




Accessing Applications with a Guest User Account

**MIAMI UNIVERSITY'S UPGRADED
ON-LINE EMPLOYMENT TOOL**

Overview of the Upgraded System

- Review applications, cover letters, resumes and other applicant documents online.
- Share applications and applicant documents with search committee members through the Guest User login.
- The Guest User login connects users directly to a specific search.



YOUR HIRING PROBLEMS ARE SOLVED

Miami University is introducing upgrades to our on-line employment tool:

- Submit and track employment requests electronically
- Review applications and resumes on-line
- Easily share information with search committees
- Best of all...no paper required!

Simplifying the hiring process | Effective April 2009, Human Resources will be using our upgraded system to fill all Classified and non-Academic Affairs Unclassified positions.

Visit www.muchio.edu personnel for more information

Guest User Accounts

- Guest Users may login to the On-line Employment System from any computer to access information about the job posting, applications and any documents provided by the applicant (resume/c.v., cover letter...).
- The Guest User login and password may be found in the Job Posting and will be provided to the department contact in an email message.
- Guest User names and passwords provide direct access to the specific posting. Guest User login data change for each job posting.

Relationship of the Paper Process and On-Line Process

- Logging in as a Guest User replaces getting paper applications from the Department of Human Resources and applicants.
- Guest Users will access applications through the Guest User login.
- Guest Users for positions managed by Human Resources will work with their department contact who will utilize the on-line process for employment recommendations.
- Guest Users for positions managed by Academic Personnel will use the existing paper process to request postings and make employment recommendations.

Security of the Guest User Account

- The Guest User login ensures security. The Guest User views only the specific position for which s/he was given access.
- Guest Users may view applications and documentation but may not change an applicant's status.

Logging in as a Guest User

- Go to the website <https://www.miamiujobs.com/hr>
- Enter the Guest User name and password. (Provided by the department contact or the Department of Human Resources.)
- The specific job posting will now appear.
- Click view to access the posting and applicants.

User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the **Create User Account** link on the navigation bar.

User Name:

Password:

You are about to log in to a secure system. When you are finished, please click the **Logout** link on the navigation bar to ensure that others cannot access the information in the system.

• Welcome **Guest User**. You are logged in. Monday, March 23, 2009

Online System

Supervisor/Manager's Guide
[View / Download](#)

Before you begin the interview process for all unclassified positions and all on-going faculty positions, you must request an Applicant Flow Data (AFD) report from the Office of Equity & Equal Opportunity (OEEO), per MUPIM 6.1 & 13.2. To request this report, please click on the "Send to OEEO for Pool Review" option on the "Active Postings" screen. Please contact OEEO (529.7157 or oeoo@muohio.edu) with any questions or concerns.

To view the position details, click on the "View" link below the Working Title. To sort by any column, click on the arrow next to the column title.

Active

1 Record

<input checked="" type="checkbox"/> Working Title	<input type="checkbox"/> Posting Number	<input type="checkbox"/> Apps In Process	<input checked="" type="checkbox"/> Job Open Date	<input type="checkbox"/> Job Close Date	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Posting Status
Administrative Assistant View	0000011	6	03-23-2009		Institute of Environmental Sciences	Posted

Data in the On-line System

- Guest Users may view:
 - Applications
 - Documents uploaded by applicants
 - Date the applicant applied
 - Current applicant status
 - Posting details, comments and history.
 - Reports
 - Report of Applicants (this report indicates who are internal candidates)
 - Applicant Mailing Addresses

Welcome **Guest User**. You are logged in. Wednesday, March 25, 2009

View Posting - Administrative Assistant

Reports
[Applicant Mailing Address Information](#)
[Report of Applicants](#)

Applicants	Posting Details	Recruitment/Advertisement Plan	Comments	Notes / History
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Active Applicants

9 Records

<input checked="" type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	All / None
Alright, Allison View Classified Application	3 Refs Cvr Ltr Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input type="checkbox"/>
Best, Benjamin View Classified Application	3 Refs Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input type="checkbox"/>
Doe, Jane View Classified Application	Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input type="checkbox"/>
Doe, Jane View Classified Application	Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input type="checkbox"/>

Refresh

Minimum Score:

Include: Active Applicants
 Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

RETURN TO SEARCH RESULTS

VIEW POSTING SUMMARY >>

Applicants

- Applicants may be sorted alphabetically, by date of application or by status.
 - To sort applicants, click the arrow button in the blue column.
- Applicants are appear in two sections, active and inactive.
 - To view inactive applicants check the inactive applicants box and click refresh.

View Posting - Administrative Assistant

Reports

- [Applicant Mailing Address Information](#)
- [Report of Applicants](#)

Applicants | Posting Details | Recruitment/Advertisement Plan | Comments | Notes / History

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Active Applicants

5 Records

Name	Documents	Score	Date Applied	Status	All / None
Alright, Allison View Classified Application	3 Refs Cyr Ltr Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input checked="" type="checkbox"/>
Best, Benjamin View Classified Application	3 Refs Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input checked="" type="checkbox"/>
Cameron, Suzie View Classified Application		0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input checked="" type="checkbox"/>
Doe, Jane View Classified Application	Res/c.v.	0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input checked="" type="checkbox"/>
Greenbaum, Telu View Classified Application		0	03-23-2009 History/Notes	Under Review by Hiring Unit	<input checked="" type="checkbox"/>

Refresh View Multiple

Minimum Score:

Include: Active Applicants Inactive Applicants

REFRESH **VIEW MULTIPLE APPLICATIONS**

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Applicants & Attached Documents

- Applications may be viewed individually by clicking "View Classified (or Unclassified) Application"
- To view applications in one downloadable document, click "all" in the right column and then click the "View Multiple Applications" button. A new window will open with PDFs of all the applications.

View Posting - Administrative Assistant

Reports

- [Applicant Mailing Address Information](#)
- [Report of Applicants](#)

Applicants | Posting Details | Recruitment/Advertisement Plan | Comments | Notes / History

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REFRESH

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Applicants & Attached Documents

(continued)

- The documents column shows titles of any attachments uploaded by the applicant.
- Like the applications, the documents may be viewed individually or in one downloadable document.
- To view all documents, select all applicants by clicking “all” and click the “View Multiple Documents” button to see the applicants’ attachments in PDF format.

View Posting - Administrative Assistant

Reports

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REFRESH **VIEW MULTIPLE APPLICATIONS**
VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Questions & Help

- For assistance utilizing the on-line system please contact the Department of Human Resources at (513) 529-3131 or employment@muohio.edu .