UH Applicant Data System (Online Form 17) Procedures

The following will outline the procedures for completion of a search on the Online Form 17 Database.

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 proceed further please make sure that the EEO/AA Office has a detailed list of all search committee members, the search committee chair and the reviewing official. Please also submit the UH usernames for all secretary/office assistants that will need access to Form 17. This information is needed in order for the EEO/AA Office to initiate the search on Form 17.

Pre-Interview Tasks
1. Once the recruitment has been set up and you are able to access it, you may then review and edit the Minimum Qualifications as needed.
2. If you need to make a change/delete/add a Minimum Qualification, click on the edit/delete/Copy box next to the Minimum Qualification.
3. Next, set up the Desirable Qualifications rating system. You have a choice between a 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. On the first screen, indicate if the applicant is APT priority or not.
2. Enter the applicant’s name and their email address. If the applicant does not have an email it will prompt you to enter a postal address. This information is required to the send out the EEO/AA Applicant Data Survey.
3. Once you have entered all the applicants continue 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 BLUE REVIEW TABLE
1. Click on your position number once you log into Form 17.
2. Hover over the Applicant Screening option in the red left hand menu to open the Final Screening and Initial Checklist options.
3. Click on the Final Screening option. This leads to a screen with a list of all 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, input the Rank and Band, the FTE, the Appointment Type, and the Type of Hire into the appropriate boxes. If the selectee is a current UH employee indicate position they will be leaving.

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

3. 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.

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

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

6. After EEO/AA has approved the search 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 Form 17 or the search procedures do not hesitate to contact the EEO/AA office at 808-932-7641.

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