

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>

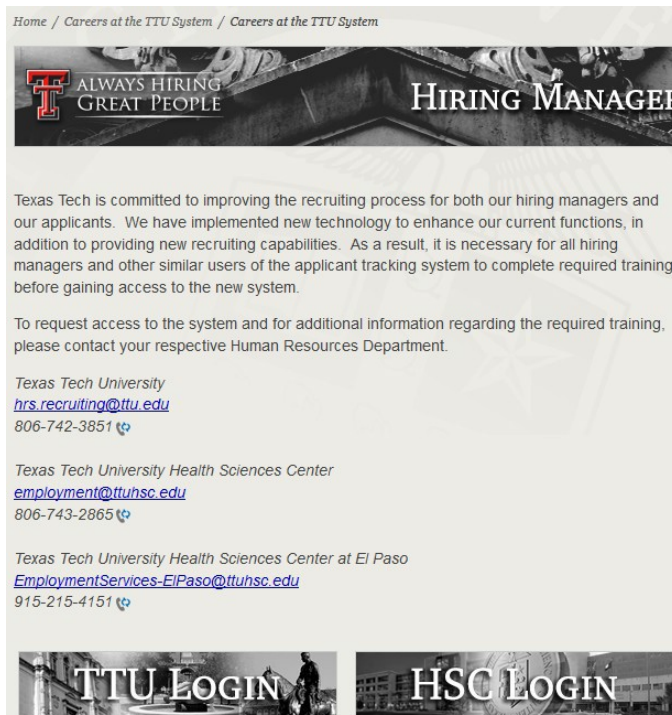
NOTE: This site works best in Mozilla Firefox browser.

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.



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

 ALWAYS HIRING GREAT PEOPLE

HIRING MANAGER



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
hqs.recruiting@ttu.edu
806-742-3851

Texas Tech University Health Sciences Center
employment@ttuhsc.edu
806-743-2865

Texas Tech University Health Sciences Center at El Paso
EmploymentServices-ElPaso@ttuhsc.edu
915-215-4151

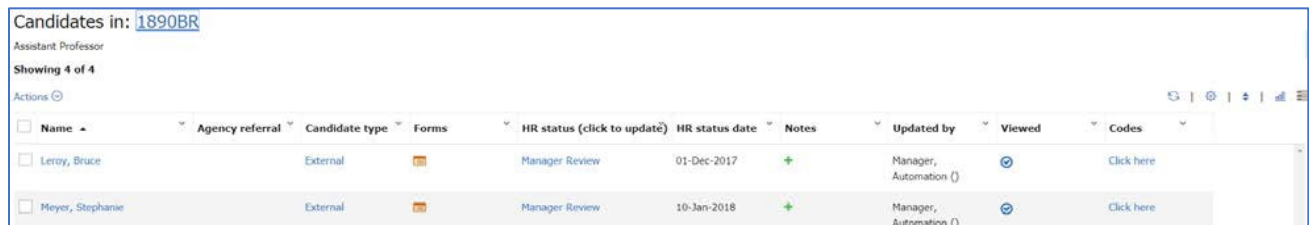
VIEW APPLICANTS FROM THE HOME PAGE




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.*



Requisition ID	Extended Job Title	Total	New	Manager Review	Request Interview	Interview Complete	Prepare Offer	Extend Offer	Offer Accepted	Send to Onboarding	Hired
1890BR	Assistant Professor	7	0	4	0	1	0	0	0	1	0
1902BR	Manager	8	0	3	1	0	1	0	0	1	0
1975BR	Academic Analyst	18	18	3	2	1	2	0	0	0	0

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.



Name	Agency referral	Candidate type	Forms	HR status (click to update)	HR status date	Notes	Updated by	Viewed	Codes
Leroy, Bruce		External		Manager Review	01-Dec-2017	+	Manager, Automation ()		Click here
Meyer, Stephanie		External		Manager Review	10-Jan-2018	+	Manager, Automation ()		Click here

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 screenshot displays a Talent Record for Bruce Leroy. At the top, the name "Leroy, Bruce" is shown with an "Actions" menu. Below this, contact information and HR status are listed. The "Profile" section includes tabs for Contact Details, Resume, Cover letter, Experience, and Education. A resume is displayed with a "View Submission History" button. The "Activity" section has tabs for Action log, Job response, Forms, Attachments, Notes, HR Status, Communication, and eLink. An "Action Log" table is shown at the bottom with columns for Action, Date, Action By, Details, Name/Type, From, To, and Folder.

Action	Date	Action By	Details	Name/Type	From	To	Folder
HR Status - Updated	01-Dec-2017 10:55:10	Manager, Automation ()		Current Status	Applicant Pool	Manager Review	18908E:Assistant Professor
Communication - Email	01-Dec-2017 10:55:10	Manager, Automation ()		TTU - Application Confirmation	Manager, Automation ()	Leroy, Bruce(lestbrucerley@gmail...)	18908E:Assistant Professor

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.

Speed Browse Showing 2 of 2 Candidates

1899BR: 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.					

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