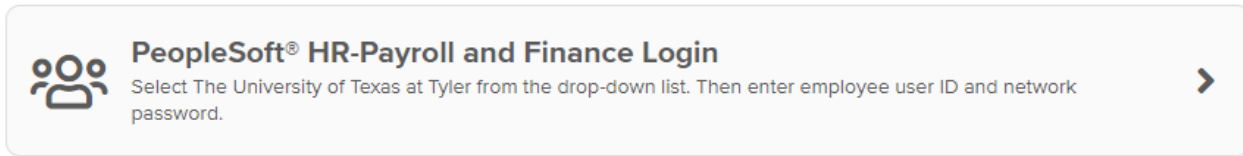


## How To: View Job Postings

1. Go to <https://www.uttyler.edu/utshare/>
2. Click “PeopleSoft HR-Payroll and Finance Login” to login with your UT Tyler credentials.



3. Click the compass “Nav Bar” button on the top right of the PeopleSoft opening screen



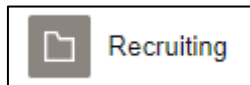
4. Select Menu



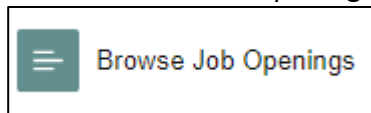
5. Select HRMS



6. Select Recruiting



7. Select Browse Job Openings



8. Search for the job posting or browse from the list shown. You may toggle through jobs that are “Open”, “Hold”, or “Filled/Closed” by using the “Status” column on the left.

\*Add Browse Job Openings to your Favorites for quicker access in the future. Favorites can be found under the compass “Nav Bar” and clicking the heart titled “Favorites”.

