

## Viewing Applicant Data

- <https://uwservice.wisc.edu/tam/login>
- Select **Search Job Openings**.
- Click **Search**.
- Click on the Job Opening that resulted from your search.

1) Find the applicant whose application you would like to view.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Route	Interview	Reject	Print	
	[REDACTED]	[REDACTED]	External	Applied							Other Actions

Select All   Deselect All   Group Actions

2) Select the application link.

Type	Disposition	Application	Resume	Route	Inter
External	Applied				

3) Application materials will be on the right side of your screen.

Attachments ?						Personalize
Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated	
<a href="#">resume_uwgb.pdf</a>	resume_uwgb.pdf	Resume			02/13/2017 4:19PM	
<a href="#">References.pdf</a>	references	References			02/13/2017 4:38PM	
<a href="#">official_transcript.pdf</a>	transcripts	Transcript Attachments			02/13/2017 4:39PM	
<a href="#">cover_letter_uwgb.pdf</a>	cover letter	Cover Letters			02/13/2017 6:47PM	

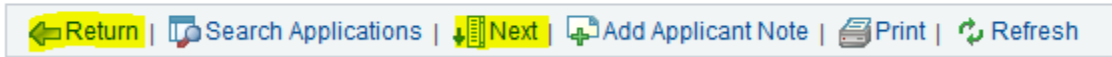
Work Experience

4) Click on the link for the document you would like to view. If the attachment does not open, it may be an issue with your pop-up blockers. Please see the following document

for assistance with configuring your browser to allow viewing of documents in TAM:  
[Update Internet Settings to Allow Opening of Attachments and File Downloads to 'Generate' Letter Templates.](#)

- 5) To get to the next applicant, either utilize “Return” to go back to the full applicant list, or “Next” to go directly to the next application.

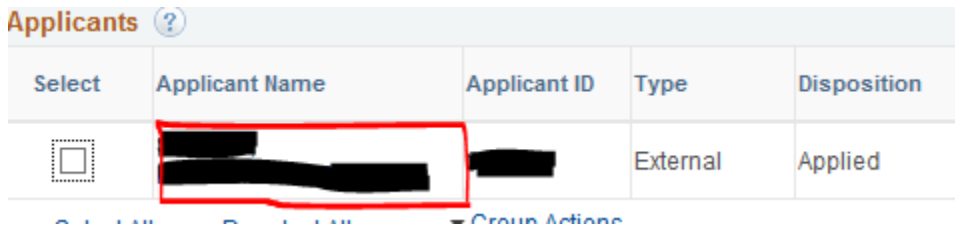
## Manage Application



### REFERENCES:

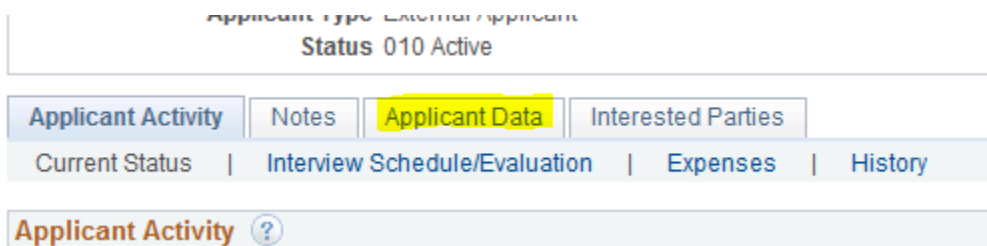
If references are not included as a separate attachment or in the resume/CV, please use the following instructions to find references that may have been entered on a separate screen by the applicant:

- 1) Click on the name of the applicant.



Select	Applicant Name	Applicant ID	Type	Disposition
<input type="checkbox"/>	[REDACTED]	[REDACTED]	External	Applied

- 2) Select “Applicant Data.”



- 3) Select “References.”

