

**HCM 8.9 Business Process Guide  
Enter Applicant Information  
(External Applicant)**

**Last Revised: 01/29/08, 04/04/2011**

**DRAFT**

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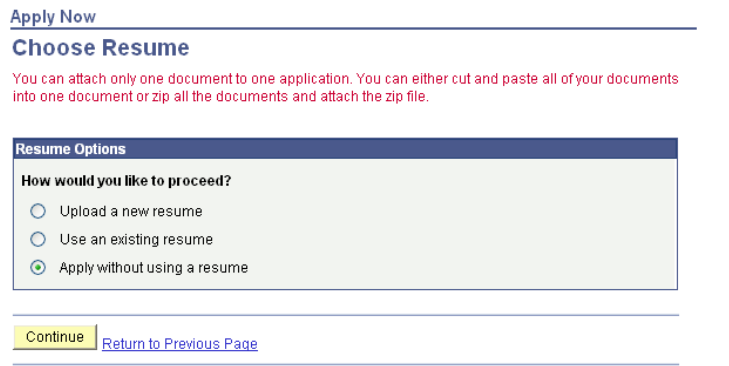
**Latest Job Openings**

Navigation: [Careers](#)

Processing Steps	Screen Shot																								
<ul style="list-style-type: none"> <li>On the Careers Home Page, navigate to the Latest Job Postings Section</li> <li>Select the Job you wish to apply for by clicking on the Posting Title</li> <li>You will be taken to the Job Description page.</li> <li>After reading the description of the job. Click the Apply Now Button to apply.</li> </ul>	 <p><b>Latest Job Postings</b></p> <p style="text-align: right;"> <a href="#">First</a> <a href="#">Previous</a> <a href="#">Next</a> <a href="#">Last</a> </p> <table border="1"> <thead> <tr> <th>Date</th> <th>Job Title</th> <th>Job ID</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 10/28/2005</td> <td><a href="#">Student - RS002.001</a></td> <td>999513</td> <td>Multiple Locations</td> </tr> <tr> <td><input type="checkbox"/> 10/28/2005</td> <td><a href="#">Secretary</a></td> <td>999505</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 10/28/2005</td> <td><a href="#">Secretary</a></td> <td>999508</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 10/28/2005</td> <td><a href="#">Secretary</a></td> <td>999506</td> <td>Multiple Locations</td> </tr> <tr> <td><input type="checkbox"/> 10/28/2005</td> <td><a href="#">Student - RS002.001</a></td> <td>999509</td> <td>Multiple Locations</td> </tr> </tbody> </table> <p> <a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Save Jobs</a> <a href="#">Apply Now</a> </p>	Date	Job Title	Job ID	Location	<input type="checkbox"/> 10/28/2005	<a href="#">Student - RS002.001</a>	999513	Multiple Locations	<input type="checkbox"/> 10/28/2005	<a href="#">Secretary</a>	999505		<input type="checkbox"/> 10/28/2005	<a href="#">Secretary</a>	999508		<input type="checkbox"/> 10/28/2005	<a href="#">Secretary</a>	999506	Multiple Locations	<input type="checkbox"/> 10/28/2005	<a href="#">Student - RS002.001</a>	999509	Multiple Locations
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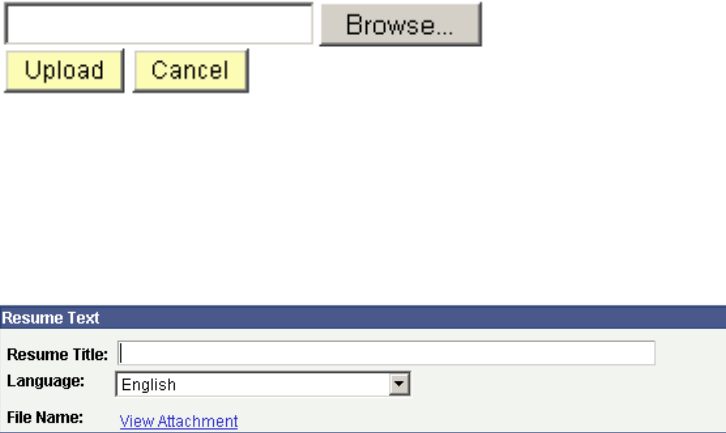
**Resume Options**

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>There are two choices for Resume Options:                             <ul style="list-style-type: none"> <li>Upload a New Resume</li> <li>Apply without using a resume</li> <li>Click the Continue Button when done</li> </ul> </li> </ul>	 <p><a href="#">Apply Now</a></p> <p><b>Choose Resume</b></p> <p>You can attach only one document to one application. You can either cut and paste all of your documents into one document or zip all the documents and attach the zip file.</p> <p><b>Resume Options</b></p> <p>How would you like to proceed?</p> <p> <input type="radio"/> Upload a new resume  <input type="radio"/> Use an existing resume  <input checked="" type="radio"/> Apply without using a resume         </p> <p> <a href="#">Continue</a> <a href="#">Return to Previous Page</a> </p>

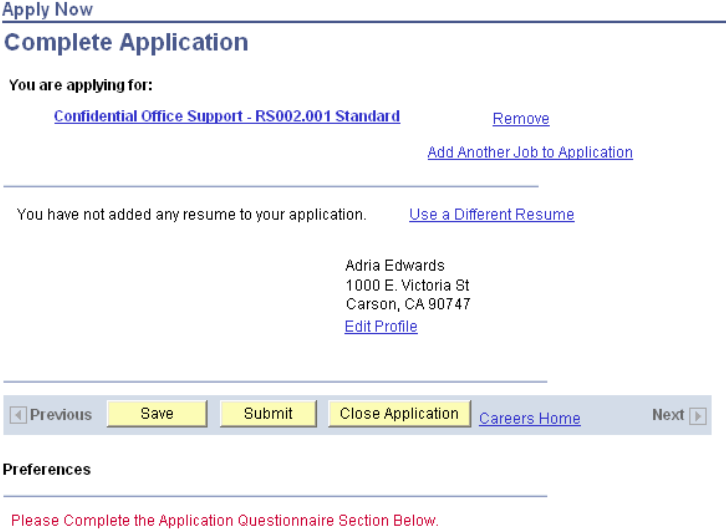
**Resume Text**

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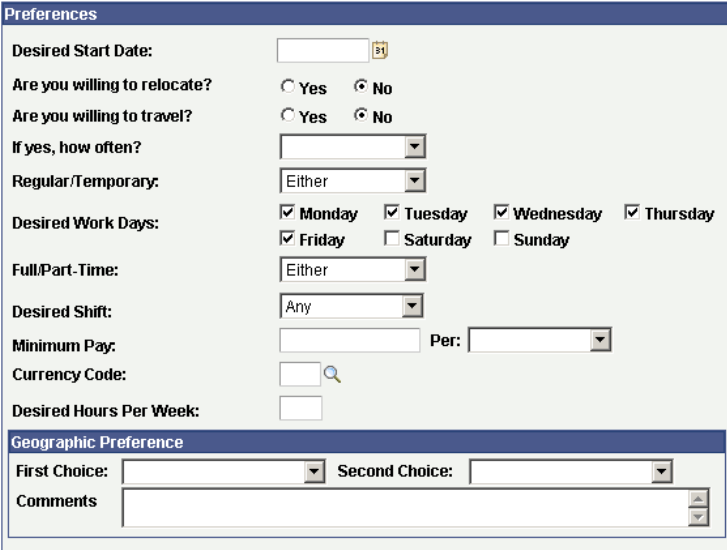
Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>If you select the Upload a new resume option, you will have to do the following:                             <ul style="list-style-type: none"> <li>Click the Browse Button to open up the Windows Explorer Navigator</li> <li>Browse to where your document is located and double click on it</li> <li>Click the Upload Button</li> </ul> </li> <li>Enter the Resume Title for the position which you are applying</li> <li>Select the Language Code</li> <li>Click the Continue Button</li> </ul>	

**Preferences**

Navigation: [Careers](#)

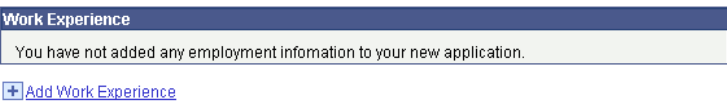
Processing Steps	Screen Shot
<p>On the Complete application page you will see the position you are applying for:</p> <ul style="list-style-type: none"> <li>You may view the position Description again by clicking on the posting name hyperlink</li> <li>If you change your mind about applying, you may remove the application from your profile</li> <li>You may choose to use a different resume with the application</li> <li>It shows your name and address as you have entered it on your application</li> <li>You may save your application at this point and continue later</li> </ul> <p>Note: You may not Submit your application without completing the required questions related to you</p> <ul style="list-style-type: none"> <li>Scroll down to the Preference Section of the Apply Now page</li> <li>Enter the Desired Start Date</li> <li>Check the willing to Relocate button if</li> </ul>	

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Processing Steps	Screen Shot
<p>you are willing to relocate</p> <ul style="list-style-type: none"> <li>• Check the willing to Travel button you are willing to travel</li> <li>• Select the How Often you are willing to Travel Button</li> <li>• Select Regular or Temporary</li> <li>• Select those days that you are willing to work</li> <li>• Select Full or Part-time</li> <li>• Select the Desired Shift (if applicable)</li> <li>• Enter the Minimum Pay (if applicable)</li> <li>• Select a Pay frequency   The following options are available for this field: (B-Weekly, Hour, Month, or Year)</li> <li>• Enter the Currency Code (USD)</li> <li>• Enter the Desired Hours per Week</li> <li>• Select the First and/or Second Choice</li> <li>• Enter Comments Information (if applicable)</li> </ul>	

**Work Experience**

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• Select the Work Experience Hyperlink on the Apply Now Page</li> <li>• Navigate to the Work Experience Section of the Apply Now Page</li> <li>• Click on the Add Work Experience Hyperlink</li> </ul> <ul style="list-style-type: none"> <li>• Enter the Start Date, End Date, Employer, Ending Job Title, Ending Job Pay, Per (Pay Frequency) , Reason For Leaving, and Responsibilities, Supervisor Name and Telephone number of Supervisor</li> <li>• Click box (if applicable)</li> <li>• Enter the Address information of employer</li> <li>• Click on the Save &amp; Return Button to return to the Apply Now Page</li> <li>• Or Save and add more to add more employment information</li> </ul>	

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Processing Steps	Screen Shot
	<p data-bbox="695 216 867 237"><a href="#">Add New Application</a></p> <hr/> <p data-bbox="695 243 969 270"><b>Add Employment History</b></p> <hr/> <p data-bbox="711 327 1243 352"><a href="#">Save &amp; Return</a> <a href="#">Save &amp; Add More</a> <a href="#">Cancel</a> <a href="#">Return to Previous Page</a></p> <hr/> <p data-bbox="701 388 876 407"><b>Enter Employment Details</b></p> <p data-bbox="711 422 1377 653">*Start Date: <input type="text"/> <small>BT</small> End Date: <input type="text"/> <small>BT</small> *Employer: <input type="text"/> *Ending Job Title: <input type="text"/> Ending Pay Rate: <input type="text"/> Per: <input type="text" value="Month"/> Reason for Leaving: <input type="text"/> Responsibilities: <input type="text"/> <small>BT</small> Supervisor Name: <input type="text"/> Telephone: <input type="text"/> <input type="checkbox"/> Please check this box if CSUDH may contact this supervisor/employer.</p> <p data-bbox="716 682 776 701"><b>Address</b></p> <p data-bbox="721 711 1305 905">Country: <input type="text" value="United States"/> Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Postal: <input type="text"/> County: <input type="text"/></p> <hr/> <p data-bbox="711 1081 1243 1106"><a href="#">Save &amp; Return</a> <a href="#">Save &amp; Add More</a> <a href="#">Cancel</a> <a href="#">Return to Previous Page</a></p> <p data-bbox="704 1144 813 1163">* Required Field</p>

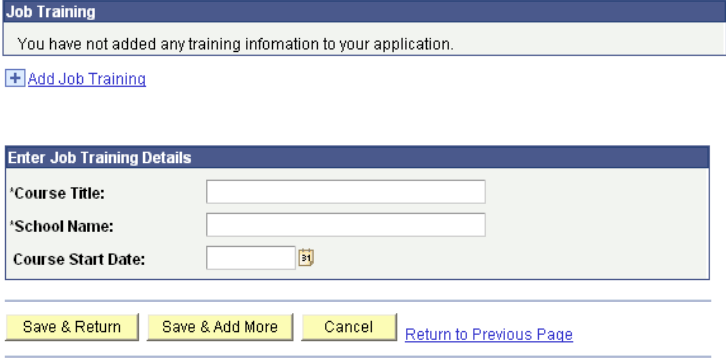
**Education History**

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Navigate to the Education History Section of the Apply Now Page</li> <li>Select the Highest Education Level that you have achieved.                             <ul style="list-style-type: none"> <li>The following options are available for this field: (All But Dissertation, Associate Level Degree, Bachelor's Level Degree, 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, Trade or Craft Certificate)</li> </ul> </li> <li>Click on the Add Post-Secondary Education History Hyperlink</li> <li>Select the Country</li> <li>Select the State</li> <li>Select the School</li> <li>Select the Major</li> <li>Select the Degree</li> <li>Enter the Average Grade</li> <li>Click the Graduated Checkbox (if applicable)</li> <li>Enter the Date Issued</li> <li>Enter the Educator (if applicable)</li> <li>Click the Save &amp; Add More button to add additional Values</li> <li>Click the Save &amp; Return Button to save the information and return to the Apply Now Page</li> </ul>	<p><b>Education History</b></p> <p>Highest Education Level: Not Indicated</p> <p>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.</p> <p><b>Post-Secondary Education</b></p> <p>You have not added any education information to your application.</p> <p><a href="#">+ Add Post-Secondary Education History</a></p> <hr/> <p>Save &amp; Return Save &amp; Add More Cancel <a href="#">Return to Previous Page</a></p> <hr/> <p><b>Enter Post-Secondary Education Details</b></p> <p>Country: <input type="text"/></p> <p>State: <input type="text"/></p> <p>School: <input type="text"/> Other: <input type="text"/></p> <p>Major: <input type="text"/> Other: <input type="text"/></p> <p>Degree: <input type="text"/></p> <p>Average Grade: <input type="text"/></p> <p><input type="checkbox"/> Graduated</p> <p>Date Issued: <input type="text"/></p> <p>Educator: <input type="text"/></p> <hr/> <p>Save &amp; Return Save &amp; Add More Cancel <a href="#">Return to Previous Page</a></p> <p>* Required Field</p>

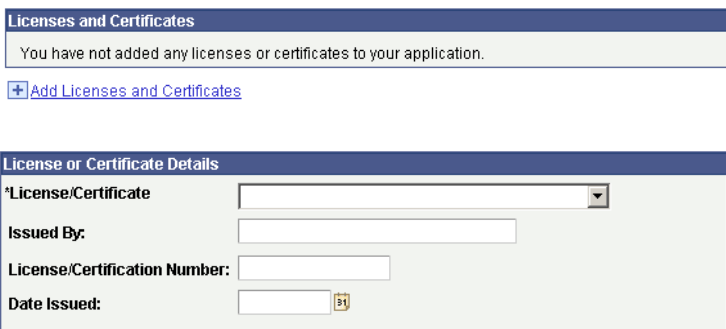
**Job Training**

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Click on the Add Job Training Hyperlink</li> <li>Enter the Course Title</li> <li>Enter the School Name</li> <li>Enter the Course Start Date</li> <li>Click the Save &amp; Add More button to add additional Training</li> <li>Click the Save &amp; Return Button to save the information and return to the Apply Now Page</li> </ul>	 <p>* Required Field</p>




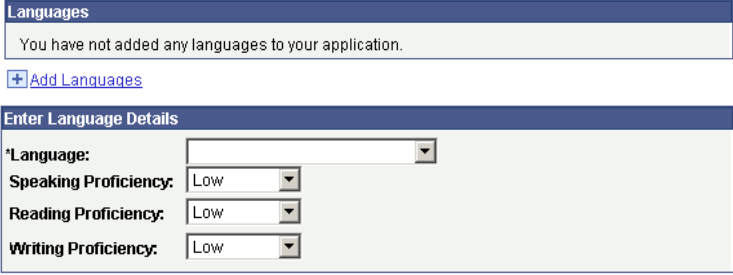
**Licenses and Certificates**

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Click on the Add Licenses and Certificates Hyperlink</li> <li>Select the License or Certificate</li> <li>Enter the Issued By information</li> <li>Enter the License/Certification Number (if applicable)</li> <li>Enter the Date Issued</li> <li>Click the Save &amp; Add More button to add additional Values</li> <li>Click the Save &amp; Return Button to save the information and return to the Apply Now Page</li> </ul>	 <p>* Required Field</p>

**Languages**

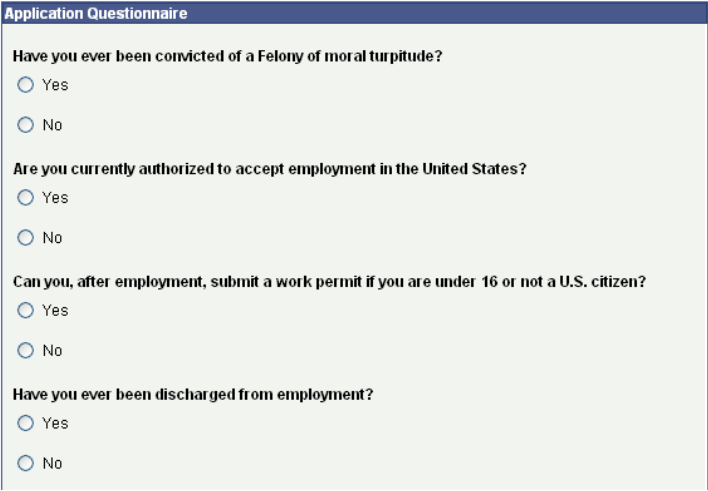
Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• Click on the Add Languages Hyperlink</li> <li>• Select the Appropriate Language</li> <li>• Select a Speaking Proficiency                             <ul style="list-style-type: none"> <li> The following options are available for this field: (High, Moderate, and Low)</li> </ul> </li> <li>• Select a Reading Proficiency                             <ul style="list-style-type: none"> <li> The following options are available for this field: (High, Moderate, and Low)</li> </ul> </li> <li>• Select a Writing Proficiency                             <ul style="list-style-type: none"> <li> The following options are available for this field: (High, Moderate, and Low)</li> </ul> </li> <li>• Click the Save &amp; Add More button to add additional Values</li> <li>• Click the Save &amp; Return Button to save the information and return to the Apply Now Page</li> </ul>	 <p>The screenshot displays the 'Languages' management interface. At the top, a message states, 'You have not added any languages to your application.' Below this is a blue '+ Add Languages' button. The 'Enter Language Details' section contains four dropdown menus: 'Language' (empty), 'Speaking Proficiency' (set to 'Low'), 'Reading Proficiency' (set to 'Low'), and 'Writing Proficiency' (set to 'Low').</p>




**Applicant Questionnaire**

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Processing Steps	Screen Shot
<ul style="list-style-type: none"><li>• Please answer the following information as it applies to you and your experiences.</li><li>• First set of questions are use to determine your eligibility to work.</li><li>• The Gender, Veteran Status and Ethnicity questions are used for reporting purposes and do not determine eligibility to work.</li><li>• Finally, the education and experiences questions determine your qualifications to do the job.</li></ul>	 <p>The screenshot shows a web form titled "Application Questionnaire" with a blue header. It contains three questions, each with two radio button options: "Yes" and "No".</p> <ul style="list-style-type: none"><li>Question 1: "Have you ever been convicted of a Felony of moral turpitude?" with options Yes and No.</li><li>Question 2: "Are you currently authorized to accept employment in the United States?" with options Yes and No.</li><li>Question 3: "Can you, after employment, submit a work permit if you are under 16 or not a U.S. citizen?" with options Yes and No.</li><li>Question 4: "Have you ever been discharged from employment?" with options Yes and No.</li></ul>

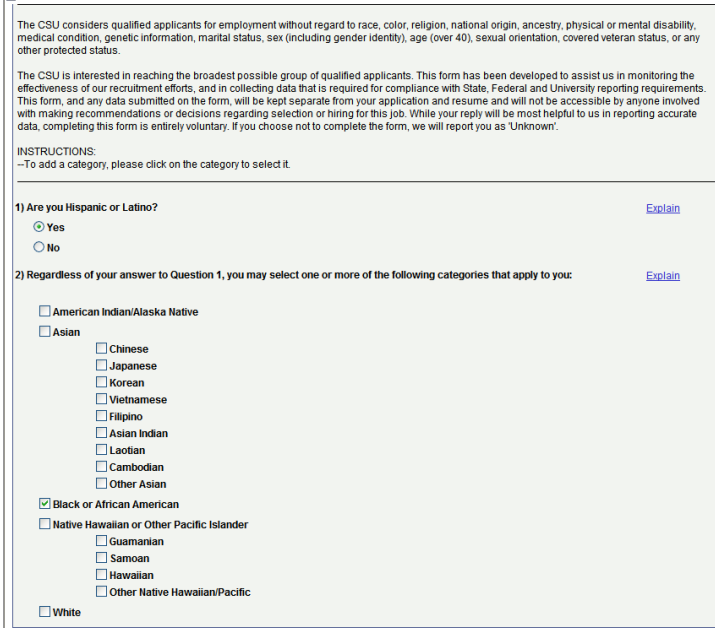
**Referral Information**

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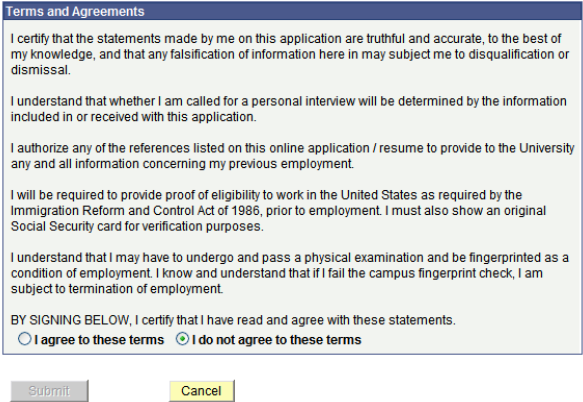
Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Select a value from the "How did you find out about the job?" field</li> <li>Select a Sub-Source (if applicable)</li> <li>Enter a Specific Referral Source (if applicable)</li> <li>Answer "Are you a former employee" Question</li> <li>If applicable, answer questions related to prior employment.</li> <li>Click the Submit Button to save the information and complete the application process.</li> </ul>	

**Submit Online Application**

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>Navigate to the Self Identification Details Section on the Submit Online Application Page, read the statement carefully. Answer the questions that follow it.</li> </ul>	

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Processing Steps	Screen Shot
<ul style="list-style-type: none"> <li>• Scroll to the Terms and Agreements Section on the Submit Online Application Page, read the Terms and Agreements carefully. Select one of the following options:                             <ul style="list-style-type: none"> <li>• I agree to these terms then click Submit or</li> <li>• I do not agree with these terms, click cancel. You will not be allowed to complete/submit the application</li> </ul> </li> <li>• The application process is complete.</li> </ul>	 <p><b>Terms and Agreements</b></p> <p>I certify that the statements made by me on this application are truthful and accurate, to the best of my knowledge, and that any falsification of information here in may subject me to disqualification or dismissal.</p> <p>I understand that whether I am called for a personal interview will be determined by the information included in or received with this application.</p> <p>I authorize any of the references listed on this online application / resume to provide to the University any and all information concerning my previous employment.</p> <p>I will be required to provide proof of eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986, prior to employment. I must also show an original Social Security card for verification purposes.</p> <p>I understand that I may have to undergo and pass a physical examination and be fingerprinted as a condition of employment. I know and understand that if I fail the campus fingerprint check, I am subject to termination of employment.</p> <p>BY SIGNING BELOW, I certify that I have read and agree with these statements.</p> <p><input type="radio"/> I agree to these terms <input checked="" type="radio"/> I do not agree to these terms</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>