

The logo for Oregon TECH. The word "Oregon" is in white, bold, sans-serif font on a dark blue rectangular background. The word "TECH" is in dark blue, bold, sans-serif font on a yellow rectangular background. The background of the entire slide is a blue-tinted image of a modern building with large glass windows reflecting the sky and clouds. There is a faint, light blue geometric pattern of lines and shapes in the background.

Oregon **TECH**

HEROES User Training

Search Committee Member Role
and Search Chair Role



What is HEROES?

- HEROES → Hootie's Employee Recruitment, Onboarding, & Exiting System.
- Digitizes tasks involved in position management, recruitment, employment application, hiring, onboarding, and exiting processes.

Modules

Modules are functional areas. Search committees work within the *Applicant Tracking* module (blue header) in HEROES.

If your screen has an orange header, toggle to the Applicant Tracking module (see next slide).

Applicant Tracking – Recruitment

Make sure you are logged into the correct module.

Inbox | PeopleAdmin
Watch List | **APPLICANT TRACKING** ▾

Home | Postings | Hiring Proposals | My Profile | Help

Hootie Owl, you have 0 messages. Search Chair ▾ | logout

Inbox 7

Displaying items for group "Search Chair".

Postings (7) | Hiring Proposals (0) | Position Requests (0) | Special Handling Lists (0)

Job Title	Type	Current State	Owner
See more...			

Shortcuts

My Links
Applicant Portal

Make sure you are logged into the correct system role for your role on the search committee.

This is where Department Chairs/Directors or Department Users create postings.
This is also where applications are gathered.

User Roles

- Each has different access levels in HEROES.
- Assigned based on position and role at Oregon Tech.

Search Committee Member Access

- Search committee members can view application materials.

Search Chair Access

- View and print application materials.
- Change the status of applicants.
- Record reasons for non-selection.

Search Chair's Role in HEROES

- In addition to standard chair duties, the search chair also changes applicant statuses in the system to:
 - Change the status of un-qualified candidates and record reasons for non-selection
 - Advance qualified candidates to an interview stage (phone or campus; tracking purposes only)
 - Recommend a final candidate for hire and reason for recommendation

HEROES Applicant Workflow



How to Log In

- MyOIT
- HR tab
- HEROES link

Please enter your Oregon Tech username and password again if you are prompted.

Best browsers to use: FireFox, Chrome, or Internet Explorer 8, 9, or 10, and Safari 6.0.

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Resources

Go to Recruitment Page

<http://www.oit.edu/hr/recruitment>

- Recruitment Training
- Search Committee Resources

Go to HR Systems Page

<http://www.oit.edu/hr/hr-systems>

- HEROES User Guides
- HEROES Trainings