



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Human Resources – El Paso
Hiring Manager User Guide

Contents

Contact Information	1
HR Approval Process	2
Tips Before Logging into the System	3
Logging into the Hiring Manager Portal	4
Hiring Manager Portal Card View	5
Dashboard Navigation Card View	6
Dashboard Navigation Grid View	7
Dashboard Visualization View	8
Job Requisition Section 1- Job Requisition Details	9
Field Descriptions of Section 1	10
Job Requisition Section 2-Job Description Requirements	11
Field Descriptions of Section 2	12
Job Requisition Section - Physical Requirements & Field Descriptions of Section 3	13
Job Requisition Section - Approval Routing	14
Field Descriptions of Section 4	15
Cloning a Job - Card View	16
Cloning a Job - Card View (Cont'd)	17
Cloning a Job - Grid View	18
Cloning a Job - Grid View (Cont'd)	19
Finding Candidates - Card View	20
Finding Candidates - Grid View	21
Reviewing Talent Record - Card View & Grid View	22
Printing Candidate Information - Card View & Grid View	23

Printing Candidate Information - Card View & Grid View (Cont'd)	24
Disposition Candidates	25
Disposition Candidates (Cont'd).....	26
Required Workflow	27
Required HR Status	28
Required HR Status (Cont'd)	29
Interview Feedback Form	30
Employment Verification Form.....	31-33
Offer Outline Form.....	34-36
Submitting the ePAF.....	38
FAQ.....	39
Key Terms	40
Candidate Preference	41

Contact Information

TTUHSC HR Website: <http://www.ttuhs.edu/hr/>

TTUHSC Career Site: <http://careers.texastech.edu>

TTUHSC El Paso Campus

Ceci Canalda 915 -215 - 4492

Joana Garcia 915-215-4574

Nicole Zavala 915-215-4522

EmploymentServices-ElPaso@ttuhsc.edu



HR Approval Process



Texas Tech University Health Sciences Center El Paso

JOB REQUISITION FORM

Please complete this section and submit to Employment Services El Paso for processing

Department Name:	Home Org Code:
Position Number: E	Incumbent's Name:
Position Class Code:	Incumbent's ID Number: R
Position Title:	Incumbent's Last Day of Employment:
FTE:	P-Card or Cash Handling: <input type="checkbox"/> Yes <input type="checkbox"/> No
Department Contact:	Non-Exempt Internal Candidates Only: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Number:	Were changes made to the PD? <small>If "Yes" selected, a revised PD must be attached</small> <input type="checkbox"/> Yes <input type="checkbox"/> No

- Vacancy with no changes to PD – Email Job Requisition Form and PD and submit Requisition to employmentservices-el Paso@ttuhsc.edu in Kenexa simultaneously
- Vacancy with changes to PD – Email Job Requisition Form and PD to hsccompel Paso@ttuhsc.edu once PD has been reviewed and approved HSC Comp will notify hiring department

Tips Before Logging into the System

- Browser Information
 - Internet Explorer 8-10
 - Firefox (4-12)
 - Google Chrome (12-19)
 - Safari (4&5)

Must clear cache frequently

- Turn off your pop-up blockers or make an exception for the Careers at Texas Tech hiring manager portal
 - [Internet Explorer Instructions](#)
 - [Google Chrome Instructions](#)
 - [Mozilla Firefox Instructions](#)

The pop up settings for each browser are different depending on the version

- Check your spam/junk folder in Outlook. Ensure emails from the system are not going into that folder. Mark any emails from the system as “Not Junk” Click [here](#) for instructions
- For more resources visit **El Paso link** located in your eRaider Account in the HSC HR El Paso Tab within the Employment Services Panel

Logging into the Hiring Manager Portal

Once you are logged in for the day, you will not have to keep logging into the system. The system will recognize that you have already logged in.

1. Webraider.ttuhs.edu
 1. HSC HR El Paso Tab
 2. Employment Services Panel
 3. Careers at Texas Tech Hiring Managers Only
 4. Select Kenexa Production from drop down (Single Sign –On should take you directly into the Hiring Manager Portal)

Logging into the system off campus.

5. <http://elpaso.ttuhs.edu/>
6. Employee Links
7. eRaider
8. Username: **TTUHSC**\eRaider username Password: eRaider Password
9. HSC HR El Paso Tab
10. Employment Services Panel
11. Careers at Texas Tech Hiring Managers Only
12. Kenexa Production

Note: If you click on “Forgot Password” this will reset your eRaider password.

Password can only be reset once every 24 hours

Hiring Manager Portal- Card View

Hiring ⋮ 👤

[Home](#) | [Metrics Dashboard](#)

Hello, Joana! 👤 Search Candidates 🔍

[My Open Reqs \(14\)](#) | [My Candidates](#) | [My Tasks \(1\)](#) | [Edit Tabs](#)

Filters >> | Sort: Requisition ID ⌵ | Actions ⌵ 🔄 ⚙️ 📊 🗃️ 📄

<p>7944BR</p> <p>Extended Job Title For Testing Purposes Only</p> <p>Org Level 7 203021 - Human Resources Elp</p> <p>Hiring Manager Garcia, Joana (R11334619)</p> <table><thead><tr><th>New</th><th>Total</th></tr></thead><tbody><tr><td>0</td><td>2</td></tr></tbody></table>	New	Total	0	2	<p>8092BR</p> <p>Extended Job Title Assistant Professor-Adult</p> <p>Org Level 7 534321 - Neurology Dept Elp Genl</p> <p>Hiring Manager Kaur, Kulvinder (R00516619)</p> <table><thead><tr><th>New</th><th>Total</th></tr></thead><tbody><tr><td>6</td><td>6</td></tr></tbody></table>	New	Total	6	6	<p>8093BR</p> <p>Extended Job Title Assistant Professor-NCC 2</p> <p>Org Level 7 534321 - Neurology Dept Elp Genl</p> <p>Hiring Manager Kaur, Kulvinder (R00516619)</p> <table><thead><tr><th>New</th><th>Total</th></tr></thead><tbody><tr><td>2</td><td>2</td></tr></tbody></table>	New	Total	2	2	<p>8094BR</p> <p>Extended Job Title Assistant Professor-NCC 1</p> <p>Org Level 7 534321 - Neurology Dept Elp Genl</p> <p>Hiring Manager Kaur, Kulvinder (R00516619)</p> <table><thead><tr><th>New</th><th>Total</th></tr></thead><tbody><tr><td>2</td><td>2</td></tr></tbody></table>	New	Total	2	2
New	Total																		
0	2																		
New	Total																		
6	6																		
New	Total																		
2	2																		
New	Total																		
2	2																		
<p>8095BR</p> <p>Extended Job Title Assistant Professor</p>	<p>9456BR</p> <p>Extended Job Title Clinical Staff</p>	<p>16455BR</p> <p>Extended Job Title HR - Test Requisition Not For Hir</p>																	

Dashboard Navigation - Card View

The screenshot displays a dashboard interface for the Texas Tech University System. The top navigation bar is red and contains a hamburger menu icon labeled "Hiring", the university logo and name "TEXAS TECH UNIVERSITY SYSTEM", and a "Primary Navigation" section with a user profile icon. Below the navigation bar, the main content area features a greeting "Hello, Test!" and a series of navigation tabs: "My Open Reqs (1)", "My Approved Reqs (0)", "My Reqs Pending Approval (0)", "All Open Reqs (28)", "My Candidates", "My Tasks (0)", and "Edit Tabs". A search bar labeled "Search Reqs" is located in the top right. Below the tabs, there are "Filters(1) >>" and "Sort: Requisition ID" options. The main content area displays a card for requisition "2093BR" with details: "Extended Job Title: Analyst II", "Org Level 7: 203021 - Human Resources Eip", and "Hiring Manager: Garcia, Joana (R11334619)". A table below the card shows "New" and "Total" counts, both at "1". A pagination control shows "< 1 >". Blue callout boxes with arrows point to the "Navigation Hiring Hamburger Menu", "Primary Navigation", "Action Links" (pointing to the tabs), and "Resource Links" (pointing to the search bar).

Navigation Hiring Hamburger Menu

Primary Navigation

Search Reqs

Resource Links

Action Links

Hello, Test!

My Open Reqs (1) My Approved Reqs (0) My Reqs Pending Approval (0) All Open Reqs (28) My Candidates My Tasks (0) Edit Tabs

Filters(1) >> | Sort: Requisition ID | Actions

2093BR

Extended Job Title
Analyst II

Org Level 7
203021 - Human Resources Eip

Hiring Manager
Garcia, Joana (R11334619)

New	Total
1	1

< 1 >

Dashboard Navigation - Grid View

The screenshot shows a dashboard interface for the Texas Tech University System. The top navigation bar is red and contains a hamburger menu icon labeled 'Hiring', the university logo and name, and a user profile icon. A blue callout box labeled 'Navigation Hiring Hamburger Menu' points to the hamburger menu. Below the navigation bar, the main content area features a greeting 'Hello, Test!' and a search bar for candidates. A horizontal menu contains several tabs: 'My Open Reqs (1)', 'My Approved Reqs (0)', 'My Reqs Pending Approval (1)', 'All Open Reqs (28)', 'My Candidates', 'My Tasks (0)', and 'Edit Tabs'. A blue callout box labeled 'Action Links' points to the 'Edit Tabs' tab. To the right of the main content area, there is a 'Resource Links' button with a right-pointing arrow and a green chat icon. Below these elements is a data grid. The grid has a header row with columns: 'Requisition ID', 'Extended Job Title', 'Org Level 7', 'Posting Options', 'New', and 'Total'. A single data row is visible with the following values: '2093BR', 'Analyst II', '203021 - Human Resources Elp', '1', and '1'. A blue callout box labeled 'Resource Links' points to the '2093BR' value in the 'Requisition ID' column. The grid also includes 'Filters(1)' and 'Actions' options in the top left corner and various utility icons in the top right corner.


Requisition ID	Extended Job Title	Org Level 7	Posting Options	New	Total
2093BR	Analyst II	203021 - Human Resources Elp		1	1

Dashboard - Visualization View

Hello, Test!

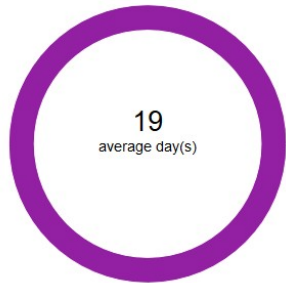
 Search Candidates 

[My Open Reqs \(1\)](#) [My Approved Reqs \(0\)](#) [My Reqs Pending Approval \(1\)](#) [All Open Reqs \(28\)](#) [My Candidates](#) [My Tasks \(0\)](#) [Edit Tabs](#)

Filters >> | View: Days open 

Open Req by Days



 16-30d (1)

Time to fill in last 12 Months


There is no data to display this visualization.

NOTES:

Visualization view provides open reqs and time to fill statuses



Job Requisition Section 1 – Job Requisition Details

New job req


Job req template: HSC (El Paso) Standard Req 

Fields marked in asterisk (*) are required


Section 1 - Job Details (HM Completes)


* Hiring Manager  


* Position Type Faculty Staff Student

* Position Class Code 

* Extended Job Title

* Org Level 7 

* Work Location 

* Position Number 


* No. of Positions
Only increase for Pooled positions.


Offers Remaining

*FTE
Enter FTE Percent as a decimal up to 1


* Requisition Type


* Job Type Full Time Part Time

* Job Category 

* Job Group 

* Pay Basis 

* FLSA Type 

* Salary Grade 

* Minimum Hire Rate

* Mid Point Hire Rate

* Maximum Hire Rate

Pay Statement

NOTES:

Job RequisitionSection1 - Job Details

Visual changes only

Function remains the same

Information must match PD

Field Descriptions of Section 1

Field	Description	Action
Hiring Manager	Authorized Kenexa User	Authorized Kenexa User
Position Type	The pay statement will automatically populate based on your selection	Click on one of the three radio buttons
Position Class Code	The job code. P=Part-time S=Full-time U=Student F=Faculty	Type in the code or the title of the position
Extended Job Title	Be more descriptive as this will be what applicants see	Type in a more descriptive job title. Example- Section Coordinator: Graphic Designer
Org Level 7	Home Department Number	Type in the org code or the name of your department
Work location	Physical work location	Select one location from the drop down list
Position Number (E#)	Number assigned by Compensation . Must have E# to post a job. *Keep in mind that ONLY the minimum pay rate will show to applicants. The range will not be shown. Contact HR to make any revisions to how the pay is displayed.	Type in the E# or the title of the position. E# not showing in the list? Possible solutions. 1. Does the E# belong to the above org code? 2. Has the E# been approved by compensation & budget?
No. of Positions	Single Positions: You can hire ONE person out of a requisition Pooled Positions: You can hire MULTIPLE people out of one requisition (students, recurrent employees, etc...)	Enter the appropriate number of candidates you will be hiring from this requisition
FTE	Full Time Equivalent. Total # of hours worked divided by paid hours in a work year	Example: 1.0 equals a full-time employee, .01-.99 is a part-time employee
Requisition Type	Replacement or New position	Enter incumbent's name and R#
Funding Source	Funding Organization Account Program (FOAP)	Enter in the departmental FOAP that the employee will be paid from
Authorized Department Contact Info	This is who HR will contact if there are questions	Type in the first or last name of the contact person
Human Resources	The HR department	Select " Employment Services El Paso " email
Hiring Team	Authorized Kenexa User	Type in the first or last name. Can't pull up a name in the list? Contact local HR office

Job Requisition Section 2 – Job Description Requirements

Section 2 - Job Description and Requirements (HM Completes) ^

Confidential Posting?	N/A	* Grant Funded?	<input type="radio"/> Yes <input type="radio"/> No
* Position Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Text Editor</div>	* Internal Candidates Only?	<input type="radio"/> Yes <input type="radio"/> No
* Major/Essential Functions	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Text Editor</div>	* Travel Required	<div style="border: 1px solid #ccc; padding: 2px;"> </div> v
Occasional Duties	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Text Editor</div>	* Shift	<input type="radio"/> Day <input type="radio"/> Evening <input type="radio"/> Night <input type="radio"/> Other
* Required Oualifications	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Text Editor</div>	Schedule Details	<div style="border: 1px solid #ccc; padding: 2px;"> </div>
		* Relocation Reimbursement Available?	<input type="radio"/> Yes <input type="radio"/> No
		* Does this position work in a research laboratory?	<input type="radio"/> Yes <input type="radio"/> No
		* Does this position handle money,	<input type="radio"/> Yes <input type="radio"/> No

****PLEASE DO NOT COPY AND PASTE FROM PD****

NOTES:

Job Req's Section 2: Job Description Requirements

Visual changes only

Function remains the same

Information must match PD

If position handles money or institutional assets must select Yes and must be reflected on PD

Field Descriptions of Section 2

Field	Description	Action
Position Description	A general description of the job	This field is locked. The PD is determined by compensation.
Major/Essential Functions	What will the employee in the job be doing on a daily basis Be specific	Type in the functions and duties (bullet point or number)
Occasional Duties	What will the employee be doing every now and then	Type in the functions and duties (bullet point or number)
Required Qualifications	The education, experience, or certification that the candidate must possess to qualify for the position	This field is locked. The required qualifications are determined by compensation
Preferred Qualifications	Specify the Required Qualifications. Examples- Bachelor's Degree in accounting, Experience with word processing, 2 years in a medical environment	Type in the preferred qualifications using bullet points or numbering
EEO Statement	The statement will populate on every job posting	No action needed
Required Attachments	Documents you require from an applicant to be considered for the position	Click on the check box next to the corresponding document. Can select more than one
Optional Attachments	Documents that are helpful, but are not required to be considered for employment	Click on the check box next to the corresponding document. Can select more than one
Req Notes	Communicate to HR if there is something you would like us to specifically change on the job posting	Type in notes
Grant Funded	Is this position being funded by a grant	Select yes or no
Internal Candidates Only	Exempt level jobs MUST be posted externally for the 10 business days	Select yes or no
Travel Required	% of travel	Select the % if applicable
Shift/Schedule Details	What are the normal hours for this position	Type in something like (M-F, 8am-5pm)
Relocation Reimbursement Available	Will the relocation costs be provided by the TTUHSC	Select yes or no
Does this position work in a research laboratory	Will the employee be working in a lab? If so, will they come into contact with select agents	Select yes or no
Does this position handle money, procurement card or other institutional assets	Will the employee in this position be handling any cash or be responsible for the handling of a P-Card or Institutional Assets	Select yes or no. If you select yes, a credit check will be run on the candidate
Does this position need a professional license	This is not a Driver's License. An example would be a nursing license, medical license, etc...	Select yes or no. If you select yes, a license check will be run on the candidate
Does this position work with minors in camps and/or programs affiliated with the University	This would not be a nurse or doctor who works in Pediatrics	Select yes or no. If you select yes, the candidate will go through training

Job Requisition Section – Physical Requirements

Section 3 - Physical Requirements (HM Completes)

* Physical Demands

Text Editor

NOTES:

**Job Req's Section 3:
Physical Requirements**

Visual changes only

Function remains the same

Information must match PD

****PLEASE DO NOT COPY AND PASTE FROM PD****

Field Descriptions of Section 3

Field	Description	Action
Physical Demands	What physical activity is essential to the job? These will come from the PD. Should mirror the PD on file for the position.	List the physical demands of the position (sitting, standing, carrying, etc...)
Lifting Minimum Maximum	The amount an employee may be required to lift or carry.	Type in the number of pounds.

Job Requisition Section – Approval Routing

Human Resources Completes

Approval routing

*HR Approval

*Hiring Manager

*Department Head

Bypass

*Dean/Next Level

Bypass

*AVP/VP/Provost

Bypass

NOTES:

Job Req's Approval Routing

Visual changes only

Function remains the same

How and when is the job approved? E-mail triggers will notify the approver whenever it is time to approve the job posting (Check Spam folder). If the Hiring Manager or Department Head, Dean, or AVP edit the job once HR has already approved it, the job will automatically be rerouted through the approval process.



Field Descriptions of Section 4

Field	Description	Action
HR Approval	Choose the HR office that needs to approve the job	Choose Employment, _____ (campus location)
Hiring Manger	List the name of the person making the hiring decision	Type in the first or last name of the hiring manager
Department Head	List department head if applicable. Each department will have different internal processes for approving job postings.	Type in the first or last name of the department head OR click on the "Bypass" checkbox
Dean/Next level AVP/VP/Provost	Select only if applicable. Depends on your departments internal processes	Select name from the list OR click on the "Bypass" checkbox
EEO Office	BYPASS	Please click on the "Bypass" checkbox
Notify upon approval completion	A notification will be sent to the person listed once the job has received all of its approvals and is ready to be published online	List a name or Employment, _____ (campus location)

Cannot find a name?

Individual does not have Kenexa Access

Cloning a Job – Card View

Cloning means to duplicate a job so that all the fields will be exactly the same. This option saves you time since you do not have to retype in every field (minus the position number, E#). However, you must ensure the job class codes you are cloning are current in the compensation pay plan.

Search for a requisition by using the quick search option on the Dashboard or by using your Top Navigation Tabs

The screenshot shows the top navigation bar with a red background, containing a menu icon, the word "Hiring", the Texas Tech University System logo, and the text "TEXAS TECH UNIVERSITY SYSTEM". Below the navigation bar, the user is greeted with "Hello, Test!". A navigation menu includes "My Open Reqs (1)", "My Approved Reqs (0)", "My Reqs Pending Approval (0)", "All Open Reqs (28)", "My Candidates", "My Tasks (0)", and "Edit Tabs". The main content area displays a requisition card for "2093BR". A blue callout box with the text "Select Requisition Number" and an arrow points to the requisition ID. The card details include: Extended Job Title: Analyst II; Org Level 7; 203021 - Human Resources Elp; Hiring Manager: Garcia, Joana (R11334619); and a table showing 1 New and 1 Total requisition.

New	Total
1	1

Cloning a Job – Card View (Cont'd)

2093BR - Analyst II

Confidential

Status: Open

Job req template: HSC (El Paso) Standard Req

More ▾

Select More Drop Down

Details History Attachments Form

Section 1 - Job Details (HM Completes)

Hiring Manager : Garcia, Joana (R11334619)

Position Type : Staff

Status: Open

Job req template: HSC (El Paso) Standard Req

More ▾

Select Save As New

Save As New

eLink

Posting Preview

Talent Match

Print

Hiring Manager :

Position Type :

NOTES:

All fields will be copied into the new job posting

Be sure to change the E# and any other applicable fields


Cloning a Job – Grid View

Hello, Test!

[My Open Reqs \(1\)](#) [My Approved Reqs \(0\)](#) [My Reqs Pending Approval \(1\)](#) [All Open Reqs \(28\)](#) [My Candidates](#)

Filters(1) >> | Actions

<input type="checkbox"/>	Requisition ID	Extended Job Title	Org Level 7	Posting Options
<input type="checkbox"/>	2093BR		203021 - Human Resources Elp	



2093BR - Analyst II

Confidential

Status: Open

Job req template: HSC (El Paso) Standard Req

More



[Details](#) [History](#) [Attachments](#) [Forms](#)

Section 1 - Job Details (HM Completes)

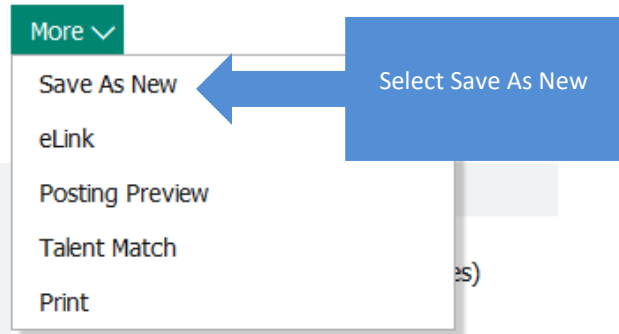
Hiring Manager : Garcia, Joana (R11334619)

Position Type : Staff

Cloning a Job – Grid View (Cont'd)

Status: Open

Job req template: HSC (El Paso) Standard Req



A screenshot of a software interface showing a 'More' dropdown menu. The menu is open, displaying several options: 'Save As New', 'eLink', 'Posting Preview', 'Talent Match', and 'Print'. A blue callout box with the text 'Select Save As New' has a white arrow pointing to the 'Save As New' option in the menu. The 'More' button is green with a white checkmark.

Hiring Manager :

Position Type :

NOTES:
All fields will be copied into the new job posting
Be sure to change the E# and any other applicable fields

Finding Candidates – Card View

Hello, Joana!

[All Open Reqs \(274\)](#) | [My Approved Reqs \(0\)](#) | [My Reqs Pending Approval \(0\)](#) | [My Open Reqs \(14\)](#) | [My Tasks \(0\)](#) | [My Candidates](#) | [Edit Tabs](#)

Filters >> | Sort: [Requisition ID](#) | [Actions](#)

 |  |  |  | 

88BR

Extended Job Title
Assistant Professor of Gastroenterology

Org Level 7
533701 - Internal Medicine EIp GenI

Hiring Manager
Franco, Carlos (R00309904)

New	Total
45	45

193BR

Extended Job Title
Assistant Professor of Geriatrics

Org Level 7
533701 - Internal Medicine EIp GenI

Hiring Manager
Franco, Carlos (R00309904)

New	Total
4	4

233BR

Extended Job Title
Assistant Professor - Pulmonology

Org Level 7
533701 - Internal Medicine EIp GenI

Hiring Manager
Franco, Carlos (R00309904)

New	Total
30	30

434BR

Extended Job Title
Ophthalmologist

Org Level 7
534901 - Ophthalmology EIp

Hiring Manager
Ugarte, Sylvia (R00522589)

New	Total
9	9

Click on "Total Number"
to view applicants

Finding Candidates – Grid View

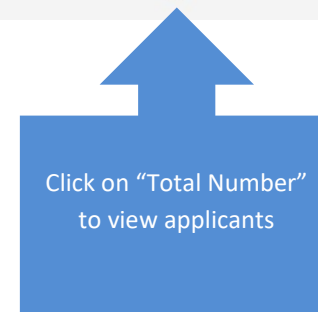
Hello, Joana!



[All Open Reqs \(274\)](#) | [My Approved Reqs \(0\)](#) | [My Reqs Pending Approval \(0\)](#) | [My Open Reqs \(14\)](#) | [My Tasks \(0\)](#) | [My Candidates](#) | [Edit Tabs](#)

[Filters >>](#) | [Actions](#)

<input type="checkbox"/>	Requisition ID	Extended Job Title	Org Level 7	Posting Options	New	Total
<input type="checkbox"/>	88BR	Assistant Professor of Gastroenterology	533701 - Internal Medicine Elp Genl		45	45
<input type="checkbox"/>	193BR	Assistant Professor of Geriatrics	533701 - Internal Medicine Elp Genl		4	4



Reviewing Talent Record – Card View & Grid View

Aguirre, David Actions ☺

7944BR: For Testing Purposes Only

Candidate Type: [External](#)

HR Status: [Reference Check](#)

HR status date: 14-Mar-2019

HR status updated by: Zavala, Nicole (R11321507)

Address 1: [2001 Test](#)

Location: [El Paso, Texas 79938](#)

Home phone: [915-987-6543](#)

Email: daguirre@mailinator.com

Notes: [Add/View](#)

Forms: [Add/View](#)

Communications: [Send/View](#)

Attachments: [Add/View](#)

Viewed (this req): 14-Mar-2019




Last viewed (global): 14-Mar-2019

Last viewed (global) by: Zavala, Nicole (R11321507)

Original date loaded: 21-Jun-2016

Profile

Contact Details **Resume** Cover letter Experience Education

Resume: 21-Jun-2016 13:14:33   

David Aguirre
Phone: 915-987-6543
daguirre@mailinator.com
OBJECTIVE


Experienced individual seeks expanded opportunities with an organization that needs a proven performer.

EXPERIENCE

Provides snapshot of applicant information

Application – Job Response

Action log **Job response** Forms Attachments Notes HR Status Communication eLink

Filter: All ☺ Search: 

Application – GQ Job Response

Action	Date	Action By	Details	To	Folder
Form Added	21-Jun-2016 13:14:33	Submission, System ()	Form ID: 2787381	GQJobResponse-HSC External Staff - Responsive	7944BR:For Testing Purposes Only
HR Status - Updated	21-Jun-2016 13:14:33	Submission, System ()	Status History	Applicant Pool	7944BR:For Testing Purposes Only
Added to Folder	21-Jun-2016 13:14:32	Submission, System ()			

NOTES:

Application can be found in two places

Document must be attached to ePAFS

Printing Candidate Information – Card View & Grid View

Aguirre, David
 7944BR: For Testing Purposes Only
 Candidate Type: [External](#)
 HR Status: [Reference Check](#)
 HR status date: 14-Mar-2019
 HR statu




Address 1: [2001 Test](#)
 Location: [El Paso, Texas 79938](#)
 Home phone: [915-987-6543](#)
daguirre@mailinator.com

Notes: [Add/View](#)
 Forms: [Add/View](#)
 Communications: [Send/View](#)
 Attachments: [Add/View](#)

Viewed (this req): 14-Mar-2019
 Last viewed (global): 14-Mar-2019
 Last viewed (global) by: [Zavala, Nicole \(R11321507\)](#)
 Original date loaded: 21-Jun-2016

Profile

Contact Details **Resume** Cover letter Experience Education

Resume: 21-Jun-2016 13:14:33    **Print from Icon**

David Aguirre
 Phone: 915-987-6543
daguirre@mailinator.com
 OBJECTIVE

Experienced individual seeks expanded opportunities with an organization that needs a proven performer.
 EXPERIENCE

Activity

Action log Job response Forms Attachments Notes HR Status Communication eLink

Filter: [All](#) Search:

Action	Date	Action By	Details	Name/Type	From	To	Folder
Form Added	21-Jun-2016 13:14:33	Submission, System ()	Form ID: 2787381	GQJobResponse-HSC External Staff - Responsive			7944BR:For Testing Purposes Only
HR Status - Updated	21-Jun-2016 13:14:33	Submission, System ()		Status History		Applicant Pool	7944BR:For Testing Purposes Only
Added to Folder	21-Jun-2016 13:14:32	Submission, System ()				Applicant Pool	7944BR:For Testing Purposes Only

Select "Resume" or "Cover Letter" Tab

Print from Icon

OR

Click on "Actions" from the drop down select "Print Resume/CV"

Printing Candidate Information – Card View & Grid View (Cont'd)

1. Open the [GQ Job Response](#) → Scroll down to bottom of page → Select View Image PDF, Once PDF Opens Print.
2. Dashboard → My Open Reqs Panel → Click on total number of applicants Select at least 1 candidate → Click on “Actions” on the top right side of the panel → Select Print Resume, Talent Record, or Bulk Printing

Form Added	21-Jun-2016 13:14:33	Submission, System ()	Form ID: 2787381	GQJobResponse-HSC External Staff - Responsive		7944BR:For Testing Purposes Only
HR Status - Updated	21-Jun-2016 13:14:33	Submission, System ()		Status History	Applicant Pool	7944BR:For Testing Purposes Only
Added to Folder	21-Jun-2016 13:14:32	Submission, System ()			Applicant Pool	7944BR:For Testing Purposes Only

Form creation details

Date added: 08-Nov-2016

Added by: Submission, System ()

[View image PDF](#) [Close](#)

NOTES:

Saving application to PDF will reduce the number of pages generated for printing

El Paso Staff V4

Disposition Candidates **Staff Only** – (Faculty will be dispositioned by HR)

Find the applicant by using the card or grid view. Select name go to Actions drop down select Add Form

<input type="checkbox"/>	Name ▲	Candidate Type	Forms	HR Status	HR status date	Notes	HR status updated by	Viewed	Codes	Day
<input type="checkbox"/>	Aguirre, David	External		Reference Check	14-Mar-2019	+	Zavala, Nicole (R11321507)		Click here	16
<input type="checkbox"/>	Lugo, Araceli	External		Interview Complete	14-Mar-2019	+	Zavala, Nicole (R11321507)		Click here	16

Aguirre, David

7944BR: For Testing Purposes Only

Candidate Type: External

HR Status: Reference Check

HR status date: 14-Mar-2019

HR status updated by: Zavala, Nicole (R11321507)

Address 1: 2001 Test

Location: El Paso, Texas 79938

Home phone: 915-987-6543

Email: daguirre@mailinator.com

Notes: [Add/View](#)

Forms: [Add/View](#)

Communications: [Send/View](#)

Attachments: [Add/View](#)

Viewed (this req): 29-Aug-2019

Last viewed (global): 29-Aug-2019

Last viewed (global) by: Garcia, Joana (R11334619)

Original date loaded: 21-Jun-2016

Actions

- Send eLink
- Send candidate ad-hoc email
- Send Candidate Communication
- Create Document
- Post to Candidate Zone
- Add Notes
- Add Form
- Update HR Status
- Move/Copy to Req
- Move/Copy to Folder
- Remove From Folder
- Print Resume/CV
- Prepare For Bulk Print
- Upload Attachment
- Send To Event Manager
- Candidate Export
- Talent Match
- Talent Gateway User Names

NOTES:

Faculty will be dispositioned by HR. Please email request to Employment Services along with a copy of the notice sent to candidate

Disposition Candidates **Staff Only** (Cont'd)

From drop down box select Disposition Form. Select appropriate option then Submit.

Add Form

Select form:

Select...

- 503 Disability Self-ID
- Background Check Consent Form
- Backup Information Form
- Basic Talent Gateway
- Disposition Form
- EEO Applicant Collection
- Eligible for Hire/Rehire
- Employment Verification Form - El Paso
- Faculty Reference Form
- Final Candidate Form
- Hire Form

Choose...

- Applicant Withdrew - Accepted another job outside the university
- Applicant Withdrew - Accepted another job within the university
- Applicant Withdrew - Applicant withdrew prior to interview
- Applicant Withdrew - Compensation requirements are too high
- Applicant Withdrew - Decided to stay with current employer
- Applicant Withdrew - Did not return calls – 2 or more attempts
- Applicant Withdrew - No show to interview
- Applicant Withdrew - Not willing to meet travel requirements
- Applicant Withdrew - Not willing to work days/hours/shift
- Applicant Withdrew - Said not interested during phone screen
- Applicant Withdrew - Withdrew after telephone screen
- Interviewed - Not Selected for the Position - Compensation requirements

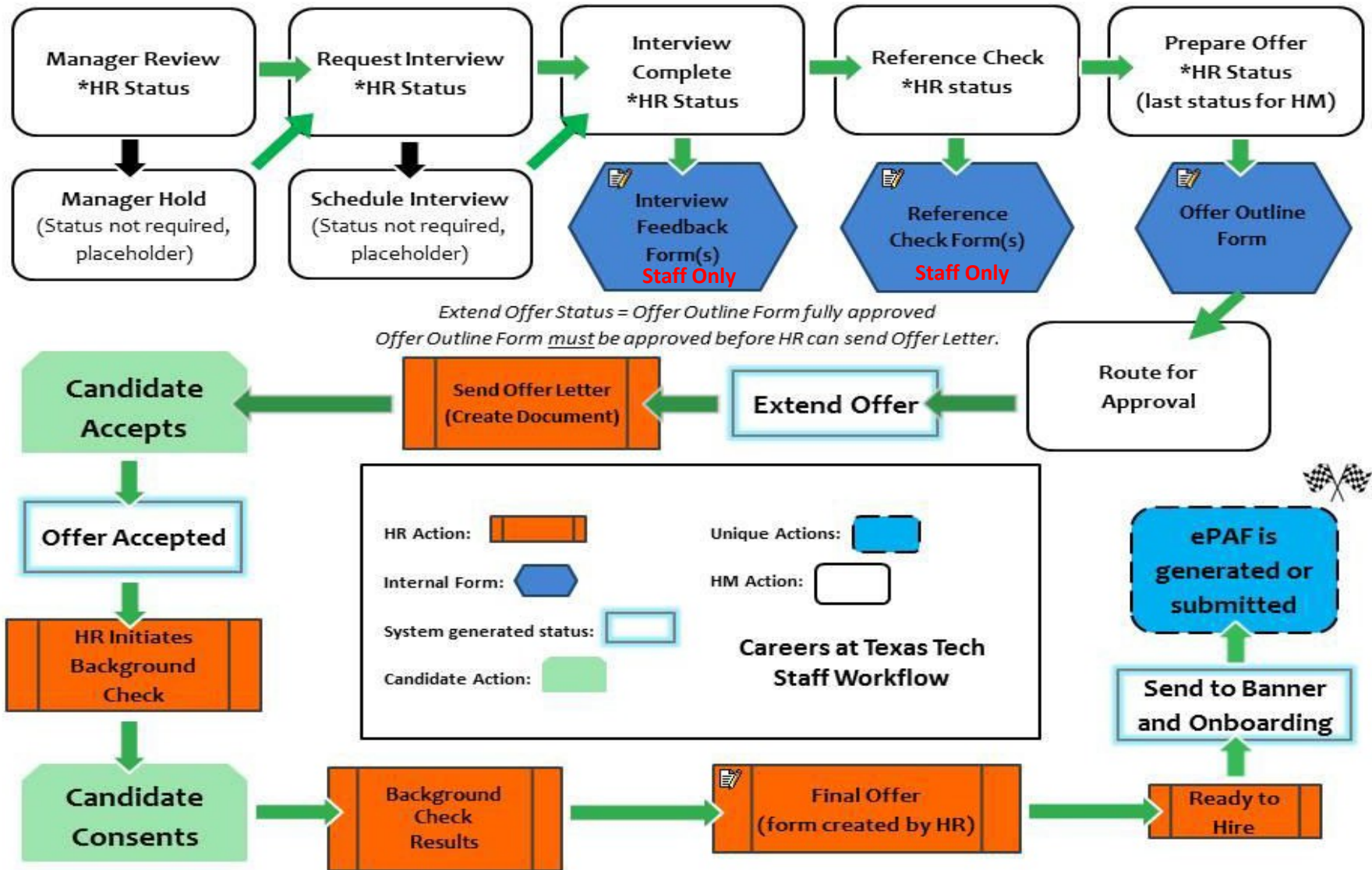
Submit

NOTES:

An email will be sent to the candidate 48 hours after they are dispositioned

Please leave all interviewed candidates under “Interview Complete” until notified by HR to disposition

Required Workflow



Required HR Status

<input type="checkbox"/>	Name ▲	Candidate Type	Forms	HR Status	HR status date	Notes	HR status updated by	Viewed	Codes
<input type="checkbox"/>	Aguirre, David	External		Manager Review			Garcia, Joana (R11334619)		Click here

- Manager Review
- Manager Review
- Manager Hold
- Request Interview
- Position Filled
- Position Canceled
- Not Eligible for Rehire
- Advanced Options

Start working applicants through required workflow

Select Submit

Request Interview

Submit Cancel

- Request Interview
- Request Interview
- Interview Scheduled
- Interview Complete
- Position Filled
- Position Canceled
- Not Eligible for Rehire
- Advanced Options

As candidates are moved, HR Status options will appear in drop down. Continue to work applicants through workflow

Select Submit

NOTES:

Make sure to update HR Status in real time.

Do not wait till the very end to move applicants through workflow!

Required HR Status (Cont'd)

Throughout the workflow process you will fill out 3 internal forms. The candidates will not see these forms.



<input type="checkbox"/>	Name ▲	Candidate Type	Forms	HR Status	HR status date	Notes	HR status updated by	Viewed	Codes
<input type="checkbox"/>	Aguirre, David	External		Manager Review	14-Mar-2019	+	Garcia, Joana (R11334619)		Click here

Required Forms will start to populate as applicants are moved through "Required Workflow"


The Interview Complete status will automatically open the Interview Feedback Form

The Prepare Offer status will automatically open the Offer Outline Form

You must open the **Employment Reference Check – El Paso**

Interview Feedback Form

Interview Feedback Form is required for all applicants interviewed. The applicant will not see this form.

Candidate Form: Interview Feedback Form - Teyler, Zac 

Fields marked in asterisk (*) are required

Position / Candidate Details

Req ID: 64BR

Job Title: Coordinator


Applicant First Name: Zac

Applicant Last Name: Teyler

Interviewer Information

Date candidate was interviewed

Names of interview panel

*Interview Date: 8/29/2019 

*Interviewer Name:

*Interview Type: Choose... 

NOTES:

Interview Panel must remain the same throughout the hiring process

Rate Applicant

*Interview Rating: Choose... 

Select interview rating from drop down
Submit

Employment Verification Form – Required To Match MQ’s On PD

(Employment Verification will not pre-populate you must select form)

Forms List - Teyler, Zac

2.

3.

Add

eLink Blank Form

1.


Select Form

Form	Edited on	Edited By	Status	Edit	eLink	Delete	
Final Candidate Form - 1579BR: Assistant Professor	10-Dec-2015	10-Dec-2015	Thomas, Jessica (R00907775)				
Offer Outline Form - 1579BR: Assistant Professor	10-Dec-2015	10-Dec-2015	Thomas, Jessica (R00907775)	Approved			
Professional/Personal Reference Check - 1579BR: Assistant Professor	10-Dec-2015	10-Dec-2015	Thomas, Jessica (R00907775)				
Interview Feedback Form - 1579BR: Assistant Professor	10-Dec-2015	10-Dec-2015	Thomas, Jessica (R00907775)				
Talent Gateway Questions TTUE	00-Dec-2015	00-Dec-2015	Submission System ()				

NOTES:

**Employment Verification Form
required for all candidates**

Employment Verification Form (Cont'd)

Candidate Form: Employment Verification Check Form -El Paso - Teyler, Zac 

Fields marked in asterisk (*) are required

Employment Reference Check - El Paso

Applicant Details

First Name:	<input type="text" value="Zac"/>	Last Name:	<input type="text" value="Teyler"/>
Prospective Position:	<input type="text" value="Coordinator"/>	Requisition ID:	<input type="text" value="64BR"/>

Reference Details

*Company: 

*Name & Title of Reference Provider:

*Phone Number:

*Connection to Applicant:

Employment Verification Form (Cont'd)

Verification Details


*Position Held:

*Employee From:

*Job Duties:

*Employed To:

*Comments:

*Paid Work:


- Full Time Paid Work
- Part-Time Paid Work
- Volunteer
- Paid Internship
- Non-Paid Internship

Some companies may not be willing to answer. If this is the case then document as "Company did not disclose."

Reference Completed Details

*Verified By:

*Reference Check Date:

[Submit](#) [Save As Draft](#) [Clear](#) [Cancel](#)

Offer Outline Form

[eLink blank form](#) **new**

Offer Form

Candidate Information


First Name: Jasimuddin

Middle Name:

Last Name: Ahamed

Preferred Name:

*Supervisor ID:

*Employee Type 

- New Hire
- Rehire
- Transfer - ending other TTUS job
- Concurrent - will continue other TTUS job

Position Information


Requisition Number: 84BR

Position Type: Faculty


Job Type: Full Time

Job Title: Cardiovascular Research Professor


Salary Grade: 800

*Benefits Eligible 

- Yes
- No

*FTE :

Departmental ePaf Originator: [List >>](#)


Human Resource:  [Selection details](#)

Minimum Hire Rate: Based upon experience

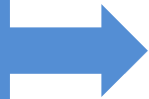
Mid Hire Rate: Based upon experience

Pay Basis: Monthly


*Proposed Monthly Salary:

*Premium Pay Code :


R# of the person who will be evaluating this employee.



If you select "New Hire" or "Rehire" an ePAF will be generated later in the process. All others, you will need to create a traditional ePAF.



The person listed here will be responsible for submitting the ePAF for new hires and rehires once it is generated by the system



Offer Outline Form (Cont'd)

Funding Source 1

Budgeted FOAP information can be found in HR010 - Vacant Position by Organization for Single positions or HR011 - Pooled Positions with Incumbents by Organization for pooled positions

*Fund

*Org

*Account

*Program

*Percent

*Do you need to add another Funding Source?

Yes

No

*By submitting this Offer Approval Request, I acknowledge that I have validated that this person meets the minimum hiring qualifications and requirements for this position.

Notes/Additional Needs

 [Expanded view](#)

*Manager Signing Offer Letter

*Title of Manager Initiating the Offer Document

*Department of Manager Initiating the Offer Document

Extremely important to enter in the correct funding information!
(Check with your Hiring Manger for this information)

Offer Outline Form (Cont'd)

Form Approval

***Hiring Manager** List >>

***Department Head** List >>
 Bypass

***HR Approval** [selection details](#)

***Compensation** **HSC Comp El Paso** [Selection details](#)
 Bypass

***Additional Approval 1** List >>
 Bypass Non-system user

***Additional Approval 2** List >>
 Bypass Non-system user

Notify upon form approval completion
Users selected in req/form

Save as draft Save Clear Close Save and send for approval

* = required field

DO NOT bypass compensation. Select HSC COMP El Paso. If bypassed, HR will reject and the form will need to be resubmitted

The approval routing will depend on your department's internal processes. You may bypass all levels EXCEPT for Hiring Manager, HR Approval, and Compensation



NO FURTHER ACTION ON THE HIRING MANAGER SIDE IN KENEXA

ePAF generation or submission

New Hires Only.

From the Ready to Hire status; the system will automatically move the candidate thru to Banner which creates the ePAF and then immediately to Onboarding.

To Review and Submit ePAF:

1. Login to your WebRaider Portal
2. Click on the F&A Worktools Tab.
3. Find the Human Resources Panel
4. Click on ePAF
5. Click on EPAF Originator Summary
6. There will be an ePAF in the "Waiting" status
7. Open the ePAF
8. Click the **Update** button
9. Check for any other information that needs to be corrected. Please pay special attention to:
 - Pay Rate
 - Labor Distribution FOAPs and Percentages
 - Current Hire Date
 - Name – First, Middle & Last name should match the social security card or passport
10. Select the person you need to put in **Approval Level 20 – Department HSC**
 - You can select yourself as the level 20 approver. Add any additional FYI or Approvers according to department/campus requirements. Any other approval must be done before you submit ePAF.
11. Click **Upload Documents** to attach files as needed.
12. **Save** and **Submit**.

-Don't see the ePAF? Open up the [Offer Outline Form](#) and see whose name is in the Department ePAF Originator field

-ePAFs will remain at Level 74 until the appropriate I-9 documents have been received by HR.

Transfers, promotions, secondary job, etc... Will need a traditional ePAF

FAQ

Who is responsible for sending the candidate offer email? **Human Resources**

Who is responsible for moving candidates through the [workflow](#)?

Primarily the hiring manager, HR is also responsible for some workflow actions.

Do I have to fill out the interview feedback form?

Yes. Form must be completed for all candidates interviewed.

I can't pull up a manager's name in one of the approver lists or hiring team, what do I do?

Please contact Employment Services El Paso. The user will need to go through training before full access can be granted.

How many emails will the candidate receive throughout the whole process?

Three primary emails. 1. E-mail to accept the job offer 2. Email from HireRight to consent to the background check 3. Email to start new hire paperwork.

Where do applicants apply?

<http://www.texastech.edu/careers/>

Who is responsible for the ePAF?

The person designated as the "Department ePAF Originator" on the [Offer Outline Form](#).

When will an ePAF appear in my Originator Queue for New Hires and Rehires?

Within 24 hours of the candidate being pushed through the Send To Banner status.

Why is my ePAF stuck at Level 73-HR?

The candidate has not successfully completed all of the pre-employment requirements (application, background check, I-9 form & documents).

Why are there so many steps?

As a state agency and a federal contractor, the Texas Tech University Health Sciences Center is required to comply with all Federal and State regulations.

Key Terms

Action Log:	Located in the Talent Record. Contains uploaded candidate documents and HR statuses.
Careers at Texas Tech:	The website that applicants use to view and apply for jobs.
Close:	All candidates have been dispositioned out of the system and a candidate has been marked as hired.
Disposition:	Moving candidates that were not selected to the final HR status and sending a communication to the candidate.
E-Link:	E-mailing a form or document to users in and out of the system.
Gateway:	The type of candidate a department is looking to hire: Staff, Internal, Faculty, Students.
FOAP:	Funding-Organization-Account-Program. The account the employee will be paid from
GQ Job Response:	The candidate's application.
HR Status:	The candidate's status in the workflow (Manager Review, Request Interview, Interview Complete, etc...)
Job Response:	The Candidate's answers to the supplemental questions.
Kenexa or Brassring:	The name of the applicant tracking system that the TTUHSC used to hire candidates.
Onboarding:	Process of employee completing new hire paperwork through the onboarding portal.
Panel	These are the large boxes on the home screen.
Talent Record:	Contains all of the candidate's information.
Unpost:	Remove job posting from the employment website so no more applicants can apply.

Candidate Preference

Candidates in: 1289BR : Unit Coordinator: Training 9/26

Records - of 1 Selected Results Per Page

<input type="checkbox"/>	Name	Folder	Viewed	Date Last Viewed	Candidate Type	HR Status	HR status date	Forms
<input type="checkbox"/>	Watson, Barkley	1289BR:Unit Coordinator: Training 9/26			Veteran Preference	▼ Send to Onboarding	07-Oct-2014	

A candidate may claim preference when applying to a job. These are the types of preferences a candidate can claim:

- Veteran’s Preference
- Former TX Foster Youth
- Potential RIF (Reduction in Force)

FAQ

Do I have to interview a candidate who qualified for preference?

No. It is not required to interview the candidate.

How does preference affect my review of applicant?

If you have two equally qualified candidates, the person with the preference would be hired. It is important to keep a matrix to quantify a candidate’s qualifications and preference.

How to handle a RIF Employee?

Please contact your local HR office.