



Guest User Information for Postings

If a search will include committee members external to the university, students, non-PERSI temporary employees and graduate assistants, they can be added as guest users on a posting. Search committee access is given only to board-appointed staff or faculty of the university.

Units have the opportunity to provide guest user emails when the action is initiated but guest users can also be added to the posting when it is in a posted state.

To add a Guest User:

1. Within a posting, click on the **Guest User** tab.
2. Click on the **Create Guest User Account** button.

A screenshot of a web application interface for editing a posting. On the left is a vertical sidebar titled 'Editing Posting' with several menu items, each preceded by a green checkmark: 'Position Details', 'Waiver', 'Posting Documents', 'Applicant Documents', 'Supplemental Questions', 'Guest User' (which is highlighted with a green bar), 'Search Committee Members', 'Evaluative Criteria', and 'Summary'. To the right of the sidebar, the main content area is titled 'Guest User'. Below this title is a grey horizontal bar. Underneath the bar is the text 'Want to give guests access to view this posting?'. Below this text is a blue button labeled 'Create Guest User Account'. A large yellow arrow points from the right towards this button.

3. There is an option to update the password. The user name cannot be changed. The password should have a least 6 characters, and it is suggested that you choose one that relates to your position. Click **Update Password** after changing the password and before entering the emails.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu95879

Password

HRAssistant

Update Password



4. Add email addresses, one per line, making sure to justify the address to the left line. After the emails have been added, click the **Update Guest User Recipient List**.

Email Addresses of Guest User Recipients
Email addresses (one per line)

mandyc@uidaho.edu



5. Finally, save the page by clicking **Save**.



6. Please email employment@uidaho.edu to request that the guest user account is activated. After activation, guest users will receive the following email:

*You have been assigned as a Guest User for the **(title)** position. You may log in to review candidates at your convenience at <https://uidaho.peopleadmin.com/hr>.*

Username:

Password:

To locate this position and review candidates, select 'Postings' at the top of the screen, then select the correct position type (faculty or staff). After finding and clicking on the position title, click on the 'Applicants' tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please feel free to contact (search coordinator) for assistance. Thank you and good luck with the search.

If guest users did not receive the login email, or they have trouble logging in, please reach out to Human Resources at 208-885-3611 or employment@uidaho.edu.