

# How to View an Uploaded Document

**User Groups:** all groups

**Purpose:** View uploaded supporting documentation attached to the job search

Click **JOBS** tab

**BGSU** Welcome, BGSU Committee Logout  
Session expires in 59 min

HOME **JOBS** APPLICANTS RESOURCES

My Dashboard

**HIRE TOUCH NOTIFICATIONS**  
No New Notifications

**BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS**  
GO LIVE Test Content

Display Preferences

**CLIENT NOTIFICATIONS**  
GO LIVE

**SYSTEM NOTIFICATIONS**  
No New Notifications

**CLOCK**  
Thursday  
December 12th, 2013  
2:28:04 PM

**VIEWED JOBS**

Date	Time	Job ID	Title
Dec 11	4:52 PM	3782	Communications Manager
Dec 11	2:21 PM	3788	Communications Manager
Dec 11	1:26 PM	3780	Business Analyst

**LOCAL WEATHER**  
Conditions for Lakeville, MN at 12:46 pm CST

**Current Conditions:**  
Fair, 16 F

**Forecast:**  
Thu - Partly Cloudy. High: 16 Low: 4  
Fri - Cloudy. High: 11 Low: 3  
Sat - Cloudy. High: 13 Low: -2  
Sun - Partly Cloudy. High: 12 Low: 6  
Mon - Partly Cloudy. High: 27 Low: 21

Click 'Job Title'

HomeTouch Report Writer CMS Welcome, Lori Smith Admin Logout  
Session expires in 59 min  
Bowling Green State University

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

\*All Jobs

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search [GO] [CLEAR] Job Status - Location - [GO] [CLEAR] [X]

TITLE	REQUISITION	STATUS	LOCATION	APPROVALS
Assistant Director of Strength and Conditioning	3846	Posted	BGSU Main Campus	POSTING OFFER
Marketing Communications Specialist - ITS	3845	Recruitment Request Pending	BGSU Main Campus	

- Bulk Actions - Records 1-2 of 2 First Previous Next Last Per Page 25

Font Size: A A A

Click the 'Activity' tab

The screenshot shows the BGSU HR system interface. At the top, there are navigation tabs: HOME, PROSPECTS, JOBS, APPLICANTS, RESOURCES, and SETUP. The 'JOBS' tab is active, and the 'Activity' sub-tab is selected. The main content area displays the job title 'Assistant Director of Strength and Conditioning' and its location 'BGSU Main Campus - Athletics and Coaching - Posted'. Below this, there are several tabs: Properties, Applicants, Activity (selected), Processes, Forms, Campaigns, and Posting. A search bar is visible with filters for Date Applied, User Status, and Application. A 'Bulk Actions' dropdown is at the bottom left, and a 'Records 1-1 of 1' indicator is at the bottom right. On the right side, there is a sidebar with 'Actions' (Edit Demographics, Send Correspondence, Upload a Document, Attach a Note, Create a Task), 'Processes' (Posting Approval: Approved 1/21/14), and 'Job Details' (Created: 01/21/2014, Category: Athletics and Coaching, Status: Posted, Location: BGSU Main Campus).

Click 'Documents'

The screenshot shows the BGSU HR system interface with the 'Documents' tab selected. The main content area displays a list of documents for the 'Assistant Director of Strength and Conditioning' position. The list has columns for DATE, CATEGORY, NAME, TYPE, and USER. The first entry is dated January 21, 2014, at 2:22 PM, with the category 'Documents' and the name 'Position Authorization Paper Form PRE HireTouch'. Other entries include 'Job Status' and 'Documents' entries from January 21, 2014, at 12:54 PM and 12:53 PM. The 'USER' column lists 'Lori Smith' and 'Jeff Shetzer'. A sidebar on the right shows 'Actions', 'Processes' (Posting Approval: Approved 1/21/14), and 'Job Details' (Created: 01/21/2014, Category: Athletics and Coaching, Status: Posted, Location: BGSU Main Campus).

DATE	CATEGORY	NAME	TYPE	USER
January 21, 2014 2:22 PM	Documents	Position Authorization Paper Form PRE HireTouch	Requisition Approval Form	Lori Smith
12:54 PM	Job Status	Posted		Jeff Shetzer
12:53 PM	Documents	Position Authorization Form	Requisition Approval Form	Jeff Shetzer
12:53 PM	Job Posting Approval Status	Approved		Jeff Shetzer
12:53 PM	Job Status	Recruitment Approved		Jeff Shetzer
12:53 PM	Documents	Position Authorization Form	Requisition Approval Form	Jeff Shetzer
12:53 PM	Tasks	Approval Needed for Assistant Director of Strength and Conditioning	Approve Position Authorization Form: Position Request	Jeff Shetzer
12:53 PM	Documents	Position Authorization Form	Requisition Approval Form	Jeff Shetzer

There are a couple different ways to find your document. Please note that the default page set up will only bring in 10 records to each page. You can change the number of documents seen by selecting appropriate number in drop down menu. Then scroll the lists to search for wanted document.

**Assistant Director of Strength and Conditioning**  
BGSU Main Campus - Athletics and Coaching - Posted

Properties | Applicants | Activity | Processes | Forms | Campaigns | Posting

Documents | Correspondence | Events | Notes | Tasks

▲ \* Due to permission settings on document types, there may be more documents than are listed.

Show Active  Show Archived All Documents - Document Type -

<input type="checkbox"/>	NAME	TYPE	COMPLETED BY	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Jeff Shetzer	Requisition Approval Form.pdf	119 KB	Tue 1/21/14 at 12:53 PM	Shetzer, Jeff	0	0
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Jeff Shetzer	Requisition Approval Form.pdf	119 KB	Tue 1/21/14 at 12:53 PM	Shetzer, Jeff	0	0
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Jeff Shetzer	Requisition Approval Form.pdf	119 KB	Tue 1/21/14 at 12:53 PM	Shetzer, Jeff	0	0
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<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Jeff Shetzer	Requisition Approval Form.pdf	120 KB	Tue 1/21/14 at 12:51 PM	Shetzer, Jeff	0	0
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Lesley Irvine	Requisition Approval Form.pdf	120 KB	Tue 1/21/14 at 11:55 AM	Irvine, Lesley	0	0
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Robin Veitch	Requisition Approval Form.pdf	70 KB	Tue 1/21/14 at 9:43 AM	Veitch, Robin	0	0
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Robin Veitch	Requisition Approval Form.pdf	70 KB	Tue 1/21/14 at 9:43 AM	Veitch, Robin	0	0
<input type="checkbox"/>	Position Authorization Form	Requisition Approval Form	Robin Veitch	Requisition Approval Form.pdf	68 KB	Tue 1/21/14 at 9:32 AM		0	0

Records 1-10 of 11 | First | Previous | Next | Last | Page 1 | Per Page 10

+ Add Document + Download Documents + Email Selected Documents

**Actions**

**Processes**  
Posting Approval: Approved 1/21/14

**Job Details**  
 Created: 01/21/2014  
 Category: Athletics and Coaching  
 Status: Posted  
 Location: BGSU Main Campus

You can also search by 'Document Type' by selecting appropriate type in drop down menu.

Click

BGSU Main Campus - Athletics and Coaching - Posted

Properties | Applicants | Activity | Processes | Forms | Campaigns | Posting

Documents | Correspondence | Events | Notes | Tasks

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Show Active  Show Archived All Documents - Document Type -

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<input type="checkbox"/>	Position Authorization Paper Form PRE HireTouch	Requisition Approval Form	Lesley Irvine	Supporting Memo/documentation Welcome Letter Welcome Letter Response	117 KB	Tue 1/21/14 at 2:22 PM		0	0

Records 1-11 of 11 | First | Previous | Next | Last | Per Page 50

**Document Type -**  
 - Document Type -  
 Background Request Form  
 Direct Deposit Information Form  
 Emergency Contact Information  
 Hiring Request  
 Pre-Employment Information/Conditions  
 Reference Authorization  
 W-4  
 Cover Letter  
 Resume  
 Reference Form  
 Application  
 Other  
 Requisition Approval Form  
 Position Vacancy Announcement  
 Ad Copy  
 Addendum  
 Paper Application  
 Applicant Selection Authorization Form  
 EEO Data Sheet  
 Background Consent  
 Applicant Withdraw  
 Presidential Approval  
 Offer  
 Supporting Memo/documentation  
 Welcome Letter  
 Welcome Letter Response

**Session expires in 58 min**

**Actions**

**Processes**  
Posting Approval: Approved 1/21/14

**Job Details**  
 Created: 01/21/2014  
 Category: Athletics and Coaching  
 Status: Posted  
 Location: BGSU Main Campus

