Guest User Log-In

When you log in, please use the process provided in the email sent to you regarding Guest User access:

Here is a sample email template:

Dear Committee Member,

You have been assigned as a Guest User for the **Management Support** position. You may log in to review candidates at your convenience at https://uidaho.peopleadmin.com/hr.

Username: gu52434
Password: 3d8369

To locate this position and review candidates, select 'Postings' at the top of the screen, then select the correct position type (faculty or staff). After finding and clicking on the position title, click on the 'Applicants' tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please feel free to contact Valerie Vietz for assistance. Thank you and good luck with the search.

University of Idaho Human Resources

The guest user log-in screen will look like this:
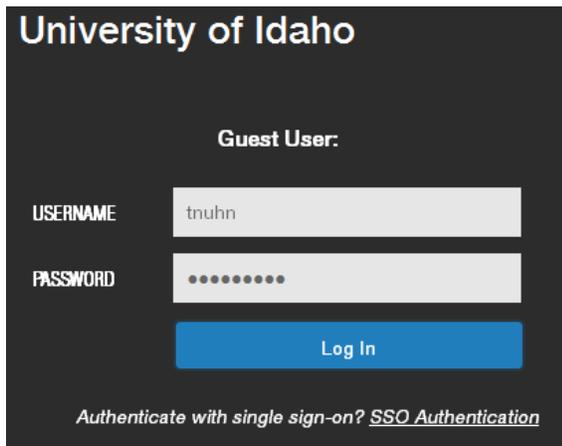
Please log in with your assigned user name and password. Press the Log In button, and you will be brought into the posting.

Then click into the applicants tab to the right of the summary and history tabs on the left side of the page. If there are applicants, they will show on that page. To view the applicants, click the hyperlink with their name, which will take you into their application. All required applicant documents are located at the end of the application.

Posting: Management Support (Student/Temporary)
Current Status: Posted

Position Type: **Student/Temporary**   Created by: **Theresa Nuhn**
Department: **Honors Programs**   Owner: **AAC**

| **Summary** | History | Applicants | Reports | Hiring Proposals |

For questions or further information please contact HR-peopleadminhelp@uidaho.edu