

## **Tips for Guest Users on DORR**

### **Guest Users Login Site:**

<https://searchjobs.dartmouth.edu/hr>

### **Username and Password:**

The “Username” and “Password” will be provided by a DORR user in your division/department. This same “Username” and “Password” will be used by all guest users involved in the posting in question.

### **Guest Users have access to:**

View the current position they assisting with.

View the applicant’s application, resume, cover letter, and any other documents submitted to the position being hired for.

View Position Details and Key Accountabilities for the position.

### **Guest Users do not have access to:**

Submit Salary Settings/Hiring Proposals – the DORR user in the department will submit all the appropriate information provided to them to initiate the salary setting.

Change applicant’s status.

### **Reminder:**

Due Diligence is to be completed by the manager/supervisor of the proposed employee.

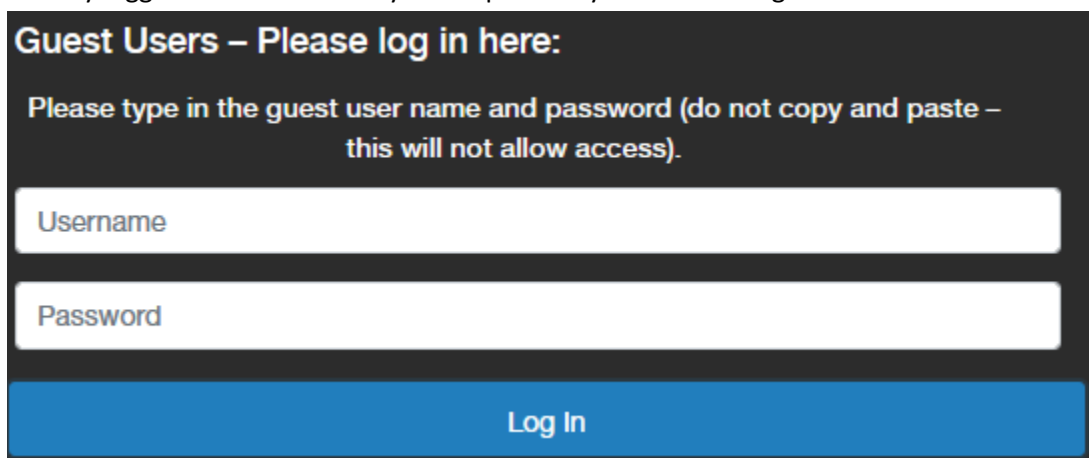
References must be checked through Skills Survey, please contact your Talent Acquisition Consultant or DORR department user.

**NOTE: If a guest user has more than one position to review. They will have separate username and passwords for each search.**

## **Step By Step Instructions to View Applicants**

### **Log-in**

1. Log into DORR using the “Username” and “Password” provided to you. You will be directly logged into the summary of the position you are assisting with for recruitment.



The screenshot shows a login form with a dark background. At the top, it says "Guest Users – Please log in here:" in white text. Below that, a instruction reads "Please type in the guest user name and password (do not copy and paste – this will not allow access)." in white text. There are two white input fields: the first is labeled "Username" and the second is labeled "Password". At the bottom of the form is a blue button with the text "Log In" in white.

2. Review the position details on the summary tab.

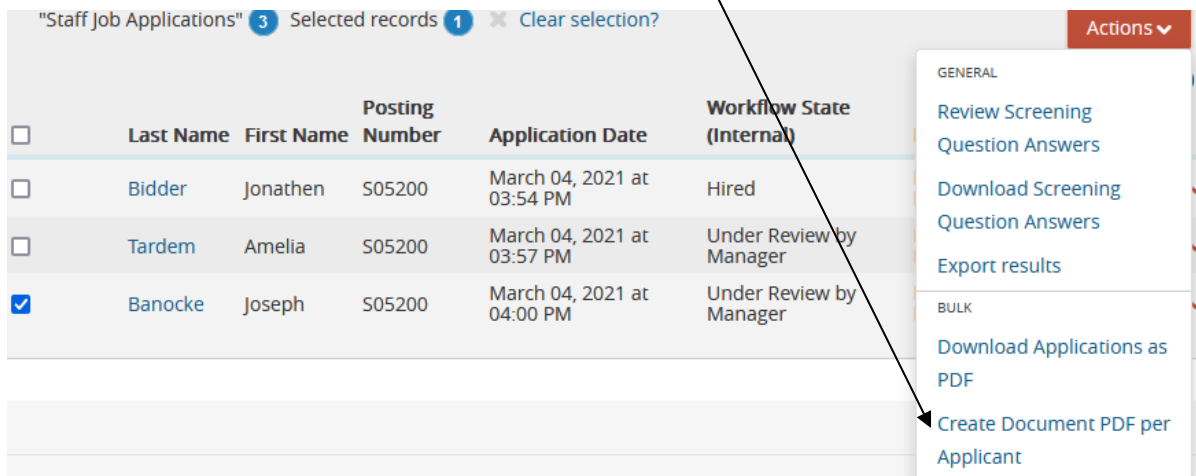
## Reviewing Applicants

1. Click on the “Applicant” tab to view all applicants that have applied for this specific position.



2. To view an applicant’s application and documents (resume, cover letter, etc.):
  - a. Click on the applicant’s last name, which will take you directly to their application, and if the applicant has submitted further documents, a link will be located at the bottom of the application page. An alternative is to review their resume and cover letter which appear under the “Documents” column.

**NOTE:** You can create a PDF of the applicant’s materials (application, resume, cover letter, etc.) by checking the box next to their last name and then click the orange Actions drop down and select “Create Document PDF per Applicant”.



3. To view more than one applicant’s documents, select multiple applicants by checking the boxes to the left of the applicant’s last names.

- Click the “Actions” button in the upper right hand corner of the table and select “Download Applications as PDF”

	Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)
<input type="checkbox"/>	Bidder	Jonathen	S05200	March 04, 2021 at 03:54 PM	Hired
<input type="checkbox"/>	Tardem	Amelia	S05200	March 04, 2021 at 03:57 PM	Under Review by Manager
<input checked="" type="checkbox"/>	Banocke	Joseph	S05200	March 04, 2021 at 04:00 PM	Under Review by Manager

Actions dropdown menu options:

- GENERAL
  - Review Screening Question Answers
  - Download Screening Question Answers
  - Export results
- BULK
  - Download Applications as PDF
  - Create Document PDF per Applicant

- Select which documents you would like to review and click “submit”.

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume
- Cover Letter
- Curriculum Vitae
- Writing Portfolio
- Additional Document #1
- Additional Document #2
- Applicant provides URL for HM to review
- Media Portfolio
- Pictures/Photos in support of application

Submit Cancel

- Wait for the system to generate the report, which will open in the same window. To go back to the list of the applicant, use your back button.
- Log out by clicking on the “Logout” link in the upper right hand corner.

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING

Guest User 0210, you have 0 messages. logout