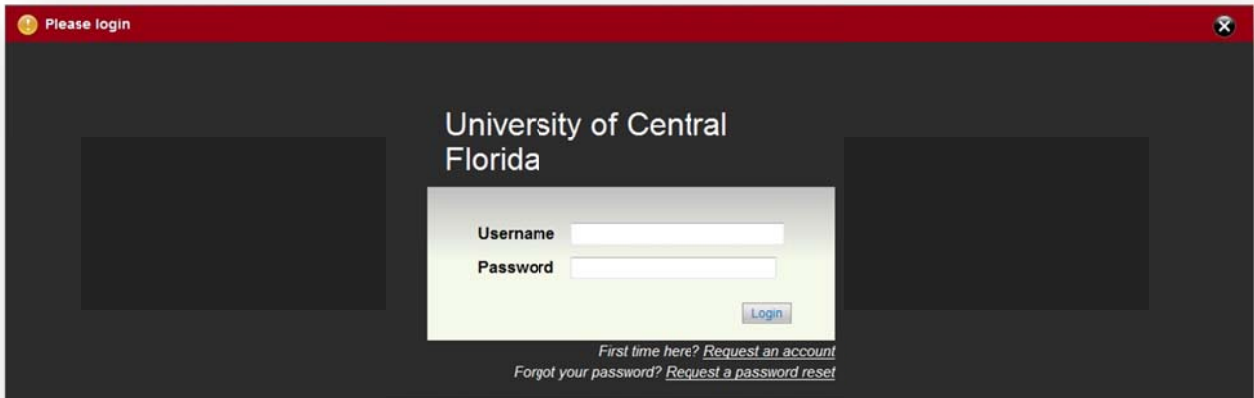
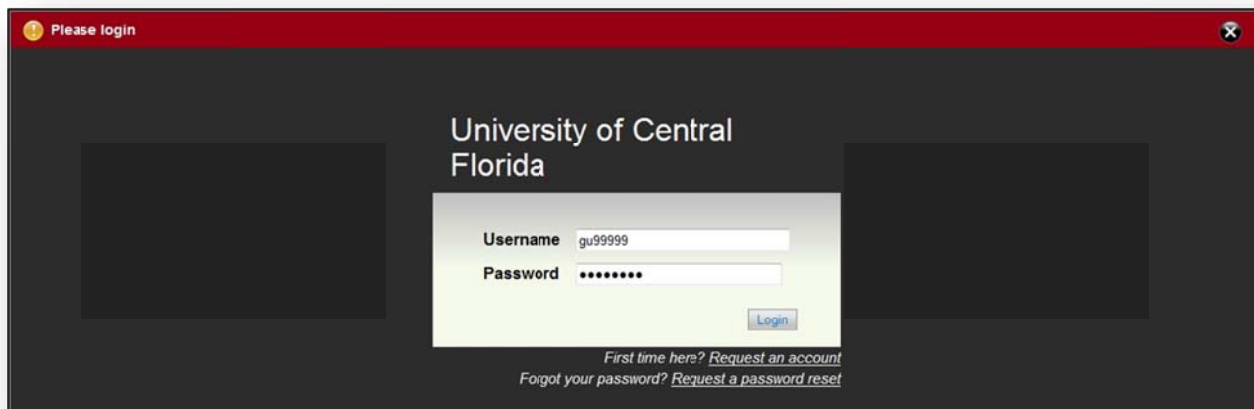


## Guest User Account

1. Go to [www.jobswithucf.com/hr](http://www.jobswithucf.com/hr) .

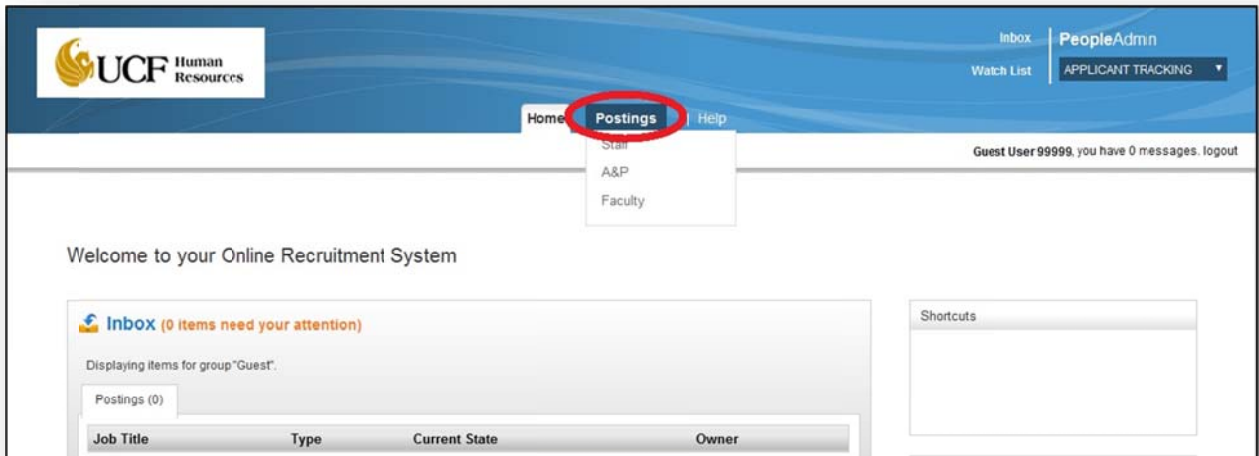


2. Use the provided guest user account information to log into the system.



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

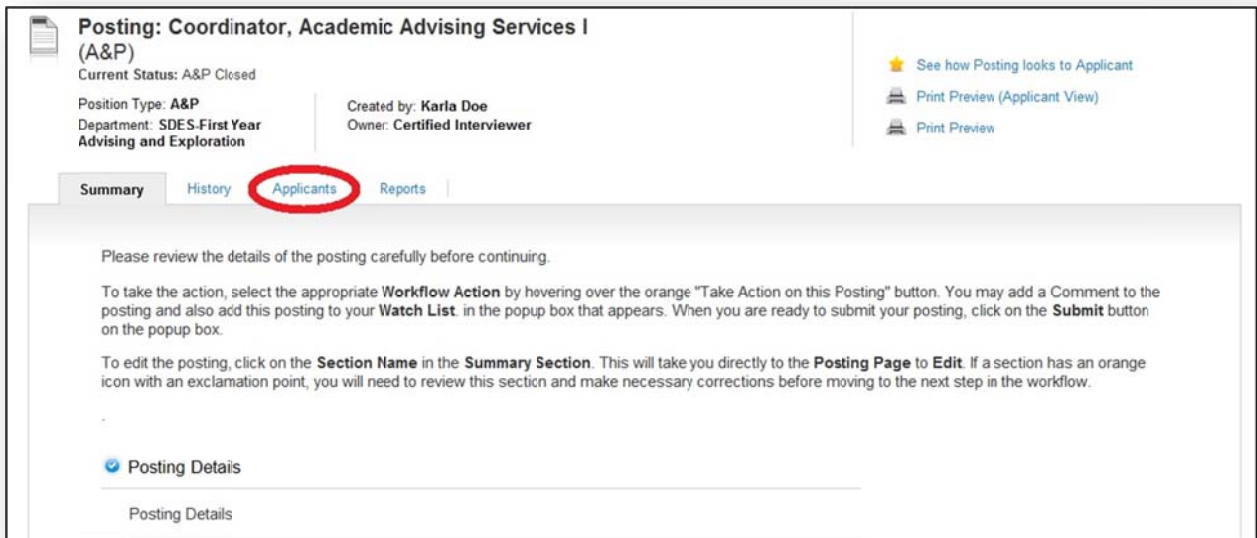
3. Once logged in, place the cursor over the "Posting" tab at the top of the webpage.



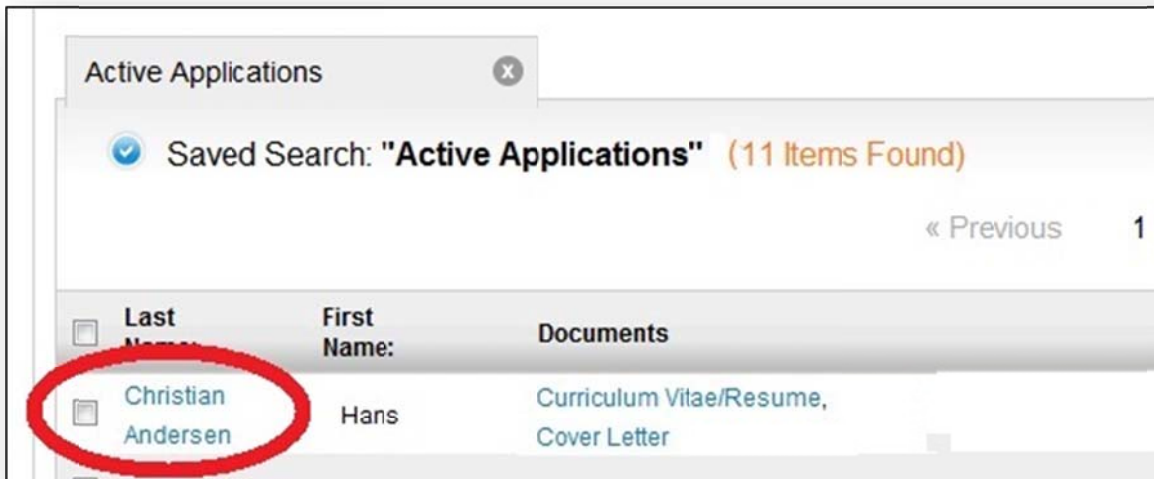
4. Select the type of position classification for the job posting.
5. Once the job posting is displayed, there are two options to view the applications.
  - a. Click on the job title.



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



- 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.

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 ▾

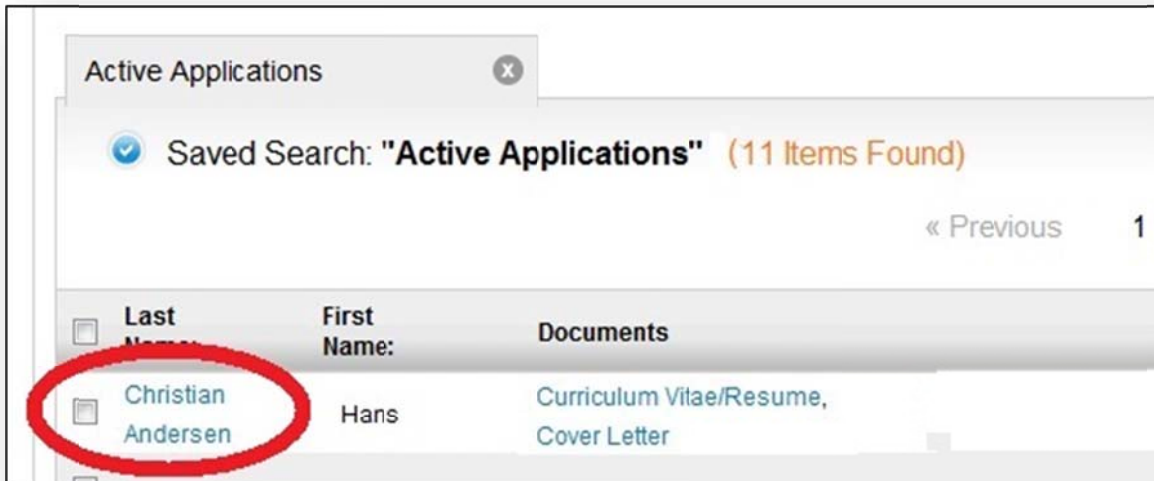
i. Select “View Applicants”.

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

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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 'PeopleAdmin' with an 'Inbox' link and a 'Watch List' button. A dropdown menu for 'APPLICANT TRACKING' is visible. The main navigation bar includes 'Home', 'Postings', and 'Help' tabs, with 'Home' circled in red. On the right side of the navigation bar, the user is identified as 'Guest User 99999' with '0 messages' and a 'logout' link, both circled in red. The breadcrumb trail reads: 'Postings / A&P / Coordinator, Academic Advising Services I (A&P Closed) / Applicant Review'. The main content area features a job posting titled 'Posting: 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'. The posting was created by 'Karla Doe', a 'Certified Interviewer'. On the right side of the posting, there are three options: 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', and 'Print Preview'. At the bottom of the posting, there are four tabs: 'Summary', 'History', 'Applicants', and 'Reports', with 'Applicants' currently selected.