

AHIRE Quick Reference Card: Search Officers

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.'

SEARCH OFFICERS FOR A LISTING

1. Listing Page

(a) A search officer has view-only access to individual listings for which they have been granted 'EEO Administrator' permissions. Search officers may set up filters via the 'Toggle Filters' button based on position, owning department, department, status, create date, expiration date, posting date, keyword or listing status (new, approved, disapproved, pending approval or closed).

(b) Listings may be sorted by requisition number, position, department, applications, posting date, expiration date or status.

2. Reporting

(a) Click on Reports on the left side of the listing page.

(b) Depending on your role your report options are 'Applicant Full Report,' 'Applicant Contact Info Report,' 'EEO Full Report,' 'EEO Summary Report,' and 'Applicant Reviewers Report.' Click on one of the reports. Depending on the report you may also enter a date range. Enter the requisition number.

(c) Choose an output type – 'Online Report (HTML)' or 'Download (CSV – Comma Separated Values.)'. Then click 'Run Report.'

(d) If you chose 'Online Report (HTML),' the report will appear upon clicking 'Run Report.' If you chose 'Download (CSV),' you will be prompted to 'Open' or 'Save' the CSV file. This will allow you to manage via Excel.

Continued on next page

Click toggle filters to set up specific filters

Click any arrow to sort by that category

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-CHM-00002	Assistant Professor	Chemistry	2 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Click on position to view listing details

Click on applications in blue to view applicants

Click Reports

Report Options

Choose output type from drop down

Click run report

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SEARCH OFFICERS FOR A LISTING (CONTINUED)

3. Viewing Applicants

- From the listings page, click on the blue numbered 'Applications' link under the 'Applications' column.
- You may toggle filters of the search if desired. Click 'Toggle Filters' to search or sort on first name, last name, area of interest, PhD institution, affiliated institution, min rating, max rating, disposition, or status. Enter information into the options and click 'Search.'
- You may also click a letter to return applicants with a last name beginning with that letter.
- You can download all zip file of applicant documents by clicking 'Download Zip' or 'Export to Excel.'
- To sort Applicants by last name, first name, area of interest, secondary area of interest, rating and modified date, please click on the arrow next to the specific column title.

4. Individual Application Page

- Click on the name of an individual applicant to view the applicant data.
- To download a combined PDF or individual documents scroll down to 'Documents' and click 'Combined PDF' or 'Individual Documents.'
- To view comments if enabled by the department administrator when the listing was created, click on the 'Comments' tab to view comments by reviewers. They will be visible to all reviewers unless they were chosen to be hidden upon listing creation.
- Scroll down to view EEO information.

Enter a keyword to search, then click 'Go'

Toggle filters

Export to Excel or download zip files

Click a letter to return applicants by last name beginning with that letter

Last Name	First Name	Area of Interest	Secondary Area of Interest	References	Rating	Modified Date
Tucker	Scott	Writing	Inorganic Chemistry	1 / 2		10/21/2016
Walsh	Victoria	Teaching	Organic Chemistry	1 / 2		11/02/2016

Click arrow to sort any category

Click to view comments

Download documents

EEO information visible at the end of the applicant's page

EEO Information	
Gender	Male
Hispanic?	No
Race	White
Veteran?	No
Declared Disability?	No

