

## Online Employment System Quick Reference Guide (Guest Users)

### Review Applications

1. Go to [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr)
2. Log in with your guest username and password
3. Once you log in, you will be on the View Active page. Locate the position you would like to review.
4. Click '**View**' under the position you want to review
5. Click '**View Application**' below applicants' names to view applications. To view other documents such as resumes, cover letter, etc, please click '**Res**' or '**Cvr Ltr**'
6. Once you have finished, you can simply click '**Logout**' on the navigation bar on the left.

Tips: To view multiple applications or multiple documents, click the check boxes on the right on the applicants you are interested in, and then click '**View Multiple Applications**' or '**View Multiple Documents**'. A new window with the applications or documents will appear on your screen.

**Notes: As a guest user, you will only have the capability to review the applications and the attached documents.**