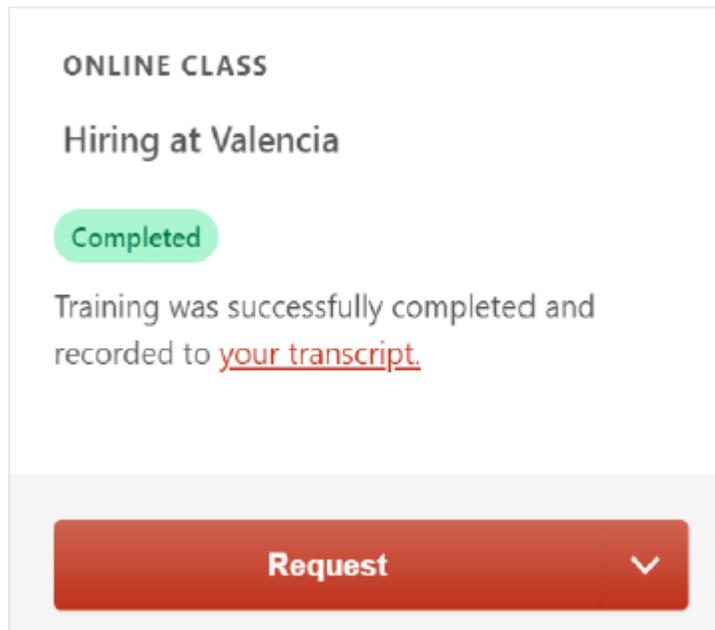


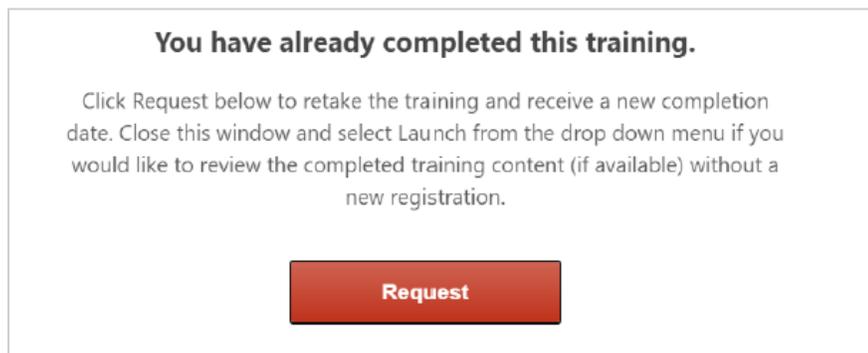
Our Recruitment process calls for each search committee member to complete the Hiring at Valencia training every year. If you are not current with your yearly training or if you have not completed one, please be sure to complete it as soon as possible to be granted access to the posting and applicant materials.

### How to log in and complete the Hiring at Valencia Training:

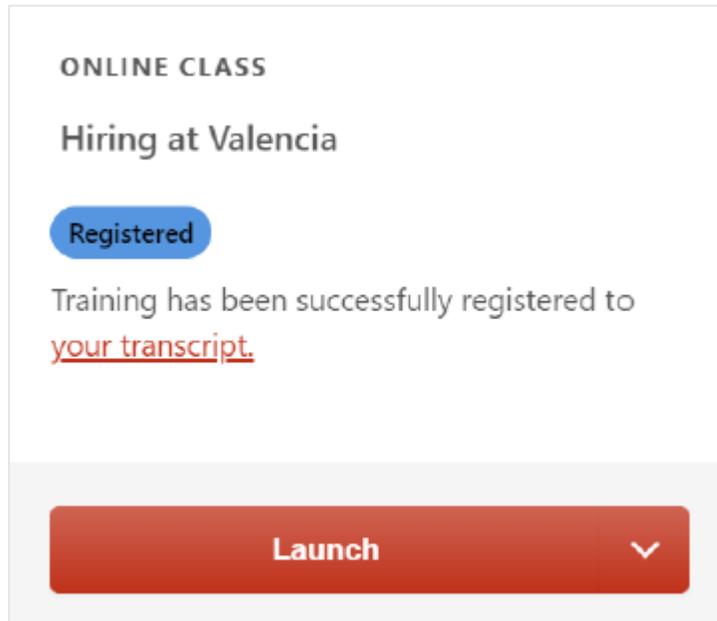
1. Click on this link: [Launch Hiring at Valencia](#) (link will open in a new window) and use your atlas credentials to access the training portal
2. Click on the red request button (even if you receive a message that your training has been completed).



3. A pop-up screen will appear, click on the Request button



- Once the pop-up screen disappears, click on the red Launch button



- Complete the training and **submit** by clicking on the close & exit button that will appear at the end of the course

*Thank you for participating in this crucial role as a member of the selection committee. With your help, we will find colleagues who are committed to making a difference in our students' lives and our community. If you have any questions, please do not hesitate to contact ODHR.*