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Contact Information

TTUHSC HR Website: http://www.ttuhsc.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

Vacancy with no changes to PD – Email Job Requisition Form and PD and submit Requisition to employmentservices-elpaso@ttuhsc.edu in Kenexa simultaneously

Vacancy with changes to PD – Email Job Requisition Form and PD to hsccompelpaso@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 recognized 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**
NOTES:
Two other views are available – Grid View and Visualization View. Each view may be configured and customized by the user. Card View is the default view for the Home Page.
Dashboard Navigation - Card View

Hello, Test!

My Open Reqs (1)  My Approved Reqs (0)  My Reqs Pending Approval (0)  All Open Reqs (28)  My Submissions  My Tasks (0)  Edit Jobs

2093BR
Extended Job Title
Analyst II
Org Level 7
203021 - Human Resources Elp
Hiring Manager
Garcia, Joanna (R11134619)

New  Total
1  1

Resource Links

Primary Navigation

Action Links

Navigation Hiring Hamburger Menu
Dashboard Navigation - Grid View

Navigation Hiring Hamburger Menu

Action Links

Resource Links
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

<table>
<thead>
<tr>
<th>Section 1 - Job Details (HRM Completes)</th>
</tr>
</thead>
</table>
| **Hiring Manager** PDF Complete: <input type="text"/>
| **Position Type**
| Faculty ○ Staff ○ Student ○ Other ○ Autocomplete
| **Position Class Code**
| Autocomplete
| **Extended Job Title**
| Autocomplete
| **Org Level 7**
| Autocomplete
| **Work Location**
| Autocomplete
| **Position Number**
| Autocomplete
| **No. of Positions**
| 1
| **FTE**
| Enter FTE Percent as a decimal up to 1
| **Function**
| Autocomplete
| **Pay Statement**
| Autocomplete
| **Pay Basis**
| Autocomplete
| **Job Type**
| Full Time ○ Part Time
| **Job Category**
| Autocomplete
| **Job Group**
| Autocomplete
| **FLSA Type**
| Autocomplete
| **Salary Grade**
| Autocomplete
| **Minimum Hire Rate**
| Autocomplete
| **Mid Point Hire Rate**
| Autocomplete
| **Maximum Hire Rate**
| Autocomplete

### NOTES:
- Function remains the same
- Information must match PD
- Visual changes only
- Job Requisition Section 1 - Job Details
# Field Descriptions of Section 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager</td>
<td>Authorized Kenexa User</td>
<td>Authorized Kenexa User</td>
</tr>
<tr>
<td>Position Type</td>
<td>The pay statement will automatically populate based on your selection</td>
<td>Click on one of the three radio buttons</td>
</tr>
<tr>
<td>Position Class Code</td>
<td>The job code. P=Part-time S=Full-time U=Student F=Faculty</td>
<td>Type in the code or the title of the position</td>
</tr>
<tr>
<td>Extended Job Title</td>
<td>Be more descriptive as this will be what applicants see</td>
<td>Type in a more descriptive job title. Example: Section Coordinator: Graphic Designer</td>
</tr>
<tr>
<td>Org Level 7</td>
<td>Home Department Number</td>
<td>Type in the org code or the name of your department</td>
</tr>
<tr>
<td>Work location</td>
<td>Physical work location</td>
<td>Select one location from the drop down list</td>
</tr>
<tr>
<td>Position Number (E#)</td>
<td>Number assigned by <a href="#">Compensation</a>. Must have E# to post a job.</td>
<td>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 &amp; budget?</td>
</tr>
<tr>
<td>No. of Positions</td>
<td>Single Positions: You can hire ONE person out of a requisition</td>
<td>Enter the appropriate number of candidates you will be hiring from this requisition</td>
</tr>
<tr>
<td></td>
<td>Pooled Positions: You can hire MULTIPLE people out of one requisition (students, recurrent employees, etc...)</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent. Total # of hours worked divided by paid hours in a work year</td>
<td>Example: 1.0 equals a full-time employee, .01-.99 is a part-time employee</td>
</tr>
<tr>
<td>Requisition Type</td>
<td>Replacement or New position</td>
<td>Enter incumbent’s name and R#</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Funding Organization Account Program (FOAP)</td>
<td>Enter in the departmental FOAP that the employee will be paid from</td>
</tr>
<tr>
<td>Authorized Department Contact Info</td>
<td>This is who HR will contact if there are questions</td>
<td>Type in the first or last name of the contact person</td>
</tr>
<tr>
<td>Human Resources</td>
<td>The HR department</td>
<td>Select “<a href="#">Employment Services El Paso</a>” email</td>
</tr>
<tr>
<td>Hiring Team</td>
<td>Authorized Kenexa User</td>
<td>Type in the first or last name. Can’t pull up a name in the list? Contact local HR office</td>
</tr>
</tbody>
</table>
**PLEASE DO NOT COPY AND PASTE FROM PD**

**NOTES:**

- 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

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

Field Descriptions of Section 3

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Demands</td>
<td>What physical activity is essential to the job? These will come from the PD. Should mirror the PD on file for the position.</td>
<td>List the physical demands of the position (sitting, standing, carrying, etc...)</td>
</tr>
<tr>
<td>Lifting Minimum Maximum</td>
<td>The amount an employee may be required to lift or carry.</td>
<td>Type in the number of pounds.</td>
</tr>
</tbody>
</table>
Job Requisition Section – Approval Routing

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.

NOTES:

Job Req’s Approval Routing
Visual changes only
Function remains the same
# Field Descriptions of Section 4

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Approval</td>
<td>Choose the HR office that needs to approve the job</td>
<td>Choose Employment,________(campus location)</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>List the name of the person making the hiring decision</td>
<td>Type in the first or last name of the hiring manager</td>
</tr>
<tr>
<td>Department Head</td>
<td>List department head if applicable. Each department will have different internal processes for approving job postings.</td>
<td>Type in the first or last name of the department head OR click on the “Bypass” checkbox</td>
</tr>
<tr>
<td>Dean/Next level AVP/VP/Provost</td>
<td>Select only if applicable. Depends on your departments internal processes</td>
<td>Select name from the list OR click on the “Bypass” checkbox</td>
</tr>
<tr>
<td>EEO Office</td>
<td><strong>BYPASS</strong></td>
<td>Please click on the “Bypass” checkbox</td>
</tr>
<tr>
<td>Notify upon approval completion</td>
<td>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</td>
<td>List a name or Employment,_______________(campus location)</td>
</tr>
</tbody>
</table>

---

**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.
Cloning a Job – Card View (Cont’d)

Select More Drop Down

Section 1 - Job Details (HCM Completes)

Hiring Manager: Garcia, Joana (E11134619)
Position Type: Staff

Status: Open
Job req template: HSC (El Paso) Standard Req

NOTES:

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

All fields will be copied into the new job posting

Save As New
### Cloning a Job – Grid View

**Hello, Test!**

<table>
<thead>
<tr>
<th>Filters(1)</th>
<th>Actions</th>
</tr>
</thead>
</table>

#### 2093BR - Analyst II

**Confidential**

- **Status:** Open
- **Job req template:** HSC (El Paso) Standard Req

<table>
<thead>
<tr>
<th>Details</th>
<th>History</th>
<th>Attachments</th>
<th>Forms</th>
</tr>
</thead>
</table>

#### Section 1 - Job Details (HM Completes)

- **Hiring Manager:** Garcia, Joanna (R11334619)
- **Position Type:** Staff
Cloning a Job – Grid View (Cont’d)

Status: Open
Job req template: HSC (El Paso) Standard Req

Select Save As New

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!

Click on “Total Number” to view applicants
# Finding Candidates – Grid View

Hello, Joana!

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Extended Job Title</th>
<th>Org Level 7</th>
<th>Posting Options</th>
<th>New</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>88BR</td>
<td>Assistant Professor of Gastroenterology</td>
<td>533701 - Internal Medicine Elp Genl</td>
<td></td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>193BR</td>
<td>Assistant Professor of Geriatrics</td>
<td>533701 - Internal Medicine Elp Genl</td>
<td></td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Click on “Total Number” to view applicants.
Reviewing Talent Record – Card View & Grid View

Provides snapshot of applicant information

Application – Job Response

Application – GQ Job Response

NOTES:

Document must be attached to ePAFS

Application can be found in two places
Printing Candidate Information – Card View & Grid View

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

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

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.

**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 HR Status

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

The Interview Complete status will automatically open the Interview Feedback Form.

The Prepare Offer status will automatically open the Offer Outline Form.

Interview Feedback Form

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

NOTES:
Interview Panel must remain the same throughout the hiring process.
Employment Verification Form – Required To Match MQ’s On PD

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

NOTES:
Employment Verification Form required for all candidates
## Employment Verification Form (Cont’d)

Fields marked in asterisk (*) are required.

### Employment Reference Check - El Paso

### Applicant Details

| First Name: | Zac |
| Last Name: | Teiler |
| Prospective Position: | Coordinator |
| Requisition ID: | 6481 |

### Reference Details

| *Company: | |
| *Phone Number: | |
| **Name & Title of Reference Provider:** | |
| **Connection to Applicant:** | Choose... |
Some companies may not be willing to answer. If this is the case then document as “Company did not disclose.”
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.
Extremely important to enter in the correct funding information! (Check with your Hiring Manager for this information)
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/](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

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

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.