



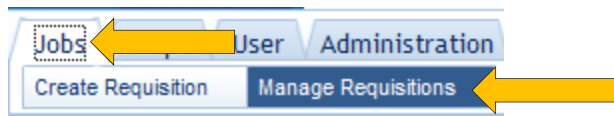
## Accessing CougarHR

### Logging in

- Go to <http://jobs.collin.edu>
- Log in using your regular Novell username and password.

### Viewing Requisitions /Postings

#### *Jobs > Manage Requisitions*



- From the 'Manage Requisitions' page, click on the hyperlinked number under the 'New Applicants' column to see the list of applicants.

## Navigating CougarHR

### Viewing Applications

- Click on the applicant's hyperlinked name to view his/her resume dashboard.
- Click on the applicant's hyperlinked 'Screening' score to see how s/he answered the screening questions.

### Resume Dashboard Tabs:

- **Application Profile Tab:** Contains Application & Resume/CV
- **Information Tab:** Contains Cover Letter, Formatted Resume/CV, Transcripts, Other Attachments



## Helpful Hints

### Transcripts

- Only applicants who provide transcripts may be considered.
- Applicants are told several times that they **MUST** submit transcripts in order to be considered. Therefore, applicants who do not attach transcripts may be disqualified.

### Internal vs. External Applicants

- Not all active employees are loaded into CougarHR system as internal applicants, so the committee chair should still keep a list of names of current Collin Associate Faculty

### Screening Questionnaires

- Screening questionnaire scores are designed as a tool to help identify minimum and preferred qualifications. However, applicants who screen through may not always meet minimum qualifications so always review applications carefully!
- CougarHR 'Screening' score does not necessarily coincide with applicant ranking grid scores.