GUIDE FOR SEARCH COMMITTEE MEMBERS: FACULTY AND ACADEMIC PROFESSIONAL BENEFITED JOB OPENINGS

UW PEOPLESOFT USER GUIDE

This script will walk you through the process accessing a job opening for a benefited faculty or academic professional position. Please note that you must be a current employee to access application materials within HRMS. For non-employee members of a search committee, it may be necessary for an employee member to download materials for the non-employee to review.

Note: All search committee members must complete the HR training course “UW-A Diverse Workforce (OFCCP Training) before they will have access to view materials within PeopleSoft.

STEP ONE:

➢ FINDING THE JOB OPENING

To navigate to the job opening, you will first need to access PeopleSoft HRMS. The easiest way to do this is from WyoWeb. Under Faculty and Staff Resources, you will find a link to PeopleSoft HRMS. Click this link and enter your UW username and password.
Please note: If you are attempting to access PeopleSoft from OFF-CAMPUS, you will need to request access. See https://uwyo.teamdynamix.com/TDClient/Home/ or contact the HELP desk (766-HELP, userhelp@uwyo.edu) for assistance.

Once logged into PeopleSoft HRMS, you will navigate to Find Job Openings using this path:

You will then be on the Find Job Openings page:

Find Job Openings

Here, you can search by Job Opening ID, Position number, title or other criteria. If you leave all fields blank and simply click the Search button, you will see all job openings you have access to view. Note: If you do not see the Job Opening you wish to view,
contact the Search Committee Chair to make sure you’ve been added as a search committee member.

**STEP TWO:**

- **REVIEWING APPLICANT MATERIALS**

You should now be in the Job Opening screen for the position. You can see all applicant names and use the Resume and Application icons on each row to view applicant materials.

![Job Opening Screen](image)

Very occasionally, applicants may upload additional attachments to their application. Be sure to look for these when you click on the ‘Application’ icon.
Questions? Please call Employment Practices at 766-3459 or Human Resources at 766-5612.