



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

UW PEOPLESOFT USER GUIDE

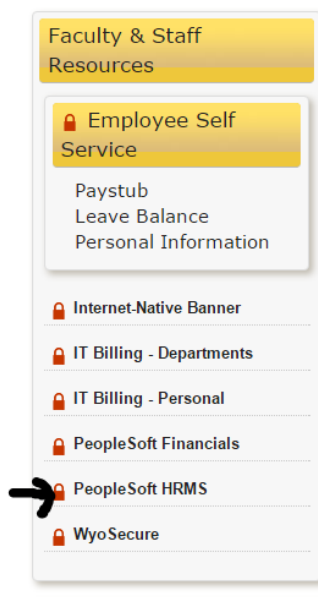
This script will walk you through the process accessing a job opening for a benefited faculty or academic professional position. Please note that you must be a current employee to access application materials within HRMS. For non-employee members of a search committee, it may be necessary for an employee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

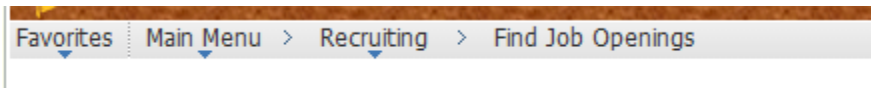
➤ FINDING THE JOB OPENING

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


Enter Search Criteria


Job Opening ID: 


Status: 


Most Recent Activity: 


Job Opening Type: 


Hot Job: 


Display Jobs: 

Manager: 


Recruiter: 

Originator: 

Business Unit: 

Position Number: 

Title:

Recruitment Contact: 

[Browse Job Openings](#) [Find Job Postings](#)

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.

The screenshot shows a web application interface for managing job openings. At the top, there is a breadcrumb trail: "Favorites | Main Menu > Recruiting > Find Job Openings". Below this, the page title is "Find Job Opening".

The main content area is titled "Job Opening" and displays the following details:

- Posting Title: Chief Research Pilot
- Job Opening Status: 010-Open
- Position Number: 2061
- Business Unit: UNWYO University of Wyoming
- Department: 24010 Atmospheric Sciences
- Job Opening ID: 7715
- Job Type: Standard

There are navigation links: "Print Job Opening", "Save", "Clone", "Create New", "Previous Job Opening", "Next Job Opening", and "Job Opening List".

Below the details, there are tabs for "Manage Applicants", "Find Applicants", "Activity & Attachments", and "Job Opening Details". Under "Manage Applicants", there are sub-links: "View Applicants", "Screen Applicants", and "Interview Schedule".

The "Manage Applicants" section includes a "Display:" dropdown set to "All". Below this is a table of applicants:

Select	Applicant Name	ID	Type	Disposition	Resume	Application	Last Updated	Take Action
<input type="checkbox"/>	Bilbo Baggins	1053437	Ext	030-Screen			11/02/2015 4:01PM	Select Action...
<input type="checkbox"/>	Orc Mordor	1053439	Ext	030-Screen			11/02/2015 4:24PM	Select Action...
<input type="checkbox"/>	Gandalf Wizard	1053438	Ext	030-Screen			11/02/2015 4:22PM	Select Action...

At the bottom of the table, there are links for "Select All", "Deselect All", a "Group Action" dropdown, and a "Go" button.

At the bottom of the page, there are more navigation links: "Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details", "View Applicants | Screen Applicants | Interview Schedule", and "Save | Clone | Create New | Previous Job Opening | Next Job Opening | Job Opening List".

Very occasionally, applicants may upload additional attachments to their application. Be sure to look for these when you click on the 'Application' icon.

Resume Text

**View Resume
Attachment:**

[Resume_uw.docx](#)

Delete Attachment

Attachments

No attachment has been uploaded to this applicant's profile

Questions? Please call Employment Practices at 766-3459 or Human Resources at 766-5612.