# 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 <u>strengthen the marketability</u>. You can also find the "Quick Link" which is the public link to the posting and <u>promote the opportunity</u> to your network.

### **Reviewing Applicants**

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

Posting: Event Assi Current Status: Posted	stant (Staff)					
Position Type: <b>Staff</b> Department: <b>Dean of Faculty</b>	Created by: Duncan Pearson Owner: Applicant Manager					
Summary History Applica	Reports					

- 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"

Staff Job Applic	cations	×									
"Staff Job App	plications" 🤒	Selected records	1 X Clear se	lection?	← Previous 1	2 Next $\rightarrow$				GENERAL	ctions 🗸
	Last Name	First Name	Are you a current internal Dartmouth employee?	Are you a previous Dartmouth employee?	Application Date	Workflow State (Internal)	Workflow State Entrance Reason	Documents	Will you now or in the future require sponsorship for employment visa status (e.g., H-1B, TN, E-3, J- 1, O-1, etc visa status)?	C BULK	ng
							Reason			Download Applicat	oons as
U	Holbrook	Sydney	No	No	February 14, 2024 at 08:32 PM	Under Review by Manager		Resume, Cover Letter	NO	Create Document I	PDF per
	Graham	Cassandra	No	No	February 15, 2024 at 12:58 PM	Under Review by Manager		Resume, Cover Letter	No	Applicant	-
	Shuai	Mathias	No	No	February 15, 2024 at 04:07 PM	Under Review by Manager		Resume, Cover Letter	No	No	Actions 🗸
	Machado	Mariruth	No	No	February 16, 2024 at 10:10 AM	Under Review by Manager		Resume, Cover Letter	No	No	Actions 🗸

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 the document type(s) to use.	
Application and All Documents	
○ Only These Document Types	
<ul> <li>Application Data</li> <li>Cover Letter</li> <li>Resume</li> <li>Curriculum Vitae</li> <li>Writing Portfolio</li> <li>Additional Document #1</li> <li>Additional Document #2</li> <li>Applicant provides URL for HM to review</li> <li>Media Portfolio</li> <li>Pictures/Photos in support of application</li> <li>Organizational Chart</li> </ul>	
Submit Cancel	]

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

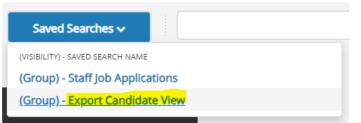
If your DORR department user added screening questions that are captured during the application process, you can review the answers by hovering over the orange Actions drop down and select "Review Screening Questions Answers." (More on this <u>here</u>.)

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.

Staff Job Appli	ications	×										
"Staff Job Ap	plications" 🤒	Selected records	X Clear se	lection?	← Previous 1	2 Next→				Actions ~		
	Last Name First Name										Review Screening Question Answers Download Screening Question Answers	
			Are you a Are you a current internal previous Dartmouth Dartmouth Last Name First Name employee? employee?		Application Date Workflow State (Internal)		Workflow State Entrance Reason Documents		visa status (e.g.,			
	Last Name	First Name	Dartmouth	Dartmouth	Application Date	Workflow State (Internal)	Entrance	Documents	H-1B, TN, E-3, J- 1, O-1, etc visa [ status)?	BULK		
	Last Name Holbrook	First Name	Dartmouth	Dartmouth	Application Date	Workflow State (Internal) Under Review by Manager	Entrance	Documents Resume, Cover Letter	1, O-1, etc visa ( status)?	Download Applications as PDF		
			Dartmouth employee?	Dartmouth employee?			Entrance		1, O-1, etc visa t status)?	Download Applications as		
	Holbrook	Sydney	Dartmouth employee?	Dartmouth employee?	February 14, 2024 at 08:32 PM	Under Review by Manager	Entrance	Resume, Cover Letter	1, O-1, etc visa 1 status)?	Download Applications as PDF Create Document PDF per		

## **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.

Staff Job Applica		× Selected records	0 × Clear se	lection?						_	
	Last Name	First Name	Are you a current internal Dartmouth employee?	Are you a previous Dartmouth employee?	← Previous 1	2 Next →	Workflow State Entrance Reason	Documents	Will you now or in the future require sponsorship for employment visa status (e.g., / H-18, TN, E-3, J- 1, O-1, etc visa i status)?	GENERAL Review Screening Question Answers Download Screenin Question Answers	-
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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