

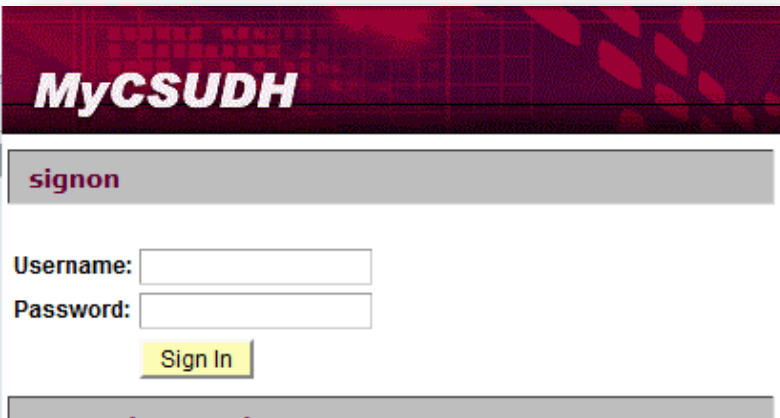


Recruiting Solutions:

Ready Set Go

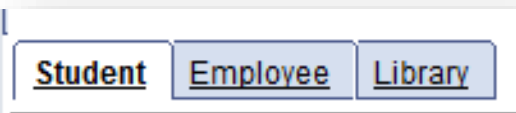
HCM 9.0 Business Process Guide

1. In your browsers address bar enter MY.CSUDH.EDU
2. On the top left corner of the page enter your network Username and Password



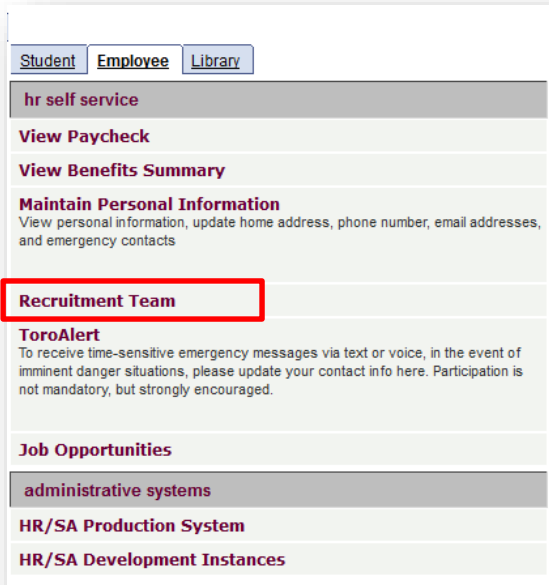
The image shows a screenshot of the MyCSUDH signon page. At the top, there is a dark red banner with the text "MyCSUDH" in white. Below the banner, the word "signon" is written in a dark red font. There are two input fields: "Username:" and "Password:". Below the password field is a yellow "Sign In" button.

3. On the next page click on the 'Employee' or 'Faculty' tab
 - a. If you're a Staff member, click on the Employee tab
 - b. If you're an MPP or Faculty member, click on the Faculty tab

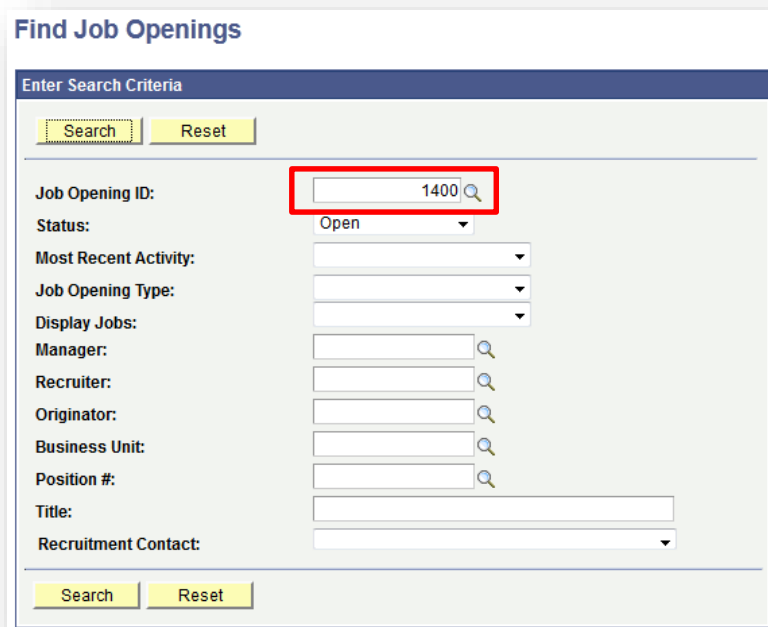


The image shows a screenshot of a navigation bar with three tabs: "Student", "Employee", and "Library". The "Employee" tab is highlighted with a blue background.

4. Next Click on the Recruitment Team hyperlink on the Self Service page



5. Finally, On the Find Job Openings page, enter the job opening number you'll be working with and click Search. The status will always be 'Open'



6. Click on the Job Opening Hyperlink (Job Opening name)



7. You're now at the Manage Applicants page. Here, you will be able to print applications and resumes. Please see Print Applications and Resumes Business Process Guide.

GOOD LUCK!