VIEWING APPLICATIONS

The browser compatibility settings may need to be adjusted to use the site. Questions should be directed to HR Talent Acquisition at hrs.recruiting@ttu.edu.

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.

VIEWING APPLICATIONS

EL PASO STAFF

EL PASO STUDENT

CURRENT EMPLOYEE

LEGAL STATEMENT

CONTACT HUMAN RESOURCES

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

The TTU applicant tracking system, Kenexa, is currently experiencing an intermittent single sign-on login error when attempting to access. If you receive a single sign on login error when attempting to login click 'refresh' in the browser, then click on the command to resend the page information. The Kenexa homepage should then populate. It is also recommended to clear the history, cookies, and cache within the browser. While FIREFOX is the supported browser for this system, these steps should work in any browser.

TTU LOGIN

HSC LOGIN

Viewing 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 shown in a blue font is a clickable link.

My Approved Reqs (0)	My Reqs Pending Approval (140)	My Open Reqs (2)	My Candidates	My Tasks (0)	Edit Tabs

Filters » | Actions ⌄

	Requisition ID		Position Class Code		Extended Job Title		Org Level 7		Date Opened		New		Total	
☐	2617BR		S1208		Analyst - Kenexa Training		H15000 - Human Resources		16-Apr-2024		2		11	

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

☐	Red, Raider	Veteran Preference	📋	Manager Review	📄	24-Apr-2024
☐	Snape, Severus	Internal	📋	Manager Review	📄	24-Apr-2024
☐	Squarepants, Spongebob	External	📋	Manager Review	📄	17-Apr-2024

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 📄 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.*

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.

VIEWING APPLICATIONS

Speed Browsing Multiple Applications

Applicants can be viewed side-by-side using the **Speed Brows**e 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.

☑	Red, Raider	Veteran Preference	▤	Manager Review	⬚	24-Apr-2024
☑	Snape, Severus	Internal	▤	Manager Review	⬚	24-Apr-2024
☑	Squarepants, Spongebob	External	▤	Manager Review	⬚	17-Apr-2024

2. Click the blue **Actions** link, when the options open, select **Speed Browse**.

Candidates in: **2617BR**

Analyst - Kenexa Training

Showing 11 of 11

Actions ⌄   Selected: 3

View
Speed Browse
Send Candidate Communication
Send eLink

Candidate

Internal

3. Click on the tabs 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 Candidates

Compare candidates for **2617BR Analyst - Kenexa Training**

Contact Details	Résumé/CV	Cover letter	Experience & Education	Skills	Forms

Update HR Status ⌄	Elink ⌄	More ⌄

☐ Red, Raider	☐ Snape, Severus	☐ Squarepants, Spongebob
Manager Review	Manager Review	Manager Review
Raider Red	Severus Snape Resume	Spongebob Squarepants