



Jobs at Princeton Hiring System

Guest User's Quick Reference

The guest user feature of the Jobs at Princeton Hiring System provides a way for managers, interviewers, search committee members and others to review applicant information on-line. As a guest user, you will be able to view the posting details and print applications, CVs, resumes, cover letters, writing samples and any other documents that applicants have included with their applications. Please note that as a guest user, you will *not* be able to change the status of an applicant or alter or delete information.

To log in as a guest user, you will need a guest user ID and password. This user ID and password are unique to each position for which you are reviewing applicants, and will be provided to you by the Hiring Manager in your department.

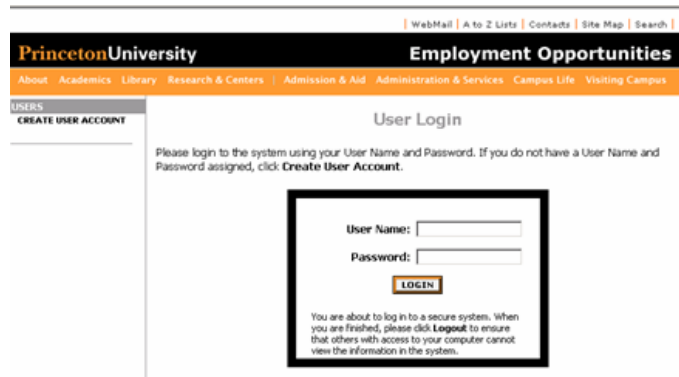
Note: When the Requisition has been filled, the guest user name and password will be automatically deactivated.

LOGGING IN

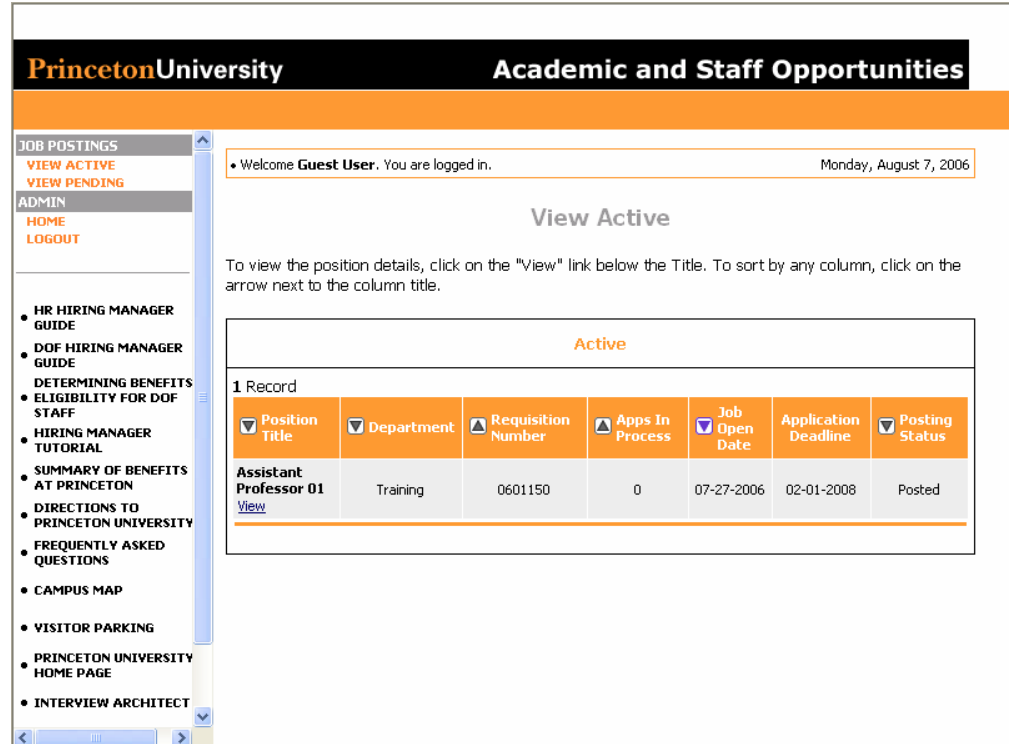
Open a web browser and type in the following web address:

<http://jobs.princeton.edu/hr>

To login enter the **Guest User ID** and **password** that was provided by the Hiring Manager for the position for which you are reviewing applicants, then click on the **LOGIN** button.



You are now at the **Hiring Manager Site Guest User** screen as illustrated to the right.



1. Click on the [View](#) link below the title you wish to view. The **View Postings** screen is displayed (see illustration on page two).

LOGGING OUT

Click the **LOGOUT** link located on the left side of your screen. **Note that the system logs you out automatically after 60 minutes of inactivity.**

HELPFUL HINT

Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Always use the navigational buttons within the site.



Jobs at Princeton Hiring System

Guest User's Quick Reference

VIEWING APPLICANTS AND PRINTING DOCUMENTS

View Posting - Assistant Professor 01 - 0601150 - TRN-123

Applicants	Posting Details	Posting Specific Questions	Guest User	Notes / History
------------	-----------------	----------------------------	------------	-----------------

Active Applicants

2 Records

Name	Documents	Score	Link To	Date Applied	Status	All / None
Jernigan, Victoria View Fac/Acad App	Rsrch Int Res/CV	0	History/Notes	08-07-2006	Forwarded to Department (DOF) Change Status	<input type="checkbox"/>
Wong, Yvonne View Fac/Acad App	Res/CV	0	History/Notes	08-08-2006	Submitted Change Status	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants REFRESH	VIEW MULTIPLE APPLICATIONS VIEW MULTIPLE DOCUMENTS <small>Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.</small>

CONTINUE TO NEXT PAGE >>


From the **View Posting** screen you may:

- Sort and view Applicants by different criteria, such as Name or Status
- Print applications and documents

Sorting and Filtering Applicants by Different Criteria

To sort, click the blue arrow at the top of the data column you wish to sort on.

To filter, check the boxes next to "Active Applicants" (those still under review) and

"Inactive Applicants" (those no longer under review). See  on illustration above. Click the **REFRESH** button below these selections to update the screen. The default view upon entering this screen will be to display Active Applicants only.

Viewing and Printing Applications

To view and print a single application,

1. Click the [View Application](#) link under the Applicant's name from the "Active Applicants" screen.
2. Click on the printer icon located in the browser's toolbar or click on the File menu option and then click the Print option. There is a signature line at the bottom of the page for obtaining the Applicant's signature.

To view and print multiple applications,

1. Check the boxes next to the corresponding Applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Applications** button.

You can either click on the printer icon located in Acrobat's toolbar or click on the File menu option and then click the Print option.

To close the application(s), click the Close Window link above the Employment Application title or click the **X** in the upper right-hand corner of the window

You will be returned to the list of Applicants on the "View Applicants" screen.

Viewing and Printing Documents (Resume and Cover Letter)

Click the link of the document under the column labeled "Documents" from the "Active Applicants" screen. The document is displayed in an Adobe Acrobat window.

Click on the printer icon located in Acrobat's toolbar or click on the File menu option and then click the Print option.

Click the **X** in the upper right-hand corner of the window to close it.

To view and print multiple documents at the same time:

1. Check the boxes next to the corresponding Applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.

You can either click on the printer icon located in Acrobat's toolbar or click on the File menu option and then click the Print option.