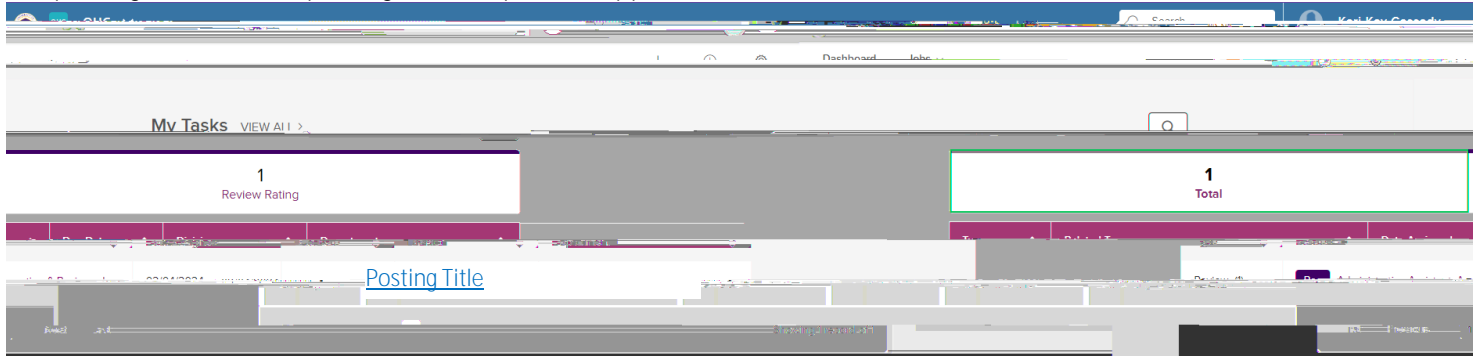
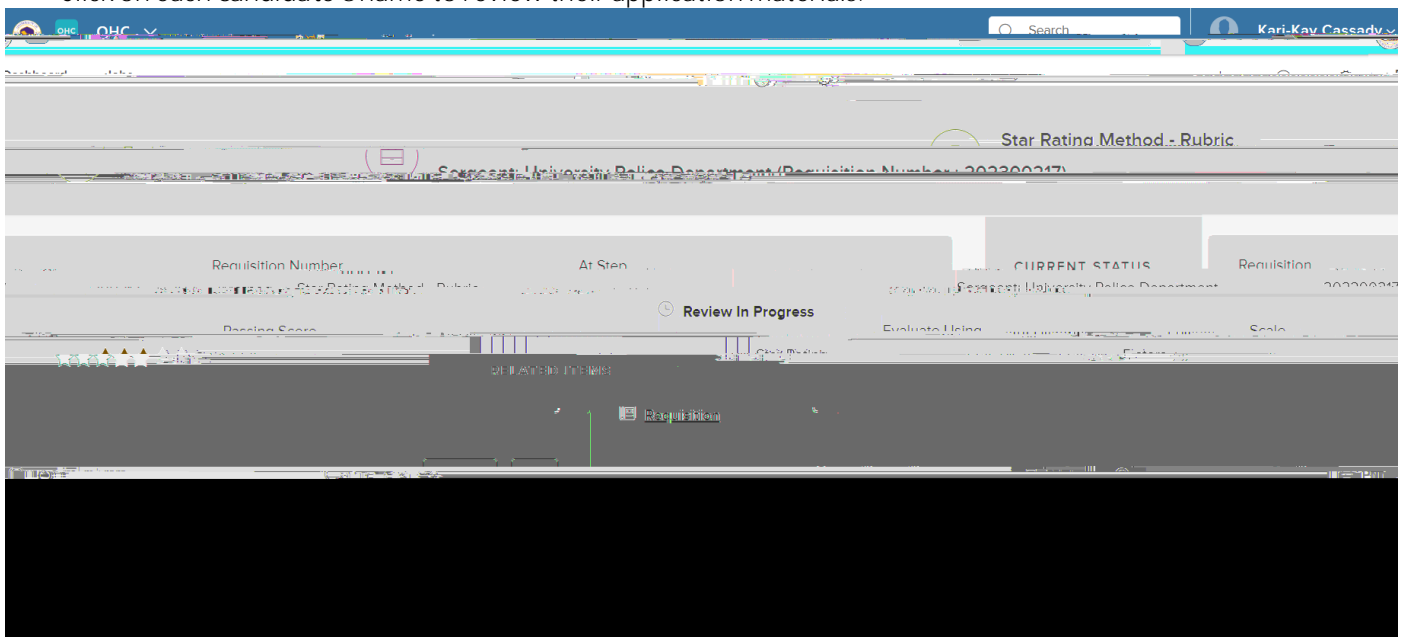




- D After logging in to the OHC, you will see a box at the top labeled "My Tasks". If you are serving on more than one search committee, you will see each one listed and the number of SME reviews that you have to complete for each posting. Click on the posting title to open the applicant review section.



- D Click on the posting title to open the candidate review section and scroll to the bottom to see the candidate list. Click on each candidate's name to review their application materials.



- D Once in an application, you will see two columns and a vertical and horizontal menu as below. PLEASE DO NOT ADD COMMENTS.

