



# Hootie's Employee Recruitment, Onboarding, & Exiting System (HEROES)

*Position Descriptions, Postings, and Hiring Proposals*

## Budget User Guide

# Table of Contents

Click on an item to jump to that section.

<b>Introduction</b>	3
Tasks Available in HEROES*:	3
Best Web Browsers to Use	3
Security of Information / Applicant Data	3
System Questions	3
<b>User Expectations</b>	4
<b>Logging Into HEROES</b>	4
<b>HEROES Navigation Essentials &amp; System Terminology</b>	5
The Home Page	5
Inbox and Watch List	5
Alerts and Other Announcements	6
Shortcuts and My Links	7
Modules	8
<i>Position Management Module (Orange Header)</i>	8
<i>Applicant Tracking Module (Blue Header)</i>	8
Roles	10
<i>Role Definitions</i>	10
<i>Setting Your Preferred Role and Module at Login</i>	11
<i>HEROES Workflow</i>	13
<b>Reviewing a Staff Position Description</b>	14
<b>Reviewing a Posting</b>	19
<b>Reviewing a Hiring Proposal</b>	23
<b>Appendix I: Finding a Position Request</b>	27
<b>Appendix II: How to Find a Posting</b>	29
<b>Appendix III: How to Find a Hiring Proposal</b>	31
<b>Appendix V: Contact &amp; Support Information</b>	33

## Introduction

Welcome to Oregon Tech's HEROES software. The system has been implemented in order to improve and digitize tasks involved in the position management, recruitment, employment applications, hiring, onboarding, and exiting processes.

### Tasks Available in HEROES\*:

- Create new position descriptions
- View and modify existing position descriptions
- View pending position requests
- Initiate and view postings
- View and print application materials
- Approve position, recruitment, and hiring actions
- Obtain budgetary approval on position, recruitment, and hiring actions

\*dependent upon assigned role and department

### Best Web Browsers to Use

HEROES, hosted by PeopleAdmin, is designed to run in a web browser over the Internet. The system works best in Chrome but supports browser versions of Firefox current (auto update), Internet Explorer 8, 9, 10 and Safari 6.0.

The site also requires users to have Adobe Acrobat Reader installed. Please contact Information Technology Services (ITS) at 541.885.1470 for assistance if you do not already have this software.

### Security of Information / Applicant Data

To ensure the security of the data provided by applicants, the system will automatically log users out after 3 hours of no activity. However, anytime a user leaves their computer it is strongly recommend that they save any work in progress and log out of the system by clicking on the Logout link located in the top right hand corner of the screen.

### System Questions

User guides and quick reference documents related to HEREOS are located on the [Human Resources Systems](#) page.

Users are also welcome to contact the Office of Human Resources for assistance:

541.885.1120  
[oithr@oit.edu](mailto:oithr@oit.edu)

## User Expectations

Users of Oregon Tech's HEROES may have access to information related to applicants, current employees, and current employee position information. Users are responsible for respecting the confidentiality of information accessed via computer information systems and understand that this information is to be used only for official university purposes.

Users shall not provide or release this information to any individual or organization except for the sole purpose of conducting university business within the requirements of their position. Users understand that they will use this system in accordance with university policies and understand that any misuse or inappropriate disclosure of such information could result in termination of employment or other disciplinary actions.

Users are responsible for safeguarding HEROES login credentials. Users will not share credentials with others and are expected to store credentials in a secure location. Information Technology Services should be contacted immediately if there is any suspicion that credentials have been compromised.

## Logging Into HEROES

1. Log in to [TECHweb](#).
2. Click on the Faculty/Staff link.
3. Click on the Human Resources menu item.
4. Click on the HEREOS menu item.

You may be prompted to enter your Oregon Tech username and password again. If you are, please do so.

If you are directed to a screen with a black background, click on the link titled SSO Authentication located under the Log In button. This will redirect you to an Oregon Tech login portal. A quick reference for troubleshooting this is located on the [Human Resources Systems](#) page.

If you experience any issues with the login, please call 541.885.1120.

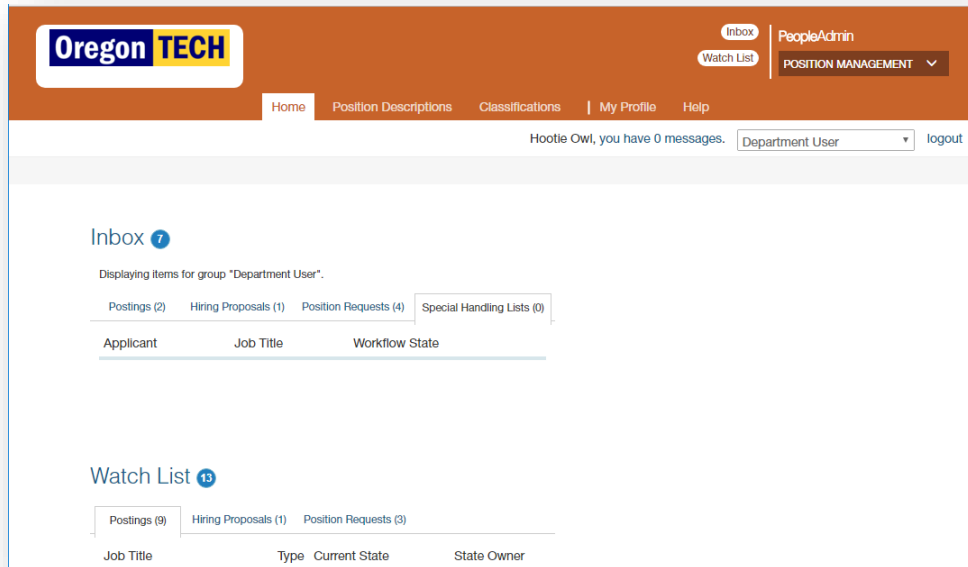
# HEROES Navigation Essentials & System Terminology

*Key system terms are bolded.*

## The Home Page

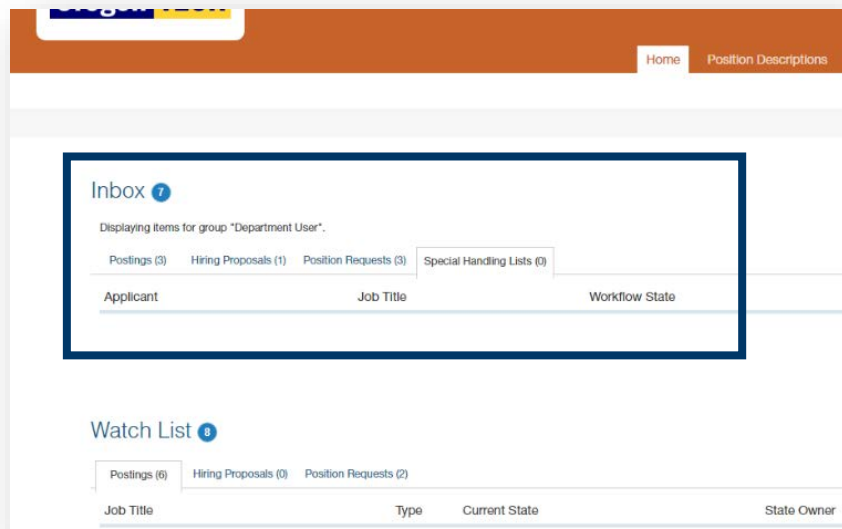
This is the page you see when you log in.

It presents a dashboard that provides access to:

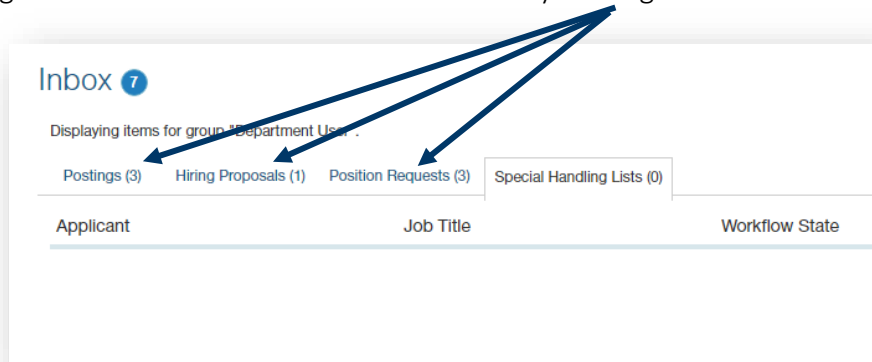


## Inbox and Watch List.

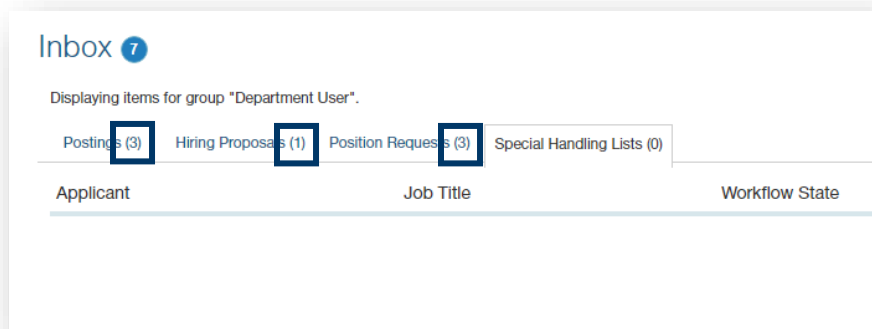
- The **Inbox** presents within the system that are in your queue. These tasks include all items that you are authorized to act on.



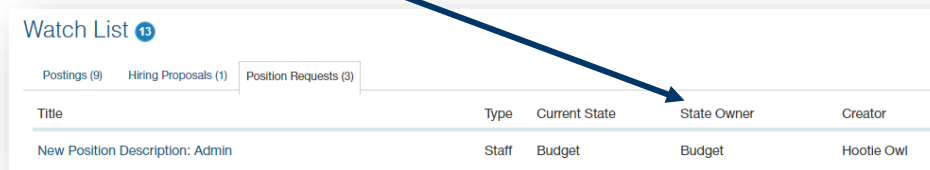
- o Navigate between the three main Inbox tabs by clicking on the tab names.



- o The number next to each tab title indicates how many active items for your department are within a particular stage (position request, posting, hiring proposal).

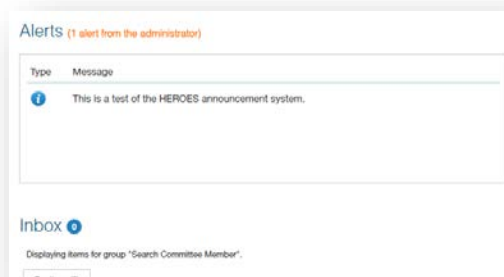


- The **Watch List** allows you to follow the progress of items that matter to you. The watch list shows you where items are in the workflow. Items are automatically removed from your watch list when they are completed or canceled



## Alerts and Other Announcements

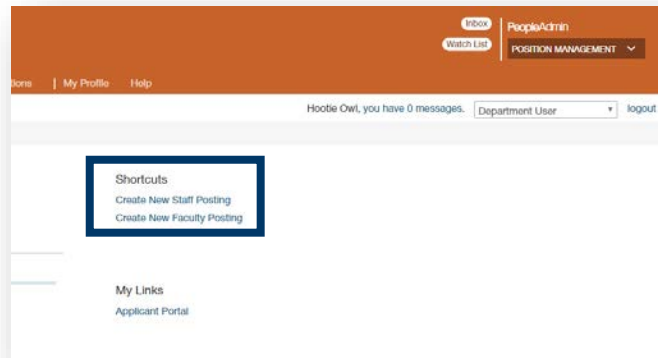
If there are any active **alerts** or **announcements** from Oregon Tech HR, they will appear above the Inbox.



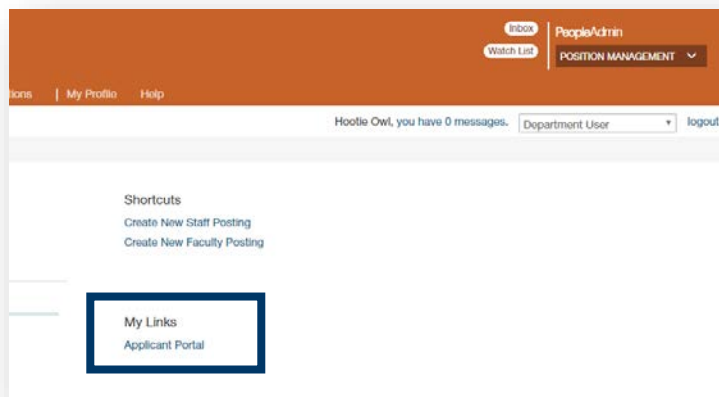
---

## Shortcuts and My Links

- **Shortcuts** are set up by Oregon Tech HR and take you to system functions that you users may often need to access.



- **My Links** are set up by Oregon Tech HR and take you to web pages that you may need to reference.



---

End of Section

---

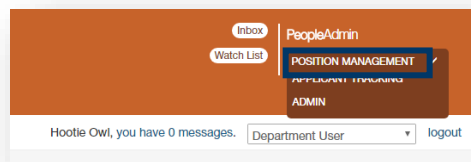
## Modules

Modules are functional areas. HEROES is broken up into three modules:

- Position Management
- Applicant Tracking
- Admin (active but not utilized)

### *Position Management Module (Orange Header)*

The **position management module** gives the department user or department head/chair role access to create new position descriptions and to view and/or modify existing position descriptions.

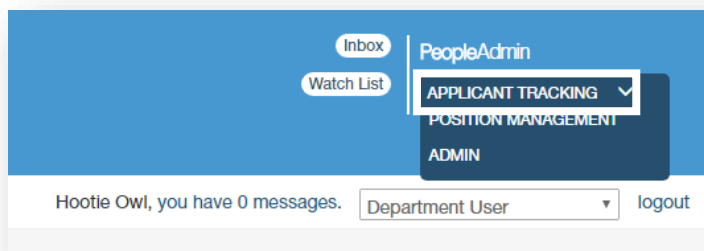


The initiation of a new position or modifying a current position creates a position request. A position request is the mechanism to accomplish these tasks.

---

### *Applicant Tracking Module (Blue Header)*

The **Applicant Tracking module** gives a department user or department head/chair role access to create and view postings, to create and view hiring proposals, and to view applicants.



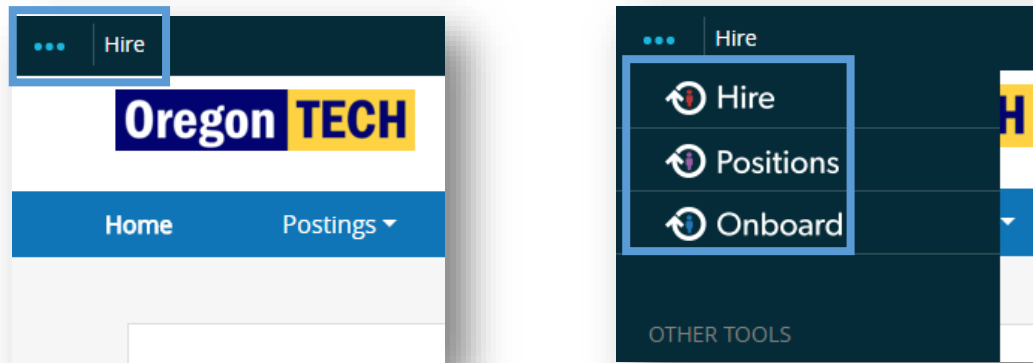
- **Postings** are announcements of job vacancies / job openings. Applicants apply to postings and HEROES gathers applications into one central location in the Applicant Tracking module.
  - Postings are typically created from a position description once the position description has been finalized and approved.
- A **Hiring Proposal** connects a position description to a selected applicant's information. The hiring proposal also connects applicants selected for a job to Oregon Tech's onboarding system.



---

## Switching Between Modules

If you accidentally navigate away from the Hire module (blue banner), *click on the ellipses (...) and then click on Hire.*



---

End of Section

## Roles

Roles are collections of permissions, not groups of people. The HEROES roles are described in the table below under the heading *Role Definitions*.

Depending on your position at Oregon Tech, you may have access to multiple roles. If you cannot access the area where you need to work, check your current role and change if necessary.

Access limits have been established for each role. Each role's access is dependent upon the role's general access AND based on the department to which a user is assigned.

### *Role Definitions*

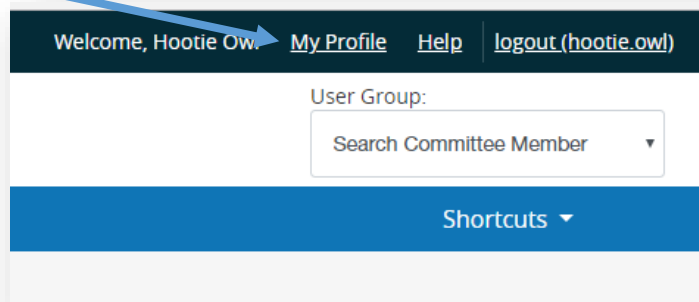
Department User	The Department User role has access to items within their assigned department(s). The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department users are able to initiate new and view current postings and hiring proposals for their department.
Department Chair/Director	The Department Chair/Director role provides departmental approval on position, recruitment, and hiring actions for all positions within their department. The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department Chair/Director users are able to initiate new and view current postings and hiring proposals for their department.
Dean/VP	The Dean/VP role provides college/division approval on position, recruitment, and hiring actions for all positions within their college/division. Dean/VP users are able to view existing college/division position descriptions and pending position requests, postings, and hiring proposals.
Budget	The Budget role provides budgetary approval on position, recruitment, and hiring actions for all positions within their college/division. Budget users are able to view and approve pending position requests, postings, and hiring proposals.
Provost	The Provost role provides approvals on position, recruitment, and hiring actions for any position across the university as needed. The Provost role is able to view and approve pending position requests, postings, and hiring proposals.
Search Chair	Within an assigned search, the Search Chair role is able to view the recruitment's associated position description, view and print application materials, and change applicants' statuses and advance them to certain stages of the recruitment.
Search Members	Within an assigned search, the Search Committee Member role is able to view the recruitment's associated position description and view and print application materials.
President	The President role provides approval on position, recruitment, and hiring actions for all positions as needed. The President role is able to view and approve pending position requests, postings, and hiring proposals.

Human Resources	Has omnipotent access to all items across the university.
HR Admin	Has omnipotent access to all items across the university. Also has access to make changes to the HEROES system.

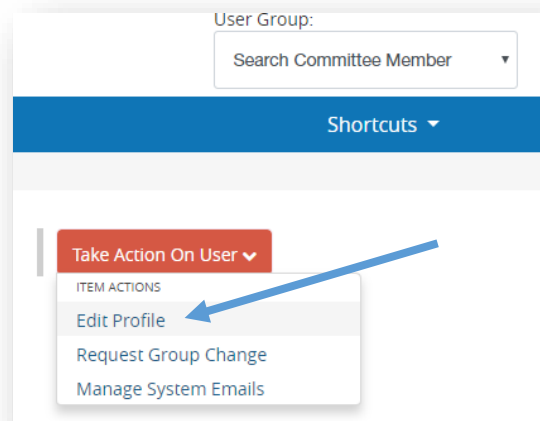
### *Setting Your Preferred Role and Module at Login*

To set the system to default on log in to a particular role and/or module, follow these steps:

- Click on **My Profile** from the menu bar at the top of the screen.



- Navigate to the **Take Action On User** button near the upper right corner and select **Edit Profile...**



... OR click on **Edit** next to **User Details** in the tabbed section below the user information.

**User: Hootie Owl**

Current Status: Approved

Hootie Owl  
Employee  
Username: hootie.owl  
Supervisor: N/A  
Email: OregonTechHR@gmail.com  
Phone:

Groups  
Budget  
Dean/VP  
More...

Summary Manage Emails

✔ User Details [Edit](#)

Account Information

- Under Account Information, find **Preferred Group On Log In** and click on the dropdown to select the role you want to be logged into upon signing in.
  - Depending on your assigned role(s), your list may be different than Hootie's is in the screen shot below.

Email: hootie@oit.edu

Employee Org Unit: Oregon Institute of Technology

Employee ID:

Employment Anniversary Date:

Position Type:

Reporting Org Unit:

Location:

Default Module:

**Preferred Group On Log In**

Applicant  
Budget  
Dean/VP  
**Department User**  
Dept. Head/Director  
Employee  
HR Admin  
Human Resources  
President  
Provost  
Search Chair  
Search Committee Member  
Department User

- Under Preferences, find **Default Product Module** and click on the dropdown to select the module you want to be automatically logged in to upon signing in.

Preferences

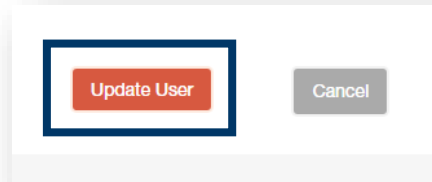
**Default Product Module**

Time zone

Applicant Tracking  
**Applicant Tracking**  
Position Management  
Performance  
Admin

(US & Cana

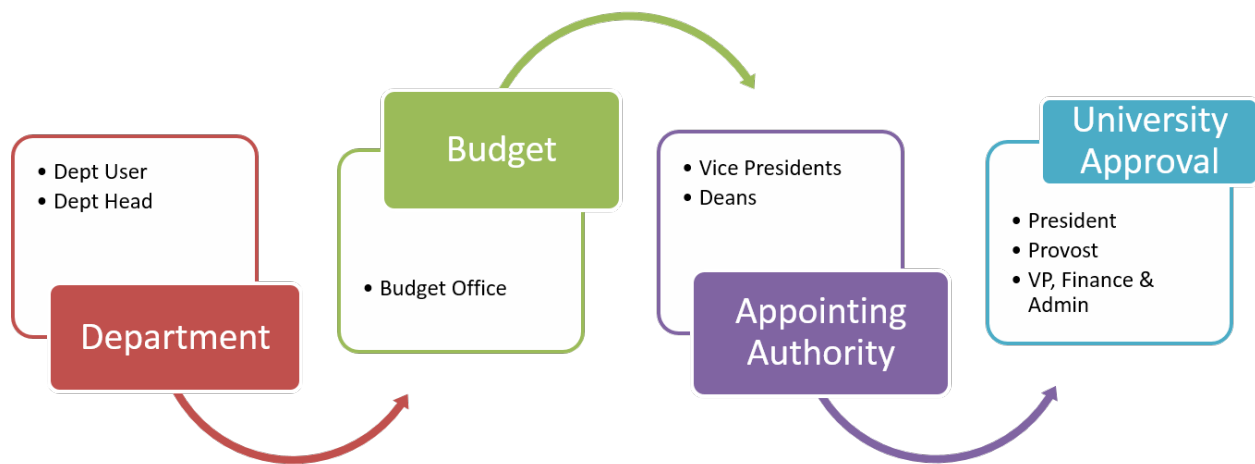
- Click on **Update User** button on the right side of the screen (top and bottom of the page) to save the changes.



---

End of Section

### *HEROES Workflow*



# Reviewing a Staff Position Description

Position requests that have been forwarded to the Budget queue can be quickly accessed from the home page.

In your inbox, click on the **Position Requests** tab.

**Inbox 7**

Displaying items for group "Budget".

[Postings \(2\)](#) [Hiring Proposals \(1\)](#) **[Position Requests \(4\)](#)** [Special Handling Lists \(0\)](#)

Title	Type	Current State	State Owner
Office Specialist 2	New Position Description	Budget	Budget

[See more...](#)

And then click on the **Title**.

**Inbox 7**

Displaying items for group "Budget".

[Postings \(2\)](#) [Hiring Proposals \(1\)](#) [Position Requests \(4\)](#) [Special Handling Lists \(0\)](#)

Title	Type	Current State	State Owner
<b>Office Specialist 2</b>	New Position Description	Budget	Budget

[See more...](#)

Clicking on the link will open the summary page of the position request.

Position Requests / ... / New Position Description / New Position definition / Summary

### New Position Description: Office Specialist 2 (Staff) [Edit](#)

Current Status: Draft

Position Type: Staff  
Department: President's Office

Created by: Hootie Owl  
Owner: Hootie Owl

[Summary](#) [History](#) [Settings](#)

✓ **Position Justification** [Edit](#)

Position Justification

Justification of Need: The President's Office is in need of office support...  
Currently: blank

✓ **Classification Selection** [Edit](#)

Please review the details of the Title below. Page titles prefaced with an X and highlighted in RED have errors or missing data. may take action on the Title using the actions listed in the Workflow actions for this posting pane.

Classification Information

Classification Title	Office Specialist 2
Class Code	C0104
Job Family	
Position Type	Classified

There are a couple options for reviewing:

- Review the entire document from the summary page, OR
- Enter the edit mode and review specific sections.

If you would like to review section by section, click the **Edit** button next to the position title at the top of the screen...

Position Requests / ... / New Position Description / New Position definition / Summary

**New Position Description: Office Specialist 2 (Staff)** [Edit](#)

Current Status: Draft

Position Type: Staff      Created by: Hootie Owl

Department: President's Office      Owner: Hootie Owl

[Summary](#)   [History](#)   [Settings](#)

...OR you can open the specific section by clicking the **Edit** button next to the section title.

**Position Details** [Edit](#)

Classification Information

Classification Title	Office Specialist 2
Class Code	C0104

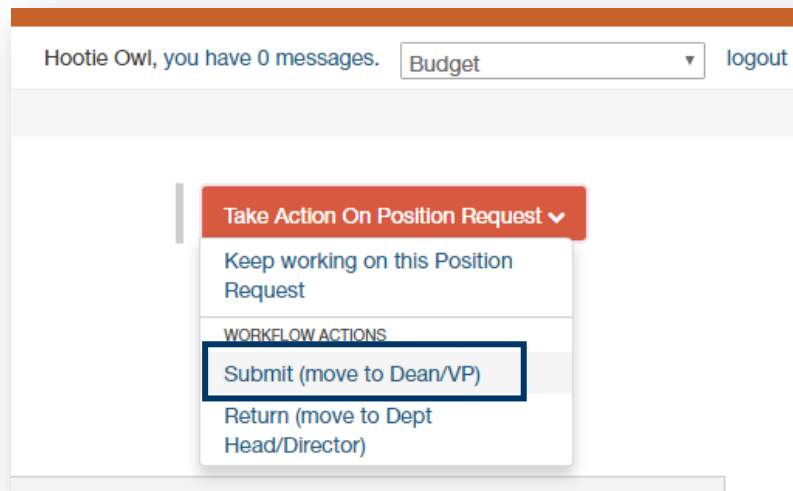
If you opt to review the position request via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

When you are reviewing the Budget section, add comments to the **Budget Office Comments** field with any information that may be helpful for the Dean/VP approver and/or the Department roles as needed.

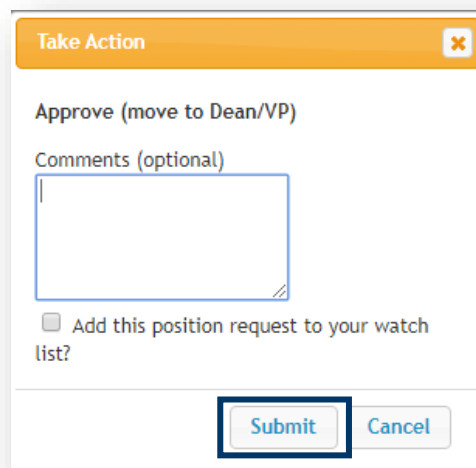
**Budget Office Comments**



Once the Budget position request review is complete, navigate to the **Take Action On Position Request** button in the upper right corner of the screen and select **Submit (move to Dean/VP)**. This moves the position request to HR for review.



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box. Click the **Submit** button whenever you are ready.

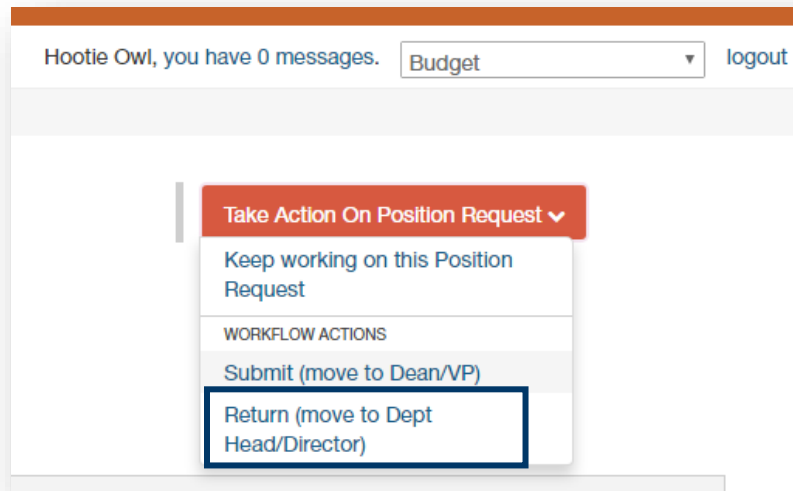


Once you submit the position request, you will no longer be able to make changes as the position request has moved forward in the workflow into the Dean/VP queue.

- If you need to make changes after you submit the position request to the Dean/VP queue, ask the Dean/VP role user in your department to return the position request to you.

If you opt to add the position to your watch list, it will show up on your home page under your watch list.

If you need to return the position request to the Department Head/Director queue, select **Return (move to Department Head/Director)**. Follow up with the Department Head/Director for your department as to why you are returning it to them (e.g. changes, additions, removals).



Once the Department Head/Director completes the changes, they will return the position request to your queue. Return to the top of this section for guidance on accessing the returned position request.

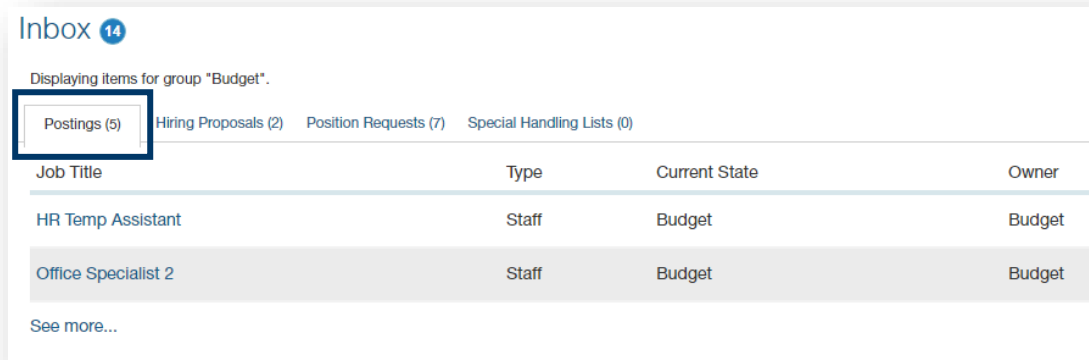
---

End of Section

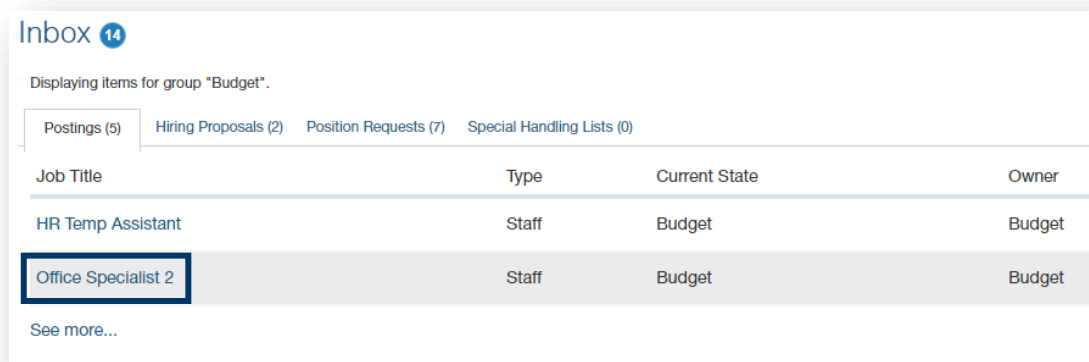
# Reviewing a Posting

Postings that have been forwarded to the Department Head/Director queue can be quickly accessed from the home page.

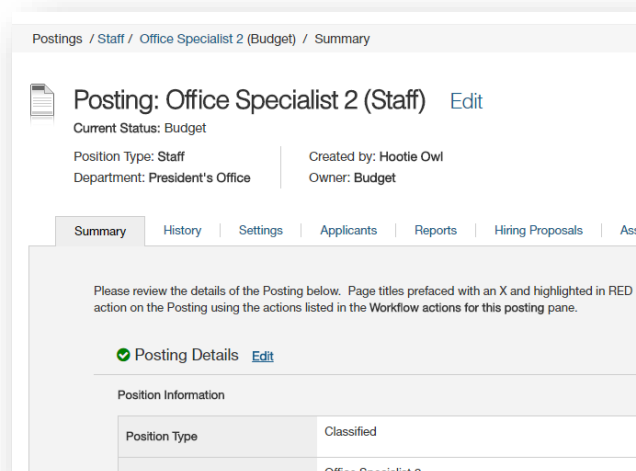
In your inbox, the **Posting** tab opens by default. If it doesn't, click on the **Posting** tab to access postings that are in your queue.



And then click on the **Title**.



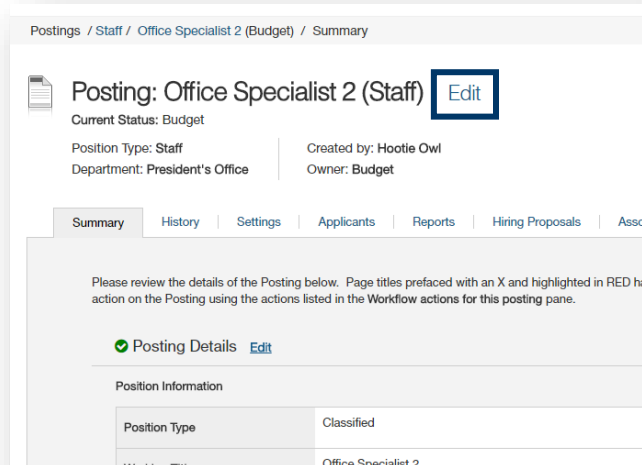
Clicking on the link will open the summary page of the position request.



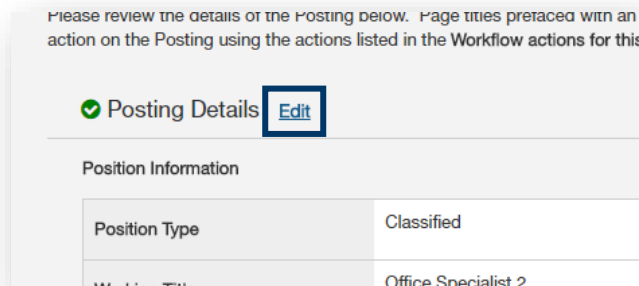
There are a couple options for reviewing:

- Review the entire hiring proposal from the summary page, OR
- Enter the edit mode and review specific sections.

If you would like to review section by section, click the **Edit** button next to the position title at the top of the screen...

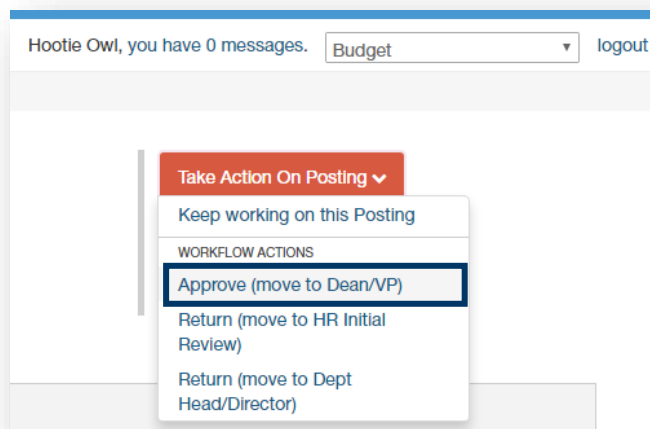


...OR you can open the specific section by clicking the **Edit** button next to the section title.

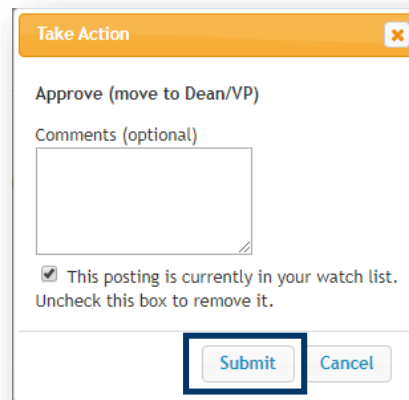


If you opt to review the position request via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

Once the Budget position request review is complete, navigate to the **Take Action On Posting** button in the upper right corner of the screen and select **Approve (move to Dean/VP)**. This moves the position request to HR for review.



Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box. Click the **Submit** button whenever you are ready.

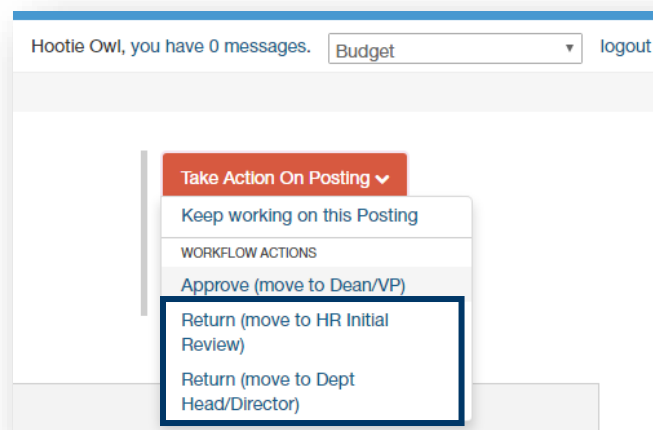
A modal dialog box titled "Take Action" with an orange header bar. Below the title bar, the text "Approve (move to Dean/VP)" is displayed. Underneath is a text area labeled "Comments (optional)". Below the text area is a checkbox with a checked mark, followed by the text "This posting is currently in your watch list. Uncheck this box to remove it." At the bottom right of the dialog are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a blue rectangular border.

Once you submit the posting, you will no longer be able to make changes as the posting has moved forward in the workflow into the Dean/VP queue.

If you need to make changes after you submit the posting to the Dean/VP queue, ask the Dean/VP role user in your department to return the posting to you.

If you opt to add the posting to your watch list, it will show up on your home page under your watch list.

If you need to return the posting to the Department Head/Director or the HR queue, select **Return (move to Department Head/Director)** or **Return (move to HR Initial Review)**. Follow up with the Department Head/Director for the department or HR as to why you are returning it to them (e.g. changes, additions, removals).

A screenshot of a web application interface. At the top, there is a header bar with the text "Hootie Owl, you have 0 messages.", a dropdown menu currently showing "Budget", and a "logout" link. Below the header, a dropdown menu titled "Take Action On Posting" is open. The menu contains the following options: "Keep working on this Posting", "WORKFLOW ACTIONS", "Approve (move to Dean/VP)", "Return (move to HR Initial Review)", "Return (move to Dept Head/Director)", and "Return (move to HR Initial Review)". The "Return (move to HR Initial Review)" option is highlighted with a blue rectangular border.

Once the Department Head/Director or HR completes the changes, they will return the posting to your queue. Return to the top of this section for guidance on accessing the returned posting.

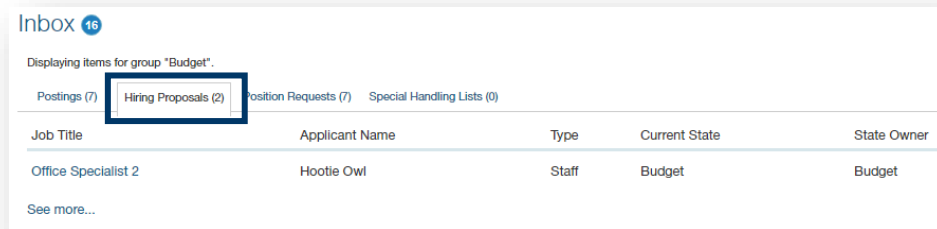
---

End of Section

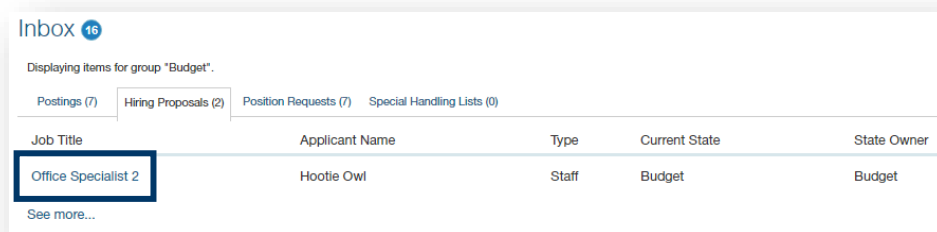
# Reviewing a Hiring Proposal

Hiring proposals that have been forwarded to the Budget queue can be quickly accessed from the home page.

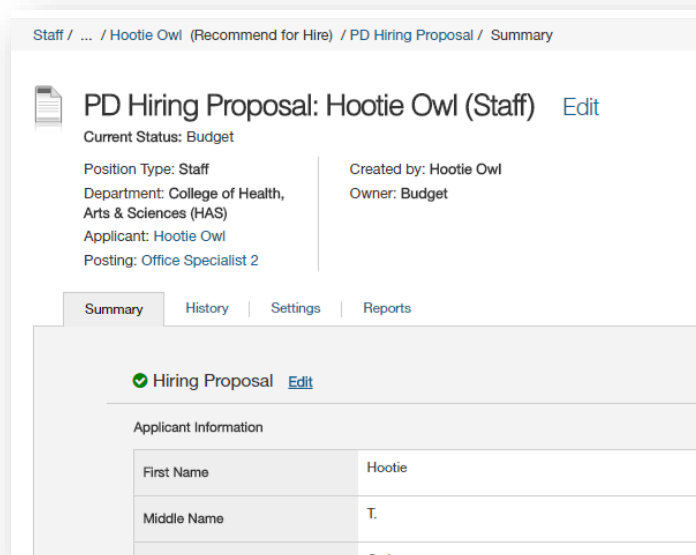
Hiring proposals will be in the Hiring Proposal section of your Inbox. Click on the **Hiring Proposal** tab to access items in your queue.



Click on the **Job Title** to open the hiring proposal.



Clicking on the link will open the summary page of the hiring proposal.



There are a couple options for reviewing:

- Review the entire hiring proposal from the summary page, OR
- Enter the edit mode and review specific sections.

If you would like to review section by section, click the **Edit** button next to the position title at the top of the screen...



Staff / ... / Hootie Owl (Recommend for Hire) / PD Hiring Proposal / Summary

**PD Hiring Proposal: Hootie Owl (Staff)** [Edit](#)

Current Status: Budget

Position Type: Staff  
 Department: College of Health, Arts & Sciences (HAS)  
 Applicant: Hootie Owl  
 Posting: Office Specialist 2

Created by: Hootie Owl  
 Owner: Budget

...OR you can open a specific section by clicking the **Edit** button next to the section title.

Summary | History | Settings | Reports

✓ Hiring Proposal [Edit](#)

Applicant Information

If you opt to review the hiring proposal via the Summary and you find that a section needs to be edited, follow the steps above to edit the section.

Once the Budget hiring proposal review is complete, navigate to the **Take Action On Hiring Proposal** button in the upper right corner of the screen and select **Submit (move to Dean/VP)**. This moves the hiring proposal to Dean/VP for review.

Hootie Owl, you have 0 messages. Budget logout

**Take Action On Hiring Proposal** ▼

- Keep working on this Hiring Proposal
- Approve (move to Dean/VP)**
- Return (move to HR Initial Review)
- Return (move to Dept Head/Director)

Once you select the Submit button, a window will pop up that is titled Take Action. This window gives you the option to enter comments and add the position request to your watch list. If you do not want to add it to your watch list, make sure to uncheck the check box. Click the **Submit** button whenever you are ready.

**Take Action**

Approve (move to Dean/VP)

Comments (optional)

☐ Add this hiring proposal to your watch list?

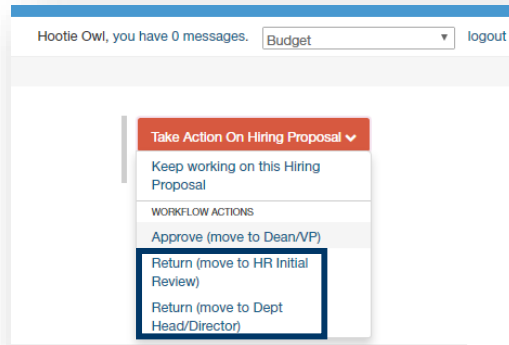
[Submit](#) [Cancel](#)

Once you submit the hiring proposal, you will no longer be able to make changes as it has moved forward in the workflow to the Dean/VP queue.

If you need to make changes after you submit the hiring proposal to the Dean/VP queue, ask the Dean/VP for the specific department to return the hiring proposal to your queue.

If you opt to add the hiring proposal to your watch list, it will show up on your home page under your watch list.

If you need to return the hiring proposal to the Department Head/Director or HR queue, select **Return (move to Dept Head/Director)** or **Return (move to HR Initial Review)**. Follow up with the Department Head/Director user or HR as to why you are returning it to them (e.g. changes, additions, removals).



Once the revisions are complete, the user will return the hiring proposal to your queue. Return to the top of this section for guidance on accessing the returned hiring proposal.

---

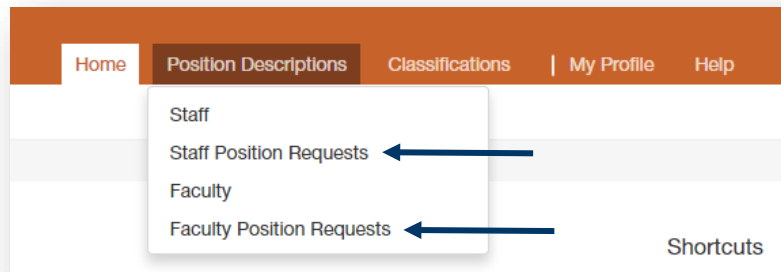
End of Section

## Appendix I: Finding a Position Request

This section is to help you find a position request.

Make sure you are in the **Position Management** module (orange).

Hover over **Position Descriptions** and select **Staff Position Request** or **Faculty Position Request**, whichever position type for which you started a position description.



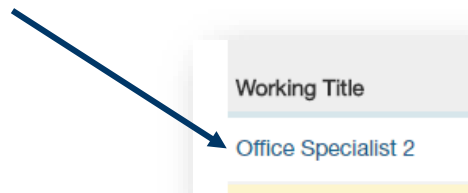
Find the position request by using the **Search** function or by scrolling through the list.

The screenshot shows the 'Staff Position Requests' page. At the top, there is a navigation bar with the following items: Home, Position Descriptions, Classifications, My Profile, and Help. Below the navigation bar, there is a search bar with a 'Search' button and a 'More Search Options' button. Below the search bar, there is a table of position requests. The table has the following columns: Working Title, Position Number, Position Request Number, Position Request Name, Position Request Workflow State, and Actions. The table contains the following data:

Working Title	Position Number	Position Request Number	Position Request Name	Position Request Workflow State	Actions
Office Specialist 2			New Position Description: Office Specialist 2	Draft	Actions
Admin		S00009PR	New Position Description: Admin	Budget	Actions
Test			New Position Description: Test	Draft	Actions
Working Title	112233		New Position Description: Working Title	Draft	Actions
Best Ever	123456789	S00011PR	New Position Description: Best Ever	HR Final Review	Actions
Wonder Woman			New Position Description: Wonder Woman	Draft	Actions

Before selecting the item, make sure to check the position request's **status** in the **Position Request Workflow State**. If the status is anything other than Draft or your role's queue, you may not be able to take action on the position request.

Click on the **Working Title** link to open the position request.



Clicking on the link will open the summary page of the position request. To continue editing, click the **Edit** button next to the position title at the top of the screen...

Position Requests / ... / [New Position Description](#) / [New Position definition](#) / [Summary](#)

## New Position Description: Office Specialist 2 (Staff) [Edit](#)

Current Status: Draft

Position Type: **Staff** | Created by: Hootie Owl  
Department: President's Office | Owner: Hootie Owl

[Summary](#) | [History](#) | [Settings](#)

✔ [Position Justification](#) [Edit](#)

Position Justification

Justification of Need	The President's Office is in need of office support... Currently: blank
-----------------------	--

✔ [Classification Selection](#) [Edit](#)

Please review the details of the Title below. Page titles prefaced with an X and highlighted in RED have errors or missing data. You may take action on the Title using the actions listed in the Workflow actions for this posting pane.

Classification Information

Classification Title	Office Specialist 2
Class Code	C0104
Job Family	
Position Type	Classified

...OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.

✔ [Position Details](#) [Edit](#)

Classification Information

Classification Title	Office Specialist 2
Class Code	C0104

---

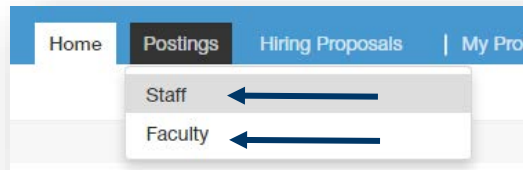
End of Section

## Appendix II: How to Find a Posting

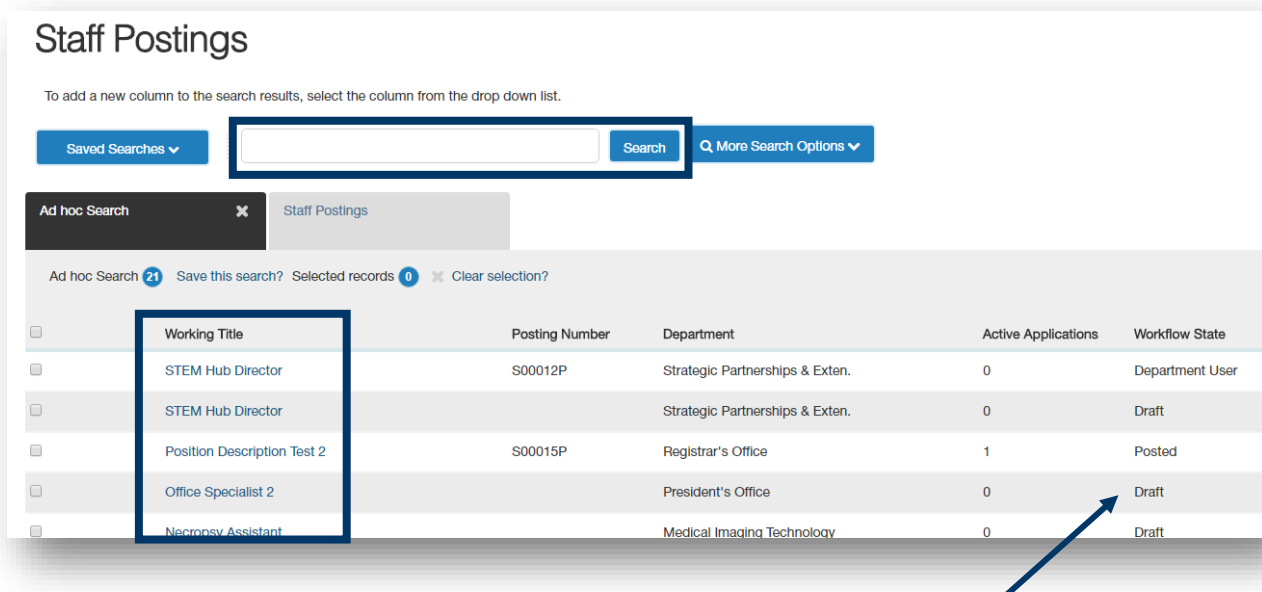
This section is to help you find a posting.

Make sure you are in the **Applicant Tracking** module (blue).

Hover over **Posting** and select **Staff** or **Faculty**, whichever is applicable.

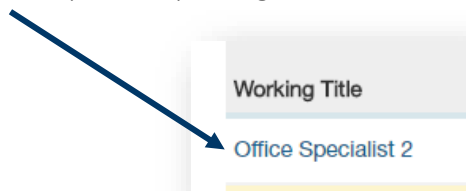


You can find the position request by using the **Search** function or by scrolling through the list.




Before selecting the item, make sure to check the posting's **status** in the **Workflow State** column. If the status is anything other than Draft or your queue, you may not be able to take action on the posting.

Click on the **Working Title** link to open the posting.



Clicking on the link will open the summary page of the posting. To continue editing, click the **Edit** button next to the position title at the top of the screen...

Postings / Staff / Office Specialist 2 (Draft) / Summary


 **Posting: Office Specialist 2 (Staff)** [Edit](#) [Delete](#)

Current Status: Draft

Position Type: Staff      Created by: Hootie Owl  
Department: President's Office      Owner: Hootie Owl

[Summary](#) | [History](#) | [Settings](#) | [Hiring Proposals](#) | [Associated Position Description](#)

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have action on the Posting using the actions listed in the Workflow actions for this posting pane.


 **Posting Details** [Edit](#)

Position Information

Position Type	Classified
Working Title	Office Specialist 2

...OR you can open the specific section that needs to be edited by clicking the Edit button next to the section title.

Please review the details of the Posting below. action on the Posting using the actions listed in

 **Posting Details** [Edit](#)

Position Information

Position Type	Clas
---------------	------

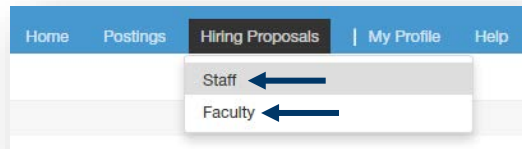
End of Section

## Appendix III: How to Find a Hiring Proposal

This section is to help you find a hiring proposal.

Make sure you are in the **Applicant Tracking** module (blue).

Hover over **Hiring Proposals** and select **Staff** or **Faculty**, whichever is applicable.



You can find the position request by using the **Search** function or by scrolling through the list.

### Staff Hiring Proposals

To add a new column to the search results, select the column from the drop down list.

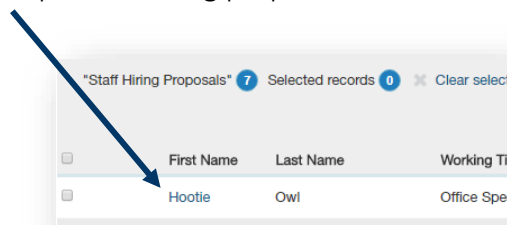
Staff Hiring Proposals

"Staff Hiring Proposals" 7 Selected records 0 Clear selection?

<input type="checkbox"/>	First Name	Last Name	Working Title	Hiring Proposal Number	Department	Hiring Proposal Workflow State	Last S
<input type="checkbox"/>	Hootie	Owl	Office Specialist 2	S00012HP	College of Health, Arts & Sciences (HAS)	Provost	Septer
<input type="checkbox"/>	Hootie	Owl	Position Description Test 2	S00010HP	Registrar's Office	Canceled	Septer
<input type="checkbox"/>	Hootie	Owl	Administrative Program Specialist		Business Affairs	Draft	Septer
<input type="checkbox"/>	Sample 1	Human Resources 1	Office Specialist 2	S00011HP	General Instruction	Department User	Septer

Before selecting the item, make sure to check the hiring proposal's **status** in the **Workflow State** column. If the status is anything other than Draft or your role's queue, you may not be able to take action on the hiring proposal.

Click on the **First Name** link to open the hiring proposal.



Clicking on the link will open the summary page of the hiring proposal. To continue editing, click the **Edit** button next to the position title at the top of the screen...

Staff / ... / Hootie Owl (Recommend for Hire) / PD Hiring Proposal / Summary

**PD Hiring Proposal: Hootie Owl (Staff)** [Edit](#)

Current Status: Draft

Position Type: Staff  
Department: College of Health, Arts & Sciences (HAS)  
Applicant: Hootie Owl  
Posting: Office Specialist 2

Created by: Hootie Owl  
Owner: Hootie Owl

Summary | History | Settings | Reports

✓ Hiring Proposal [Edit](#)

Applicant Information

First Name	Hootie
Middle Name	T.
Last Name	Owl
Address1	123 Hustlin' Owls Drive
Address2	
City	Klamath Falls
State	OR
Zip Code	45615291
Primary Phone	5415555555
Secondary Phone	5415555555

...OR you can open the specific section that needs to be edited by clicking the **Edit** button next to the section title.

Summary | History | Settings | Reports

✓ Hiring Proposal [Edit](#)

Applicant Information

---

End of Section



## Appendix V: Contact & Support Information

Harmony Stobaugh HR Consultant Snell Hall 110 541.885.1278 <a href="mailto:harmony.stobaugh@oit.edu">harmony.stobaugh@oit.edu</a>	Sandi Hanan Senior HR Consultant Snell 111 541.885.1074 <a href="mailto:sandi.hanan@oit.edu">sandi.hanan@oit.edu</a>
---	--