A Quick Guide For Guest Users

Viewing postings as a Guest User is as easy as 1-2-3!

Welcome to eWork, Mason’s online applicant tracking system. To access the system go to https://jobs.gmu.edu/hr. Log on using your eWork user ID and password. We recommend using supported browsers to get all eWork’s newest features. A browser is an application you use to access the internet and various websites across Mason.

**Supported Browsers**

- Microsoft® Internet Explorer® versions 8 and 9
- Mozilla Firefox® version 13 and later
- Apple Safari® version 4 and later
- Google Chrome™

Please contact the ITU Support Center for assistance is checking and/or updating the version of your web browser. [http://itusupport.gmu.edu/](http://itusupport.gmu.edu/)

For additional information or assistance please contact Human Resources/Payroll at 703-993-2600 or email jobs@gmu.edu.

Thank you for your participation in the application review and candidate selection process.
Step 1: Log In
To review the applicant pool, please log into jobs.gmu.edu/hr with the Username and Password that were emailed to you. After you log in, the home page will be displayed.

Step 2: Find Posting/Job
From the home page, select the Postings Tab. Choose ‘Staff’ (Classifed, Student Wage, Non-Student Wage) or ‘Faculty’(adjunct, GTA, GRA, Faculty) Note: Hover over the tab and you will be given the choice between “Staff” and “Faculty” positions. If you are unsure of the postiion type, contact your department HR Liason.

Once you have selected the position type, the positions you have been authorized to view will be displayed.

To select a postings, click on the Role (State) Job Title highlight in blue. The posting summary and applicants will be displayed.
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Step 3: Viewing position summary and applicants.

Select the appropriate tab to review posting summary, history, applicants and reports.

To view a specific applicant, click on the applicants name, highlight in blue, or enter applicants name (full or partial) in the search box.