**University of Wisconsin – Parkside**

**TAM User Guide**

**Search & Screen Committee Members**

**Content**

## Logging in………………………………………………………………3

## View Applicant Data…………………………………………………...5

**TAM – Logging In**

1. Go to <https://uwservice.wisc.edu/tam/login> You may want to add this link to your favorites.
2. Log into **TAM** using your campus username and password. Choose “UW-Parkside “and enter your login credentials like you are logging into your computer.



1. Click on ***Recruiting*** on the navigation bar on the left and then Click on ***Browse Job Openings***.



3. The job openings you are assigned to should be listed.

1. Click on the name of the recruitment.



5. To view applicants resumes or CV’s ***only*** click the resume icon.

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

6. To view all application materials for a candidate click Application icon.

 

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

Applicant Name

7. Download all applicants materials to a SharePoint site. Share this site will all Search & Screen Committee Members

8. Select “Return” to go back to the list of applicants and view another candidates application materials.

Name