Staff Training

TBR Job applicant tracking system
User Login page accessible on MyPellissippi under Human Resources tab or typing below Address in your Internet Explorer browser window
https://jobs.tbr.edu/hr
Guest User/ Committee members login

- Committee members each has the same Guest User login and Password.
- Committee members has permissions to view applications and attached documents.
- Committee members can not make notes or change the status for applicants in the system.
- Guest User login ID’s are system generated, The login password can be changed upon request. Password must be between 6 and 20 characters.
- See Overview below for User Login page
Overview of Login Page

User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the Create User Account link on the navigation bar.

This login is for internal users only. If you are an Applicant, please go to the applicant site. Thank you!

You are about to log in to a secure system. When you are finished, please click the Logout link on the navigation bar to ensure that others cannot access the information in the system.
**Job Posting View**

- Only current job postings that are being interviewed will be visible.
- Active positions being interviewed will show by default.
- “Apps In Process” column shows amount of applicants.
- Click on Arrow ▼ in column headers allows data to be sorted.

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**Active Postings**

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Position Title</th>
<th>Posting Number</th>
<th>Apps In Process</th>
<th>Job Open Date</th>
<th>Job Close Date</th>
<th>Department</th>
<th>Posting Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Processing</td>
<td>Information Processing Specialist</td>
<td>000176</td>
<td>54</td>
<td>11-07-2008</td>
<td>Open Until Filled</td>
<td>PSTCC-Enrollment Services</td>
<td>Closed/Removed from Web</td>
</tr>
</tbody>
</table>

*Welcome Guest User. You are logged in.*

Thursday, December 11, 2008
When you click on “View” underneath Title you will be in the “Applicants” tab.

Action Links in the Blue bar shows information about the position.

“Posting Details” link displays the Position Description.

“Documents” tab displays Documents committee members might print out as necessary for the interview procedures.

“Comments” and “Notes/History” tabs are for HR use only.
Job Applicants view

- Underneath each Applicants name you will see a link “View Application”.
- Each application will open in a new browser window.
- Underneath the “Documents” column will be links to each Applicant’s documents as they attached it to their application. Resumes, Transcripts etc. will open in Adobe Acrobat allowing you to save to your computer or print out.

- “History/Notes” link underneath the “Date Applied” column will show you the steps the applicant took throughout the application process. This information is of no importance to committee members.
The last column row for each applicant you will see a checkbox and the “All / None” column header link.

Click above link will Select or Deselect all the check boxes.

This feature allow users to open multiple applications or attached documents all in one window.

Scroll to the bottom of the page, you will see the View Multiple Applications or Documents buttons.

Click any of these buttons when 1 or more checkboxes as described above are selected will open the documents for those applicants selected in a new window.
Additional Notes

- The system will time out after 1 hour of inactivity for security.
- Please ensure you logout after each use.
- Users will see below Windows warning message if they get timed out due to inactivity.