Internal Applicant User Guide

Contact Us:

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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:

- Sign on to the online application system using MySac State
- Upload a resume
- Enter your previous 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 prepare all of the necessary materials. Gather together items 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.
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Applying For a Job

Open your web browser and navigate to the Sacramento State University home page.

http://www.csus.edu

Click on the My Sac State Login button.

My Sac State Log In Page

Click on the Log In button.

Log in with your SacLink user name and password.
Click on the **Staff Services** tab.

In the Employment Opportunities section of the Staff Services page, click on the link titled **“Staff and Management Opportunities”**

Click the button titled **“View and apply for current job openings”**
Careers Home Page

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 to return to the Careers Home page.
On the **Careers Home** page, you can view the details and apply for a Job Opening by clicking on the **Job Title** link.

**Job Description**

The Job Description page will display a brief introduction to the position. Be sure to read the How To Apply instructions on this page for information on required documents.

The **Email to Friend** button and the **Refer Friend** button are not functioning features of the online application system.

To continue with the application process and apply for this position click the **Apply Now** button.

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**. You can return at a later date and complete the application process by logging back into **My Sac State**, navigating to the **Careers** page and clicking on the **My Saved Jobs** link.

To view a full job description, click the **Job Details** link.
A detailed job description will load in a separate browser window. You can print the job description by selecting print from your browser menu. After reviewing the job details, close the browser window to return to the Job Description page.

Example of Job Details page.

Upload a Resume

After clicking on the Apply Now button, You will be prompted to upload a resume, or apply without using a resume.

For all MPP Positions a resume is required and it must include a minimum of five years previous work experience and a list of at least three references.

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

Click the Browse button to select a resume file from your computer. You can upload a Word document or a PDF file.

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.

Click the **Continue** button

If you have previously uploaded a resume you will see an additional option allowing you to use an existing resume. If you would like to use an existing resume, click on this option and select a resume from the drop down list.

Click the **Continue** button.

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**Complete the Application**

The **Complete Application** page will display.

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

Your name and address will populate from your employee records. Verify that they are current.

If your name has changed, please contact the payroll department.
Education and Work Experience

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

The Education and Work Experience page will allow you to enter a detailed record of your employment history, education history and other information related to the position such as Licenses and Certificates, and Languages. You will also use this page to enter your personal and professional references.

Begin with the Work Experience section. If you have previously logged on and applied for other positions, you will see a link to the work experience information previously entered.

To add work experience, click the Add Work Experience link.
On the **Add Employment History** page, enter your Employment Details. Information marked with an asterisk (*) is required.

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

For MPP Positions, **ALL** professional experience should be listed on a resume and uploaded as described previously 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 **Save & Return** button to go back to the Education and Work Experience page or click the **Save & Add More** button to input additional work experience.

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**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.

**NOTE:** Updating this information online will not update your official records. You must notify Human Resources department to officially update your education history.

Click on the **Add Post Secondary Education History** link to add additional education history.
In the Add College/University window, skip the Country and State fields. Enter the name of the college or university in the School field.

Enter the name of your major in the Major field. Choose the appropriate Degree from the drop down menu.

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

Licenses and Languages

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

Select from the License/Certificate drop down menu.

The Issued By, License/Certification Number, and Date Issued fields are optional.

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

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

Click Save & Return to go back to the Education and Work Experience page or click Save & 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 the most current contact information. 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 **Save & Return** to go back to the Education and Work Experience page or click **Save & Add More** to input additional references.
**Application Questionnaire**

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

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

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

Leave the *Sub Source* field blank.

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

**Add Attachment**

To upload an attachment, click on the *Add Attachment* link.

Choose the *Attachment Type* from the drop down menu.

Type in the *Attachment Purpose*.

Click the *Add Attachment* link.

Upload a document from your computer click the *Browse* button and select a file from your computer’s hard drive.

Click *Open* Click the *Upload* button.
Submit Your Application

Your next step is to submit your application.

Click on the Submit button.

Your application will not be processed unless it is properly submitted.

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

Please take a moment to answer the Self Identification Details.

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

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 and 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.
**Preview Application**

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

Your completed application will open up in a new browser window.

You may print your application by clicking on your browser's print button.

**NOTE:** to preview your application, you must disable the pop-up blocker on your browser.

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.

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.
Advanced Features

Job Search

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 via email when a position becomes open.

After you log in, click on the Advanced Search link from the Careers Home page.

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 in the Select Locations field.

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

Leave the Full/Part Time, Regular/Temporary, Desired Pay, and Job Opening ID fields blank.

In the Find Jobs Posted Within field, choose Anytime from the drop down menu.
Click the Search button to run the search now or,
Click the Save Search button to save this search to the My Saved Searches page. You can login anytime and run your saved searches.
On the **Save Search** page, Enter a descriptive name in the **Name your search** text field.

**Job Agent**

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

Click the **Save Search** button.

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 job search, click on the **Run Search** button.
The My Career Tools Page

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, resumes or other attachments.

From this page you can

- Click the View icon to open a printable version of your application
- Click on an Application title to view the application details. You will not be able to edit or add application information once an application has been submitted.
- Open uploaded resumes by clicking on the Resume Title. If you are using Internet Explorer, you must hold down the Ctrl key until the File Download window appears.

To return to the Careers Home page, click Return to Previous Page link at the bottom of the page or the Careers Home link in the navigation bar at the top of the page.

Summary

For assistance on navigating and completing the online application, please contact the University Service Desk at 278-7337.