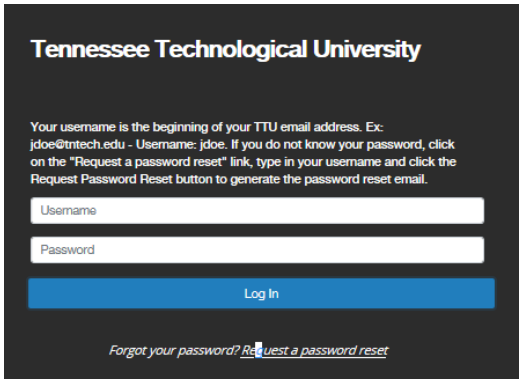
Search Committee Instructions

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.



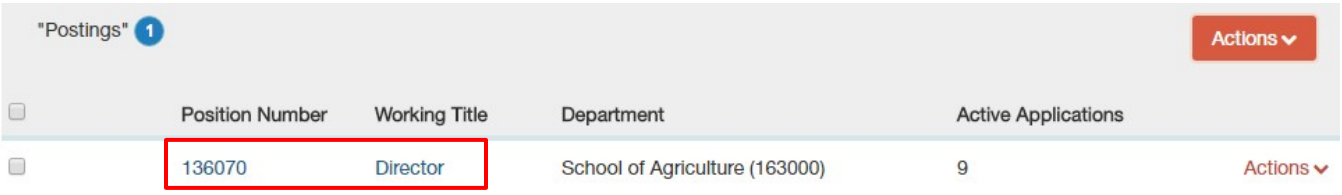
Step 2. Enter your username and password. Your username is the beginning of your TTU email address. Ex: jdoe@tntech.edu - Username: **jdoe**. If you don't know your password, use the *request a password reset* link and enter your **username**. You will receive an email with reset instructions.

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

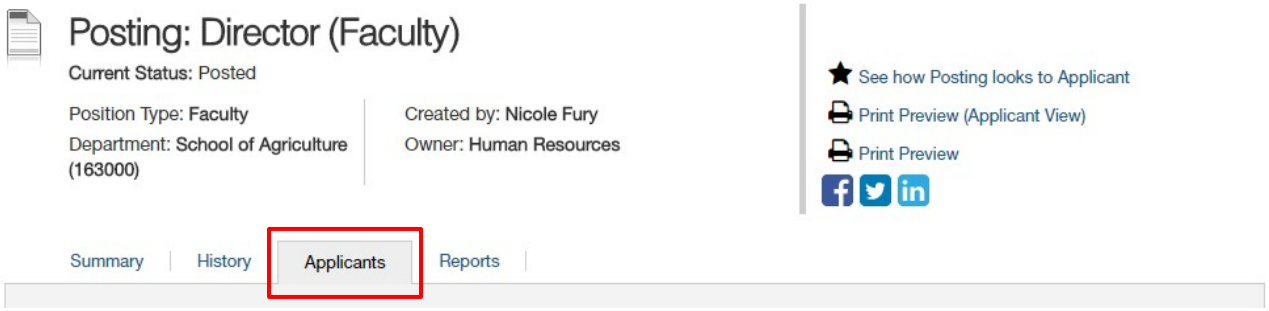
Step 3. Make sure your Current Group is **Search Committee Member**. If it is not, click on the drop down arrow and select **Search Committee Member**.

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

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



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.



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

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

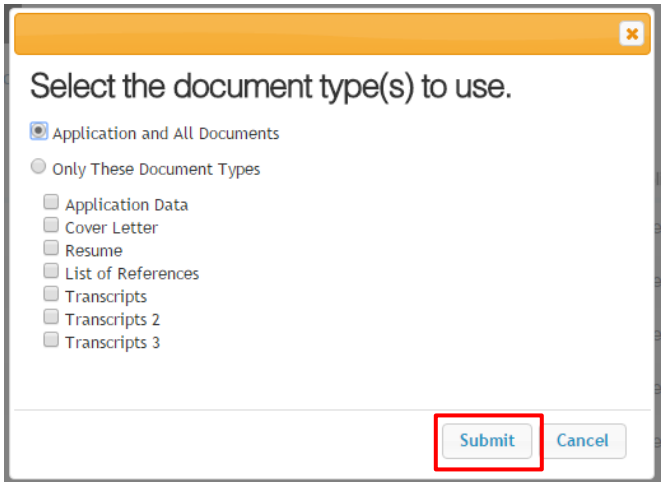
Downloading multiple applications

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.

Step 2. Hover over the orange **Actions** button and click **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.



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