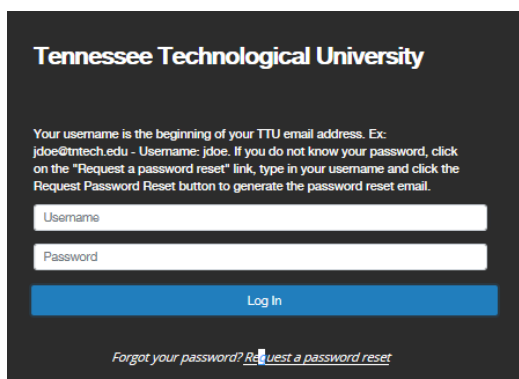


Search Committee Instructions

Viewing an individual application

Step 1. In a Browser, navigate to <https://jobs.tntech.edu/hr/login>. You may also go to the TTU Website and click on Faculty & Staff and then click on PeopleAdmin.



Tennessee Technological University

Your username is the beginning of your TTU email address. Ex: jdoe@tntech.edu - Username: jdoe. If you do not know your password, click on the "Request a password reset" link, type in your username and click the Request Password Reset button to generate the password reset email.

Username

Password

Log In

[Forgot your password?](#) [Request a password reset](#)

Step 2. Enter your username and password. Your username is the beginning of your TTU email address. Ex: jdoe@tntech.edu - Username: **jdoe**. If you don't know your password, use the *request a password reset* link and enter your **username**. You will receive an email with reset instructions.

Note: Do not enter your full email address as the username.

Step 3. Make sure your Current Group is **Search Committee Member**. If it is not, click on the drop down arrow and select **Search Committee Member**.




Tennessee TECH

Home

Welcome to your Online Recruitment System

User Group:
Applicant Reviewer
Employee
Search Committee Member

Step 4. Hover over the **Postings** tab and click on the position type (**Administrative Staff, Clerical and Support Staff or Faculty**).




Postings ▾ Hiring Proposals

- Administrative Staff
- Clerical and Support Staff
- Faculty
- Temporary
- Adjunct

Step 5. Click on either the **Position Number** or the **Working Title** to open the job posting.

"Postings" 1					Actions ▾
<input type="checkbox"/>	Position Number	Working Title	Department	Active Applications	
<input type="checkbox"/>	136070	Director	School of Agriculture (163000)	9	Actions ▾

Step 6. The posting will open to the summary page, where you may review the job posting (essential functions, minimum qualifications, etc.). To view applicants, click on the **Applicants** tab.



Posting: Director (Faculty)

Current Status: Posted

Position Type: Faculty
Department: School of Agriculture (163000)

Created by: Nicole Fury
Owner: Human Resources

★ See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

[f](#) [t](#) [in](#)

Summary | History | **Applicants** | Reports

Step 7. Click on an applicant's **name** —OR— toggle over **Actions** and click **View Application**.

<input type="checkbox"/>	Full Name	Combined Document	Status	Workflow State	Owner	Application Date	
<input type="checkbox"/>	Parker, Peter	Generate	Under Review by Dept / Committee Applicant Reviewer	June 14, 2016 at 05:37 PM		Actions	
<input type="checkbox"/>	Wayne, Bruce	Generate	Under Review by Dept / Committee Applicant Reviewer	June 17, 2016 at 02:27 PM		<div><div>GENERAL</div><div>View Application</div></div>	
<input type="checkbox"/>	Odinson, Thor	Generate	Under Review by Dept / Committee Applicant Reviewer	June 19, 2016 at 10:34 PM		Actions	

To download a savable PDF of the application, click **Generate**. Once the download is complete, click **View**.

<input type="checkbox"/>	Full Name	Combined Document	Status	Workflow State	Owner	Application Date	
<input type="checkbox"/>	Parker, Peter	View	Under Review by Dept / Committee Applicant Reviewer	June 14, 2016 at 05:37 PM		Actions ▾	
<input type="checkbox"/>	Wayne, Bruce	Generate	Under Review by Dept / Committee Applicant Reviewer	June 17, 2016 at 02:27 PM		Actions ▾	

Downloading multiple applications

Step 1. From the **Applicants** tab, click the **check box** in the header to select all of the applicants on the page. Or, click the box beside the name of each applicant whose application you want to download.

<input checked="" type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date	
<input checked="" type="checkbox"/>	Parker, Peter	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 14, 2016 at 05:37 PM	Actions ▼
<input checked="" type="checkbox"/>	Wayne, Bruce	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 17, 2016 at 02:27 PM	Actions ▼

Step 2. Hover over the orange **Actions** button and click **Download Applications as PDF**.

"Applicant Review" 9

<input checked="" type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date	
<input checked="" type="checkbox"/>	Parker, Peter	View	Under Review by Dept / Committee	Applicant Reviewer	August 25, 201	
<input checked="" type="checkbox"/>	Wayne, Bruce	View	Under Review by Dept / Committee	Applicant Reviewer	August 30, 201	
<input checked="" type="checkbox"/>	Odinson, Thor	View	Under Review by Dept / Committee	Applicant Reviewer	September 04,	
<input checked="" type="checkbox"/>	Wilson, Wade	View	Under Review by Dept / Committee	Applicant Reviewer	September 05,	

Actions ▼

- GENERAL
 - [Review Screening Question Answers](#)
 - [Download Screening Question Answers](#)
 - [Export results](#)
- BULK
 - [Download Applications as PDF](#)

*Note: This will download all applications on that page; each page lists 30 applicants. If you have more than 30 applicants, **you will need to repeat this step for each page of applicants.***

Step 3. Select the documents you want to download and click **Submit**. The PDF will open in a new window.

Select the document type(s) to use.

☒ Application and All Documents

☐ Only These Document Types

☐ Application Data

☐ Cover Letter

☐ Resume

☐ List of References

☐ Transcripts

☐ Transcripts 2

☐ Transcripts 3

Submit

Cancel

Email TTUemployment@ntech.edu if additional assistance is needed.