

# Recruit

careers.bowdoin.edu/hr

## QUICK REFERENCE GUIDE for GUEST USERS

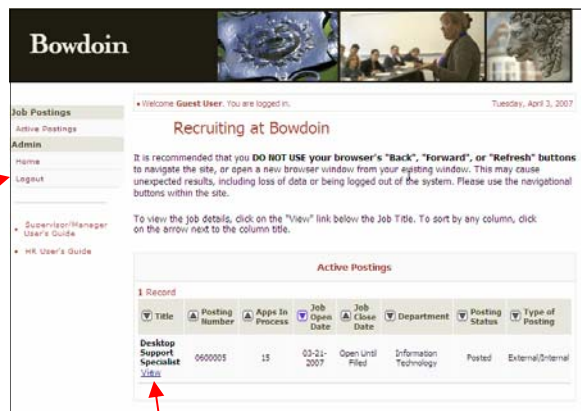
### Getting Started

- Navigate to <http://careers.bowdoin.edu/hr>. Log into **Recruit** using the Guest User name (GU followed by five digits) and password forwarded to you by the Hiring Manager. Once you log in, the **Active Postings** screen will be displayed.
- Do not use your browser **Back**, **Forward**, or **Refresh** keys within careers.bowdoin.edu. Click on the arrow keys (← →) to go forward or back.
- If you do not interact with the program (save, go to another page, etc.), you will be logged out after 60 minutes of inactivity. Be sure to log out to protect the security of your information.

As a Guest User, you can view applicant information for the position to which you have access. You cannot make any changes.

The Guest User Home Page is the same as the **Active Postings** page.

Be sure to log out completely when you leave the site.



1. As a Guest User, you may view applicant information by clicking on **View** underneath the title of the position.

2. The list of active applicants is displayed. As a guest user you may click on each individual's application (printer friendly form) or attached documents (.pdf) to review or print.

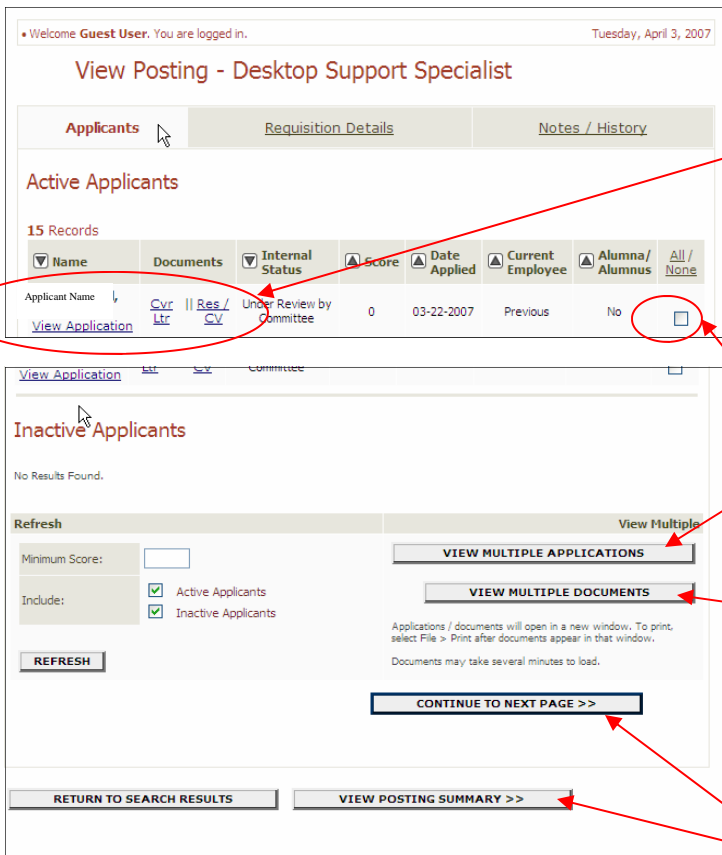
You also may view the application date and whether or not the applicant has been/is employed by the College or is an alumni.

3. To view applications from multiple applicants, click on the checkbox at the right of every applicant you wish to view, then click on **View Multiple Applications**. The applications of all of the applicants you checked will be displayed one right after another in another window. To print, select **File>Print**.

4. To review attached documents of multiple applicants, click on **View Multiple Documents**. All additional documents of selected applicants will be displayed in a new window.

5. 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. To view an application and all attached documents together, you must check to view a single applicant at a time.

6. If you continue to the next page, you may review details of the requisition and/or notes about the requisition/posting. You also may view the **Posting Summary** (what the applicant sees).



Throughout the course of a search, the hiring manager may elect to change applicants' statuses (interview, consider for hire, do not interview, etc.) and this will be reflected in the Internal Status column. If an applicant is not being considered further, (s)he may be moved to Inactive Applicant status. You may include active and/or inactive applicants in your search.