SPD_8.9 eRecruit for External Applicants

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Table of Contents

Conduct Applicant Activities 1
View Job Postings 1
Register as an External Applicant 7
Update Applicant Profile 13
Apply for a Job/New Applicant 18
Save an Application for a Job/Add Attachment 43
Submitting an Application with an Existing Profile 84

Conduct Applicant Activities

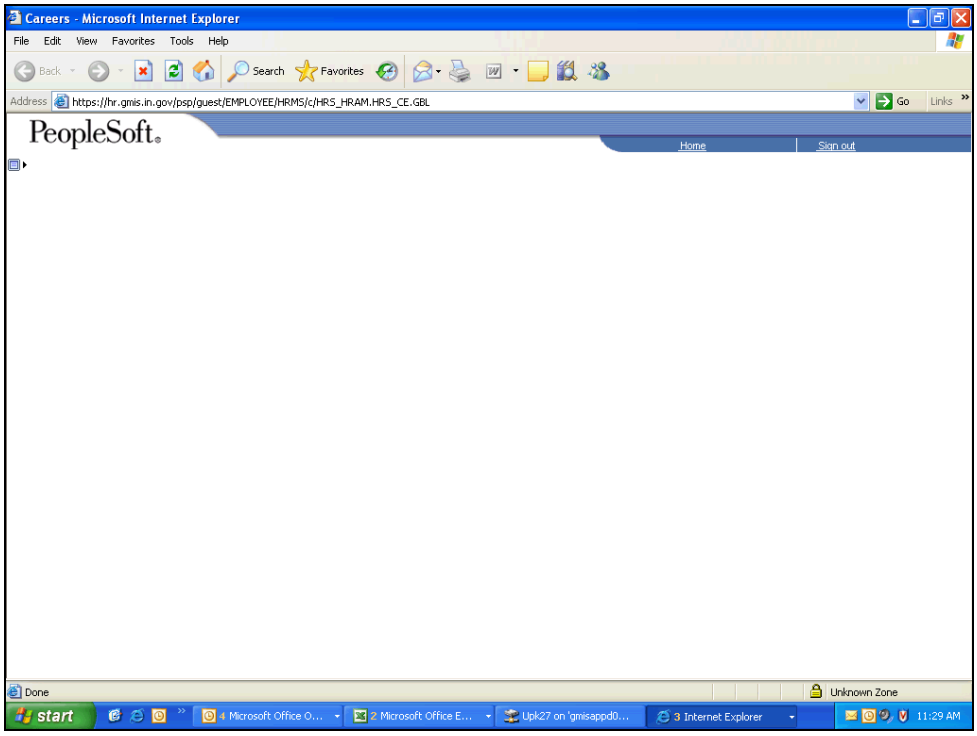
View Job Postings

eRecruit is the State of Indiana's new single portal web application to view and apply for state positions. The new job bank will allow applicants to search posted positions and create a job search agent that will notify applicants electronically when positions are posted that match user-defined criteria. The following directions will assist applicants with searching and applying for jobs using eRecruit.

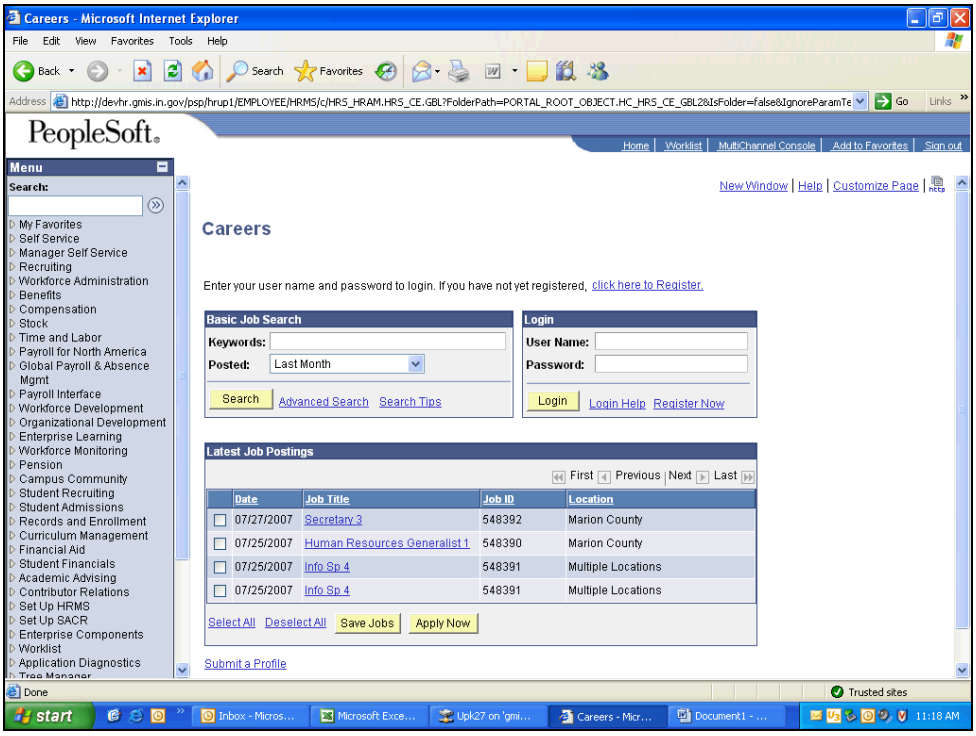
Procedure

Applicants will be able to search and view job posting descriptions on Indiana's e-Recruit platform without logging into the system. Once a position of interest has been identified, in order to use the State of Indiana's e-Recruit platform to apply for a position the first time, the applicant must register to save e-mail address and password information. When registration is completed, an applicant may leave fields incomplete to update at a later date. Fields with an asterisk (*) are required and must be completed before moving to the next page. When completing each page, remember to scroll down the page so important information is not missed.

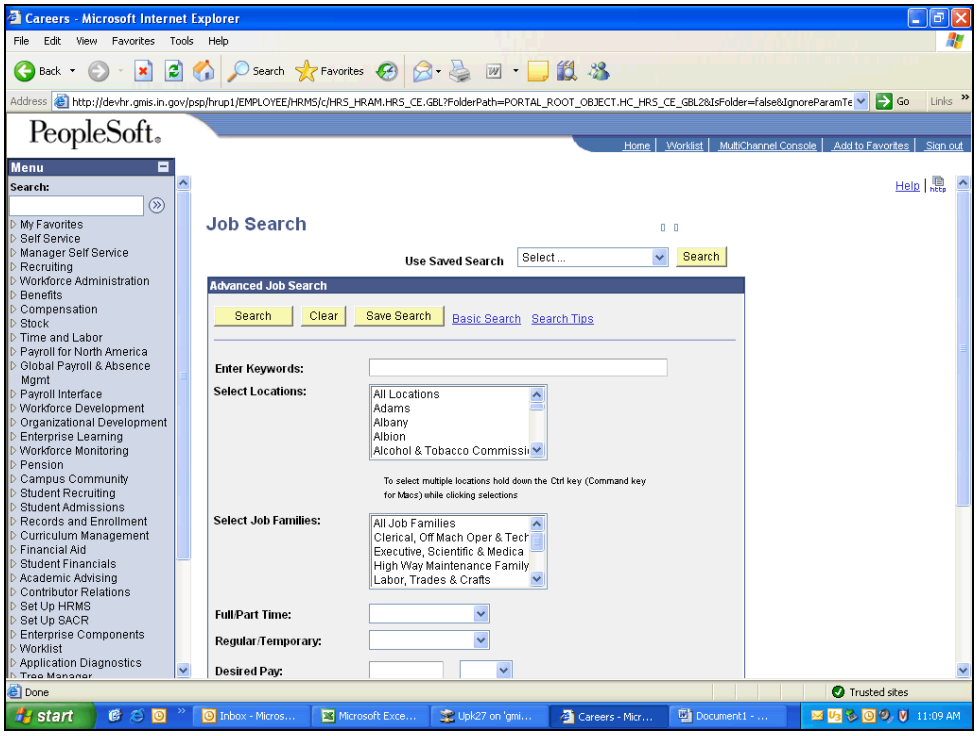
Begin by visiting **www.in.gov/jobs**. Click the **Employment and Careers** menu link and select **Non-State Employees Job Bank**. Scroll to the bottom of the page and click the **Non-State Employees First Time Users and Users with an Account** button. If requested, click the **OK** button to accept the security alert. The **PeopleSoft** home page will display.



Step	Action
1.	If necessary, click the **Expand Menu** button to display the **Careers** link and sign-on screen. Click the **Expand Menu** button.

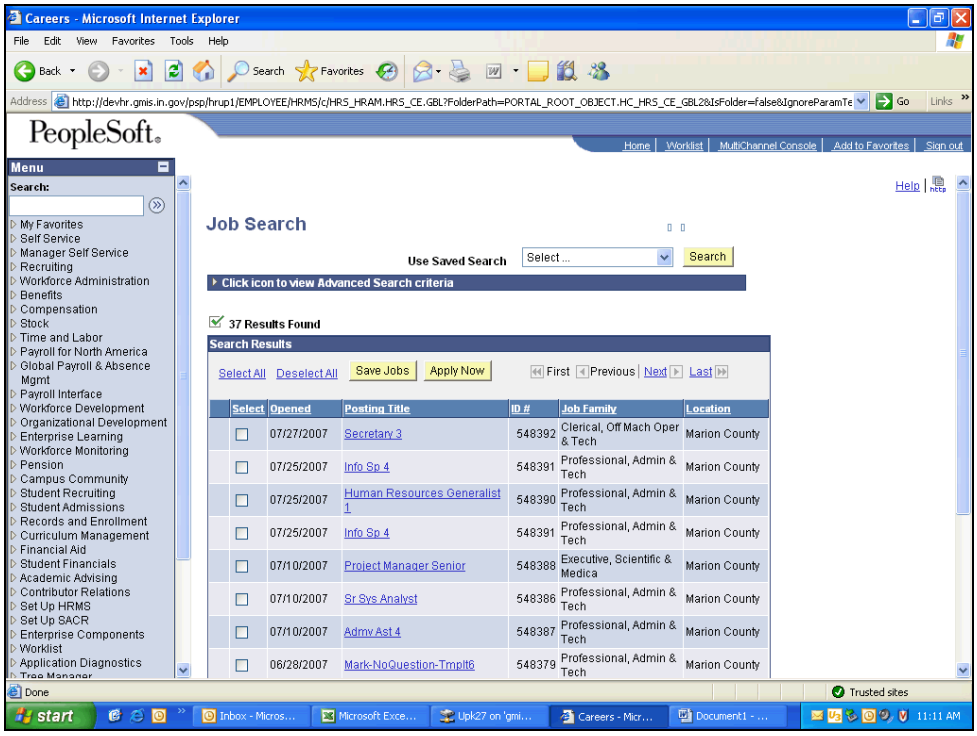


Step	Action
2.	Click the **Advanced Search** link. Advanced Search



Step	Action
3.	Click **All Locations** in the **Select Locations** list. **Note:** To select multiple locations, press and hold down the **Ctrl** key while clicking selected locations. All Locations
4.	Click **All Job Families** in the **Select Job Families** list. **Note:** To select multiple job families, press and hold down the **Ctrl** key while clicking selected locations. All Job Families
5.	Click the **Find Jobs Posted Within** field drop-down menu button.
6.	Select **Anytime** from the list of values. **Note:** The drop-down menu buttons may also be used to search the **Full/Part Time**, **Regular/Temporary**, **Desired Pay**, and **Job Opening ID** fields. Anytime
7.	Click the **Search** button. Search
8.	Click the **Human Resources Generalist 1** link to review the job posting. Human Resources Generalist 1

Step	Action
9.	Scroll down the page to review the entire job posting.
10.	When the job posting has been reviewed, click the **Return to Previous Page** link. Return to Previous Page



Step	Action
11.	Scroll down the page and click on the **Posting Title** link of additional postings to be viewed.
12.	After reviewing all desired job postings, click the **Return to Previous Page** link to perform any additional searches. Return to Previous Page
13.	**End of Procedure.**

Register as an External Applicant

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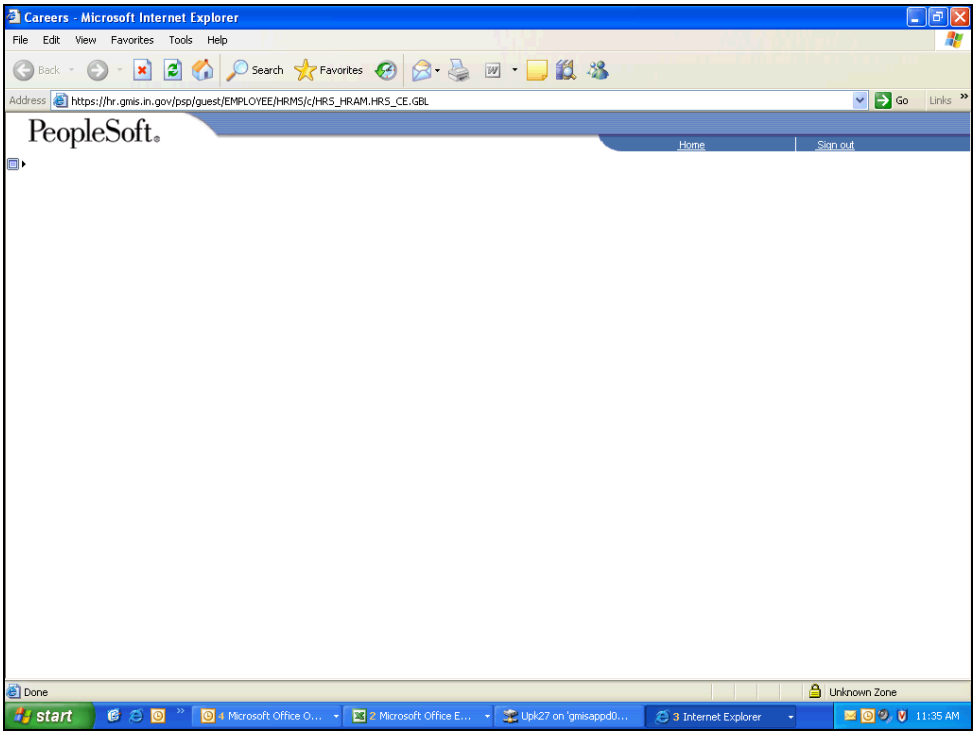
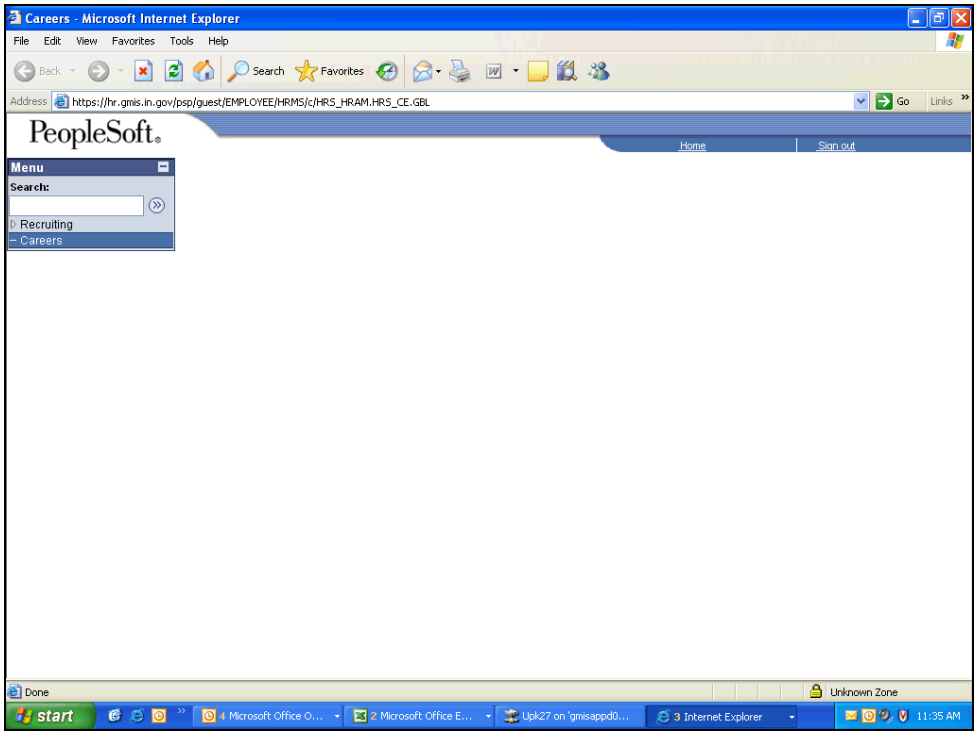
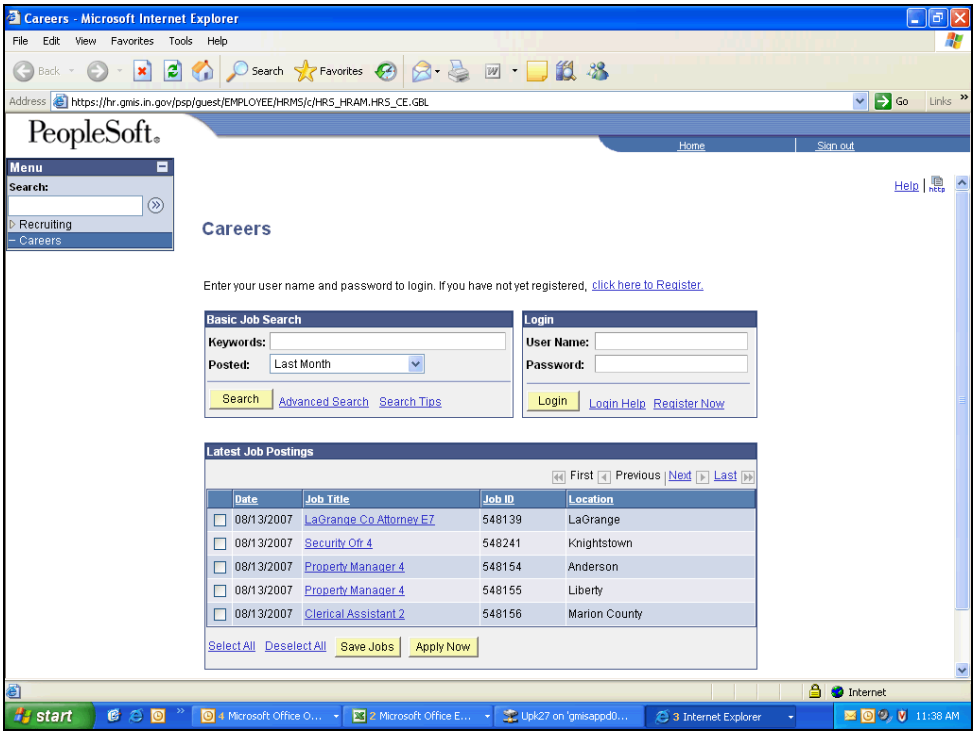
Procedure



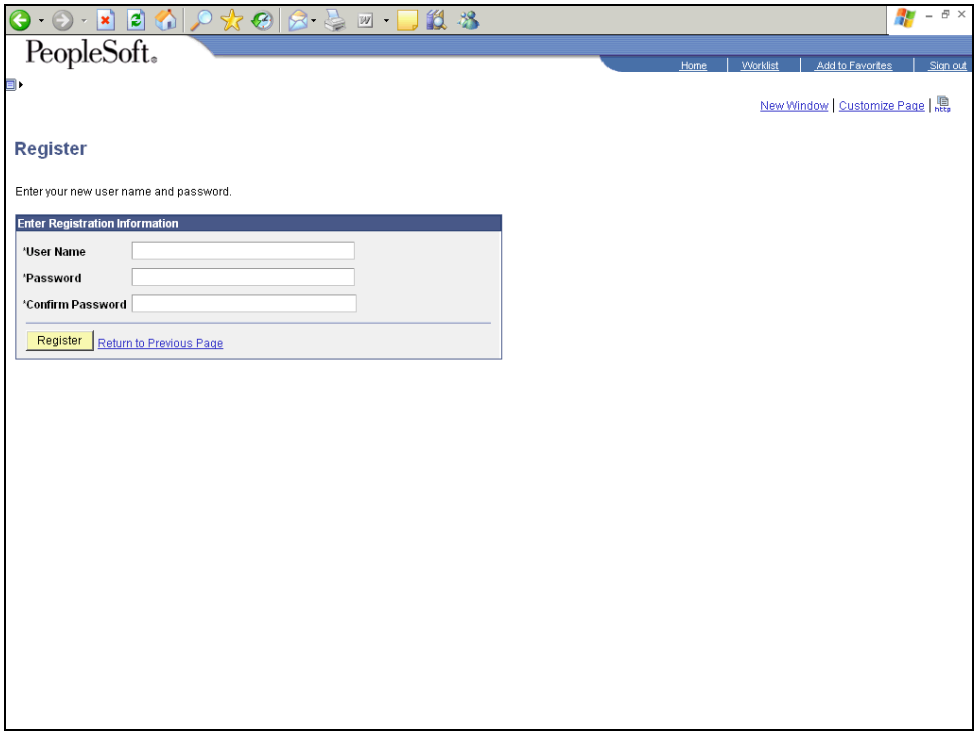
Step	Action
1.	If necessary, click the **Expand Menu (Ctrl+Y)** button to display the **Careers** link and sign-on screen. Click the **Expand Menu (Ctrl+Y)** button.



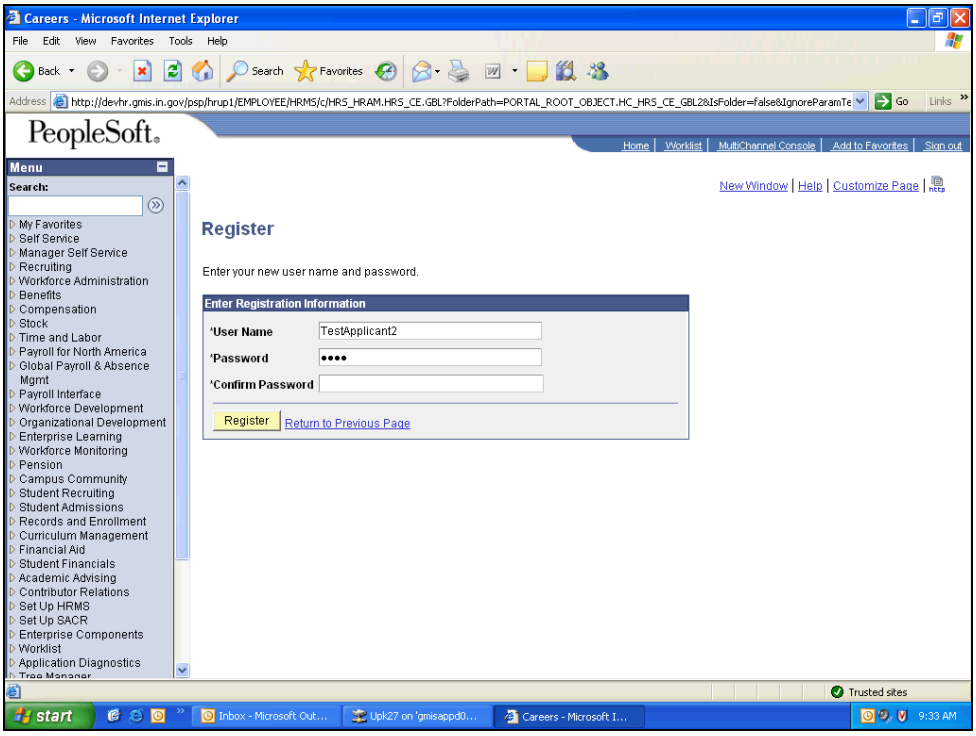
Step	Action
2.	Click the **Careers** link. – Careers



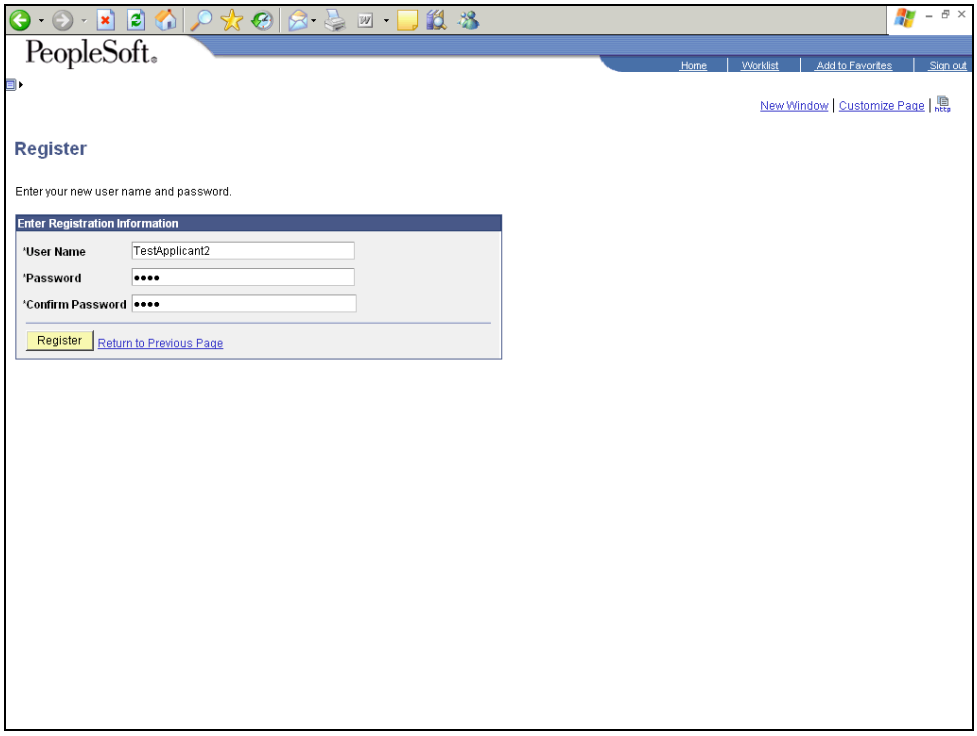
Step	Action
3.	Click the **click here to Register** link. click here to Register.



Step	Action
4.	Enter a user name into the ***User Name** field. Enter "**TestApplicant2**".
5.	Press the **[Tab]** key.
6.	Enter a password into the ***Password** field. Enter "**1234**".
7.	Press the **[Tab]** key.
8.	Re-enter the chosen password into the ***Confirm Password** field. Enter "**1234**".



Step	Action
9.	Enter the desired information into the **Confirm Password** field. Enter "**1234**".

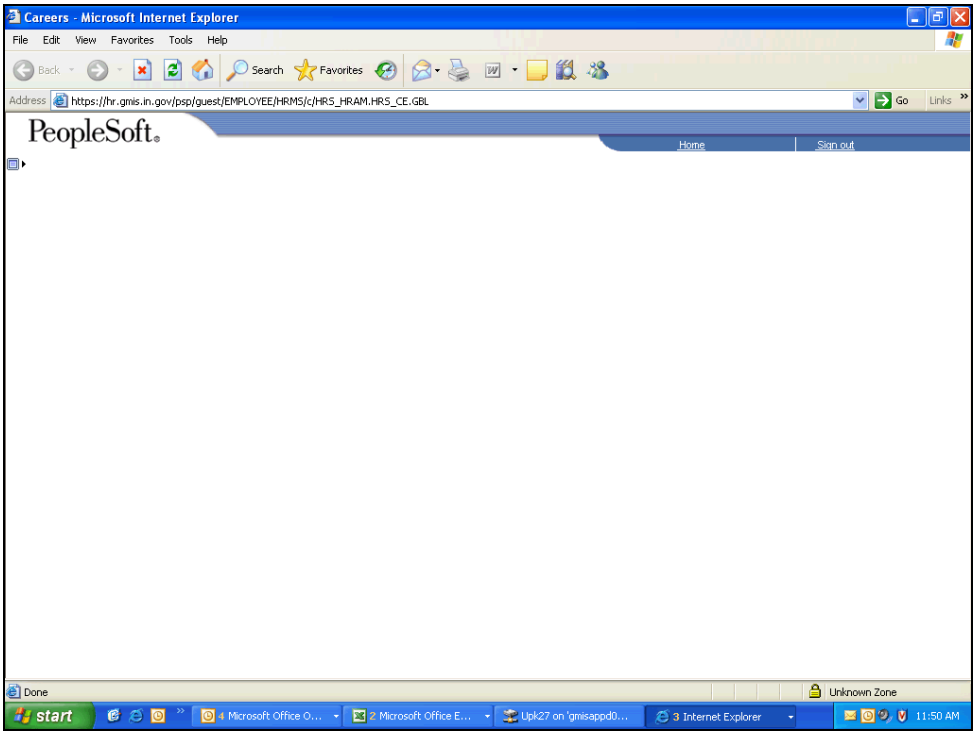


Step	Action
10.	Click the **Register** button. Register
11.	**End of Procedure.**

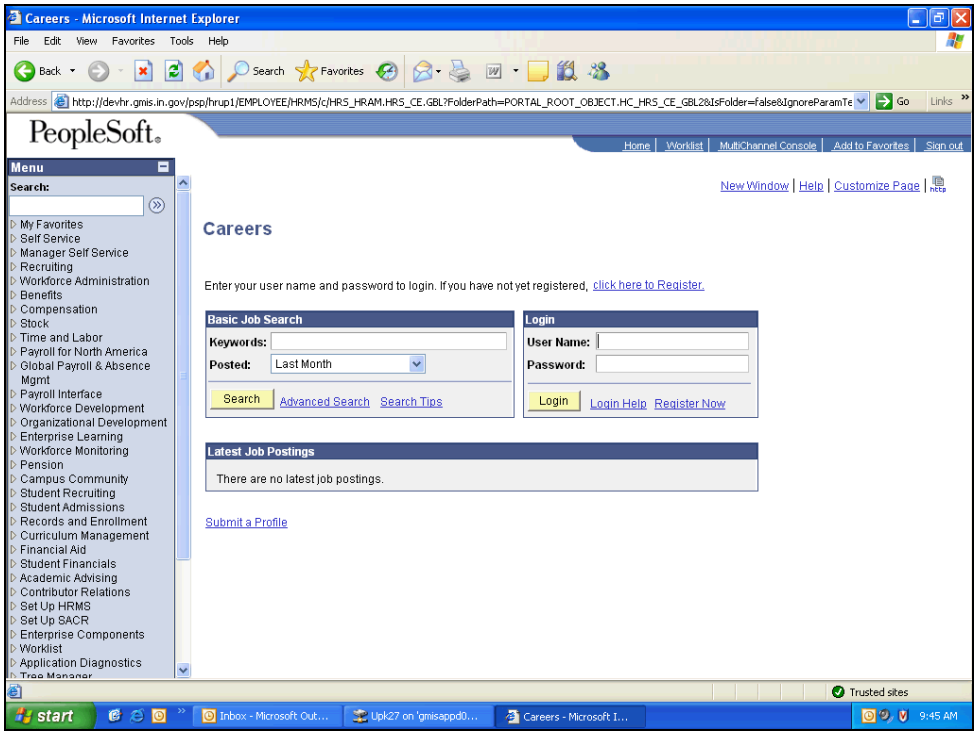
Update Applicant Profile

eRecruit is the State of Indiana's new single portal web application to view and apply for state positions. The new job bank will allow applicants to search posted positions and create a job search agent that will notify applicants electronically when positions are posted that match user-defined criteria. The following directions will assist applicants with searching and applying for jobs using eRecruit.

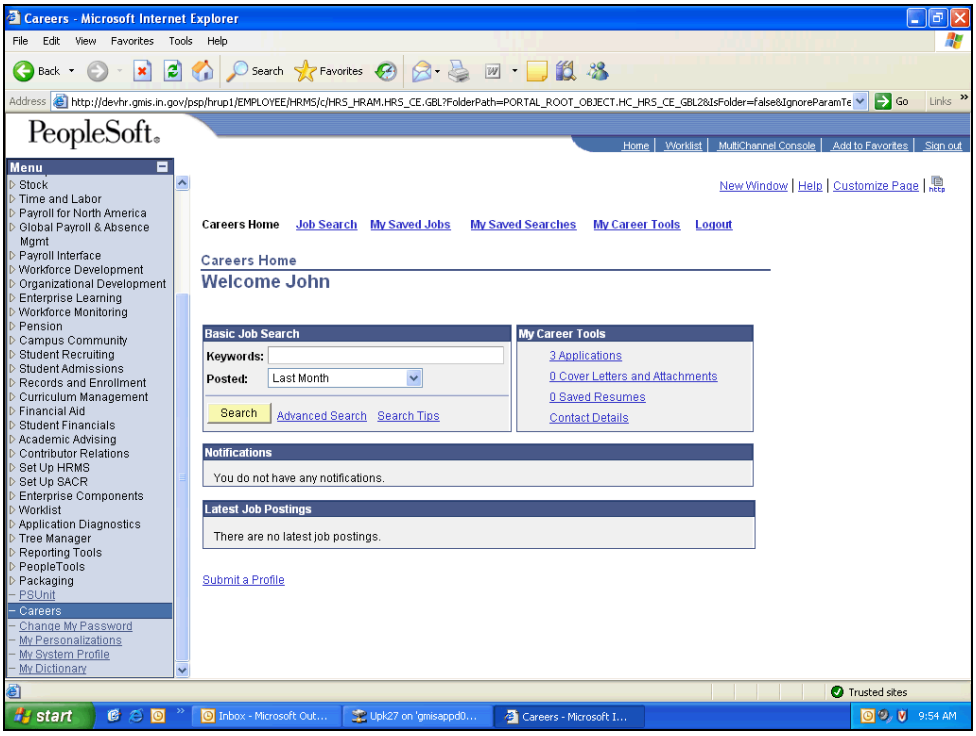
Procedure



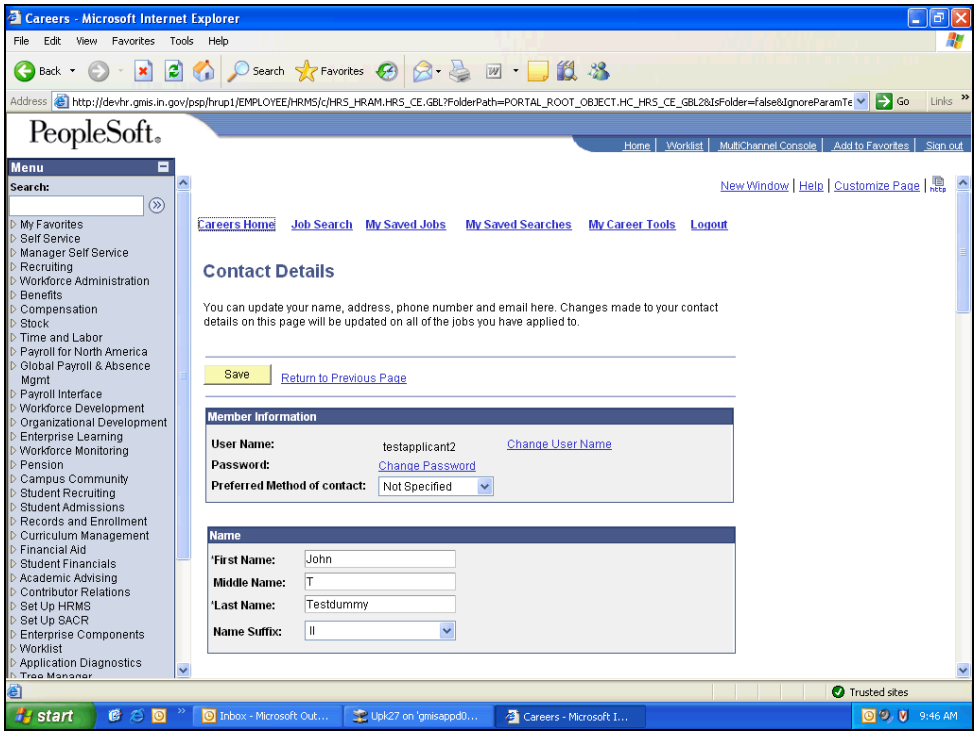
Step	Action
1.	If necessary, click the **Expand Menu** button to display the **Careers** link and sign-on screen. Click the **Expand Menu** button.



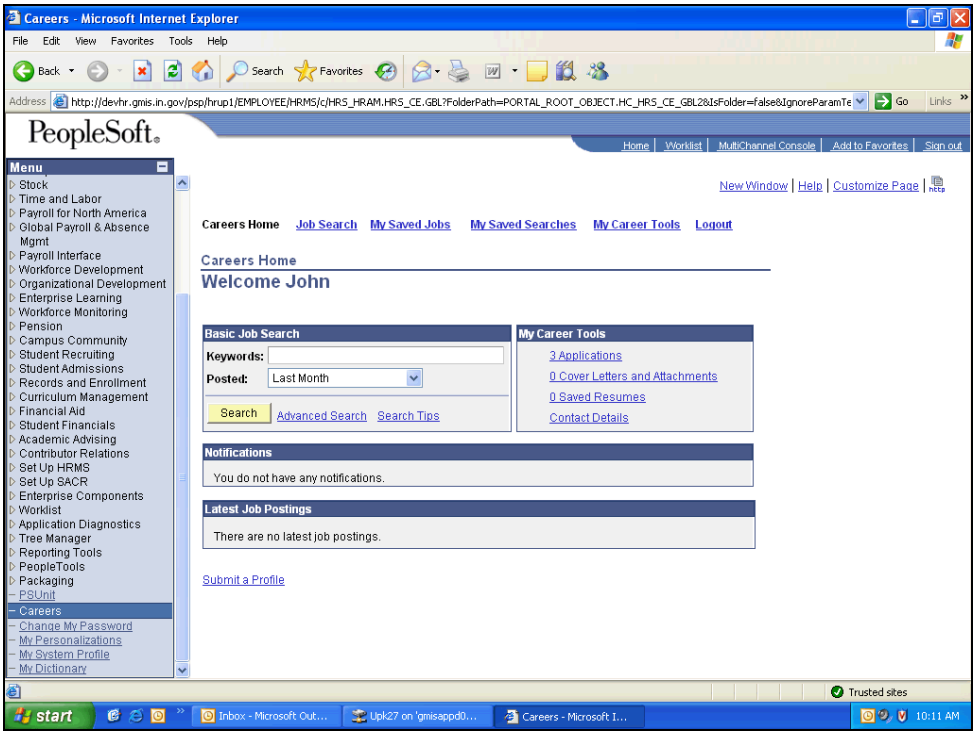
Step	Action
2.	Enter the user name into the **User Name** field. Click in the **User Name** field and enter "**TestApplicant2**".
3.	Press the **[Tab]** key.
4.	Enter the selected password into the **Password** field. Enter "**1234**".
5.	Click the **Login** button. Login



Step	Action
6.	In this instance, the applicant has moved and needs to update the address and phone number information. Click the **Contact Details** link. Contact Details



Step	Action
7.	Click in the **Address 1** field in front of the currently listed address.
8.	Use the **[Delete]** key on the keyboard to remove the current address. Press the **[Delete]** key.
9.	Enter the new address into the **Address 1** field. Enter "**524 Application Way**".
10.	Enter the new telephone number into the **Telephone** field. Click in the **Telephone** field and enter "**317-555-5654**".
11.	Click the **Primary Phone Type** field drop-down menu button.
12.	Select **Home** from the list of values. Home
13.	Click the **Save** button. Save
14.	Click the **Return to Previous Page** link. Return to Previous Page



Step	Action
15.	Click the **Logout** link. Logout
16.	**End of Procedure.**

Apply for a Job/New Applicant

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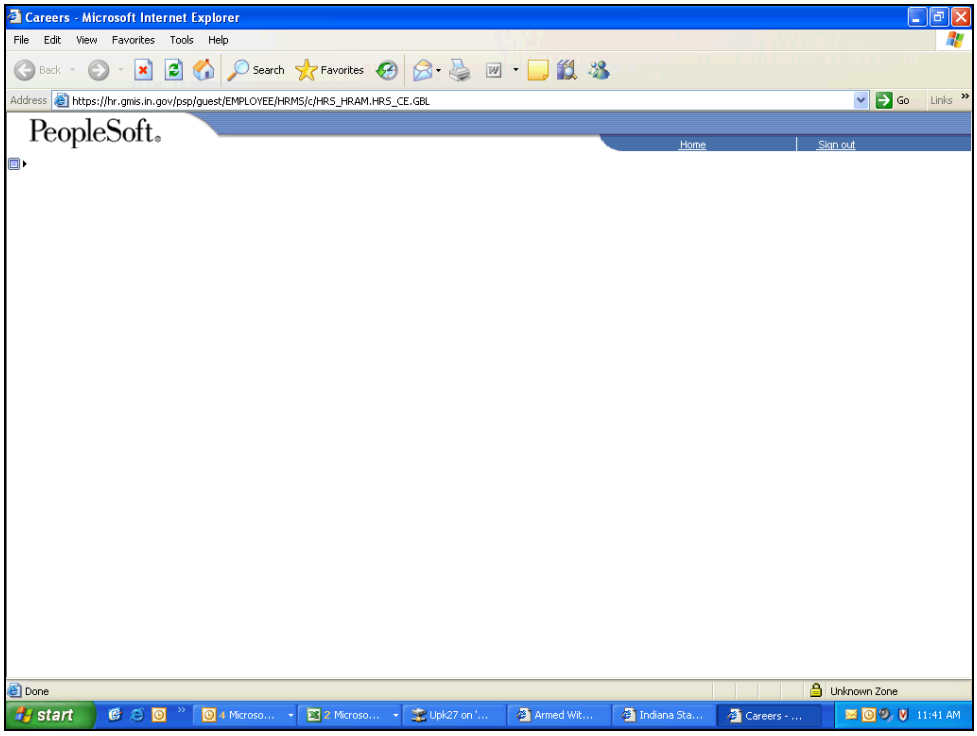
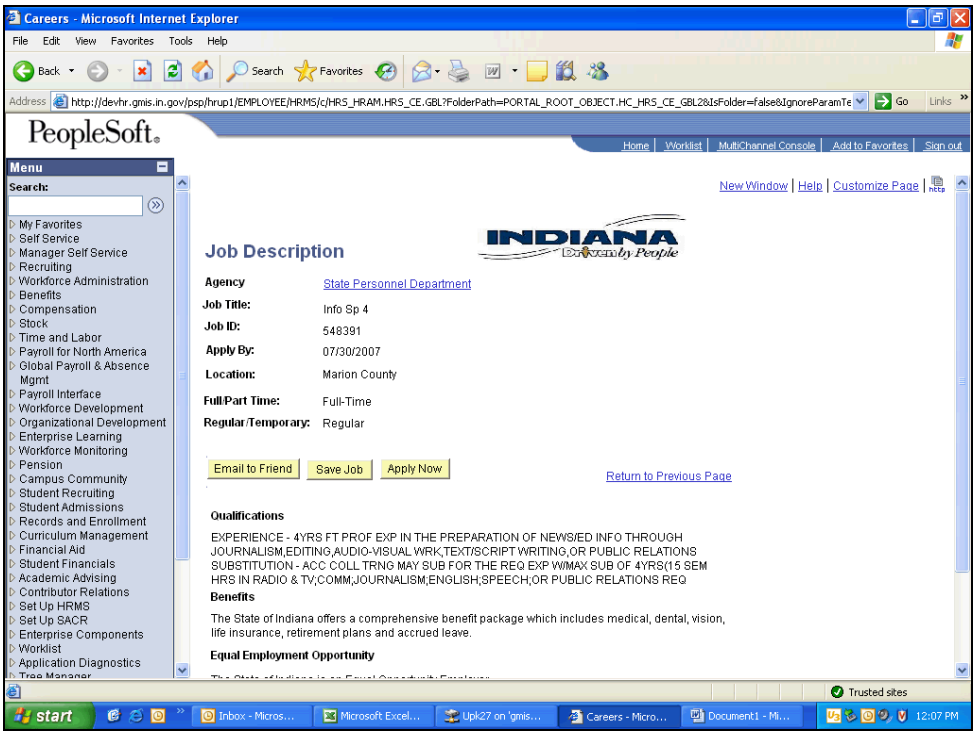
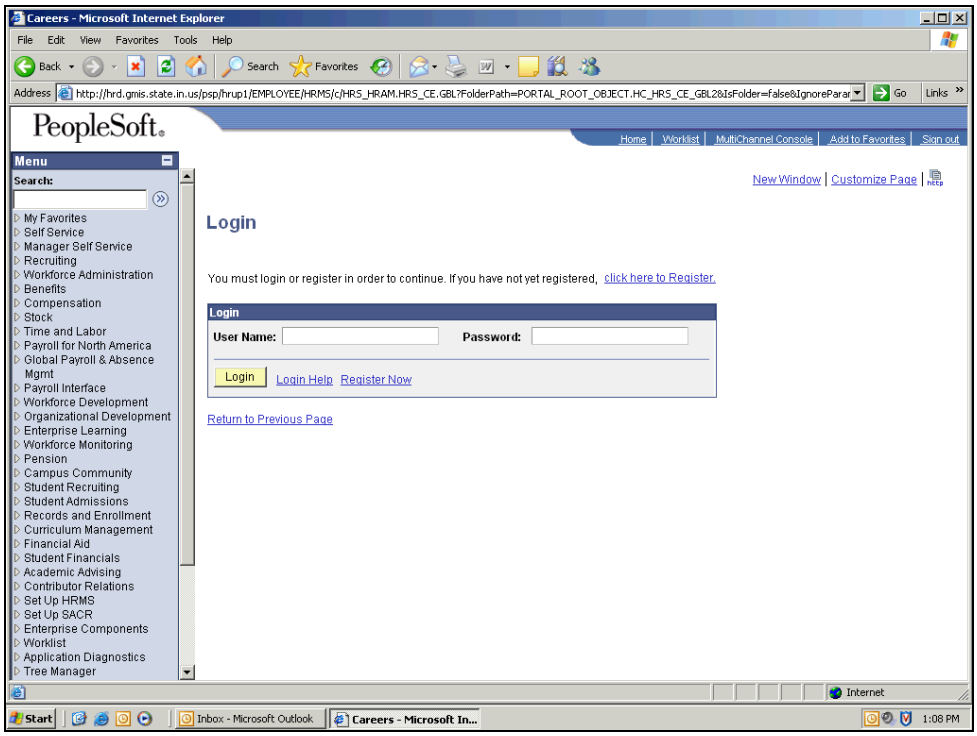


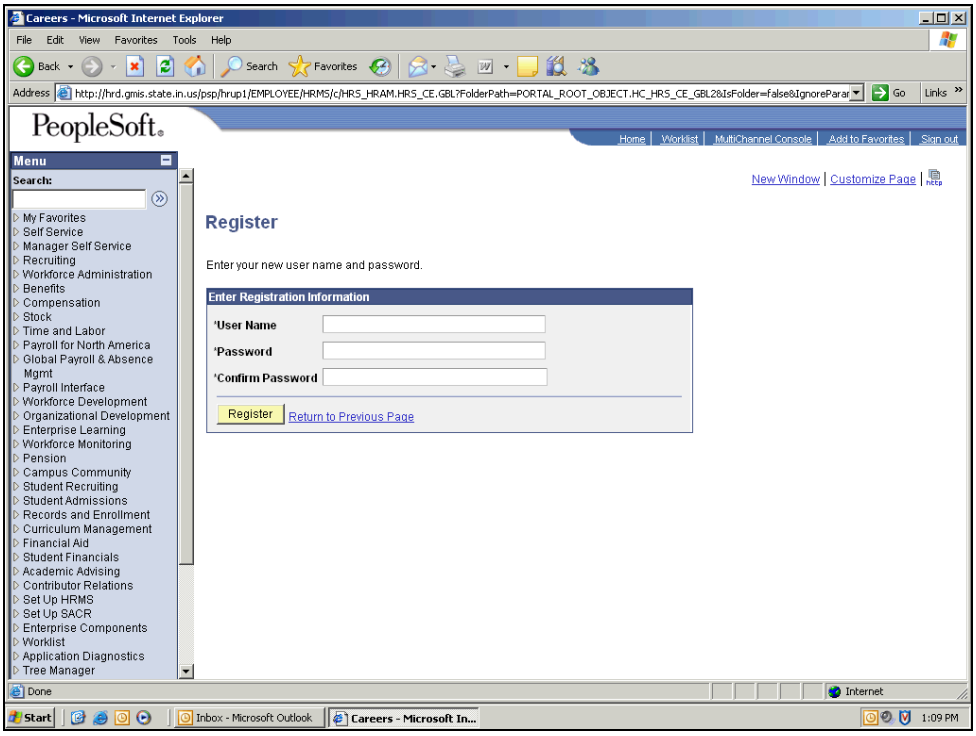
Step	Action
1.	If necessary, click the **Expand Menu (Ctrl+Y)** button to display the **Careers** link and sign-on screen. Click the **Expand Menu (Ctrl+Y)** button.
2.	The most recent job postings appear from the **Careers** home page. Job posting information may be viewed by selecting the **Job Title** link . Click the **Info Sp 4** link to review the job posting for the **Information Specialist 4** job opening. Info Sp 4



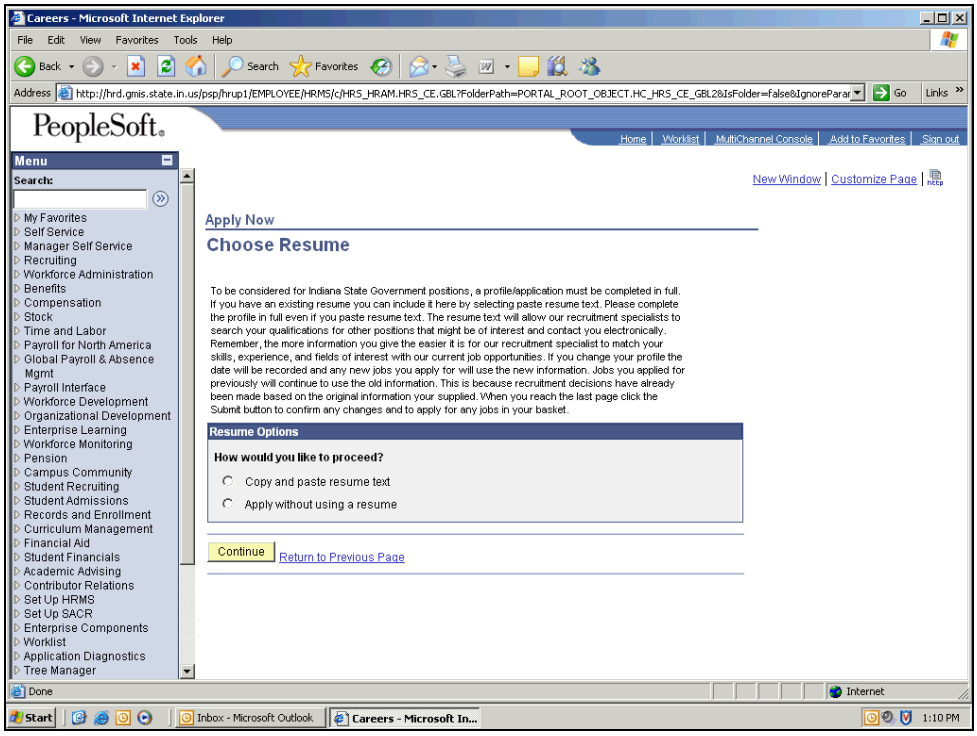
Step	Action
3.	Scroll down the page to review the entire job description.
4.	Review the Job Description. If the position appears interesting, click the **Apply Now** button. Apply Now



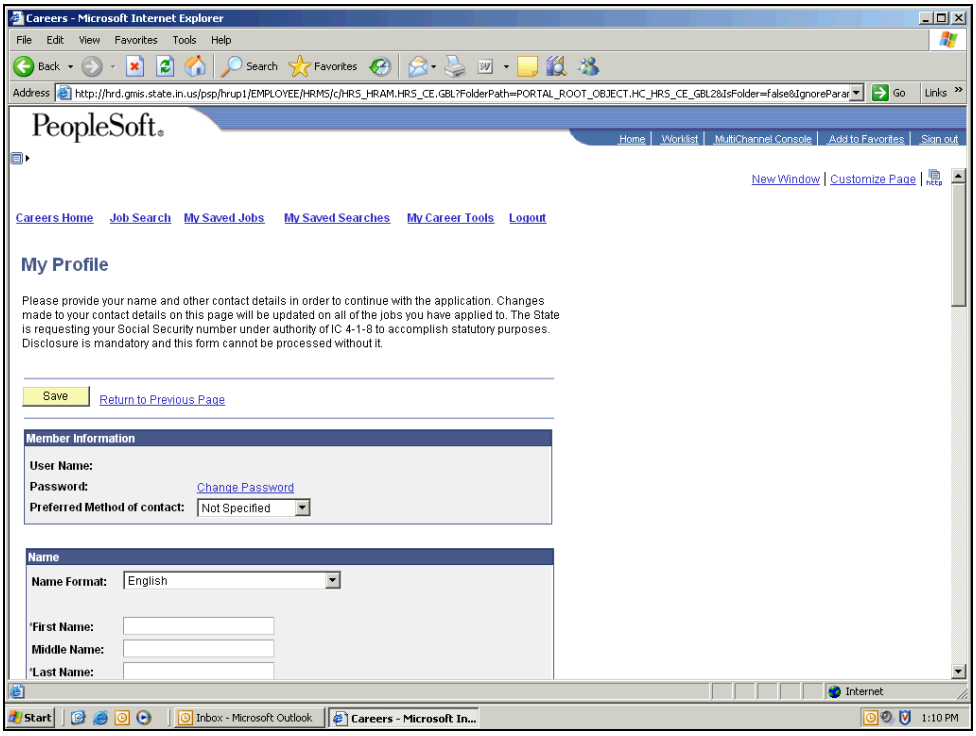
Step	Action
5.	If the applicant is a **first time user**, to apply for a position the applicant will need to register for access. Click the **Register Now** link. If the applicant is a **returning user**, the applicant will simply enter the existing **User Name** and **Password**. Click the **Login** button. Register Now



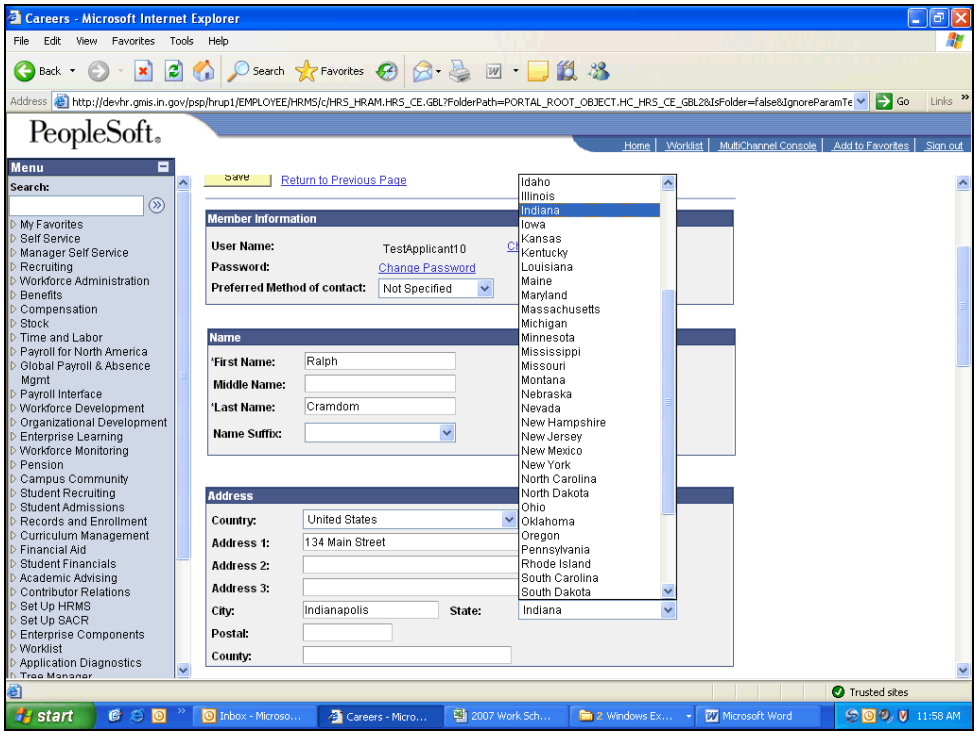
Step	Action
6.	Enter a user name in the ***User Name** field. Enter "**TestApplicant6**".
7.	Enter a password in the ***Password** field. Enter "**1234**".
8.	Confirm the entered password in the ***Confirm Password** field. Enter "**1234**".
9.	Click the **Register** button. Register



Step	Action
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. In this instance, click the **Apply without using a resume** option.
11.	Click the **Continue** button. Continue

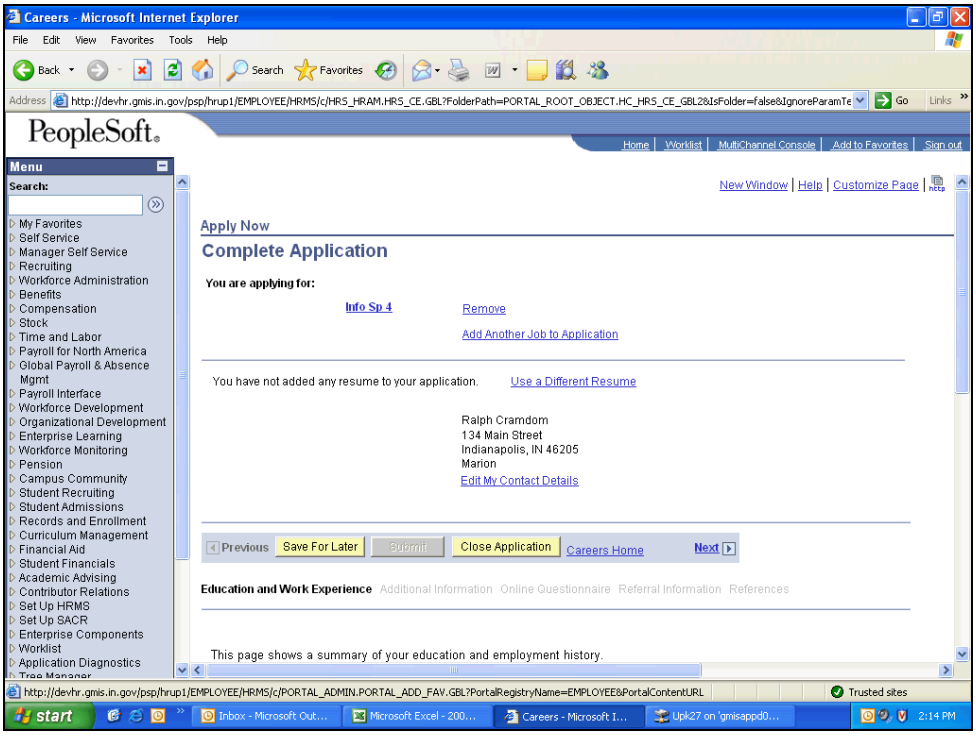


Step	Action
12.	Enter a first name in the ***First Name** field. Enter "**Ralph**".
13.	Enter a last name in the ***Last Name** field. Enter "**Cramdom**".
14.	Scroll down the page to enter a street address in the **Address 1** field. Click in the **Address 1** field and enter "**134 Main Street**".
15.	Enter the city in the **City** field. Click in the **City** field and enter "**Indianapolis**".
16.	Click the **State** field drop-down menu button.

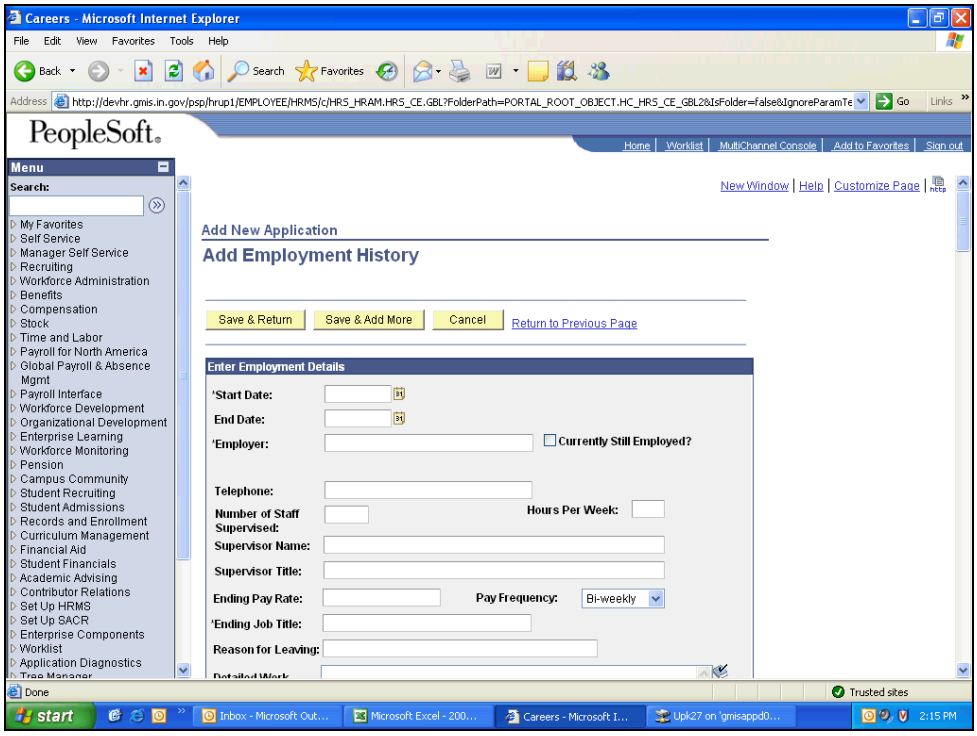


Step	Action
17.	Select **Indiana** from the list of values. Indiana
18.	Enter the zip code in the **Postal** field. Click in the **Postal** field and enter "**46205**".
19.	Enter the county in the **County** field. Click in the **County** field and enter "**Marion**".
20.	Click the **Primary Email Type** field drop-down menu button.
21.	Select **Home** from the list of values. Home
22.	Click in the **Email Address** field.
23.	Enter the desired information into the **Email Address** field. Enter "**spdrecruiter@hotmail.com**".
24.	Click the **Primary Phone Type** field drop-down menu button.
25.	Select **Home** from the list of values. Home

Step	Action
26.	Enter the telephone number into the **Telephone** field. Click in the **Telephone** field and enter "**3175869514**".
27.	Enter the social security number into the **National ID** field. Click in the **National ID** field and enter "**356859642**".
28.	Click the **Save** button. Save



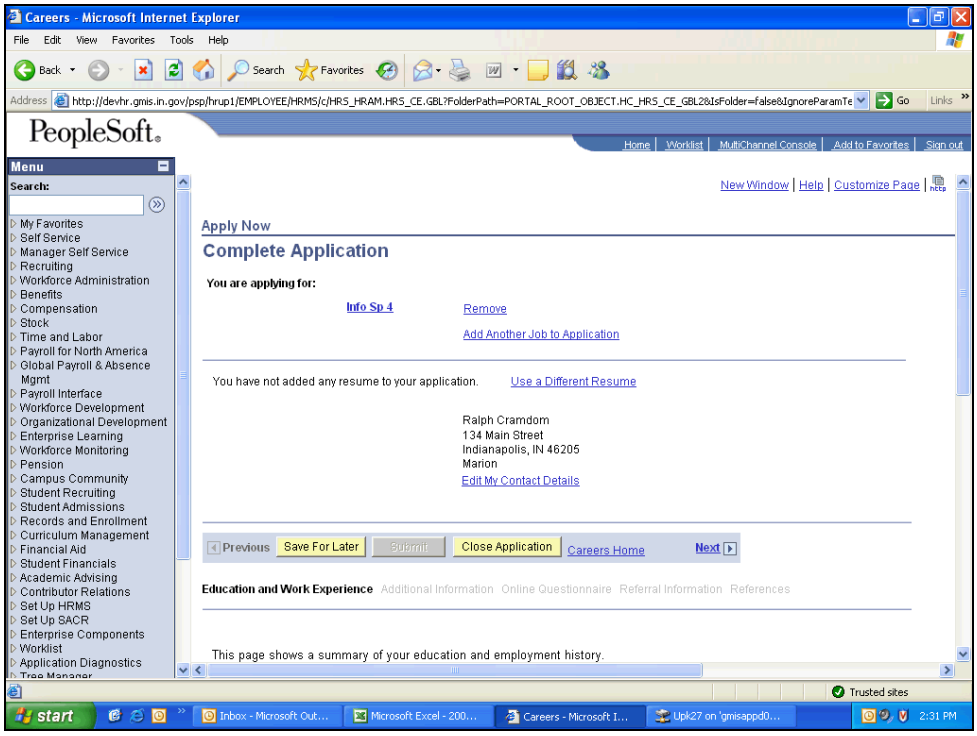
Step	Action
29.	Click the **Add Work Experience** link. Add Work Experience



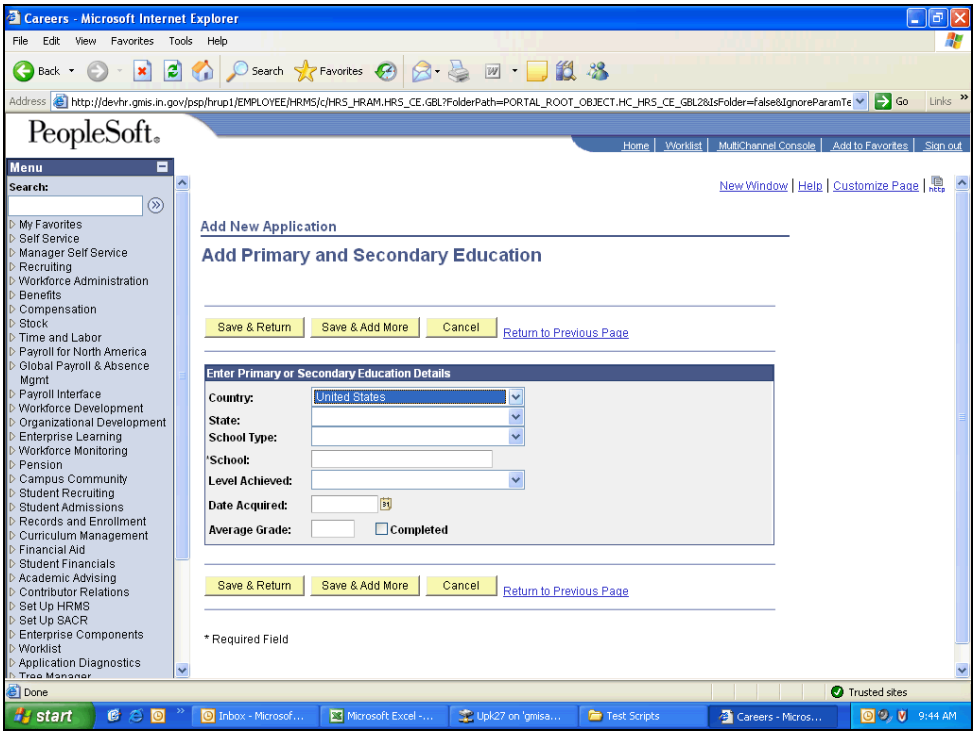
Step	Action
30.	Click the **Calendar (Alt+5)** button.
31.	Click the **Month** feild drop-down menu button.
32.	Select **April** from the list of values. April
33.	Click the **Year** drop-down menu button.
34.	Select **2005** from the list of values. 2005
35.	Select the date of **20** from the calendar. 20
36.	Enter the employer information into the **Employer** field. Click in the **Employer**field and enter "**Data Mining, Inc.**".
37.	f no longer employed by this employer, fill out the **End Date** field. If currently employed, click the **Currently Still Employed?** checkbox.

Step	Action
38.	Enter the employers telephone into the **Telephone** field. Click in **Telephone** field and enter "**317-899-5632**".
39.	Enter the hours worked per week into the **Hours Per Week** field. Click in the **Hours Per Week** field and enter "**40**".
40.	Enter the supervisor's name into the **Supervisor Name** field. Click in the **Supervisor Name** field and enter "**Don Diamond**".
41.	Enter the supervisor's title into the **Supervisor Title** field. Click in **SupervisorTitle** field and enter "**Department Manager**".
42.	Enter the ending pay rate into the **Ending Pay Rate** field. Click in the **Ending Pay Rate** field and enter "**12.50**".
43.	Click the **Pay Frequency** drop-down menu button. The pay frequency field describes how often the amount in **Ending Pay Rate** field was earned. In this example, the rate of $12.50 was per Hour.
44.	Select **Hour** from the list of values. Hour
45.	Enter the job title into the **Ending Job Title** field. Click in the ***Ending Job Title** field and enter "**Data Analyst**".
46.	Enter the desired reason for leaving the position into the **Reason for Leaving** field. Click in the **Reason for Leaving** field and enter "**Currently employed**".
47.	Scroll down the page to enter the remaining information into the page.
48.	Enter the detailed work experience into the **Detailed Work Experience** field. Click in the **Detailed Work** field and enter "**Analyzed data**".
49.	Enter the employer's address into the **Address 1** field. Click in the **Address 1** field and enter "**150 Diamond Way**".
50.	Enter the employer's city into the **City** field. Click in the **City** field and enter "**Indianapolis**".
51.	Click the **State** drop-down menu button.
52.	Select **Indiana** from the list of values. Indiana

Step	Action
53.	Enter the employer's zip code into the **Postal** field. Click in the **Postal** field and enter "**46225**".
54.	Enter the employer's county into the **County** field. Click in the **County** field and enter "**Marion**".
55.	Click the **Save & Return** button. Save & Return

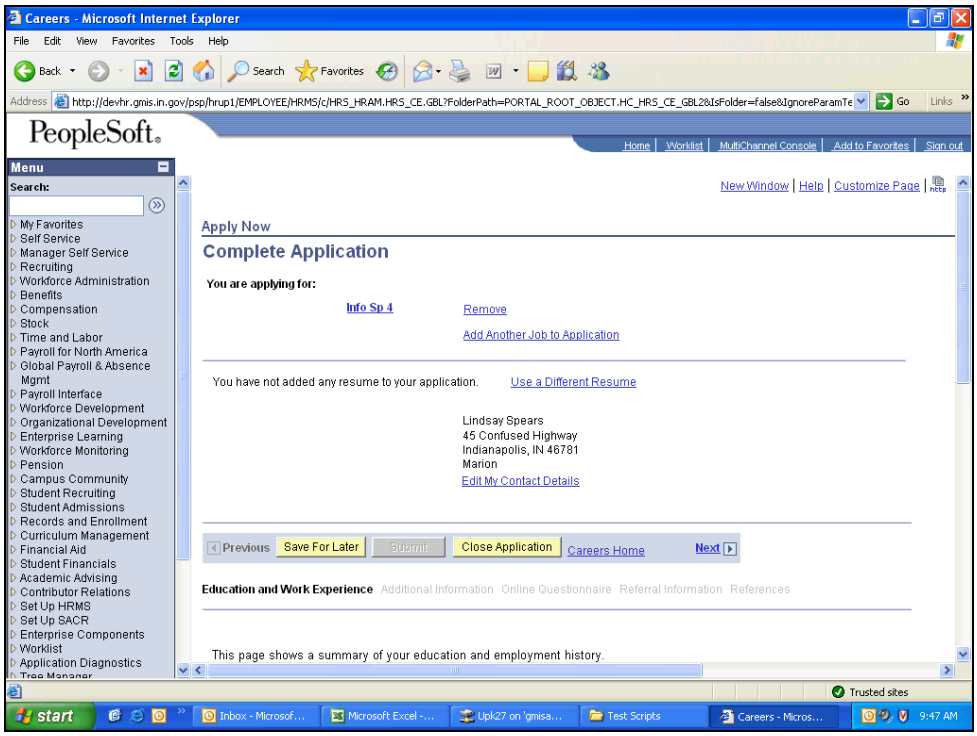


Step	Action
56.	Click the **Highest Education Level** drop-down menu button.
57.	Select **G-Bachelor's Level Degree** from the list of values. G-Bachelor's Level Degree
58.	Click the **Add Primary and Secondary Education History** link. Add Primary and Secondary Education History

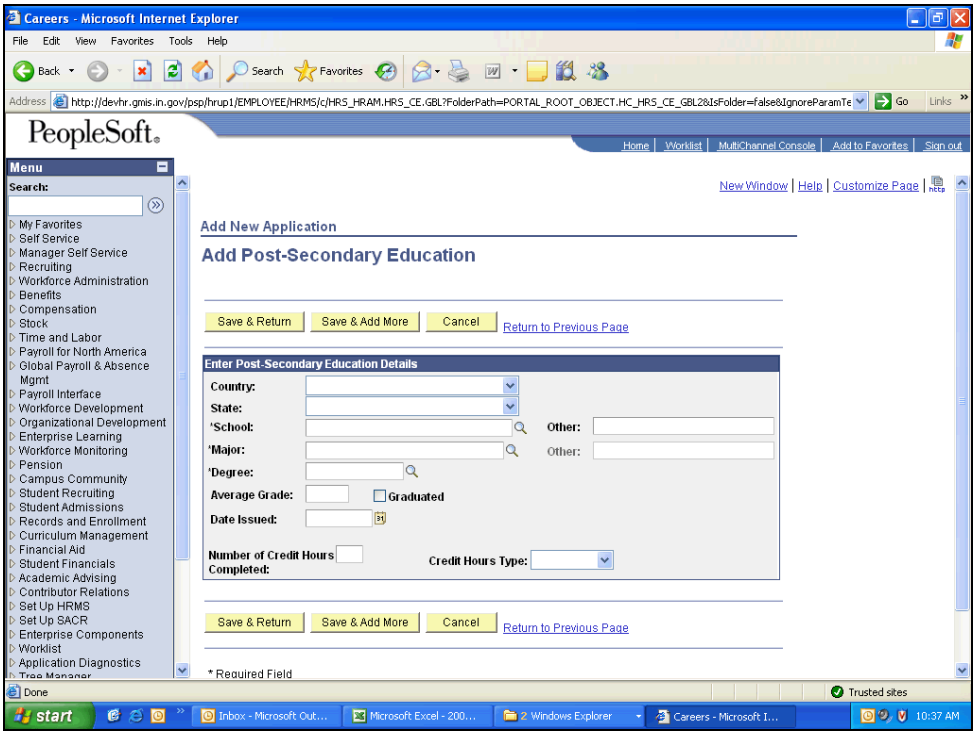


Step	Action
59.	Click the **State** drop-down menu button.
60.	Select **Indiana** from the list of values. Indiana
61.	Click the **School Type** drop-down menu button.
62.	Select **High School** from the list of values. High School
63.	Enter the school information into the **School** field. Click in the **School** field and enter "**Franklin Township**".
64.	Click the **Level Achieved** drop-down menu button.
65.	Select **Degree** from the list of values. Degree
66.	Enter the date of level achievement into the **Date Acquired** field. Click in the **Date Acquired** field and enter "**052898**".
67.	Enter the grade point average into the **Average Grade** field. Click in the **Average Grade** field and enter "**3.6**".

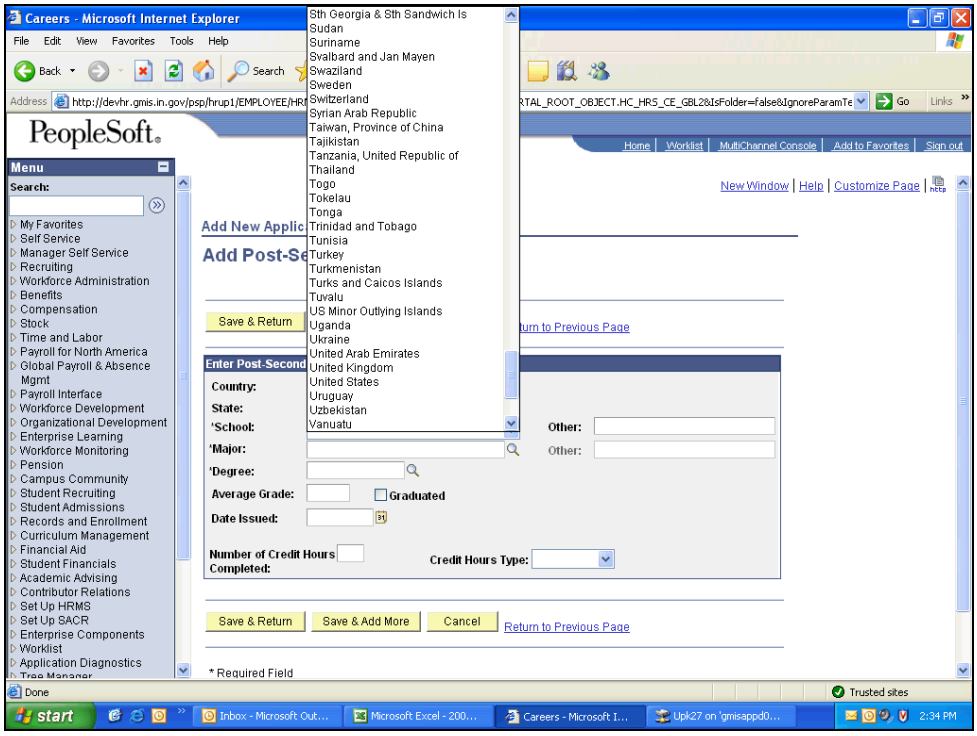
Step	Action
68.	Click the **Completed** checkbox if the primary or secondary education has been completed.
69.	Click the **Save & Return** button. Save & Return



Step	Action
70.	If you selected an option indicating a Post-Secondary Education level, click the **Add Post-Secondary Education History** link. Add Post-Secondary Education History

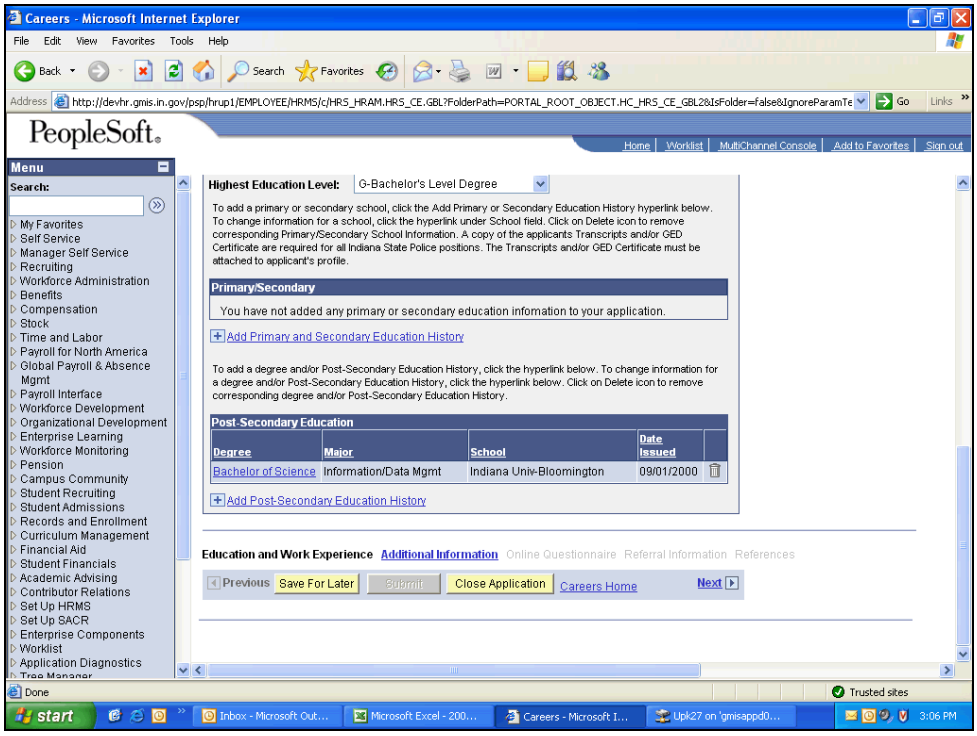


Step	Action
71.	Click the **Country** drop-down menu button.

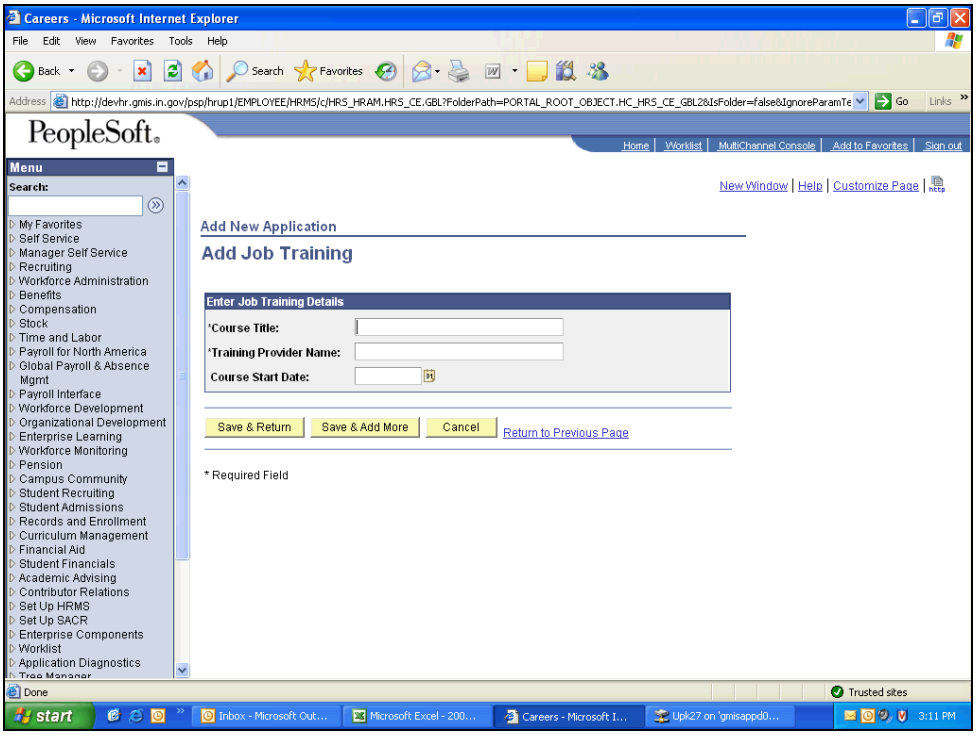


Step	Action
72.	Select the **United States** from the list of values. United States
73.	Click the **State** drop-down menu button.
74.	Select **Indiana** from the list of values. Indiana
75.	Click the **School Magnifying Glass (Alt+5)** button.
76.	Click the **Advanced Lookup** link. Advanced Lookup
77.	Enter the state information into the **State** field to assist in the search. Click in the **State** field and enter "**in**".
78.	Click the **Look Up** button. Look Up
79.	Select **Indiana Univ-Bloomington** from the list of values. Indiana Univ-Bloomington
80.	Click the **Major Magnifying Glass (Alt+5)** button.

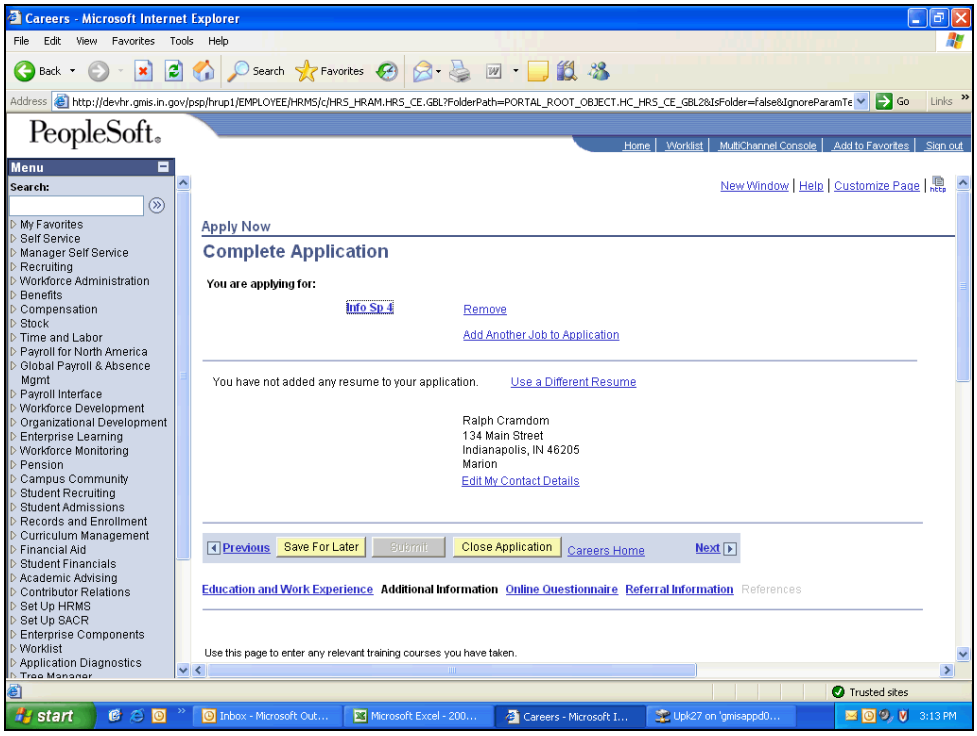
Step	Action
81.	Click the **Advanced Lookup** link. Advanced Lookup
82.	Enter the major description information into the **Description** field. Click in the **Description** field and enter "**in**".
83.	Click the **Look Up** button. Look Up
84.	Select **Information/Data Mgmt** from the list of values. Information/Data Mgmt
85.	Click the **Degree Magnifying Glass (Alt+5)** button.
86.	Select **Bachelor of Science** in the **License or Certificate** column list of values. Bachelor of Science
87.	Enter the post-secondary education grade point average into the **Average Grade** field. Click in the **Average Grade** field and enter "**3.2**".
88.	Click the **Graduated** checkbox if post-secondary education is completed.
89.	Enter the the date the degree was received into the **Date Issued** field. Click in the **Date Issued** field and enter "**090100**".
90.	Enter the number of post-secondary education credit hours completed into the **Number of Credit Hours Completed** field. Click in the **Number of Credit Hours Completed** field and enter "**60**".
91.	Click the **Credit Hours Type** drop-down menu button.
92.	Select **Semester** from the list of values. Semester
93.	Click the **Save & Return** button. Save & Return



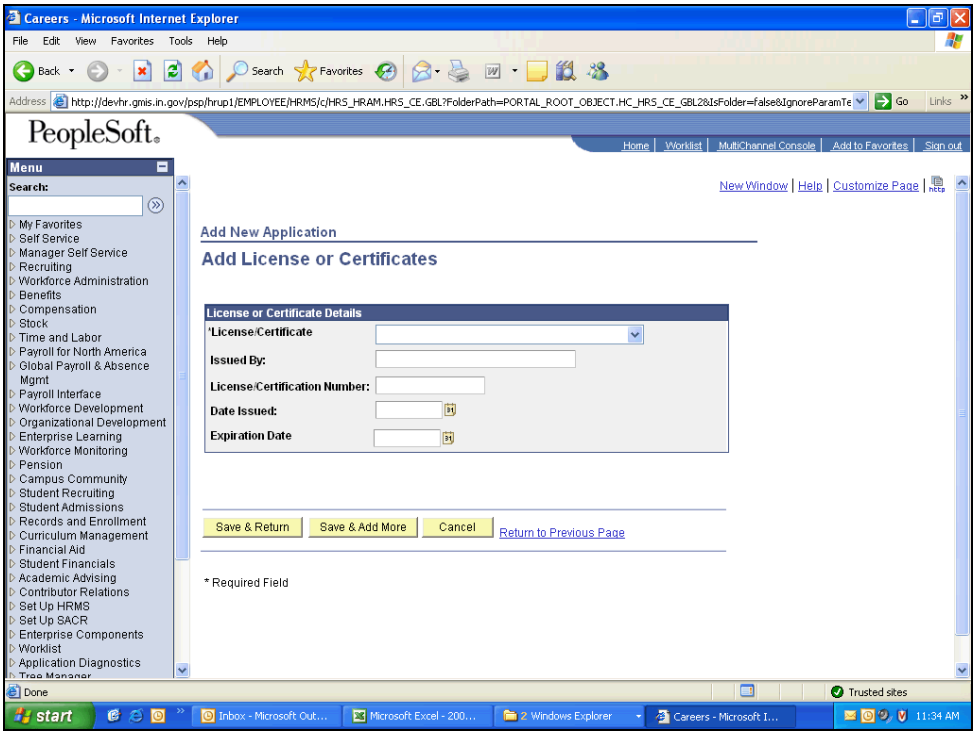
Step	Action
94.	Click the **Next** button.
95.	Click the **Proficiency** field drop-down menu button to select an entry to self-evaluate your skill level for the **competency** listed to the left of the **Proficiency** field.
96.	Select **2 - 4 Years** from the list of values. 2 - 4 Years
97.	Click the **Next** button.
98.	Click the **Add Job Training** link. Add Job Training



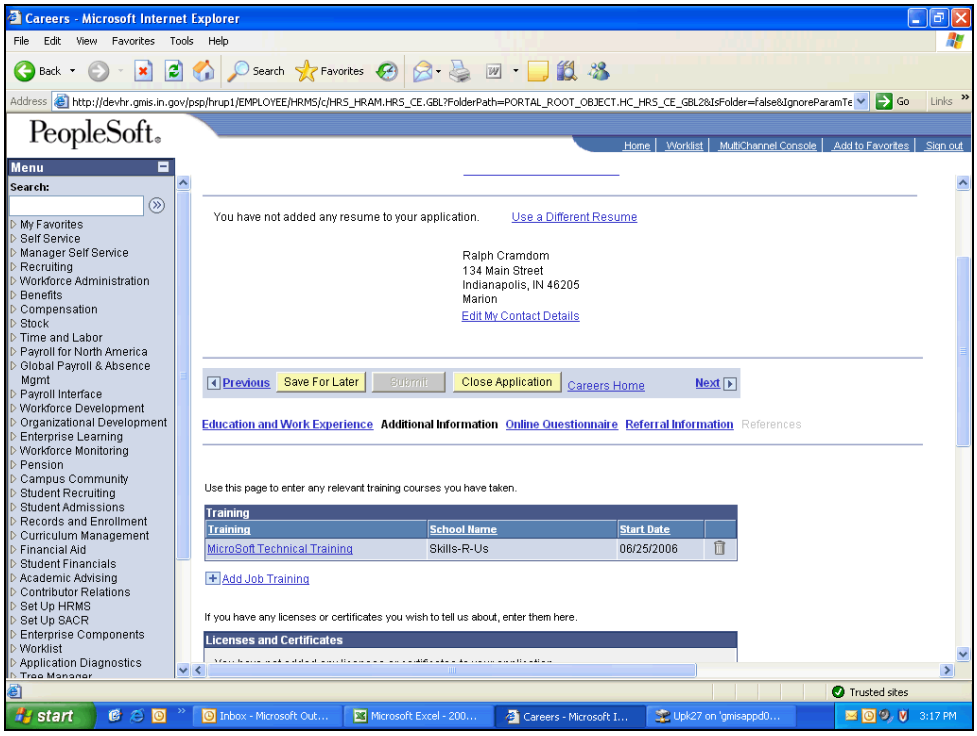
Step	Action
99.	Enter the title of the training into the **Course Title** field. Click in the **Course Title** field and enter "**MicroSoft Technical Training**".
100.	Enter the training provider information into the **Training Provider Name** field. Click in the **Training Provider Name** field and enter "**Skills-R-Us**".
101.	Enter the date of the training into the **Course Start Date** field. Click in the **Course State Date** field and enter "**062506**".
102.	Click the **Save & Return** button. Save & Return



Step	Action
103.	Click the **Add Licenses and Certificates** link. Add Licenses and Certificates

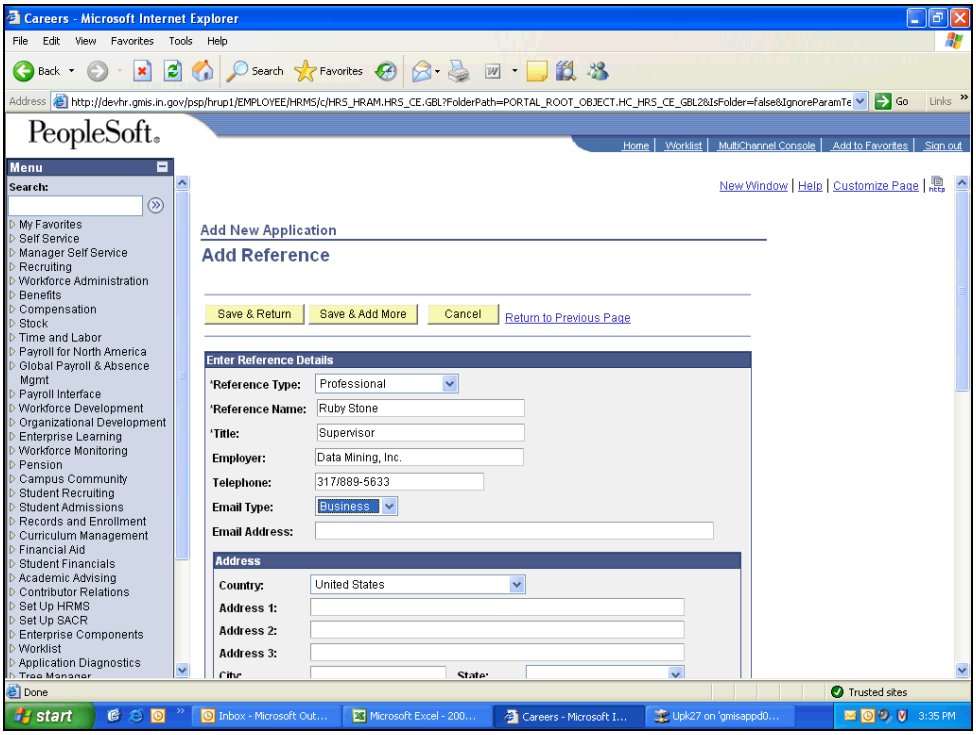


Step	Action
104.	Click the **License/Certificate** drop-down menu button.
105.	Select **Certified Novell Administrator** from the list of values. Certified Novell Administrator
106.	Enter the license or certificate provider into the **Issued By** field. Click in the **Issued By** field and enter "**Technical Training, Inc.**".
107.	Enter the license or certificate number into the **License/Certification Number** field. Click in the **License/Certification Number** field and enter "**4A789**".
108.	Enter the date the license or certificate was issued into the **Date Issued** field. Click in the **Date Issued** field and enter "**090505**".
109.	Enter the date the issued license or certificate will expire into the **Expiration Date** field. Click in the **Expiration Date** field and enter "**090508**".
110.	Click the **Save & Return** button. Save & Return

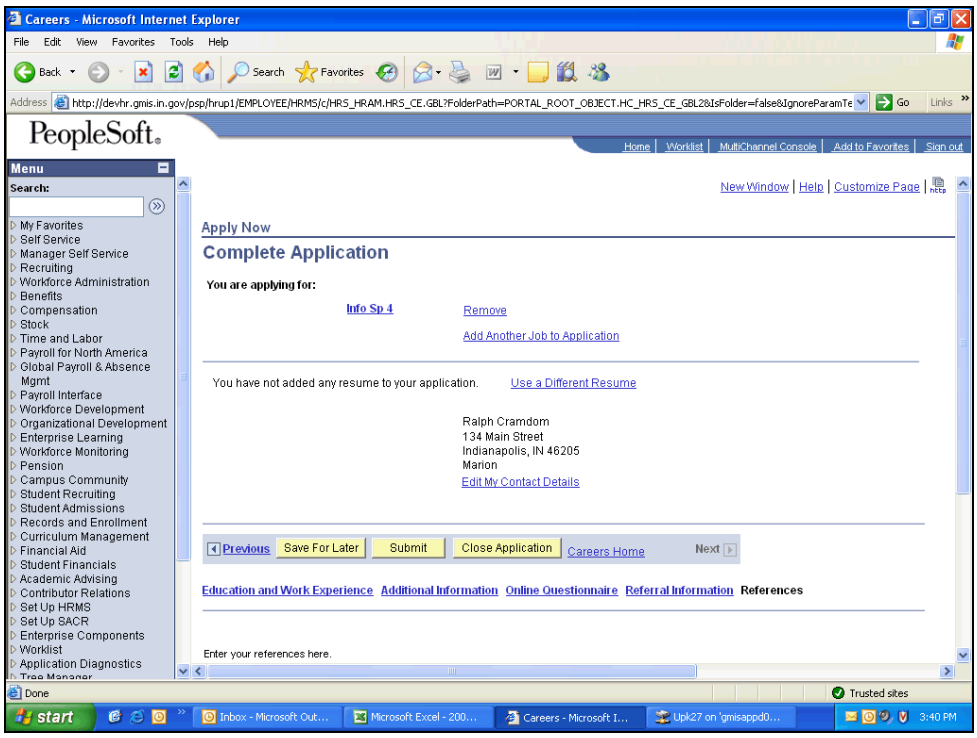


Step	Action
111.	Click the **Next** button.
112.	Review and answer each question on the **Application Questionnaire** page.
113.	Once you have answered all of the **Application Questionnaire** page questions, click the **Next** button. Next
114.	Select an option indicating if traveling for the position is an acceptable option. Click the **Yes** option.
115.	If **Yes** was the selected option for the **Are you willing to travel?** field, use the **If yes, how often?** field drop-down menu button to select the percentage of availability to travel. Complete the remaining fields **Preferences** section as desired. Click the **If yes, how often?** field drop-down menu button to continue.
116.	Click the **First Choice Magnifying Glass (Alt+5)** button.

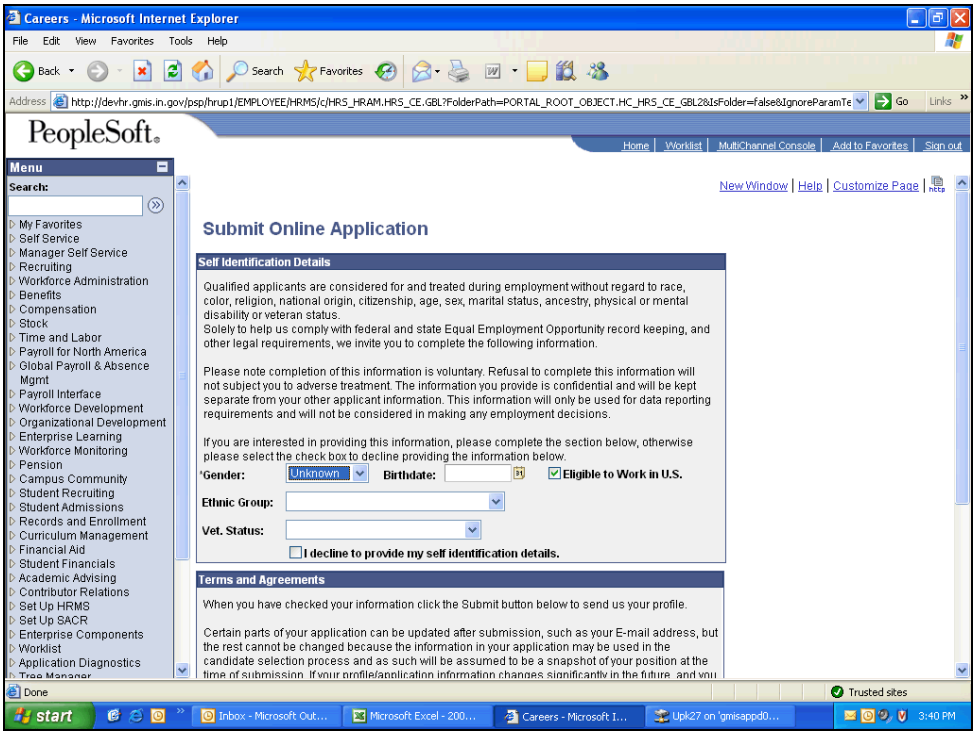
Step	Action
117.	Review the **Table of Locations** and select the **Recruiting Location** link that is the first choice working location.
118.	Review the **Prior Convictions** question and select the correct option. Click the **No** option.
119.	**Review** and **complete** all remaining options on this page. Once you have completely answered all of the options on this page, click the **Next** link. Next
120.	Click the **Add Reference** link. Add Reference



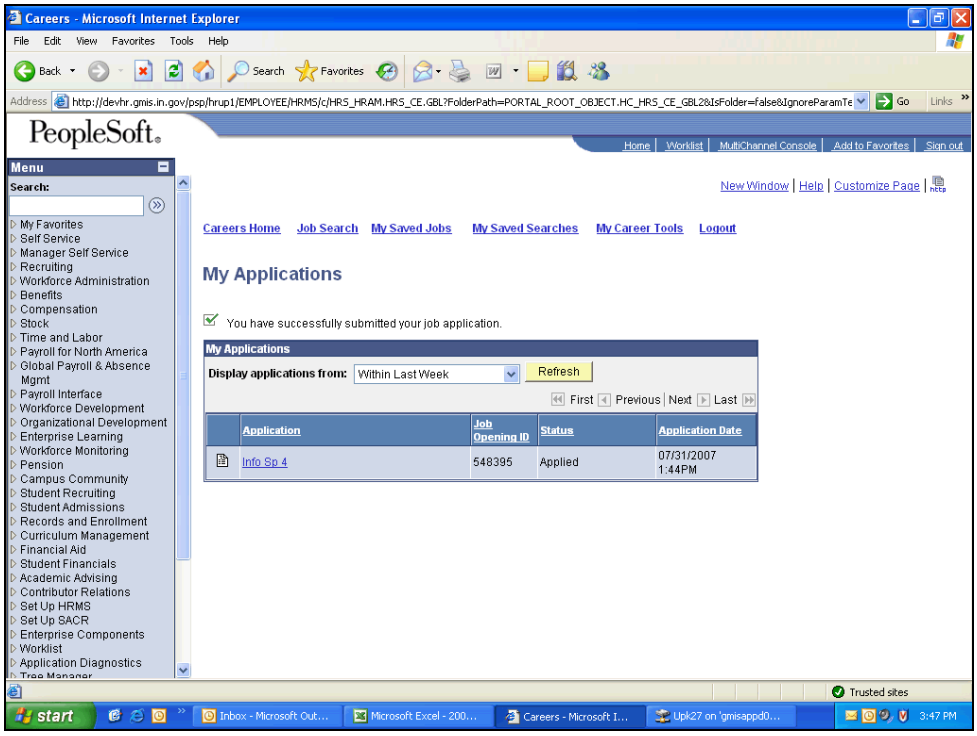
Step	Action
121.	Fill out all of the available reference information on the **Add Reference** page. If more than one reference needs to be entered, click the **Save & Add More** button. After all references have been entered, click the **Save & Return** button. Click the **Save & Return** button.



Step	Action
122.	Click the **Submit** button. Submit



Step	Action
123.	Equal Employment Opportunity (EEO) information is requested. Use the ***Gender** field drop-down menu button to select the correct gender. **Note:** If you do not desire to provide this information, click the **I decline to provide my self identification details** checkbox.
124.	Enter the date of birth into the **Birthdate** field. Enter "**010175**". **Note:** If you do not desire to provide this information, click the **I decline to provide my self identification details** checkbox.
125.	Use the **Ethnic Group** field drop-down menu button to select the correct ethnic group. **Note:** If you do not desire to provide this information, click the **I decline to provide my self identification details** checkbox.
126.	Click the **I agree to these terms** option at the bottom of the page. Click the **Submit** button. Submit

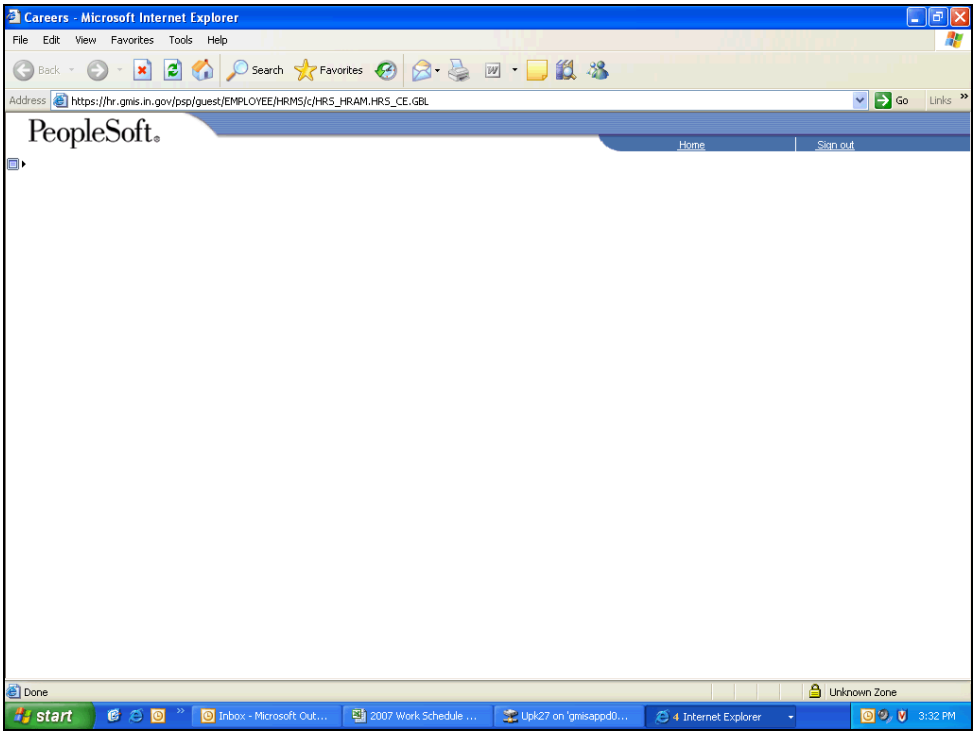


Step	Action
127.	When the application has been successfully submitted, the application **Status** will read **Applied**. Press the **[Enter]** key to continue.
128.	**End of Procedure.**

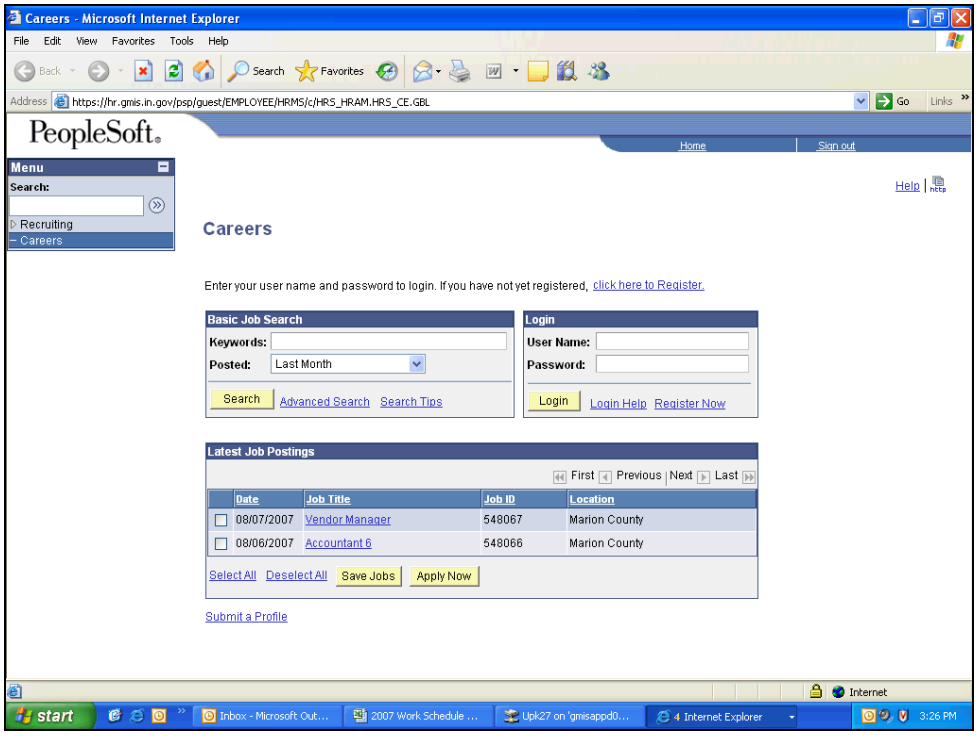
Save an Application for a Job/Add Attachment

eRecruit is the State of Indiana's new single portal web application to view and apply for state positions. The new job bank will allow applicants to search posted positions and create a job search agent that will notify applicants electronically when positions are posted that match user-defined criteria. The following directions will assist applicants with searching and applying for jobs using eRecruit.

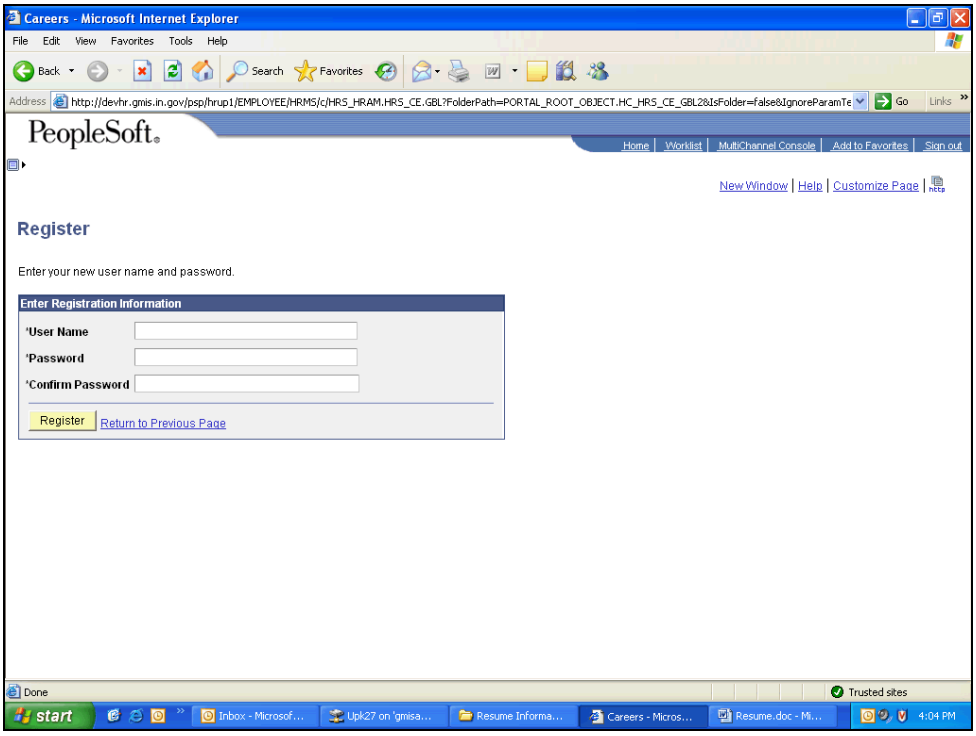
Procedure



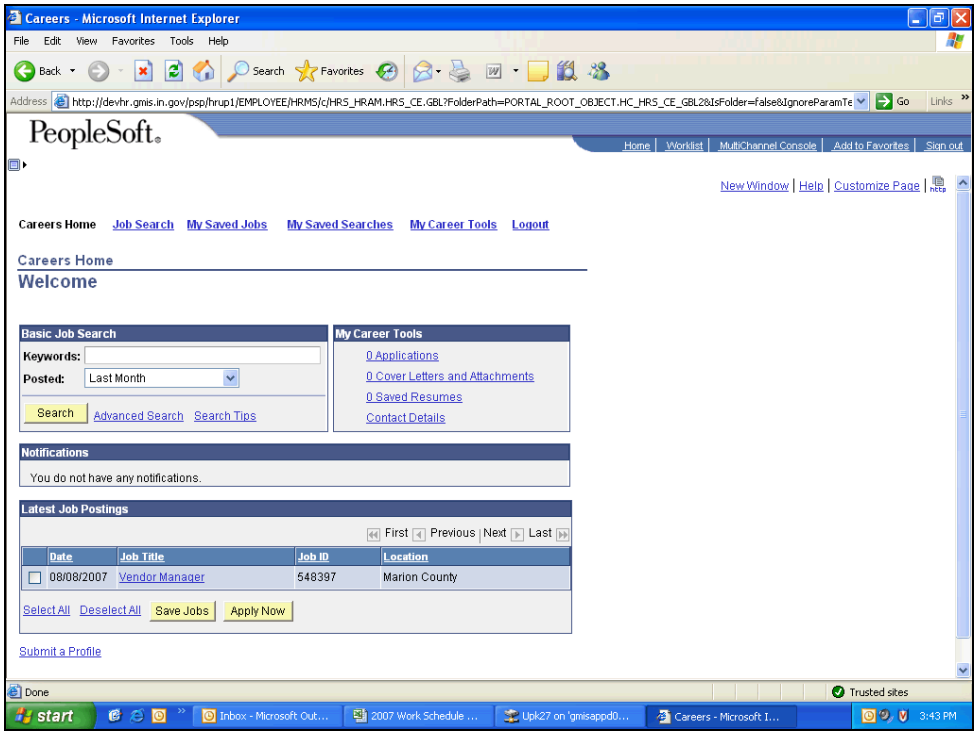
Step	Action
1.	If necessary, click the **Expand Menu** button to display the **Careers** link and sign-on screen. Click the **Expand Menu** button.



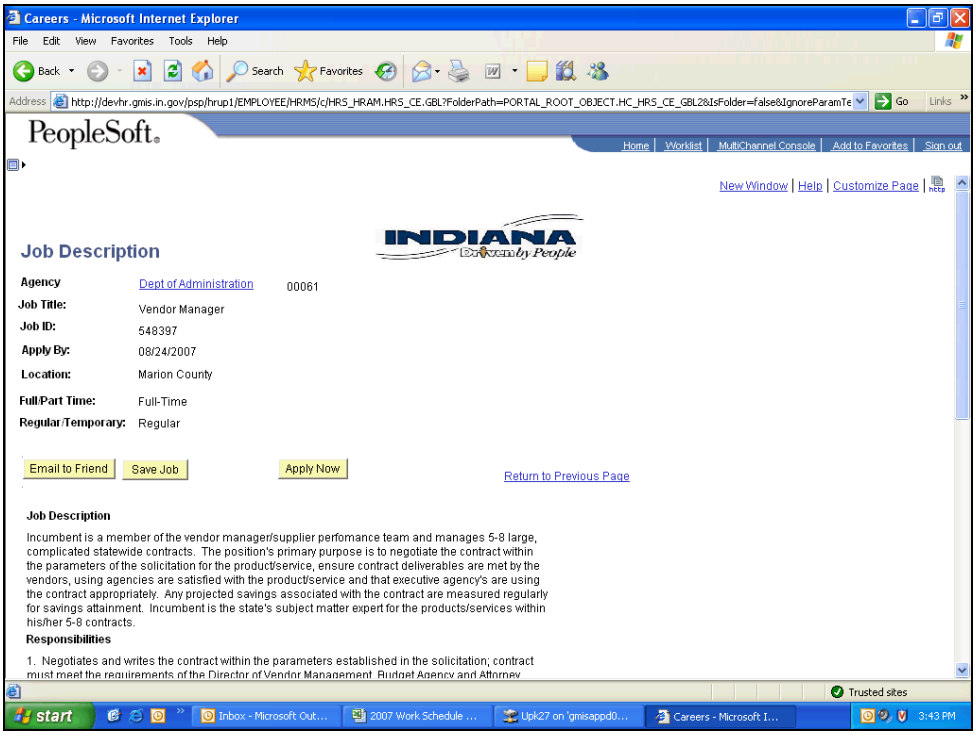
Step	Action
2.	Click the **click here to Register** link. click here to Register



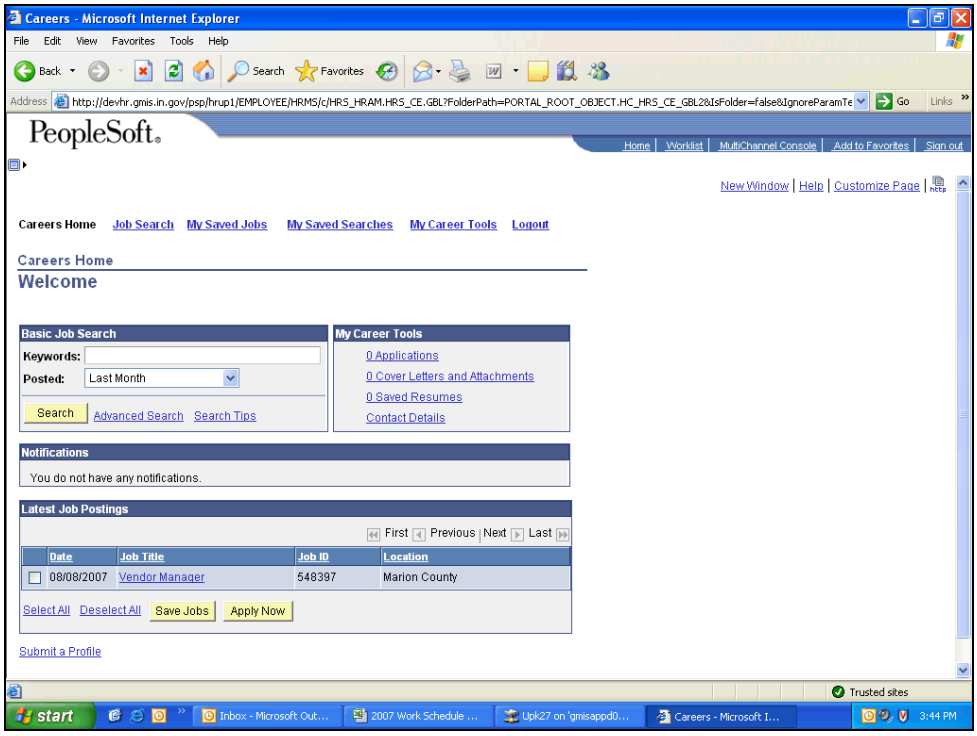
Step	Action
3.	Click in the ***User Name** field.
4.	Enter a user name into the ***User Name** field. Enter "**TestApplicant333**".
5.	Press the **[Tab]** key.
6.	Enter a password into the ***Password** field. Enter "**1234**".
7.	Press the **[Tab]** key.
8.	Re-enter the password into the ***Confirm Password** field. Re-enter "**1234**".
9.	Click the **Register** button. Register



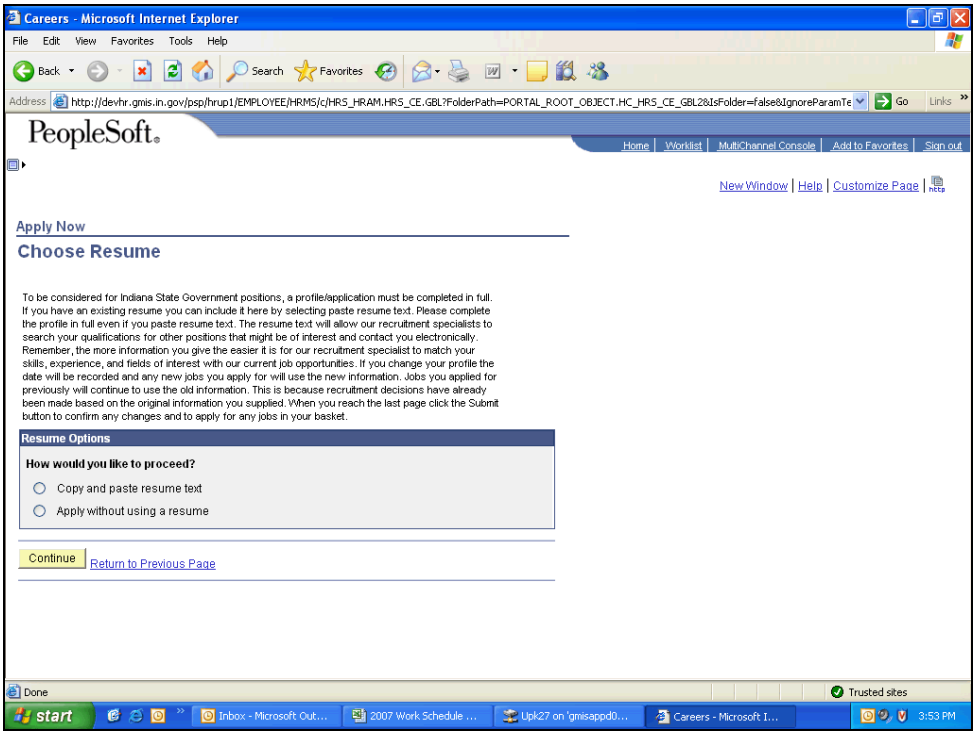
Step	Action
10.	To review a job in the **Latest Job Postings** list, click on a link in the **Job Title** column. Click the **Vendor Manager** link. Vendor Manager



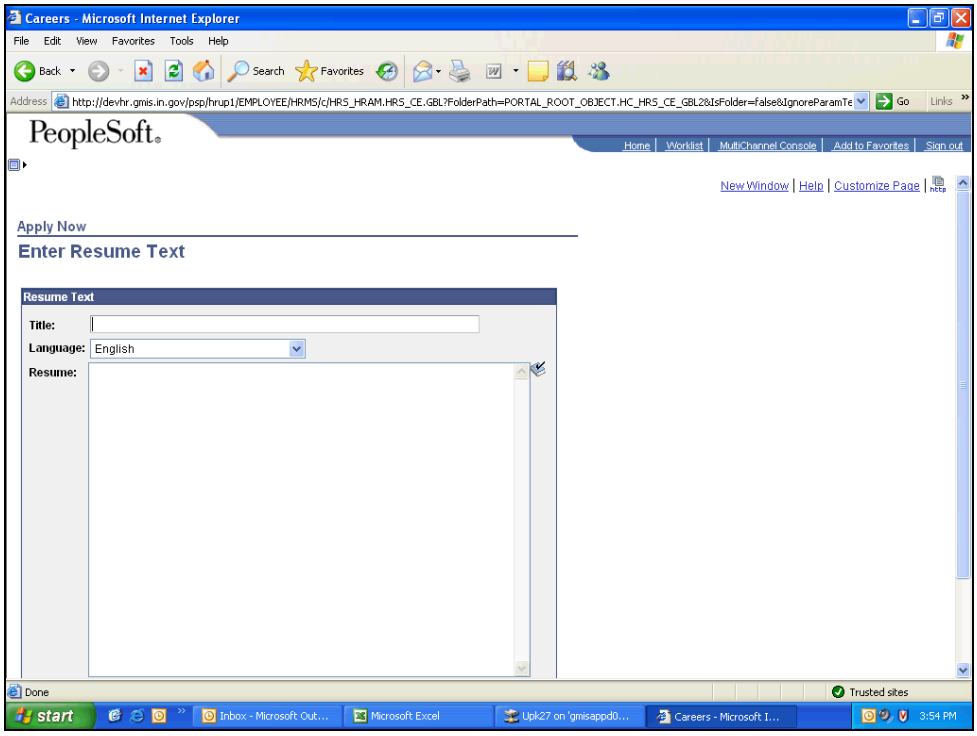
Step	Action
11.	Review the job information. If the job looks interesting, an applicant has the immediate choice to do one of the following steps with the job posting by clicking one of the following buttons: **Email to Friend**, **Save Job**, or **Apply Now**. For now, click the **Return to Previous Page** link. Return to Previous Page



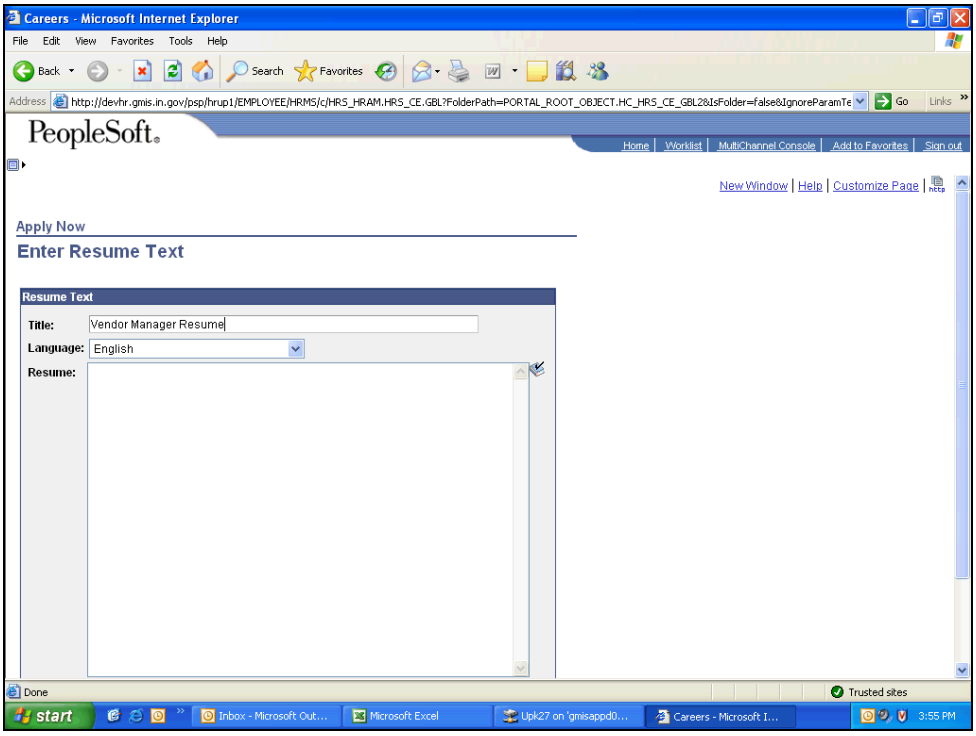
Step	Action
12.	Another way to apply to the job posting is by selecting the checkbox to the left of the **Date** column. Click the **Date** checkbox to the left of the **08/08/2007** date option. ☐
13.	Click the **Apply Now** button. Apply Now

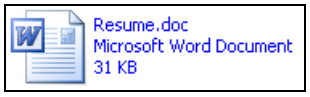


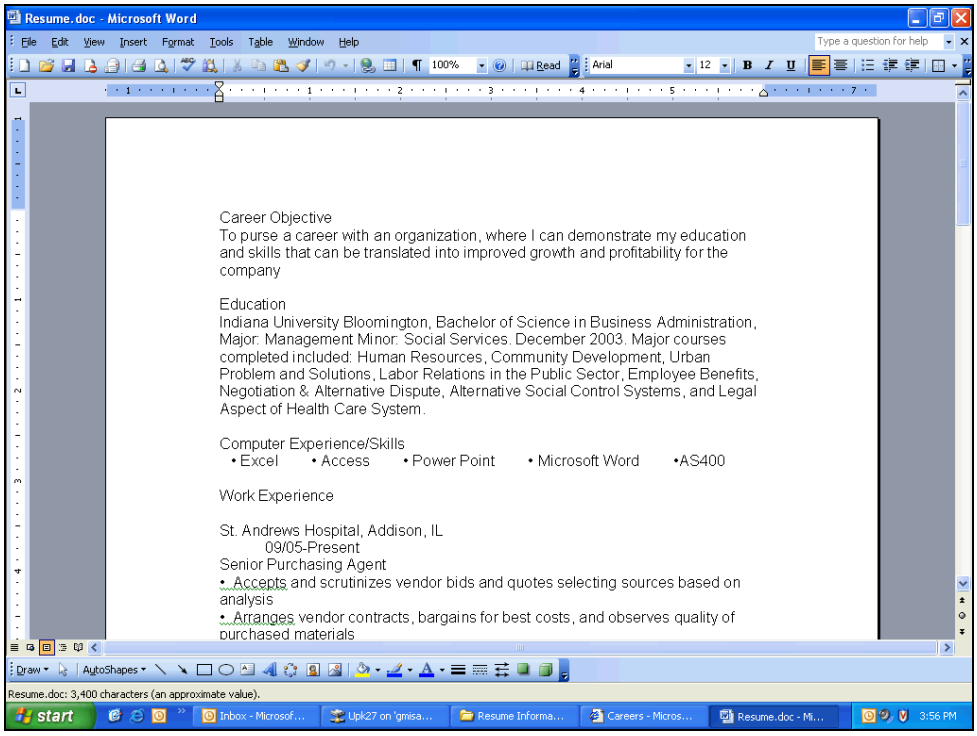
Step	Action
14.	An applicant can choose to apply to a job posting with or without a resume. In this instance, copy and paste a resume. Click the radio button next to the **Copy and paste resume text** option.
15.	Click the **Continue** button. Continue



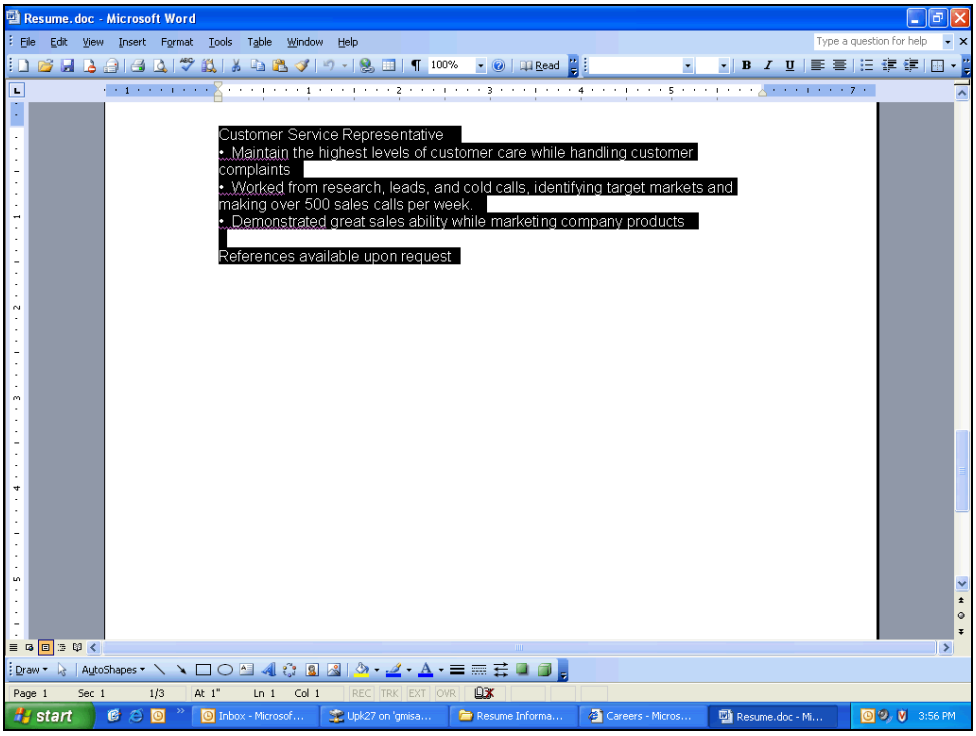
Step	Action
16.	Enter a resume title into the **Title** field. Enter "**Vendor Manager Resume**".



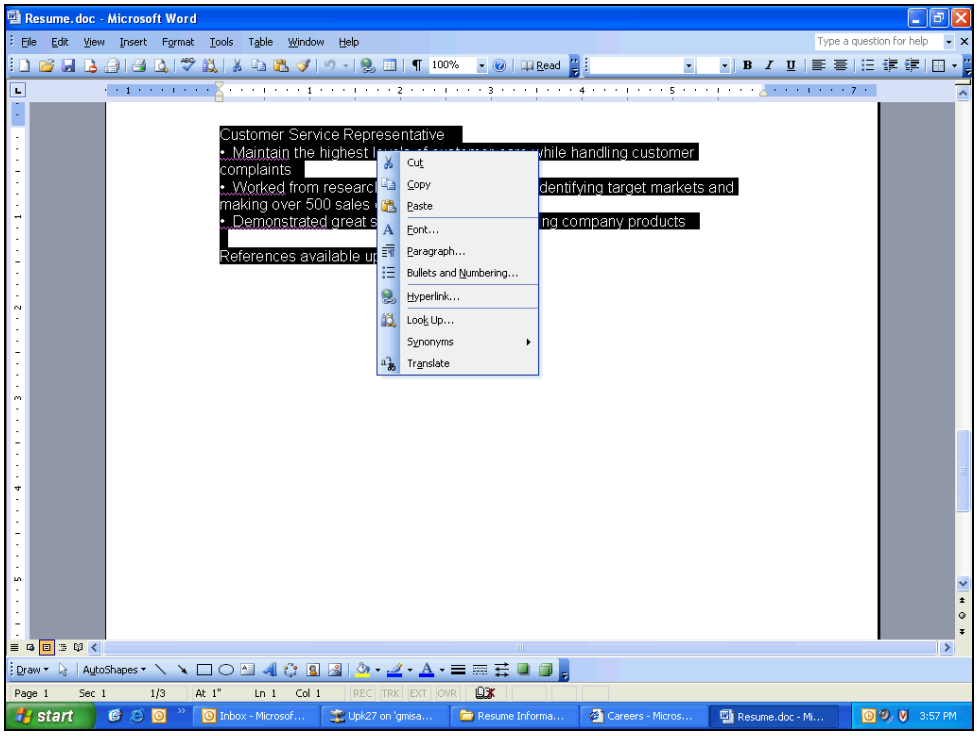
Step	Action
17.	An applicant will then copy and paste a resume into the **Resume** text field.
18.	An applicant will need to locate and open a **Microsoft Word** resume. Double-click the **Resume.doc** resume to open it. 

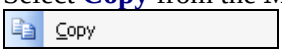


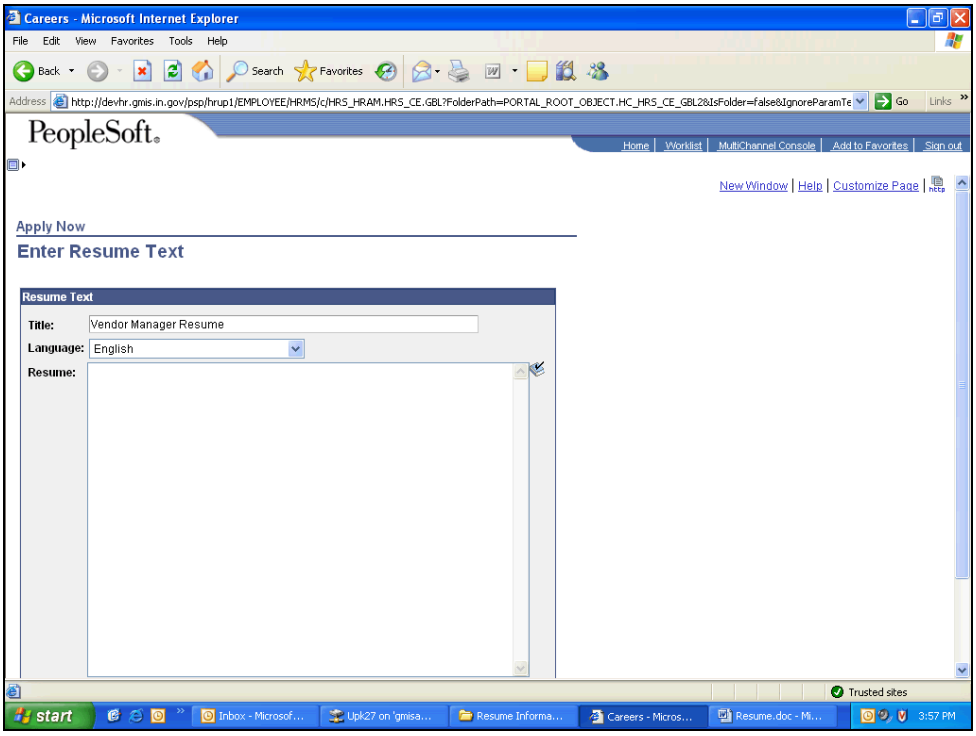
Step	Action
19.	To copy the resume, press and hold the left mouse button while dragging the mouse over the resume text to highlight it.



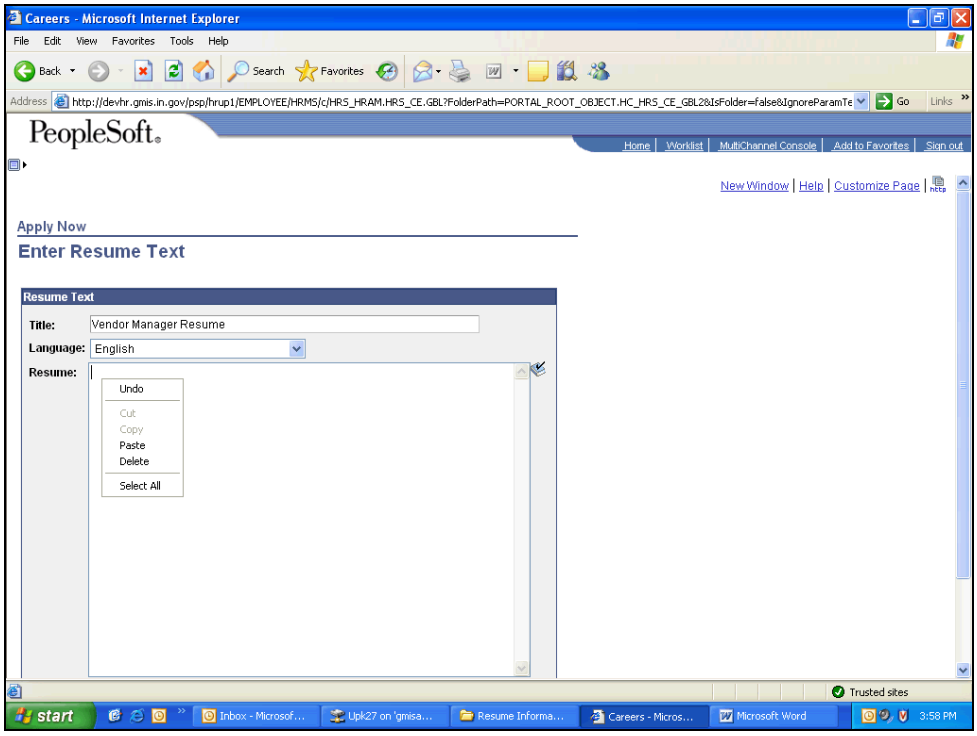
Step	Action
20.	Once all of the desired text is highlighted, right-click the mouse to display the **Microsoft desktop menu**.



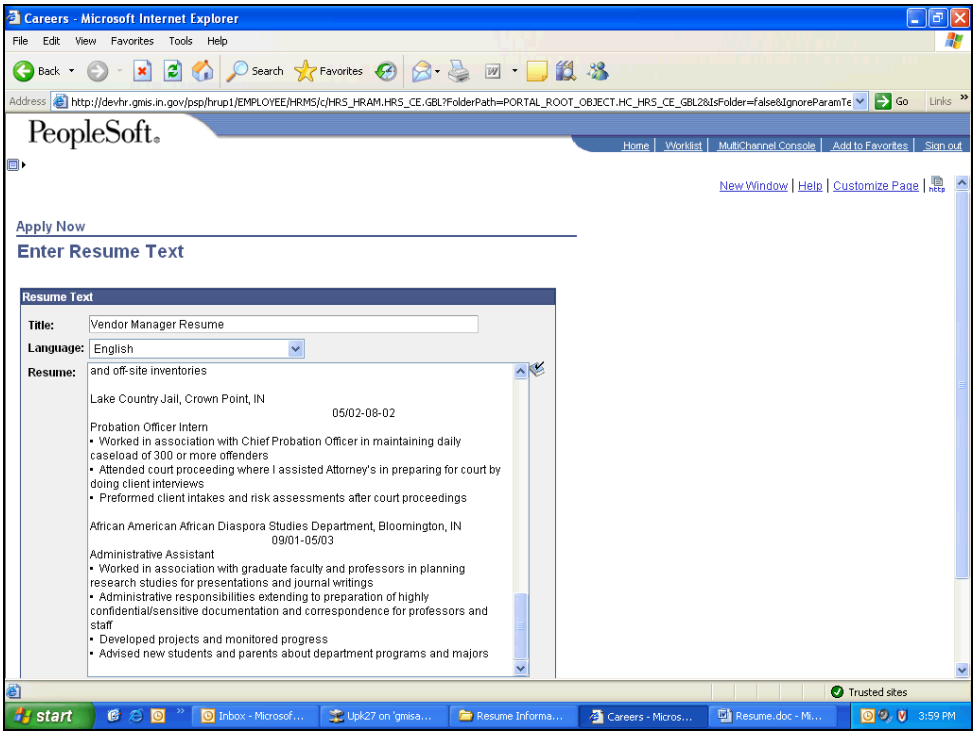
Step	Action
21.	Select **Copy** from the **Microsoft desktop menu** list of values. 



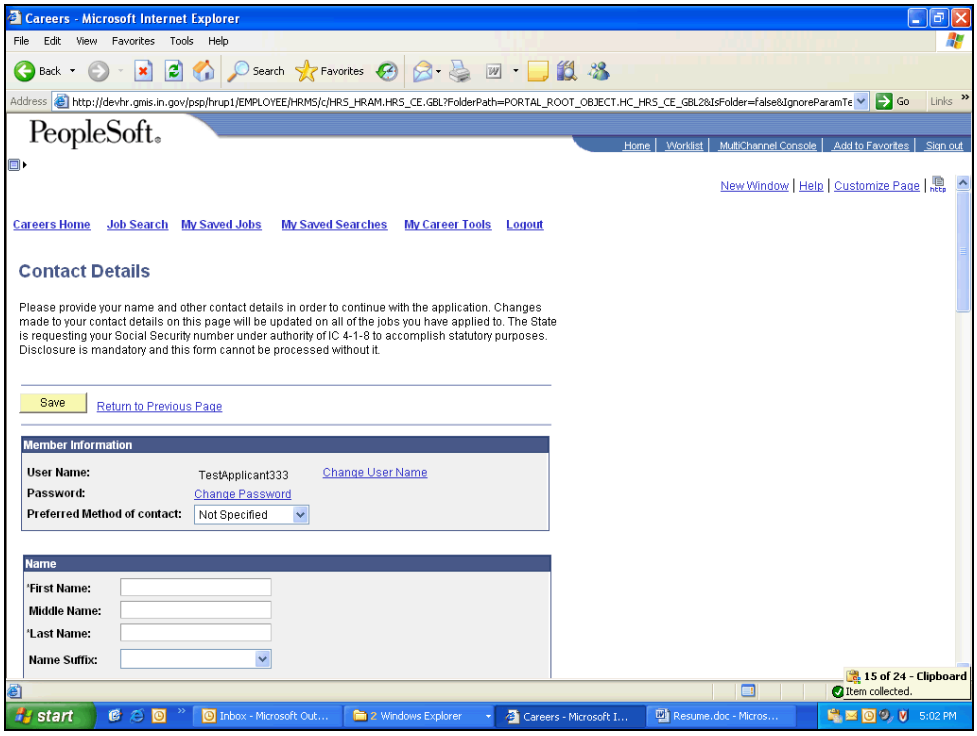
Step	Action
22.	Returning to PeopleSoft, right-click in the **Resume** text field to display the **Microsoft desktop menu**.



Step	Action
23.	Paste the **Microsoft Word** resume into the **Resume** text box. Select **Paste** from the **Microsoft desktop menu** list of values to Paste
	or Press **[P]**.

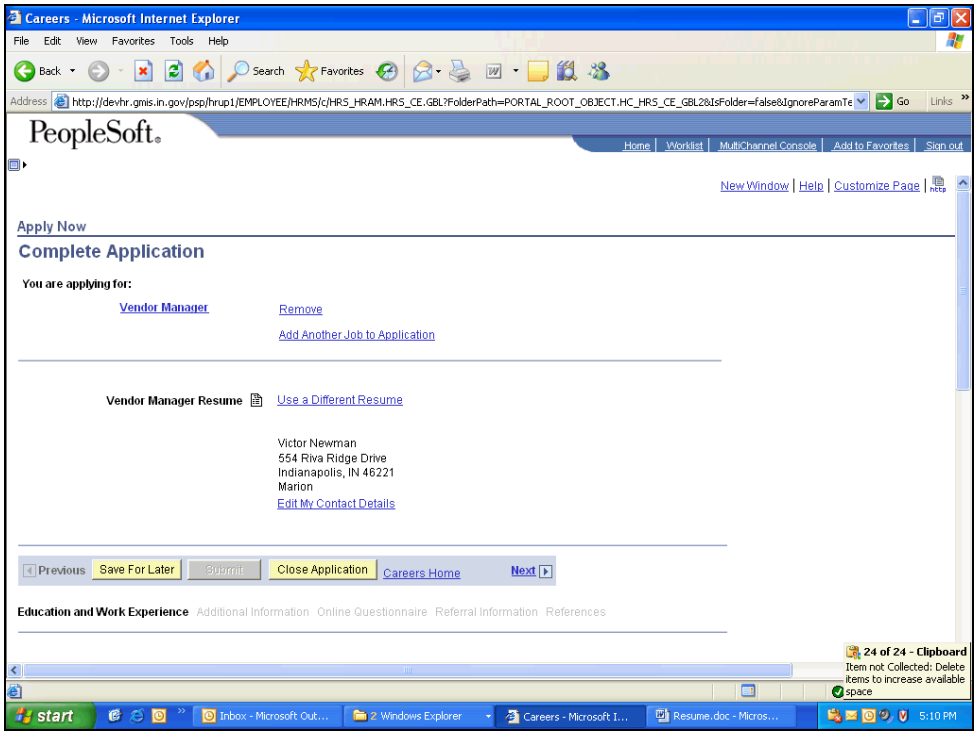


Step	Action
24.	The resume text will appear in the **Resume** text box.
25.	Click the **Continue** button. Continue

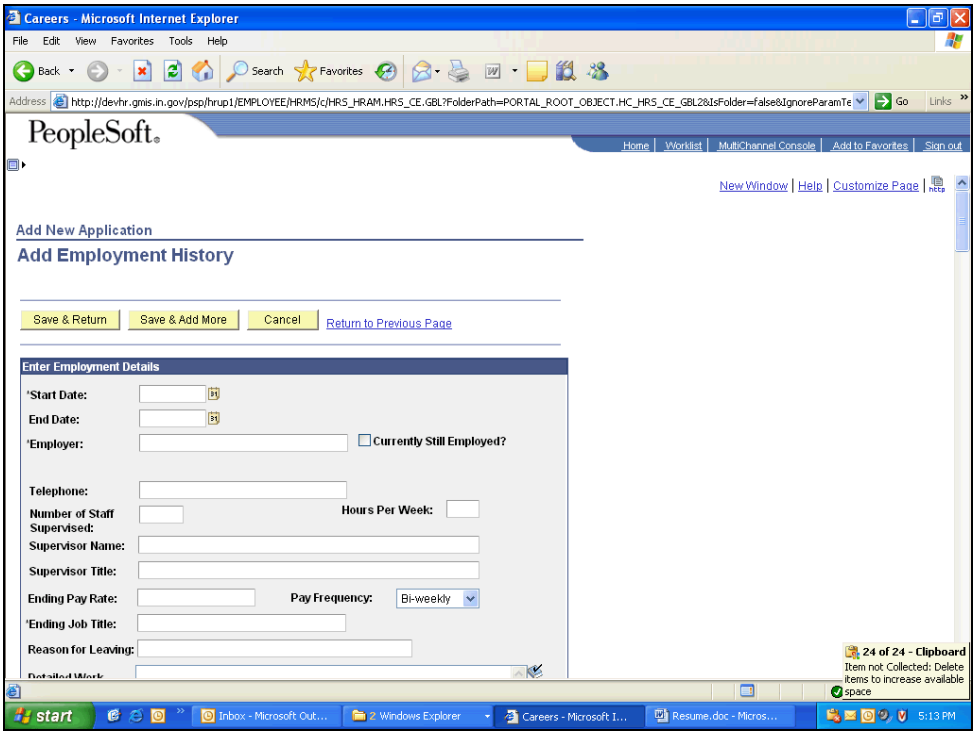


Step	Action
26.	Enter the applicant's first name into the ***First Name** field. Click in the ***First Name** field and enter "**Victor**".
27.	Enter the applicant's last name into the ***Last Name** field. Click in the ***Last Name** field and enter "**Newman**".
28.	Enter the street address into the **Address 1** field. Click in the **Address 1** field and enter "**554 Riva Ridge Drive**".
29.	Enter the city information into the **City** field. Click in the **City** field and enter "**Indianapolis**".
30.	Click the **State** field drop-down menu button. [ ]
31.	Select **Indiana** from the list of values. Indiana
32.	Enter the zip code into the **Postal** field. Click in the **Postal** field and enter "**46221**".
33.	Enter the county information into the **County** field. Click in the **County** field and enter "**Marion**".

Step	Action
34.	Click the **Primary Email Type** field drop-down menu button.
35.	Select **Home** from the list of values. Home
36.	Enter the applicant's email address into the **Email Address** field. Enter "**vnewman@comcast.net**".
37.	Click the **Add Another Email Address** link. Add Another Email Address
38.	Click the **Alternate E-mail Type** field drop-down menu button.
39.	Select **Business** from the list of values. Business
40.	Enter the additional email address into the **Email Address** field. Enter "**vnewman@sahosp.com**".
41.	Scroll down the page to complete the remaining information for the **Contact Details** page.
42.	Enter the telephone information into the **Telephone:** field. Enter "**317-555-6541**".
43.	Click the **Primary Phone Type:** field drop-down menu button.
44.	Select **Home** from the list of values. Home
45.	Enter the applicant's social security number into the **National ID** field. Enter "**471-58-2693**".
46.	Click the **Save** button to return to the **Complete Application** page. Save



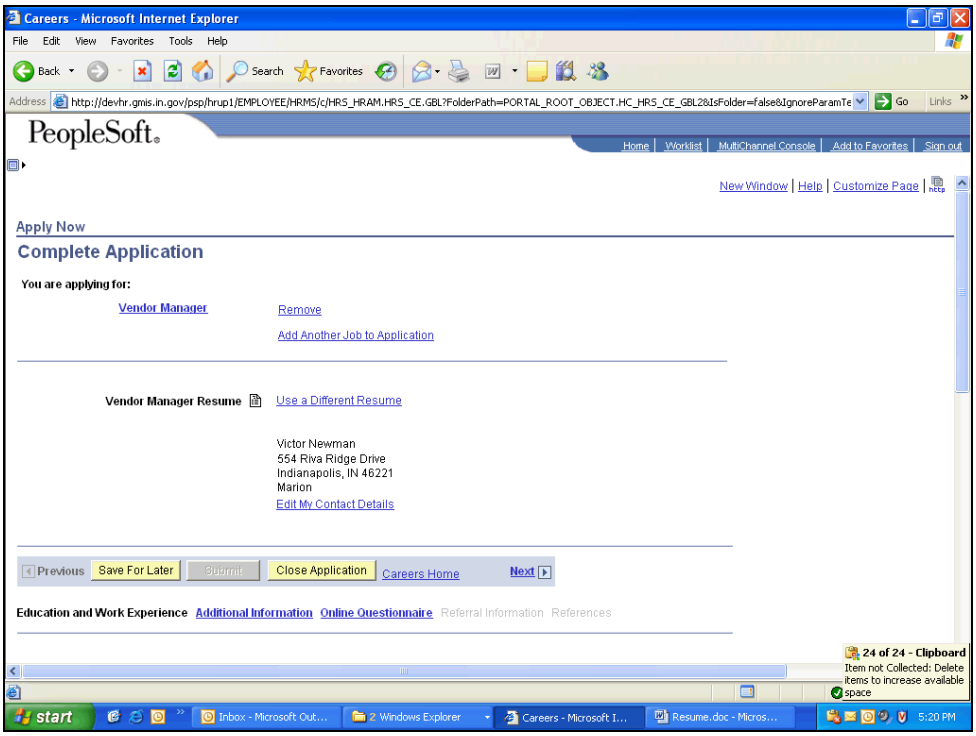
Step	Action
47.	Scroll down the page to complete the **Education and Work Experience** information on the application.
48.	Remember, whenever an applicant needs to temporarily stop entering application information they can click the **Save For Later** button to save all of the information already entered. The next time the applicant logs into the State of Indiana's eRecruit system they will be able to continue entering application information by selecting the appropriate job posting.
49.	Click the **Add Work Experience** link. Add Work Experience

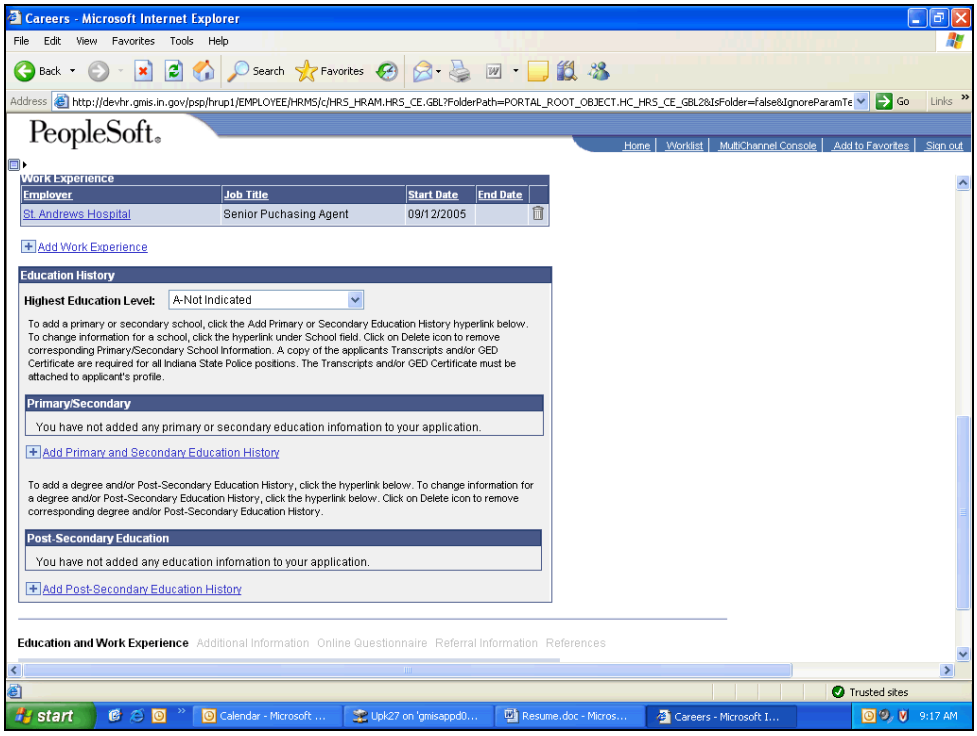


Step	Action
50.	Next, the applicant needs to select the start date of their current or most recent employment. Click the **Calendar (Alt+5)** button.
51.	Click the **Month** field drop-down menu button.
52.	Select **September** from the list of values. September
53.	Click the **Year** drop-down menu button.
54.	Select **2005** from the list of values. 2005
55.	Select the number **12** as the correct date within the **Calendar** field. 12
56.	Enter the employer information into the **Employer** field. Enter "**St. Andrews Hospital**".

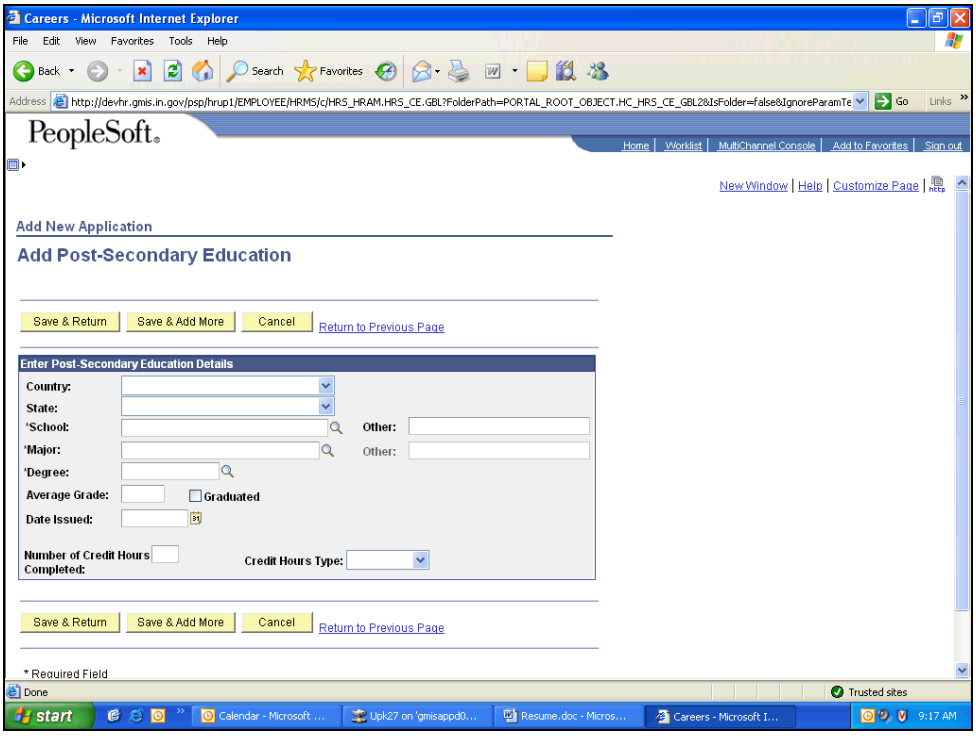
Step	Action
57.	In this instance, the applicant is still currently employed. Click the **Currently Still Employed?** checkbox.
58.	Enter the employer's telephone number into the **Telephone** field. Enter "**317-555-8889**".
59.	Enter the number of employees supervised by the applicant into the **Number of Staff Supervised** field. Enter "**2**".
60.	Enter the number of hours worked by the applicant into the **Hours Per Week** field. Enter "**40**".
61.	Enter the name of the applicant's supervisor into the **Supervisor Name** field. Enter "**Melody Thomas**".
62.	Enter the title of the applicant's supervisor into the **Supervisor Title** field. Enter "**Purchasing Manager**".
63.	Enter the applicant's pay rate into the **Ending Pay Rate** field. Enter "**38,000.00**".
64.	Click the **Pay Frequency** drop-down menu button.
65.	Use the **Pay Frequency** field to note if the rate of pay is **Bi-weekly**, **Hour**, **Month**, **Weekly**, or **Year**. Select **Year** from the list of values. Year
66.	Enter the job title of the applicant into the **Ending Job Title** field. Enter "**Senior Puchasing Agent**".
67.	Enter the reason for leaving the position into the **Reason for Leaving** field. Enter "**Currently employed**".
68.	Enter the applicant's job responsibilities into the **Detailed Work Experience** field. Enter "**Work with vendors.**".
69.	Scroll down the page to complete additional work and education information.
70.	Enter the employer's street address into the **Address 1** field. Enter "**One St. Andrews Blvd.**".

Step	Action
71.	Enter the employer's into the **City** field. Enter "**Indianapolis**".
72.	Click the **State** drop-down menu button.
73.	Select **Indiana** from the list of values. Indiana
74.	Enter the employer's zip code into the **Postal** field. Enter "**46227**".
75.	Enter the employer's county into the **County** field. Enter "**Marion**".
76.	Click the **Save & Return** button. Save & Return

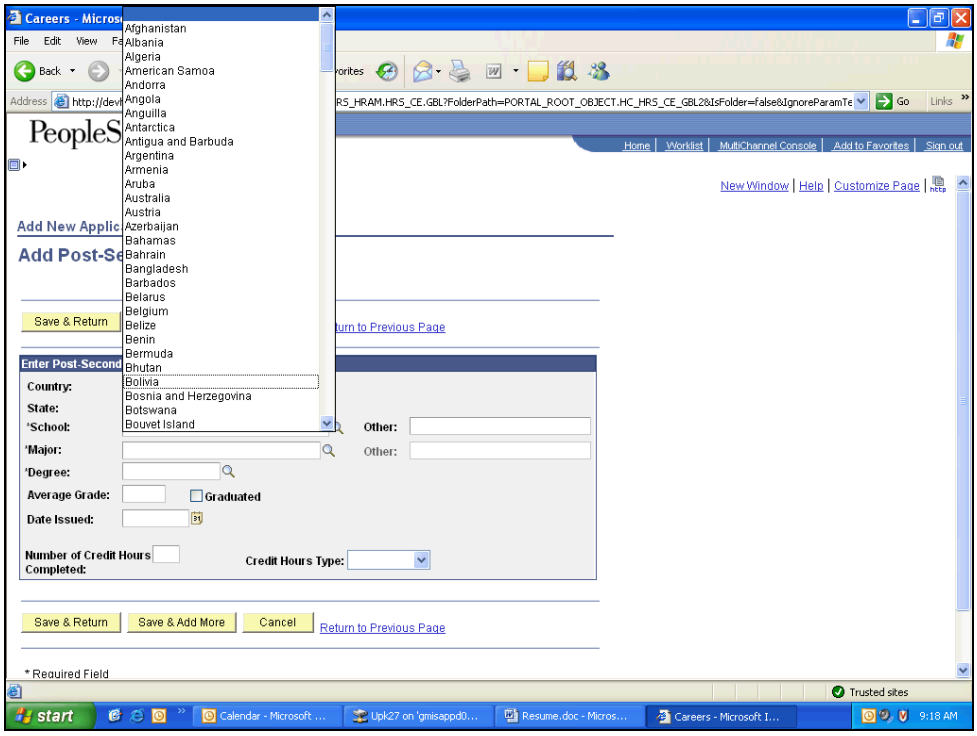




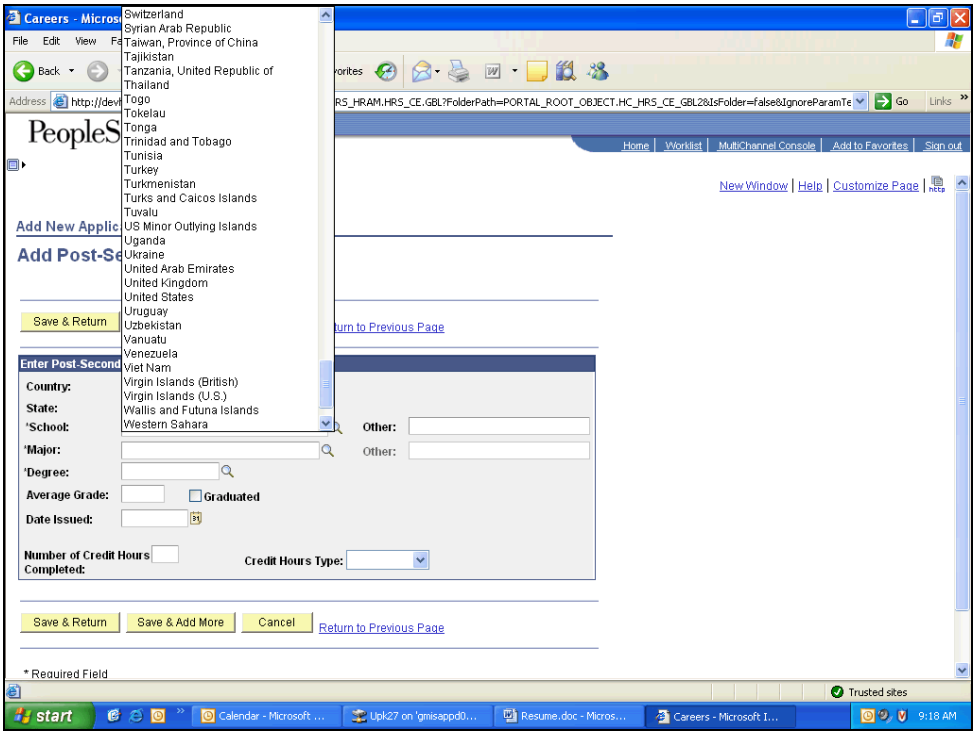
Step	Action
77.	Click the **Highest Education Level** drop-down menu button.
78.	Select **G-Bachelor's Level Degree** from the list of values. G-Bachelor's Level Degree
79.	Click the **Add Post-Secondary Education History** link. Add Post-Secondary Education History



Step	Action
80.	Click the **Country** drop-down menu button.

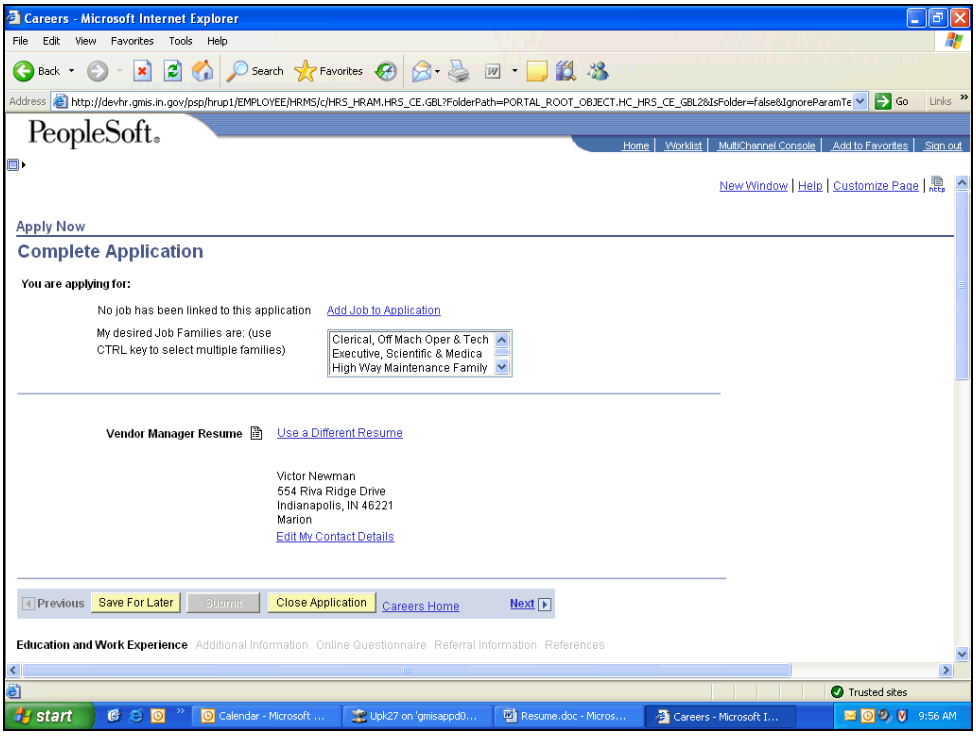


Step	Action
81.	Scroll down the list of values to locate the **United States**.

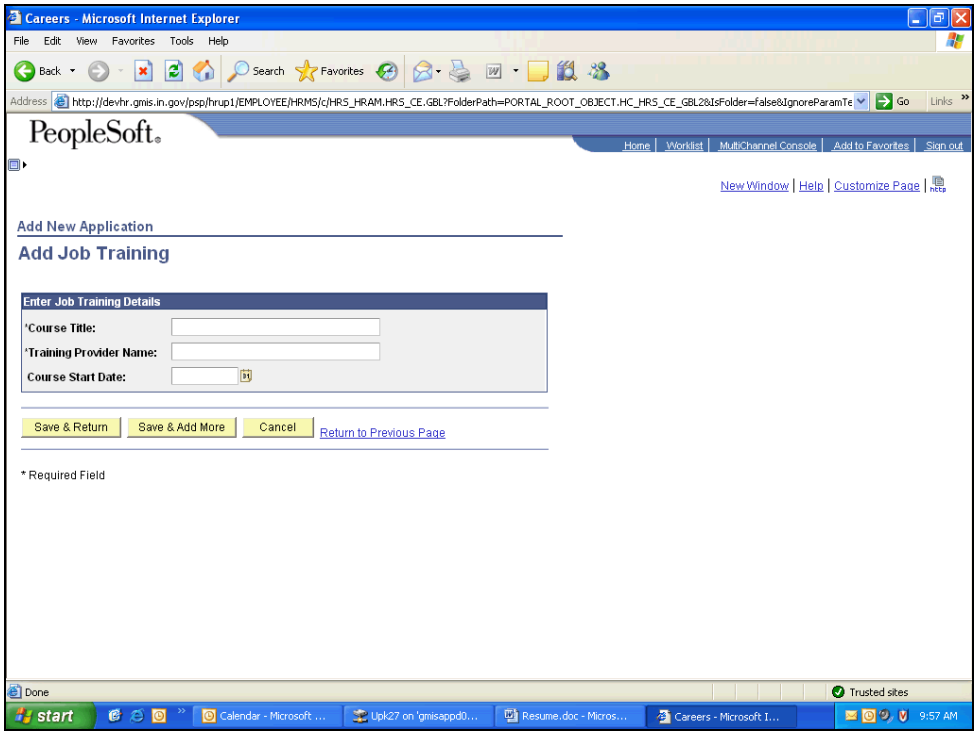


Step	Action
82.	Select **United States** from the list of values. United States
83.	Click the **State** drop-down menu button.
84.	Select **Indiana** from the list of values. Indiana
85.	Click the **School Magnifying Glass (Alt+5)** button.
86.	Click the **Advanced Lookup** link. Advanced Lookup
87.	Click in the **Description** field.
88.	Enter part or the entire school name into the **Description** field. Enter "**in**".
89.	Click the **Look Up** button. Look Up
90.	Click the **Indiana Univ-Bloomington** link from the list of values under the **Description** column. Indiana Univ-Bloomington

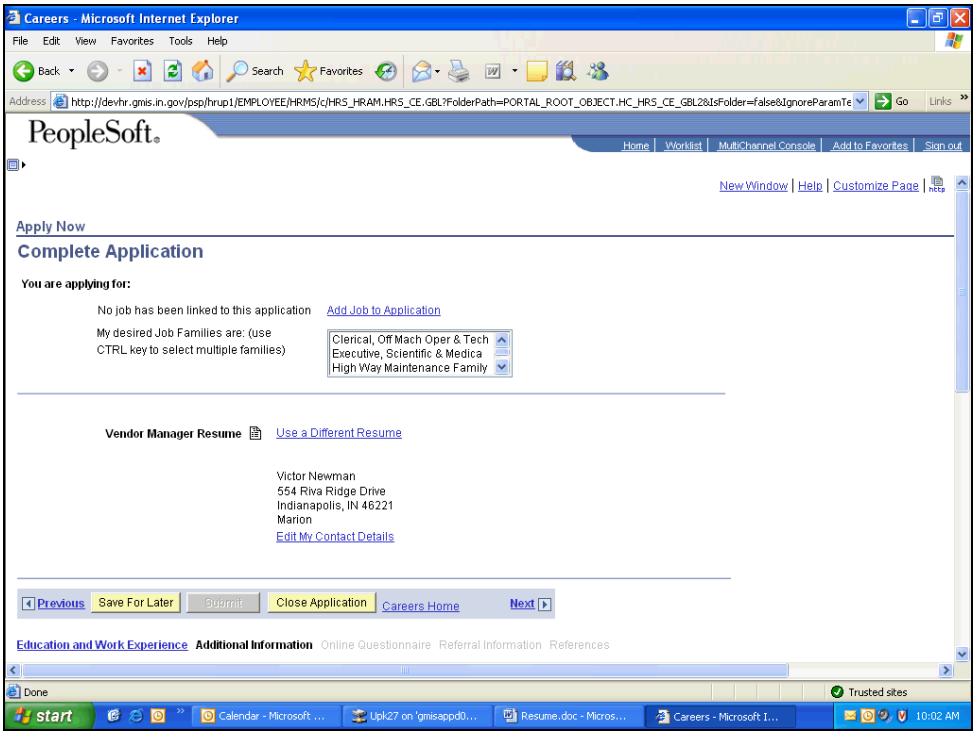
Step	Action
91.	Click the **Major Magnifying Glass (Alt+5)** button.
92.	Scroll down the **Description** column list of values to locate the **Major Code** for **Business Administration/Mgmt**.
93.	Select the **107800** entry in the **Major Code** column for the **Business Administration/Mgmt** major. 107800
94.	Click the **Degree Magnifying Glass (Alt+5)** button.
95.	Select **Bachelor of Science** from the list of values in the **License or Certificate** column. Bachelor of Science
96.	Enter the applicant's average grade into the **Average Grade** field. Enter "**3.6**".
97.	Click the **Graduated** checkbox to select it.
98.	Enter the date the degree was issued into the **Date Issued** field. Enter "**12/15/2003**".
99.	Enter the total number of credit hours completed into the **Number of Credit Hours Completed** field. Enter "**60**".
100.	Click the **Credit Hours Type** drop-down menu button.
101.	Select **Semester** from the list of values. Semester
102.	Click the **Save & Return** button. Save & Return



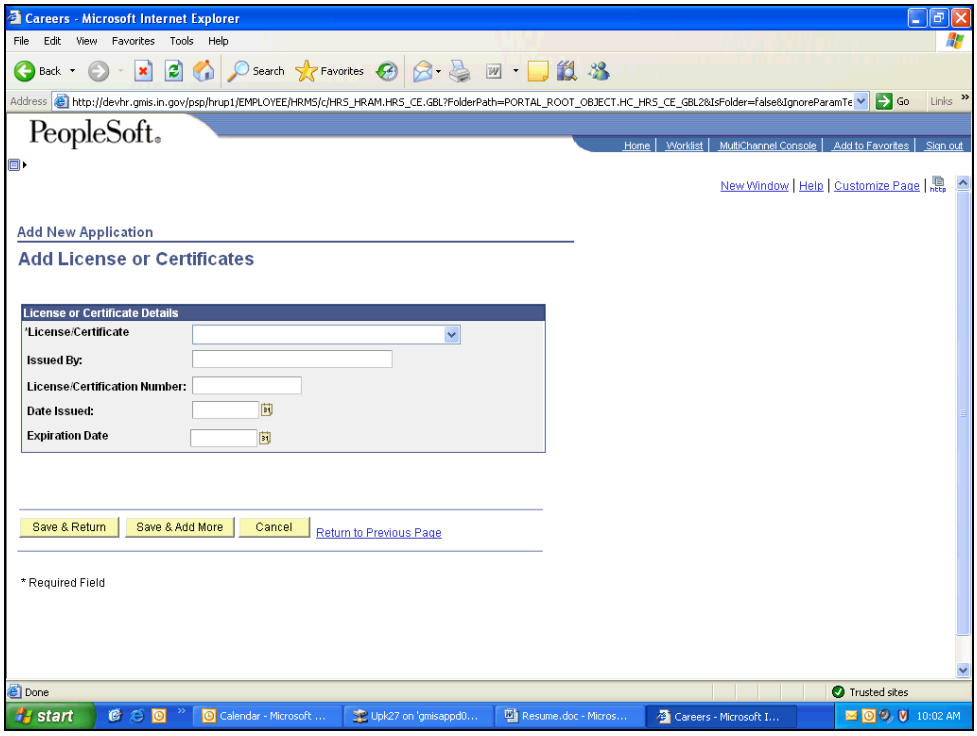
Step	Action
103.	Click the **Next** link to the **Additional Information** page. Next
104.	Scroll down the page to enter additional information about the applicant.
105.	Click the **Add Job Training** link. Add Job Training



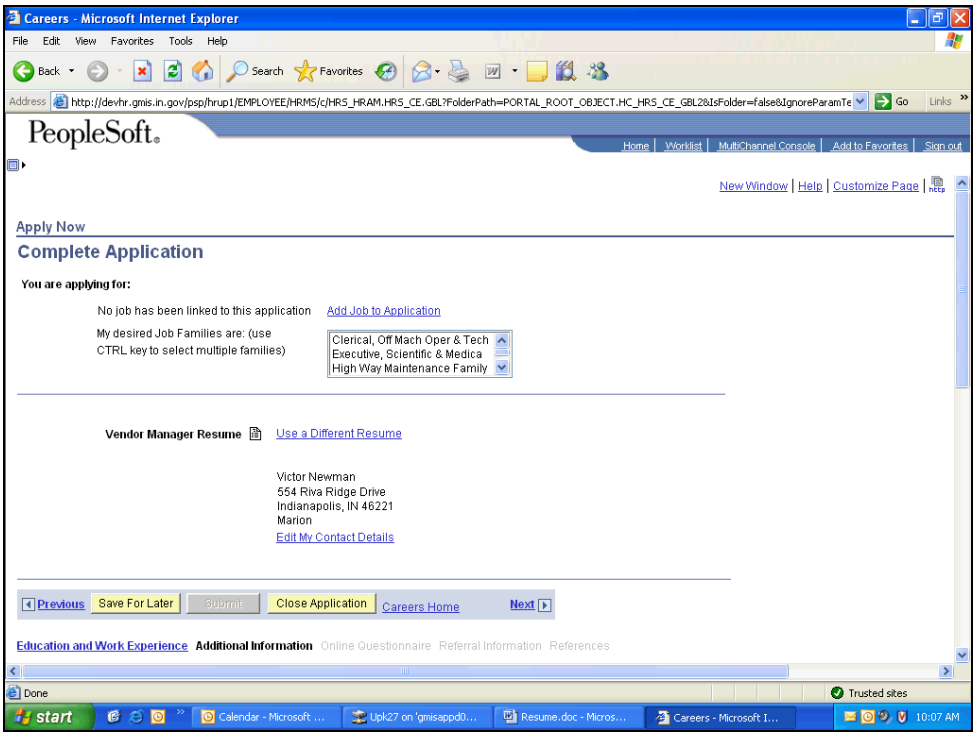
Step	Action
106.	Enter the job training course title into the **Course Title** field. Enter "**Building Vendor Relationships**".
107.	Press the **[Tab]** key.
108.	Enter the training provider who taught the course into the **Training Provider Name** field. Enter "**Better Business, Inc.**".
109.	Enter the date the course was attended into the **Course Start Date** field. Enter "**10/12/2006**".
110.	Click the **Save & Return** button. Save & Return



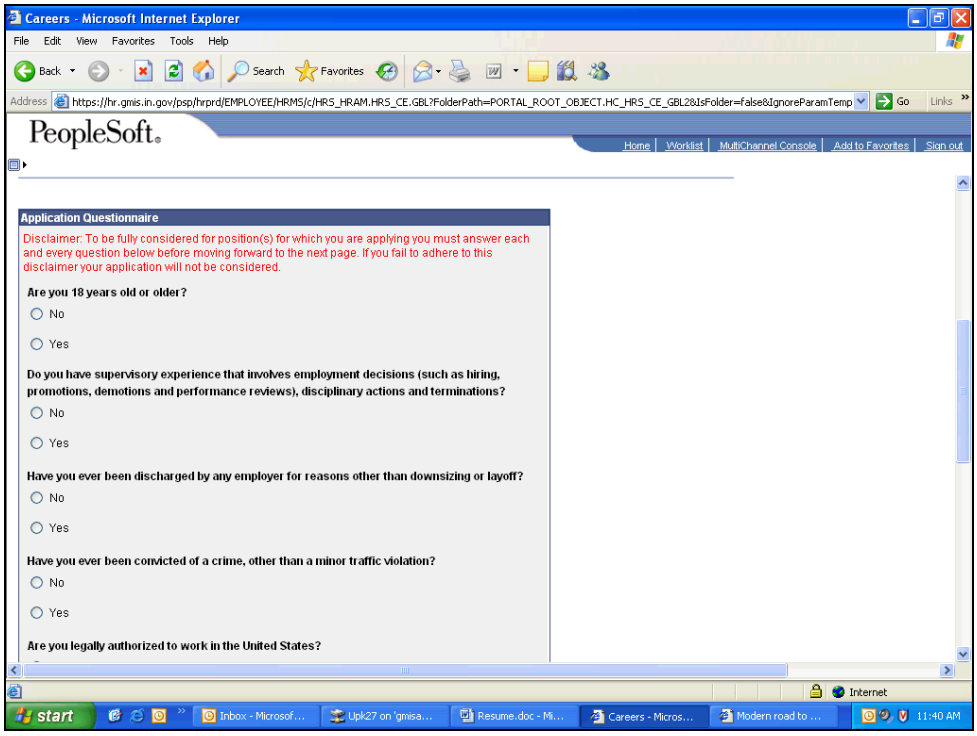
Step	Action
111.	Click the **Add Licenses and Certificates** link. Add Licenses and Certificates



Step	Action
112.	Click the **License/Certificate** drop-down menu button.
113.	Select **Univ Public Purchasing Cert** from the list of values. Univ Public Purchasing Cert
114.	Enter the organization who issued the license or certificate into the **Issued By** field. Enter "**Public Purchasing Association**".
115.	Enter the official license or certification number into the **License/Certification Number** field. Enter "**4A556**".
116.	Enter the date the license or certificate was issued into the **Date Issued** field. Enter "**3/20/2007**".
117.	Enter the date the license or certificate will expire into the **Expiration Date** field. Enter "**03/20/2010**".
118.	Click the **Save & Return** button. Save & Return

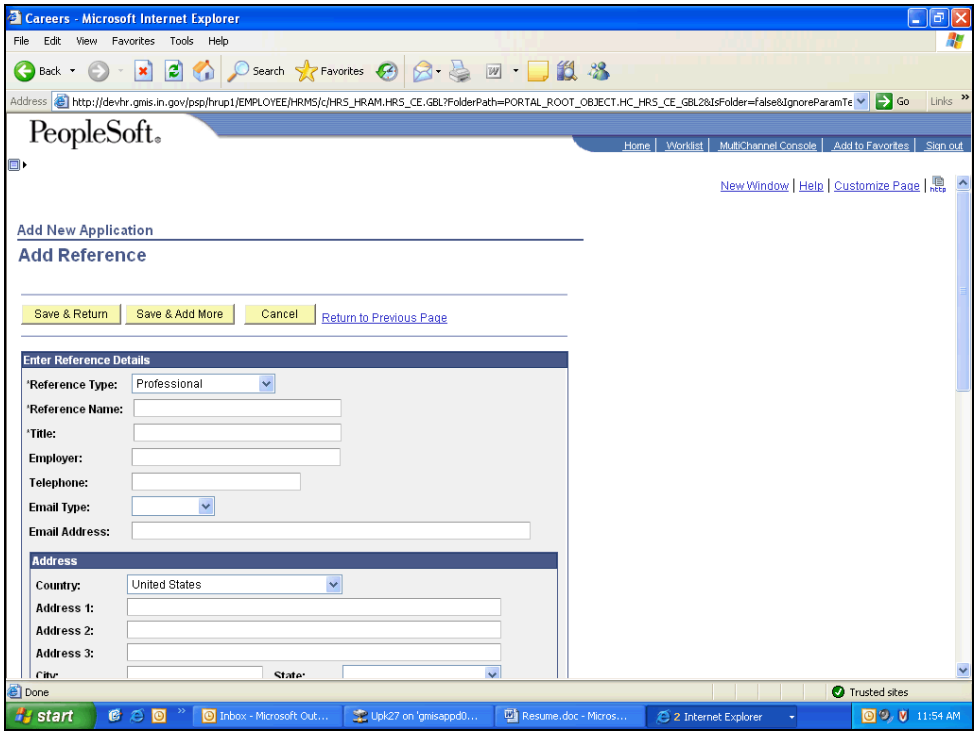


Step	Action
119.	Click the **Next** link to go to the **Online Questionnaire** page. Next



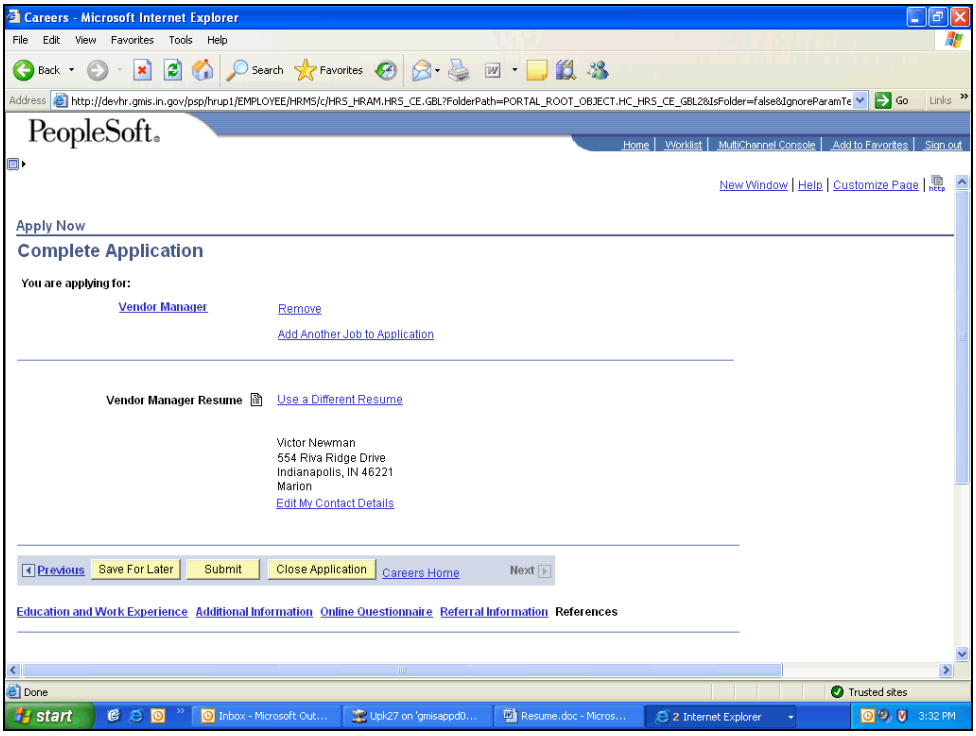
Step	Action
120.	The questionnaire page asks questions that provide information about the applicant's qualifications. Every question is required to be answered for the applicant to be considered for a position of interest. Click the **Yes** option to move to the next screen. ○
121.	Scroll down the page to answer all of the questions.
122.	After all questions have been answered, click the **Next** link to go to the **Referral Information** page. Next
123.	The **Preferences** page records information such as the applicant's geographical preference and desired work hours. Enter the date the applicant is available to start working into the **Desired Start Date** field. Enter "**09102007**".
124.	Click the **Yes** option. ○

Step	Action
125.	Since the applicant is willing to travel, click the **If yes, how often?** drop-down menu button.
126.	Select **26 - 50 %** from the list of values. 26 - 50 %
127.	Scroll down the page completing the remaining **Preferences** information and to locate the **Referral Information** box.
128.	Click the **How did you find out about the job? Magnifying Glass (Alt+5)** button.
129.	Scroll down the list of values under the **Source Name** column.
130.	Select **Posting** from the list of values. Posting
131.	Select a choice from the **Prior Convictions** box. Complete the **Prior Convictions Comments** text box if applicable. Click the **No** option.
132.	Click the **Next** link to go to the **References** page. Next
133.	Click the **Add Reference** link. Add Reference



Step	Action
134.	In this instance, accept the defaul ***Reference Type** drop-down menu selection of **Professional**. Other reference options are **Personal** and **Both** (for both a personal and professional reference). Enter the references name into the **Reference Name** field. Enter "**Melody Thomas**".
135.	Press the **[Tab]** key.
136.	Enter the reference's title into the **Title** field. Enter "**Purchasing Manager**".
137.	Enter the reference's employer into the **Employer** field. Enter "**St. Andrews Hospital**".
138.	Enter the reference's phone number into the **Telephone** field. Enter "**415-563-4123**".
139.	Click the **Email Type** drop-down menu button.
140.	Select **Business** from the list of values.
141.	Click in the **Email Address** field.

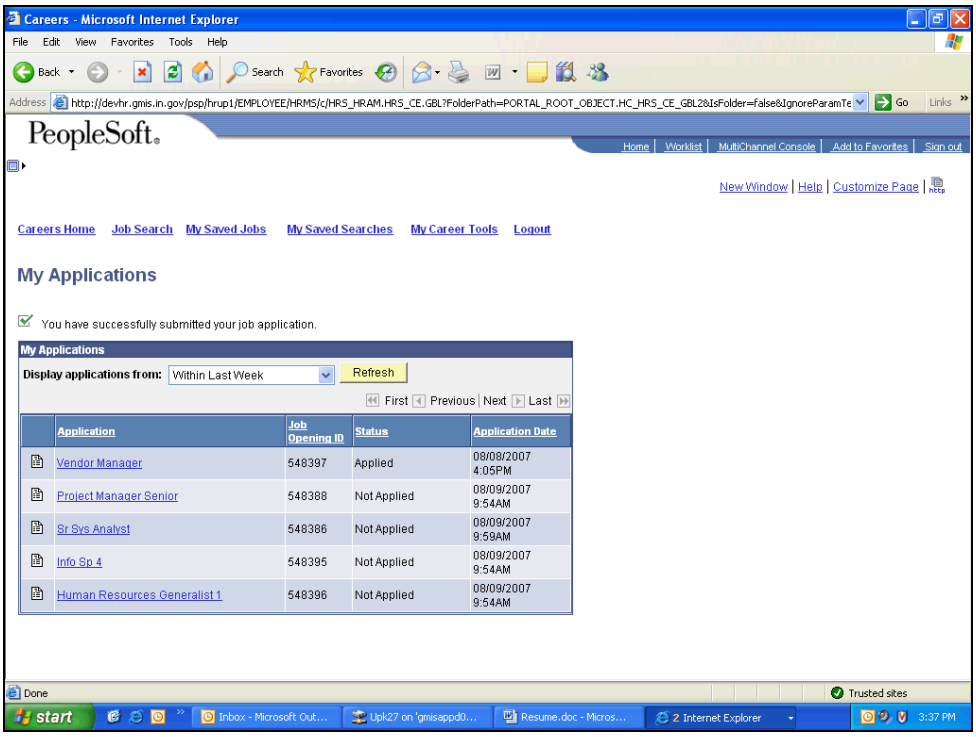
Step	Action
142.	Enter the reference's email address into the **Email Address** field. Enter "**mthomas@sahosp.com**".
143.	Finish completing the references information. When finished, click the **Save & Return** button. Save & Return



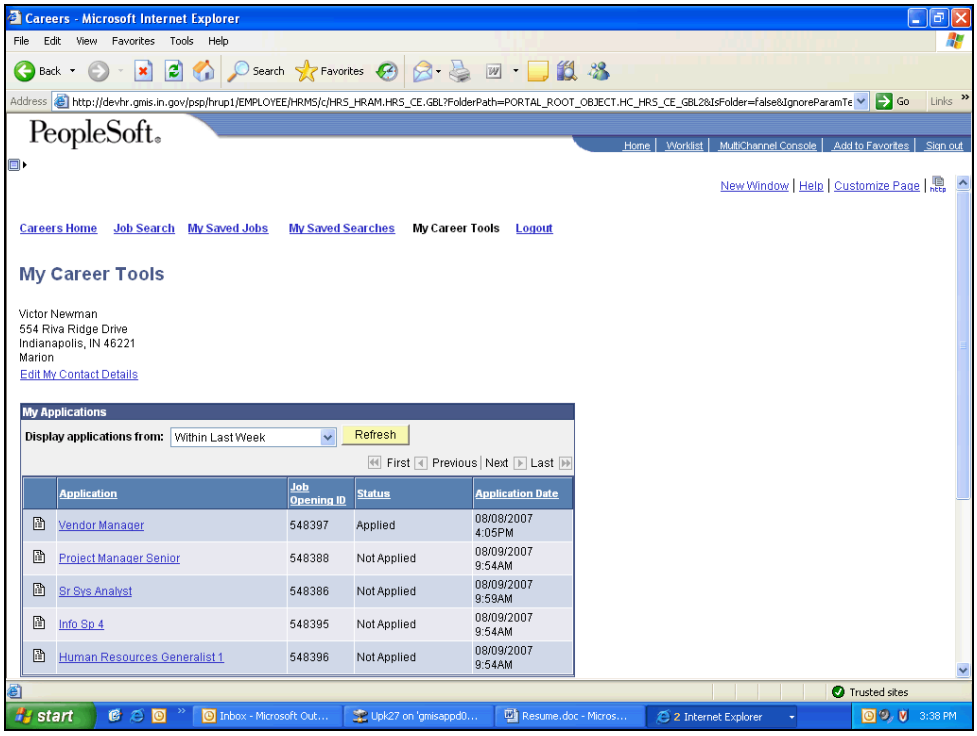
Step	Action
144.	After all of the **Complete Application** pages have been completed, click the **Submit** button to submit the application. Submit

Step	Action
145.	The State of Indiana requests applicants submit information to help us with Equal Employment Oppotunity record keeping. Applicant may choose to Accept or Decline the invitation to submit this information. In this example, the applicant has chosen to submit the requested information. Click the **Gender** drop-down menu button.
146.	Select **Male** from the list of values. Male
147.	Click in the **Birthdate** field.
148.	Enter the applicant's birthdate into the **Birthdate** field. Enter "**07/13/1979**".
149.	Click the **Ethnic Group** drop-down menu button.
150.	The applicant would make a selection from the list of values.
151.	Click the **Vet. Status** drop-down menu button.

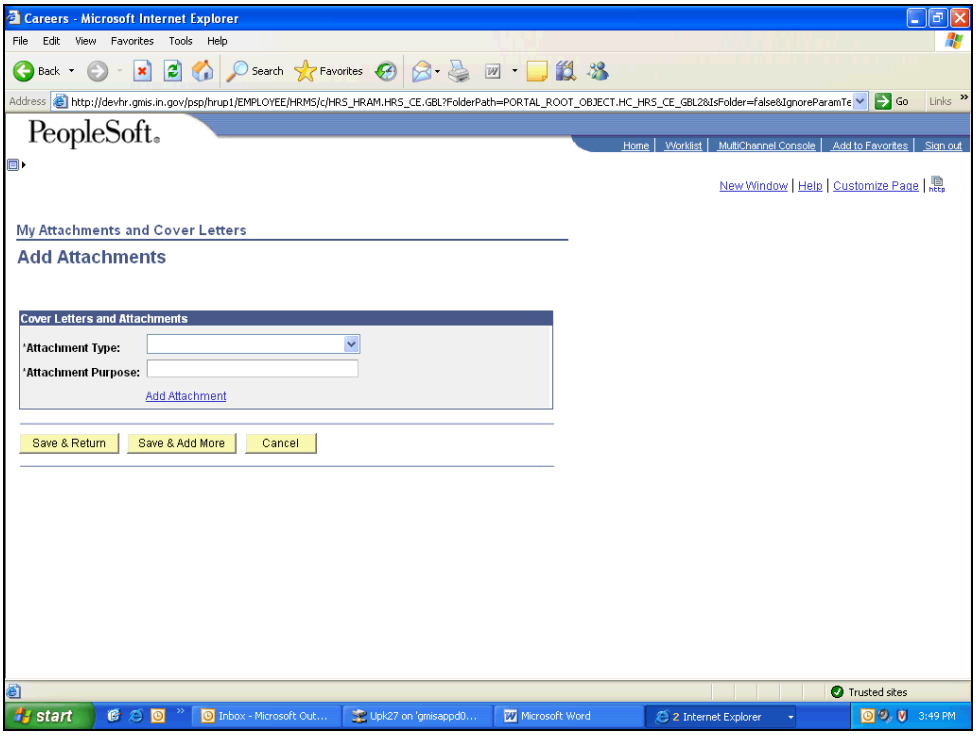
Step	Action
152.	Select **Not a Veteran** from the list of values. Not a Veteran
153.	Click the **I agree to these terms** option.
154.	Click the **Submit** button. Submit



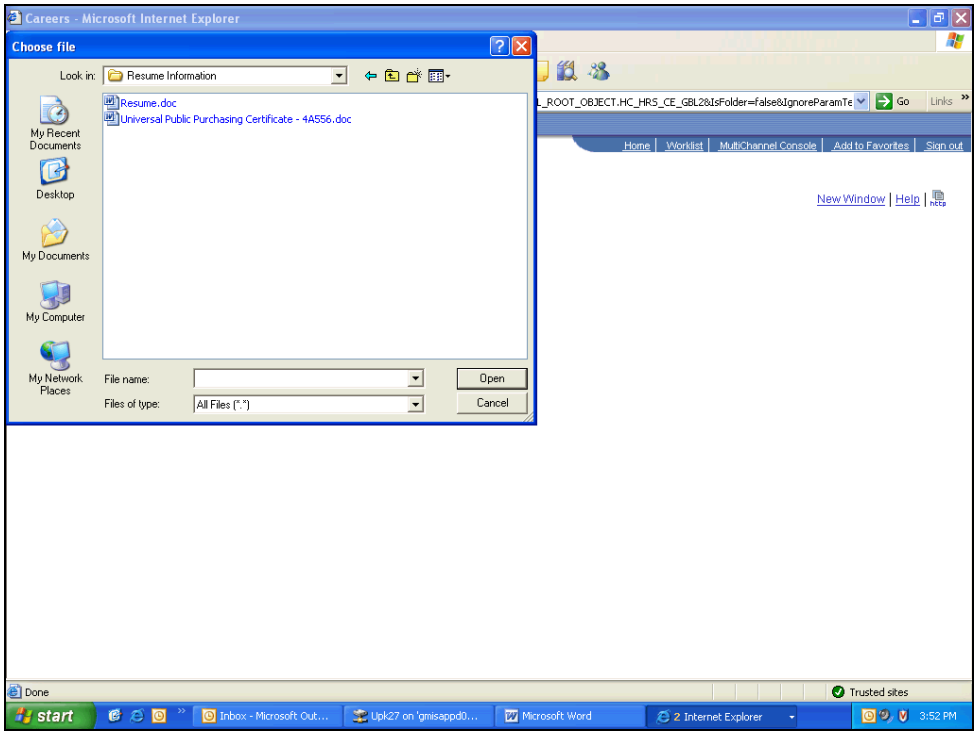
Step	Action
155.	If an applicant correctly completes an application, the application status will read **Applied** under the **Status** column of the **My Applications** page.
156.	Next, the applicant wishes to add an attachment to the application. Click the **My Career Tools** link. My Career Tools



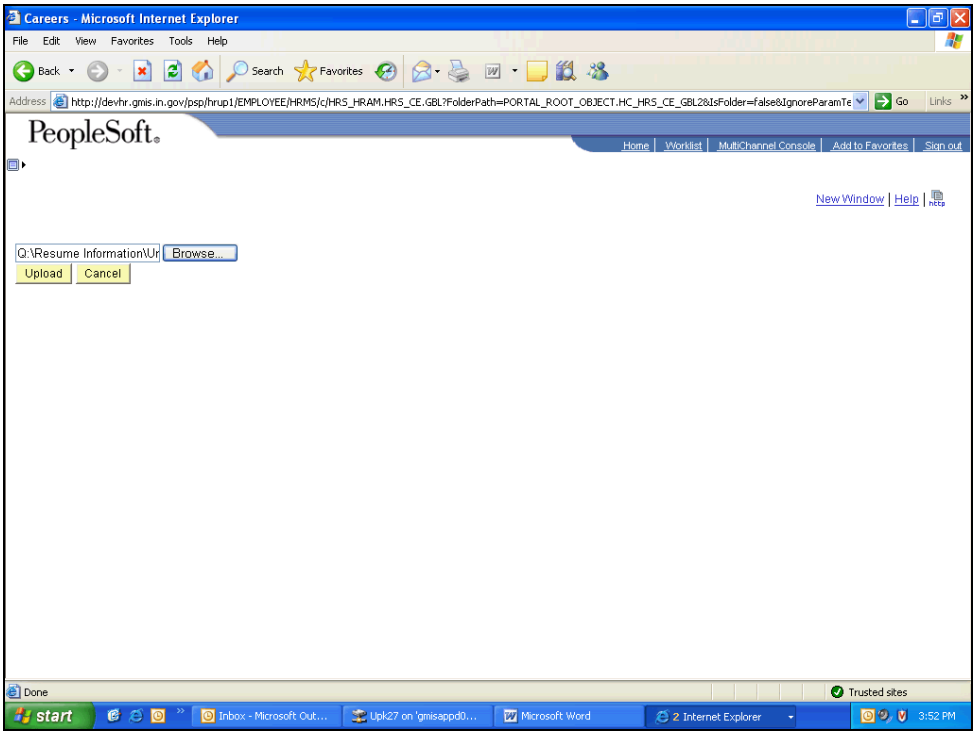
Step	Action
157.	Click the **Add Attachment** link. Add Attachment



Step	Action
158.	Click the **Attachment Type** drop-down menu button.
159.	Select **Certification** from the list of values. Certification
160.	Click in the **Attachment Purpose** field.
161.	Enter the purpose of the attachment into the **Attachment Purpose** field. Enter "**Univ Public Purchasing Cert**".
162.	Click the **Add Attachment** link. Add Attachment
163.	Click the **Browse...** button to locate the **Microsoft Word** document attachment in the applicant's computer files. Browse...



Step	Action
164.	After locating the Microsoft Word document in the applicant's files, click the **Universal Public Purchasing Certificate - 4A556.doc** list item. Universal Public Purchasing Certificate - 4A556.doc
165.	Click the **Open** button. Open
	or Press **[Alt+O]**.

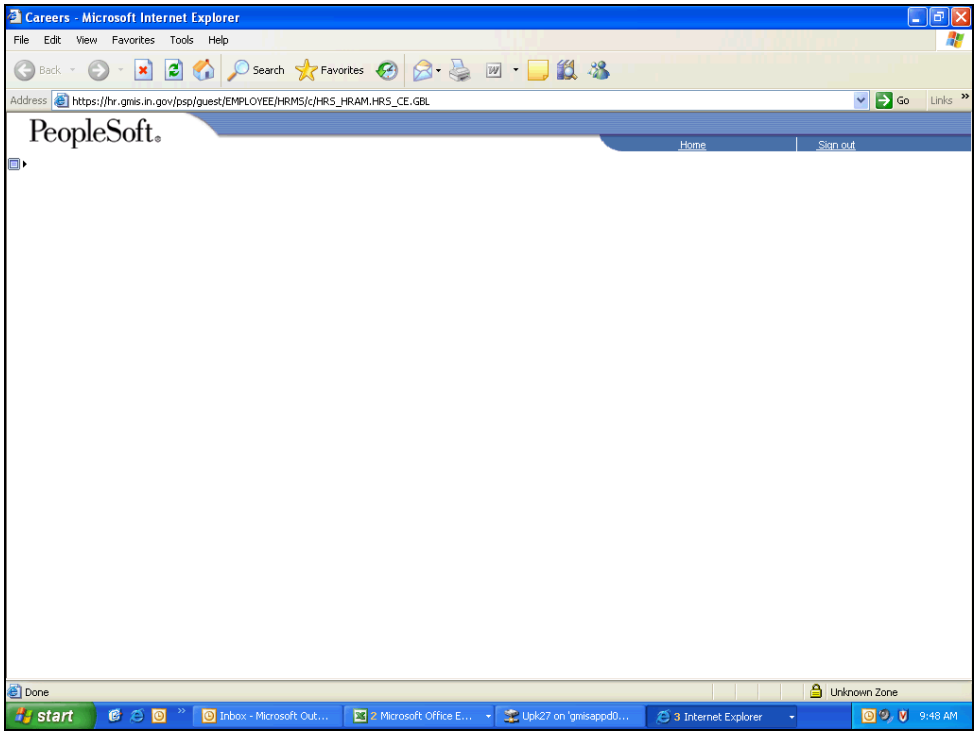


Step	Action
166.	The selected **Microsoft Word** document path appears in the window to the left of the **Browse...** button. Click the **Upload** button. Upload
167.	The **Microsoft Word** document attachment **Universal Public Purchasing Certificate - 4A556.doc** is now attached to the applicant's application. Click the **Save & Return** button to return to the **My Career Tools** page. Save & Return
168.	**End of Procedure.**

Submitting an Application with an Existing Profile

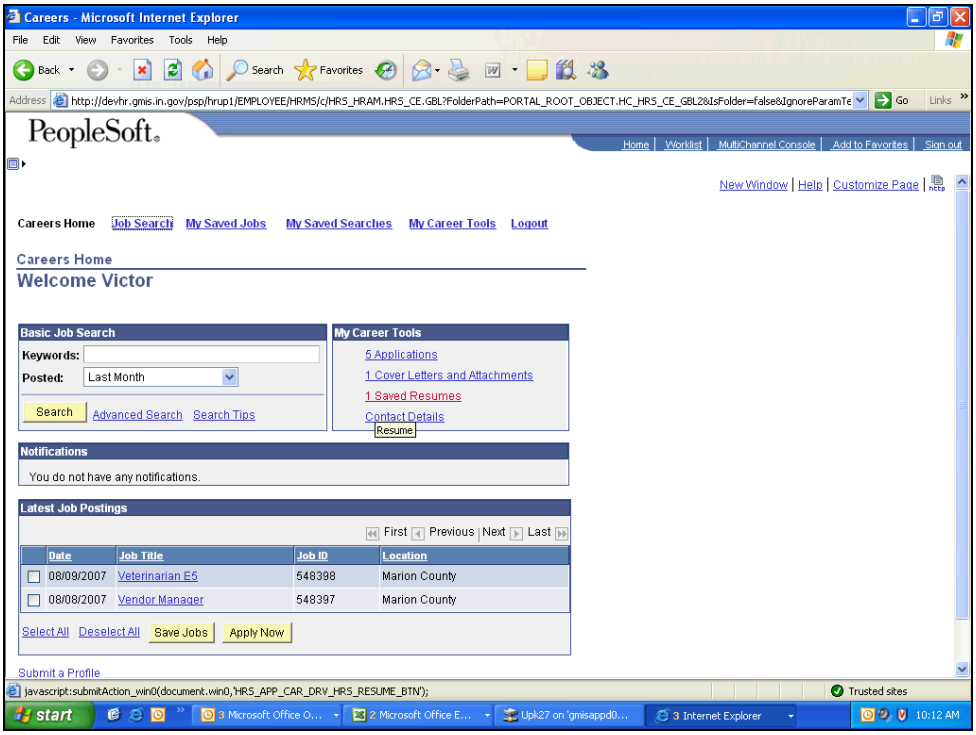
eRecruit is the State of Indiana's new single portal web application to view and apply for state positions. The new job bank will allow applicants to search posted positions and create a job search agent that will notify applicants electronically when positions are posted that match user-defined criteria. The following directions will assist applicants with searching and applying for jobs using eRecruit.

Procedure

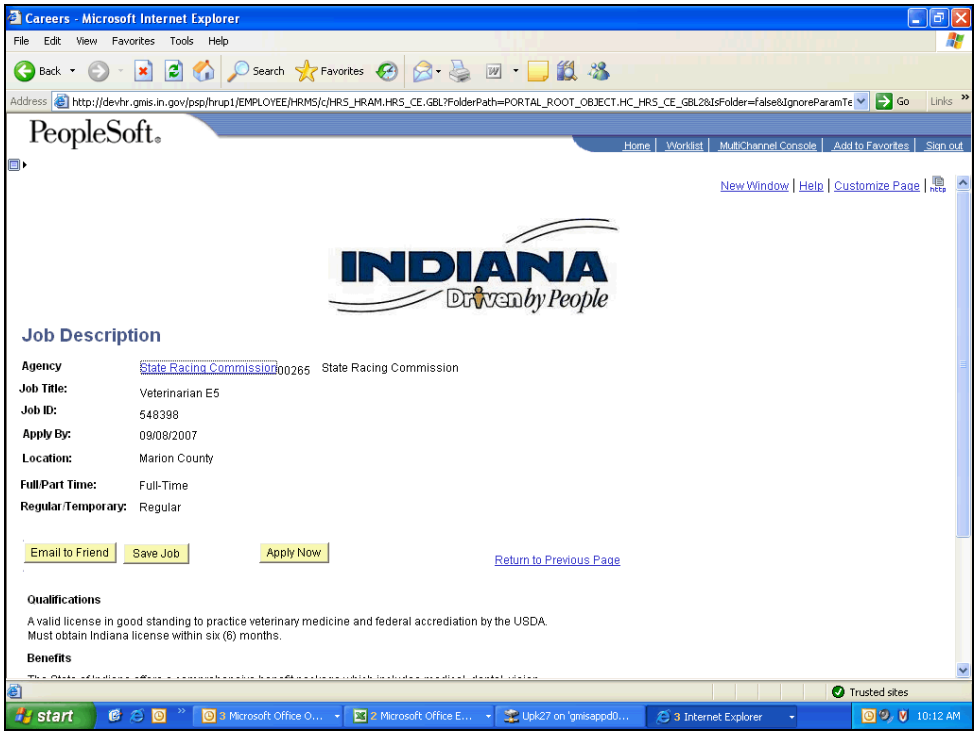


Step	Action
1.	If necessary, click the **Expand Menu (Ctrl+Y)** button to display the **Careers** link and sign-on screen. Click the **Expand Menu (Ctrl+Y)** button.

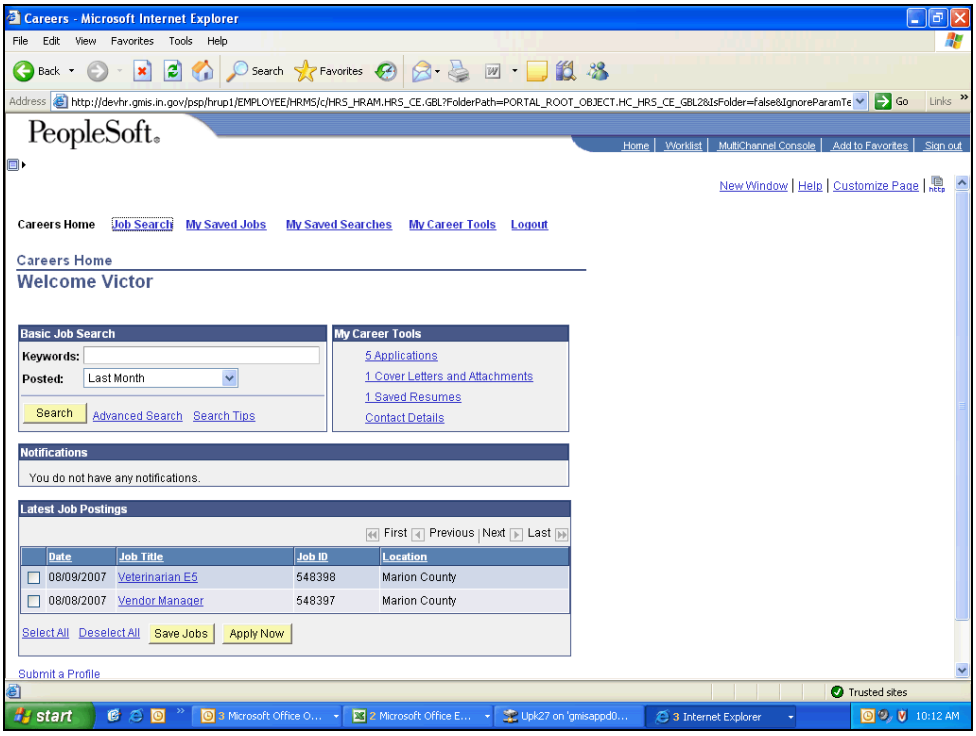
Step	Action
2.	Enter the applicant's user name into the **User Name** field. Enter "**TestApplicant333**".
3.	Press the **[Tab]** key.
4.	Enter the password associated with the user name into the **Password** field. Enter "**1234**".
5.	Enter the desired information into the **Password** field. Enter "**1234**".
6.	Enter the desired information into the **Password** field. Enter "**1234**".
7.	Click the **Login** button. Login



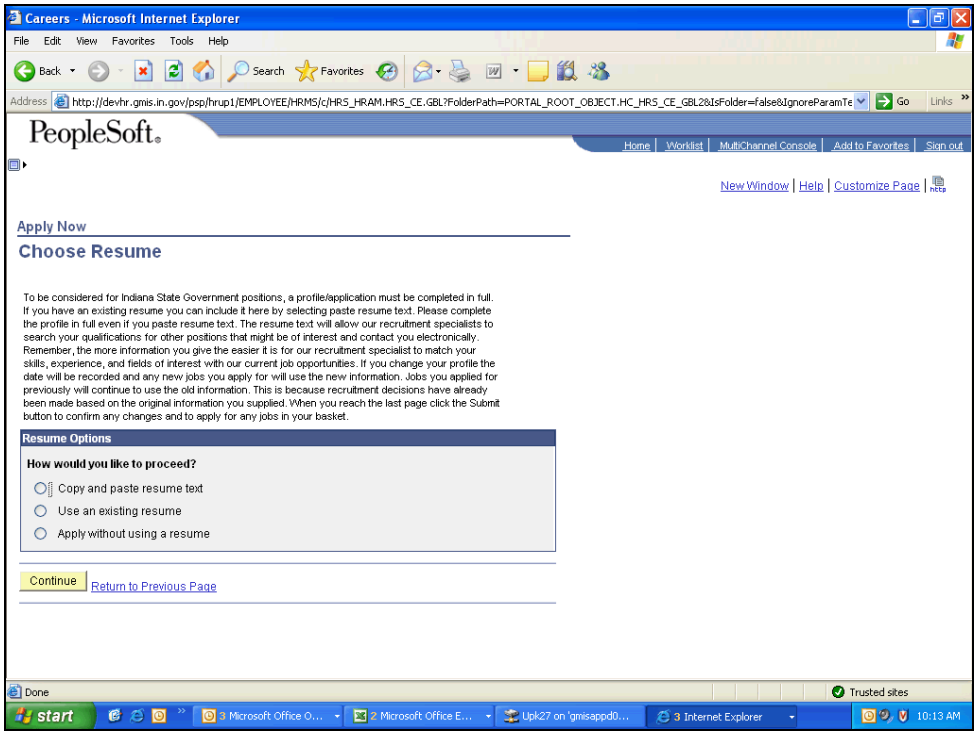
Step	Action
8.	Click the **Veterinarian E5** link in the **Job Title** column. Veterinarian E5



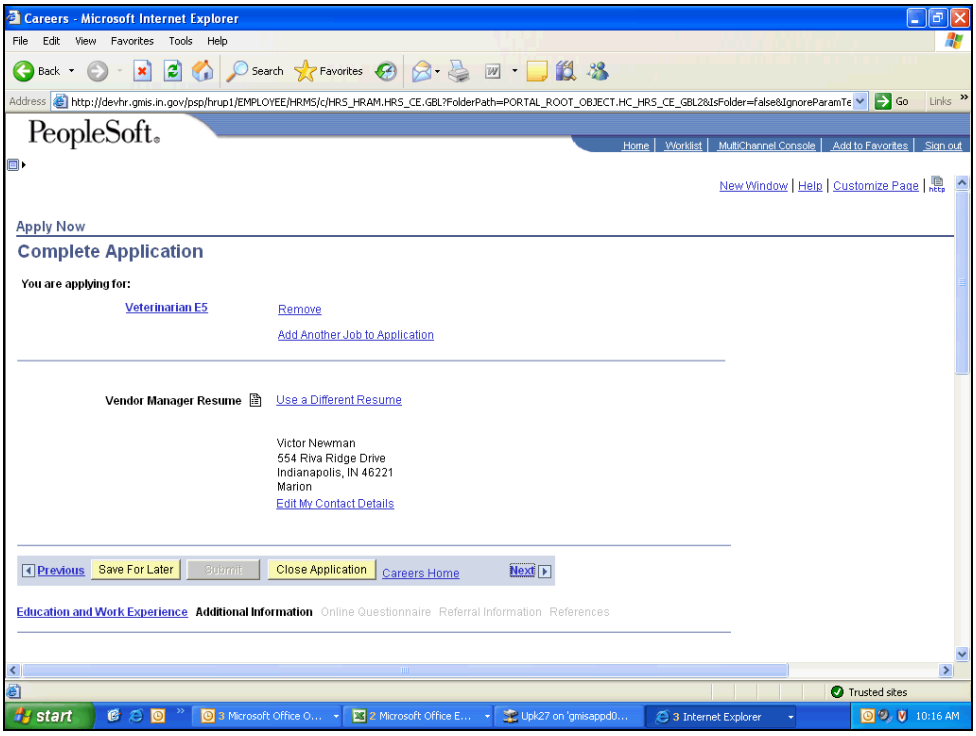
Step	Action
9.	Scroll down the page to review the job description.
10.	When you have completed the job description, click the **Return to Previous Page** link. Return to Previous Page



Step	Action
11.	Review other job postings as desired. In this instance, the applicant chooses to apply for the **Veterinarian E5** position. Click the checkbox in row with **08/09/2007** in the **Date** column and **Veterinarian E5** in the **Job Title** column.
12.	Click the **Apply Now** button. Apply Now

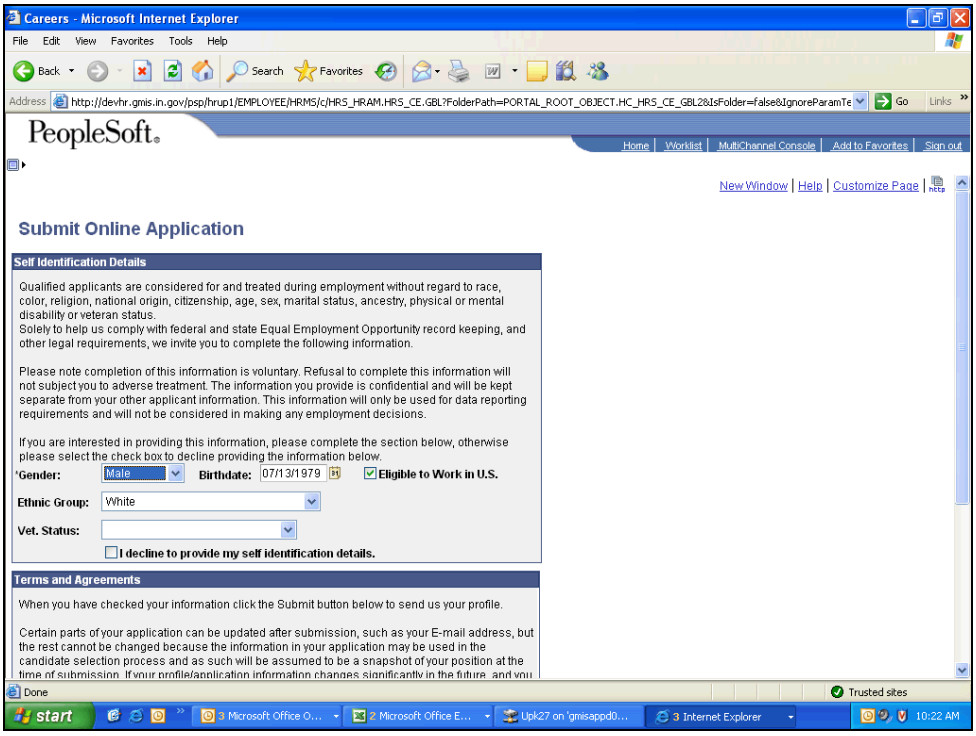


Step	Action
13.	Select the **Use an existing resume** option.
14.	Click the **Copy and paste resume text** drop-down menu button.
15.	Select **Vendor Manager Resume** from the list of values. Vendor Manager Resume
16.	Click the **Continue** button. Continue



Step	Action
17.	Review the information on the **Education and Work Experience** page. When finished, click the **Next** link to go to the **Additional Information** page. Click the **Next** button.
18.	After reviewing the information and making any changes on the **Additional Information** page, the applicant would indicate their proficiency in the job posting **Skills Compentecy** box. Click the **Proficiency** drop-down menu button.
19.	Select **0 - 1 Years** from the list of values. 0 - 1 Years
20.	Click the **Next** link to go to the **Online Questionnaire** page. Next
21.	The applicant would complete all of the **Online Questionnaire** questions. The questionnaire page asks questions that provide information about the applicant's qualification. **An applicant must answer each question in the list by checking the appropriate option by each question to be considered for the position.** Click the **Next** link to go to the **Referral Information** page. Next

Step	Action
22.	On the Referral Information page, the applicant can record geographical preferences and desired work hours, etc. Enter the date the applicant wishes to start working into the **Desired Start Date** field. Enter "**09/10/2007**".
23.	In addition to items such as travel, regular/temporary employment, and full/part-time employment preferences, an applicant may also indicate their geographical preferences on the **Referral Information** page. Click the **First Choice Magnifying Glass (Alt+5)** button located in the **Geographic Preference** box.
24.	Select **973 Marion County** from the list of values. 973
25.	Next on the **Referral Information** page, the applicant can indicate how they found out about the job and note current or past state employment. Click the **How did you find out about the job? Magnifying Glass (Alt+5)** button located in the **Referral Information** box.
26.	Select **Job Postng Job Posting** from the list of values. Job Postng
27.	In this instance, the applicant is not a former State of Indiana employee. Click the **No** option.
28.	Click the **Next** link to go to the **References** page. Next
29.	After reviewing the **References** box information, click the **Submit** button. Submit



Step	Action
30.	The State of Indiana requests applicant submit information to help us with Equal Employment Opportunity record keeping. Applicant may choose to Accept or Decline the invitation to submit this information. In this example, the applicant has chosen to submit the information.
31.	Scroll down the page to review the **Terms & Agreements** box on the **Submit Online Application** page.
32.	Click the **I agree to these terms** option.
33.	Click the **Submit** button. Submit
34.	**End of Procedure.**