How to View and Dispense Applicants

1. Go to http://uthscsa.edu/hr/online_employment.asp to access OES. Use your University credentials to login (network ID and password).
   ***Note: For quicker access, save the website address to your favorites or bookmark the page on a web browser.
2. From the home screen, to view the listing of qualified applicants, select the posting from the watch list or by clicking the “Postings” tab located at the top of the page.
3. Next, click on the “Applicants” tab to view all active applicants for that requisition.
4. From the listing, click on the applicant’s name or hover over “Actions” and click “View Application.”

5. To change the applicant’s status, go to the orange “Take Action On Job Application” button. Select the appropriate action: “Interview” or “Not Interviewed, Not Hired.”
6. Once you have a candidate in “Interview” status and you wish to discard them, you will need to go to the orange “Take Action on Job Application” button. Change the applicant’s status to: “Interviewed, Not Hired” and indicate your justification.

7. When a finalist is identified, go to the orange “Take Action on Job Application” button. Select “Finalist” from the drop down menu. Once you have selected a candidate as a finalist, the option to create a hiring proposal appears.