

# Recruit

facultycareers@bowdoin.edu

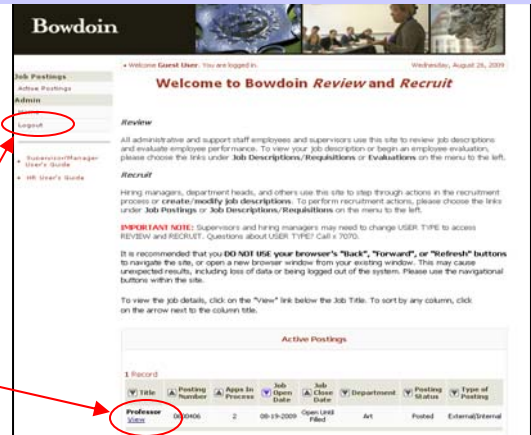
# QUICK REFERENCE GUIDE for Faculty Search Guest User

## I. ACCESS YOUR POSTING

Navigate to <https://careers.bowdoin.edu/hr>. Log into **Recruit** using the Guest User name (GU followed by five digits) and password forwarded to you by the Search Coordinator. **PLEASE NOTE:** you cannot use your browser Back, Forward and Refresh buttons within this system.

If you do not interact with the program (save, go to another page, etc.), you will be logged out after 60 minutes of inactivity. When exiting the program, be sure to **log out** to protect the security of your information.

To view your posting, click on **View** under the position title.



\* To view all applicants within your posting, click on the **Faculty Profile Information report**. All fields in the Faculty Profile are included in the report. **PLEASE NOTE:** this report is sorted with the most recent applications on top. Because this report is large, you must format your printer before printing:

### FIREFOX

Go to FILE >> PAGE SETUP  
Choose LANDSCAPE orientation and click OK  
In the PRINT options, click on PROPERTIES >> ADVANCED and choose LEGAL from the PAPER SIZE menu: Click OK, and PRINT

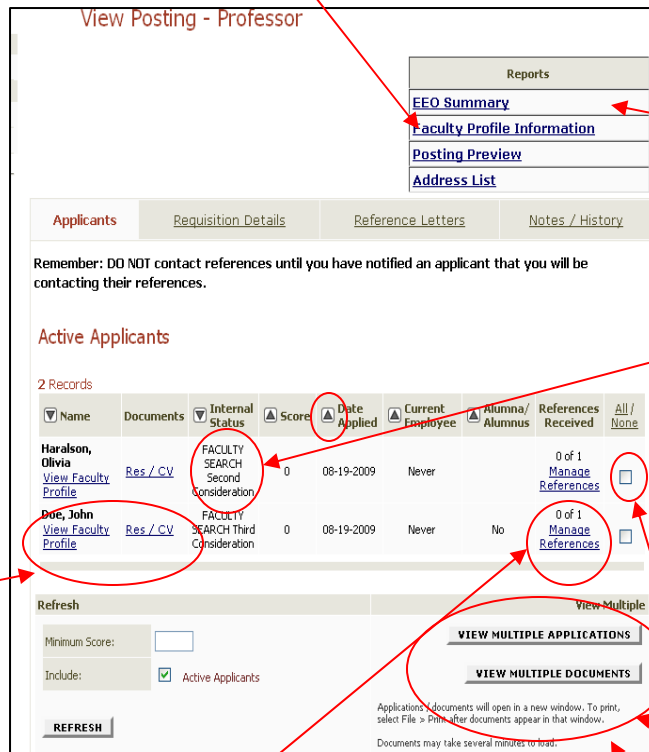
### IE7

Go to FILE >> PAGE SETUP  
Choose LANDSCAPE orientation  
Under PAPER choose LEGAL; under ORIENTATION choose LANDSCAPE; Click OK and PRINT

### SAFARI

Go to FILE >> PAGE SETUP  
Under SIZE choose LEGAL, under ORIENTATION choose LANDSCAPE; SAVE and PRINT

\*To view individual applicant information, click on **View Faculty Profile** (printer-friendly form) or the titles of the attached documents (.pdf file).



\* To view the demographics of your applicant pool, click on the **EEO Summary report**.

\* You may sort the list of applicants in ascending or descending order by using the column header arrows.

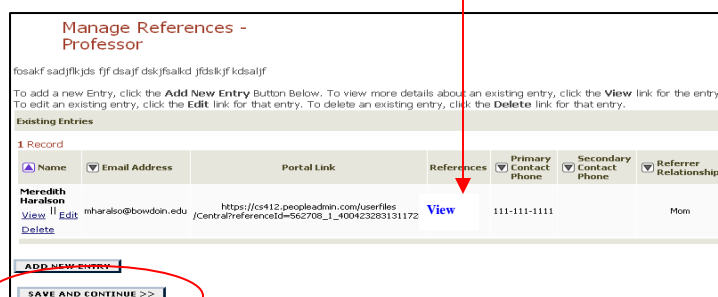
\*The Search Chair or Search Coordinator may change applicants' statuses (First Consideration, Second Consideration, etc.) and this will be reflected in the Internal Status column. If an applicant is not being considered further, (s)he may be removed from the list of active applicants, and will no longer be visible to you.

\*To view the **Profiles** of multiple applicants, click on the checkbox at the far right of the applicants' records, then click **View Multiple Applications**.

\*To view the **documents** of multiple applicants, click on the checkbox at the far right of the applicants' records, then click on **View Multiple Documents**.

\*To view the **reference letters** of any applicant, click on **Manage References**.

\* To view a **reference letter**, click on the **View** link in the 4th column. To return to the applicant page, click Save and Continue.



**NOTE:** When you view multiple applications, only the application form is displayed (not any attached documents). When you view multiple documents, the applications are not displayed.