Common Credentialing - Assistant Hiring Guide - Staff Admin

To begin please login to Common Credentialing and go to the "Assistant Hiring" Section.

Once there you will see a dashboard like the one in the screenshot below. When you first get to the dashboard it will be on your Outstanding Applications, these are application which will require your review.

To review an application click on the link for the row and it will take you to the application for your review.

Once in the application you will notice that you can download a PDF version of the form or Print the Form directly from this interface.

To continue the review just keep scrolling through and at the bottom you will see the information from the previous reviews including any documents that were uploaded by the Department.

If there is a problem with the application, then you can decline it and it will go back to the department. The department can facilitate the changes by sending it back

If everything looks good you can approve the Application and move to the next step.
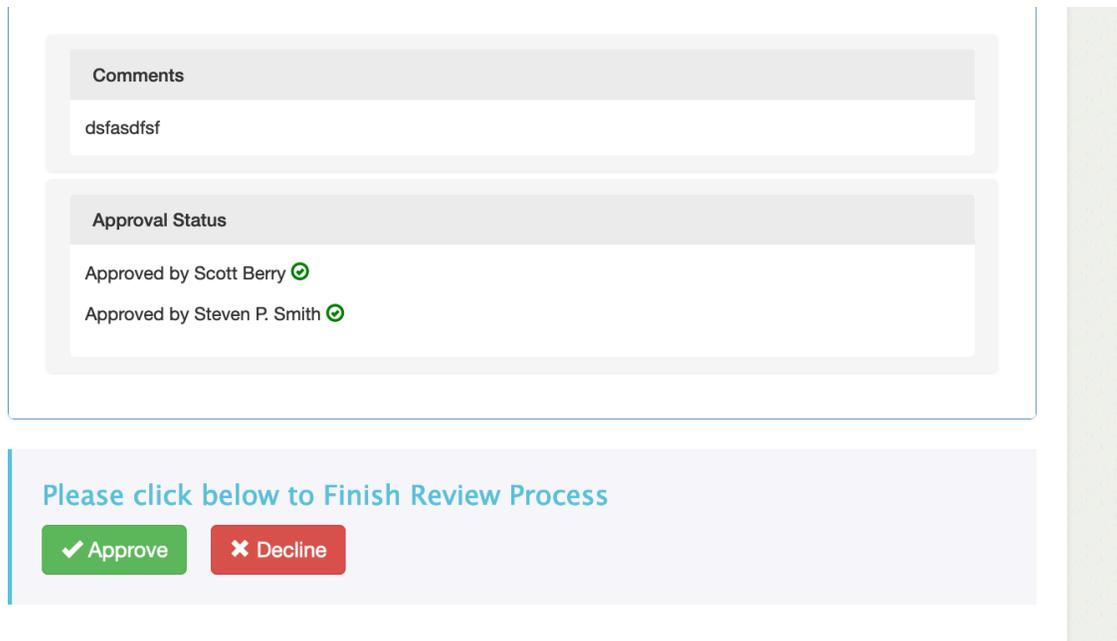
Once approved you can download and completed the security PDF, specify the term details and Generate an Offer Letter.

You can edit the end dates here IF there were changes since the Principal Investigator OR Department entered the information. Otherwise you can just leave the dates that were provided. These dates will appear on the Offer Letter.

When the offer letter is generated, you will be able to download or print it right away and confirm and finalize the approval. You will be able to access it again later.

Once finalized the application will move to the "Completed" tab and you will be able to access the application and all the details for it by clicking into the application.

This is the view that displays the different information you can review for the Application including the letter of offer and uploaded files.

Research Assistant

View Application

Institution	Approval Date
KHSC	Jul 23,2021

✓ Completed By First Name Last Name

Offer Letter

View Offer Letter

Start Date	End Date
Jul 15,2021	Jul 31,2021

✓ Approved By Gina Morey