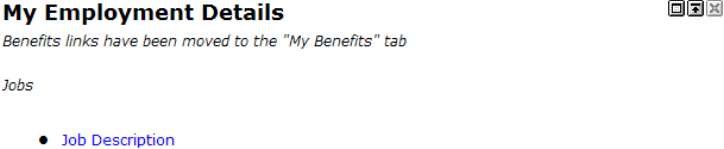
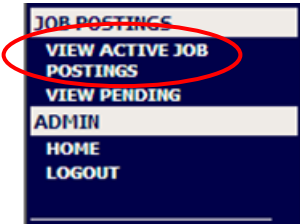


Step by Step

- 1. Human Resources will send a guest username and password and will release applicants for the committee to view.
- 2. Access YourFuture from the "Job Description" link on your employee tab in the SNAP Portal (lower right corner) or go directly to <http://yourfuture.sdbor.edu/hr>



- 3. Login in using the supplied Guest User username and password.
- 4. Select View Active Job Postings to view the position posting.



- 5. Select View/Edit to view the applicant information.

View Postings

To view the details of the position, click on the "View" link below the Job Title.
 You may change the sort order of the list by clicking on the arrow next to the column title.

Opened									
1 Record									
Classification Title	Working Title	Posting Number	Position Number	Apps In Process	Emp Analyst	Posting Open Date	Posting Close Date	Department	Posting Status
Sr Programmer/Analyst (OT Ex) View/Edit	Programmer/Analyst	0002647 Get Reports List	RE9934	0	Minder, Janice	01-14-2010	01-28-2010	1LIBR1-Library Services	Posted Close

- 6. Review individual documents by clicking the links under Documents.
 - a. To open multiple documents simultaneously (documents will open in a new window):
 - i. Check the box(s) by the applicant
 - ii. Click "View Applications" to review applications
 - iii. Click "View Multiple Documents" to review applicant attachments such as resume, cover letters, transcripts, references, etc.
 - b. Please handle all application materials as confidential material. At the end of the process destroy or submit all printed copies as directed by the search committee chair.

Active Applicants

3 Records

Name	Documents	Score	Date Applied	Current BOR Employee?	Re-Employ?	Disability?	Veteran's Pref?	Status	All / None
Doe, Jon View NFE/Faculty Application	CollegeTran Ref CV Cvr Ltr	0	01-08-2010 History/Notes	No			No	Under Review by Manager/Committee Change Status	<input type="checkbox"/>
Doe, Jane View NFE/Faculty Application	DocTran Ref CV Other Cvr Ltr	0	01-09-2010 History/Notes	No			No Response	Under Review by Manager/Committee Change Status	<input type="checkbox"/>
Smith, Tim View NFE/Faculty Application	GradTran CollegeTran Ref CV Other Cvr Ltr	0	01-10-2010 History/Notes	Yes	No Response	No Response	No	Under Review by Manager/Committee Change Status	<input type="checkbox"/>

Active Applicants

3 Records

Name	Documents	Score	Date Applied	Current BOR Employee?	Re-Employ?	Disability?	Veteran's Pref?	Status	All / None
View NFE/Faculty Application	CollegeTran Ref CV Cvr Ltr	0	01-08-2010 History/Notes	No			No	Under Review by Manager/Committee Change Status	<input checked="" type="checkbox"/>
View NFE/Faculty Application	DocTran Ref CV Other Cvr Ltr	0	01-09-2010 History/Notes	No			No Response	Under Review by Manager/Committee Change Status	<input checked="" type="checkbox"/>
View NFE/Faculty Application	GradTran CollegeTran Ref CV Other Cvr Ltr	0	01-10-2010 History/Notes	Yes	No Response	No Response	No	Under Review by Manager/Committee Change Status	<input checked="" type="checkbox"/>

Refresh [View Multiple](#)

Minimum Score:

Include: Active Applicants
 Inactive Applicants

Use the checkboxes above in the "All/None" column to select the applicants you wish to see. Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.