

Viewing Applications

BROWSER COMPATIBILITY

The browser compatibility settings may need to be adjusted to use the site. The link below has directions to adjust the settings for different browsers.

<http://www.texastech.edu/careers/browser-compatibility.php>

NOTE: This site works best in the Firefox browser.

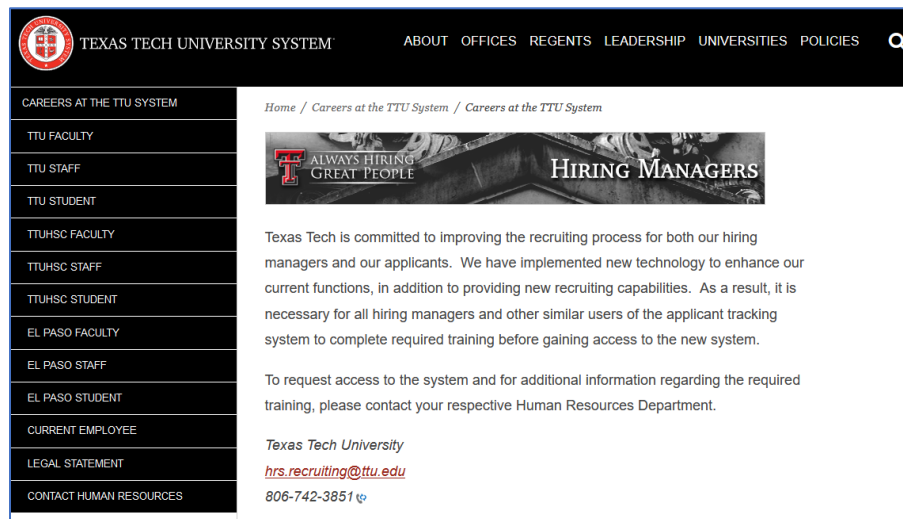
ACCESSING TEXAS TECH CAREERS WEBSITE

The easiest way to access the careers website is to go to Raiderlink and under the A&F Work Tools tab use the ***Careers at Texas Tech for Hiring Managers*** link under the Human Resources section. ALTERNATIVELY, launch in a new browser following these steps.

1. Launch your browser and enter the Texas Tech Careers web address:

www.texastech.edu/careers/hr

2. Initially a Texas Tech University System page will appear. Scroll down to the bottom of the page and click the TTU Login button, depending on computer settings you may be asked to enter your e-Raider username and password.



TEXAS TECH UNIVERSITY SYSTEM ABOUT OFFICES REGENTS LEADERSHIP UNIVERSITIES POLICIES

CAREERS AT THE TTU SYSTEM
TTU FACULTY
TTU STAFF
TTU STUDENT
TTUHSC FACULTY
TTUHSC STAFF
TTUHSC STUDENT
EL PASO FACULTY
EL PASO STAFF
EL PASO STUDENT
CURRENT EMPLOYEE
LEGAL STATEMENT
CONTACT HUMAN RESOURCES

Home / Careers at the TTU System / Careers at the TTU System

ALWAYS HIRING GREAT PEOPLE **HIRING MANAGERS**

Texas Tech is committed to improving the recruiting process for both our hiring managers and our applicants. We have implemented new technology to enhance our current functions, in addition to providing new recruiting capabilities. As a result, it is necessary for all hiring managers and other similar users of the applicant tracking system to complete required training before gaining access to the new system.

To request access to the system and for additional information regarding the required training, please contact your respective Human Resources Department.

Texas Tech University
hrs.recruiting@ttu.edu
806-742-3851

VIEW APPLICANTS FROM THE HOME PAGE


1. Applicants are viewable from the home page, from the **MY OPEN REQS** tab; click on the number of applicants for the appropriate requisition. Anything showing in a **blue font** is a clickable link.

My Open Reqs (14)		My Approved Reqs (0)		My Reqs Pending Approval (69)		My Candidates		Edit Tabs	
Filters >>		Actions							
<input type="checkbox"/>	Requisition ID	Extended Job Title	Org Level 7	New	Total	Department			
<input type="checkbox"/>	2588BR	Lecturer - Friday	H15000 - Human Resources	2	4	Human Resources			
<input type="checkbox"/>	2586BR	Lecturer LDJ Trainer	H15000 - Human Resources	2	2	Human Resources			
<input type="checkbox"/>	2564BR	Senior Analyst	H15000 - Human Resources	11	14	Human Resources			

2. The applicants appear in an output grid. Click on the applicant's name to view the application information.

<input type="checkbox"/>	Hodgines, Jack	<input checked="" type="checkbox"/>	03-Nov-2023		Former TX Foster Youth Preference	Send to Onboarding	27-Oct-2023
<input type="checkbox"/>	Kitty, Hello	<input type="checkbox"/>			Veteran Preference	Send to Onboarding	27-Oct-2023
<input type="checkbox"/>	knee, broken	<input checked="" type="checkbox"/>	19-Oct-2023		External	Send to Onboarding	27-Oct-2023
<input type="checkbox"/>	Lovegood, Luna	<input type="checkbox"/>			External	Send to Onboarding	27-Oct-2023

3. The display will refresh to a new screen with one applicant's information displayed. From here, the record may be accessed, and attachments may be viewed.
4. The **Profile** section has the **Resume/CV** and **Cover Letter** submitted with the initial application.

- The Resume/CV and Cover Letter in the **Profile** can be viewed as a PDF by selecting the  icon. Please note that these cannot be changed by the applicant nor Human Resources. Any updated documents will be uploaded to the **Attachments** tab under the **Activity** section. If a Resume/CV or Cover Letter does not appear in the **Profile** section, they might be in the **Attachments** tab as well.

knee, broken

2588BR: Lecturer - Friday

Address 1: 123 4th	Candidate type: External	Notes: Add/View
Location: Lubbock, Texas 79415	HR Status: Position Filled	Forms: Add/View
Home phone: 806-745-2222	HR status date: 31-Jan-2024	Communications: Send/View
Email: brokenknee2023@mailinator.com	HR status updated by: Johnson, LaDonna (R00152673)	Attachments: Add/View


Profile

Contact Details
Résumé/CV
Cover letter
Experience
Education

Language: English (US)

broken knee
123 4th
Lubbock, Texas 79415
United States


Email: brokenknee2023@mailinator.com
Home Phone: 806-745-2222



Make sure to set the filter to "This Folder"

Activity

Action log
Job response
Forms
Attachments
Notes
HR Status
Communication
eLink

Filter: [This folder](#) 

- The **Activity** section has the **Action Log**, **Job Response**, and **Attachments** tabs.
- The **Action Log** tab at the bottom of the page allows you to see when certain actions have been taken on applicants. It also contains links to open application documentation. Important documents you may want to pay attention to are:
 - GQ Job Response** – TTUS External/Internal Staff/Faculty = Application
 - Job Response** – TTUS External/Internal Staff/Faculty = Supplemental Questions and Answers
- Documents submitted by the applicant may also be viewed via the **Attachments** tab or the **Attachments: Add/View** option at the top of the page. *Be sure to review the documents with the most recent dates. Applicants can add and/or replace documents here after the application is complete.*
- The **Job Response** tab at the bottom of the page contains everything that was submitted during the application process in addition to any updated documents.

SPEED BROWSE

Applicants can be viewed side-by-side using the **Speed Browse** option.

NOTE: The information available with this feature is dependent on the documentation/information submitted by the applicant.

1. From the display of applicant names, select the applicants of interest, by placing a check mark in the box beside the name.
2. Click the blue **Actions** link, when the options open, select **Speed Browse**.
3. Click on the blue words at the top of the page; **Contact Details, Resume/CV, Cover Letter, or Experience/Education** (*it is not uncommon for this section to be blank*) to view the information for the selected applicants.

Speed Browse Showing 2 of 2 Candidates

1890BR: Assistant Professor

Contact Details Resume/CV Cover Letter Experience/Education

WILLIAMSON, MATISON

Experience

No Records Found.

Education

Educational Institution	Degree	Area of Study	End Year	GPA	Most Recent
FLORIDA STATE UNIVERSITY	Master's degree	SPORTS MANAGEMENT			✓
Other - UNIVERSITY OF TEXAS ARLINGTON	Bachelor's degree	COMMUNICATIONS			

Mouse, Mike

Experience

No Records Found.

Education

Educational Institution	Degree	Area of Study	End Year	GPA	Most Recent
No Records Found.					

For questions, please contact Talent Acquisition, hrs.recruiting@ttu.edu or calling 806-742-3851.