



CMS Project Team — Business Process Guide

Process: Search & Apply for Jobs — External Applicants
Module: Self Service/Careers

High Level Description	
Process	Search & Apply for Jobs – External Applicants
Module	Recruiting Self Service
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Table of Contents

Overview	2
View Job Openings.....	2
Register and Apply	6
Register	6
Begin Application.....	11
Option 1: Copy & Paste Resume Text	13
Option 2: Upload a New Resume.....	15
Cover Letters and Attachments.....	17
Complete Application	19
View and Submit Application.....	27
Login after Initial Registration	30
Job Search.....	32
Save Jobs	36
Login Help.....	37

Overview

This business process guide demonstrates how to apply for jobs online as an external applicant. External Applicants are individuals **not** currently employed in a regular full or part-time position at San José State University. All student employees are also considered external applicants.

View Job Openings

This section demonstrates how to view job openings without logging into the system.

The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>).
2. Click the **Job Applicants** link.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : MySJSU

print email

MySJSU

MySJSU is for current and former students, applicants for admission, job applicants and all SJSU employees. See the [MySJSU Overview \(pdf\)](#) to learn more!

System/Technical Updates
Last Update: March 10, 2009 - 7:45 a.m.

- System Downtime Information
- Email Phishing Schemes - Do Not Reply

Login to MySJSU

Quick Links

- Advising Hub
- Alert-SJSU
- Class Search/Browse Catalog
- CMS Help Desk

The Job Applicants page displays.

3. Click the **External Applicant Login** button.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : MySJSU : Job Applicants

print email

Frequently Asked Questions

Help Tutorials

New User Registration

Technical Help

Tips & Tricks

Job Applicants

Job Applicant Login
Note: Please be patient as login pages may take 1-2 minutes to fully load.

External Applicant Login

*Not sure whether you're an **external** or **internal** applicant?
See [New User Registration](#)*

Internal Applicant Login

Getting Started
Before logging in, we recommend applicants begin by reviewing the following information:

- New User Registration
- Help Tutorials
- Tips & Tricks

CMS Project Office
One Washington Square
San José, CA 95192-0042

CMS Help Desk Hours
M-F 7:30am - 5:00pm
408-924-1530
[contact us](#)

Important: Documents in PDF format require the free [Adobe Acrobat Reader](#) for viewing.

Notice: [Security of Personal Data](#)

The Careers page displays.

Notes: Basic Job Search and Login boxes display at the top of the page.

Current job openings display at the bottom of the page.

Additional hyperlinks for applicants can also be found on this page (Equal Opportunity Statement, Information for applicants).

4. Scroll down to view all job openings.

Note: You can filter your job search by clicking the Management or Staff hyperlinks.

All open job postings display.

5. Click a Job Title hyperlink to read more about a specific job.

Note: In this example we have selected the Bookkeeper job.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

Basic Job Search

Keywords:

Posted:

[Search](#) [Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login](#) [Login Help](#) [Register Now](#)

Status of Job Openings

[Status of Job Openings](#)

Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

[Equal Opportunity Statement](#) [Information for applicants](#)

Currently Viewing All Open Job Postings

Click a link below to filter the list of Job Openings displayed:
[All](#) [Management](#) [Staff](#)

	Date	Job Title	Job ID	Department
<input type="checkbox"/>	06/06/2008	Library Assistant I Test Upload attachments	13368	University Library
<input type="checkbox"/>	05/29/2008	Bookkeeper	13367	Art & Design

Currently Viewing All Open Job Postings

Click a link below to filter the list of Job Openings displayed:
[All](#) [Management](#) [Staff](#)

	Date	Job Title	Job ID	Department
<input type="checkbox"/>	06/06/2008	Library Assistant I Test Upload attachments	13368	University Library
<input type="checkbox"/>	05/29/2008	Bookkeeper	13367	Art & Design
<input type="checkbox"/>	05/29/2008	School Administrative Coord	13366	Art & Design
<input type="checkbox"/>	05/28/2008	Library Assistant III	13365	University Library
<input type="checkbox"/>	05/23/2008	Admin Support Assistant	13363	Psychology
<input type="checkbox"/>	05/23/2008	Lead Custodian	13358	Custodial Services
<input type="checkbox"/>	05/23/2008	Laborer	13359	Facilities Planning
<input type="checkbox"/>	05/23/2008	Director, Administrative Services	13360	Support Admin Services FD&O
<input type="checkbox"/>	05/22/2008	Admin Support Assistant	13357	Visitor Rels & Admiss Counselg
<input type="checkbox"/>	01/01/2008	Graduate Program Manager	13268	Undergrad & Grad Admiss Evals

[Deselect All](#) [Save Jobs](#) [Apply Now](#)

The Job Announcement displays.

Note: To save a job or apply for a job, you must be registered and logged in. See the following sections for steps on how to register and apply.

- 6. Click the **Email to Friend** button to share this job announcement with someone else.

Job Announcement

Job Title: Bookkeeper
Job ID: 13367
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 1730 Accounting Technician I
Department: Art & Design

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

Compensation

Salary Range: \$3,500/month - \$5,000/month
Anticipated Hiring Salary: \$3,500/month - \$4,000/month
[California State University Employees Union\(CSUEU\) Benefits Summary](#)

About the Position

The bookkeeper is responsible for tracking expenditures and processing purchase requests for the School of Art & Design.

Education and Experience

High School diploma and 2 years experience doing bookkeeping.

Knowledge, Skills & Abilities

The Send Email dialog box displays.

7. **To:** Enter the email address of the person you wish to send the announcement to.

8. **Your Name:** Enter your name.

Note: The Subject and Message will default, but you may override them.

9. Click the **Send** button.

Send Email

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, click the Send button.

Send [Return to Previous Page](#)

***To:**

***Your Name:**

Subject:

Message: %1 found this job and thought you might find it interesting.

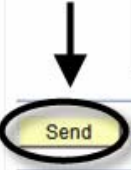
Admin Analyst/Spclst
San Jose State University

You can view and apply for this job and others at:

http://www.sjsu.edu/hr/career_ops/job_openings/index.htm

Thank you.

Send [Return to Previous Page](#)



Your email message displays.

Date: Sun, 15 Jun 2008 11:06:25 -0700 (PDT)

From: [Add Mobile Alert](#)

To:

Subject: Interesting job at San Jose State University

Carrie found this job and thought you might find it interesting.

Admin Analyst/Spclst
San Jose State University

You can view and apply for this job and others at:
http://www.sjsu.edu/hr/career_ops/job_openings/index.htm

Thank you.

Please Note: This message was automatically generated. Please do not respond to this email.

Register and Apply

As mentioned in the previous section, you must be registered and logged into the system in order to save a job or apply for one. This section demonstrates how to create a login, create your profile, apply for jobs and save jobs for future application.

Register

The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>).
2. Click the **Job Applicants** link.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : **MySJSU**

print email

MySJSU

MySJSU is for current and former students, applicants for admission, job applicants and all SJSU employees. See the [MySJSU Overview \(pdf\)](#) to learn more!

System/ Technical Updates
Last Update: March 10, 2009 - 7:45 a.m.

- System Downtime Information
- Email Phishing Schemes - Do Not Reply

Login to MySJSU

Quick Links

- Advising Hub
- Alert-SJSU
- Class Search/Browse Catalog
- CMS Help Desk

The Job Applicants page displays.

3. Click the **External Applicant Login** button.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : MySJSU : **Job Applicants**

print email

Frequently Asked Questions
Help Tutorials
New User Registration
Technical Help
Tips & Tricks

Job Applicants

Job Applicant Login

Note: Please be patient as login pages may take 1-2 minutes to fully load.

External Applicant Login

Not sure whether you're an **external** or **internal** applicant?
See [New User Registration](#)

Internal Applicant Login

Getting Started

Before logging in, we recommend applicants begin by reviewing the following information:

- New User Registration
- Help Tutorials
- Tips & Tricks

CMS Project Office
One Washington Square
San José, CA 95192-0042

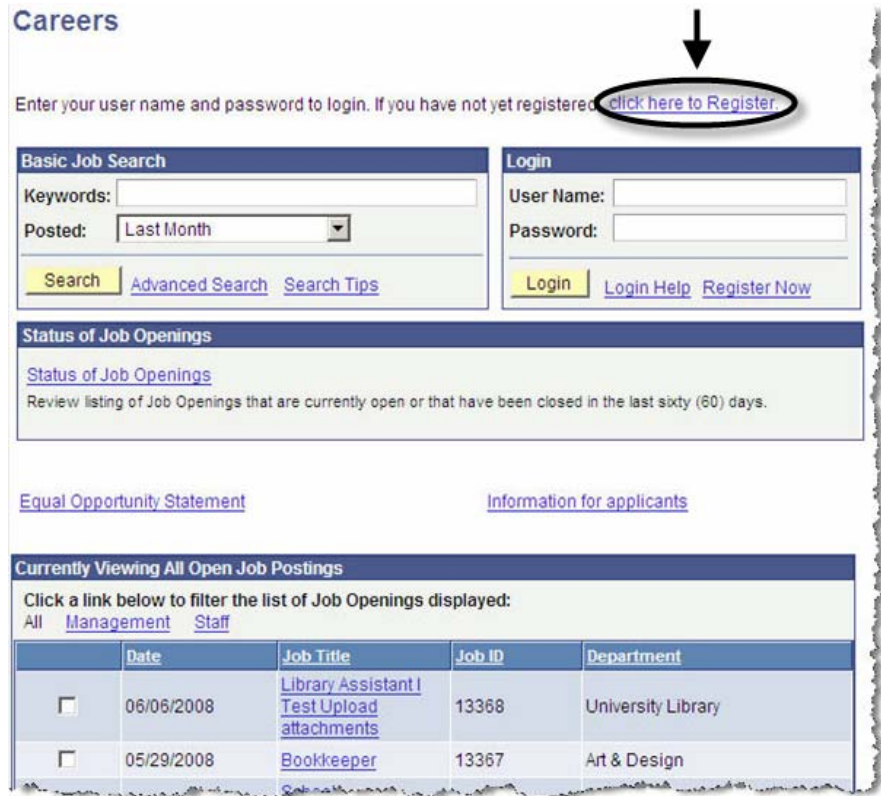
CMS Help Desk Hours
M-F 7:30am - 5:00pm
408-924-1530
[contact us](#)

Important: Documents in PDF format require the free [Adobe Acrobat Reader](#) for viewing.

Notice: [Security of Personal Data](#)

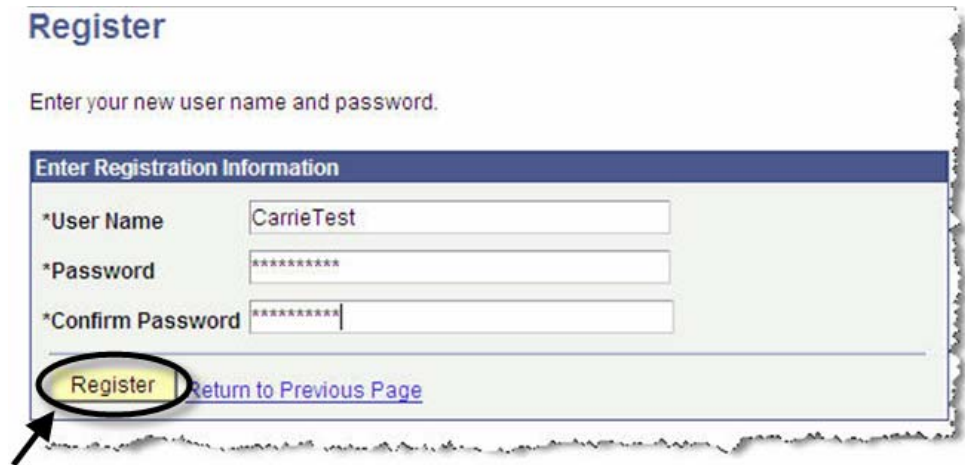
The Careers page displays.

4. Click the **click here to Register** hyperlink.



The Register page displays.

5. complete the Registration Information section:
 - **User Name:** Enter a user name for yourself.
 - **Password:** Enter a password for yourself.
 - **Confirm Password:** Re-enter the same password again to confirm.
6. Click the **Register** button.



The Careers Home page displays.

7. Click the **My Profile** hyperlink.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome

Basic Job Search
Keywords:
Posted:
 [Advanced Search](#) [Search Tips](#)

My Career Tools
[0 Applications](#)
[0 Saved Resumes](#)
[My Profile](#)

Status of Job Openings
[Status of Job Openings](#)
Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

Notifications
You do not have any notifications.

Currently Viewing All Open Job Postings
Click a link below to filter the list of Job Openings displayed:
[All](#) [Management](#) [Staff](#)

	Date	Job Title	Job ID	Department
<input type="checkbox"/>	06/06/2008	Library Assistant I Test Upload attachments	13368	University Library

The My Profile page displays.

Note: You may navigate to this page at anytime to change your password.

8. Use your scroll bar to navigate down and complete each section of the page as described on the following pages.

My Profile

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

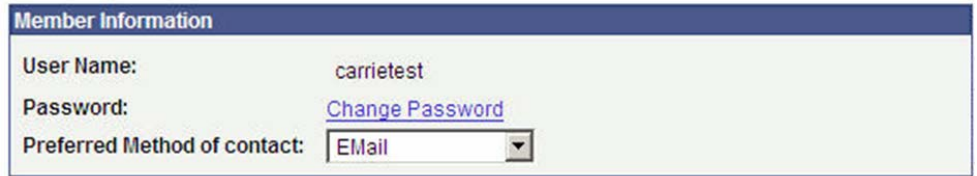
[Return to Previous Page](#)

Member Information
User Name: carrietest
Password: [Change Password](#)
Preferred Method of contact:

Name
Name Format:
Name Prefix:
*First Name: Carrie
Middle Name: A
*Last Name: Test
Name Suffix:

The Member Information section displays.

- 9. **Preferred Method of contact:** Use the drop-down menu to select preferred method.

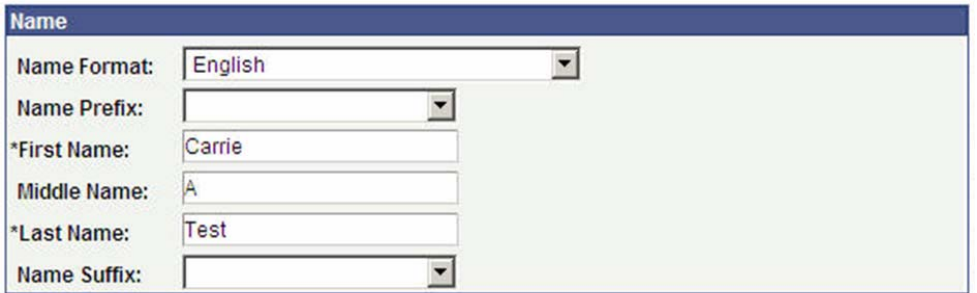


The screenshot shows a form titled "Member Information" with a blue header. It contains three fields: "User Name:" with the value "carrietest", "Password:" with a blue link "Change Password", and "Preferred Method of contact:" with a dropdown menu set to "EMail".

The Name section displays.

- 10. Complete the **Name** section:
 - **First Name:** Enter your first name.
 - **Last Name:** Enter your last name

Note: All other fields in the Name section are optional.



The screenshot shows a form titled "Name" with a blue header. It contains several fields: "Name Format:" with a dropdown menu set to "English", "Name Prefix:" with an empty dropdown, "*First Name:" with the value "Carrie", "Middle Name:" with the value "A", "*Last Name:" with the value "Test", and "Name Suffix:" with an empty dropdown.

The Address section displays.

- 11. Complete the **Address** section:
 - **Address 1:** Enter your street address.
 - **City:** Enter your city.
 - **Postal:** Enter your zip code.

Notes: All other Address fields are optional.

If your address is in another country, the Address fields may display in a different format.

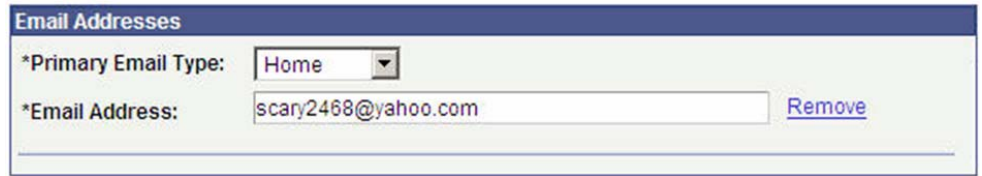


The screenshot shows a form titled "Address" with a blue header. It contains several fields: "Country:" with a dropdown menu set to "United States", "*Address 1:" with the value "One Washington Square", "Address 2:" with an empty field, "Address 3:" with an empty field, "*City:" with the value "San Jose", "*State:" with a dropdown menu set to "California", and "*Postal:" with the value "95192".

The Email Addresses section displays.

12. Complete the **Email Addresses** section:

- **Primary Email Type:** Use the drop-down menu to select email type.
- **Email Address:** Enter your email address that corresponds with the type.
- **Add Another Email Address:** Click this hyperlink to add additional email addresses.



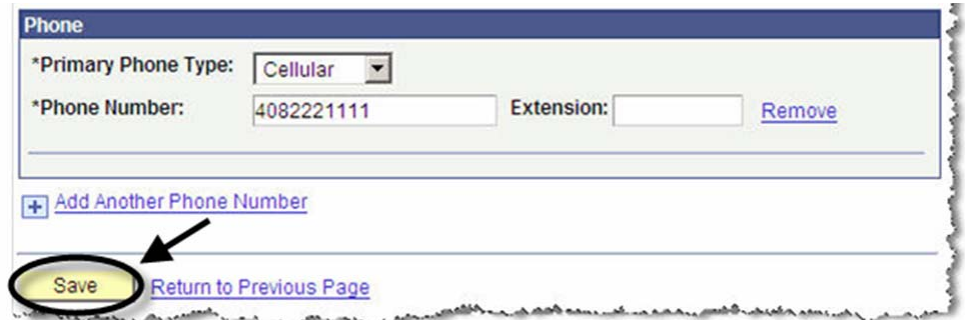
The screenshot shows a form titled "Email Addresses" with a blue header. It contains two rows of input fields. The first row has a label "*Primary Email Type:" followed by a dropdown menu with "Home" selected. The second row has a label "*Email Address:" followed by a text input field containing "scary2468@yahoo.com" and a "Remove" link to its right.

[+ Add Another Email Address](#)

The Phone section displays.

13. Complete the **Phone** section:

- **Primary Phone Type:** Use the drop-down menu to select your phone type
- **Phone Number:** Enter your phone number that corresponds with the type.
- **Add Another Phone Number:** Click this hyperlink to add additional phone numbers.



The screenshot shows a form titled "Phone" with a blue header. It contains two rows of input fields. The first row has a label "*Primary Phone Type:" followed by a dropdown menu with "Cellular" selected. The second row has a label "*Phone Number:" followed by a text input field containing "4082221111", an "Extension:" label followed by an empty text input field, and a "Remove" link to its right. Below the form, there is a "+ Add Another Phone Number" link and a "Save" button circled in yellow with an arrow pointing to it, and a "Return to Previous Page" link.

14. Click the **Save** button.

Begin Application

The Careers page displays.

1. Click a **Job Title** hyperlink for the job you wish to apply for.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search	Login
Keywords: <input type="text"/>	User Name: <input type="text"/>
Posted: <input type="text" value="Last Month"/> ▾	Password: <input type="text"/>
<input type="button" value="Search"/> Advanced Search Search Tips	<input type="button" value="Login"/> Login Help Register Now

Status of Job Openings

[Status of Job Openings](#)
Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

[Equal Opportunity Statement](#) [Information for applicants](#)

Currently Viewing All Open Job Postings

Click a link below to filter the list of Job Openings displayed:
All [Management](#) [Staff](#)

	Date	Job Title	Job ID	Department
<input type="checkbox"/>	06/06/2008	Library Assistant I Test Upload attachments	13368	University Library
<input type="checkbox"/>	05/29/2008	Bookkeeper	13367	Art & Design

The Job Announcement displays.

- 2. Click the **Apply Now** button.

Job Announcement

Job Title: Bookkeeper
Job ID: 13367
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 1730 Accounting Technician I
Department: Art & Design

[Email to Friend](#) [Save Job](#) [Apply Now](#) [Return to Previous Page](#)

Compensation
Salary Range: \$3,500/month - \$5,000/month
Anticipated Hiring Salary: \$3,500/month - \$4,000/month
[California State University Employees Union\(CSUEU\) Benefits Summary](#)

About the Position
The bookkeeper is responsible for tracking expenditures and processing purchase requests for the School of Art & Design.

Education and Experience
High School diploma and 2 years experience doing bookkeeping.

Knowledge, Skills & Abilities

The Apply Now/Choose Resume page displays.

Note: You may attach a separate document or copy and paste text for your resume. An example of both options is shown on the following pages.

SJSU Home Sign out

Menu
Search: []

- CSU SA Baseline
- Campus Info
- SJSU Campus Solutions
- Careers
- Class Search/Browse Catalog

Apply Now
Choose Resume

Resume Options
How would you like to proceed?
 Upload a new resume
 Copy and paste resume text

[Continue](#) [Return to Previous Page](#)

Option 1: Copy & Paste Resume Text

The **Apply Now/Choose Resume** page displays.

1. Select **Copy and paste resume text**.
2. Click the **Continue** button.

Apply Now
Choose Resume

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

Continue Return to Previous Page

The **Apply Now/Enter Resume Text** page displays.

3. **Title:** Enter the title of your resume.
4. **Resume:** Enter your resume text.

Note: The Language defaults to English. Please do not change it. In addition, please note that copying and pasting from Word may result in special characters appearing such as upside question marks or additional apostrophes.

5. Click the **Continue** button.

Apply Now
Enter Resume Text

Resume Text

Title: Manual Resume

Language: English

Resume: Resume
Resume
Resume

Continue Close Return to Previous Page

The Apply Now/Complete Application page displays.

- 6. Click the **Save for later** button.
- 7. Additional information is required before the application can be submitted. To continue, skip to **Cover Letters and Attachments** on page 17.

[Apply Now](#)
Complete Application
[View My Application](#) [Information for applicants](#)
You are applying for:
[Library Assistant III](#)
[Add Another Job to Application](#)
If applying for multiple positions at once the same letter of interest and resume will be used for all positions.
Resume.doc [Use a Different Resume](#)
Carrie Test
One Washington Square
San Jose, CA 95192
[Edit Profile](#)

◀ Previous **Save for later** Submit Close Application [Careers Home](#) Next ▶

Option 2: Upload a New Resume

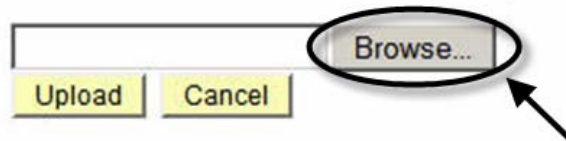
The **Apply Now/Choose Resume** page displays.

1. Select **Upload a new resume**.
2. Click the **Continue** button.



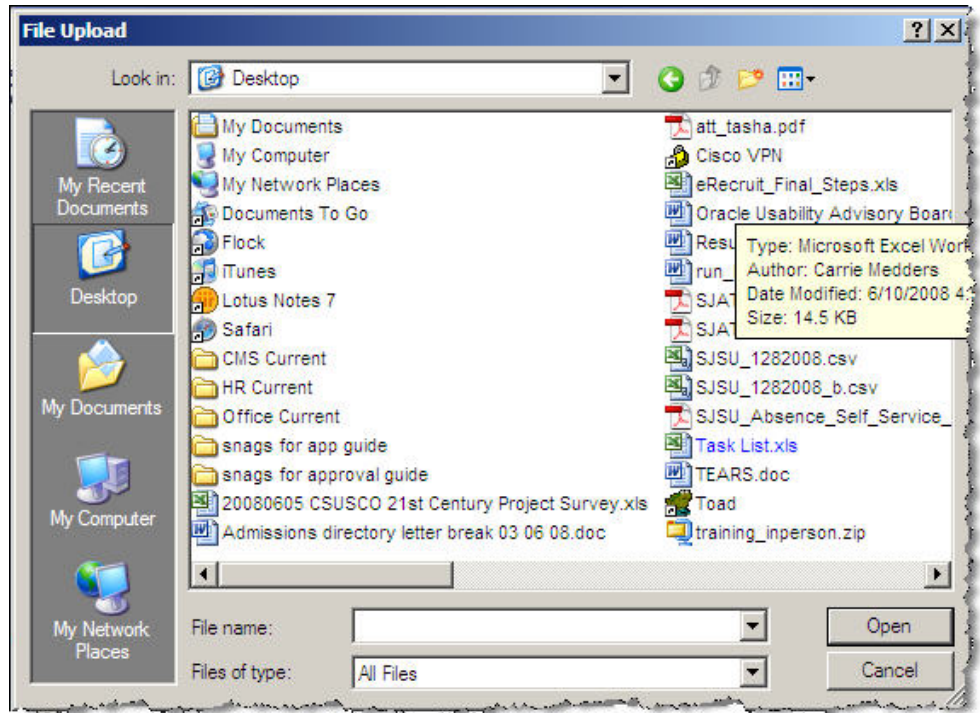
The **File Browse** window displays.

3. Click the **Browse...** button.



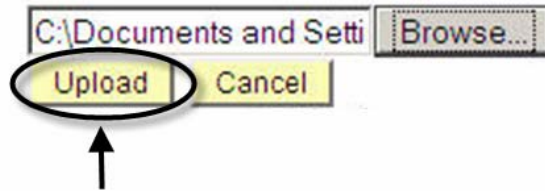
The **File Upload** window displays.

4. Find the file you wish to upload.
5. Select the file.
6. Click the **Open** button.



The file name displays.

7. Click the **Upload** button.



The **Apply Now/Enter Resume Text** page displays.

8. **Title:** Enter the title of your resume.

9. Click the **Continue** button.

Note: The Language defaults to English; please do not change it. Click the View Attachment link to view the attachment. If the system encounters a problem when uploading your file, you may be required to upload it a second time.

[Apply Now](#)

Enter Resume Text

The **Apply Now/Complete Application** page displays.

10. Click the **Save for later** button.

11. Additional information is required before the application can be submitted. To continue, go to **Cover Letters and Attachments** on page 17.

[Apply Now](#)

Complete Application

[View My Application](#)

[Information for applicants](#)

You are applying for:

[Library Assistant III](#)

[Add Another Job to Application](#)

If applying for multiple positions at once the same letter of interest and resume will be used for all positions.

Resume.doc  [Use a Different Resume](#)

Carrie Test
One Washington Square
San Jose, CA 95192
[Edit Profile](#)

Cover Letters and Attachments

The Apply Now/Complete Application page displays.

Note: You may save the application at this point by clicking the Save for later button. Additional information is required before the application can be submitted.

1. Use your scroll bar to navigate down to the **Cover Letters and Attachments** section.

[Apply Now](#)

Complete Application

[View My Application](#)

[Information for applicants](#)

You are applying for:

[Library Assistant III](#)

[Add Another Job to Application](#)

If applying for multiple positions at once the same letter of interest and resume will be used for all positions.

Resume.doc  [Use a Different Resume](#)

Carrie Test
One Washington Square
San Jose, CA 95192
[Edit Profile](#)

[Previous](#) [Save for later](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

Complete Application

Cover Letters and Attachments

You have not added any attachments

[+ Add Attachment](#)

If you have any Employment information, enter them on this Page.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Comments

Include explanation of any gaps in employment.

The Cover Letters and Attachments section displays.

2. Click the **Add Attachment** hyperlink.

Cover Letters and Attachments

You have not added any attachments

[+ Add Attachment](#)

The My Attachments and Cover Letters/Add Attachments page displays.

- Complete the **Cover Letters and Attachments** section.
 - Attachment Type:** Use the drop-down menu to select type.

- Attachment Description:** Enter the description.
- Click the **Add Attachment** hyperlink

Note: Adding the attachment here is identical to uploading the resume. The steps are not shown.

- Save & Add More:** To upload additional documents, click the Save & Add More button.
- Save & Return:** If you have no other documents to attach, click the Save & Return button.

Note: In this example, we clicked the Save & Return button.

My Attachments and Cover Letters

Add Attachments

Note: If you are using Internet Explorer and are having problems viewing the attachments, hold down the CTRL key as you click the attachment hyperlink.

Cover Letters and Attachments

*Attachment Type: (dropdown menu open)

*Attachment Description:

[Add Attachment](#)

Save & Return Save

Dropdown menu options: Cover Letters, Curriculum Vita, Letter of Interest, Letter of Recommendation, List of References, Other, Reference Attachments, Supplemental Questionnaire, Transcript Attachments, Writing Sample

Add Attachments

Note: If you are using Internet Explorer and are having problems viewing the attachments, hold down the CTRL key as you click the attachment hyperlink.

Cover Letters and Attachments

Attachment Type: (dropdown menu)

*Attachment Description:

Add Attachment ←

Save & Return Save & Add More Cancel

Add Attachments

Note: If you are using Internet Explorer and are having problems viewing the attachments, hold down the CTRL key as you click the attachment hyperlink.

Cover Letters and Attachments

*Attachment Type: (dropdown menu)

*Attachment Description:

[docs.doc](#)

Save & Return Save & Add More Cancel

Complete Application

The Apply Now/Complete Application page displays.

Note: You may save the application at this point by clicking the Save for later button. Additional information is required before the application can be submitted.

1. Use your scroll bar to navigate down to the **Work Experience** section.

Apply Now

Complete Application

[View My Application](#)

[Information for applicants](#)

You are applying for:

[Library Assistant III](#)

[Add Another Job to Application](#)

If applying for multiple positions at once the same letter of interest and resume will be used for all positions.

Resume.doc  [Use a Different Resume](#)

Carrie Test
One Washington Square
San Jose, CA 95192
[Edit Profile](#)

[Previous](#) [Save for later](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

Complete Application

Cover Letters and Attachments

You have not added any attachments

[+ Add Attachment](#)

If you have any Employment information, enter them on this Page.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Comments

Include explanation of any gaps in employment.

If you have any Employment information, enter them on this Page.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

The Work Experience section displays.

2. To add employment history, click the **Add Work Experience** hyperlink.

The Add New Application/Add Employment History page displays.

3. **Enter Employment Details:** Enter required (*) and optional employment details.
4. **Save & Add More:** To add additional employment history, click the Save & Add More button.
5. **Save & Return:** When you have no other employment history to add, click the Save & Return button.

Add New Application
Add Employment History

Save & Return Save & Add More Cancel [Return to Previous Page](#)

Enter Employment Details

*Start Date: 1-1-2000 End Date: 12-31-2001 Leave blank if you are still in this job.

*Employer:

*Supervisor Name: Approval to Contact

Telephone:

Ending Job Title: *Average hours/week

Ending Pay Rate: per month

Job Responsibilities:

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

Save & Return Save & Add More Cancel [Return to Previous Page](#)

* Required Field

The Work Experience section displays.

6. Enter **Comments** as appropriate.
7. Use the scroll bar to navigate down to the **Education History** section.

If you have any Employment information, enter them on this Page.

Work Experience				
Employer	Job Title	Start Date	End Date	
Jobs-R-U's	Job Coordinator	01/01/2000	12/31/2001	<input type="button" value="X"/>
Job Marketers, Inc.	Manager, Job Marketers	01/01/2001		<input type="button" value="X"/>

[+ Add Work Experience](#)

Comments

Include explanation of any gaps in employment.

The Education History section displays.

- 8. **Highest Education Level:** Use the drop-down menu to select education level.

The screenshot shows the 'Education History' section. At the top, there is a dropdown menu for 'Highest Education Level' currently set to 'Bachelor's Level Degree'. A dropdown menu is open, showing the following options: All But Dissertation, Associate Level Degree, Bachelor's Level Degree (highlighted), Doctorate Level Degree, High School Diploma or GED, Master's Level Degree, No High School, Not Indicated, Post Graduate, Professional Certificate, Professional Degree, Some College, Some High School, and Trade or Craft Certificate. Below the dropdown, there is a text box for 'Post-Secondary Education' with the message 'You have not added any e...' and a '+ Add Post-Secondary Edu...' hyperlink. There is also a 'Specialized Skills' section with a text box for listing skills.

- 9. Click the **Add Post-Secondary Education History** hyperlink.

The screenshot shows the 'Education History' section after clicking the 'Add Post-Secondary Education History' hyperlink. The 'Highest Education Level' dropdown is now set to 'Master's Level Degree'. The 'Post-Secondary Education' section now displays the message 'You have not added any education information to your application.' and the '+ Add Post-Secondary Education History' hyperlink is still present.

The Add New Application/Add Post-Secondary Education page displays.

- 10. Enter all applicable information.
- 11. **Save & Add More:** To add additional education information, click the Save & Add More button.
- 12. **Save & Return:** When you have no other education information to add, click the Save & Return button.

The screenshot shows the 'Add New Application' page. The main heading is 'Add Post-Secondary Education'. Below this, there are four buttons: 'Save & Return', 'Save & Add More', 'Cancel', and 'Return to Previous Page'. Below the buttons is a form titled 'Enter Post-Secondary Education Details' with the following fields: Country (United States), State (Arizona), *School (Arizona State), *Major (Marketing), *Degree (Bachelor of Science), and a checked checkbox for 'Graduated'. At the bottom of the form, there are the same four buttons as above. A legend at the bottom left indicates '* Required Field'.

The Education History information displays.

- 13. Use the scroll bar to navigate down to the **Specialized Skills** section.

Education History

Highest Education Level:

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

Degree	Major	School	
Bachelor of Science	Marketing	Arizona State	

[+ Add Post-Secondary Education History](#)

The Specialized Skills section displays.

- 14. Enter your **Specialized Skills**.
- 15. Use the scroll bar to navigate down to the **Licenses and Certificates** section.

Specialized Skills

List any special skills or training relevant to the position for which you are applying.

PeopleSoft
MS Office
MS Project
Managing people
Graphic design

The Licenses and Certificates section displays.

- 16. Click the **Add Licenses and Certificates** hyperlink.

Note: This section is only required when a job posting requires a license.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

You have not added any licenses or certificates to your application.

[Add Licenses and Certificates](#)

Use this page to list your languages.

Languages

You have not added any languages to your application.

[+ Add Languages](#)

The Add New Application/Add License or Certificates page displays.

- 17. Enter applicable license or certificate information.
- 18. **Save & Add More:** To add additional license and/or certificate information, click the Save & Add More button.
- 19. **Save & Return:** When you have no other licenses or certificates to add, click the Save & Return button.

Add New Application

Add License or Certificates

License or Certificate Details	
*License/Certificate	<input type="text"/>
Issued By:	<input type="text"/>
License/Certification Number:	<input type="text"/>
Date Issued:	<input type="text"/> 

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

The Apply Now/Complete Application page displays.

- 20. Use the scroll bar to navigate down to the **Languages** section.
- 21. Click the **Add Languages** hyperlink.

Note: This section is optional, as job postings do not require applicants know additional languages.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates
You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Use this page to list your languages.

Languages
You have not added any languages to your application.

[+ Add Languages](#) ←

The Add New Application/Add Language page displays.

- 22. Enter applicable language information.
- 23. **Save & Add More:** To add additional languages, click the Save & Add More button.
- 24. **Save & Return:** When you have no other languages to add, click the Save & Return button.

Add New Application

Add Language

Enter Language Details	
*Language:	<input type="text"/>
Speaking Proficiency:	Low <input type="text"/>
Reading Proficiency:	Low <input type="text"/>
Writing Proficiency:	Low <input type="text"/>

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

The Apply Now/Complete Application page displays.

25. Use the scroll bar to navigate down to the **References** section.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Use this page to list your languages.

Languages

You have not added any languages to your application.

[+ Add Languages](#)

The References section displays.

26. Click the **Add Reference** hyperlink.

Enter your references here

References

You have not added any references to your application.

[+ Add Reference](#)

The Add New Application/Add Reference page displays.

- 27. Enter required (*) and optional reference information. One reference is required per application.
- 28. **Save & Add More:** To add additional references, click the Save & Add More button.
- 29. **Save & Return:** When you have no other references to add, click the Save & Return button.

Add New Application

Add Reference

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

Enter Reference Details

Reference Type: Professional

*Reference Name:

Title:

Employer:

*Telephone:

Address

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

The Apply Now/Complete Application page displays.

30. Use the scroll bar to navigate down to the **Referral Information** section.

Enter your references here

Reference	Title	Employer	
Sammy Supervisor	Supervisor	Jobs-R-Us	
Maggie Manager	Manager	Job Marketers, Inc.	

[+ Add Reference](#)

The Referral Information section displays.

31. Complete the **Referral Information** section:

- **How did you find out about the job?** Identify whether or not you are a former employee.
- **Are you a former employee?** If you answer yes, you will be required to enter the last day of employment.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee? Yes No

32. Use the scroll bar to navigate down to the **Conviction History** section.

The Conviction History section displays.

33. Complete the **Conviction History** section:

- **Question:** Answer the Conviction History question.
- **Yes:** If you answered yes, click the **Add Conviction History** hyperlink.
- **No:** If you answered no, skip to next step.

Conviction History

Completion of this section is required in order for your application to be complete. This information will not be forwarded to the hiring department.

***Have you ever been convicted of a felony or, within the past five years, a misdemeanor which resulted in incarceration?** Yes No

Note: A conviction is not an automatic bar of employment; each case is considered on its individual merits.

To enter conviction history detail, click the "Add Conviction History" button below.

Conviction History

You have not added any conviction history to your application.

[+ Add Conviction History](#)

The Add New Application/Add Conviction History page displays.

34. Enter **Conviction History Details**.
35. **Save & Add More:** To add additional conviction history, click the Save & Add More button.
36. **Save & Return:** When you have no other conviction history to add, click the Save & Return button

Add New Application
Add Conviction History

Enter Conviction History Details

*Offense Type:
 *Date Convicted:
 *City, State:
 *Describe Nature of Offense:

[Save & Return](#) [Save & Add More](#) [Cancel](#) [Return to Previous Page](#)

* Required Field

The Apply Now/Complete Application page displays.

37. Use the scroll bar to navigate down to the **General Information** section.
38. Complete the **General Information** section:
 - **Questions:** Answer both questions.
 - **Relatives:** Enter information for relatives working at the university.
39. Click the **Save for later** button.

General Information

In accordance with the Immigration and Reform and Control Act of 1986, proof of employment eligibility and identification are required at time of hire. SJSU is not a Sponsoring Agent for Staff Positions. Are you currently authorized to work in the United States?

Yes No

If you are less than 18 years of age, you must provide required proof of your eligibility to work.

Do you have any relatives who work for SJSU?

Yes No

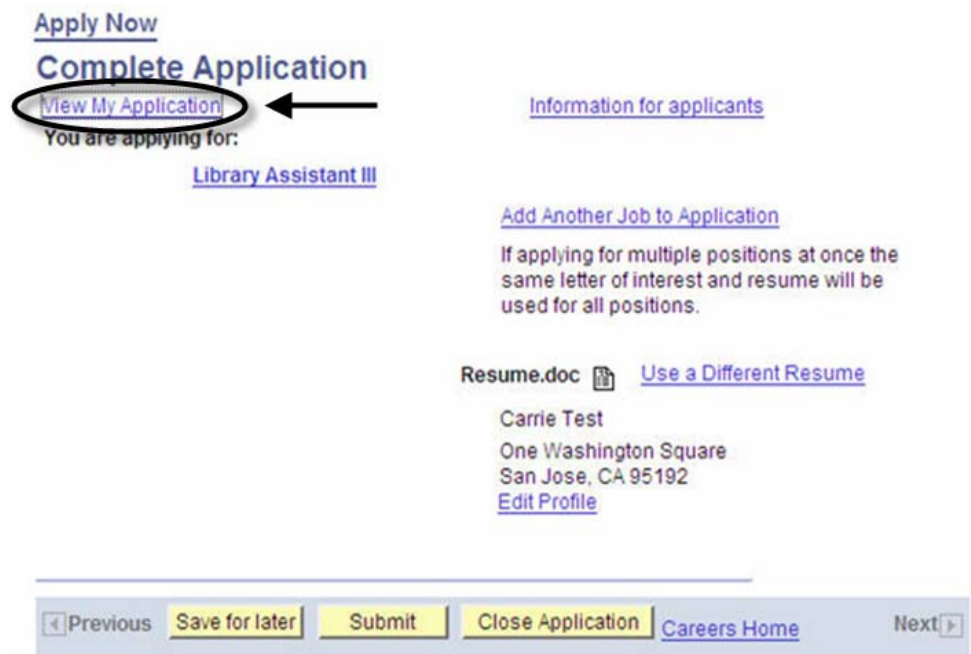
Please use the grid below to list relatives.

			Customize	Find	First	1 of 1	Last
Name	Department	Relationship					
1							

View and Submit Application

The Apply Now/Complete Application page displays.

1. To see a summarized HTML view of your application data, click the **View My Application** hyperlink (Optional).



2. To complete your application, click the **Submit** button.

Note: If you do not wish to submit the application at this time, click the Save for later button.



The Submission Verification page displays.

3. To submit your application, click the **OK** button.
4. If you do **not** wish to submit your application at this time, click the **Cancel** button.



The Submit Online Application page displays.

*Note: The Self Identification Details section is optional, but you must agree to the **Terms and Agreements** in order to complete your application.*

Submit Online Application

Self Identification Details

Federal and State law permits San Jose State University to solicit from applicants and/or employees a VOLUNTARY declaration of gender and racial/ethnic group membership. This information will assist us in accurately compiling required statistical reports for Federal and State agencies. None of the information provided will either enhance or detract from your opportunity for employment with the University, nor will it become part of any personnel file or be made available to persons making employment decisions. Thank you.

*Gender:

Ethnic Group:

Veteran Status

I decline to provide my self identification details.

Terms and Agreements

- ◆ I certify that answers and statements given in this application for employment, including all attached documents, are true and complete.
- ◆ I authorize investigation of all statements contained in this application and all attached documents, and waive the right to uphold San Jose State University and persons liable.
- ◆ Job-related background reference checks will be completed before appointment or promotion and my application submission is my consent and authorization for San Jose State University or its authorized agent to conduct a background reference investigation related to the position for which I am applying.
- ◆ Any false statement or omission in this application, attached documents, or information provided during interview(s) may be cause for rejection of my application or for my termination after appointment.
- ◆ I am required to abide by all rules, regulations, and standards of San Jose State University.
- ◆ Employees with access to confidential employee data in PeopleSoft or any other computerized information system must sign a data confidentiality agreement acknowledging that they understand requirements for protecting confidential employee data.

I agree to these terms I do not agree to these terms

 [Return to Previous Page](#)

The Self Identification Details displays.

5. Complete the **Self Identification Details** section. (Optional)

Self Identification Details

Federal and State law permits San Jose State University to solicit from applicants and/or employees a VOLUNTARY declaration of gender and racial/ethnic group membership. This information will assist us in accurately compiling required statistical reports for Federal and State agencies. None of the information provided will either enhance or detract from your opportunity for employment with the University, nor will it become part of any personnel file or be made available to persons making employment decisions. Thank you.

*Gender:

Ethnic Group:

Veteran Status

I decline to provide my self identification details.

The Terms and Agreements section displays.

- 6. Select the **I agree to these terms** option.
- 7. Click the **Submit** button.

Terms and Agreements

- ◆ I certify that answers and statements given in this application for employment, including all attached documents, are true and complete.
- ◆ I authorize investigation of all statements contained in this application and all attached documents, and waive the right to uphold San Jose State University and persons liable.
- ◆ Job-related background reference checks will be completed before appointment or promotion and my application submission is my consent and authorization for San Jose State University or its authorized agent to conduct a background reference investigation related to the position for which I am applying.
- ◆ Any false statement or omission in this application, attached documents, or information provided during interview(s) may be cause for rejection of my application or for my termination after appointment.
- ◆ I am required to abide by all rules, regulations, and standards of San Jose State University.
- ◆ Employees with access to confidential employee data in PeopleSoft or any other computerized information system must sign a data confidentiality agreement acknowledging that they understand requirements for protecting confidential employee data.

I agree to these terms I do not agree to these terms

 [Return to Previous Page](#)

The My Applications page displays.

Note: If you have submitted multiple applications, you can find them here.

The application process is complete.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)


My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

◀◀ First ◀ Previous Next ▶ Last ▶▶

Application	Status	Application Date
 Library Assistant III	Applied	06/11/2008 5:16PM

Login after Initial Registration

This section demonstrates how to log back in using the External Applicants link. You can do this at any time after you have registered.

The MySJSU homepage displays.

1. Go to [MySJSU](http://my.sjsu.edu) (<http://my.sjsu.edu>).
2. Click the **Job Applicants** link.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical](#) [Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : MySJSU

print email

MySJSU

MySJSU is for current and former students, applicants for admission, job applicants and all SJSU employees. See the [MySJSU Overview \(pdf\)](#) to learn more!

System/Technical Updates
Last Update: March 10, 2009 - 7:45 a.m.

- System Downtime Information
- Email Phishing Schemes - Do Not Reply

Login to MySJSU

Quick Links

- Advising Hub
- Alert-SJSU
- Class Search/Browse Catalog
- CMS Help Desk

The Job Applicants page displays.

3. Click the **External Applicant Login** button.

» SJSU HOME » MySJSU » NEWS » EVENTS » DIRECTORY SEARCH GO

San José State University
MySJSU

[Home](#) [About Us](#) [Applications](#) [Technical](#) [Forms](#) [Students](#) [Employees](#) [Job Applicants](#)

SJSU Home : MySJSU : Job Applicants

print email

Frequently Asked Questions
Help Tutorials
New User Registration
Technical Help
Tips & Tricks

Job Applicants

Job Applicant Login
Note: Please be patient as login pages may take 1-2 minutes to fully load.

External Applicant Login

Not sure whether you're an external or internal applicant? See [New User Registration](#)

Internal Applicant Login

Getting Started
Before logging in, we recommend applicants begin by reviewing the following information:

- New User Registration
- Help Tutorials
- Tips & Tricks

CMS Project Office
One Washington Square
San José, CA 95192-0042

CMS Help Desk Hours
M-F 7:30am - 5:00pm
408-924-1530
[contact us](#)

Important: Documents in PDF format require the free [Adobe Acrobat Reader](#) for viewing.

Notice: [Security of Personal Data](#)

The Careers page displays.

4. Enter the **User Name** and **Password** you created.
5. Click the **Login** button.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search		Login	
Keywords:	<input type="text"/>	User Name:	<input type="text" value="CarrieTest"/>
Posted:	<input type="text" value="Last Month"/>	Password:	<input type="password" value="*****"/>
<input type="button" value="Search"/>	Advanced Search	Search Tips	<input type="button" value="Login"/>
		Login Help	Register Now

Status of Job Openings

The Careers Home page displays.

Note: You will be personally welcomed after your profile has been created. Applications and Saved Resumes display in the My Career Tools section.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home

Welcome Carrie

Basic Job Search		My Career Tools	
Keywords:	<input type="text"/>	1 Applications	
Posted:	<input type="text" value="Last Month"/>	1 Saved Resumes	
<input type="button" value="Search"/>	Advanced Search	My Profile	

Job Search

This section demonstrates how to search for job openings as an external applicant. The default search on the Careers Home page is the most effective way to search for jobs.

The Careers Home page displays.

1. To search current job openings, click the **Job Search** hyperlink.

The screenshot shows the top navigation bar with links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). Below this is the "Careers Home" header with a personalized greeting "Welcome Carrie". The main content area is split into two columns. The left column, titled "Basic Job Search", contains a "Keywords:" text input field, a "Posted:" dropdown menu set to "Last Month", a yellow "Search" button, and links for "Advanced Search" and "Search Tips". The right column, titled "My Career Tools", contains three links: "1 Applications", "1 Saved Resumes", and "My Profile".

The Job Search page displays.

2. Enter search criteria.

The screenshot shows the "Job Search" page with a navigation bar identical to the previous page. The main heading is "Job Search". Below it is the "Advanced Job Search" section. At the top of this section are buttons for "Search", "Clear", and "Save Search", along with links for "Basic Search" and "Search Tips". The search criteria are as follows: "Enter Keywords:" with a text input field; "Select Locations:" with a dropdown menu showing "All Locations" and a note: "To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections"; "Select Job Families:" with a dropdown menu listing "All Job Families", "Academic Support", "Accounting/Financial Services", "Administrative Support", and "Athletics"; "Full/Part Time:" with a dropdown menu; "Regular/Temporary:" with a dropdown menu; "Desired Pay:" with two input fields; "Job Opening ID:" with a text input field; "Find Jobs Posted Within:" with a dropdown menu set to "Last Month"; and "Display Results Sorted By:" with a dropdown menu. At the bottom of the section are buttons for "Search", "Clear", and "Save Search", along with links for "Basic Search" and "Search Tips". A link "Return to Previous Page" is located at the bottom left of the page.

Job Search Criteria displays.

3. Click the **Search** button.

The screenshot shows the 'Job Search' page with a navigation bar at the top containing links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', and 'My Career Tools'. Below the navigation bar is the 'Job Search' title. The main content area is titled 'Advanced Job Search' and contains several search criteria fields: 'Enter Keywords:' with a text input field; 'Select Locations:' with a dropdown menu currently showing 'All Locations'; 'Select Job Families:' with a dropdown menu showing 'All Job Families', 'Academic Support', 'Accounting/Financial Services', 'Administrative Support', and 'Athletics'; 'Full/Part Time:' with a dropdown menu showing 'Full-Time'; 'Regular/Temporary:' with a dropdown menu showing 'Regular'; and 'Desired Pay:' with two input fields. At the top of the search area, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. The 'Search' button is highlighted with a yellow circle, and a black arrow points to it from the left.

The Job Search results display.

- 4. **Apply Now:** If you wish to apply for the job now, click the Apply Now button, and then complete your online application.
- 5. **Save Jobs:** If you wish to save this job search, click the Save Jobs button.

Job Search

Click icon to view Advanced Search criteria

6 Results Found

Search Results

Deselect All Save Jobs Apply Now

Select	Created	Posting Title	ID #	Job Family	Department
<input type="checkbox"/>	05/28/2008	Library Assistant III	13365	Library	University Library
<input type="checkbox"/>	05/23/2008	Director, Administrative Services	13360	Executive Management	Support Admin Services FD&O
<input type="checkbox"/>	05/23/2008	Lead Custodian	13358	Facilities, Ops, & Maintenance	Custodial Services
<input type="checkbox"/>	05/23/2008	Admin Support Assistant	13363	Administrative Support	Psychology
<input type="checkbox"/>	05/23/2008	Laborer	13359	Facilities, Ops, & Maintenance	Facilities Planning
<input type="checkbox"/>	05/22/2008	Admin Support Assistant	13357	Administrative Support	Visitor Rels & Admiss Counselg

Deselect All Save Jobs Apply Now

[Return to Previous Page](#)

The Save Search page displays.

- 6. Complete the **Save Search** section:
 - **Name:** Enter the name of the search.
 - **Notify:** Select this checkbox if you wish to be notified of new, matching postings.
 - **Email:** Enter an email address where the notifications can be sent.
- 7. Click the **Save Search** button.

Save Search

*Name your search: Athletics Search

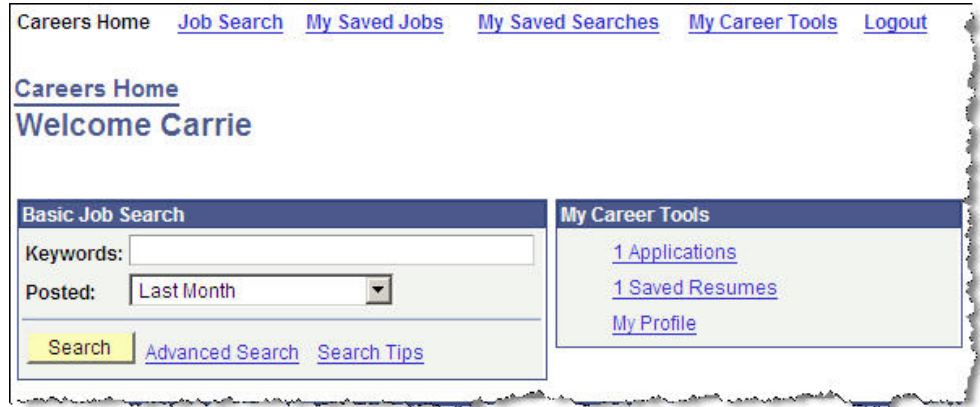
Notify me when a new posting matches this search

Send email notifications to: scary2468@yahoo.com

Save Search Cancel

The Careers Home page displays.

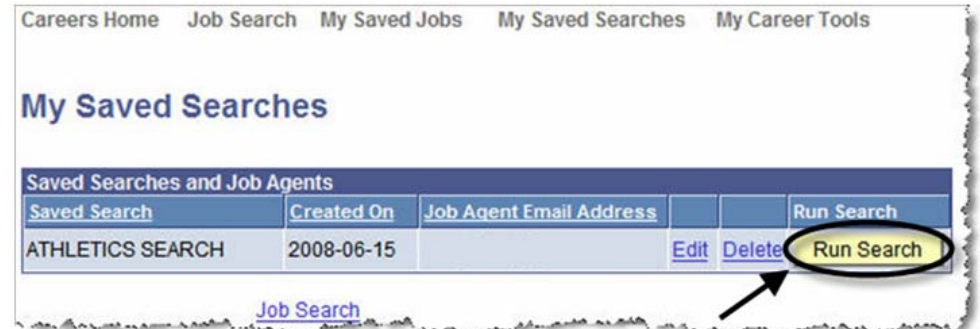
- To retrieve your search, click the **My Saved Searches** button.



The My Saved Searches page displays.

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

The resulting job openings will display.



Save Jobs

This section demonstrates how to save a job in order to come back and apply for it later.

The Job Postings display.

When viewing Job Postings, you may save a job by selecting the corresponding checkbox to the left of it.

Click the Save Jobs button.

Currently Viewing All Open Job Postings

Click a link below to filter the list of Job Openings displayed:
[All](#) [Management](#) [Staff](#)

	Date	Job Title	Job ID	Department
<input checked="" type="checkbox"/>	06/06/2008	Library Assistant I Test Upload attachments	13368	University Library
<input type="checkbox"/>	05/29/2008	Bookkeeper	13367	Art & Design
<input checked="" type="checkbox"/>	05/29/2008	School Administrative Coord	13366	Art & Design
<input type="checkbox"/>	05/28/2008	Library Assistant III	13365	University Library
<input checked="" type="checkbox"/>	05/23/2008	Admin Support Assistant	13363	Psychology
<input type="checkbox"/>	05/23/2008	Lead Custodian	13358	Custodial Services
<input type="checkbox"/>	05/23/2008	Laborer	13359	Facilities Planning
<input type="checkbox"/>	05/23/2008	Director, Administrative Services	13360	Support Admin Services FD&O
<input type="checkbox"/>	05/22/2008	Admin Support Assistant	13357	Visitor Rels & Admiss Counselg
<input type="checkbox"/>	01/01/2008	Graduate Program Manager	13268	Undergrad & Grad Admiss Evals

[Deselect All](#) [Save Jobs](#) [Apply Now](#)

The My Saved Jobs page displays.

Note: You may navigate to this page from any other page inside Careers.

To apply for a saved job, check the box next to it.

Click the Apply Now button.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Saved Jobs

You have successfully saved your new jobs.

	Job Title	Job ID	Department	Status
<input type="checkbox"/>	Library Assistant I Test Upload attachments	13368	University Library	Open
<input type="checkbox"/>	Bookkeeper	13367	Art & Design	Open
<input type="checkbox"/>	School Administrative Coord	13366	Art & Design	Open
<input type="checkbox"/>	Admin Support Assistant	13363	Psychology	Open

[Deselect All](#) [Apply Now](#) [Delete](#)

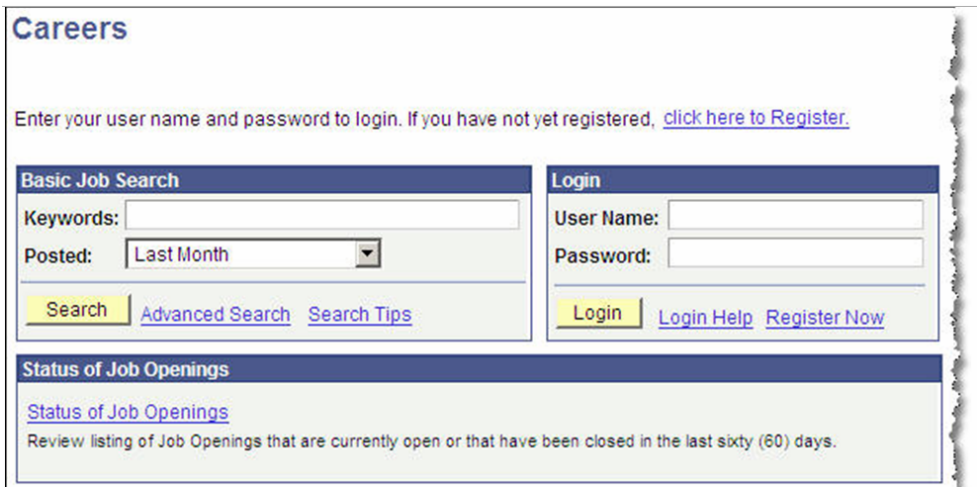
[Return to Previous Page](#) [Find Jobs](#)

Login Help

This section demonstrates how to get login help. This is useful if you have forgotten your password.

The Careers page displays.

1. Enter the **User Name** and **Password** you created.



Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search	Login
Keywords: <input type="text"/>	User Name: <input type="text"/>
Posted: <input type="text" value="Last Month"/>	Password: <input type="password"/>
Search Advanced Search Search Tips	Login Login Help Register Now

Status of Job Openings

[Status of Job Openings](#)

Review listing of Job Openings that are currently open or that have been closed in the last sixty (60) days.

The Login section displays.

2. If you cannot remember your User Name or password, click the **Login Help** hyperlink.



Login

User Name:

Password:

[Login](#) [Login Help](#) [Register Now](#)

[Forgot your User Id?](#)

The Login Help page displays.

3. **Forgot your password?**
To get a new password, enter the **User Name** you created upon registering.
4. **Forgot your User Name?**
To get your User Name, enter the **Email Address** you created on your profile.

The screenshot shows the 'Login Help' page with the heading 'Choose One of These Options'. There are two side-by-side forms. The left form is titled 'Forgot your password?' and contains a label '*Enter your User Name:' followed by a text input field containing 'CarrieTest'. Below the field are two buttons: 'Get New Password' and 'Cancel'. The right form is titled 'Forgot your User Name?' and contains a label '*Enter your Email Address:' followed by an empty text input field. Below the field are two buttons: 'Find User Name' and 'Cancel'. The two forms are separated by the word 'OR'.

The Careers page displays with a message stating an email message has been sent with a new password

Note: If you have not entered an email address on your profile, this process will not work. If you entered an email address, a notice will be sent to that email address with your User Name; provided it matches the email you entered upon registration.

The screenshot shows the 'Careers' page. At the top, there is a success message with a green checkmark icon: 'An Email message with new password has been sent to your preferred Email address.' Below this is a text prompt: 'Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)' At the bottom, there are two side-by-side forms. The left form is titled 'Basic Job Search' and has a 'Keywords:' label followed by an empty text input field. Below the field is a dropdown menu with 'Last Month' selected. The right form is titled 'Login' and has two fields: 'User Name:' with 'CarrieTest' entered and 'Password:' with an empty text input field.