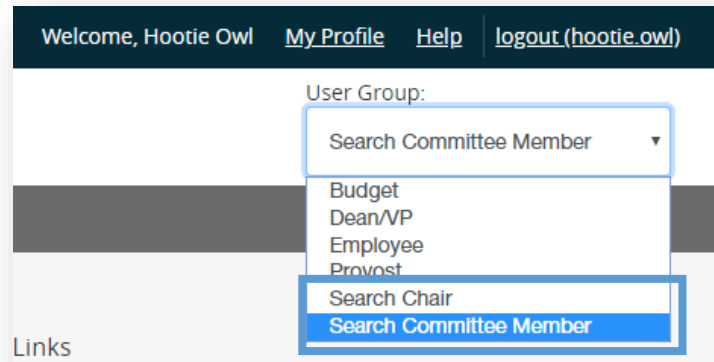
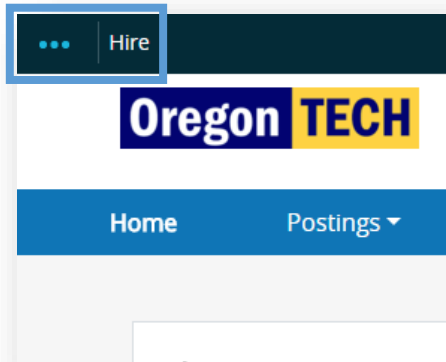
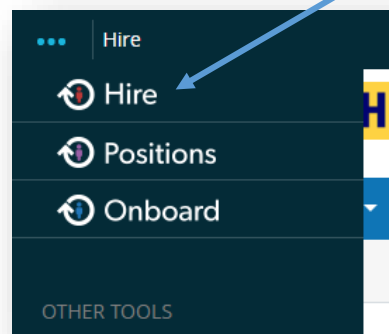
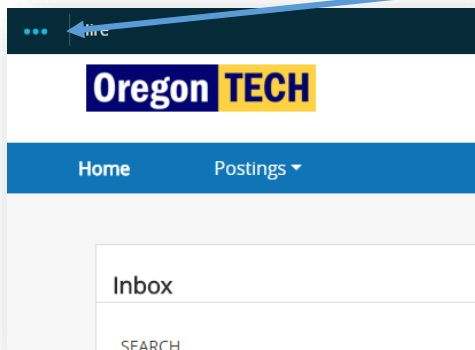


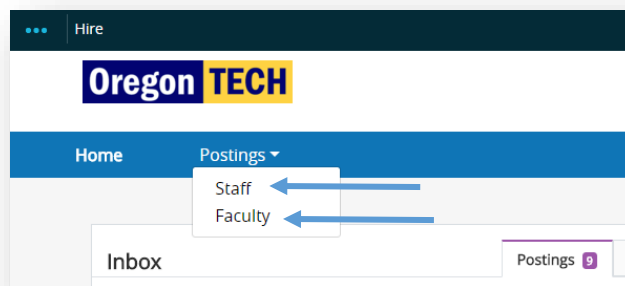
Make sure you are in the **Hire** module (blue) and are logged into the Search Chair or Search Committee Member role (whichever is applicable for the recruitment).



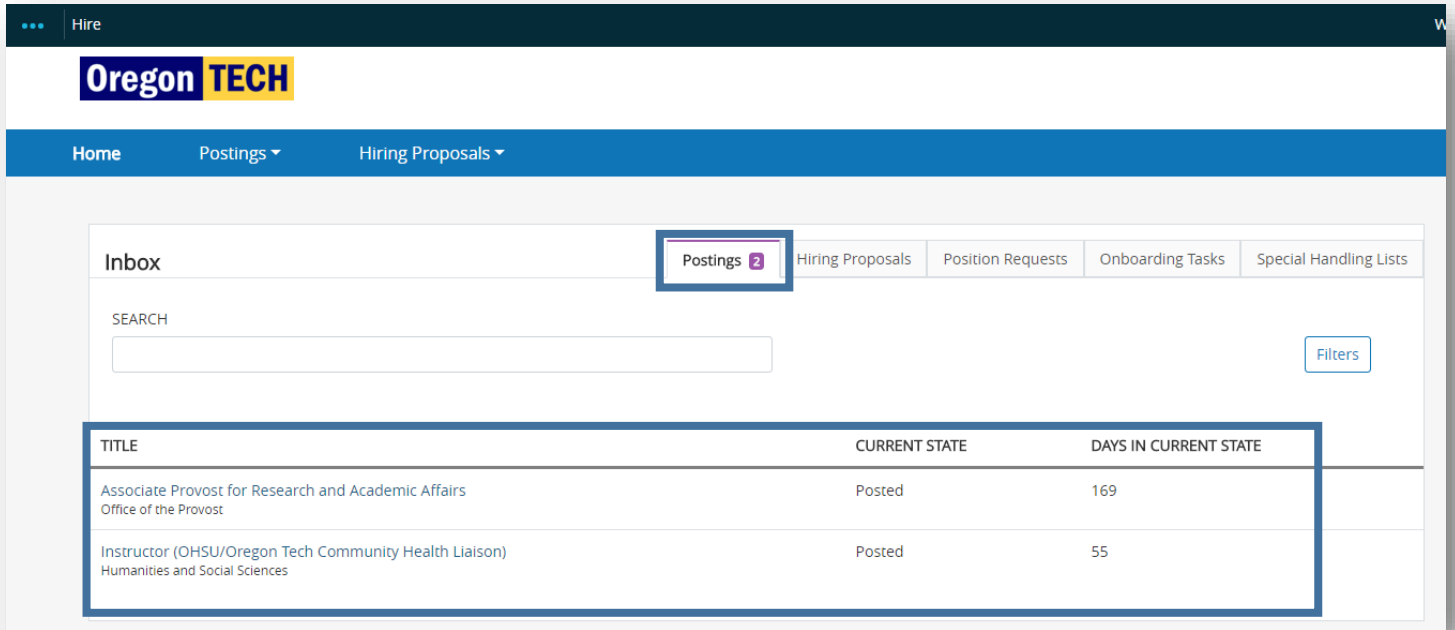
If HEROES does not automatically log you into Hire, click on the ellipses (...) and then click on **Hire**.



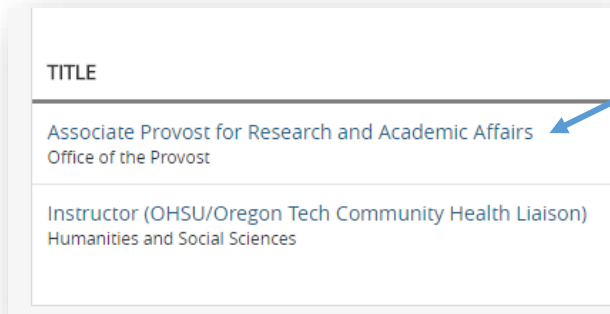
Click on **Postings** and select **Staff** or **Faculty**, whichever is applicable for the recruitment you are assigned to as a search committee member.



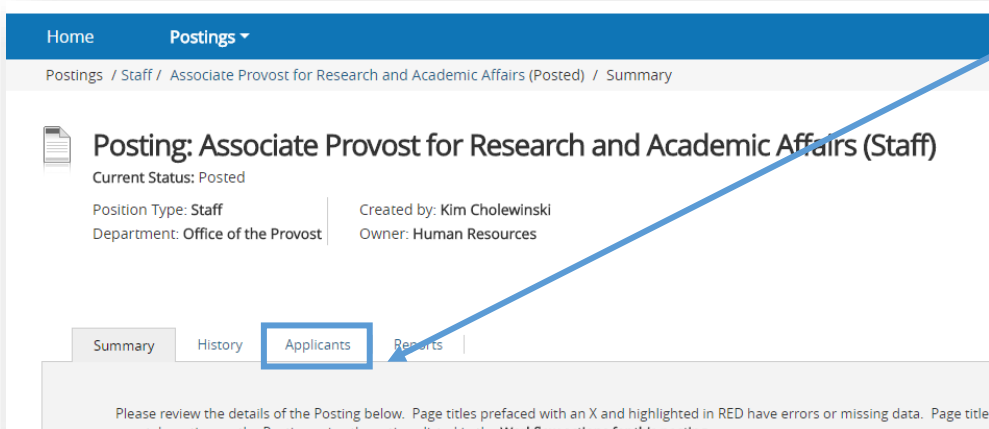
You can access the posting(s) you are on a committee from the Postings inbox on your Home page.



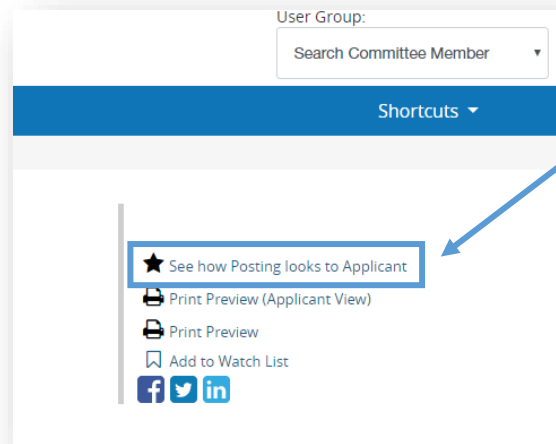
Click on the **Title** link to open the posting.



Clicking on the link will open the summary page of the posting. To access the applicants, click the **Applicants** tab.



If you are interested in seeing how the posting looks to the applicant, click on this link.



Clicking on the Applicants tab brings up a list of the applicants and their application documents.

Summary | History | **Applicants** | Reports

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

Saved Searches Search

All Applicants

"All Applicants" 4 Selected records 0 Clear selection?

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Beaver	Benny	Resume, Letter of Recommendation, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:20 PM	Actions
<input type="checkbox"/>	Owl	Hootie	Resume, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:22 PM	Actions
<input type="checkbox"/>	Cougar	Butch	Resume, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:24 PM	Actions
<input type="checkbox"/>	Duck	Donald	Resume, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:26 PM	Actions

To view an individual applicant's application, click on the **Applicant Last Name** link.

Applicant Last Name	Applicant First Name	Documents	Post Number
Beaver	Benny	Resume, Letter of Recommendation, Cover Letter	S000
Owl	Hootie	Resume, Cover Letter	S000
Cougar	Butch	Resume, Cover Letter	S000
Duck	Donald	Resume, Cover Letter	S000

To view any materials that were uploaded with the individual application, click on the **Document** name link (e.g. Resume).

**Please note that not all recruitments require additional documentation to be uploaded with an application.*

To download and view multiple applications and their associated additional documentation, select all candidates at one time by clicking on the checkbox in the header OR click on the check box next to the applicants for which you want to review their applications.

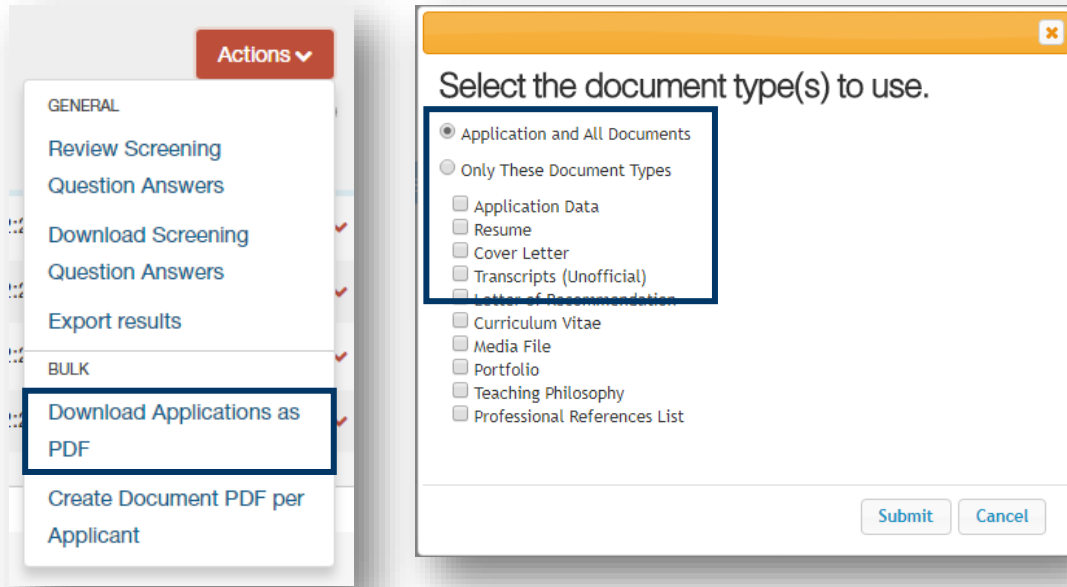
<input checked="" type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents
<input checked="" type="checkbox"/>	Beaver	Benny	
<input checked="" type="checkbox"/>	Owl	Hootie	
<input checked="" type="checkbox"/>	Cougar	Butch	
<input checked="" type="checkbox"/>	Duck	Donald	

<input checked="" type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents
<input type="checkbox"/>	Beaver	Benny	Resume, Letter of Recommendation, Cover Letter
<input checked="" type="checkbox"/>	Owl	Hootie	Resume, Cover Letter
<input checked="" type="checkbox"/>	Cougar	Butch	Resume, Cover Letter
<input type="checkbox"/>	Duck	Donald	Resume, Cover Letter

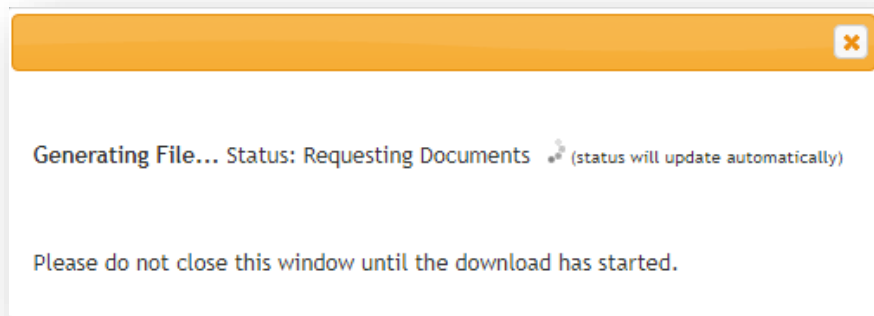
Hover over the **Actions** button and select **Download Applications as PDF**. This will combine all of the selected applications into one PDF document.

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	Actions
<input type="checkbox"/>	Beaver	Benny	Resume, Letter of Recommendation, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:20 PM	Actions ▼
<input type="checkbox"/>	Owl	Hootie	Resume, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:22 PM	Actions ▼
<input type="checkbox"/>	Cougar	Butch	Resume, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:24 PM	Actions ▼
<input type="checkbox"/>	Duck	Donald	Resume, Cover Letter	S00019P	Under Review by Search Committee	September 18, 2017 at 02:26 PM	Actions ▼

And then select the documents to download. **All Documents** is selected by default.



The download may take a few moments. During the time the system is downloading, the following screen will appear.



Once the download is complete, the application materials will appear.

Page 8 of 25 | Created 10-04-2017 16:19:23 | Office Specialist 2

Application: Hootie Owl

Posting number: S00019P
Posting: Office Specialist 2 (Staff)
Form: Classified Application
Submitted: September 18, 2017 at 02:22 PM (confirmation number: CN000000069)

Personal Information

Contact Information

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

If the applications opened in the same tab/browser window as the posting, click the back button on your browser to return to the applicant list.

At the completion of the search, remember to delete any application materials from HEROES that saves to your computer or network.

If you take notes on electronic copies of application material, please forward them to oithr@oit.edu before deleting.