## Adding a Position to your Watch List Instructions for Student Supervisors

- 1. Login using your ATS log in and password. https://jobs.indstate.edu/hr/sessions/new
- 2. Make sure that you are on the Applicant Tracking side, or **Applicant Tracking System** tab (blue header) of the Applicant Tracking System.
- 3. Check to be sure that your Access Level is set to **Student Supervisor**.

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- 4. Click on the header **Postings**, then select **Student**.
- 5. Search for the position that you want to add to your Watch List.
- 6. When you find the position, click the arrow next to Actions.
- 7. On the drop-down menu that will appear, select **Watch**.

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8. <u>Alternative Way-</u>If you are already in the position, you can select the **Add to Watch List** ribbon on the right hand side of the screen.

Adding a Position to Your Watch List updated 03/23/2020

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9. When you return to your Home screen, the position will be listed at the bottom of the page under **Watch List**.

Watch L	ist		Postings 🚺	Hiring Proposals	Position Description Requests	How to Bulk Move Applicants Direct Hire Procedures
SEARCH					Unwatch Postings	ISU Position Management Quick Steps
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