

**HCM 8.9 Business Process Guide
Enter Applicant Information**

(Internal Applicant)

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

DRAFT

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My Profile

Navigation: Self-Service > Recruiting Activities > Careers

Processing Steps	Screen Shot
<ul style="list-style-type: none"> Click on My Profile to view your personal profile You will be taken to a page where you can view your personal contact information as it exist in PeopleSoft. <p>Note: If any information is incorrect it must be changed in Self Service before continuing.</p> <p>See Self service FAQs www.csudh.edu/hrselfservice</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">My Profile</h3> <hr/> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="button" value="Save"/> Return to Previous Page </div> <hr/> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Name</p> <p>Name Format: English</p> <p>Name Prefix:</p> <p>First Name:</p> <p>Middle Name:</p> <p>Last Name:</p> <p>Name Suffix:</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Address</p> <p>Country: United States</p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/></p> <p>Postal: <input type="text"/></p> <p>County: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Email Addresses</p> <p>Alternate E-mail Type: Select...</p> <p>Email Address: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Phone</p> <p>Alternate Phone Type: Select...</p> <p>Phone Number: <input type="text"/> Extension: <input type="text"/></p> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="button" value="Save"/> Return to Previous Page </div> </div>

Apply Through Self-Service

Careers

Navigation: **Self-Service > Recruiting Activities > Careers**

Processing Steps	Screen Shot
<p>Careers Home Page</p> <ul style="list-style-type: none"> Select the Jobs you wish to apply for by clicking on the Job Title. 	

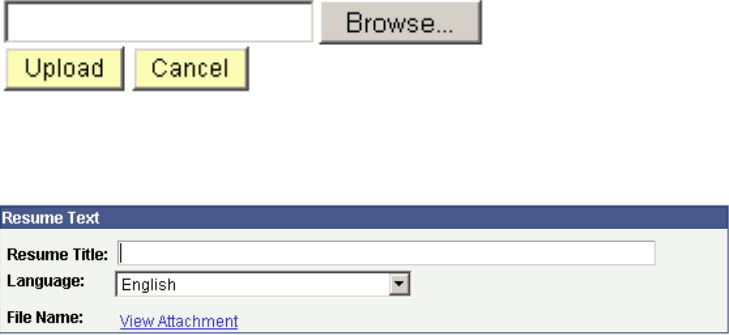
Resume Options

Navigation: **Self-Service > Recruiting Activities > Careers**

Processing Steps	Screen Shot
<ul style="list-style-type: none"> There are three choices for Application Options: <ul style="list-style-type: none"> Upload a New Resume Use an existing Resume Apply without using a resume Click the Continue Button when done 	

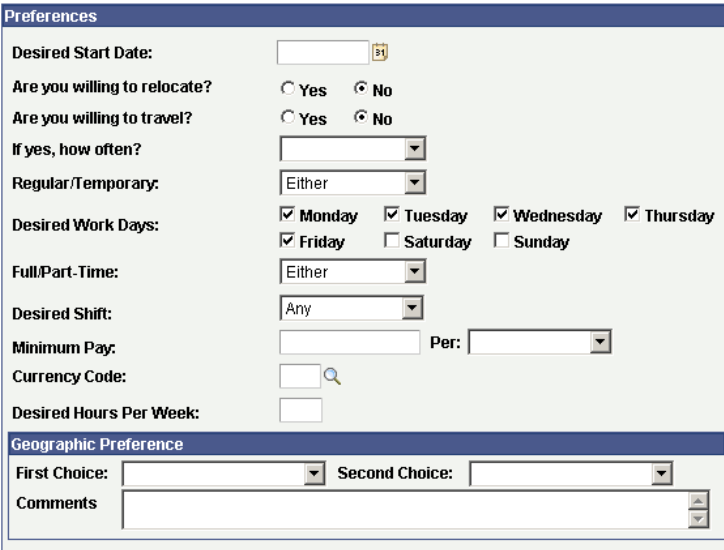
Resume Text

Navigation: Self-Service > Recruiting Activities > Careers

Processing Steps	Screen Shot
<ul style="list-style-type: none">• If you select the Upload a new resume or Use existing resume option, you will have to do the following:<ul style="list-style-type: none">• Click the Browse Button to open up the Windows Explorer Navigator• Browse to where your document is located and double click on it• Click the Upload Button• Enter the Resume Title• Select the Language Code• Click the Continue Button• If you select the Upload a new resume or Use existing resume option, you will have to do the following:<ul style="list-style-type: none">• Click the Browse Button to open up the Windows Explorer Navigator• Browse to where your document is located and double click on it• Click the Upload Button• Enter the Resume Title• Select the Language Code• Click the Continue Button	 <p>The screenshot displays the 'Resume Text' upload interface. At the top, there is a file selection area with a 'Browse...' button and 'Upload' and 'Cancel' buttons. Below this, a form titled 'Resume Text' is shown with the following fields: 'Resume Title' (text input), 'Language' (dropdown menu set to 'English'), and 'File Name' (text input with a 'View Attachment' link).</p>

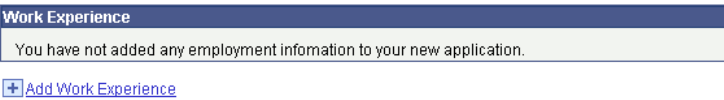
Preferences

Navigation: **Self-Service > Recruiting Activities > Careers**

Processing Steps	Screen Shot
<ul style="list-style-type: none"> • Scroll down to the Preference Section of the Apply Now page • Enter the Desired Start Date • Check the Willing to Relocate button if the applicant is willing to relocate • Check the Willing to Travel button if the applicant is willing to travel • Select the How Often percentage if you are Willing to Travel Button • Select Regular or Temporary • Select those days that you are willing to work • Select Full or Part-time • Select the Desired Shift (if applicable) • Enter the Minimum Pay • Select a Pay frequency • Enter the Currency Code (USD) • Enter the Desired Hours per Week • Select the First and/or Second Choice • Enter Comments Information (if applicable) 	 <p>The screenshot shows the 'Preferences' section of an application form. It contains several input fields and checkboxes: <ul style="list-style-type: none"> Desired Start Date: A date input field. Are you willing to relocate? Radio buttons for Yes and No (No is selected). Are you willing to travel? Radio buttons for Yes and No (No is selected). If yes, how often? A dropdown menu. Regular/Temporary: A dropdown menu set to 'Either'. Desired Work Days: Checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Monday, Tuesday, Wednesday, and Thursday are checked. Full/Part-Time: A dropdown menu set to 'Either'. Desired Shift: A dropdown menu set to 'Any'. Minimum Pay: A text input field followed by a 'Per:' dropdown menu. Currency Code: A text input field with a search icon. Desired Hours Per Week: A text input field. Below the main preferences is a 'Geographic Preference' section with: <ul style="list-style-type: none"> First Choice: A dropdown menu. Second Choice: A dropdown menu. Comments: A text area with a scroll bar. </p>

Work Experience


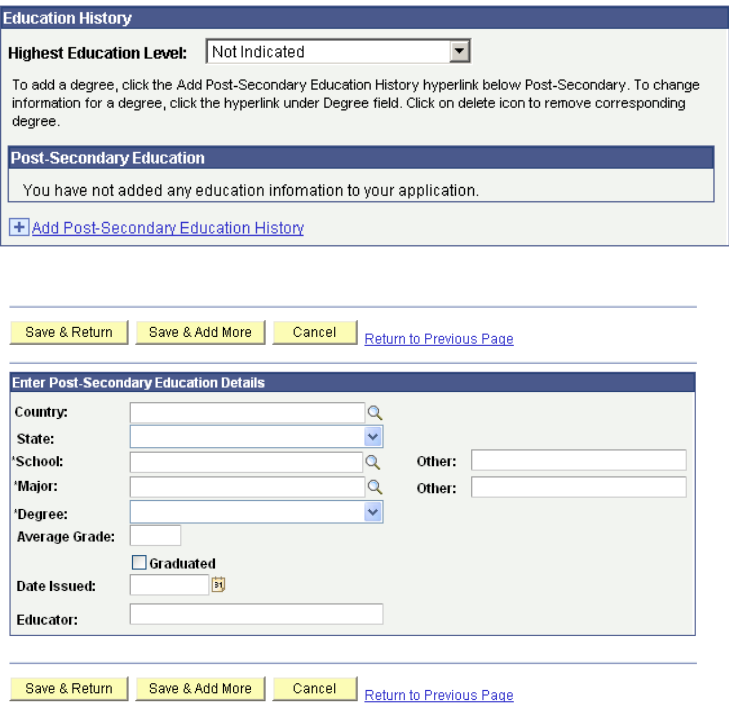






Navigation: **Self-Service > Recruiting Activities > Careers**

Processing Steps	Screen Shot
<ul style="list-style-type: none"> • Select the Education & Work Experience Hyperlink on the Apply Now Page • Navigate to the Work Experience Section of the Apply Now Page • Click on the Add Work Experience Hyperlink • Enter the Start Date, End Date, Employer, Phone, Ending Job Title, Ending Job Pay, Pay Frequency, and Description • Click on the Relevant Work Experience checkbox (if applicable) • Enter the Address information • Click on the Save & Return Button to return to the Apply Now Page 	 <p>The screenshot shows the 'Work Experience' section of an application form. It features a blue header bar with the text 'Work Experience'. Below the header is a light gray message box that reads: 'You have not added any employment information to your new application.' Underneath the message box is a blue hyperlink with a plus sign icon that says '+ Add Work Experience'.</p>

Processing Steps	Screen Shot
	<p data-bbox="695 237 867 260">Add New Application</p> <p data-bbox="695 264 969 291">Add Employment History</p> <hr/> <p data-bbox="711 348 1243 373">Save & Return Save & Add More Cancel Return to Previous Page</p> <hr/> <p data-bbox="701 409 875 428">Enter Employment Details</p> <p data-bbox="711 443 954 464">'Start Date: <input type="text"/> <small>BT</small></p> <p data-bbox="711 474 954 495">End Date: <input type="text"/> <small>BT</small></p> <p data-bbox="711 506 1110 527">'Employer: <input type="text"/></p> <p data-bbox="711 537 1110 558">'Ending Job Title: <input type="text"/></p> <p data-bbox="711 569 1154 590">Ending Pay Rate: <input type="text"/> Per: <input type="text" value="Month"/></p> <p data-bbox="711 600 1195 621">Reason for Leaving: <input type="text"/></p> <p data-bbox="711 632 1373 653">Responsibilities: <input type="text"/> <small>BT</small></p> <p data-bbox="711 663 1373 684">Supervisor Name: <input type="text"/> Telephone: <input type="text"/></p> <p data-bbox="800 684 1292 705"><input type="checkbox"/> Please check this box if CSUDH may contact this supervisor/employer.</p> <p data-bbox="716 705 776 724">Address</p> <p data-bbox="721 737 1101 758">Country: <input type="text" value="United States"/></p> <p data-bbox="721 768 1305 789">Address 1: <input type="text"/></p> <p data-bbox="721 800 1305 821">Address 2: <input type="text"/></p> <p data-bbox="721 831 1305 852">Address 3: <input type="text"/></p> <p data-bbox="721 863 1305 884">City: <input type="text"/> State: <input type="text"/></p> <p data-bbox="721 894 948 915">Postal: <input type="text"/></p> <p data-bbox="721 926 1094 947">County: <input type="text"/></p> <hr/> <p data-bbox="711 1104 1243 1129">Save & Return Save & Add More Cancel Return to Previous Page</p> <p data-bbox="704 1167 813 1188">* Required Field</p>

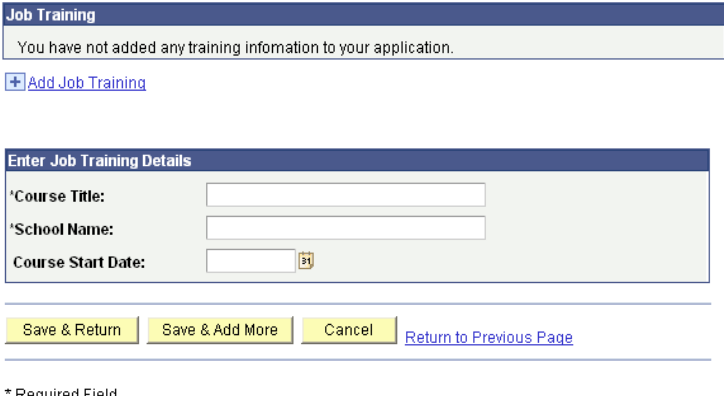
Education History

Navigation: **Self-Service > Recruiting Activities > Careers**

Processing Steps	Screen Shot
<ul style="list-style-type: none"> Navigate to the Education History Section of the Apply Now Page Select the Highest Education Level that the applicant has achieved  The following options are available for this field: (Not Indicated, No High School, Some High School, High School Diploma or GED, Some College, Trade or Craft Certificate, Associate Level Degree, Professional Certificate, Bachelor's Level Degree, Master's Level Degree, Post Graduate, Professional Degree, All But Dissertation, Doctorate Level Degree) Click on the Add Post-Secondary Education History Hyperlink Select the Country Select the State Select the School Select the Major Select the Degree Enter the Average Grade Click the Graduated Checkbox (if applicable) Enter the Date Issued Enter the Educator (if applicable) Click the Save & Add More button to add additional Values Click the Save & Return Button to save the information and return to the Apply Now Page 	 <p>Education History</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>Post-Secondary Education</p> <p>You have not added any education information to your application.</p> <p>+ Add Post-Secondary Education History</p> <hr/> <p>Save & Return Save & Add More Cancel Return to Previous Page</p> <hr/> <p>Enter Post-Secondary Education Details</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 & Return Save & Add More Cancel Return to Previous Page</p> <hr/> <p>* Required Field</p>

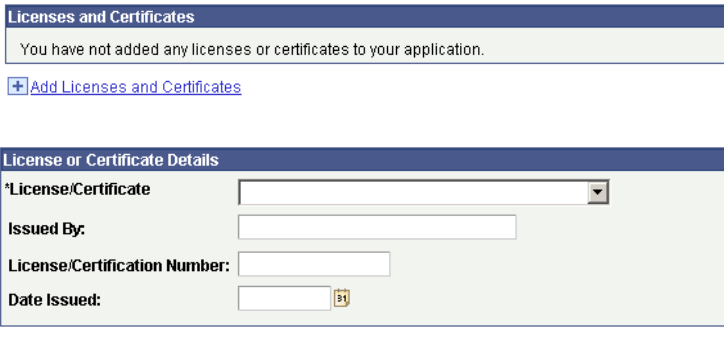
Job Training

Navigation: [Careers](#)

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




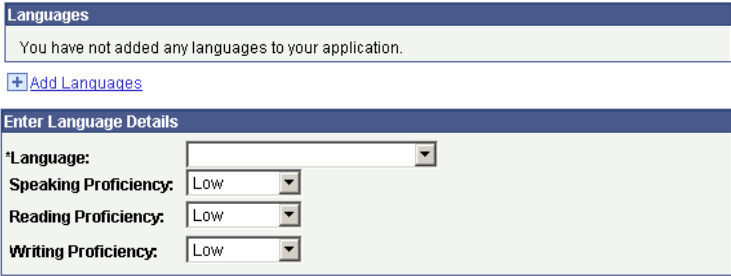
Licenses and Certificates

Navigation: [Self-Service > Recruiting Activities > Careers](#)

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

Languages

Navigation: Self-Service > Recruiting Activities > Careers

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

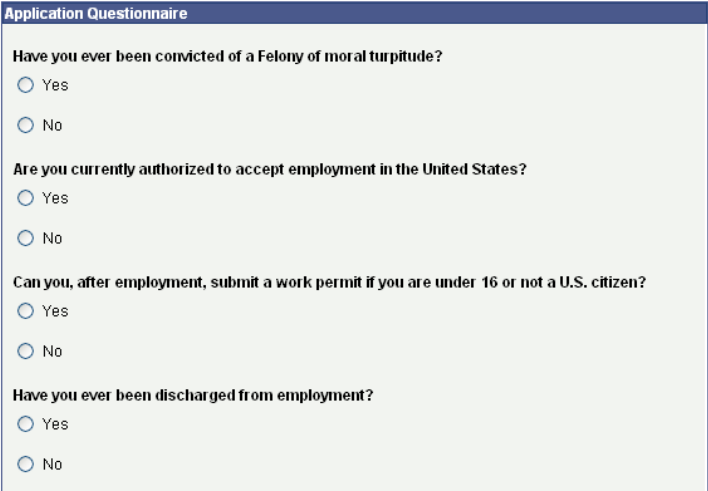
References

Navigation: Self-Service > Recruiting Activities > Careers

Processing Steps	Screen Shot
<ul style="list-style-type: none"> • Navigate to the Education History Section of the Apply Now Page • Click on the Add References Hyperlink • Select the Reference Type <ul style="list-style-type: none"> • The following options are available for this field: (Professional, Personal, and Both) • Enter the Reference Name, Title, Employer, and Telephone Number • Enter the Address Information • Click the Save & Add More button to add additional Values • Click the Save & Return Button to save the information and return to the Apply Now Page 	<p>The screenshot displays the 'References' section of the application. At the top, there is a header 'References' and a message: 'You have not added any references to your application.' Below this is a blue '+ Add Reference' button. The main section is titled 'Enter Reference Details' and contains several input fields: <ul style="list-style-type: none"> 'Reference Type': A dropdown menu currently set to 'Professional'. 'Reference Name': A text input field. 'Title': A text input field. 'Employer': A text input field. 'Telephone': A text input field. 'Address': A sub-section with multiple fields: <ul style="list-style-type: none"> 'Country': A dropdown menu set to 'United States'. 'Address 1', 'Address 2', and 'Address 3': Three separate text input fields. 'City': A text input field. 'State': A dropdown menu. 'Postal': A text input field. 'County': A text input field. 'AC City': A text input field. 'AC Address 1', 'AC Address 2', and 'AC Address 3': Three separate text input fields. </p>

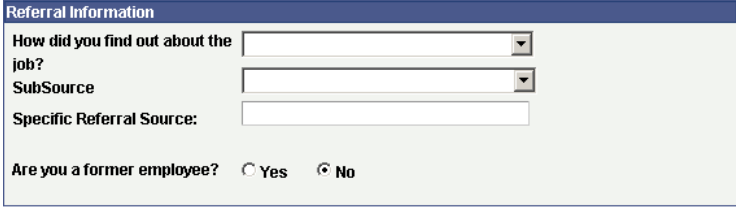
Applicant Questionnaire

Navigation: [Careers](#)

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

Referral Information

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none">• Select a value from the “How did you find out about the job?” field• Select a Sub-Source (if applicable)• Enter a Specific Referral Source (if applicable)• Answer “Are you a former employee” Question• If applicable, answer questions related to prior employment.• Click the Submit Button to save the information and complete the application process.	 <p>The screenshot shows a form titled "Referral Information" with the following fields and options:</p> <ul style="list-style-type: none">How did you find out about the job?: A dropdown menu.SubSource: A dropdown menu.Specific Referral Source:: A text input field.Are you a former employee?: Radio buttons for <input type="radio"/> Yes and <input checked="" type="radio"/> No.

Submit Online Application

Navigation: [Careers](#)

Processing Steps	Screen Shot
<ul style="list-style-type: none"> Navigate to the Self Identification Details Section on the Submit Online Application Page, read the statement carefully. Answer the questions that follow it. 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"> I agree to these terms then click Submit <p>or</p> <ul style="list-style-type: none"> I do not agree with these terms, click cancel. You will not be allowed to complete/submit the application The application process is complete. 	<div data-bbox="695 388 1409 1018"> <p>The CSU considers qualified applicants for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex (including gender identity), age (over 40), sexual orientation, covered veteran status, or any other protected status.</p> <p>The CSU is interested in reaching the broadest possible group of qualified applicants. This form has been developed to assist us in monitoring the effectiveness of our recruitment efforts, and in collecting data that is required for compliance with State, Federal and University reporting requirements. This form, and any data submitted on the form, will be kept separate from your application and resume and will not be accessible by anyone involved with making recommendations or decisions regarding selection or hiring for this job. While your reply will be most helpful to us in reporting accurate data, completing this form is entirely voluntary. If you choose not to complete the form, we will report you as 'Unknown'.</p> <p>INSTRUCTIONS: --To add a category, please click on the category to select it.</p> <p>1) Are you Hispanic or Latino? Explain</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>2) Regardless of your answer to Question 1, you may select one or more of the following categories that apply to you: Explain</p> <p><input type="checkbox"/> American Indian/Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p style="margin-left: 20px;"><input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Laotian <input type="checkbox"/> Cambodian <input type="checkbox"/> Other Asian</p> <p><input checked="" type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p style="margin-left: 20px;"><input type="checkbox"/> Guamanian <input type="checkbox"/> Samoan <input type="checkbox"/> Hawaiian <input type="checkbox"/> Other Native Hawaiian/Pacific</p> <p><input type="checkbox"/> White</p> </div> <div data-bbox="695 1108 1409 1612"> <p>Terms and Agreements</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> </div>

