HOW TO REVIEW APPLICATIONS
Logging into the System

- Visit https://adminjobs.american.edu

- When prompted, enter your AU username and password, which are the same credentials used to approve electronic time sheets.
Click on “Applications”
Click on “Search” to View Pending Applications

Then they use the search option to view pending applications.
Click on the paper icon to the left of the applicant’s name to see the full application
OR
Click on the applicant’s name to see the application in sections.

Reviewers will see a list of all of the applications pending their review.
Selecting Applicants

- Contact students directly to schedule interviews.
- Extend a job offer(s).
- Complete the online Public Service Work Study Hire Form.
- Instruct the student(s) to complete the university’s hiring process with Tasha Daniels before reporting to work.
Direct questions to Tasha Daniels at 202-885-1807 or daniels@american.edu