Faculty Applicant Tracking System Search Committee User’s Guide
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Additional Resources
Contact the Faculty Records Office for assistance at FacHiringFR@txstate.edu or 512-245-3628.

Instructional materials can be found at http://facultyrecords.provost.txstate.edu/faculty-recruitment.html.
GETTING STARTED

Open your browser to https://jobs.hr.txstate.edu/hr to login. Please note that you will be logged out of the system after 60 minutes of inactivity. Search committee members can: view and print postings and application materials. If you are NOT a current Texas State employee, you should have received an email providing you with a Guest User “Username” and “Password.” Enter these and click the blue login button.

Login: Sign in using your Texas State University user name and password by selecting the SSO Authentication link.
When you login, you are on the home page. This page is designed to help you keep track of the actions required by you or your department.

**User Group Selection:** This menu is only available if you are assigned more than one user group.

**Module Selection:** The module drop-down shows which part of the system you are in. When you log in, you are in the Applicant Tracking module. If you hover your mouse over the words “Applicant Tracking” you will see the modules available to you. The modules available depend on your assigned user group permissions. The home page appears in all modules, with a different color bar at the top for each module. You return to the home page whenever you change to a different module.
**Inbox:** This notification area displays any items that need action.

**Watch List:** This notification area displays any items that you have flagged to follow. The tabs you see in the Inbox and Watch List areas will depend on your user group permissions. You can quickly access your inbox and watch list from any page with the **Inbox and Watch List button at the top of the screen.**

**REVIEWING APPLICANTS**

Hover over the **Postings** tab and select **Faculty** from the menu. This takes you to the **Faculty Postings** list screen where you can create new postings or manage existing postings. Locate the posting and open it to the **Applicants** tab.

**Viewing applicants for a posting**

1. Locate and open the posting.
2. Open the **Applicants** tab to open the list of applicants.
**Viewing all submitted documents for one applicant**

1. If the list of applicants does not include the Combined Documents column, select **More Search Options** and add it from the Add Column list. The list of applicants refreshes.
2. For the applicant of interest, select **Generate** or **View** in the Combined Document column, depending on which is available. **Generate** creates an up-to-date PDF. **View** presents the PDF of the applicant's most recent application materials in a new tab of your browser.

**Viewing collection of applicant documents**

You can review more than one applicant document at a time. You may choose to view all the documents for an applicant, specific applicant documents for each of a group of applicants, or all applicant documents for a group of applicants.

1. On the posting’s **Applicants** tab, check the boxes to select the applicant or applicants of interest.
2. Do one of these things:
   - To see the selected applicants' materials together: From the **Actions** menu, select **Download Applications as PDF**. In the dialog box, select the types of documents you want to view, then select **Submit**.
   - To see the selected applicants' materials separately: From the **Actions** menu, select **Create Document PDF per Applicant**.

The system creates a PDF containing all the documents that you request.
**Viewing Veteran’s Preference**

Special consideration is given to qualified Veterans. Veterans’ preference laws do not, however, guarantee Veterans a job, nor do they give Veterans’ preference in internal agency actions such as promotion, transfer, reassignment, and reinstatement.

- If the total number of individuals interviewed for the position is six or fewer, the state agency is required to interview at least one individual qualified for veteran’s employment preference.
- If the total number of individuals interviewed for the position is more than six, the state agency is required to interview at least 20% of total applicants that qualify for veteran’s employment preference. (i.e. if you are interviewing 10 applicants at least 2 applicants are required to have veteran’s preference)
- If the applicant pool does not have any applicants who self-identify as eligible for Veteran’s Preference, this interview requirement does not apply.

To view whether the applicant requested veterans’ preference or not, hover over **Saved Search** and select **(Global) – All Applications w/ Vet Status and Reasons**. The applicants workflow state and entrance reseason will display. When the applicant submits their application and claims veterans’ preference they are asked to attach their DD214/DD1300.

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**RECOMMENDATION LETTER REQUESTS**

An automated email will be sent out to the individuals the applicant has identified as a reference. The email will include a link to a basic form and a place for them to upload documents. The status of the applicant’s recommendation letters can be viewed by the search committee chair. To view:

1. Go to the list of applicants in the job posting section and click on the name of the applicant to view references.
2. When viewing the tabs at the top of the application, select the Recommendations tab.

![Recommendations tab](image)

3. Select the Recommendations Tab to view the names of the references and whether or not they responded to your request.

![Recommendations table](image)

4. If reference has been completed, click on the reference name to view.