Viewing Applications

BROWSER COMPATIBILITY

The browser compatibility settings may need to be adjusted in order 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 Mozilla Firefox browser.

ACCESSING TEXAS TECH CAREERS WEBSITE

1. Launch your browser and enter the Texas Tech Careers web address:
   www.texastech.edu/careers/hr

2. Click the TTU Login button at the bottom of the page. This will take you to the log on page where you will enter your e-Raider username and password.
VIEW APPLICANTS FROM THE HOME PAGE

1. Applicants are viewed from the home page, while in the **MY OPEN REQS** area, the number of applicants in each HR status is viewable in an output grid. Click on the Blue number of the HR status, to view applicants. *All words in blue are clickable links.*

2. The display will refresh to a new screen and all applicants in the HR status number selected are displayed. From here, the Talent Record may be accessed, and forms may be viewed.

3. Click on the applicant’s name to view the Talent Record, click on the Forms icon in the Forms column.
VIEW TALENT RECORDS

Click the applicant’s name, and a new window will open the Talent Record. Talent Records provide access to all pertinent information: forms, HR Status, eLink history, application, resumes/CVs, cover letters, etc.

The Action Log at the bottom of the display contains links to open all the stored documentation. Here are descriptions for important information.

GQ Job Response = Application       Job Response = Supplemental Questions

Documents submitted by the applicant, may also be accessed via the Attachments: Add/View option at the top of the page.
SPEED BROWSE

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

1. 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 to view the information for the selected applicants.

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