POTENTIAL ADJUNCT FACULTY POOL GUIDE
Potential Adjunct Faculty Pool Guide

The following is a guide that will assist in viewing potential Adjuncts who are interested in teaching for Mesa Community College. All department chairs and secretaries should have access to these screens under Manager Self Service. If you do not, please call your Human Resource Analyst for access.

After logging into HRMS [http://my.maricopa.edu/employees/index.php](http://my.maricopa.edu/employees/index.php)

1. **Click on Manager Self Service**
2. Then Click on Adjunct Search:

3. Choose Discipline – this is a drop down menu:
4. After choosing Discipline, click on College and click on search - the list applicants will appear:

Viewing any applicant that has applied district wide is possible by clicking on All Location or by selecting the college of your choice. Additionally, searching by name is possible if you know the applicants name. However, if searching by applicant name Discipline should not be blank.
5. To review applicants credentials click on name link:

Please note: It is possible to sort by name alphabetically by clicking on Applicant Name or sort by Date applied/ Updated by clicking on those headers.
6. **Scroll down to view applications or click on Attachments to view Resume or Course Completion Forms** :

You can print each attachment or you can go back to previous search by clicking on Return to Previous Page and follow steps to print applicants.
Printing Applicants Documents:

Click on applicant’s name that you are interested in reviewing you can either print with attachments or print without attachments just click on your choice:
Next click on Process Monitor, the system will direct you to the Process List Screen and you might need to update your User ID with your MEID:

Once the process runs click (this normally takes a few minutes) on Details, then View Log/Trace and then click on the link that has the PDF extension.
This file should contain the application along with attachments if applicant submitted.