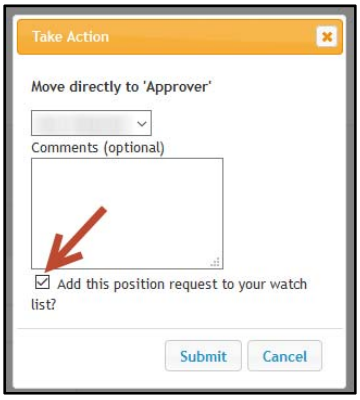
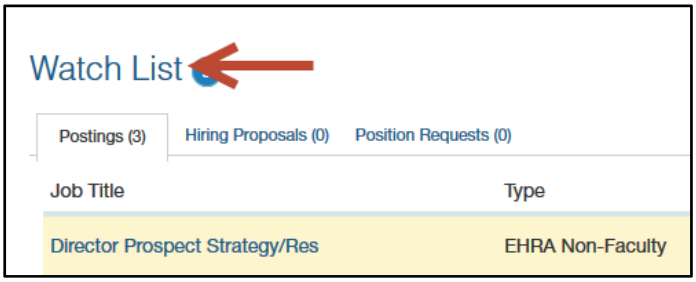
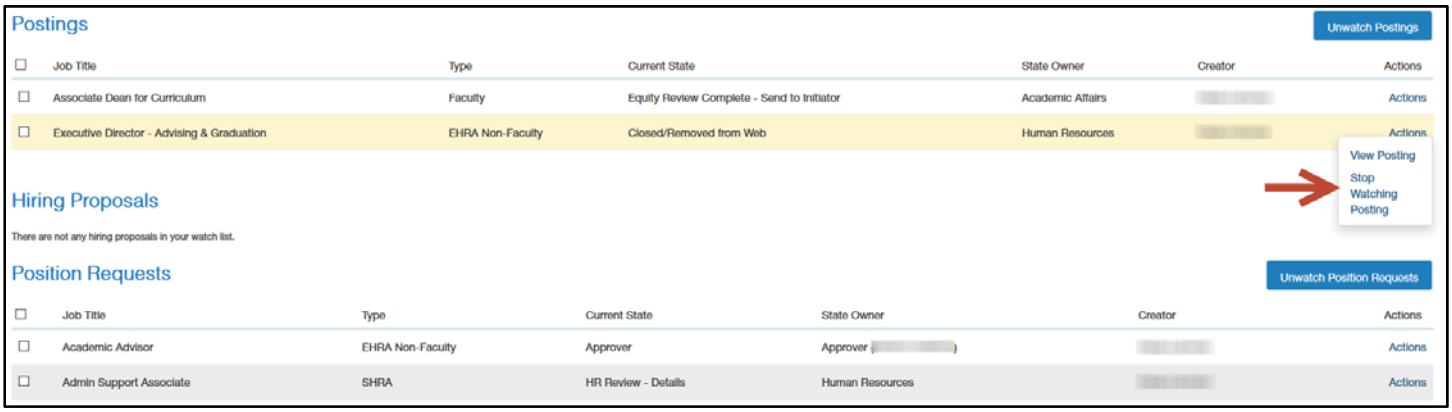
NINERTALENT – QUICK REFERENCE GUIDE – MANAGING YOUR WATCH LIST

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, not 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.