Tips for Guest Users in DORR

DORR provides Guest User access, which allows reviewing application materials to specific job postings without formal DORR User credentials. This allows divisions to share credentials with individuals who can then:

- View the details of the Position.
- See the history tab of the DORR record.
- View all applications and submitted materials.
- Download application materials.
- Review answers to screening/supplemental questions.
- Extract candidate-lists to Excel.

Guest Users do not have access to:

- Send emails through DORR.
- Change applicant's status.
- Submit Salary Settings/Hiring Proposals.

If a guest user has more than one position to review, they will have separate username and passwords for each search. If you wish one user to see several concurrent postings within the same division, please reach out to TA to arrange for that.

How to log in

The "Username" and "Password" will be provided by a DORR user in your division/department. This same "Username" and "Password" will be used by all guest users involved in the posting in question.

Guest Users Login Site:
https://searchjobs.dartmouth.edu/hr

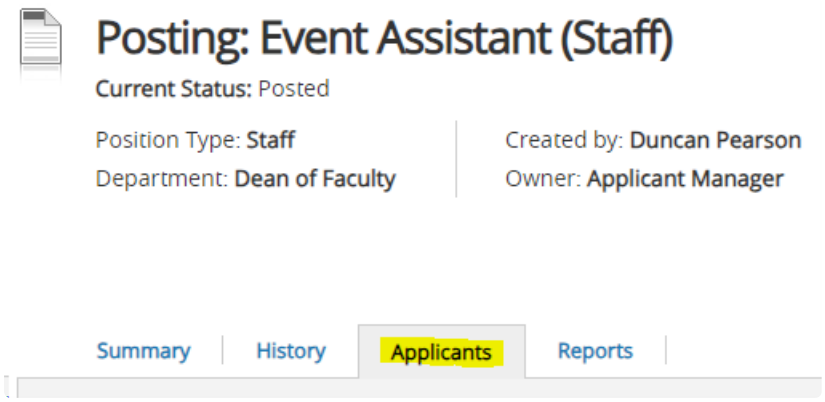
1. Log into DORR using the "Username" and "Password" provided to you. You will be directly logged into the summary of the position you are assisting with for recruitment.
2. Review the position details on the summary tab.

Reviewing the Job Post

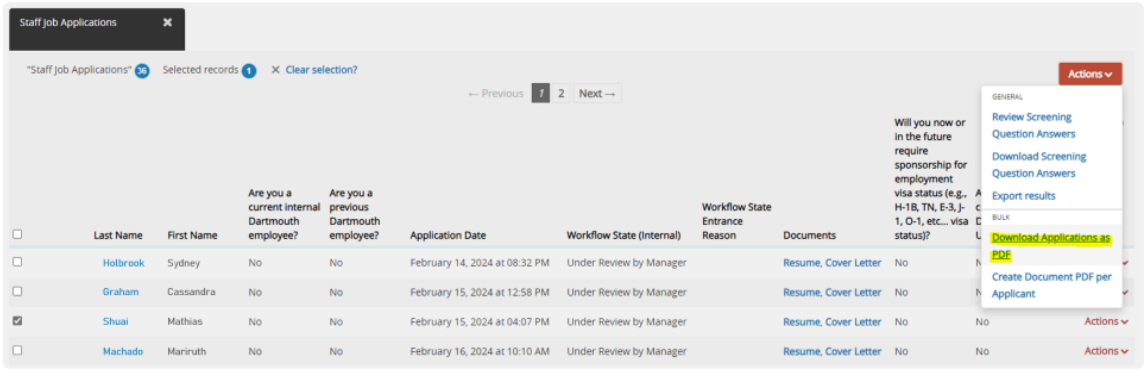
Use this opportunity to review the information under the "Summary" tab and that the information is correct. There may be additional information you would like to include to strengthen the marketability. You can also find the "Quick Link" which is the public link to the posting and promote the opportunity to your network.

Reviewing Applicants

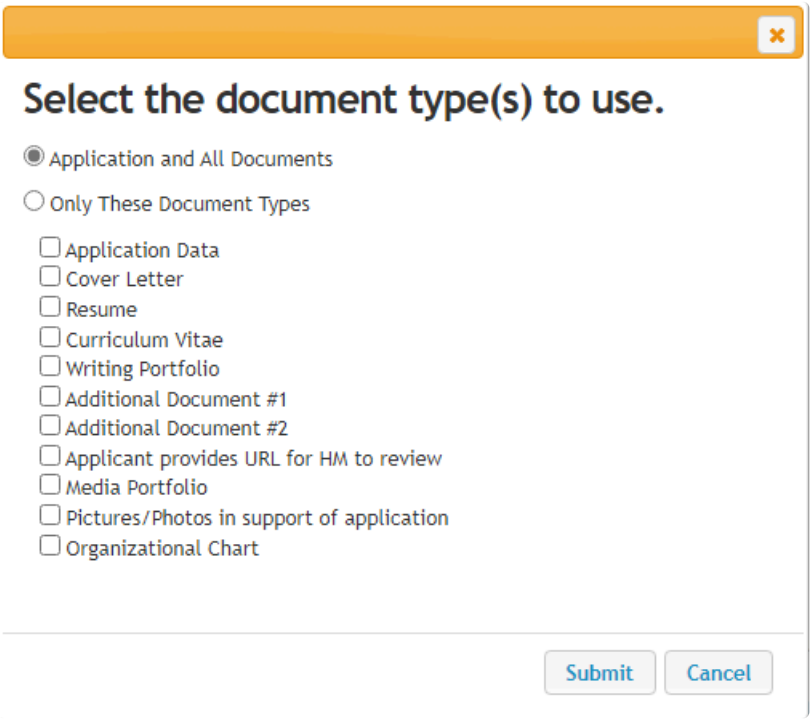
1. Click on the “Applicant” tab to view all applicants that have applied for this specific position.



2. To view an applicant’s application and documents (resume, cover letter, etc.) do one of the following:
   a. Click on the applicant’s last name, which will take you directly to their application. If the applicant has submitted further documents, a link will be located at the bottom of the application page.
   b. Review their resume and cover letter by clicking the appropriate text under the “Documents” column.
   c. Create a PDF of the applicant’s materials (application, resume, cover letter, etc.) by checking the box next to their last name and then hover over the orange Actions drop down and select “Download Application as PDF”



To view more than one applicant’s documents, select multiple applicants by checking the boxes to the left of the applicant’s last names.

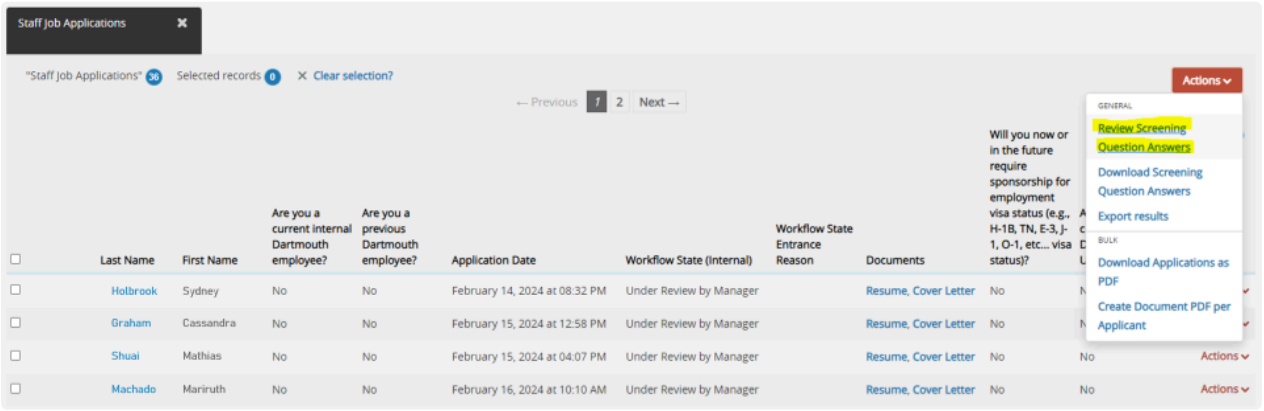


Select which documents you would like to review and click “submit.” Wait for the system to generate the report, which will open in the same window.

Reviewing answers to screening/supplemental questions

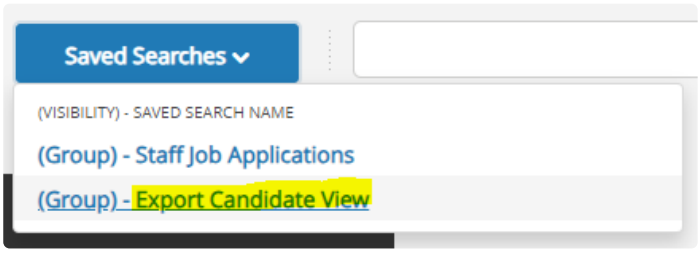
If your DORR department user added screening questions that are captured during the application process, you can review the answers by hovering over the orange Actions drop down and select “Review Screening Questions Answers.” (More on this here.)

A horizontal frequency graph will show, summarizing the responses. When clicking on the number of collected answers, you will see the candidates who chose that particular response.



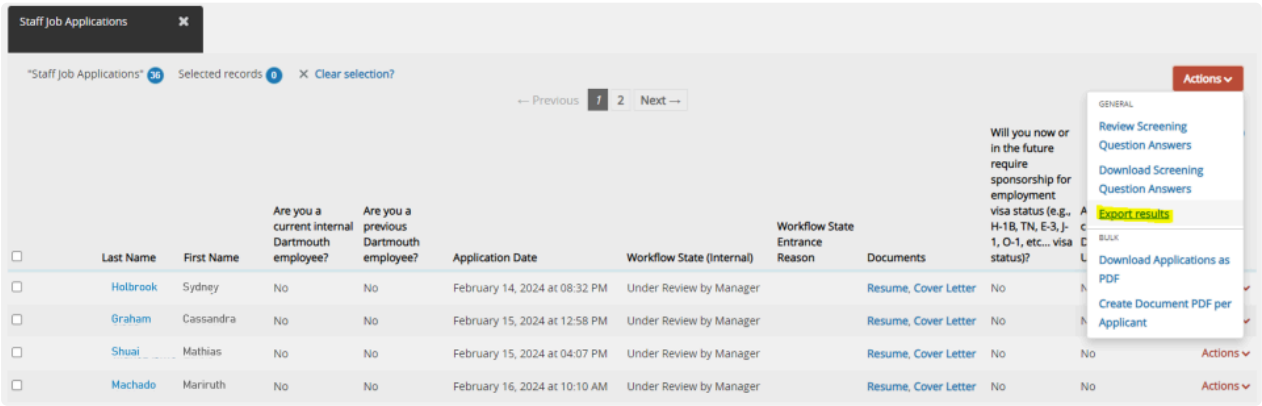
Exporting candidate lists

To export candidate's names, their email address, and other information we recommend first selecting the “Export Candidate View” Saved Search by selecting it from the blue drop down on the left.



If you would like to add more columns before exporting the information, click on the blue 'More Search Options' dropdown. Add columns one by one from the 'Add column' dropdown. You can even sort columns and move them left or right by hovering over the column header.

Once you are happy with the information you would like to export, hover over the orange Actions drop down and select "Export Results." This will download an Excel spreadsheet of the current view of applications.



Even though you won't be able to email applicants through the system, you can still communicate directly with them. There are templates to help you craft the right type of communication based on the stage of the process that you can send from your Dartmouth email.

Email templates- before reviewing begins
Email templates- letting candidates go
Email templates- after screening/interviews start
Email templates- informing candidate on SkillSurvey process