

## FAST-TRACK PROCEDURE GUIDE

### Accessing Application Materials in the OES

**PURPOSE:** This guide describes the process for a hiring manager to view their job posting applications.

1. Click on or copy and paste this link to your browser's internet field  
<https://employment.angelo.edu/hr>.
2. Login using your approved user name and password, and click on the login button.
3. From your homepage, look for your posting job title and click on the blue hyperlink that says "View" located directly below your job title.

**ASU** ANGELO STATE UNIVERSITY  
Employment

**Job Postings**  
Active Postings  
Pending Postings  
Historical Postings  
Create Posting  
From Template  
Admin  
Home  
Change Password  
Change User Type  
Logout

### Online System

Supervisor/Manager's Guide  
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
1 Record						
Job Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Coordinator for Multicultural Activities <a href="#">View</a>	0000002	2	02-06-2009	Open Until Filled	Student Involvement	Posted

4. To view individual staff applications, click on "View Staff Application"

**ASU** ANGELO STATE UNIVERSITY  
Employment

### View Posting - Coordinator for Multicultural Activities

**Job Postings**  
Active Postings  
Pending Postings  
Historical Postings  
Create Posting  
From Template  
**Admin**  
Home  
Change Password  
Change User Type  
Logout

**Reports**  
Posting Preview

Applicants	Posting Details	Posting Specific Questions	Disqualifying / Points	Candidate Recommendation Form	Comments	Notes / History
------------	-----------------	----------------------------	------------------------	-------------------------------	----------	-----------------

#### Active Applicants

2 Records

Name	Documents	Score	Date Applied	Status	External Status	All / None
<b>Refugio, Buzz</b> View Staff Application	<a href="#">Cvr Ltr</a>   <a href="#">Res</a>	0	02-06-2009	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>
<b>Greenwood, Jennifer</b> View Staff Application	<a href="#">Cvr Ltr</a>   <a href="#">Res</a>	0	02-06-2009	Under Review by Manager Change Status	In Progress	<input type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

---

**Refresh** **View Multiple**

Minimum Score:

Include:  Active Applicants  
 Inactive Applicants

**REFRESH**

**VIEW MULTIPLE APPLICATIONS**

**VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

5. A new window will open where you are able to view or print each application.
6. To view individual applicant's cover letter and resume, click on "Cvr Ltr" and "Res" under the Documents column.
7. A new window will open where you are able to view or print each document.
8. Keep job applications and additional documents in a safe and secure location.
9. After a candidate has been hired, you may discard or shred the application materials.