

## **OVERVIEW**

Use this instruction guide to review applications online as a guest user (search committee or interview team member) in GatorJobs. Do not use this guide for reviewing applications online as an Originator or Level 1 Approver, interviewing candidates, and making TEAMS, faculty, OPS or student job offers with GatorJobs. Refer to the instruction guide: **Reviewing Applicants in GatorJobs**.

In order to view applications as a guest user, you must have a guest username and password. If you have not received a guest username and password, contact the hiring manager for the position. You do **not** need a GatorLink account to be a guest user.

## **STEPS**

### Navigation

1. Go to <http://jobs.ufl.edu/hr>
2. Login with your guest username and password provided to you via email from the hiring manager or an automatic e-mail from GatorJobs or HR. Do not use your UF GatorLink username and password. The system will automatically display the posting requisition.

### View Applications & Attached Documents One at a Time or Many Within a Downloadable PDF

Please note that if there are multiple pages of applicants in the pool, you will need to repeat the steps for each page of applicants.

1. Click the **Applicants** tab

The screenshot shows the GatorJobs interface. At the top, there is a navigation bar with 'Home', 'Requisitions', and 'Help'. Below this, a user status bar indicates 'Guest User 1359, you have 0 messages. logout'. The main content area has a breadcrumb trail: 'Requisitions / Staff/Faculty / AST PROF (Extended Posting) / Summary'. The central focus is the 'Requisition: AST PROF (Staff/Faculty)' with a document icon. It lists 'Current Status: Extended Posting', 'Position Type: Staff/Faculty', 'Department: 62000000-HR-HR SCIENCES', 'Created by: John Sun', and 'Owner: Level Three'. To the right, there are three action links: 'See how Requisition looks to Applicant' (with a star icon), 'Print Preview (Applicant View)' (with a printer icon), and 'Print Preview' (with a printer icon). Below the main content, there are four tabs: 'Summary' (selected), 'History', 'Applicants', and 'Reports'. At the bottom of the page, a grey box contains the text: 'Please review the details of the posting carefully before continuing.'

2. To view an application, click the **Applicant's name link**.
3. To view multiple applications,
  - a. Click the **Full Name** checkbox found above the full list of names, or click multiple checkboxes
  - b. Hover over the **Actions** button
  - c. Click on **Download Applications as PDF**

Saved Search: "Includes Workflow (External)" (22 Items Found)

<input checked="" type="checkbox"/>	Full Name	Job Title	Posting Position Number Type	Application Date	Workflow State (Internal)	Documents	Active/Inactive	Are you claiming veteran's preference?	Primary Contact Number
<input checked="" type="checkbox"/>	Applicant 1	AST PROF	0900002 Staff/Faculty	February 27, 2012 at 02:15 pm	Under Review	Curriculum Vitae or Resume, Cover Letter	Active	No	
<input checked="" type="checkbox"/>	Applicant 2	AST PROF	0900002 Staff/Faculty	February 27, 2012 at 03:15 pm	Under Review	Curriculum Vitae or Resume, Cover Letter	Active	No	
<input checked="" type="checkbox"/>	Applicant 3	AST PROF	0900002 Staff/Faculty	February 28, 2012 at 09:51 am	Under Review	Cover Letter, Curriculum Vitae or Resume	Active	No	

**Actions** dropdown menu:

- GENERAL
  - Review Supplemental Question Answers
  - Download Supplemental Question Answers
  - Export results
- BULK
  - Download Applications as PDF
  - Create Document PDF per Applicant

4. At the **Select the document type(s) to use** dialog box
  - a. Click **Application and All Documents**
  - b. Click the **Submit** button
5. The system will generate a file that will produce a PDF you may save or print to your computer
  - a. Click **File**, then **Save As** to save.
  - b. Click **File**, then **Print** to print.
6. To view the applicant documents, click one of the links in the **Documents** column, such as Cover Letter, to view one document at a time for an applicant
7. To view multiple documents for an applicant,
  - a. Click the **Applicant's Name**
  - b. Scroll to the end of the application
  - c. Click on the **Applicant and attached documents** link to create the PDF

For further assistance please call or email the hiring manager you are working with, or contact Recruitment & Staffing at 392-2477 (for GatorJobs questions) or UF Help Desk at 392-HELP (for technical problems).