External Applicant User Guide

Contact Us
www.csus.edu/irt/acs/Reference-Materials.html
servicedesk@csus.edu
(916) 278-7337
Overview

This manual will show you how to review and apply for open positions at Sacramento State University using the online application system. It will show you how to:

- Upload a resume
- Create a profile
- Enter your employment history
- Enter your previous education
- Enter personal and professional references
- Print and submit your application

Materials

Before you begin it is a good idea to gather together some necessary materials such as:

- Previous employment information
  - Name and address of company(s)
  - Name and phone number of previous supervisor(s)
  - Previous salary information
- Previous education information
  - Name and location of school(s) previously attended
  - Name of degree(s) obtained
- Personal and Professional reference contact information
- An electronic copy of your Resume and/or Cover Letter. Documents must be in Word or PDF format.

Email

Because the majority of our communication will be made using email, it is required that you provide your current email address when completing your online application. If you do not have email, you can set up a free email account using one of the following web email services.

- Yahoo mail - www.yahoo.com
- Windows mail services - www.hotmail.com
- Google mail - mail.google.com

Computer Access

You can access the Sacramento State University Careers page on any computer with internet access. If you don’t have a home computer, you can find computers available to the public at the following locations.

- Sacramento County Public Libraries
- Sacramento State University campus locations
  - Lassen Hall, main lobby computer kiosks
  - University Library
  - The University Union
  - Academic Information Resources Center, Room 2004 - 24 hr. access
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Application Procedures

NOTE: Do not use your browsers back button to navigate through the online application pages. Use the Return buttons, or Return to Previous Page links ONLY.

Navigation

To navigate to the careers page, open your web browser and go to the Sacramento State University Home page.

http://www.csus.edu

Hover over the FACULTY & STAFF head and select the Jobs link from the menu that drops down.

If you are applying for a Faculty position, click on the Current Faculty Opportunities link. You will be taken to the Faculty Employment page. This manual does not cover the application procedures for Faculty positions.

If you are applying for a Staff or Administrative position, click on the Staff and Management Opportunities at Sacramento State link to complete an online application.
Careers Page

On the Careers page you can view a list of currently open positions.

If you have previously visited the careers page and have already registered, enter your User Name and Password. Click the Login button.

First Time Applicants:

If this is your first time applying for a position at Sacramento State University, you must register. Click the “Click here to Register” or the “Register Now” link.

After you click on the Register link, you will be asked to enter a User Name and Password. You will use this User Name and Password every time you log in to the Sacramento State University Careers page. Enter your name in the User Name text field.

Enter a Password in the Password text field. Please reenter your password to confirm.

Click the Register button.
The Careers Home Page

After logging in you will be taken to the Careers Home page where you can search and apply for new jobs as well as review prior applications in the My Career Tools section.

You can view the status of any position by clicking on the Status of Job Openings link.

The Status of Job Openings page will tell you if a job is Open, Under Review, or Closed/Filled. It will also tell you if applications are still being accepted.

Click the Return button at the bottom of the page to return to the Careers Home page.

On the Careers Home page, you can view the details of a Job Opening by clicking on the Job Title link.
**View a Job Description**

A brief introduction to the position will display on the Job Description page.

The *Email to Friend* button is not a functioning feature of the online application system.

If you see a position that interests you, but do not wish to go through the application process at this time, you can click on the *Save Job* button. This will save the job opening in *My Saved Jobs* allowing you to return at a later date and complete the application process.

To apply for this position, click the *Apply Now* button.

To view the full Job Description click on the *Job Details* link.
Upload a Resume

When you apply you will be prompted to upload a resume, or apply without using a resume.

A Note About Resumes:
- For Staff positions, resumes are optional; however, if you are including a resume, you must still complete all the steps in the online application process.
- For MPP positions a resume is required.

To upload your resume select the **Upload a new resume** option and click the **Continue** button.

If you are a returning applicant and have previously uploaded a resume, you will have the option to use an existing resume. To do so, click on the **Use an existing resume** option and select a resume from the drop down list. Click the **Continue** button.

To continue uploading a new resume, click the **Browse** button and select a resume file from your computer. You can upload a Word document or a PDF file.
In the **Choose File** window, click on the file you would like to upload and click **Open**.

Click the **Upload** button.
Enter Resume Text

The Resume Title will default to the document file name.

**You must enter a new resume title using the Job Opening ID number.**
For example, if you are applying for job number 1370 and your name is John Smith, your resume title will be 1370JSmith.

To change the Resume Title, highlight the **Resume Title** and type in the new name.

Leave the **Language** as English.

Click the **Continue** button.
**Create a Profile**

The **My Profile** page will appear for new applicants.

Select your **Preferred Method of Contact** from the drop down menu. It is highly recommended that you select **Email**. Most notifications regarding positions will be sent using email.

Please enter your **Name** and **Address** in the appropriate fields. Fields marked with an asterisk (*) are required.

At least one email address and phone number are required. Select the **Primary Email Type** drop down menu and select an email type from the list. Do the same in the **Primary Phone Type** field.

To add an additional Email Address or Phone Number; click on the link below each box.

When you have finished entering your profile information, click the **Save** button at the bottom of the page.
Complete Application

The Complete Application Page will display.

This page will list the Job Title of the position for which you are applying. It will also display all Resume documents that you have uploaded.

The Complete Application page will begin with the Education and Work Experience section.

It will allow you to enter a detailed record of your employment history, education history and other information such as Licenses and Certificates, and Languages.

Begin with the Work Experience section. To add work experience click on the Add Work Experience link.

Add Employment History

The Add Employment History page will display.

Enter Employment Details. Fields marked with an asterisk (*) are required.

For all staff positions please provide at least five years of previous employment history.

For MPP Positions, professional experience should be listed on a resume and uploaded as described earlier in this guide.
In the **Major Duties** field, please enter a description of all major duties performed. You may use the spell check feature by clicking on the **spell check icon**.

Continue by filling out all the information on the Employment Details page.

Click the **OK** button to go back to the Education and Work Experience page or click the **OK & Add More** button to input additional work experience.
Add Education History

The next section on the Complete Application page is the Education History section.

To choose your Highest Education Level, click on the drop down menu button and select the appropriate degree or certificate.

Click on the Add College/University Education link to add additional education history.

The Add College/University page will display.

Skipping the Country and State fields enter the name of the School in the School field.

Enter the name of the major in the Major field.

Choose the appropriate Degree from the drop down menu.

Click OK to go back to the Education and Work Experience page, or click OK & Add More to input additional information.
### Licenses and Languages

Click on the **Add License and Certificates** link to add any licenses or certificates that pertain to the position for which you are applying.

Click on the **License/Certificate** drop down menu and make the appropriate selection from the drop down list.

If applicable, fill out the **Issued By**, **License/Certification Number** and **Date Issued** fields.

Click **OK** to go back to the Education and Work Experience page, or click **OK & Add More** to input additional information.

If you speak a language other than English that pertains to this position, click the **Add Languages** link. Choose a language from the drop down menu. Indicate your speaking, reading, and writing proficiency by selecting from the drop down menus.

Click **OK** to go back to the Education and Work Experience page or click **OK & Add More** if you would like to input additional information.
References

From the Education and Work Experience page, click on the **Add Reference** link.

Add professional or personal reference information in the **Enter Reference Details** section. Be sure to include a current telephone number so your references can be verified. The fields marked with an asterisk (*) are required.

**NOTE:** If you are applying for an MPP Position, your references should be included in your resume document. You may skip this portion.

Click **OK** to go back to the Education and Work Experience page or click **OK & Add More** to input additional references.
**Questionnaire**

From the Complete Application page, click on the **Questionnaire** link.

Fill out the required questionnaire by clicking **Yes** or **No** after reading each question carefully.

After completing the Questionnaire, click on the **Referral and Attachment** link.
### Application Questionnaire

Since your 18th birthday, have you ever been convicted of a felony? A conviction will not necessarily disqualify you from employment. We will consider your case individually, in relation to the position for which you have applied.
- Yes
- No

You must be at least 18 years of age, or if under 18, you must have graduated from high school or have received a certificate of proficiency in order to be employed by the University. Do you meet the age requirement?
- Yes
- No

Are you now or have you ever been covered by the California Public Retirement System (CalPERS)?
- Yes
- No

Do you have any relatives employed by the University?
- Yes
- No

Have you ever been released or discharged from employment or resigned to avoid such release or discharge?
- Yes
- No

Are you a current Sacramento State employee?
- Yes
- No

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NOTE: Your employment application is not saved until you click Save or Save and Finish button.
**Referral and Attachment**

In the field titled “How did you find out about the job?” click on the drop down menu and select from the drop down list.

If applicable, enter the **Specific Referral Source** such as the name of the newspaper or agency.

Click the **Add Attachment link** in the Cover Letters and Attachments section.

Select an **Attachment Type** from the drop down menu then insert a description into the **Attachment Purpose** field.

Click the **Browse** button then locate and select the desired file. Click the **Upload** button to complete the upload.

Click **Save & Return** to finish the attachment process.
Recruiting Solutions

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Education and Work Experience Application Questionnaire Referral and Attachment

Referral Information
How did you find out about the job?
Specific Referral Source:

Cover Letters and Attachments
You have not added any attachments

Add Attachments

Cover Letters and Attachments

Attachment File Format:
If you have an attachment to upload we ask that you upload attachment file with an extension of "doc", "pdf", "tif", "txt", or "zip" only. If you upload any other type of file format, we may not be able to open and/or process your document.

Tip: If you wish to upload an image file like a JPG or a GIF, we suggest that you create a Microsoft Word document, insert the image file, and then save the document as a Microsoft Word file.

Save & Return Save & Add More Cancel

File Attachment

Upload Cancel

Add Attachments

Cover Letters and Attachments

Attachment File Format:
If you have an attachment to upload we ask that you upload attachment file with an extension of "doc", "pdf", "tif", "txt", or "zip" only. If you upload any other type of file format, we may not be able to open and/or process your document.

Tip: If you wish to upload an image file like a JPG or a GIF, we suggest that you create a Microsoft Word document, insert the image file, and then save the document as a Microsoft Word file.

Save & Return Save & Add More Cancel
Submit Your Application

Your next step is to submit your application.

Click the **Submit** button.

**Your application will NOT be processed unless it is properly submitted.**

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**NOTE:** once your application has been submitted you can **NOT** make changes or additions to the application information. Please make sure your information is complete and accurate before submitting.
**Self Identification Details**

The **Self Identification Details** page will display. Please take a moment to provide this important information.

This information is optional and will not affect your candidacy for any position at Sacramento State University.

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**Terms and Agreements**

Scroll down to the **Terms and Agreements** box. Read all the information provided. If you agree to these terms, click the **“I agree to these terms”** button. If you do not agree to these terms, select the **“I do not agree”** button. If you select this option you will not be able to submit your application.

After the **“I agree”** button has been selected, the Submit button will become active.

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**Preview and Print Application**

If you would like to preview or print a copy of your application, click on the Preview Application button.

*NOTE: to preview your application, you must disable the pop-up blocker on your browser.*
Your **Application Details** will open up in a new screen.

You may print your application by clicking on your browsers print button or by selecting File>Print from your browser menu.

After reviewing or printing your application, close the browser window to return to the careers page.

Click on the **Submit** button to submit your application and finish the online application process.

*Cannot get updated screenshot at this time for the image above. Will leave current image as placeholder for now.*
**The My Applications Page**

After you submit your application, the system will take you to the My Applications page.

Verify that your application submitted successfully.

You have successfully completed the online application process. You will receive an email confirming that your application has been received.

Click the **Careers Home** link at the top of the page to return to the careers home page.

To end your session, click on the **Logout** link at the top of the page.
Advanced Features

The online application procedure includes advanced features to aid you in your job search. You can use Advanced Search to narrow your search criteria. You can save jobs, save searches and use Job Agent to notify you when a position becomes open.

**Advanced Search**

**Log In to the Careers Page**

If you are a returning user, log in from the Careers page by entering your **User Name** and **Password** and clicking the **Login** button.

**To run and Advanced Job Search** from the Careers Home page, click on the **Advanced Search** link.
The **Job Search** page opens

**Enter keywords:**
The system will search the job title only. Make sure your keywords reflect what is in the job title of the position for which you are searching.

Select **Sacramento Campus**

**Select Job Families:** you can select more than one job family by holding the **Ctrl** key while clicking on your selections.

Choose from the **Full/Part Time** drop down menu.
Choose from the **Regular/Temporary** drop down menu.

Leave **Desired Pay** blank
Leave **Job Opening ID** blank
**Find Jobs Posted Within:** choose **Anytime** from the drop down menu.
Click the **Search** button to run the search.

If you choose to save your search criteria, click the **Save Search** button to save it on the My Saved Searches page.

Enter a descriptive name in the **Name your search** text field. You can log in anytime and run your saved searches.

**Job Agent**
The Job Agent feature is an email notification system. You will be notified via email whenever a job opening that fits your saved search becomes available.
To utilize this feature, click the **Use As Job Agent** checkbox.
Enter a valid email address in the text field. Job notifications will be sent to this email address.
Click the **Save Search** button.

**My Saved Searches**

After saving your search, you will be taken to the **My Saved Searches** page.

Here you will see a list of all your saved searches. You can **edit**, **delete** or **run** the search by clicking on one of the links beside each search description.

Saved searches will remain active for 30 days.

To run a search, click the **Run Search** button.

**My Career Tools**

Click on the **My Career Tools** link at the top of the page.

The **My Career Tools** page will display a list of your current applications and resumes.

From this page you can

- Edit your profile by clicking on the Edit Profile link
- View and print an application by clicking on the View icon
- Update any application that has not been submitted.
- View uploaded resumes
**Edit Profile Page**

From the *My Career Tools* page, click the **Edit Profile** link.

You can change your log in password by clicking on the **Change Password** link.

You can update your name, address, email and phone number here. Changes made to your contact details on this page will be updated on all of the jobs for which you have applied.

Click the **Save** button if you make changes and return to the *My Careers* Page.

To end your session, click on the **Logout** link in the navigation bar at the top of the page.
Summary

For assistance on navigating and completing the online application, please contact the IRT Service Desk at (916)278-7337.

Questions regarding a job opening or status of an application should be directed to the Human Resources Department at 916-278-6078.