

REVIEWING FILES CLASSIFIED SEARCHES

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

The screenshot displays a dashboard with several sections. A large blue arrow points from the top right towards the 'Self Service' button. The 'Employee Announcements' section contains two items: 'All Statewide Systems Available - Upgrade Complete SWIFT Help Desk.' and 'Get Ready for Self Service Updates! Statewide Payroll Services.' The 'System Status' section 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.' The 'Careers' section features an 'APPLY' button with a hand cursor icon. The 'Learning Management' section features an icon of an apple and books. The 'Self Service' button is located on the right side of the dashboard, featuring a map of Minnesota and a gear icon.

Employee Announcements	System Status	Careers	Learning Management	Self Service
All Statewide Systems Available - Upgrade Complete SWIFT Help Desk.	All Statewide Systems Available - Upgrade Complete SWIFT Help Desk.			
Get Ready for Self Service Updates! Statewide Payroll Services.	System Maintenance - Sundays between the hours of 6 a.m. ... SWIFT Help Desk.			

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

*Recommendation

[View Application](#) 

[View Posting Title](#)

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](#)

