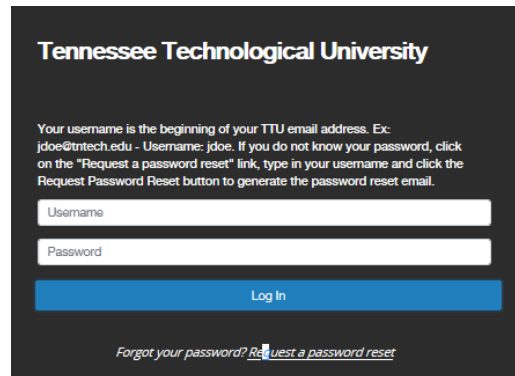


# Guest User Instructions

## Viewing an individual application

**Step 1.** In a Browser, navigate to <https://jobs.tntech.edu/hr/login>. You may also go to the TTU Website and click on Faculty & Staff and then click on PeopleAdmin.



Tennessee Technological University

Your username is the beginning of your TTU email address. Ex: jdoe@tntech.edu - Username: jdoe. If you do not know your password, click on the "Request a password reset" link, type in your username and click the Request Password Reset button to generate the password reset email.

Username

Password

Log In

[Forgot your password? Request a password reset](#)

**Step 2.** Enter the username and password that was emailed to you from [TTUemployment@tntech.edu](mailto:TTUemployment@tntech.edu).

**From:** TTUemployment@tntech.edu  
**Sent:** Friday, March 04, 2016 11:10 AM  
**To:** User, Guest  
**Subject:** Your Guest User Account has been created

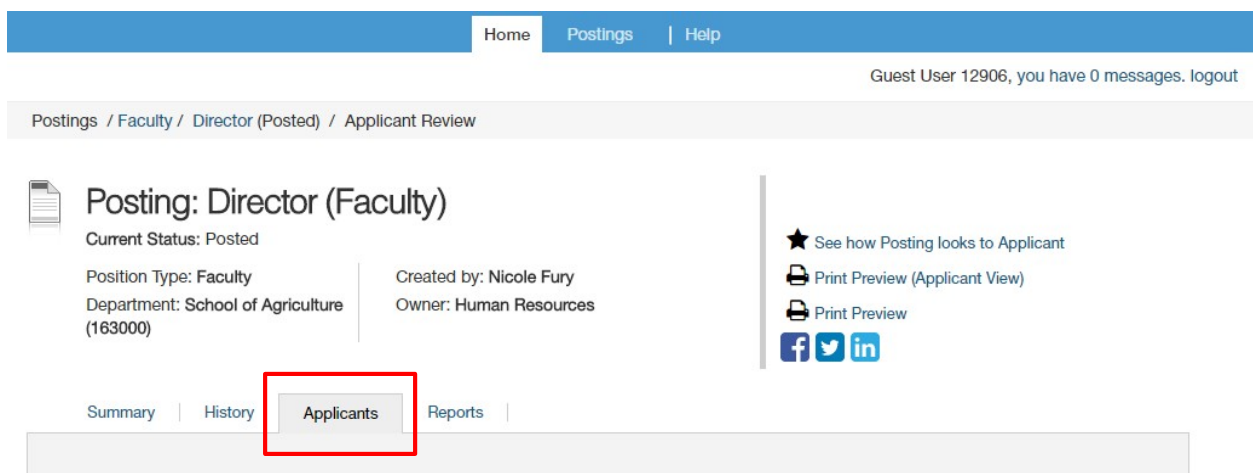
You have been selected to be a member of the candidate review process for the *Director* position. Please use the following log in information to review the applicant material.

User Name: gu12906

Password: 123456

Thank you,  
Human Resources

**Step 3.** PeopleAdmin will open to the summary page, where you may review the job posting (essential functions, minimum qualifications, etc.). To view applicants, click on the **Applicants** tab.



Home | Postings | Help

Guest User 12906, you have 0 messages. [logout](#)

Postings / Faculty / Director (Posted) / Applicant Review

**Posting: Director (Faculty)**

Current Status: Posted

Position Type: Faculty  
Department: School of Agriculture (163000)

Created by: Nicole Fury  
Owner: Human Resources

★ See how Posting looks to Applicant  
Print Preview (Applicant View)  
Print Preview

[f](#) [t](#) [in](#)

Summary | History | **Applicants** | Reports

**Step 4.** Click on an applicant's **name** –OR– toggle over **Actions** and click **View Application**.

<input type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date	Actions
<input type="checkbox"/>	Parker, Peter	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 14, 2016 at 05:37 PM	Actions
<input type="checkbox"/>	Wayne, Bruce	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 17, 2016 at 02:27 PM	Actions
<input type="checkbox"/>	Odinson, Thor	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 19, 2016 at 10:34 PM	Actions

To download a savable PDF of the application, click **Generate**. Once the download is complete, click **View**.

<input type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date	Actions
<input type="checkbox"/>	Parker, Peter	View	Under Review by Dept / Committee	Applicant Reviewer	June 14, 2016 at 05:37 PM	Actions
<input type="checkbox"/>	Wayne, Bruce	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 17, 2016 at 02:27 PM	Actions

### Downloading multiple applications

**Step 1.** From the **Applicants** tab, click the **check box** in the header to select all of the applicants on the page Or click the box beside the name of each applicant whose application you want to download.

<input checked="" type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date	Actions
<input checked="" type="checkbox"/>	Parker, Peter	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 14, 2016 at 05:37 PM	Actions
<input checked="" type="checkbox"/>	Wayne, Bruce	Generate	Under Review by Dept / Committee	Applicant Reviewer	June 17, 2016 at 02:27 PM	Actions

**Step 2.** Hover over the orange **Actions** button and click **Download Applications as PDF**.

<input checked="" type="checkbox"/>	Full Name	Combined Document	Status	Workflow State Owner	Application Date	Actions
<input checked="" type="checkbox"/>	Parker, Peter	View	Under Review by Dept / Committee	Applicant Reviewer	August 25, 2016	Actions
<input checked="" type="checkbox"/>	Wayne, Bruce	View	Under Review by Dept / Committee	Applicant Reviewer	August 30, 2016	Actions
<input checked="" type="checkbox"/>	Odinson, Thor	View	Under Review by Dept / Committee	Applicant Reviewer	September 04, 2016	Actions
<input checked="" type="checkbox"/>	Wilson, Wade	View	Under Review by Dept / Committee	Applicant Reviewer	September 05, 2016	Actions

*Note: This will download all applications on that page; each page lists 30 applicants. If you have more than 30 applicants, **you will need to repeat this step for each page of applicants.***

**Step 3.** Select the documents you want to download and click **Submit**. The PDF will open in a new window.

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Cover Letter
- Resume
- List of References
- Transcripts
- Transcripts 2
- Transcripts 3