

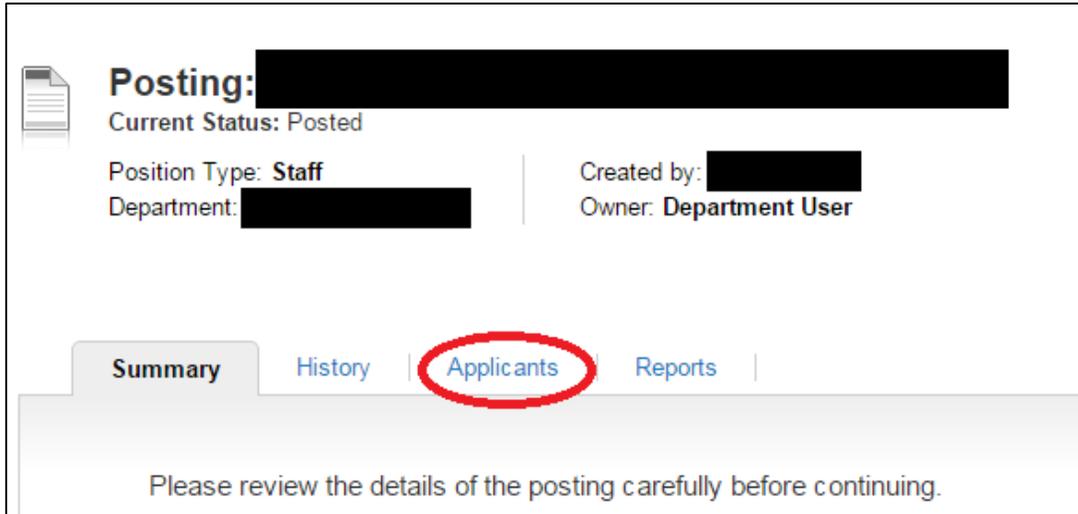
## How to use your Guest User access in PeopleAdmin

1. The admin person who created the job posting first needs to send you an email with a guest username and password.
2. Once you have that, go to [www.uvmjobs.com/hr](http://www.uvmjobs.com/hr) where you will see this:



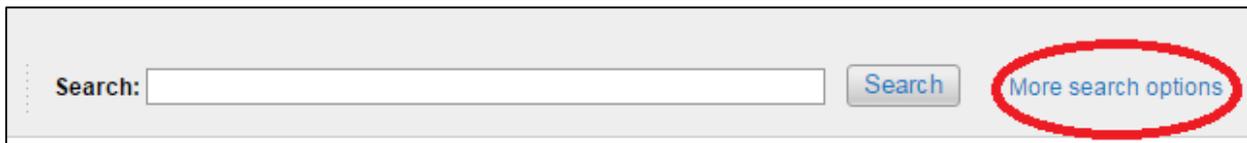
3. Do not click on the yellow text to “log in with your NetID”. As a guest user, you can simply log in with the guest user credentials you were given on this first screen. Please note that the password is case sensitive.
4. You will immediately be taken into the summary tab of the job posting. You can view details about the job here.

- To view applicants, click on the applicants tab:

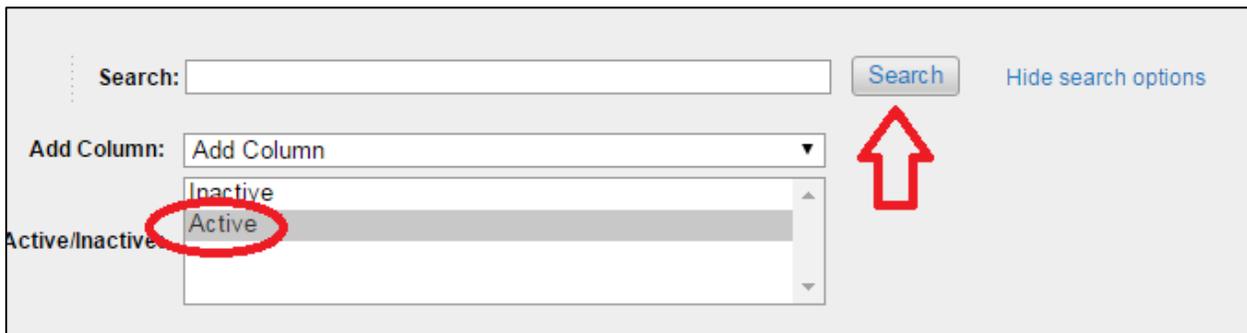


The screenshot shows a job posting interface. At the top left is a document icon. The main heading is "Posting:" followed by a redacted black box. Below this, the "Current Status" is "Posted". To the left, "Position Type" is "Staff" and "Department" is redacted. To the right, "Created by:" is redacted and "Owner" is "Department User". Below the details are four tabs: "Summary", "History", "Applicants", and "Reports". The "Applicants" tab is circled in red. Below the tabs is a grey box with the text: "Please review the details of the posting carefully before continuing."

- Click on any applicant name to view their application. At the bottom of each applicant's page you will find links to any attachments they submitted (cover letter, resume, CV, etc)
- You can filter out inactive applicants by clicking on the "More search options link", choosing "Active", and clicking "Search":

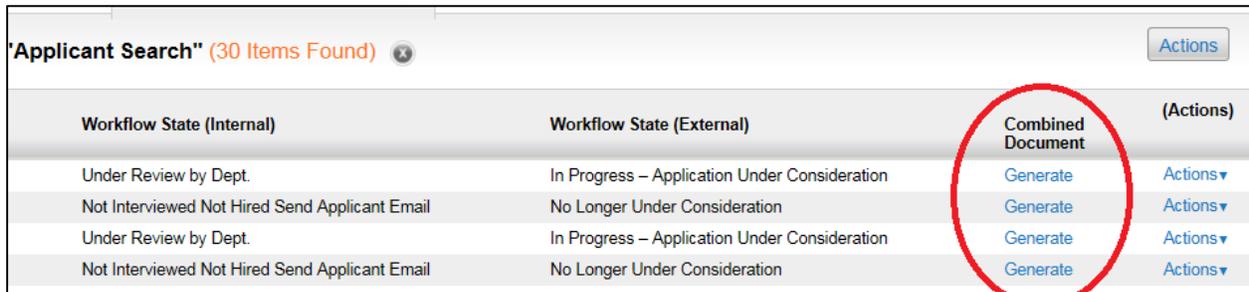


The screenshot shows a search bar with the text "Search:" followed by an empty input field. To the right of the input field is a "Search" button. Further to the right is a link labeled "More search options", which is circled in red.



The screenshot shows the search options menu. It includes a "Search:" input field, a "Search" button, and a "Hide search options" link. Below the search bar is a dropdown menu labeled "Add Column:" with "Add Column" selected. The dropdown menu is open, showing "Inactive" and "Active" options. The "Active" option is circled in red. A red arrow points upwards from the "Active" option towards the "Search" button.

8. You can also view all of an applicant's documents in one PDF without going into their application. Start by going to your applicant list and finding the "Combined Document" column.



Workflow State (Internal)	Workflow State (External)	Combined Document	(Actions)
Under Review by Dept.	In Progress – Application Under Consideration	Generate	Actions▼
Not Interviewed Not Hired Send Applicant Email	No Longer Under Consideration	Generate	Actions▼
Under Review by Dept.	In Progress – Application Under Consideration	Generate	Actions▼
Not Interviewed Not Hired Send Applicant Email	No Longer Under Consideration	Generate	Actions▼

9. If the entry in that column says "View", you can click on it to view the candidate's entire application (application + all attachments) in one PDF.
10. If the entry in that column says "Generate", you can click on that and wait a few moments as it creates the PDF for you. The word "Generate" will be replaced with the word "View" for you to click on.
11. Instead of clicking the "Generate" button for every applicant, you can generate them all at the same time. Hover your mouse over the "Actions" button in the top right and choose "Create Document PDF per Applicant":

