Accessing CougarHR

Logging in
- Go to [http://jobs.collin.edu](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.