

# AHIRE Quick Reference Card: Dispositioning

## ACCESSING AHIRE

1. Log into the AHIRE Application at: <https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending on your role, you will see either all listings or just listings for your department.
3. If you see no listings, click 'Show Only My Listings.'

## HOW TO DISPOSITION AN APPLICANT

1. On the listings page, click on the blue numbered 'Applications' link under the application column of the position you wish to review.
2. On this screen you may disposition the applicants by batch. Click on an individual applicant's name or check 'Select All.' Click 'Apply Dispositions by Batch,' choose a disposition from the drop down, click 'Apply.'
3. You may also modify the disposition for an individual applicant directly from the applicant's page. On the listings page, click on the blue numbered 'Applications' link under the application column of the position you wish to review. Click on the name of the applicant whose disposition you wish to modify. From the modify disposition drop down, choose the disposition, then click 'Save Disposition.'
4. In addition, you may change the disposition from the individual applicant's page by clicking on the 'Admin' tab. Choose the disposition from the drop down, then click 'Save Disposition.' You may also view the disposition history for the applicant on this tab.

The screenshot displays the AHIRE application interface. At the top, there are buttons for 'Add New Listing' and 'Toggle Filters'. Below this, a section titled 'SHOW ONLY MY LISTINGS' shows 'CURRENT FILTERS: NEW LISTING, APPROVED, DISAPPROVED, PENDING APPROVAL'. A table lists job requisitions with columns for 'Req No', 'Position', 'Department', 'Applications', 'Posting Date', 'Expiration Date', and 'Status'. Two rows are visible, both for 'Assistant Professor' positions in 'Chemistry' and 'Psychology' departments, each with '2 Application(s)'. An orange arrow points to the 'Applications' column with the text 'Click applications in blue'. Below the table, there is a form for selecting applicants. It has columns for 'Last Name', 'First Name', and 'Area of Interest'. Two applicants are listed: 'Tucker, Scott' (Writing) and 'Walsh, Victoria' (Teaching). There are checkboxes for 'Select All' and a dropdown menu for '- Select Action -'. A 'Submit' button and an 'Apply Dispositions By Batch' button are also present. An orange arrow points to the 'Select All' checkbox with the text 'Select an individual or all'. Another orange arrow points to the 'Submit' button with the text 'Choose a disposition from the drop down then click submit'. Below this, there is a 'Modify Disposition' form. It has a 'Disposition\*' dropdown menu with 'Short List' selected. There are 'Save Disposition' and 'Reset' buttons. An orange arrow points to the 'Save Disposition' button with the text 'To modify a specific applicant, click on their name. Then scroll down to 'Modify Disposition.' Select disposition from the drop down then click 'Save Disposition''. Below the 'Modify Disposition' form, there is a navigation bar with tabs: 'View', 'Edit', 'Admin', 'Activity Logs', 'Viewed By Logs', 'Comments', and 'Email Messages'. The 'Admin' tab is highlighted. Below the navigation bar, there are three buttons: 'Hide Application', 'Archive Application', and 'Mark as rejection letter sent'. An orange arrow points to the 'Admin' tab with the text 'Click on the admin tab while on an applicant's page. You may modify the disposition per the above instructions or view the disposition history for the applicant.' At the bottom of the screenshot, there is another 'Modify Disposition' form, partially visible, with a 'Disposition\*' dropdown menu showing 'Short List'.

