

Oregon **TECH** **Human Resources**

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

Search Committee Member 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.

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

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 HEROES 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:

- Summary view of Watch List
- Alerts and Other Announcements
- My Links

Summary view of your Watch List.

- The **Watch List** allows you to follow the progress of items. 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.

| JOB TITLE | TYPE | CURRENT STATE | STATE OWNER |
|--|-------|-------------------------|--------------------|
| Associate Provost for Research and Academic Affairs Office of the Provost | Staff | Posted | Human Resources |
| Accountant 1 (Grant & Fixed Asset Accountant) Business Affairs | Staff | Closed/Removed from Web | Human Resources |
| Academic Specialist Student Success Center | Staff | Dept Head/Director | Dept Head/Director |

- 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).

To add an item to your watch list, open the posting by clicking on the **Title** and then clicking on **Add to Watch List**.

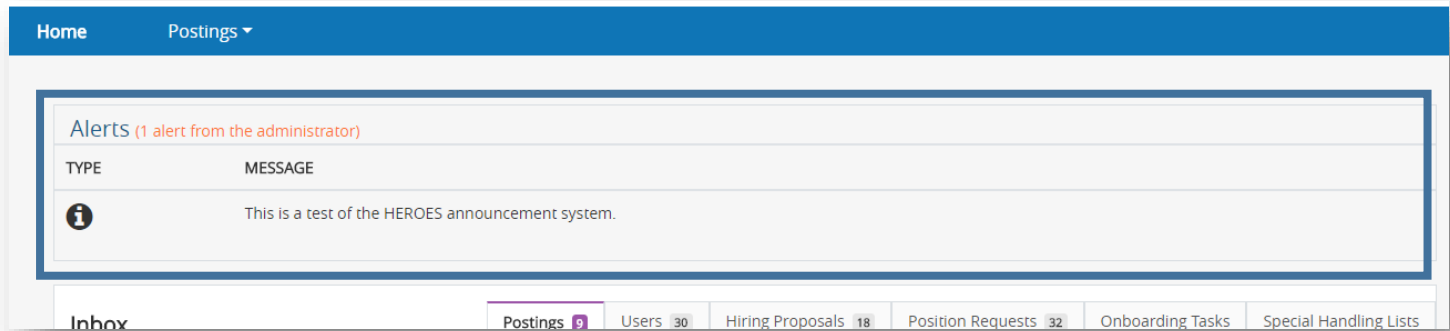
| TITLE | CURR |
|---|-------|
| Director of IT Security and Compliance Information Technology Services | Poste |
| Human Resources Consultant Human Resources | Clo |
| Assistant to University Legal Counsel President's Office | Fille |

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- 🔖 Add to Watch List

f t in

Alerts

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



My Links

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

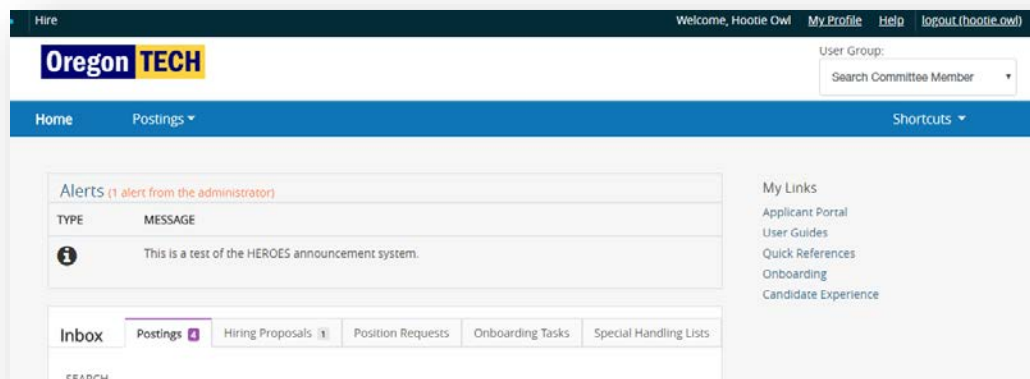
Modules

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

- Positions (not covered-not part of search committee access)
- Hire (this is where recruitments are housed)
- Onboard (this is for new employee paperwork, resources, etc.)

Hire Module (Blue banner)

The **Hire module** provides users with access to view applications to recruitments for which they are serving on a search committee.

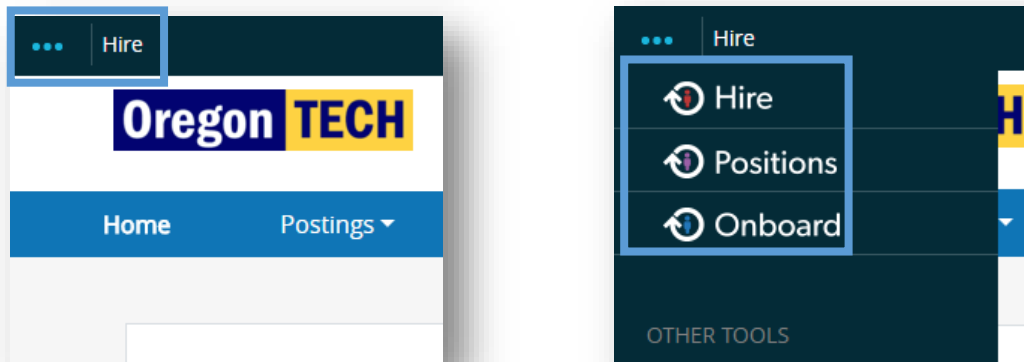


- **Postings** are announcements of job vacancies / job openings. Applicants apply to postings and HEROES gathers applications into one central location in the Applicant Tracking module.

- Postings are typically created from a position description once the position description has been finalized and approved.

Switching Between Modules

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



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

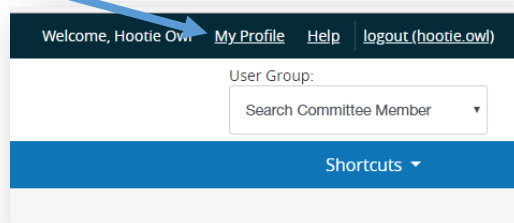
| | |
|---------------------------|--|
| Department User | The Department User role has access to items within their assigned department(s). The role can initiate new position descriptions, view or modify existing position descriptions, and view pending position requests for their department. Department 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. |

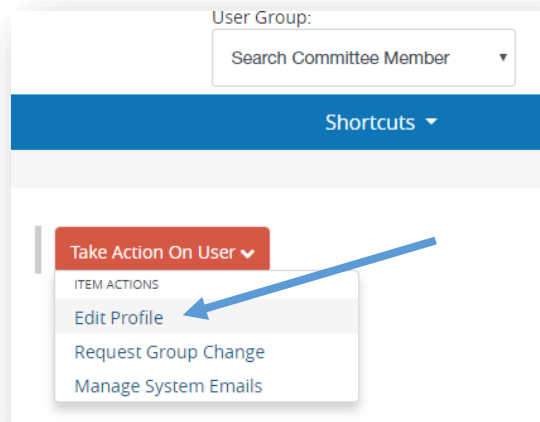
Setting Your Preferred Role and Module at Login

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

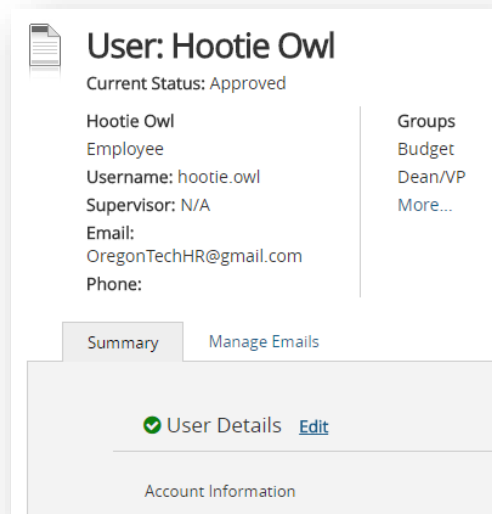
- Click on **My Profile** from the menu bar at the top of the screen.



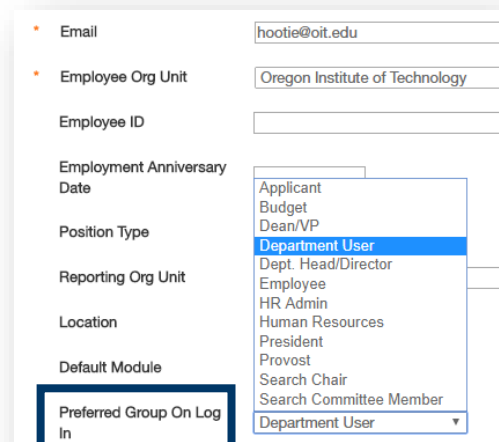
- Navigate to the **Take Action On User** button near the upper right corner and select **Edit Profile...**



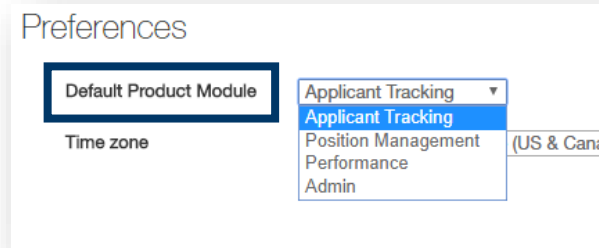
... OR click on **Edit** next to **User Details** in the tabbed section below the user information.



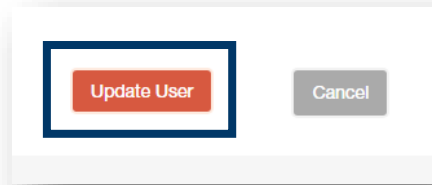
- Under Account Information, find **Preferred Group On Log In** and click on the dropdown to select the role you want to be logged into upon signing in.
 - Depending on your assigned role(s), your list may be different than Hootie's is in the screen shot.



- 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.



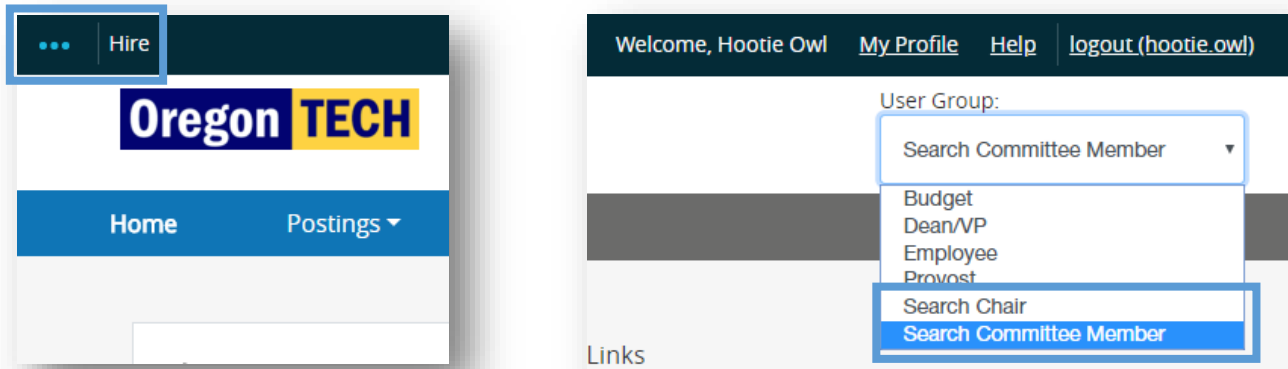
- Click on **Update User** button on the right side of the screen (top and bottom of the page) to save the changes.



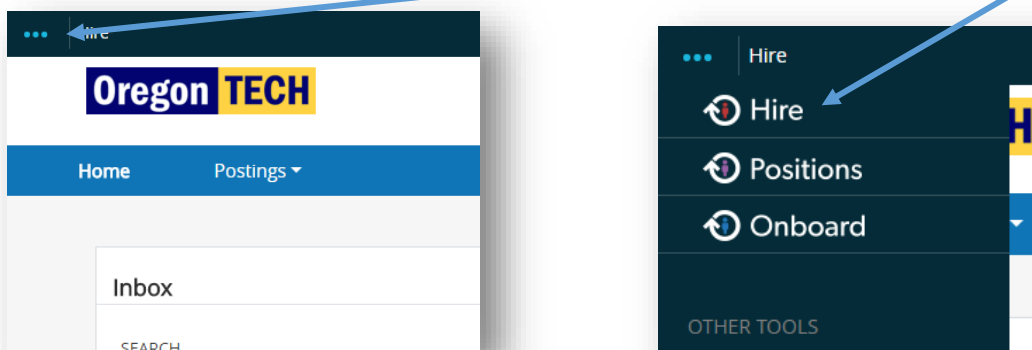
End of Section

Accessing Applicant Materials

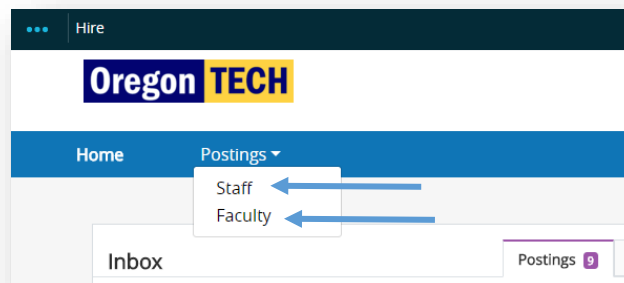
Make sure you are in the **Hire** module (blue) and are logged into the Search Chair or Search Committee Member role (whichever is applicable for the recruitment).



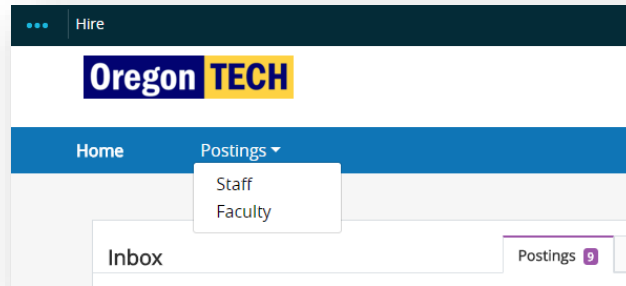
If HEROES does not automatically log you into Hire, click on the ellipses (...) and then click on **Hire**.



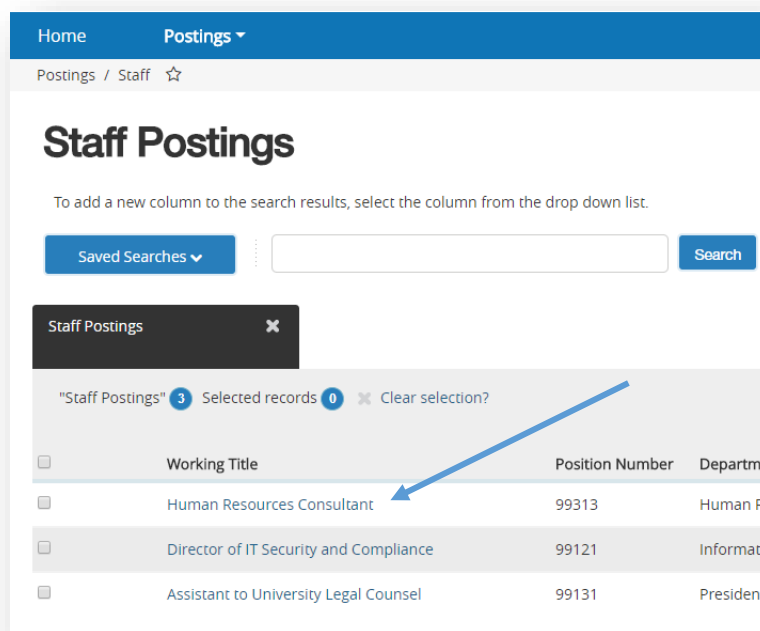
Hover over **Postings** and select **Staff** or **Faculty**, whichever is applicable for the recruitment you are assigned to as a search committee member.



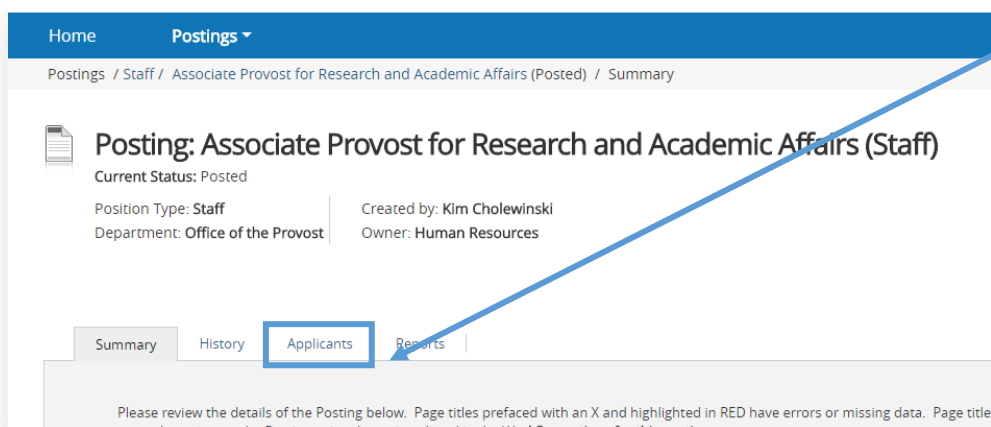
Click on **Postings** and select **Staff** or **Faculty**.



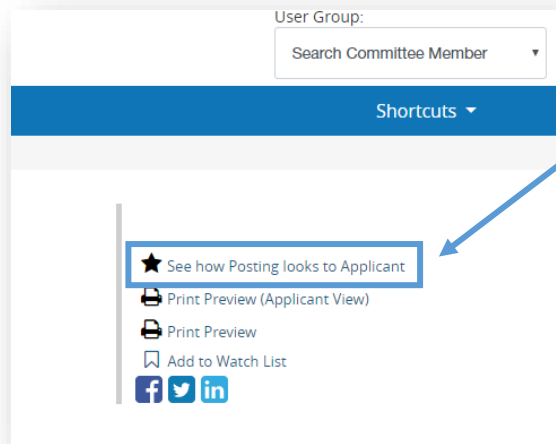
Click on the **Working Title** link to open the posting.



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.

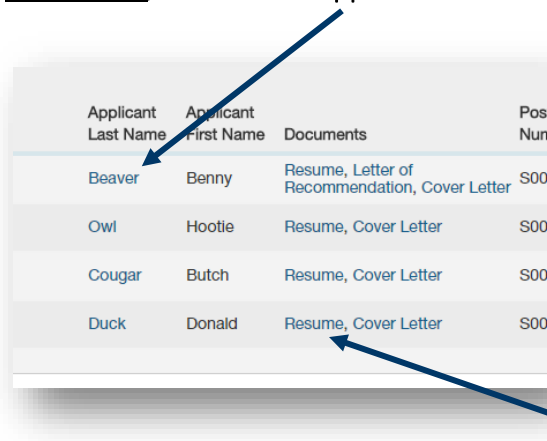
Saved Searches Search

All Applicants

"All Applicants" 4 Selected records 0 Clear selection?

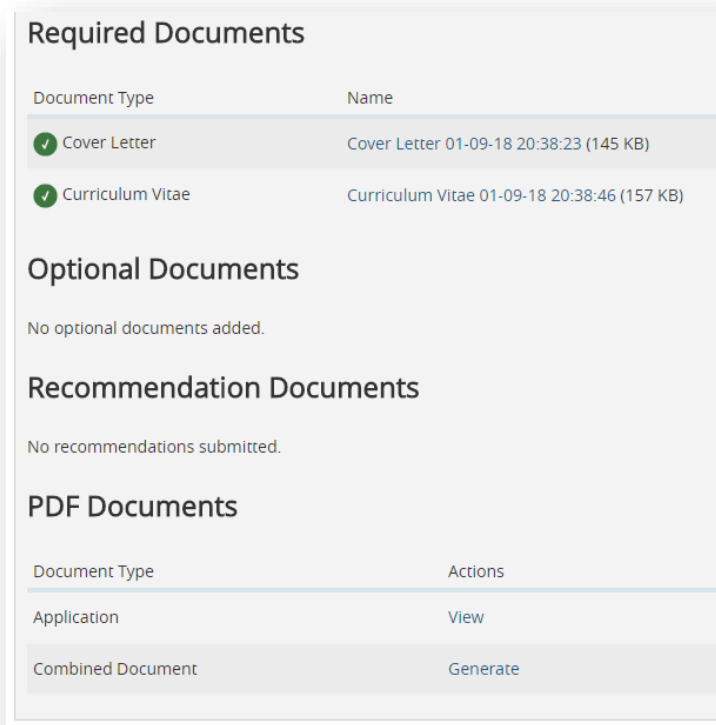
| | Applicant Last Name | Applicant First Name | Documents | Posting Number | Workflow State (Internal) | Application Date | (Actions) |
|--------------------------|---------------------|----------------------|--|----------------|----------------------------------|--------------------------------|-----------|
| <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 Num |
|---------------------|----------------------|--|----------|
| 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). Documents can also be accessed by opening a candidate's application and scrolling to the bottom of the page.



Required Documents

| Document Type | Name |
|--------------------|---|
| ✓ Cover Letter | Cover Letter 01-09-18 20:38:23 (145 KB) |
| ✓ Curriculum Vitae | Curriculum Vitae 01-09-18 20:38:46 (157 KB) |

Optional Documents

No optional documents added.

Recommendation Documents

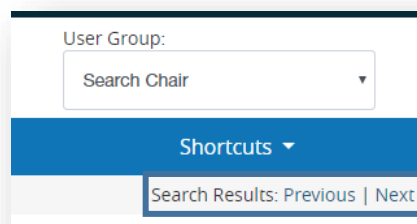
No recommendations submitted.

PDF Documents

| Document Type | Actions |
|-------------------|----------|
| Application | View |
| Combined Document | Generate |

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

Quickly toggle between applications by using the **Previous** and **Next** buttons near the header.

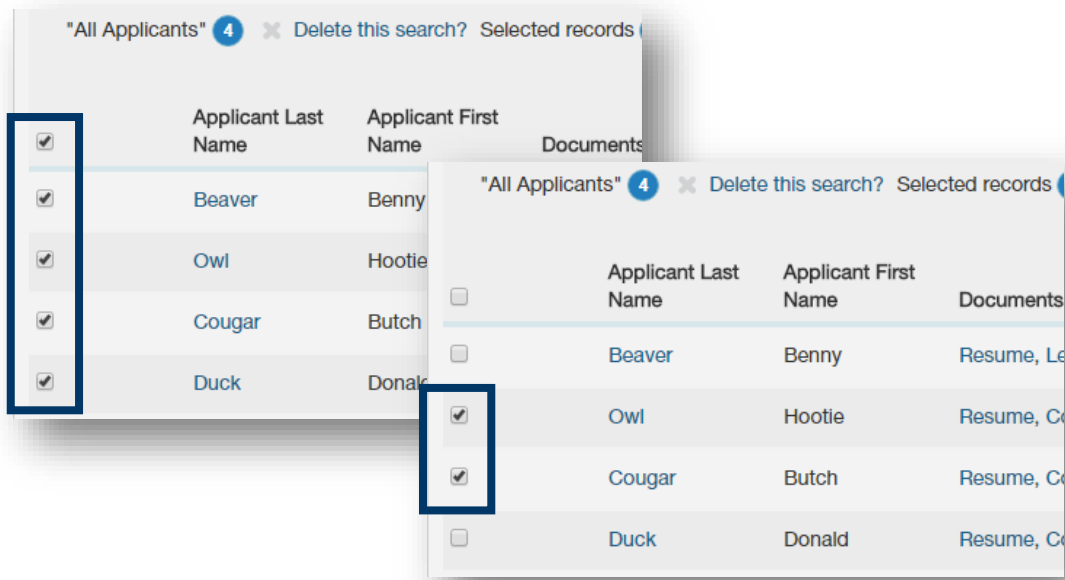


User Group:
Search Chair

Shortcuts

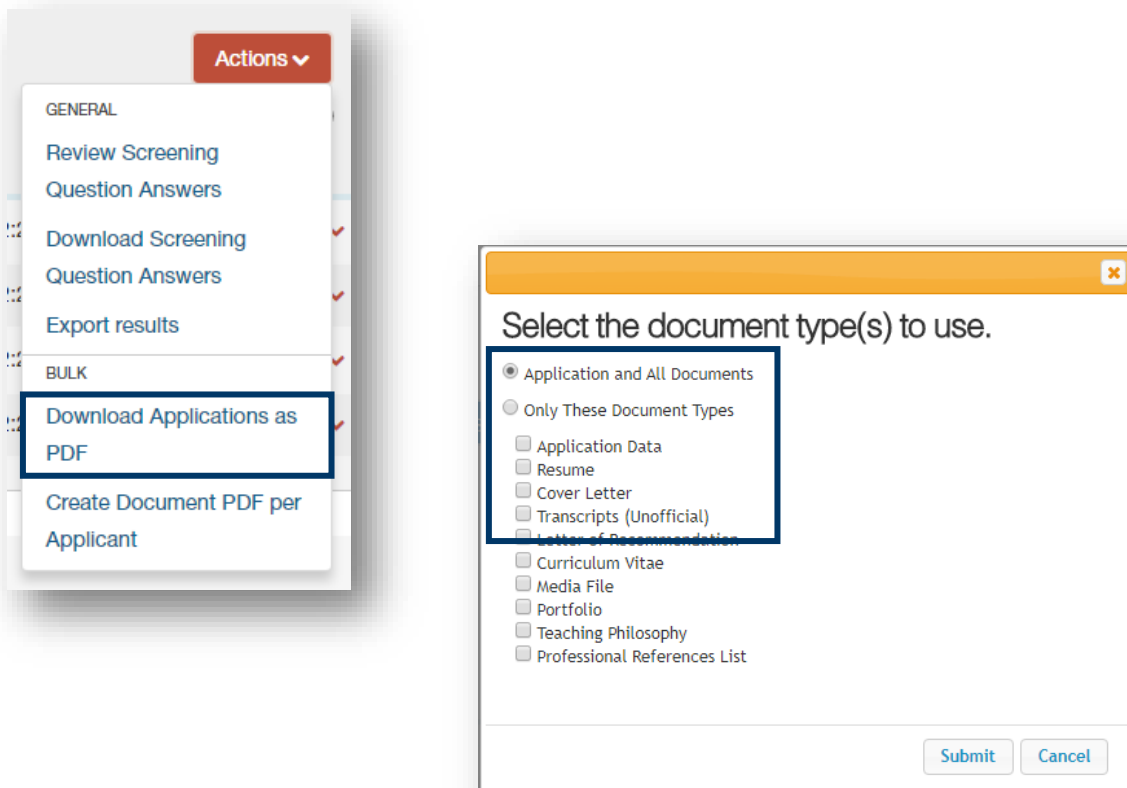
Search Results: Previous | Next

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.

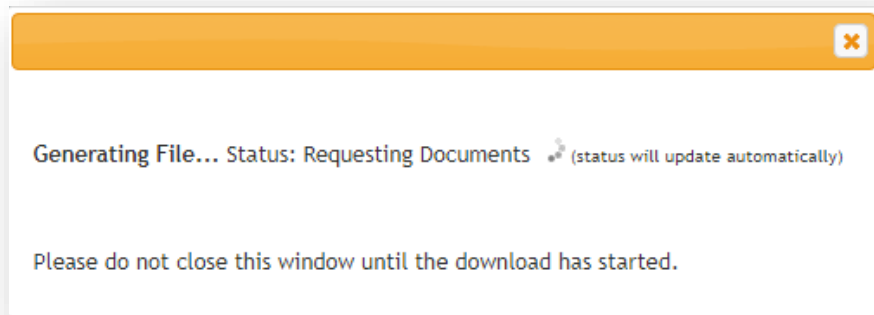


Hover over the **Actions** button and select **Download Applications as PDF**. This will combine all of the selected applications into one PDF document.

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. |

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.

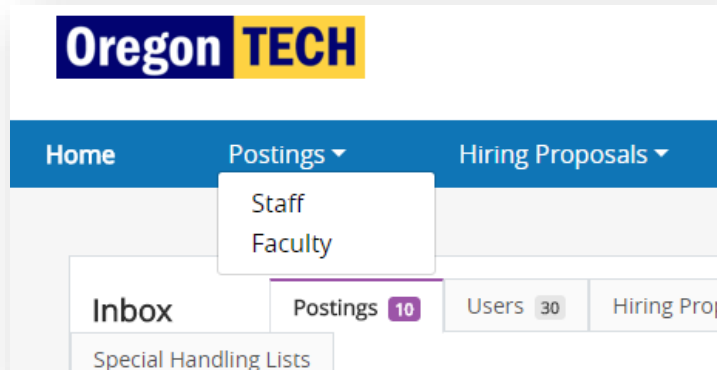
End of Section

Appendix I: How to Find a Posting

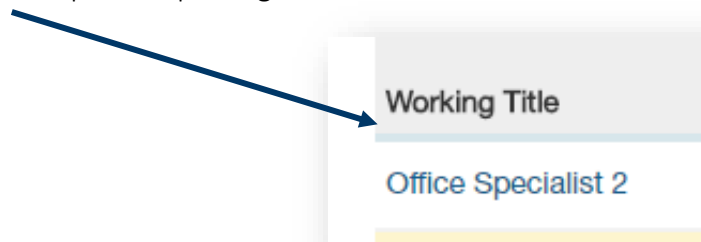
This section is to help you find a posting that you have accidentally navigated away from or to find a posting you needed to stop working on for a time.

Make sure you are in the **Hire** module (blue banner).

Click on **Postings** and select **Staff** or **Faculty**, whichever position type for which you started a posting.



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



Clicking on the link will open the summary page of the posting.

End of Section

Appendix II: Contact & Support Information

| | |
|---|--|
| 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 |
|---|--|