

# REVIEWING FILES CLASSIFIED SEARCHES

1. Log into the State of MN payroll system ([www.state.mn.us/employee](http://www.state.mn.us/employee)) in order to review the applications.
2. Select "Self Service"

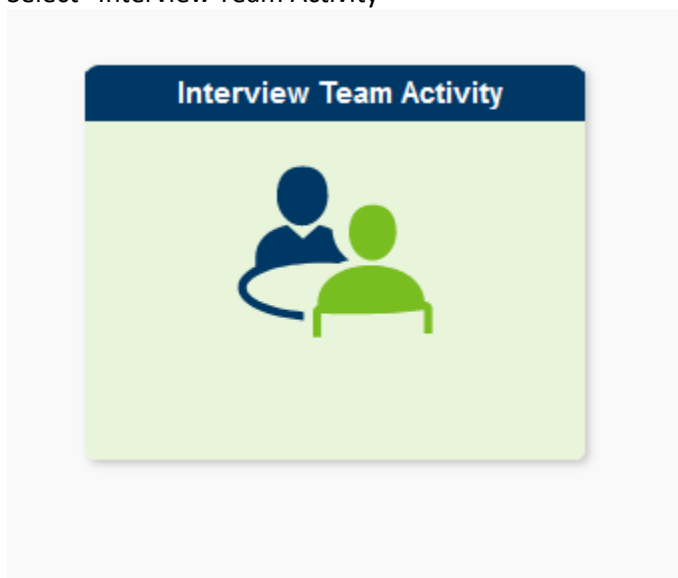
The screenshot displays a dashboard with several main sections:

- Employee Announcements:** Contains two items: "All Statewide Systems Available - Upgrade Complete SWIFT Help Desk." and "Get Ready for Self Service Updates! Statewide Payroll Services."
- System Status:** Contains two items: "All Statewide Systems Available - Upgrade Complete SWIFT Help Desk." and "System Maintenance - Sundays between the hours of 6 a.m. ... SWIFT Help Desk."
- Careers:** Features a blue button labeled "APPLY" with a green hand cursor icon pointing to it.
- Learning Management:** Features a green apple icon above a stack of blue books.
- Self Service:** A large blue arrow points down to this section, which contains a green gear icon with a white person silhouette inside, overlaid on a blue map of Minnesota.

3. Select "Recruiting"




4. Select "Interview Team Activity"



5. If you are on more than one search, you should see a list of each position.
6. Click on each person's name that you want to review.
7. When you are in their application, choose "View Application" on the right side

**Response Details**

Routing Date	09/09/2021	Response Due Date	<a href="#">View Application</a>
*Recommendation	<input type="text"/>		<a href="#">View Posting Title</a>



8. Once you have reviewed a person's application and completed your **hard copy rating form**, click on the "Return" tab to go back to the list of applicants and review your next applicant

**Routing Response**

| [← Return](#) | [↓ Next](#)

