UH Applicant Data System (Online Form 17) Procedures

The following will outline the procedures one may follow in order to complete a search on form 17.

Accessing the Online Form 17

1. Log on to the Form 17 website using this link:
2. Log on using your UH User ID and password.
3. Once you have successfully logged in then you may access your search by clicking on the position number.

Before you move on any further please make sure that the EEO/AA Office has the names of all search committee members as well as detailing who are the search committee chair and reviewing official. This information is needed in order for the EEO/AA Office to activate the Form 17.

Pre-Interview Tasks

1. Once the recruitment has been set up and you are able to access it, you will then be able to review and make changes to the Minimum Qualifications if needed.
2. If you need to make a change/delete/add a Minimum Qualification you may click on the edit/delete/Copy box next to the Minimum Qualification.
3. Next, set up Desirable Qualifications rating system. You have a choice between Numerical Scale or Yes/No.
   *CAUTION: Once you have selected the rating scale for the Desirable Qualifications you CAN NOT change the rating scale.

Adding Applicants

1. The first screen asks whether an applicant is an APT priority candidate or not.
2. Enter the applicant’s name and whether they have an email. If applicant has an email then it will prompt you to enter the email. If applicant does not have an email it will prompt you to enter a postal address. The reason for this is to send out the EEO/AA Applicant Data Survey.
3. Once you have entered all the applicants then you may go on to Applicant Screening.

Applicant Screening

Once the search committee has decided on its final scoring results for all the applicants, those scores may be entered into the online Form 17 using the following five steps.

*DO NOT EDIT OR ADD ANY APPLICANT SCORES AND OTHER INFO THRU THE REVIEW SCREEN

1. Click on your position number once you log into Form 17.
2. On the left side menu there will be an Applicant Screening option, click your mouse and another menu will appear.
3. Click on the Final Screening option. This will then take you to a screen with all of the applicants.
4. Click on an applicant’s name and then fill out the rating results for that applicant. Use the same process for inputting data for all applicants.

5. Once you have filled in all the rating results requested on screen and indicated the selectee, click Finish at the bottom of the page and the next screen will automatically be a blank Form 17.

Selectee Information

1. When you have chosen the selectee for your recruitment you will then have to input the recruitment information on the Form 17.

2. You will input the Rank and Band, the FTE, the Appointment Type, the Type of Hire, and if the selectee is a current UH employee; which position they will be leaving.

3. Once you have input and reviewed all the data you may click Finish at the bottom of the page.

4. You will then be prompted to review the screening results before the recruitment is sent for final approval. Once reviewed then click on the Finish tab again.

5. A notice will be sent to the EEO/AA Office to review the recruitment

6. Bring all the search materials (applications, forms, ratings, reasons for selection) to the EEO/AA office for a final compliance review.

7. After EEO/AA has approved then an email notice will be sent to the Reviewing Official and the Dean/Chancellor.

After the selection has been approved and a person hired, your organization must keep all the search materials (applications, forms, ratings, reasons for selection) for the next 3 years.

If you are unclear or have any questions regarding Form17 or the search procedures do not hesitate to contact the EEO/AA office at 808-933-0525.

You may also access the Form17 Online Manual for a more in depth explanation of Form 17.