



High Level Description	
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Overview

This business process guide demonstrates how to apply for jobs online as an internal applicant. Internal Applicants are current employees in regular full or part-time positions at San José State. **Student employees are not considered Internal Applicants.** Students working as student assistants, work study students, instructional student assistants or NRAT students should apply as external applicants. Internal Applicants will use existing MySJSU login information to log into the system.

Login and View Job Openings

This section demonstrates how to login to PeopleSoft and view job openings.

The MySJSU homepage displays.

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

print email

MySJSU

MySJSU is for current and former students and applicants for admission, as well as all SJSU employees. In the near future, the site will also be used by applicants for SJSU employment. Find important information about your academic or work career, system downtime, procedural updates, documentation, training and support.

Campus News

Last Update: June 30, 2008 - 7:51 a.m.

- [Online Application for Campus Jobs Now Live!](#)
- [Sign up for Alert-SJSU!](#)

System/Technical Updates

Last Update: July 1, 2008 - 9:19 a.m.

- [System Downtime Information](#)

Quick Links

- [MySJSU on Facebook](#)↗
- [Alert-SJSU FAQs](#)
- [Future Student Account Activation](#)
- [Login Information](#)
- [Open University Registration](#)↗
- [PDF Class Schedules](#)
- [Class Search/Browse Catalog](#)↗
- [Campus Resources](#)
- [Whom Do I Contact About...?](#)

The Login page displays.

3. Enter your **User ID** and **Password**.
4. Click the **Sign In** button.

San José State
UNIVERSITY

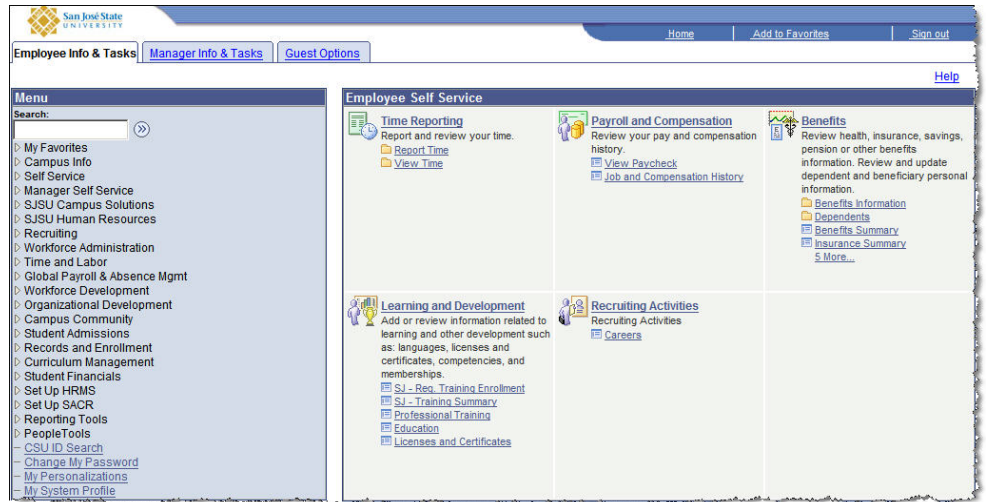
User ID:

Password:

[Forgot your password?](#)

The Employee Info & Tasks page displays.

- Click the **Employee Info & Tasks** tab.



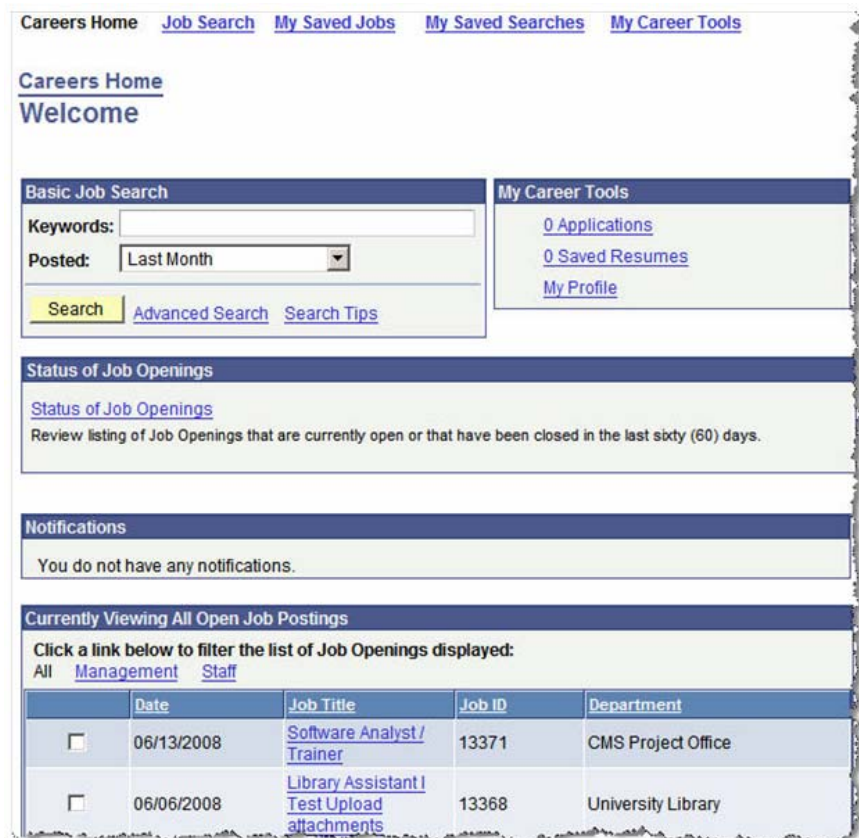
- Under Recruiting Activities, click the **Careers** hyperlink.



The Careers Home page displays.

- Scroll down to view the current job openings.

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



All open job postings display.

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

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

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: You may save the job by clicking the Save Job button, or apply for the job by clicking the Apply Now button. There is more information on these steps later in this guide.

- 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.

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

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

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

12. 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.

Apply for Jobs

This section demonstrates how to view your profile, apply for jobs and save jobs for future application. The process begins after you have navigated to the Careers section and selected a job opening.

Begin Application

The Careers Home page displays.

1. Scroll down to view **Job Openings**.

All Current Job Openings display.

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

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

	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

The Job Announcement displays.

- 3. 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: [input]
▸ 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 12.

[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.



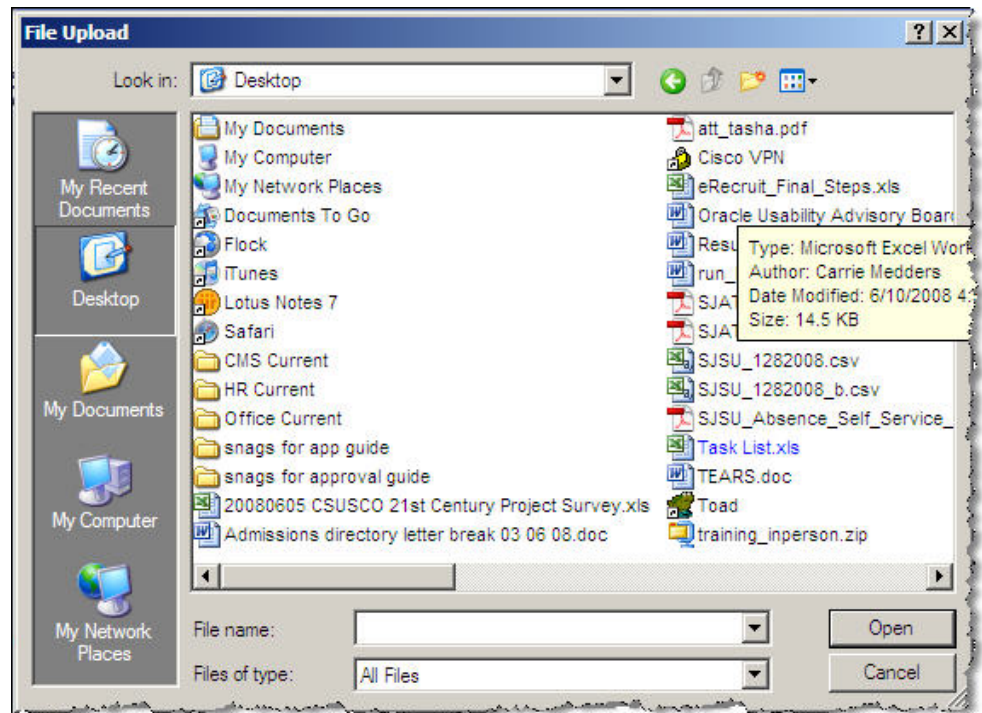
The **File Browse** window displays.

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



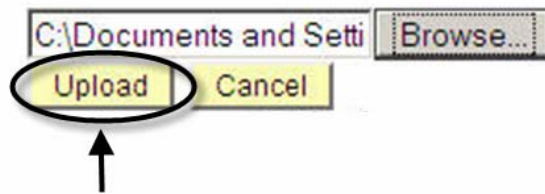
The **File Upload** window displays.

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 12.

[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:

*Attachment Description:

[Add Attachment](#)

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:

*Attachment Description:

[Add Attachment](#)

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:

*Attachment Description:

[docs.doc](#)

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-Us	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 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...' link. There is also a 'Specialized Skills' section with a text box for 'List any special skills or tra...' and a 'you are applying.' label.

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

The screenshot shows the 'Education History' section after clicking the '+ Add Post-Secondary Education History' link. The 'Highest Education Level' dropdown is now set to 'Master's Level Degree'. The 'Post-Secondary Education' section now contains the message 'You have not added any education information to your application.' and the '+ Add Post-Secondary Education History' link 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'. The form fields are: 'Country' (United States), 'State' (Arizona), '*School' (Arizona State), '*Major' (Marketing), and '*Degree' (Bachelor of Science). There is 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"/> <input type="button" value="B1"/>

[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="button" value="v"/>
Reading Proficiency:	Low <input type="button" value="v"/>
Writing Proficiency:	Low <input type="button" value="v"/>

[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 step x.

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).

[Apply Now](#)
Complete Application
[View My Application](#) ←
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[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](#)

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San Jose, CA 95192
[Edit Profile](#)

◀ Previous Save for later Submit Close Application Careers Home Next ▶

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.

Complete Application

◀ Previous Save for later Submit Close Application Careers Home Next ▶

The Submission Verification page displays.

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

Submission Verification (31753,90)

Make sure you have included and/or attached all required application material for this position. Once the page is submitted, the application is finalized and cannot be edited. Are you sure you want to submit the application?

OK Cancel

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

Submit **Cancel** [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: Within Last Three Months **Refresh**

◀◀ First ◀ Previous Next ▶ Last ▶▶

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

Job Search

This section demonstrates how to search for job openings at SJSU. 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 the navigation is the "Careers Home" header with a personalized greeting "Welcome Carrie". The main content area is divided into two sections: "Basic Job Search" and "My Career Tools".

Basic Job Search

Keywords:

Posted:

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

My Career Tools

- [1 Applications](#)
- [1 Saved Resumes](#)
- [My Profile](#)

The Job Search page displays.

2. Enter search criteria.

The screenshot shows the "Job Search" page with the same navigation bar as the previous page. The "Job Search" header is prominent. Below it is the "Advanced Job Search" section, which includes a search bar and several filters.

Advanced Job Search

[Search](#) [Clear](#) [Save Search](#) [Basic Search](#) [Search Tips](#)

Enter Keywords:

Select Locations:

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:
Academic Support
Accounting/Financial Services
Administrative Support
Athletics

Full/Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Find Jobs Posted Within:

Display Results Sorted By:

[Search](#) [Clear](#) [Save Search](#) [Basic Search](#) [Search Tips](#)

[Return to Previous 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 filters: 'Enter Keywords:' with a text input field; 'Select Locations:' with a dropdown menu currently set to 'All Locations'; 'Select Job Families:' with a dropdown menu showing options like 'Academic Support', 'Accounting/Financial Services', 'Administrative Support', and 'Athletics'; 'Full/Part Time:' with a dropdown set to 'Full-Time'; 'Regular/Temporary:' with a dropdown set to '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

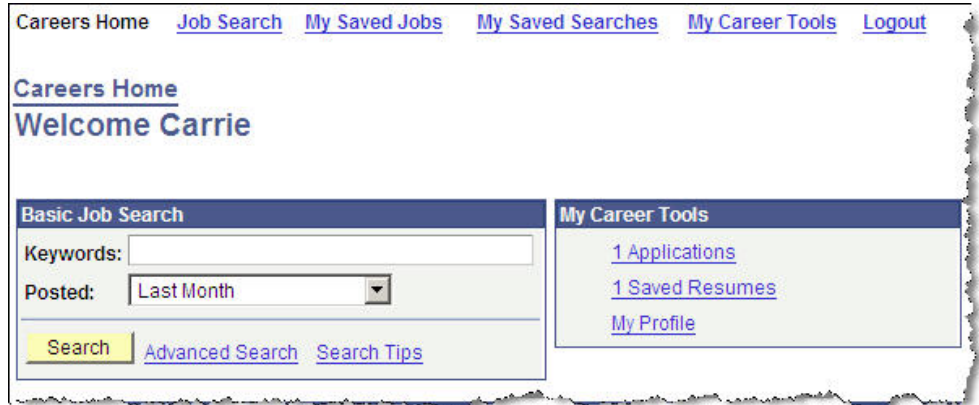
Notify me when a new posting matches this search

Send email notifications to: scary2468@yahoo.com

Save Search Cancel

The Careers Home page displays.

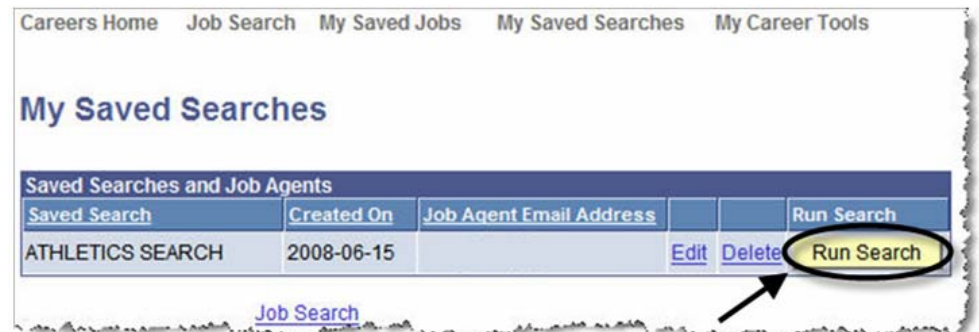
- To retrieve your search, click the **My Saved Searches** button.



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.

1. 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.

2. To apply for a saved job, check the box next to it.
3. 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](#)