# 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
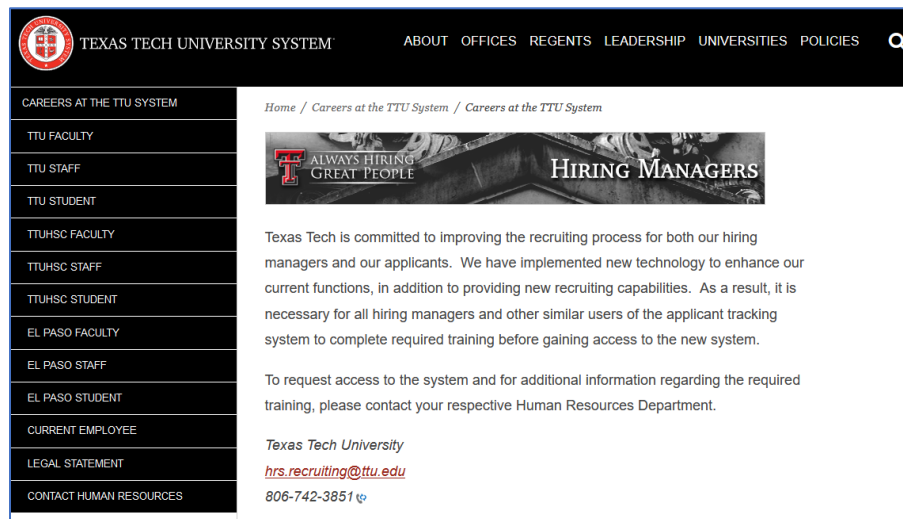
*NOTE*: This site works best in the Firefox browser.

## 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.

# 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 ⊙

| ☐ | Requisition ID | Extended Job Title | Org Level 7 | New | Total | Department |
|---|---|---|---|---|---|---|
| ☐ | 2588BR | Lecturer - Friday | H15000 - Human Resources | 2 | 4 | Human Resources |
| ☐ | 2586BR | Lecturer LDJ Trainer | H15000 - Human Resources | 2 | 2 | Human Resources |
| ☐ | 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.

| ☐ Hodgines, Jack | ⊙ | 03-Nov-2023 | ▤ | Former TX Foster Youth Preference | Send to Onboarding | 27-Oct-2023 |
| ☐ Kitty, Hello | | | ▤ | Veteran Preference | Send to Onboarding | 27-Oct-2023 |
| ☐ knee, broken | ⊙ | 19-Oct-2023 | ▤ | External | Send to Onboarding | 27-Oct-2023 |
| ☐ Lovegood, Luna | | | ▤ | 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.

5. The Resume/CV and Cover Letter in the **Profile** can be viewed as a PDF by selecting the [PDF icon] 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.

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### 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 ⌄

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6. The **Activity** section has the **Action Log**, **Job Response**, and **Attachments** tabs.
7. 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

8. 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.*
9. 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.



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