Guest User Account

1. Go to www.jobswithucf.com/hr.

2. Use the provided guest user account information to log into the system.

NOTE: THE GUEST USERNAMES WILL BEGIN WITH LOWER CASE “gu” FOLLOWED BY A STRING OF NUMBERS.
3. Once logged in, place the cursor over the “Posting” tab at the top of the webpage.

4. Select the type of position classification for the job posting.
5. Once the job posting is displayed, there are two options to view the applications.
   a. Click on the job title.
i. When the job posting summary is displayed, click on the “Applicant” tab. A list of all the active applicants will be displayed.

ii. Click on the last name of the applicant to view their application.
b. The other option is to place your cursor over the “Actions” dropdown box.

<table>
<thead>
<tr>
<th>Department</th>
<th>Workflow State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDSS-First Year Advising and Exploration</td>
<td>A&amp;P Closed</td>
<td>Actions</td>
</tr>
</tbody>
</table>

i. Select “View Applicants”.
6. To display a printout version of application, click on the “Preview Application” link.
7. Once done reviewing the applications, click on the “Home” tab at the top of the screen or click on the “logout” link.