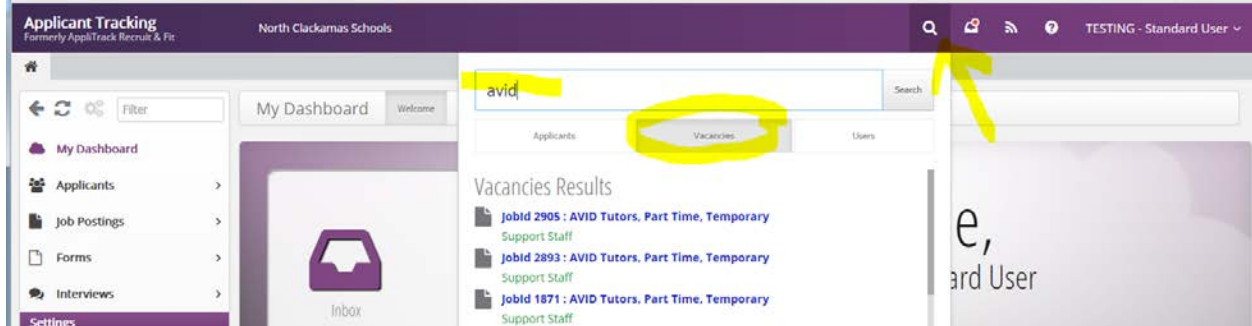
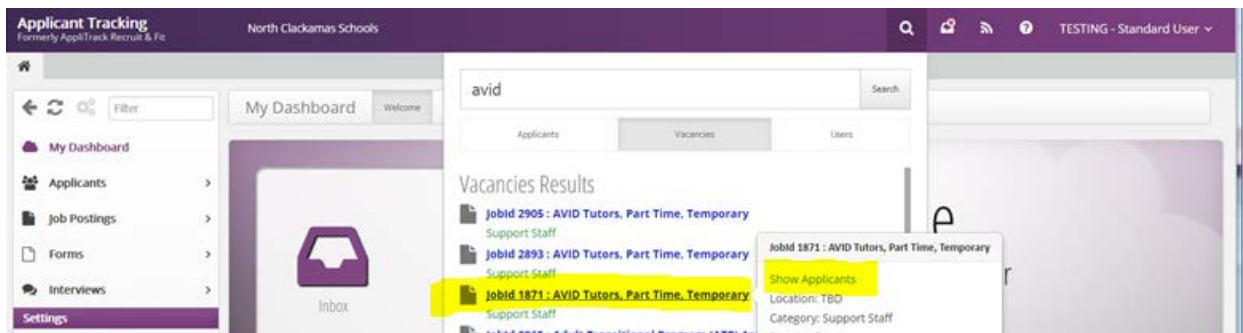


## HOW TO LOCATE APPLICANTS WITH VETERANS STATUS

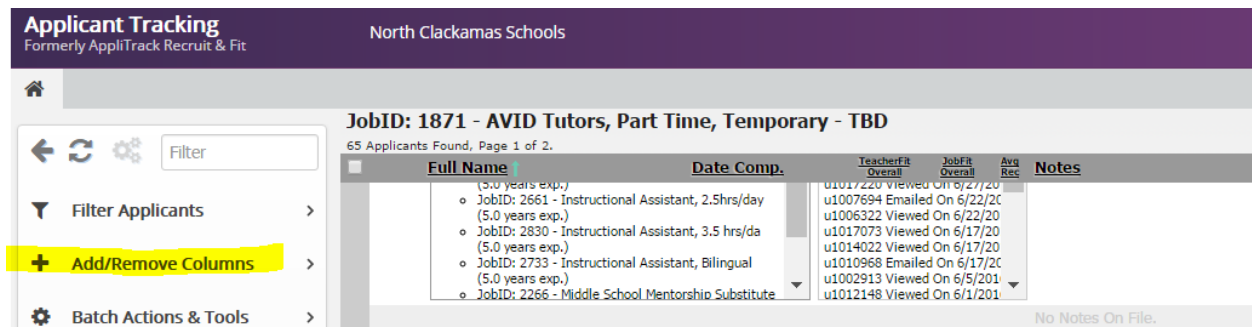
Search for the Job Posting. Click on the **magnifying glass** in the upper right portion of screen, type in the popup box a portion of the name or job id#, then click on **vacancies** tab.



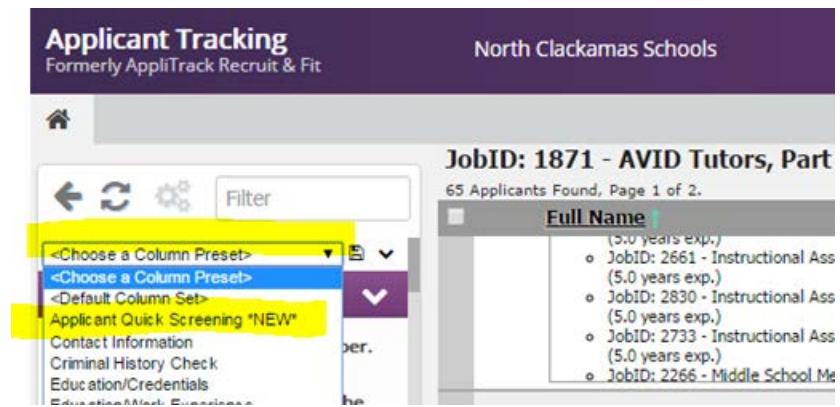
Click on the correct posting in the **Vacancies Results** section, then click on **Show Applicants**



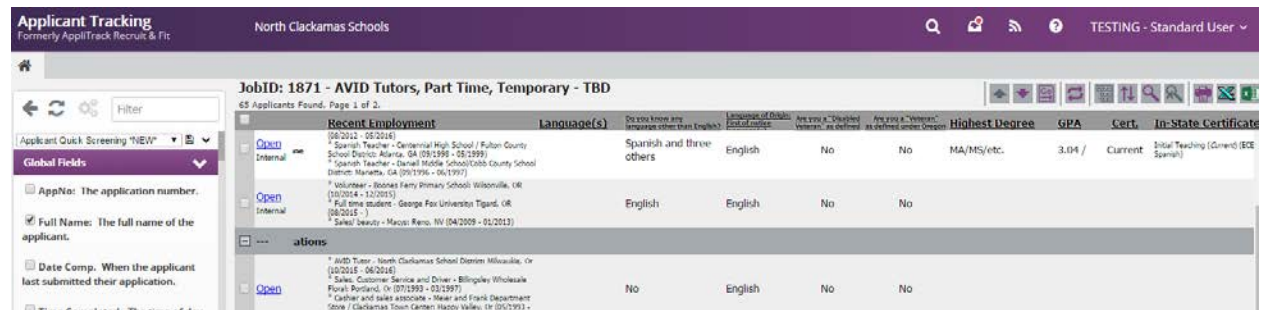
A list of the applicants will be shown, in a default viewing format. Click on **Add/Remove Columns** in the left sidebar.



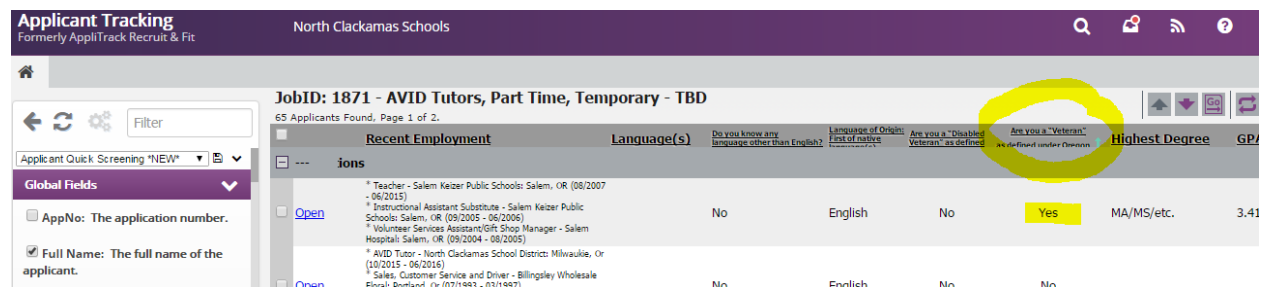
Click on <Choose a Column Present>, then select **Applicant Quick Screening \*NEW\***.



Now your applicant list will provide a more usable grid with summary information. (Names not showing in this screenshot but that field is in the grid.)



Clicking on any of the column headers will sort the column, first in ascending order, then in descending order. To find all applicants who answered Yes to being a Veteran, click on the **Are you a "Veteran" as defined under Oregon...** heading **two times**.



If the Veteran meets minimum (and any special) requirements, they must be interviewed. Contact HR if you have any questions.