

Viewing Job Applicant Documents

Finding the Job (which contains the applicants) in HireTouch:

Log into HT- <http://oeoa.illinois.edu/hiretouch.html>

Click on JOBS

Choose the correct Job type from the drop down box under the dark blue task bar.

Options: *Faculty/Other Academic Jobs; Academic Professional Jobs*

The current job should appear in the list- examples:

College of Liberal Arts and Sciences, Assistant Professor- Dept of Chemistry (F15xxxxx)

Academic Advisor, - Department of English (A15xxxxx)


Click on the job

Click on the light blue task bar- *Applicants*

This will take you to the people that have applied to your current search

Every time you log back into HireTouch, your dashboard should list this search in the Viewed Jobs box. This is now your shortcut to the job and applicants.

Tips on viewing applicant files:

- The bottom right of the screen states the number of applicants per page. The default max per screen is 25 names. This can be increased to 500 applicants per page
- The easiest way to view applications is to click on the *All Documents* icon  for each applicant to view all documents related to that applicant (including letters of reference- if they have been requested by the unit and uploaded into the applicant's HT file). The documents will open in a new window.
 - A few things to note with this feature:
 - If an applicant uploaded items as Word docs, they will not convert, but the system will alert you that a document failed to convert.
 - The download icons for *Cover Letter*, *Resume*, and *Curriculum Vitae* are tied to the *type* of document the applicant selected. If the applicant, for example, uploaded all his or her materials as a single document, there will not be a shortcut under these columns, but the *All Documents* shortcut will always pull all of the documentation the candidate provided.
- Applicant materials can also be accessed this way:
 - Use the drop down ACTIONS box to go directly to an applicant's documents- choose *View Documents*
 - When you are finished viewing the files for an applicant, you can return to the list of applicants by clicking *View Applicants by Job* on the right side of the screen