[Inviting Search Committees & Interview Teams as Guest Users in GatorJobs]

Use this instruction guide for
- Inviting search committees and interview teams to review applications online for a specific job requisition

Do not use this instruction guide for
- Reviewing applications as a guest user (see Reviewing Applications as a Guest User in GatorJobs instruction guide)

Security Roles
You need one of the following security roles to perform the actions described in this guide:

- The Originator security role:
  UF_N_GJ_Department Admin
- The Level 1 Approver security role:
  UF_N_GJ_Department Approver

You must attend the Posting GatorJobs class before you can receive security to become an Originator, and Level 1 Approvers are strongly encouraged to attend as well. Your training record will be updated within three business days, after which you must ask your Department Security Administrator (DSA) to request the role for you in myUFL.

Before You Begin:
Have the following information available:
- List of search committee members’ or interview team members’ email addresses
- Guest username and password
- Instruction guide: Reviewing Applications as a Guest User in GatorJobs

Navigate to GatorJobs
- Log in to myUFL (http://my.ufl.edu) using your GatorLink username and password
- Navigate to Manager Self Service > Recruiting Activities > Job Requisitions/Postings > GatorJobs by clicking the links in your myUFL menu. A new window will open for GatorJobs.
Acquire the Guest Username & Password

- Active postings will display on your screen
- Under the classification title for your position, click the View link
- Click the Guest User link in the blue tab
- Is Guest User Account activated?
  - YES
    - Write down the guest Username & Password that is displayed on the screen
    - Start a new email in Outlook and follow the procedure below
  - NO
    - Click the Activate Guest User link
    - Type in a Password of your choice
    - Write down the guest Username & Password
    - Start a new email in Outlook and follow the procedure below

Email Guest Username & Password to Search Committee/Interview Team

- Start a new email in Outlook
- Enter email addresses for the search committee members/interview team members in the To: box
- Compose email inviting the search committee/interview team to view applications online for the requisition (sample email text below)
- Attach the following instruction guide to the email:
  Reviewing Applications as a Guest User in GatorJobs (you can download this instruction guide at http://www.hr.ufl.edu/training/myUFL/Toolkits/index.htm)
- Click Send to send the email

You have completed the process for inviting guest users.

Sample Invitation Email:

Search Committee Members:

Please review the applications for [enter name of position here] between [enter date] and [enter date] using GatorJobs, UF’s online applicant tracking system. You can access the applicant pool online at http://jobs.ufl.edu/hr with the following username and password.

Username: [enter username here]
Password: [enter password here]

I have attached an instruction guide that will walk you through how to review online applications. Please have your list of top candidates to me by [enter date].
[enter Originator’s signature here]

Additional Help

Recruitment & Staffing: (for GatorJobs questions) 392-2477 (TEAMS, USPS, Non-student OPS) jobinquries@ufl.edu

Provost Office, Faculty Development: 392-6004 (Faculty)

UF Help Desk: (for technical problems) 392-HELP helpdesk@ufl.edu

Further resources are available at http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp