



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

Guest User Guide

[Quicklink: Accessing Applicant Materials](#)

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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.

[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.

[Best Web Browsers to Use](#)

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[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:

Harmony Stobaugh HR Consultant Snell Hall 110 541.885.1278 harmony.stobaugh@oit.edu	Sandi Hanan Senior HR Consultant Snell 111 541.885.1074 sandi.hanan@oit.edu
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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.

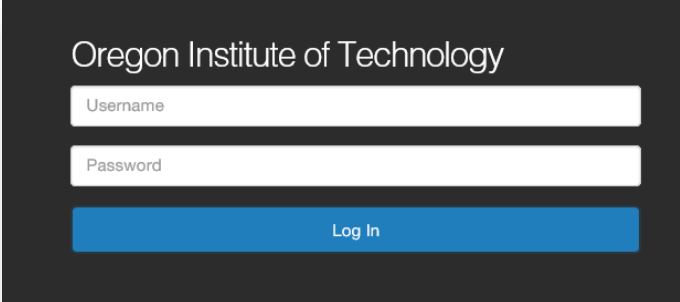
Users shall not provide or release this information to any individual or organization except for the sole purpose of conducting university business within the requirements of their position. Users understand that they will use this system in accordance with university policies and understand that any 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.

Accessing Applicant Materials

Go to <https://jobs.oit.edu/hr/>.

Enter the username and password that were sent to you from oithr@oit.edu. Click on Log In.



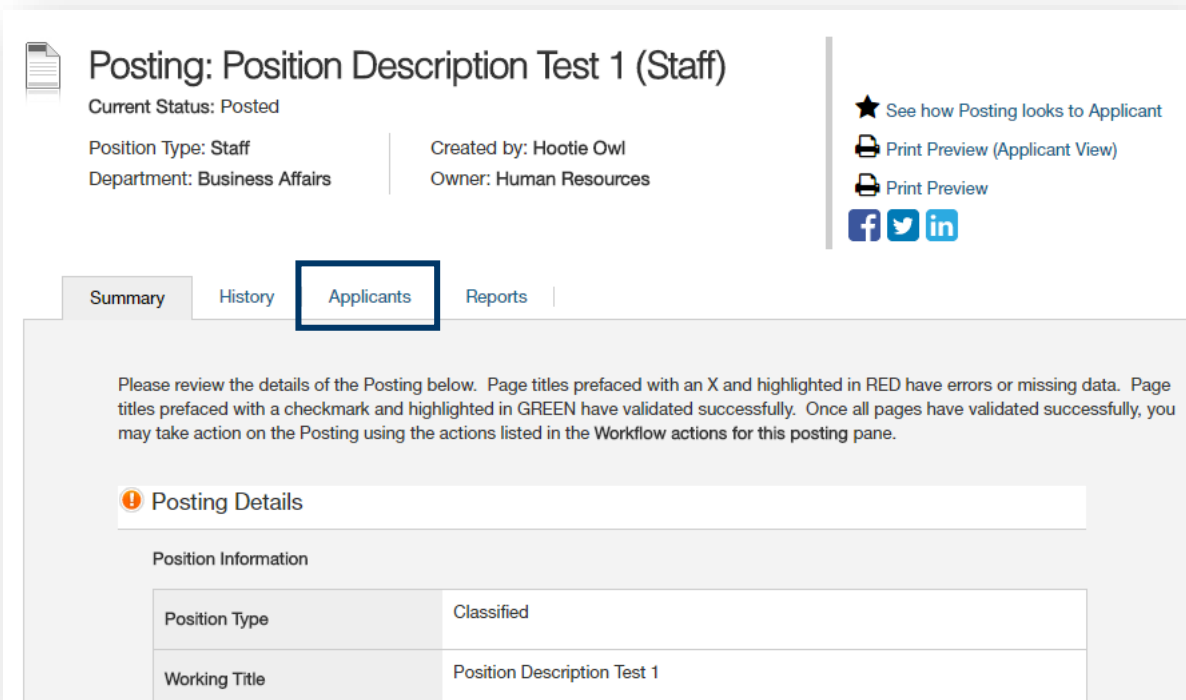
Oregon Institute of Technology

Username

Password

Log In

This will open the posting summary page. To access the applicants, click the **Applicants** tab.



Posting: Position Description Test 1 (Staff)

Current Status: Posted

Position Type: Staff | Created by: Hootie Owl

Department: Business Affairs | Owner: Human Resources

★ See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

f t in

Summary | History | **Applicants** | Reports

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

! Posting Details

Position Information

Position Type	Classified
Working Title	Position Description Test 1

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

Postings / Staff / Position Description Test 1 (Posted) / Summary

Posting: Position Description Test 1 (Staff)
Current Status: Posted

Position Type: Staff | Created by: Hootie Owl
Department: Business Affairs | Owner: Human Resources

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Facebook, Twitter, LinkedIn icons

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 [input] Search More Search Options

All Applicants [x]

All Applicants 4 Selected records: 0 Clear selection? Actions

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

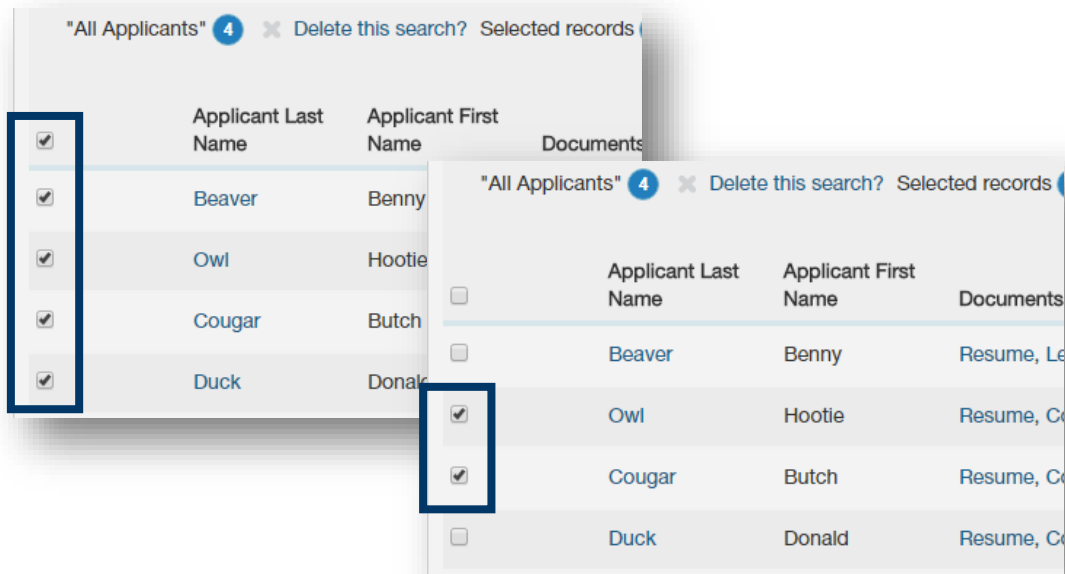
To view an individual applicant's application, click on the **Applicant Last Name** link.

Applicant Last Name	Applicant First Name	Documents	Post Number
Beaver	Benny	Resume, Letter of Recommendation, Cover Letter	S00019P
Owl	Hootie	Resume, Cover Letter	S00019P
Cougar	Butch	Resume, Cover Letter	S00019P
Duck	Donald	Resume, Cover Letter	S00019P

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

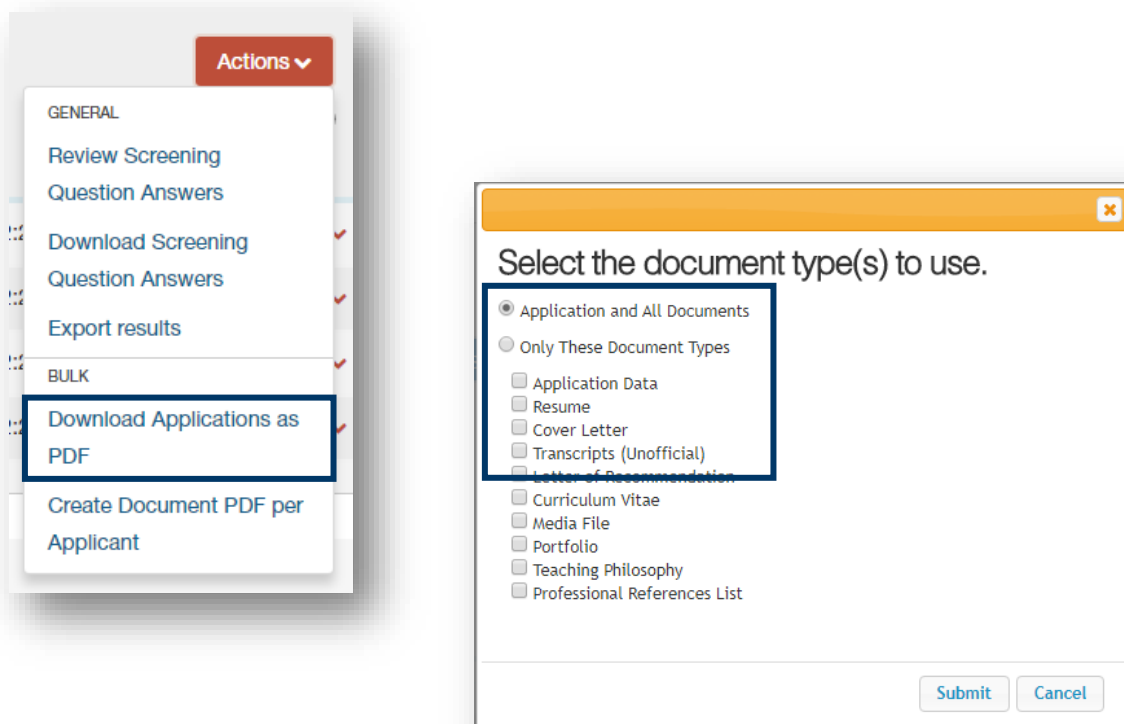
**Please note that not all recruitments require additional documentation to be uploaded with an application.*

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.

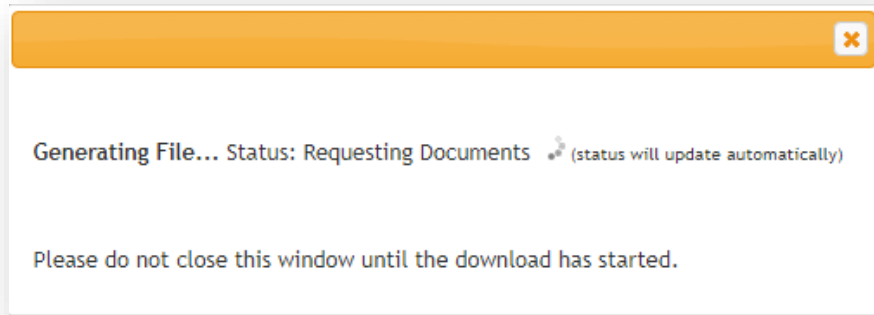


Hover over the **Actions** button and select **Download Applications as PDF**. This will combine all of the selected applications into one PDF document.

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.