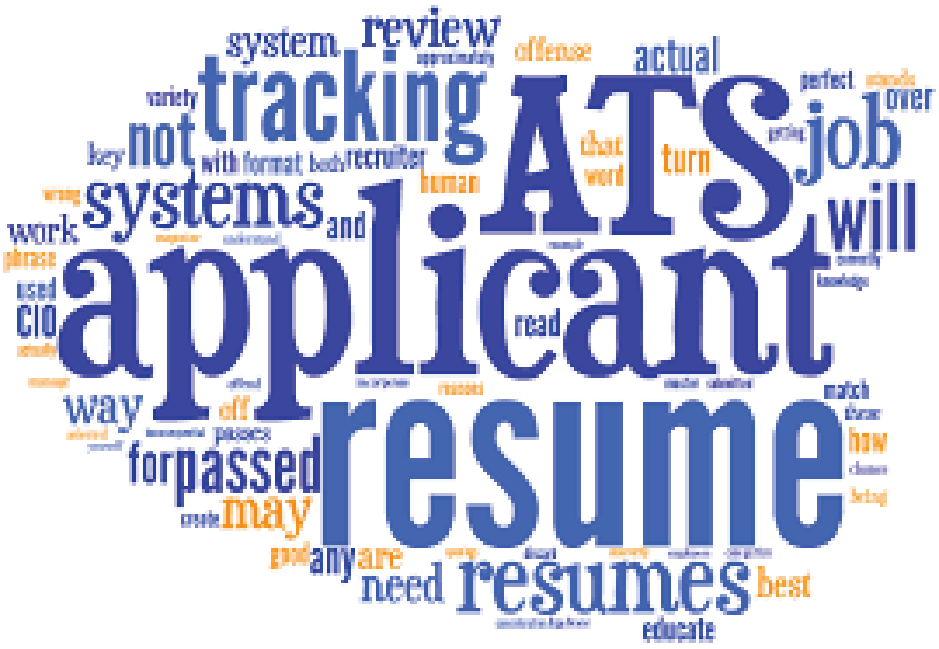

How to View HT Applications Online

Start at: https://jobs.htu.edu/hr/

1. Your **username** is first initial, middle initial and then full last name (ex. rdkangas)
2. Your initial **password** is the same as your username. Once you login for the first time you will immediately be prompted to change the password.
3. Once logged in be sure that the **status** shows as **search committee member** in the status box on the right side just under the colored ribbon at the top of the page. (note: there may be multiple status' you have been assigned in total. If that is the case, choose the one that best fits what you are looking for.)
4. Then click on the **posting tab** on the top menu bar.
5. Scroll down and you can see the positions.
6. Select the desired posting and click on it to open it. Then select the "applicants" tab.

How to make a PDF of an individual's application plus submitted documents:

Scroll down to the bottom of the screen under "documents" and click on "combined document" then "view" after the PDF is created.