**Steps to View Adjunct/Clinical Assistant/Clinical Supervisor Applications from the new Online Hiring Center (OHC) and Recommend for Approval to Teach or Reject the Application**

1. Login to the Online Hiring Center (OHC) at https://login.neoed.com/authentication/saml/login/una. Please note that you must enter your _full email address_ as the username on this single-sign-on page and your UNAPortal password to enter. On the first screen – the Dashboard – click on the top-left-hand menu drop-down and select "OHC".
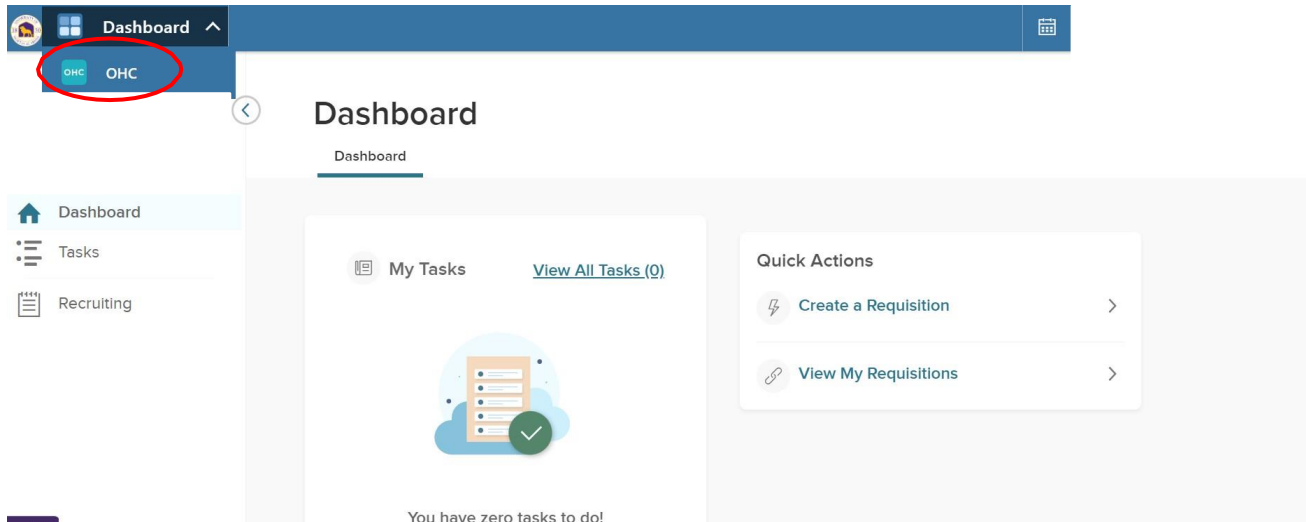
2. Scroll down to the "My Requisitions" section and click on the title of the position that you wish to open.
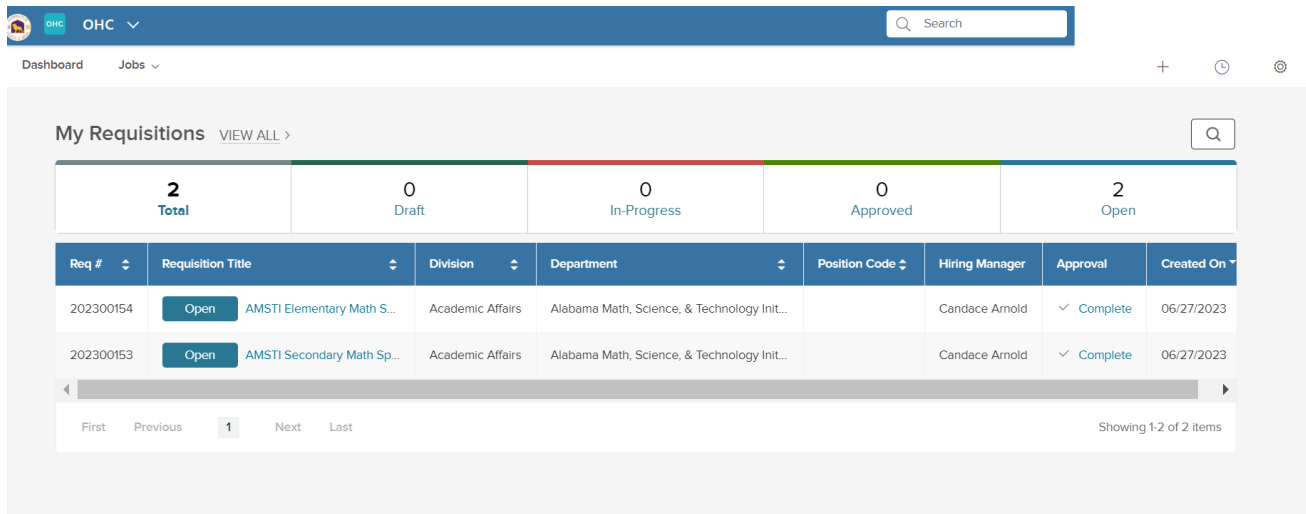
3. In the Requisition Detail, you will see tabs at the top. Once candidates have applied, you will receive email notifications and will be able to see their materials in the "Candidates" tab.

4. Once you have reviewed each candidate's materials and determined that all required information – per the posting – has been submitted, you may recommend for approval or reject the candidate. There are two ways to do this. You can select the checkboxes next to those that you want to perform the same action on, and then open the "Actions" drop-down menu and select either "Reject" or "Move to Adjunct: Recommend for Approval".

a. If you select "Reject", you will be given the option to select the Inactivation Reason. Just cancel that screen. Instructions for this may be provided at a later date.

b. If you want to recommend the candidates for Approval for Adjunct, select the "Move to Adjunct: Recommend for Approval" action and then ok the change on the screen. Do not recommend applicants for approval unless their application is complete and you have the information needed to complete the next step.

5. Complete the appropriate Adjunct/Clinical Assistant/Clinical Supervisor NEW HIRE electronic form here under the Academic Affairs menu. To complete the new hire form, you will need the following:

a. Are there official transcripts for the highest degree obtained attached in the Online Hiring Center? If no, contact applicant to provide.

b. Does the recommended applicant hold a terminal degree? If no, 18 graduate hours in teaching discipline from official transcript must be listed.

c. List the highest degree CIP code.

d. Submit the electronic form to the dean's office.