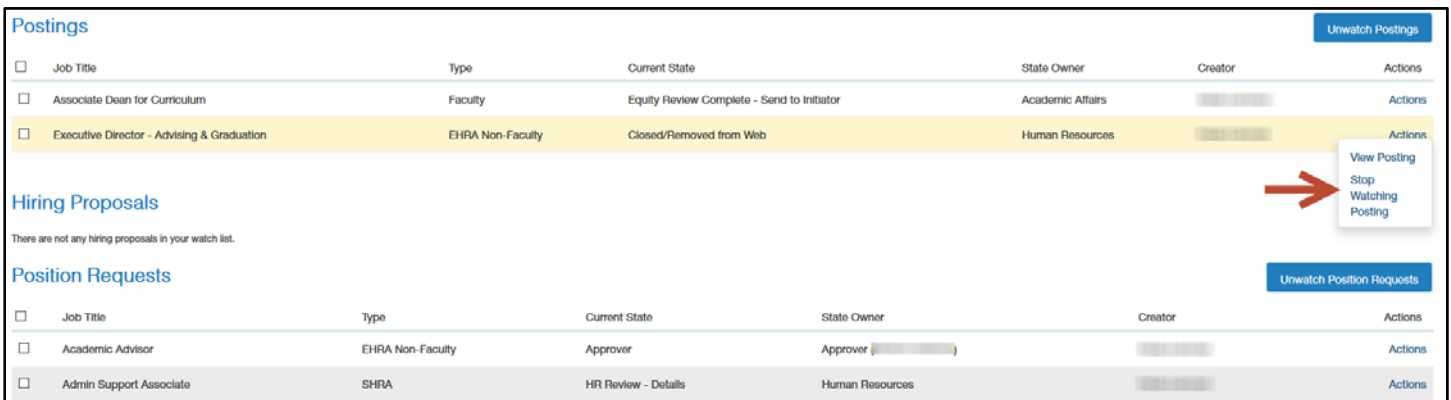


Instructions to view your complete watch list:

1. Log into NinerTalent. For instructions on logging in [click here](#).
2. Your Watch List is conveniently located on your home page, no matter what user group you are logged in as (please note, then when logged in as “Employee”, it will show zero items in your watch list, but it will still be displayed on the home page).
3. The best practice when using your watch list is to click the Watch List link. This option allows you to view everything that is on your watch list, no matter who owns the item. It will allow you to change your user group to access the item if the item is in your queue. This option also allows you to “unwatch” items on your list.



Job Title	Type
Director Prospect Strategy/Res	EHRA Non-Faculty



Job Title	Type	Current State	State Owner	Creator	Actions
Associate Dean for Curriculum	Faculty	Equity Review Complete - Send to Initiator	Academic Affairs		Actions
Executive Director - Advising & Graduation	EHRA Non-Faculty	Closed/Removed from Web	Human Resources		Actions

Hiring Proposals

There are not any hiring proposals in your watch list.

Job Title	Type	Current State	State Owner	Creator	Actions
Academic Advisor	EHRA Non-Faculty	Approver	Approver		Actions
Admin Support Associate	SHRA	HR Review - Details	Human Resources		Actions