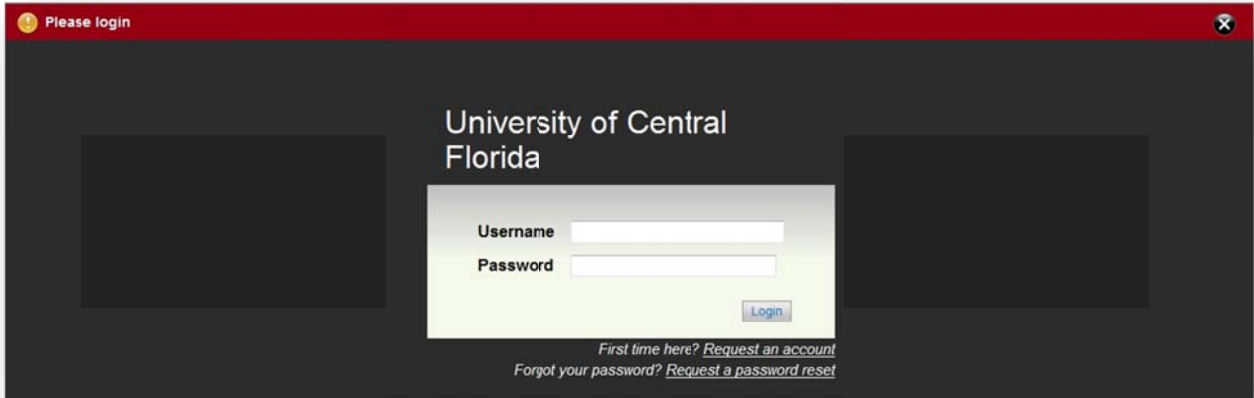
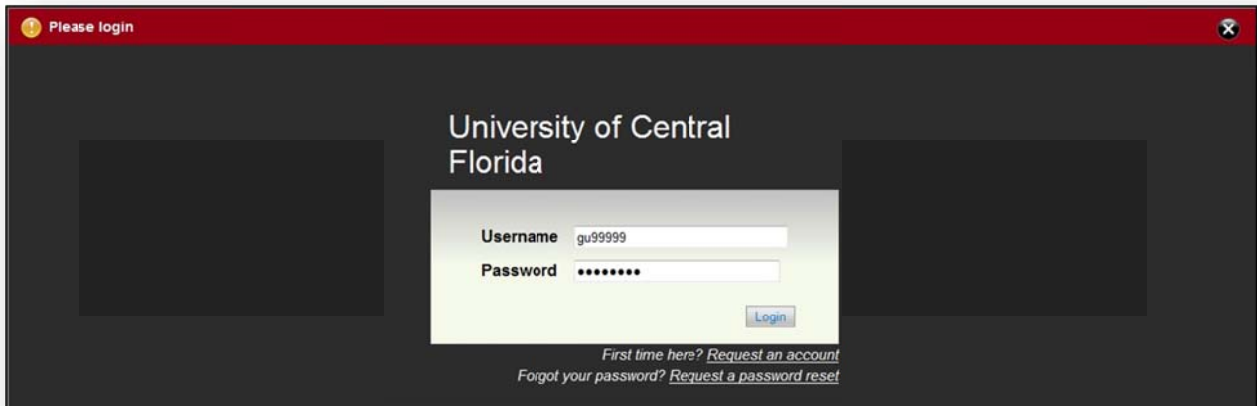


Guest User Account

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

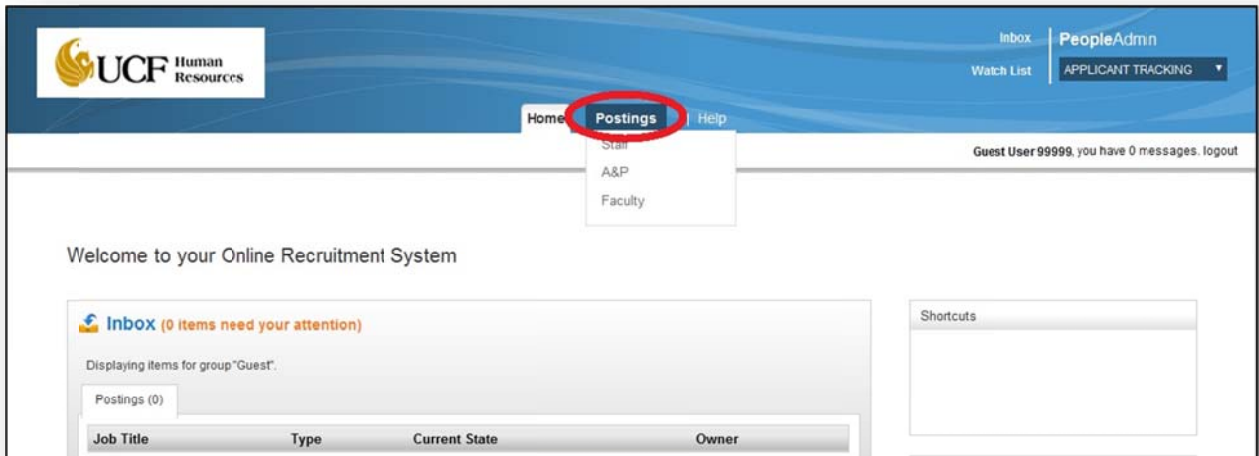


2. Use the provided guest user account information to log into the system.



NOTE: THE GUEST USERNAMES WILL BEGIN WITH LOWER CASE “gu” FOLLOWED BY A STRING OF NUMBERS.

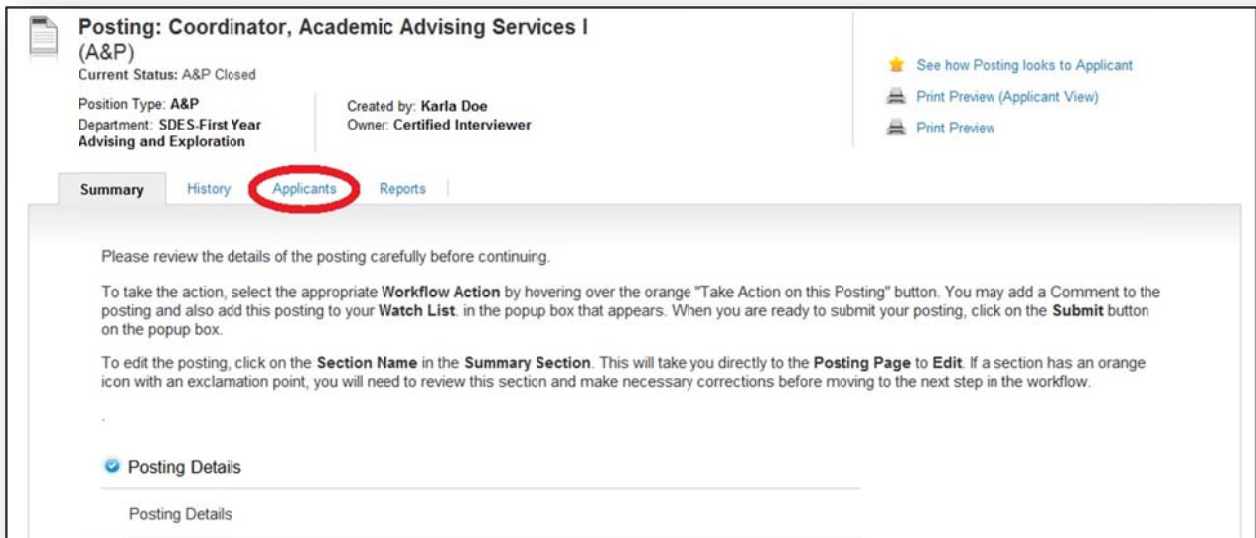
3. Once logged in, place the cursor over the "Posting" tab at the top of the webpage.



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.

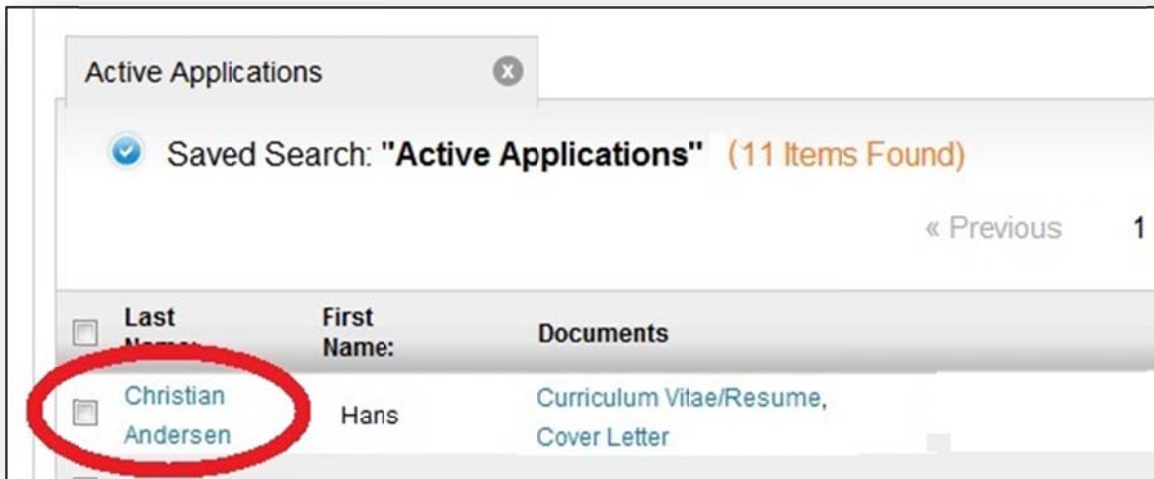


- i. When the job posting summary is displayed, click on the "Applicants" tab. A list of all the active applicants will be displayed.



The screenshot shows a job posting summary for "Coordinator, Academic Advising Services I (A&P)". The current status is "A&P Closed". The position type is "A&P" and the department is "SDES-First Year Advising and Exploration". It was created by "Karla Doe", a "Certified Interviewer". The page has three tabs: "Summary", "History", and "Applicants" (which is circled in red). Below the tabs, there are instructions for reviewing the posting and taking actions. A "Posting Details" section is visible at the bottom.

- ii. Click on the last name of the applicant to view their application.



The screenshot shows a table titled "Active Applications" with a search filter "Saved Search: 'Active Applications' (11 Items Found)". The table has columns for "Last Name", "First Name", and "Documents". The first row shows "Christian Andersen" under "Last Name" and "Hans" under "First Name". The "Documents" column lists "Curriculum Vitae/Resume," and "Cover Letter". The name "Christian Andersen" is circled in red.

Last Name	First Name:	Documents
Christian Andersen	Hans	Curriculum Vitae/Resume, Cover Letter

b. The other option is to place your cursor over the “Actions” dropdown box.

A&P Postings

Open Saved Search ▾ Search: Search More search options

Active Postings 2

Saved Search: "Active Postings" (1 Item Found) Actions

<input type="checkbox"/>	Class Title	Requisition Number	Position Number	Active Applications	Job Open Date	Job Close Date	Department	Workflow State	(Actions)
<input type="checkbox"/>	Coordinator, Academic Advising Services I	406306	36012	11	12/23/2011	01/05/2012	SDES-First Year Advising and Exploration	A&P Closed	Actions ▾

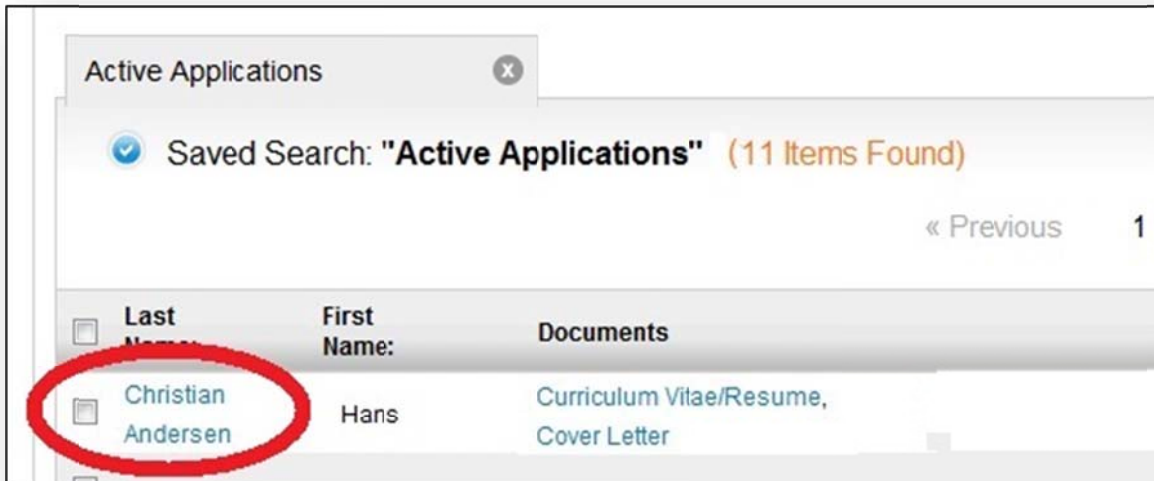
i. Select “View Applicants”.

Actions

Department	Workflow State	(Actions)
SDES-First Year Advising and Exploration	A&P Closed	Actions ▾

GENERAL
View Posting
View Applicants

- ii. Click on the last name of the applicant to view their application.



Active Applications

Saved Search: "Active Applications" (11 Items Found)

« Previous 1

Last Name	First Name:	Documents
Christian Andersen	Hans	Curriculum Vitae/Resume, Cover Letter

6. To display a printout version of application, click on the "Preview Application" link.



Jane Smith (A&P)
view by Manager
application

Created by: Jane Smith
Owner: Certified Interviewer

View Posting Applied To
Preview Application

- Once done reviewing the applications, click on the "Home" tab at the top of the screen or click on the "logout" link.

The screenshot displays the UCF Human Resources PeopleAdmin interface. At the top left is the UCF Human Resources logo. The top right shows the user's name "PeopleAdmin" and a dropdown menu for "APPLICANT TRACKING". Below this is a navigation bar with "Home", "Postings", and "Help" tabs. The "Home" tab is circled in red. To the right of the navigation bar, it says "Guest User 99999, you have 0 messages" and a "logout" link, which is also circled in red. The main content area shows a breadcrumb trail: "Postings / A&P / Coordinator, Academic Advising Services I (A&P Closed) / Applicant Review". The primary heading is "Posting: Coordinator, Academic Advising Services I (A&P)". Below this, it states "Current Status: A&P Closed". On the left, it lists "Position Type: A&P" and "Department: SDES-First Year Advising and Exploration". On the right, it lists "Created by: Karla Doe" and "Owner: Certified Interviewer". To the right of the main content, there are three links: "See how Posting looks to Applicant" (with a star icon), "Print Preview (Applicant View)" (with a printer icon), and "Print Preview" (with a printer icon). At the bottom, there are four tabs: "Summary", "History", "Applicants" (which is selected), and "Reports".