

External Applicant Quick Step Guide – 2012 INTERNSHIP

Register as an External Applicant

1	Navigate to www.in.gov/spd
2	Click on Employment Opportunities .
3	Click on Apply Now .
4	Click the Register Now link.
5	Enter a user name into the User Name field (the user name can be whatever the applicant wishes it to be).
6	Press the Tab key.
7	Enter a password into the Password field.
8	Press the Tab key.
9	Re-enter the chosen password into the Confirm Password field.
10	Click the Register Link.
11	This will bring up a new page. You will need to answer two security questions of your choice. Click Save .
12	You will then be directed to your Contact Details page.
13	Enter your name, address, phone number, e-mail address (one that you have access to) and your social security number (National ID).
14	Click Save .
15	If you receive an error message regarding a duplicate social security number, please call 317-232-0200. DO NOT USE ANY OTHER SOCIAL SECURITY NUMBER OTHER THAN YOUR OWN. THIS MAY CONSTITUTE FALSIFICATION OF YOUR APPLICATION AND YOUR ACCOUNT MAY BE SUSPENDED.
16	Congratulations, you have successfully registered as an external applicant in PeopleSoft!

Resetting a Password (if you already have an application on file)

1	Navigate to www.in.gov/spd
2	Click on Employment Opportunities .
3	Click on Apply Now .
4	Under the login section from the Careers page, click on the Login Help link.
5	From here you have three options. Forgot your password, forgot your user name or login by answering security questions .
6	Forgot Your Password. Enter your user name. Click on Login Help Link . This will take you to a new page where you will click on the Get New Password button. An e-mail containing your password will be sent to the e-mail address you added when setting up your profile.
7	Forgot your User Name. Click on Login Help Link . Enter the e-mail address you added when setting up your profile. Click on Find User Name button . An e-mail containing your user name will be sent to the e-mail address you added when setting up your profile.
8	Login by Answering Security Questions. Click on Login Help Link where you will enter your user name and click the Find User button . This will open up a window containing the security questions you selected when creating your profile. Answer the two security questions and click on the Validate button . You will receive a confirmation notice stating you have been successfully logged into your profile. It will also indicate you will need to reset your password.

Submitting an application for internship(s)

1	Navigate to www.in.gov/spd
2	Click on Employment Opportunities .
3	Click on Apply Now .
4	Enter the user name created during registration into the User Name field.
5	Press the Tab key.
6	Enter the password created during registration into the Password field.
7	Click the Login button.
8	Click Advanced Search link in the Basic Job Search box.
9	Select Other as the Job Category box.
	Select Anytime from the Find Jobs Posted Within box.
	Click the Search button.
	Scan the list of internships and select the check box to the left of each internship of interest. NOTE: You may have to click the Next link to review all posted internships.
	Click the Apply Now button.
10	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select either the Copy and Paste Resume Text, Using an Existing Resume , or Apply Without Using a Resume option .
11	Click the Continue button.
12	Complete the information on the Education and Work Experience page. To add work experience click on the drop down box and choose Yes-Add Work Experience . This will take you to a new page where you will enter work experience. If more than one position needs to be entered, click the Save and Add More button. When all work experience has been added, click the Save and Return button to return to the Education and Work Experience page.
13	To enter education, indicate the highest education level by selecting a value from the Highest Education Level drop down menu. Click on the Add Degree link which will open another window. Here you will be able to enter your education from high school through the highest education level you have completed. After completing all education history, click the Save and Return button to return to the Education and Work Experience page. NOTE: You MUST complete all fields for the degree you are currently pursuing including an expected graduation date.
14	Click the Next link to go to the Additional Information page.
15	Complete any necessary information on the Additional Information page. To add job training, license and certificates, languages, and/or memberships click on the appropriate link. When finished with each section, click the Save and Return button to return to the Additional Information page.
16	Click the Next link to go to the Application Questionnaire page.
17	Click the Next link to go to the Referral Information page
18	Complete the fields in the Preferences section as desired. Complete the fields in the Referral section. Review the Prior Convictions question and select the correct option.
19	Click the Next link to go to the References page.
20	Fill out all of the available reference information on the Add Reference page by clicking the Add Reference link. If more than one reference needs to be entered, click the Save and Add More button. After all references have been entered, click the Save and Return button.
21	Click the Next button
22	Complete the requested Equal Opportunity Employee (EEO) Information. Note if the applicant prefers not to provide this information, click the I decline to provide my self identification details checkbox.
23	Click the I Agree to These Terms option at the bottom of the page. Click the Submit button.

24	When the application has been successfully submitted, the application status will read Applied on My Application page.
25	Congratulations, you have successfully completed and submitted an applicant profile. Going forward, this information will carry through for any positions you wish to apply to.

Adding an Attachment to an Application

1	After logging in from the sign on screen click the My Career Tools link.
2	Click the Add Attachment link.
3	Select the attachment type by clicking the Attachment Type drop-down menu button and complete the fields.
4	Click the Add Attachment link.
5	Click the Browse button to locate the attachment in the applicant's compute files.
6	After locating the Microsoft Word document in the applicant's files, click the document to select it.
7	Click the Open button.
8	The selected document path appears in the window to the left of the Browse... button.
9	Click the Upload button.
10	The Microsoft Word document attachment is now attached to the applicant's application.
11	Click the Save and Return button to return to My Career Tools page.
12	Congratulations, you have successfully attached a document to your application.

Moving an Application from Not Applied to Applied Status

1	After logging in from the sign on screen click the My Career Tools link.
2	Click the Job Title that is showing a Not Applied status. This will return you to the application that you need to complete.
3	Review each page of the application and make necessary updates where applicable.
4	Click the Next button on each page to continue through the application.
5	Click the I Agree to These Terms option at the bottom of the page. Click the Submit button.
6	When the application has been successfully submitted, the application status will read Applied on My Application page. REMEMBER THIS PROCESS CAN ONLY BE COMPLETED AS LONG AS THE POSITION IS STILL ACTIVE ON THE JOB BANK.
7	Congratulations, you have successfully moved your application from a Not Applied to an Applied status.