

PeopleSoft 8.9

Internal Applicant Guide

October 12, 2007



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Applicant Home

Logging Into PeopleSoft/Search the Job Bank

Procedure

PeopleSoft is an Internet based Human Resources Data Management System. To access Employee Self-Service, open your computer's web browser (i.e. Internet Explorer or Netscape Navigator).

The Employee Self-Service tool in PeopleSoft allows employees the access to open Recruiting Activities and the Careers link. The Careers link allows employees the opportunity to review current job postings and apply for jobs.



Step	Action
1.	Double-click the Internet Explorer icon on the desktop to open the Internet.



Step	Action
2.	When the Internet window opens, click in the address bar to highlight the address field. <input type="text" value="http://www.ai.org/"/>
3.	Press the [Delete] key to delete the address in the address bar.
4.	Enter the State Personnel Department's Home page URL address into the address bar. Enter " www.in.gov/jobs ".

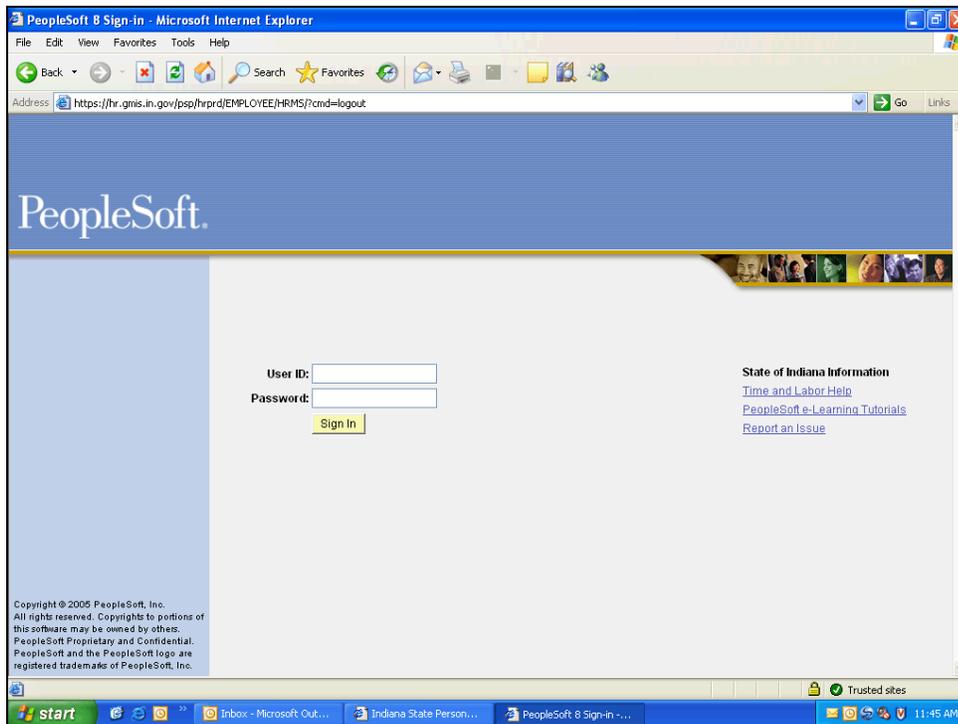
 The PeopleSoft Sign-in Homepage may also be accessed by entering the PeopleSoft URL into the address field.

The applicant would type:
https://hr.gmis.in.gov/psp/hrprd/?cmd=login and press the **[Enter]** key on the keyboard.

Step	Action
5.	Press the [Enter] key.



Step	Action
6.	<p>An applicant can access their internal PeopleSoft account from the State Personnel Department's Homepage.</p> <p>Point to the Employment & Careers menu.</p> 
7.	<p>From the Employment & Careers menu, locate the Current Employees Job Bank submenu.</p> <p>Click the Current Employees Job Bank link.</p> 
8.	<p>Click the Search Categories and descriptions link.</p> <p>Scroll down the page to locate the Employees Click Here button.</p> <p>Click the Employees Click Here button.</p> 



Step	Action
9.	Click in the User ID field. <input type="text"/>
10.	Enter the employee ID number into the User ID field. Enter " K249512 ".



The User ID is created by using the first letter in their first name and the last six (6) digits of the Employee ID number. **Example:** Employee Fighting Irish's Employee ID number is 10000230458. His **User ID** is **F230458**.

Reminder: User IDs and Passwords must be entered using capital letters.

Employees who do not know their Employee ID number are encouraged to contact their Agency HR Department for assistance. Employees at the Indiana State Government Center campus may look on the back of their ID badge. The Employee ID number is located on the back of the badge, underneath the bar code.

The Default Password is created by using the first letter of the employee's first name, the last four digits of their social security number, and the first letter of the employee's last name. **Example:** Using the employee from the previous example, Fighting Irish's **Password** is **F####I**

Employees who have not accessed PeopleSoft since June 1, 2005 must use the Default Password. Employees using the Default Password will be required to change their password upon logging into the system. Please remember your password, as it will not be reset for Open Enrollment. For assistance with changing your password, see the next section of the manual. Employees who have accessed PeopleSoft within the last 60 days will use their current password.

For assistance with resetting your password call the IOT Helpdesk (317-234-4357 or 1-800-382-1095) or e-mail IOTSupport@iot.IN.gov

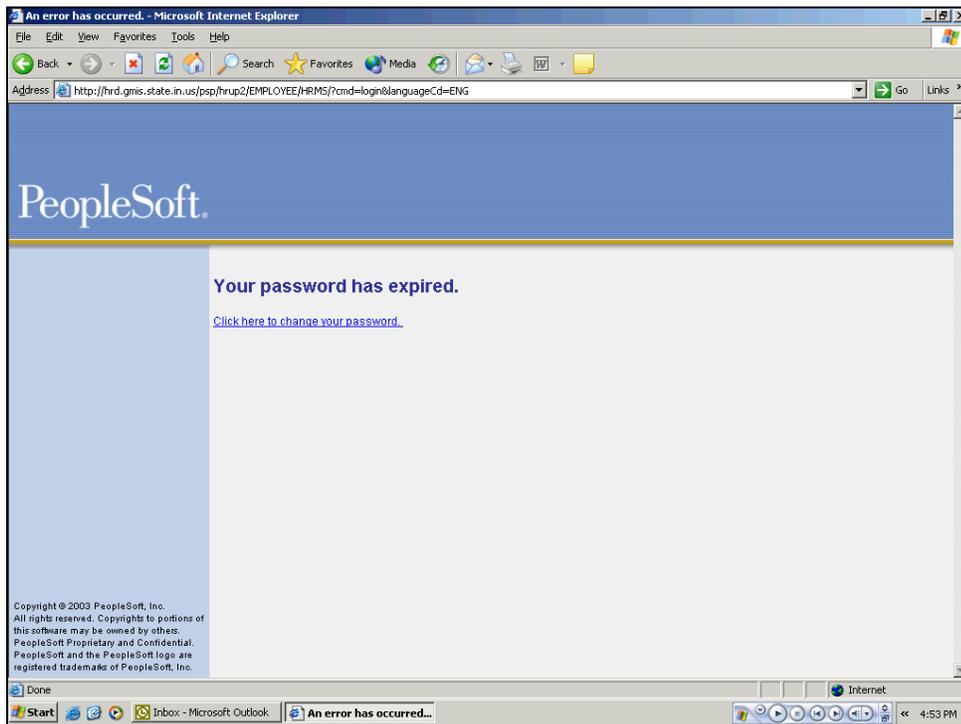
Step	Action
11.	Press the [Tab] key.
12.	Enter the user password into the Password field. Enter " TODAY3 ".
13.	Click the Sign In button. 
14.	Congratulations, you have successfully logged into PeopleSoft! You may be prompted to change your password. Please see the Changing Your Password section in this manual for further assistance. End of Procedure.

Changing Your Password

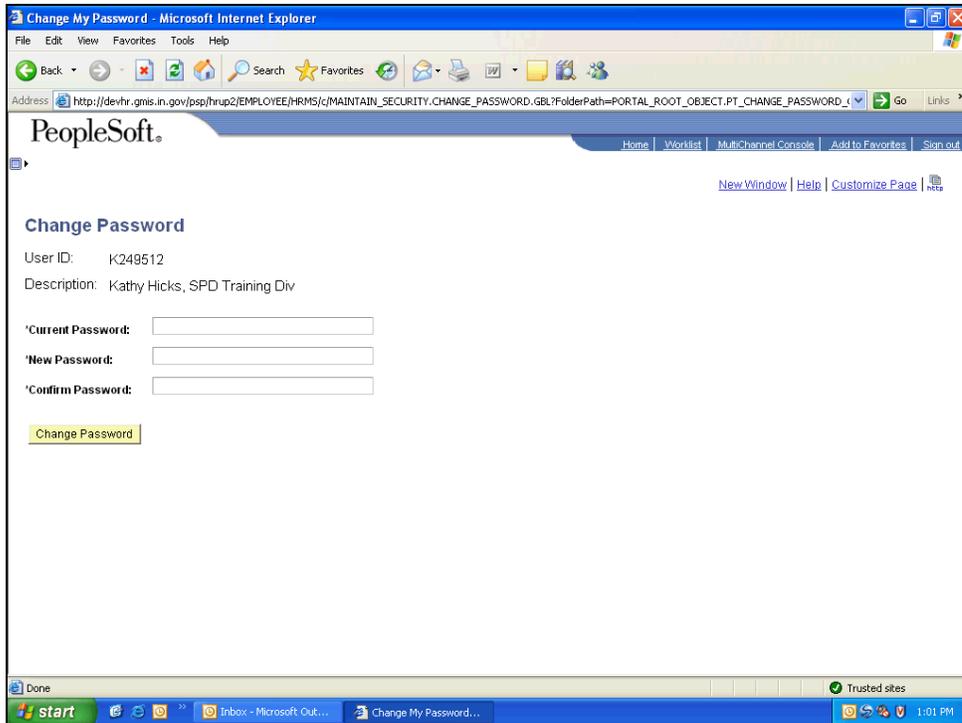
Procedure

The following directions highlight the procedure to change your password.

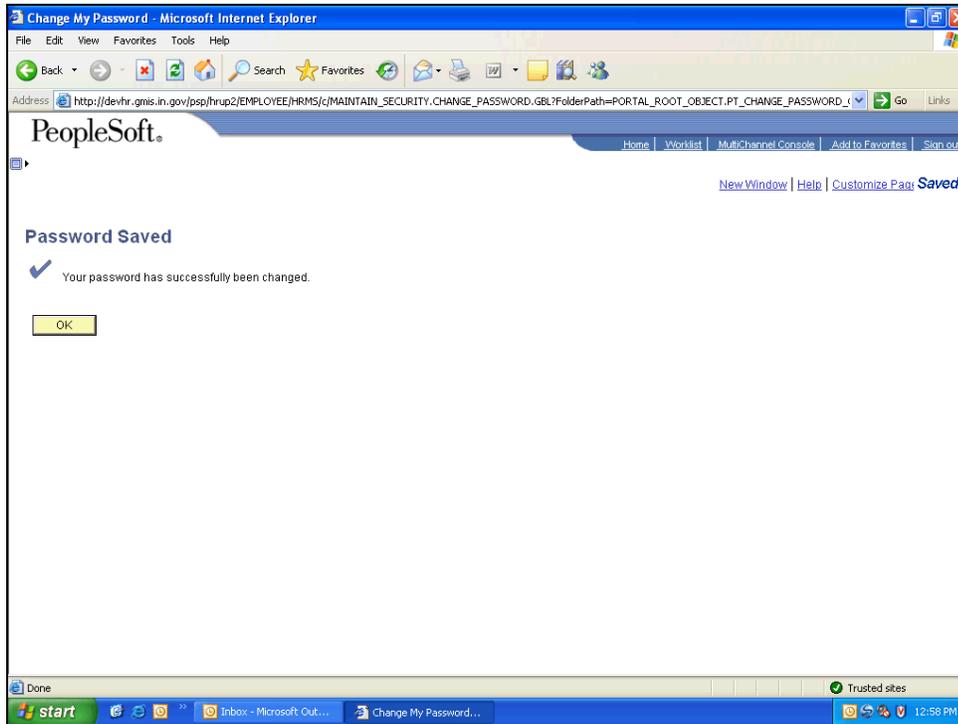
Passwords should be in all capital letters. Passwords are required to be six (6) characters in length and contain at least one number.



Step	Action
1.	Click the Click here to change your password link. Click here to change your password



Step	Action
2.	Click in the Current Password field. <input type="text"/>
3.	Enter the current password into the Current Password field. Enter " TODAY2 ".
4.	Press the [Tab] key.
5.	Enter the new password into the New Password field. Enter " TODAY3 ".
6.	Press the [Tab] key.
7.	Re-enter the new password into the Confirm Password field. Enter " TODAY3 ".
8.	Click the Change Password button. <input type="button" value="Change Password"/>



Step	Action
9.	Click the OK button. 
10.	Clicking the OK button will return you to the Home Page . If for any reason you are not returned to the Home Page, click the Home link. 



A new password may also be made after signing into a PeopleSoft account by clicking the **Change My Password** link on the PeopleSoft menu located on the left-hand side of the page and following **steps 2 through 5** of the manual.

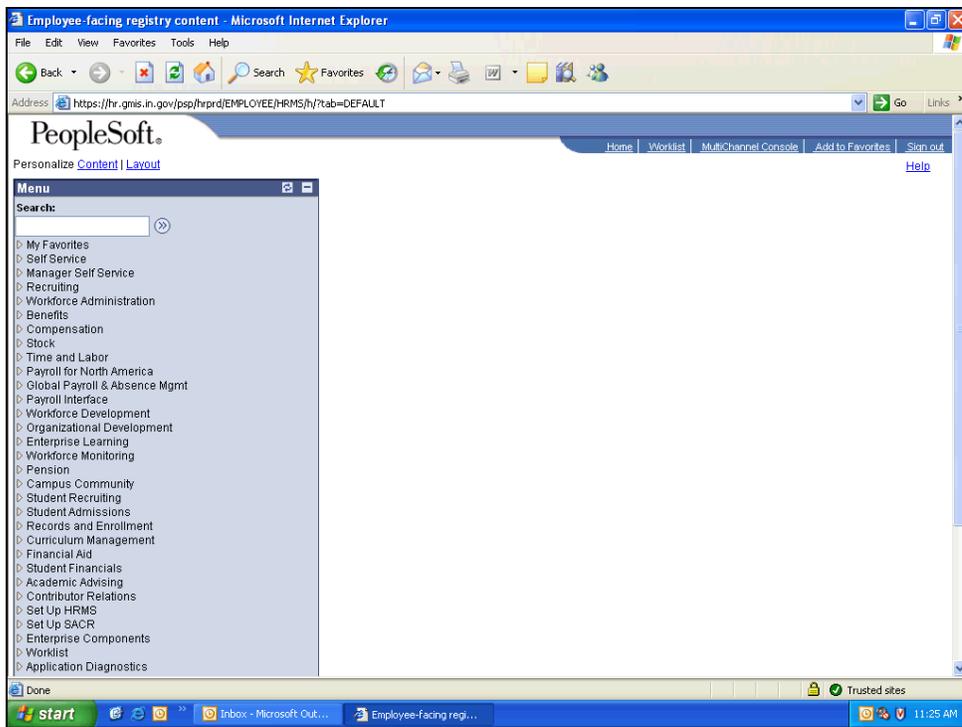
Step	Action
11.	Congratulations! You have successfully changed your password. End of Procedure.

Using eRecruit

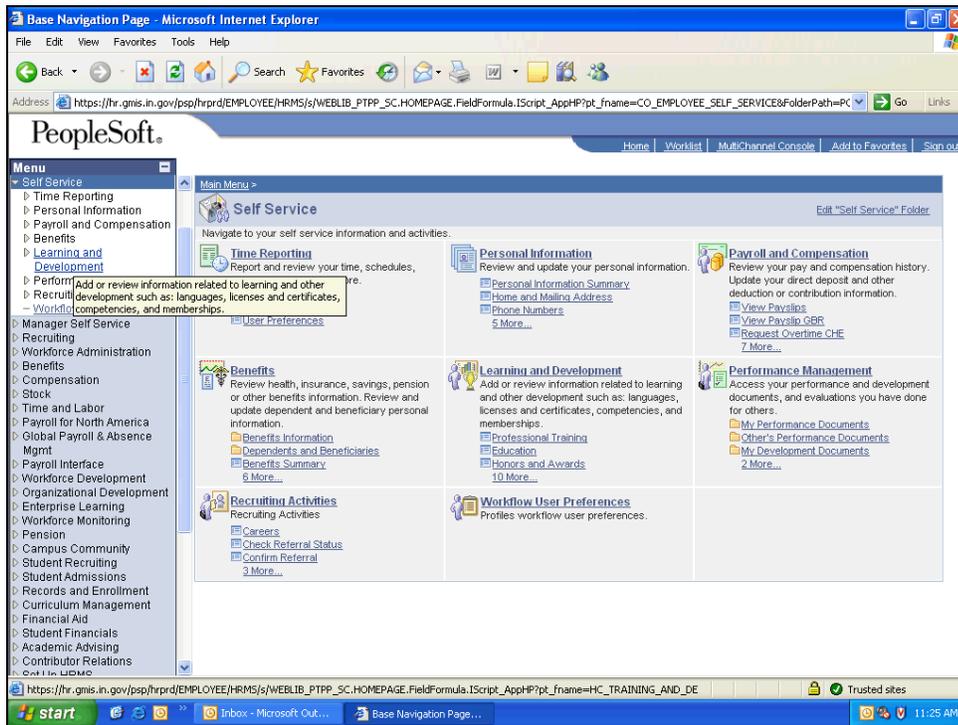
View Job Postings/Apply for Job Vacancies

Procedure

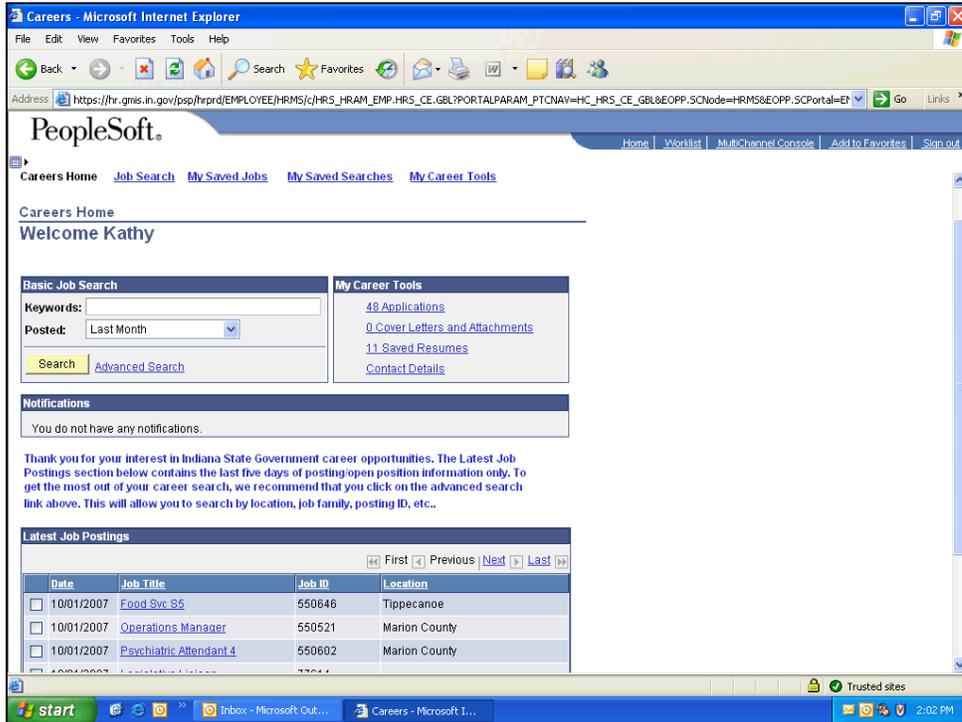
Employees will use this area of self service to search and apply for job vacancies.



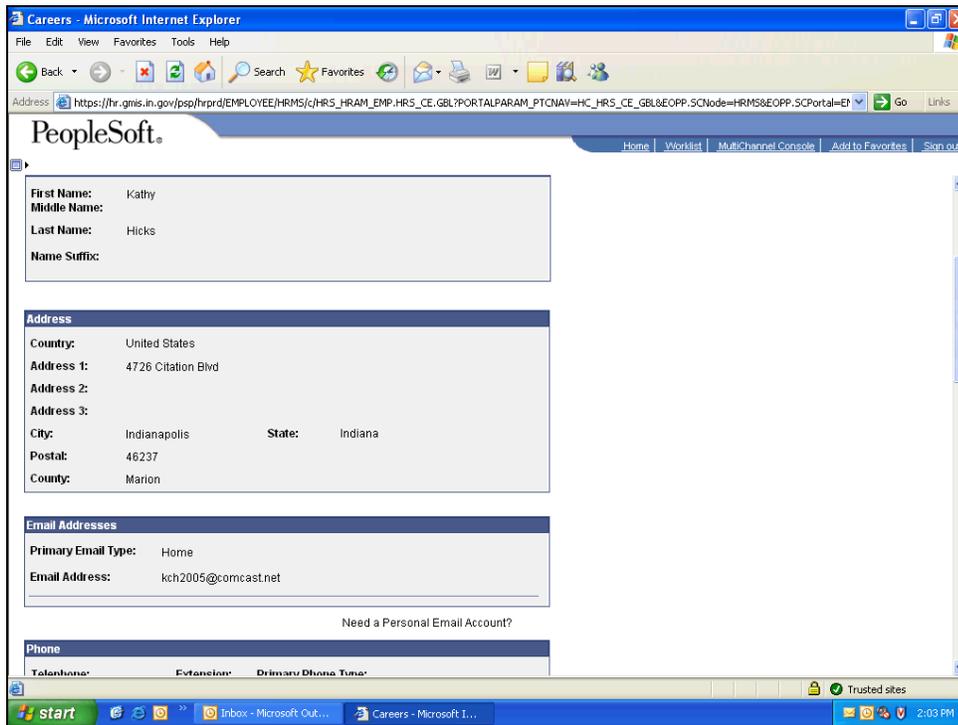
Step	Action
1.	Click the Self Service link. <input type="text" value="Self Service"/>



Step	Action
2.	Click the Recruiting Activities link. 
3.	Click the Careers link. 



Step	Action
4.	<p>An employee's name, address, telephone, and e-mail information will be completed, pulling from the personnel record. To confirm accurate information is available, an employee can check contact information from the My Career Tools box on the Careers Home page.</p> <p>Click the Contact Details link.</p> <p>Contact Details</p>

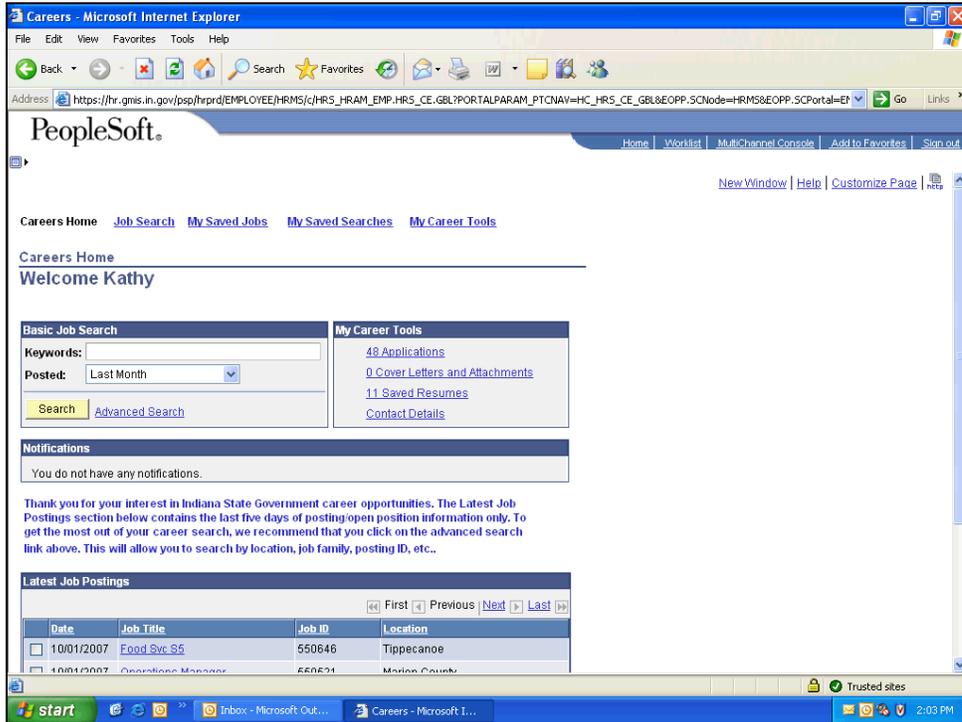


Step	Action
5.	Scroll down the Contact Details page and confirm the information is accurate.

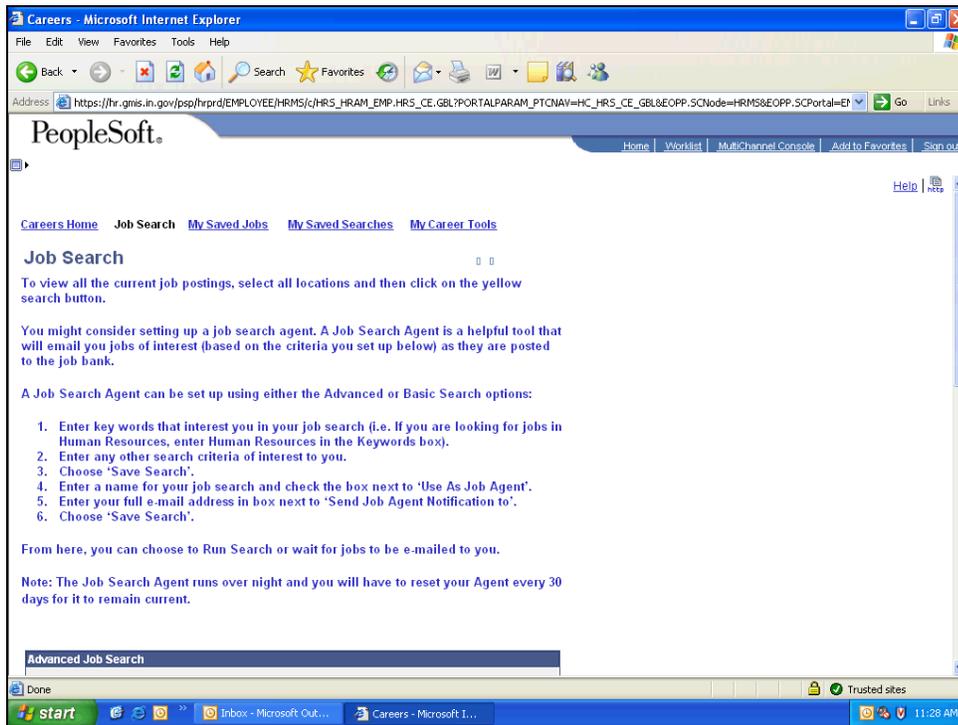


If an employee's information is inaccurate, employee's may go to the **Personal Information** link under PeopleSoft **Self Service** link to make updates to their name, address, telephone, and e-mail information.

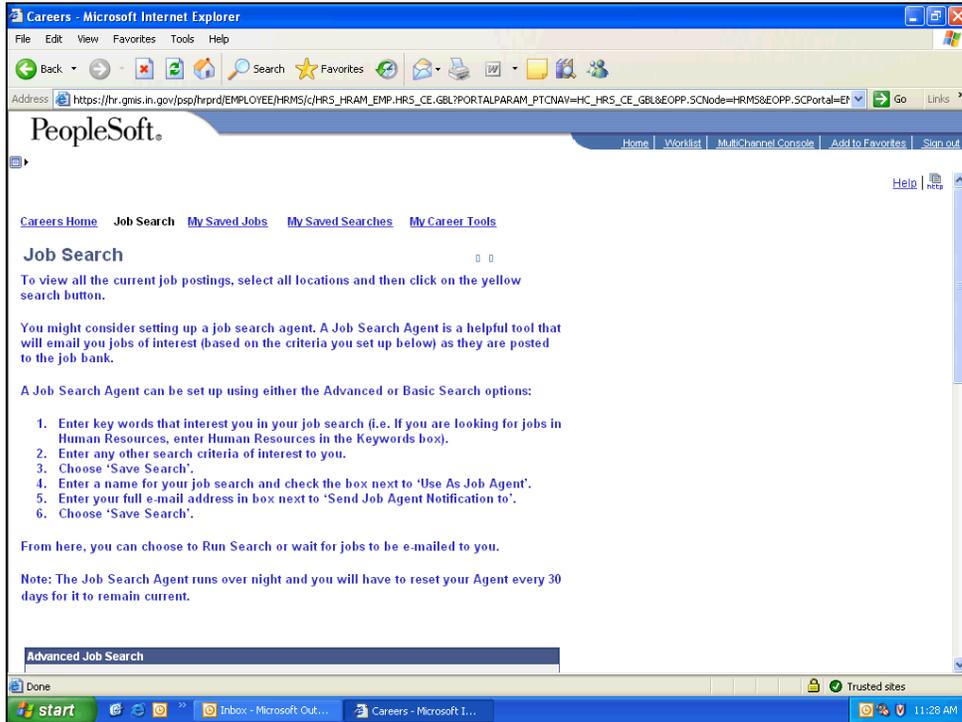
Step	Action
6.	Click the Return to Previous Page link. Return to Previous Page



Step	Action
7.	Click the My Career Tools link. My Career Tools
8.	Scroll down the page to see the most recent State of Indiana Job Bank job postings.
9.	Review any of the most recent job postings by clicking on the job posting link in the Job Title column.
10.	To perform a Basic Job Search enter keywords in the Keywords field and select the time period for which to search from the Posted drop-down menu. To perform and Advanced Search , click the Advanced Search link. Advanced Search



Step	Action
11.	The Job Search homepage give advice on how to view jobs and how to set up a job search agent from the Basic Search or Advanced Search options. A job search agent emails jobs of interest based on the selected job search criteria.



Step	Action
12.	Scroll down to the bottom of the Job Search homepage to set up job search criteria.
13.	If desired, click in the Enter Keywords field and enter keywords to search for postings which contain the keywords identified. Enter " training, executive, administration ".
14.	Next, enter the desired cities or counties in which to work. Use the scrollbar in the Select Locations box to find the desired cities and counties.
15.	Click the Greenwood list item to select it. <input type="text" value="Greenwood"/>

 To select more than one location, hold down the **Ctrl** key on the keyboard (the **Command** key for Macs) while clicking the additional selections.

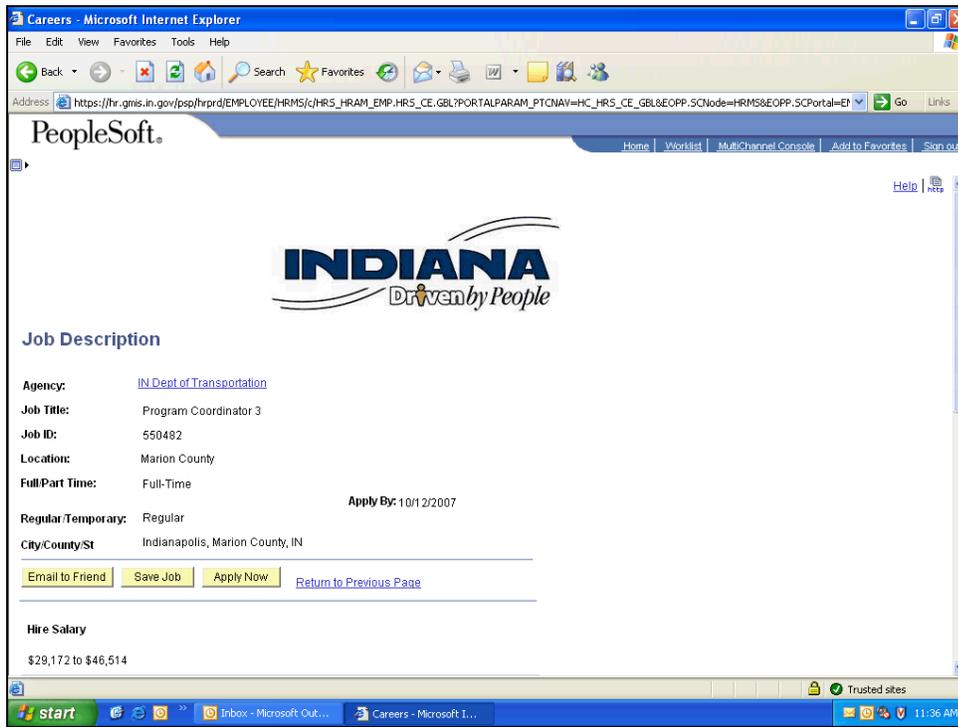
Step	Action
16.	<p>Job Families also assist in narrowing search criteria while looking job of interest. Use the scroll bar to search through the listed job families.</p> <p>Click the Executive, Scientific & Medica list item from the Select Job Families menu list to select it.</p> <p><input type="text" value="Executive, Scientific & Medica"/></p>



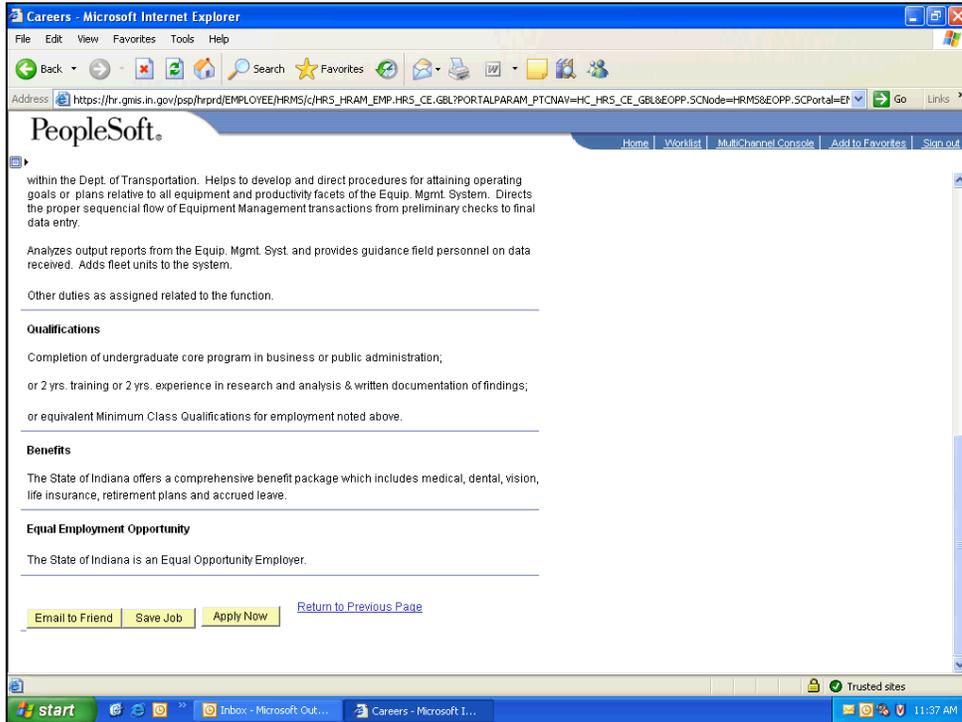
To select more than one job family, hold down the **Ctrl** key on the keyboard (the **Command** key for Macs) while clicking the additional selections.

Step	Action
17.	<p>To further narrow the job search criteria, other options are also available.</p> <p>Click the Full/Part Time list drop-down menu button.</p> <p><input type="button" value="v"/></p>
18.	<p>Select Full-Time from the list of values.</p> <p><input type="text" value="Full-Time"/></p>
19.	<p>Click the Regular/Temporary list drop-down menu button.</p> <p><input type="button" value="v"/></p>
20.	<p>Select Regular from the list of values.</p> <p><input type="text" value="Regular"/></p>
21.	<p>Enter the desired rate of pay into the Desired Pay field.</p> <p>Enter "1800.00".</p>
22.	<p>Click the drop-down menu button in the second box of the Desired Pay list.</p> <p><input type="button" value="v"/></p>
23.	<p>From this list, the type of currency the employee would be paid will be selected. The applicant would scroll down the list of values to locate the United States Dollar (USD) option.</p> <p>Select USD from the list of values.</p> <p><input type="text" value="USD"/></p>
24.	<p>Scrolling down the page, locate the Find Jobs Posted Within drop-down menu.</p> <p>Click the Find Jobs Posted Within drop-down menu button.</p> <p><input type="button" value="v"/></p>
25.	<p>Select the Last Three Months from the list of values.</p> <p><input type="text" value="Last Three Months"/></p>

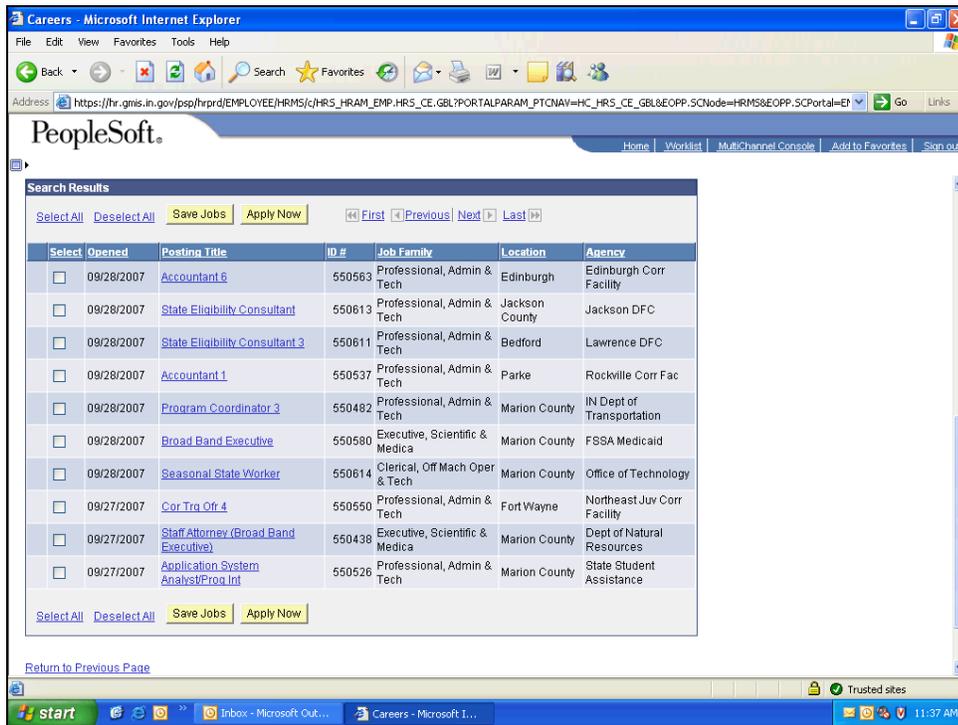
Step	Action
26.	Click the Display Results Sorted By drop-down menu button. 
27.	From here, how the display results are sorted can be selected. Select Date Posted from the list of values. 
28.	Click the Search button. 
29.	The search results will be located at the bottom of the Job Search homepage. This job search returned 89 results. Since only 10 jobs are displayed per page, click the Next button to view the next set of 10 jobs. Click the Next button. 
30.	After locating a position of interest, click job posting link of the job to be reviewed in the Posting Title column. Click the Program Coordinator 3 link to select it. 



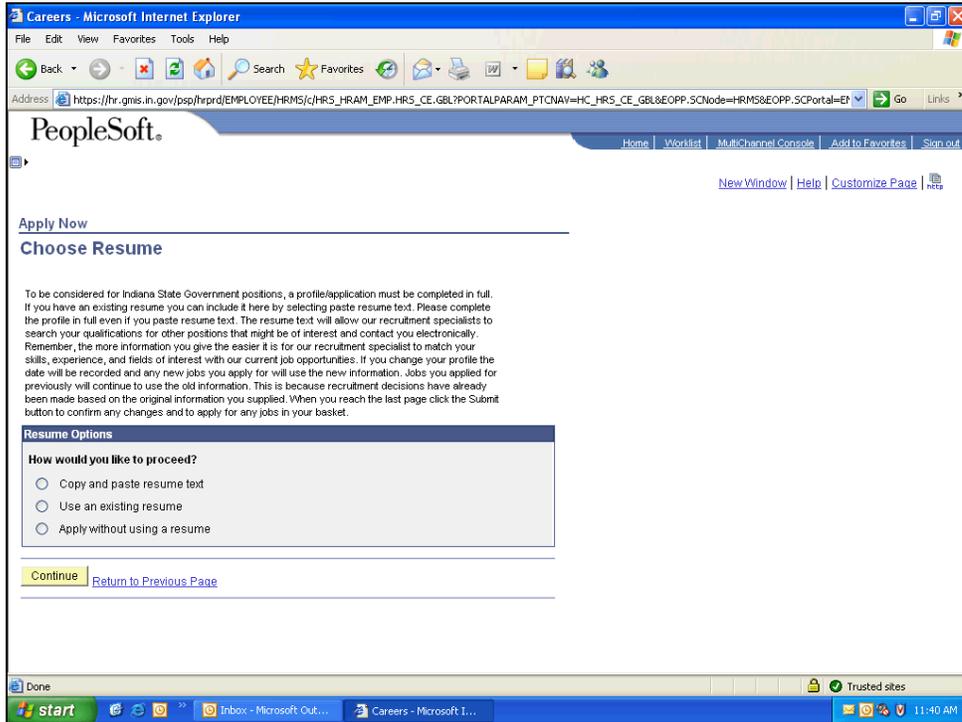
Step	Action
31.	Scroll the down the Job Description page to review the job posting.



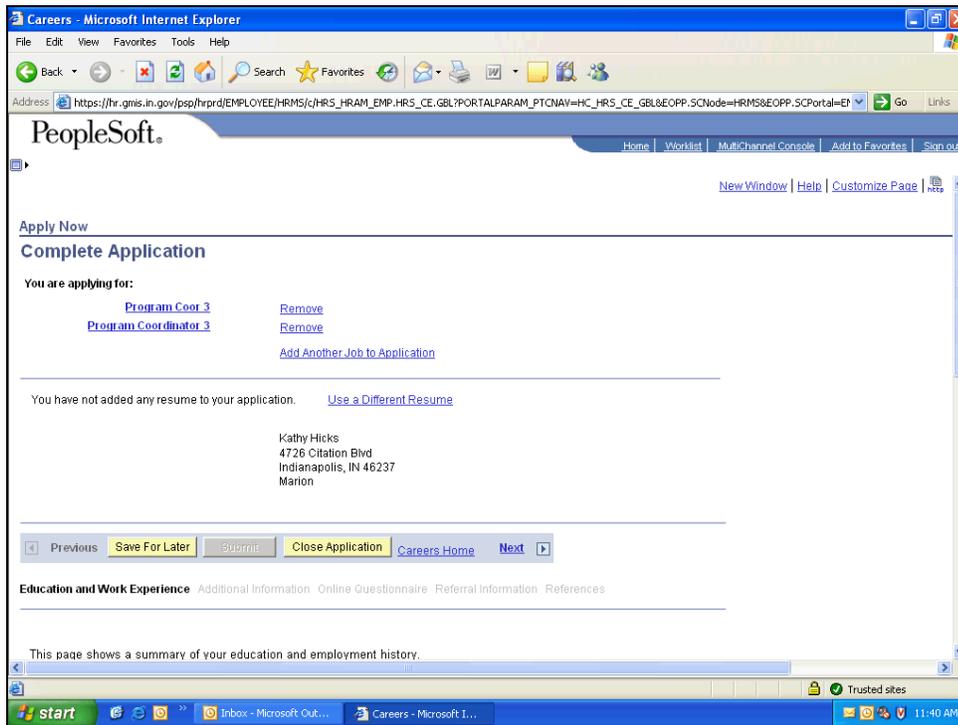
Step	Action
32.	<p>After reviewing the job description, select the Email to Friend button to email the job to a friend; the Save Job button to save the job to your profile to apply to at a later time; the Apply Now button to start the application process; or the Return to Previous Page link to review more job postings.</p> <p>Click the Return to Previous Page link.</p> <p>Return to Previous Page</p>



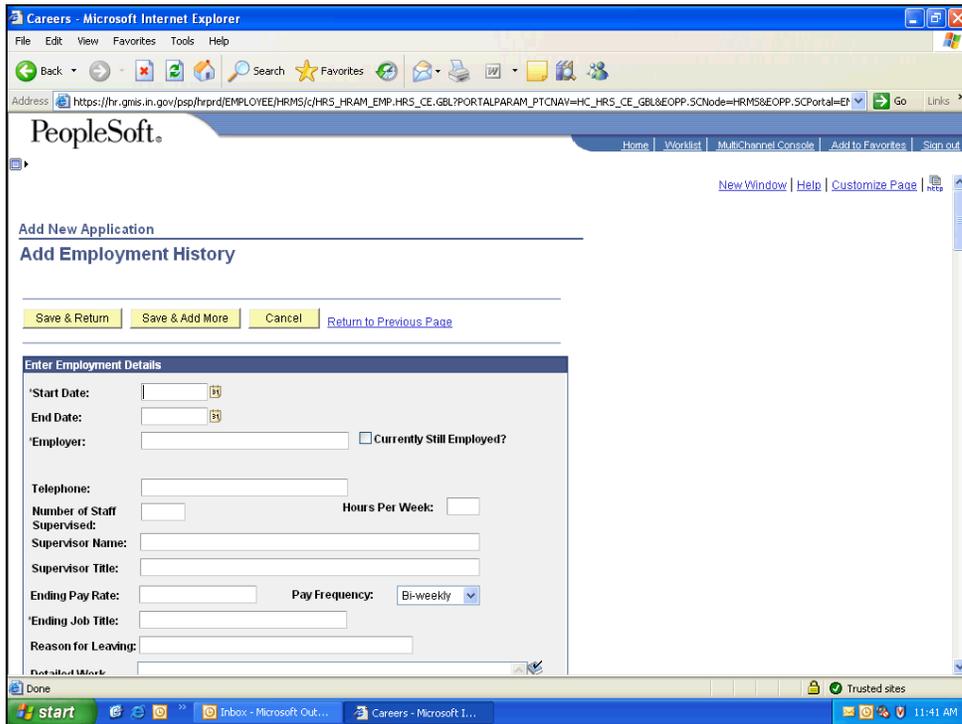
Step	Action
33.	<p>More than one job posting may be applied to at the same time.</p> <p>Previously, it was noted there was another Program Coordinator 3 position on the first page. In this example, two Program Coordinator 3 positions will be applied for at the same time.</p> <p>Click the checkbox in the Select column by the first Program Coordinator 3 job posting to select it.</p> <input type="checkbox"/>
34.	<p>Click the Previous button to return to the first screen and locate the second Program Coordinator 3 position previously noted.</p> <input type="button" value="Previous"/>
35.	<p>Click the checkbox in the Select column by the second Program Coor 3 job posting to select it.</p> <input type="checkbox"/>
36.	<p>Click the Apply Now button.</p> <input type="button" value="Apply Now"/>



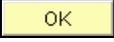
Step	Action
37.	<p>A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions.</p> <p>Select the Apply without using a resume option.</p> <input data-bbox="321 1289 358 1325" type="radio"/>
38.	<p>Click the Continue button.</p> <input data-bbox="321 1373 440 1409" type="button" value="Continue"/>

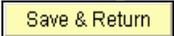


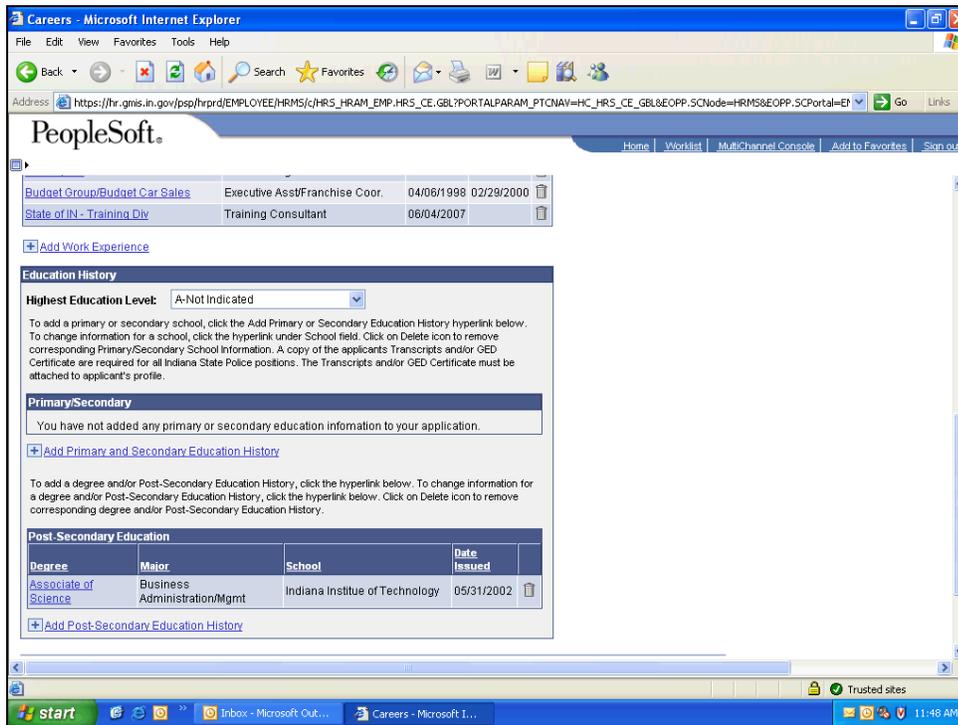
Step	Action
39.	<p>The Education and Work Experience section of the Complete Application page needs to be filled in. Note the positions of interest appear under the You are applying for: heading at the top of the page.</p> <p>Scroll down the page to begin the application completion process.</p>
40.	<p>Click the Add Work Experience link.</p> <p>Add Work Experience</p>

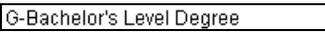


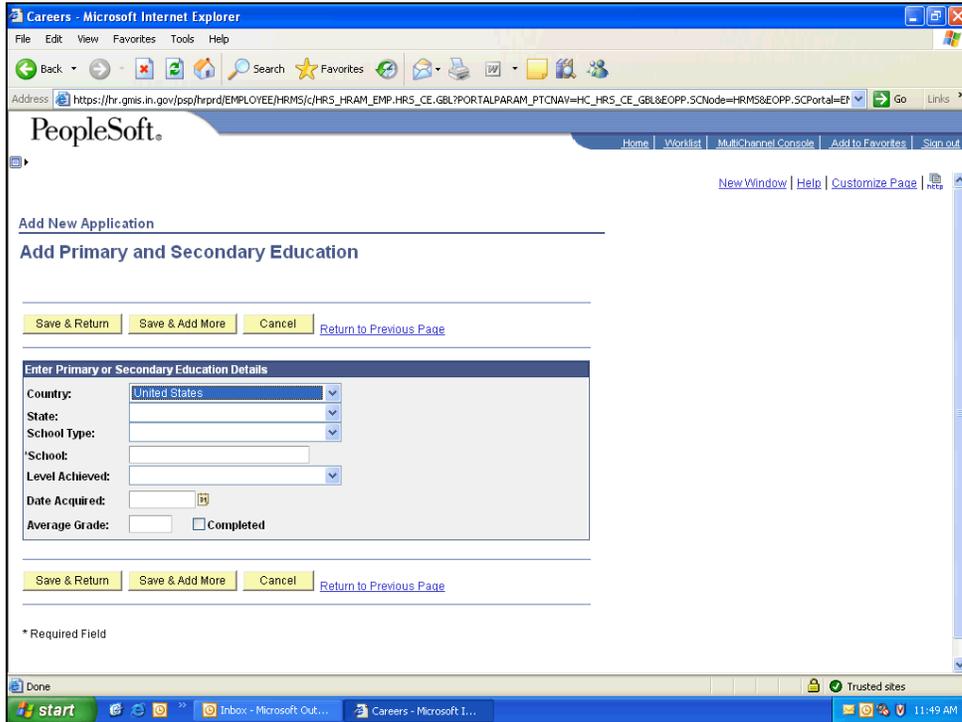
Step	Action
41.	Enter the start date of your most recent position into the Start Date field. Enter " 06042007 ".
42.	Click in the Employer field. Note: An applicant can enter information into PeopleSoft fields by clicking directly onto the field or pressing the Tab key. <input type="text"/>
43.	Enter the name of the employer into the Employer field. Enter " State of IN - Training Divi ".
44.	Since applicants are internal employees of the State of Indiana, no end date is noted in the employment details. Click the Currently Still Employed? checkbox to select it. <input type="checkbox"/>
45.	Enter the employer's telephone number into the Telephone field. Enter " 3172323167 ".
46.	Press the [Tab] key.

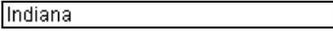
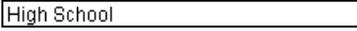
Step	Action
47.	Enter the number of supervised employees into the Number of Staff Supervised field. Enter " 0 ".
48.	Enter the hours worked per week into the Hours Per Week field. Enter " 37.5 ".
49.	Enter the supervisor's name into the Supervisor Name field. Enter " Lisa Tabor ".
50.	Enter the supervisor's title into the Supervisor Title field. Enter " Training Director ".
51.	Enter the current rate of pay into the Ending Pay Rate field. Enter " 1500.00 ".
52.	Click the Pay Frequency drop-down menu button. 
53.	Select Bi-weekly from the list of values. 
54.	Enter the current job title into the Ending Job Title field. Enter " Training Consultant ".
55.	Enter the reason for leaving the position into the Reason for Leaving field. Enter " Career Advancement ".
56.	Enter the work experience into the Detailed Work Experience field. Enter " Responsible for PeopleSoft HR Training Program. ".
57.	Click the Spell Check button to check the spelling of the job description in the Detailed Work Experience field. 
58.	Since PeopleSoft is spelled correctly, click the Add button. 
59.	Click the OK button to accept the spelling addition. 
60.	Enter the employer's address into the Address 1 field. Enter " 402 West Washington Street ".

Step	Action
61.	Enter the additional employer's address information into the Address 2 field. Enter " Rm W161 ".
62.	Enter the employer's city into the City field. Enter " Indianapolis ".
63.	Click the State drop-down menu button. 
64.	Select Indiana from the list of values. 
65.	Enter the employer's zip code into the Postal field. Enter " 46204 ".
66.	Enter the employer's county into the County field. Enter " Marion ".
67.	If additional employment details were to be entered, the applicant would click the Save & Add More button. In this instance, click the Save & Return button to return to the Education and Work Experience section of the Complete Application page. 

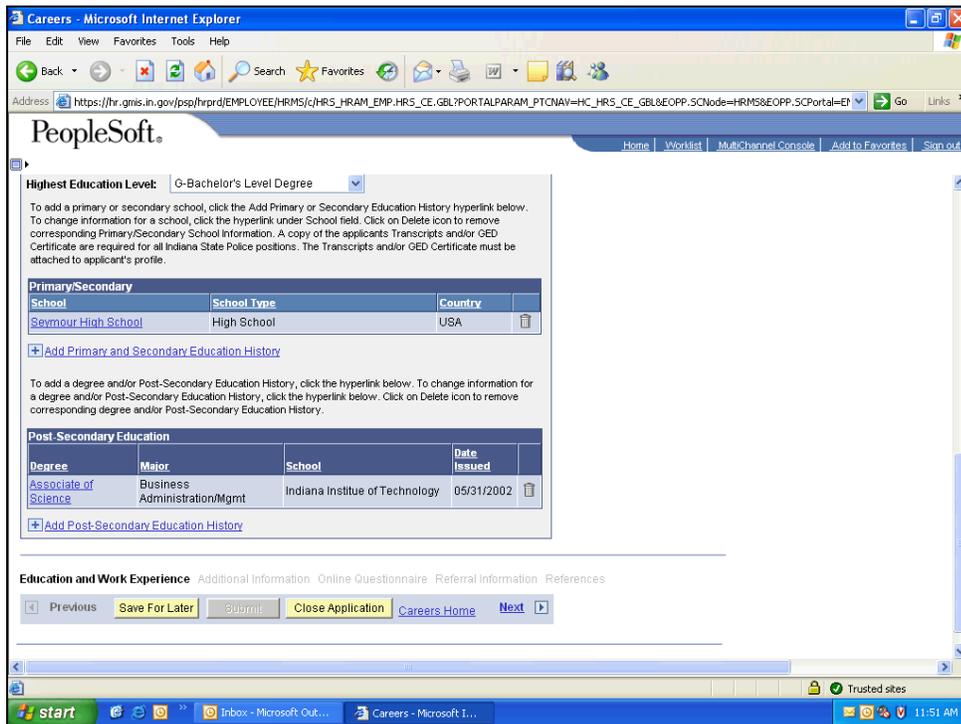


Step	Action
68.	Next, the education history will need to be provided. Click the Highest Education Level drop-down menu button. 
69.	Select G-Bachelor's Level Degree from the list of values. 
70.	Click the Add Primary and Secondary Education History link. 

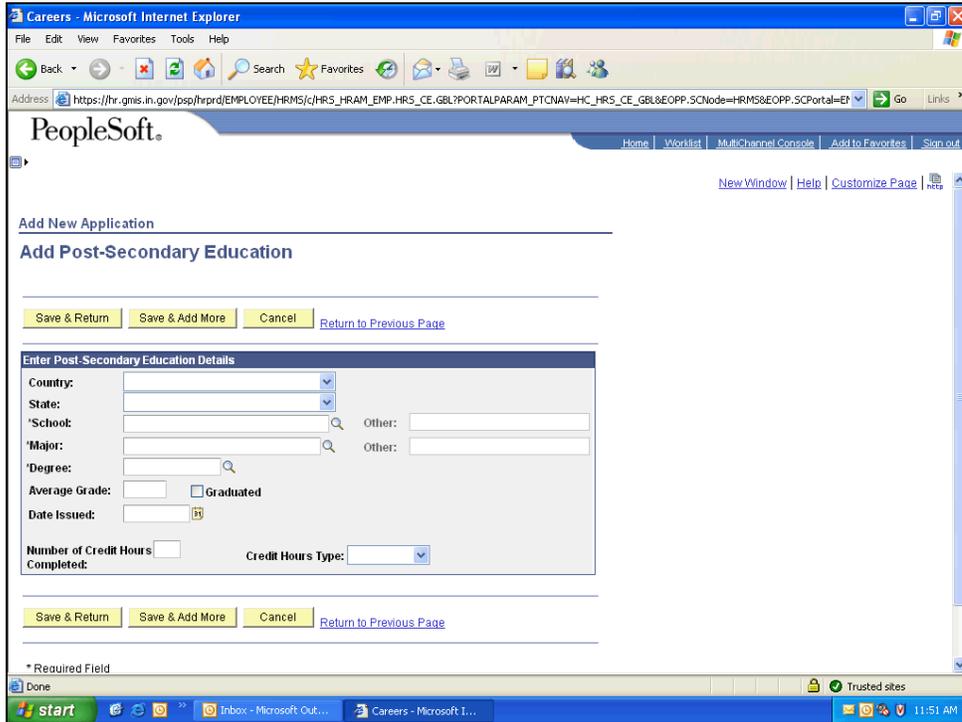


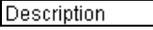
Step	Action
71.	Click the State drop-down menu button. 
72.	Select Indiana from the list of values. 
73.	Click the School Type drop-down menu button. 
74.	Select High School from the list of values. 
75.	Enter the name of the high school attended into the School field. Enter " Seymour High School ".
76.	Click the Level Achieved drop-down menu button. 
77.	Select Graduated from the list of values. 
78.	Enter the graduation date into the Date Acquired field. Enter " 05301987 ".

Step	Action
79.	Enter the high school grade point average into the Average Grade field. Enter " 3.2 ".
80.	Click the Completed checkbox to select it. <input type="checkbox"/>
81.	Click the Save & Return button to return the Education and Work Experience section of the Complete Application page. 



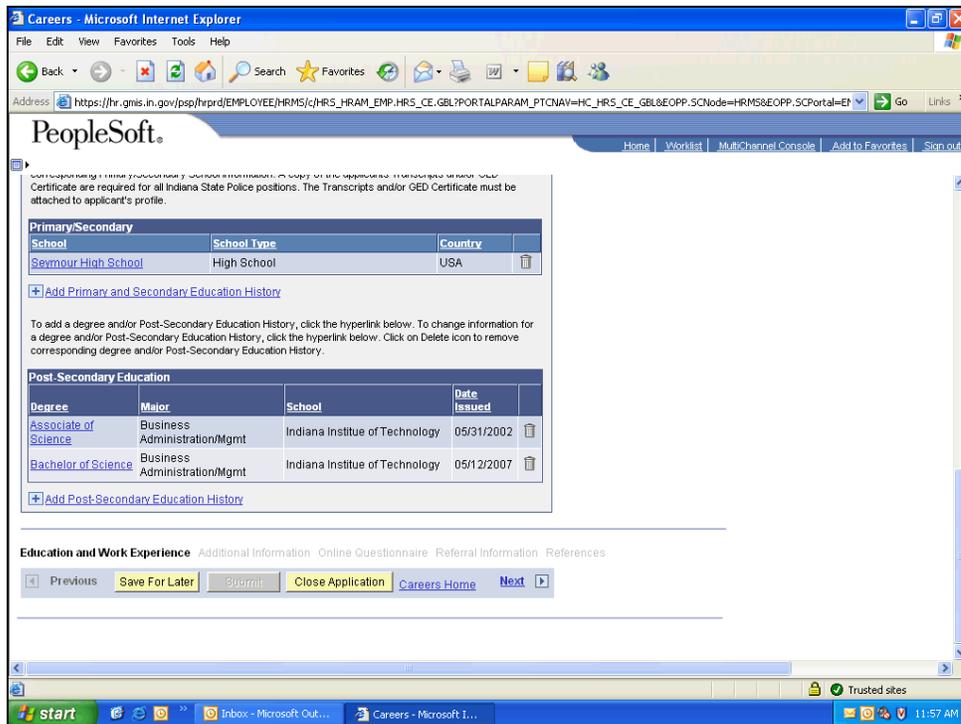
Step	Action
82.	Click the Add Post-Secondary Education History link. Add Post-Secondary Education History



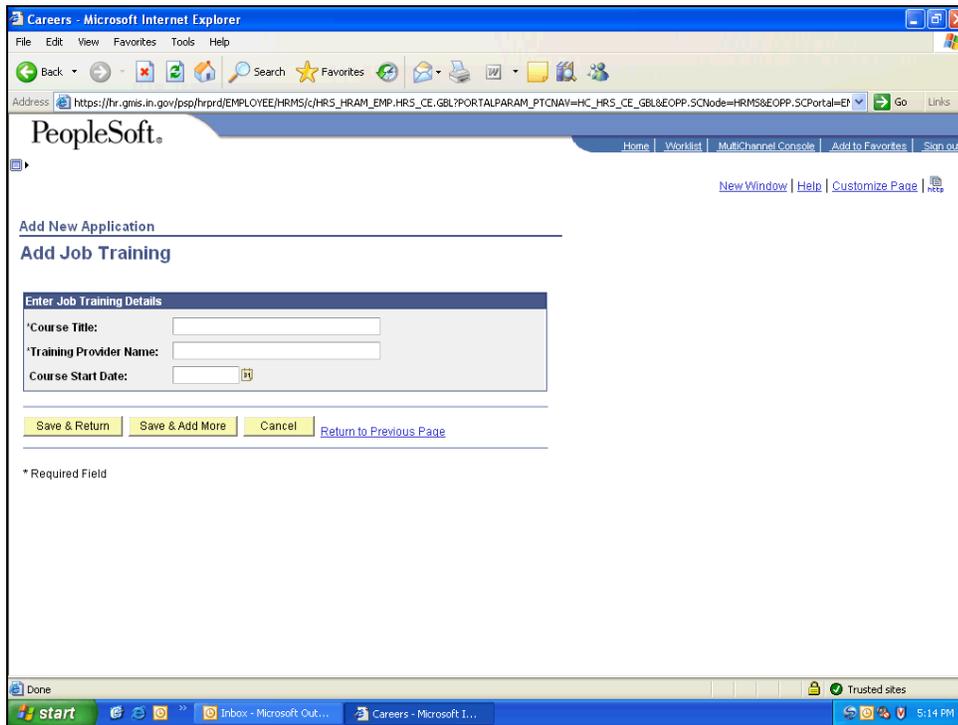
Step	Action
83.	Click the Country drop-down menu button. 
84.	Use the scroll bar to scroll through the list of values.
85.	Select United States from the list of values. 
86.	Click the State drop-down menu button. 
87.	Select Indiana from the list of values. 
88.	Click the School Magnifying Glass (Alt+5) to search for the correct school. 
89.	Click the Search by drop-down menu button. 
90.	Select Description from the list of values. 

Step	Action
91.	Enter the search by description criteria into the begins with field. Enter " ind ".
92.	Click the Look Up button. 
93.	Click an entry in the Description column. In this instance, click the Indiana Institue of Technology link. 
94.	Click the Major Magnifying Glass (Alt+5) to search for the correct major. 
95.	Scroll down the list of major codes until you locate the correct major. Click 107800 in the Major Code column to select it. 
96.	Click the Degree Magnifying Glass (Alt+5) to search for the correct degree. 
97.	Scroll down the page to locate the correct degree. Click Bachelor of Science in the License or Certificate column to select it. 
98.	Enter the grade point average into the Average Grade field. Enter " 3.98 ".
99.	Click the Graduated checkbox if the degree is completed. 
100.	Enter the date the degree was issued into the Date Issued field. Enter " 05122007 ".
101.	Enter the number of credit hours completed into the Number of Credit Hours Completed field. Enter " 60 ".
102.	Click the Credit Hours Type drop-down menu button. 
103.	Select Semester from the list of values. 

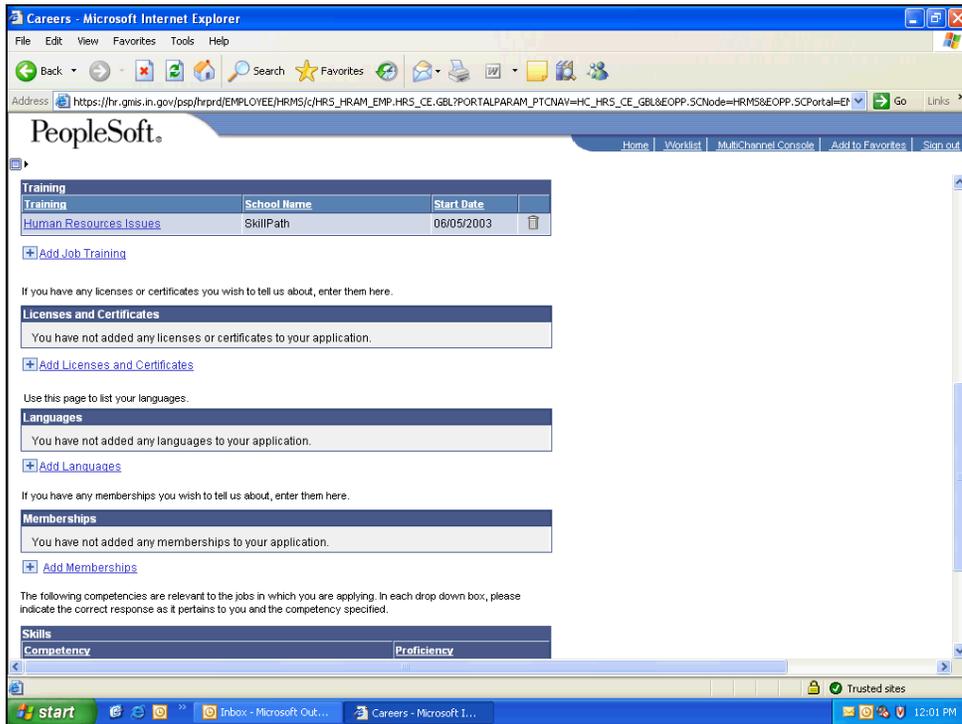
Step	Action
104.	Click the Save & Return button to return to the Education and Work Experience section of the Complete Application page. 



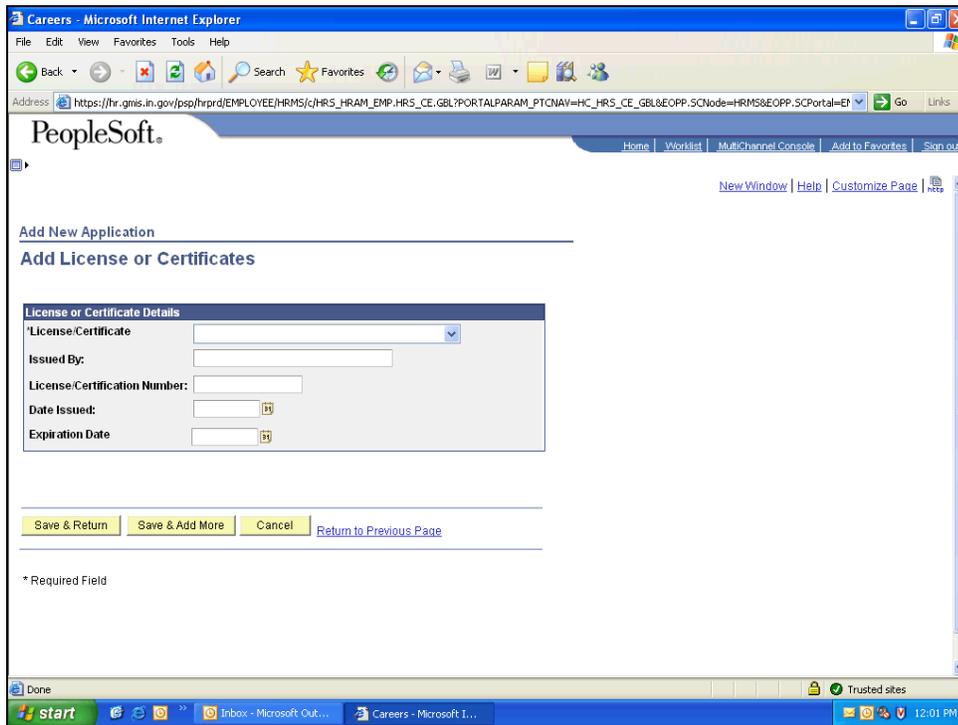
Step	Action
105.	Click the Next link to go to the Additional Information section of the Complete Application page. 
106.	Release the mouse button.
107.	Click the Add Job Training link. 

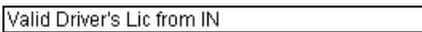
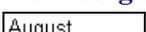


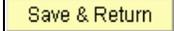
Step	Action
108.	Enter the title of the job training into the Course Title field. Enter " Human Resources Issues ".
109.	Enter the name of the job training provider into the Training Provider Name field. Enter " SkillPath ".
110.	Enter the date of the job training into the Course Start Date field. Enter " 06052003 ".
111.	Click the Save & Return button to return to the Additional Information section of the Complete Application page.. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Save & Return</div>



Step	Action
112.	Click the Add Licenses and Certificates link. Add Licenses and Certificates

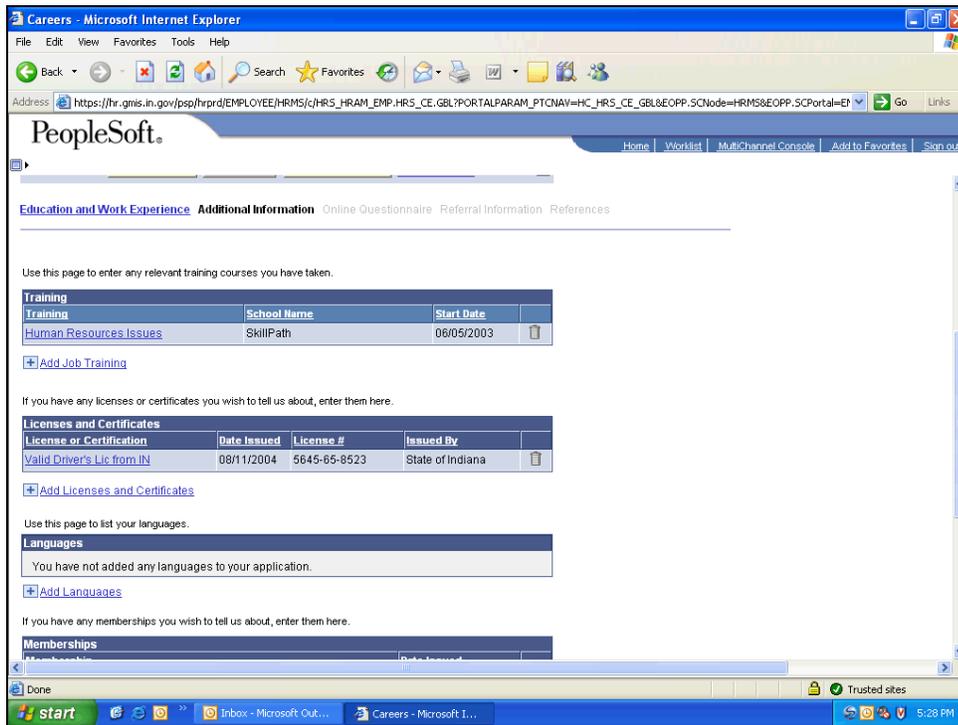


Step	Action
113.	Click the License/Certificate drop-down menu button. 
114.	Select Valid Driver's Lic from IN from the list of values. 
115.	Enter who issued the license or certificate into the Issued By field. Enter " State of Indiana ".
116.	Enter the license or certificate number into the License/Certification Number field. Enter " 5645-65-8523 ".
117.	Click the Calendar (Alt+5) button. 
118.	Click the Month drop-down menu button. 
119.	Select August from the list of values. 
120.	Click the Year drop-down menu button.

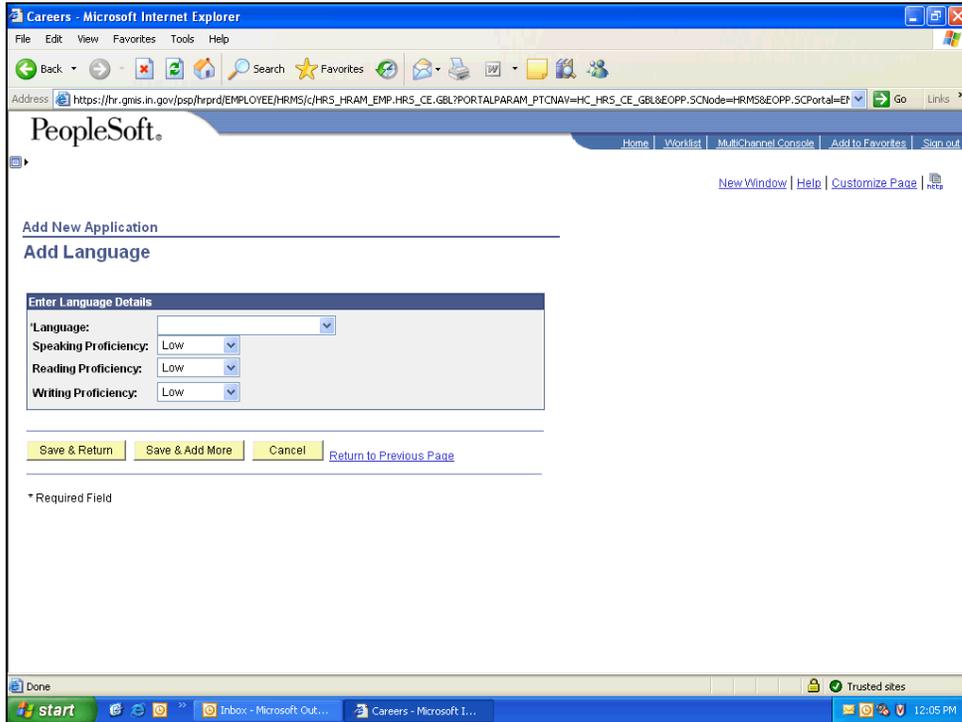
Step	Action
121.	Select 2004 from the list of values. 
122.	Click the 11 date link. 
123.	Click the Calendar (Alt+5) button. 
124.	Click the Month drop-down menu button. 
125.	Select August from the list of values. 
126.	Click the Year drop-down menu button. 
127.	Select 2008 from the list of values. 
128.	Click the 11 number link. 
129.	Click the Save & Return button to return to the Additional Information section of the Complete Application page. 

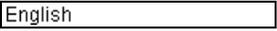
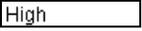
Training Guide

SPD_8.9_eRecruit for Internal Applicants

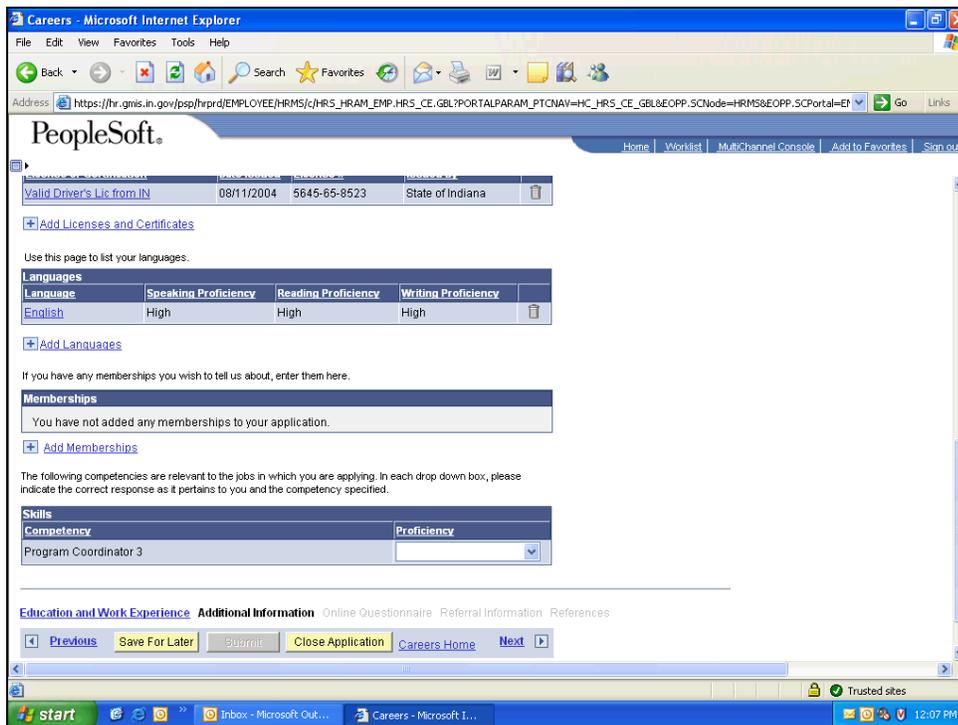


Step	Action
130.	Click the Add Languages link. Add Languages

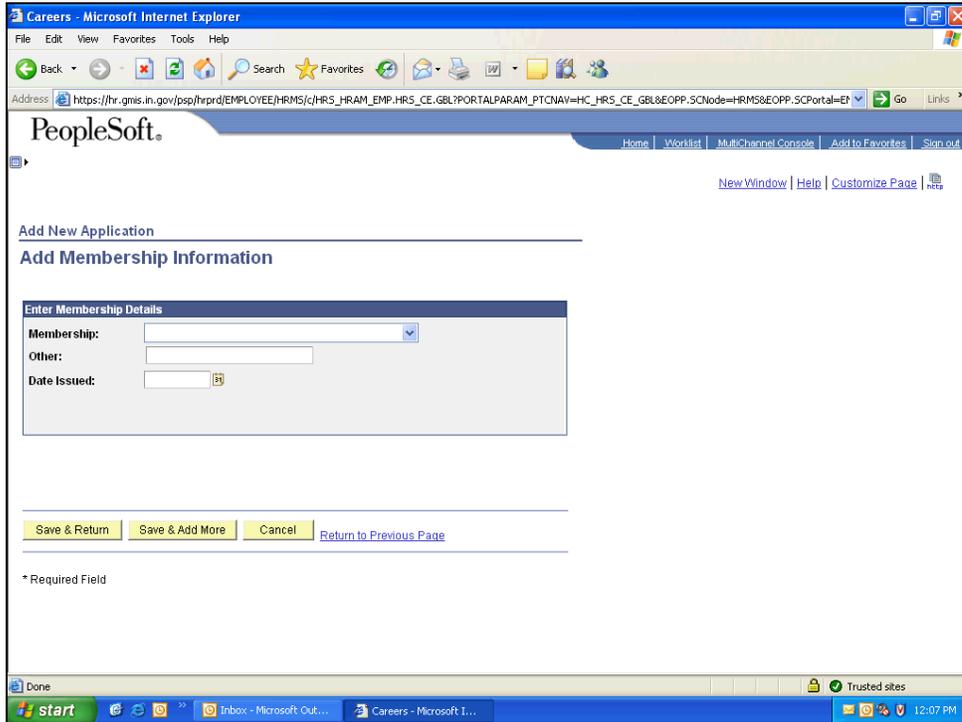


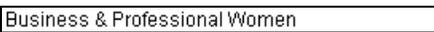
Step	Action
131.	Click the Language drop-down menu button. 
132.	Scroll through the list and select English from the list of values. 
133.	Click the Speaking Proficiency drop-down menu button. 
134.	Select High from the list of values. 
135.	Click the Reading Proficiency drop-down menu button. 
136.	Select High from the list of values. 
137.	Click the Writing Proficiency drop-down menu button. 
138.	Select High from the list of values. 

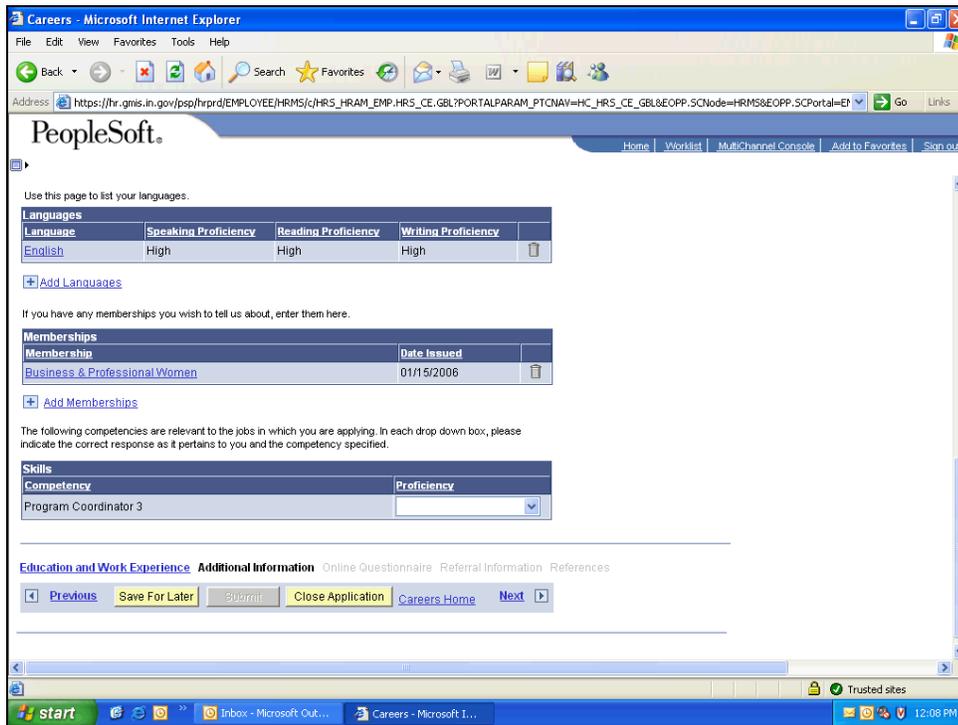
Step	Action
139.	Click the Save & Return button to return to the Additional Information section of the Complete Application page. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Save & Return</div>

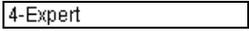


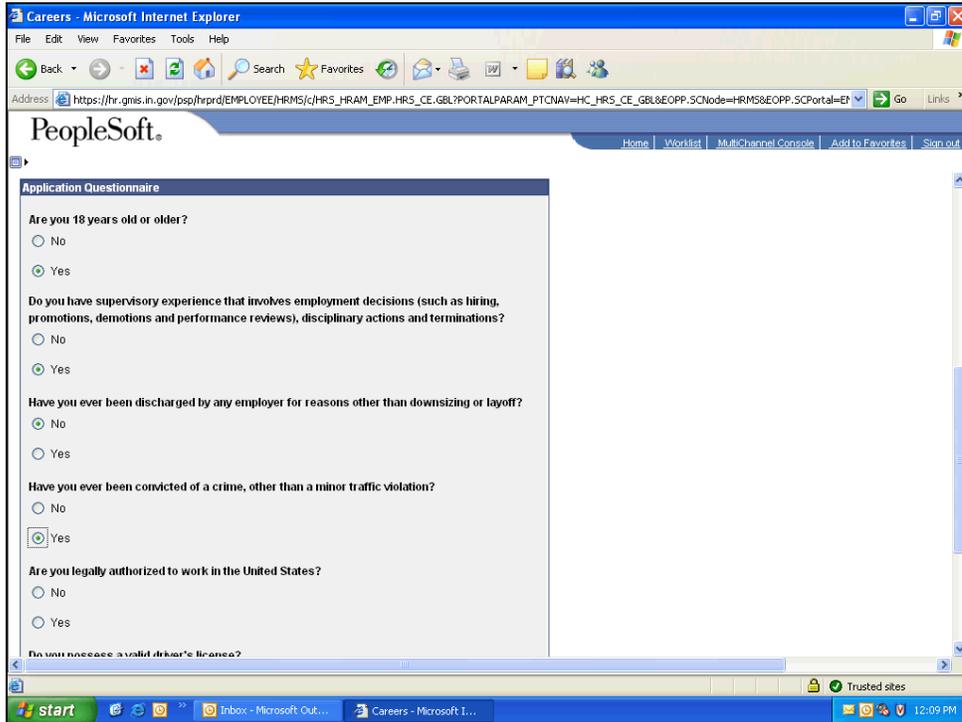
Step	Action
140.	Scroll down the page and click the Add Memberships link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Add Memberships</div>



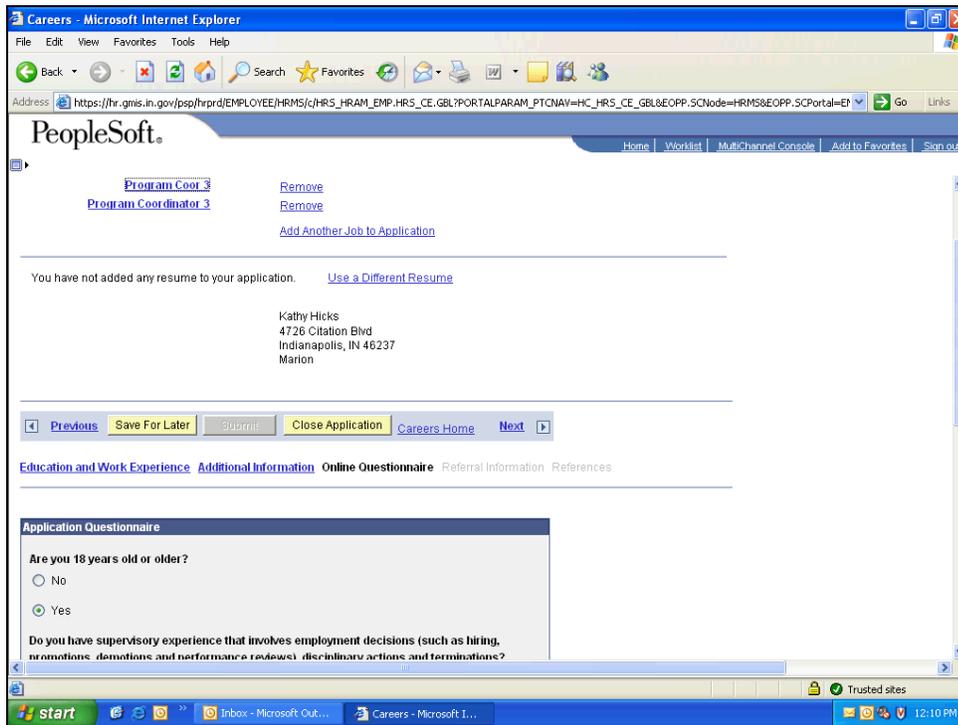
Step	Action
141.	Click the Membership drop-down menu button. 
142.	Select Business & Professional Women from the list of values. 
143.	Enter the date the membership was issued into the Date Issued field. Enter " 01152006 ".
144.	Click the Save & Return button to return to the Additional Information section of the Complete Application page. 



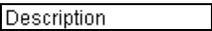
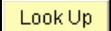
Step	Action
145.	<p>Scroll down the page to see if there is any Skills-Competency information to complete.</p> <p>Click the Proficiency drop-down menu button.</p> 
146.	<p>Select 4-Expert from the list of values as the rating for the Program Coordinator 3 position.</p> 
147.	<p>Click the Next link to go to the Online Questionnaire section of the Complete Application page.</p> 



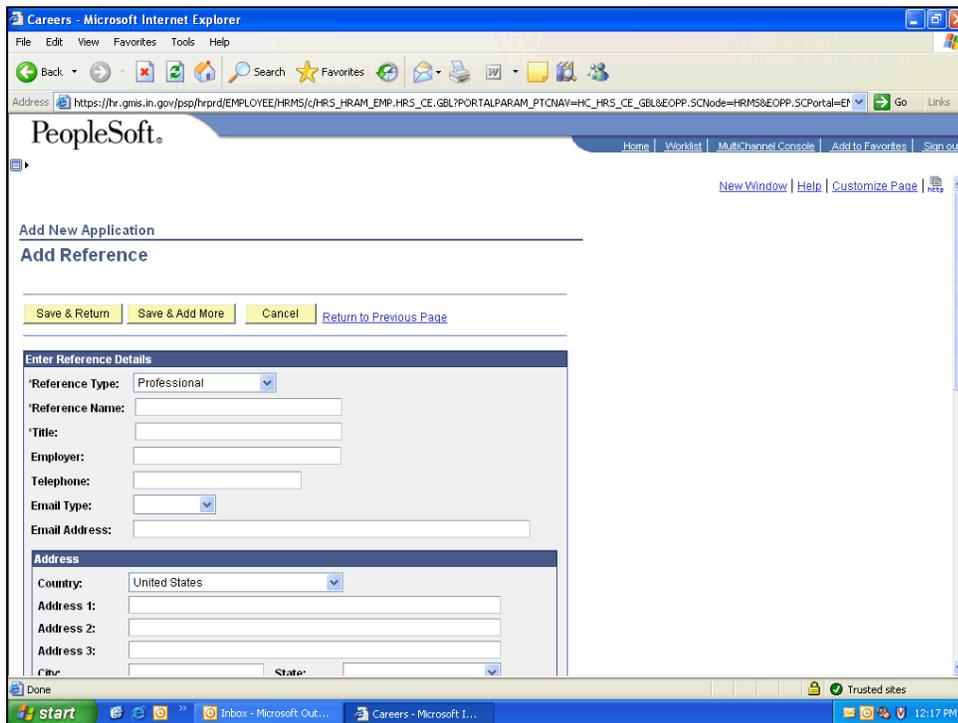
Step	Action
148.	<p>The questionnaire page asks questions that provide information about the employee's qualifications. Answer each question in the list by scrolling down the page.</p> <p>Answer each question by selecting the correct Yes or No option.</p>



Step	Action
149.	After all of the Online Questionnaire questions have been answered, click the Next link to go to the Referral Information section of the Complete Application page. 
150.	The Referral Information section records information such as the applicant's desired work hours, travel preferences, geographical preferences, etc. Enter the desired start date into the Desired Start Date field. Enter " 10152007 ".
151.	Click the Yes option. 
152.	Click the If yes, how often? drop-down menu button. 
153.	Select <= 25% from the list of values. 
154.	Click the Regular/Temporary drop-down menu button. 

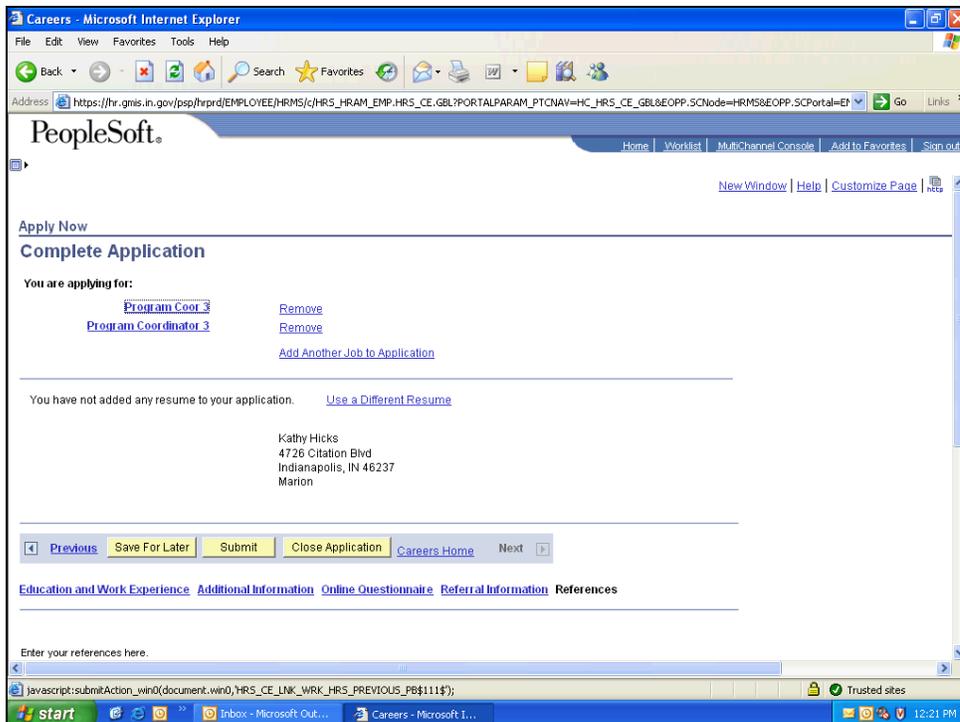
Step	Action
155.	Select Regular from the list of values. 
156.	After the employee makes all of the Preferences selections, they may also make Geographic Preference selections. In this instance, the employee has already select Marion County as the first Geographic Preference. Click the Second Choice Magnifying Glass (Alt+5) button. 
157.	Click the Search by drop-down menu button. 
158.	Select Description from the list of values. 
159.	Enter the beginning of the second choice location description into the begins with field. Enter " john ".
160.	Click the Look Up button. 
161.	Click an entry in the Description column. In this instance, click the Johnson County link. 
162.	Scrolling down the Referral Information section, click the How did you find out about the job? drop-down menu button. 
163.	Select Job Posting from the list of values. 
164.	Click the Subsource drop-down menu button. 
165.	Select Job Bank from the list of values. 
166.	Under Prior Convictions , click the No option. 
167.	Click the Next link to go to the References section of the Complete Application page. 

Step	Action
168.	<p>In the References section, an applicant can add personal and professional references.</p> <p>Click the Add Reference link.</p> <p>Add Reference</p>

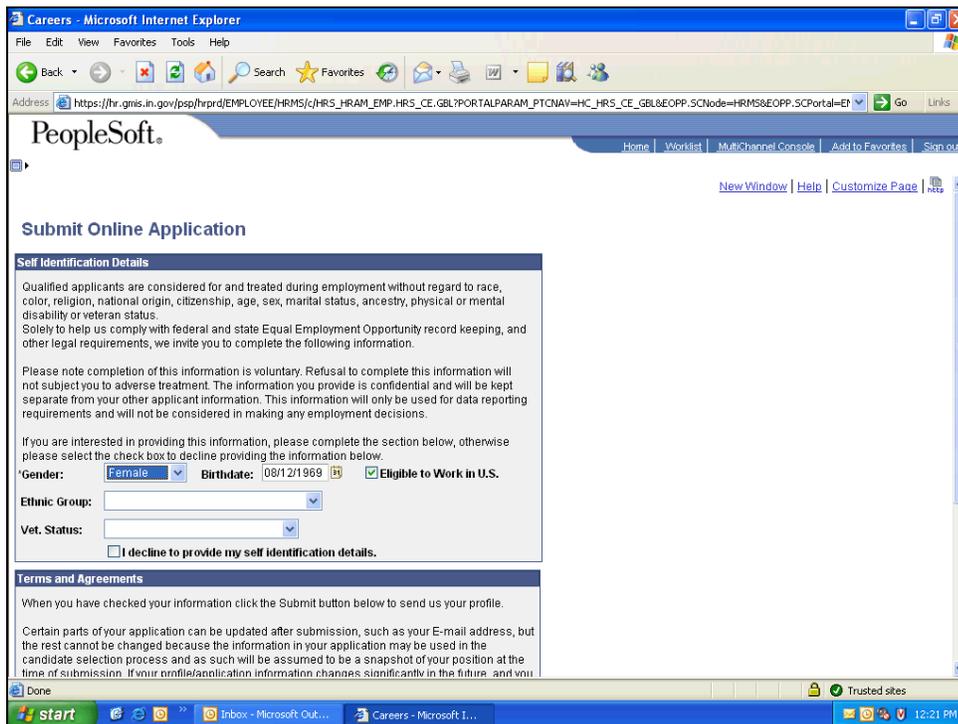


Step	Action
169.	<p>Click the Reference Type drop-down menu button.</p> <p></p>
170.	<p>Select Professional from the list of values.</p> <p></p>
171.	<p>Enter the name of the reference into the Reference Name field.</p> <p>Enter "Lisa Tabor".</p>
172.	<p>Enter the reference's title into the Title field.</p> <p>Enter "Training Director".</p>

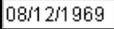
Step	Action
173.	Enter the name of the reference's employer into the Employer field. Enter " State of Indiana ".
174.	Enter the reference's telephone number into the Telephone field. Enter " 3172323100 ".
175.	Click the Email Type drop-down menu button. 
176.	Select Business from the list of values. 
177.	Enter the reference's email address into the Email Address field. Enter " ltabor@spd.in.gov ".
178.	After all reference information has been entered, click the Save & Return button to return to the References section of the Complete Application page. 



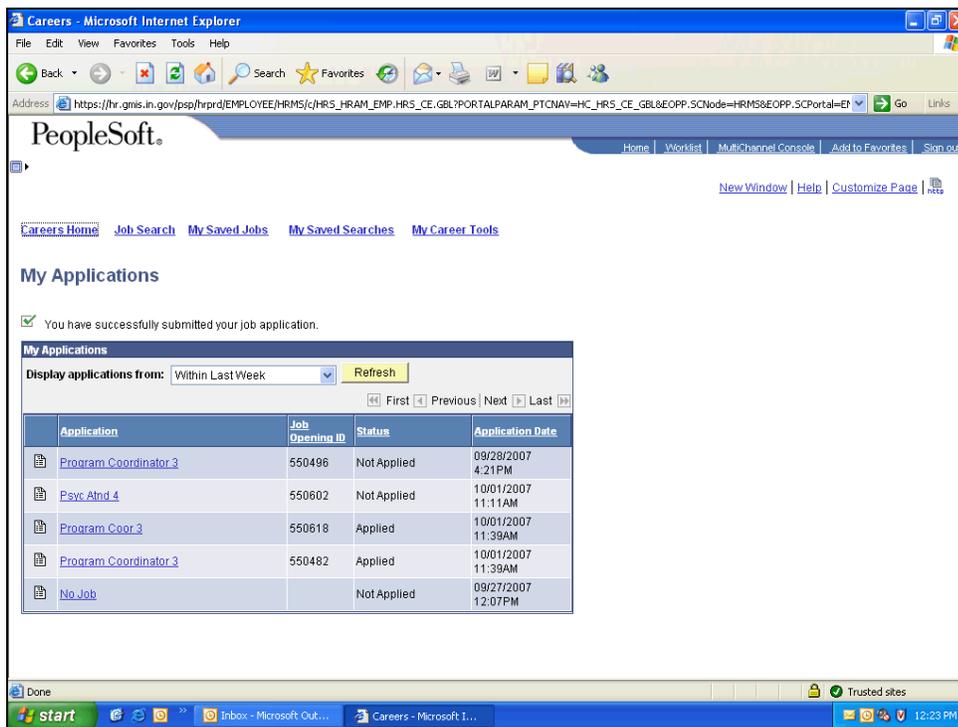
Step	Action
179.	<p>The application is ready to be submitted for consideration.</p> <p>Click the Submit button.</p> 



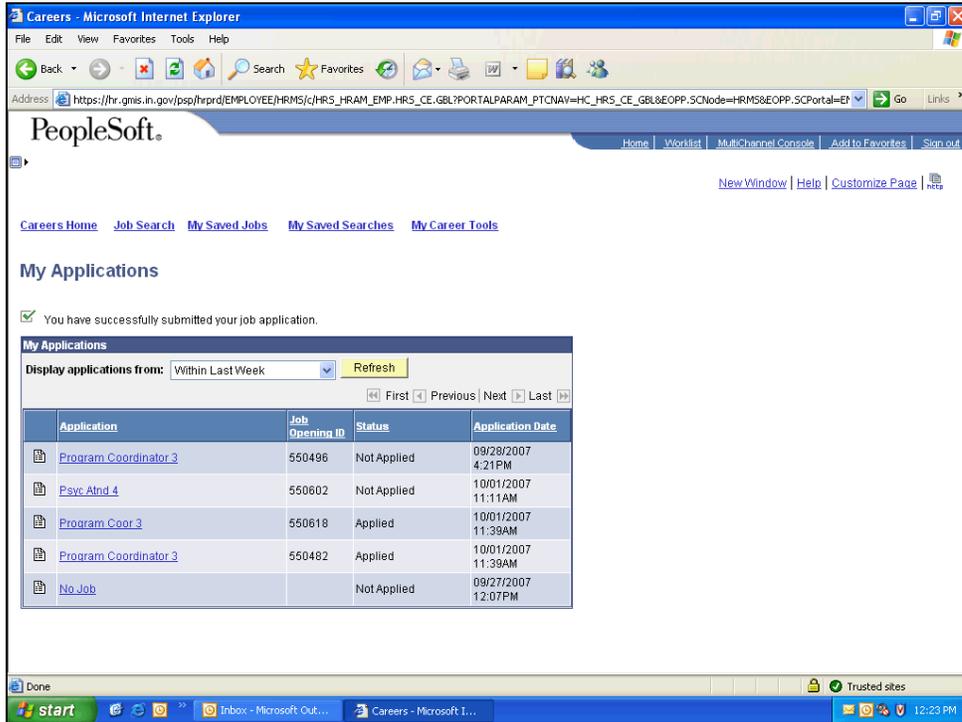
Step	Action
180.	<p>Upon submitting an application, an employee is requested to provide Equal Employment Opportunity (EEO) information.</p> <p>Click the Gender drop-down menu button and select either Male or Female.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 

Step	Action
181.	<p>Confirm the birthdate is accurate.</p> <p>Click in the Birthdate field to continue.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 
182.	<p>Ensure the Eligible to Work in U.S. checkbox is marked.</p> <p>Click the Eligible to Work in U.S. checkbox.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 
183.	<p>Click the Ethnic Group drop-down menu button.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 
184.	<p>Select White from the list of values.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 
185.	<p>Click the Vet. Status drop-down menu button.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 
186.	<p>Select Not a Veteran from the list of values.</p> <p>If an employee chooses not to provide the requested Self Identification Details, they should check the I decline to provide my self identification details. checkbox.</p> 

Step	Action
187.	In order to be considered for a position with the State of Indiana, an applicant must read and agree to the Terms and Agreements of the application process. Click the I agree to these terms option. <input type="radio"/>
188.	Click the Submit button. <input type="button" value="Submit"/>



Step	Action
189.	If an application is successfully submitted, a green checkmark will appear on the My Applications page. In addition, the positions applied for will show a status of Applied in the Status column of the My Applications page.

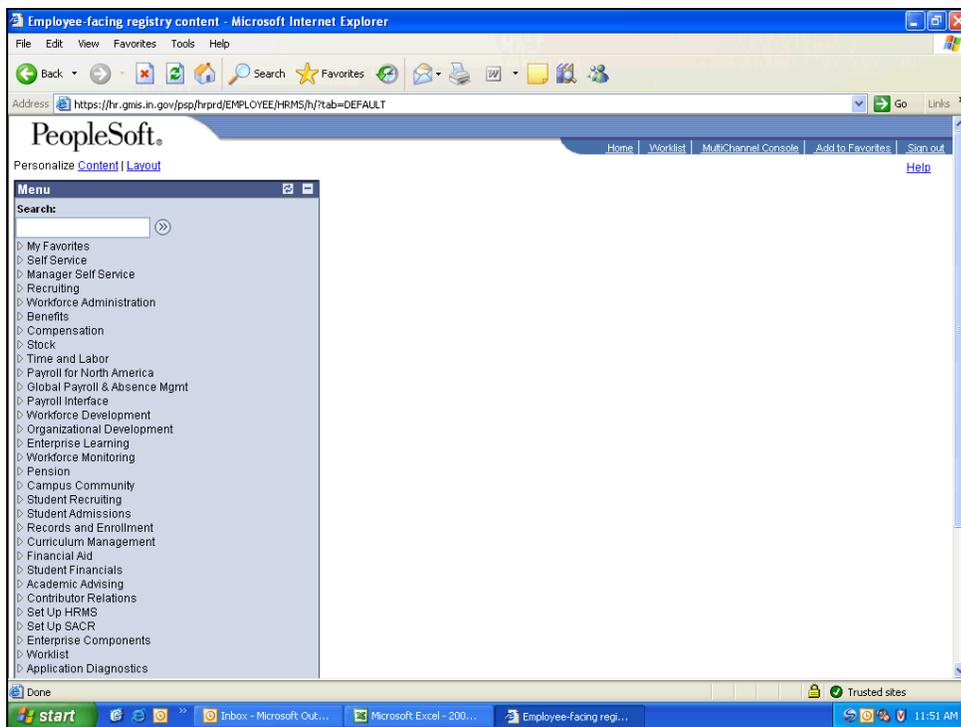


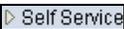
Step	Action
190.	Click the Careers Home link to return to the Careers Home page. Careers Home
191.	End of Procedure.

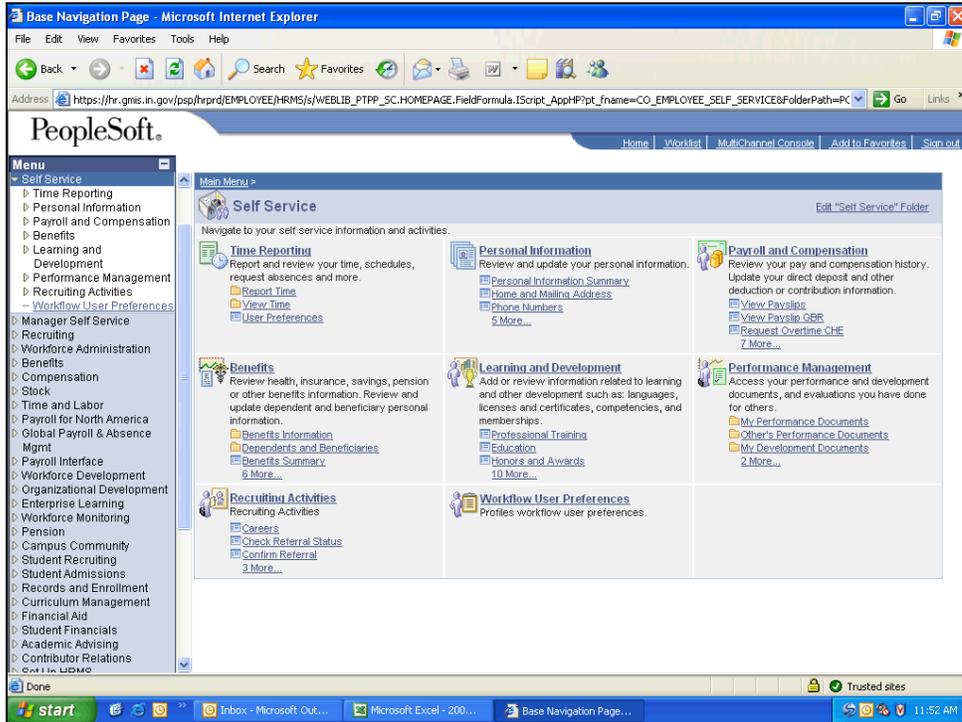
Create/Update Profile and Resume

Procedure

Employees may submit a profile or resume at anytime even if they are not applying for a specific requisition.



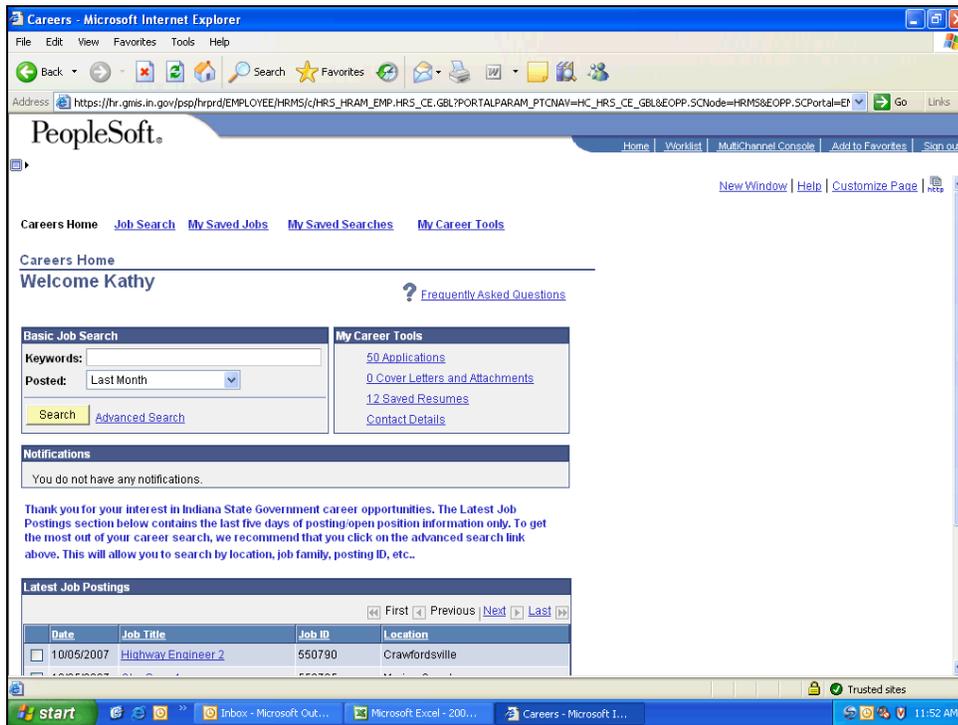
Step	Action
1.	Click the Self Service link. 



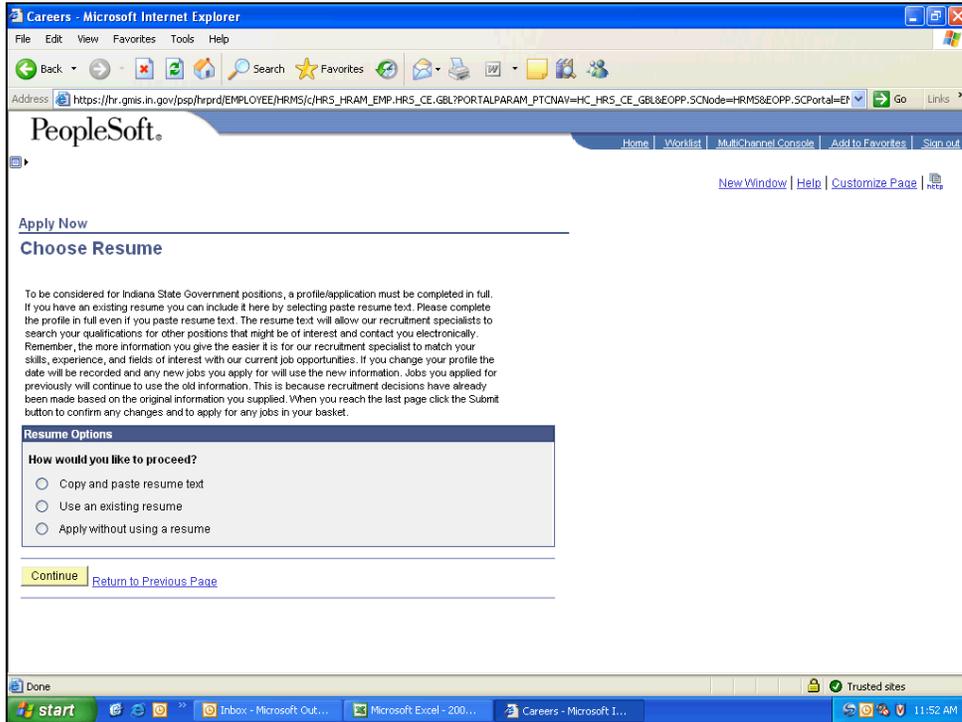
Step	Action
2.	Click the Recruiting Activities link. Recruiting Activities
3.	Click the Careers link. Careers

Training Guide

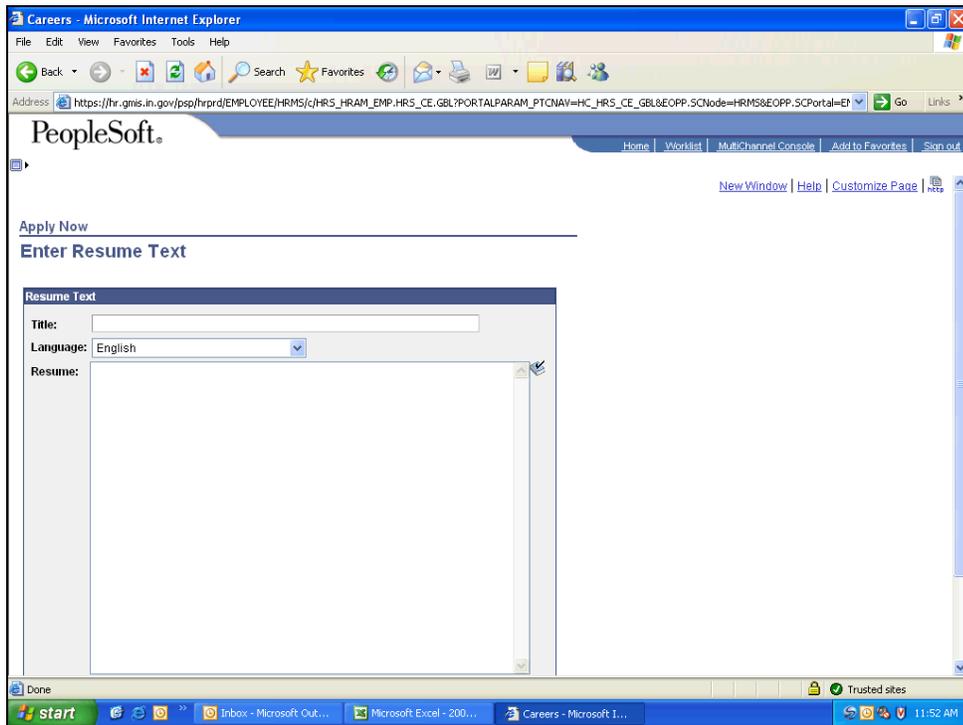
SPD_8.9_eRecruit for Internal Applicants



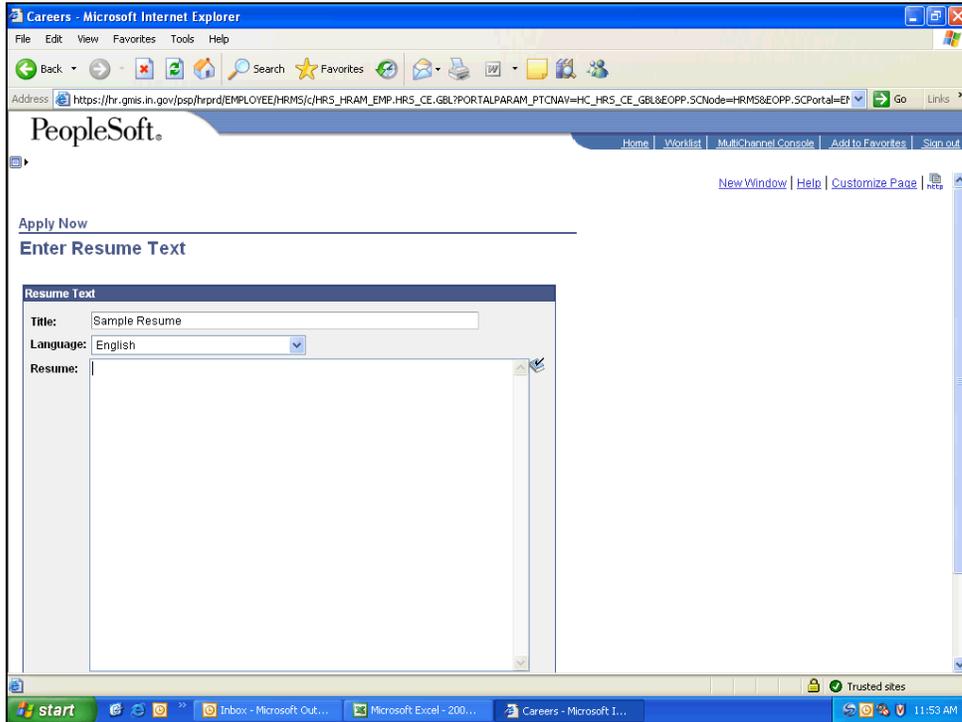
Step	Action
4.	Scroll down the page to locate the Submit a Profile link.
5.	Click the Submit a Profile link. Submit a Profile



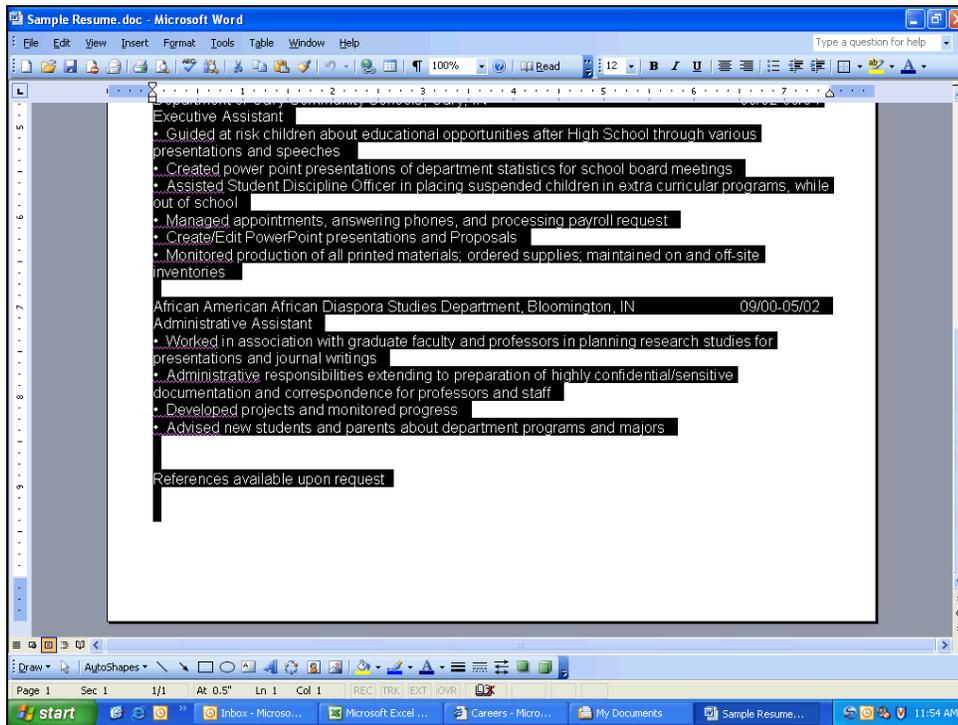
Step	Action
6.	Select the Copy and past resume text option. <input type="radio"/>
7.	Click the Continue button. <input type="button" value="Continue"/>



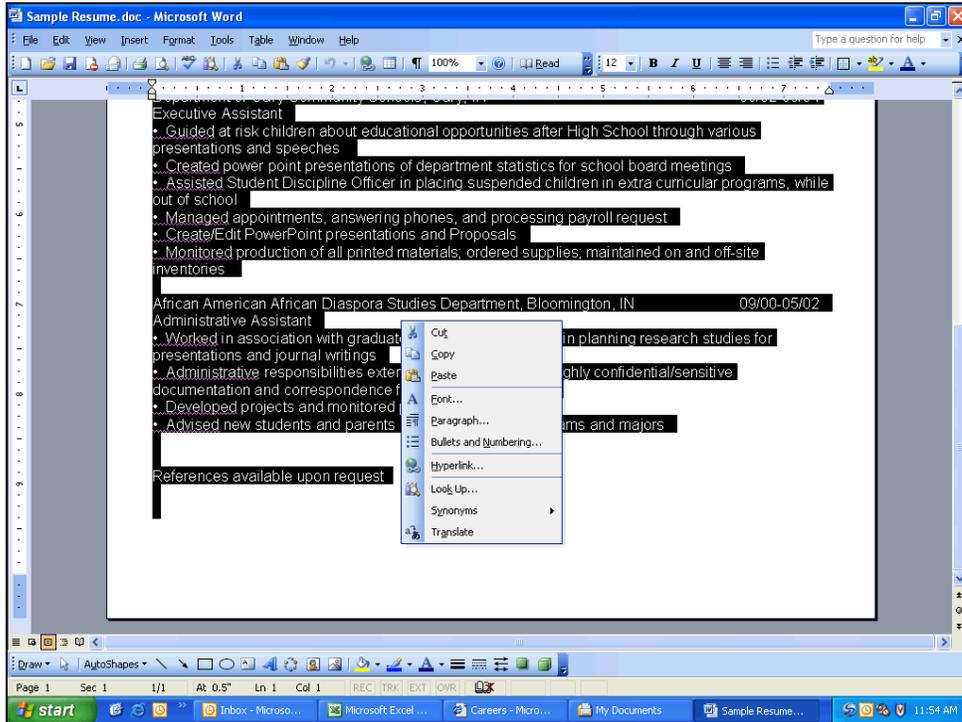
Step	Action
8.	Enter the resume title into the Title field. Enter " Sample Resume ".
9.	Click in the Resume field.



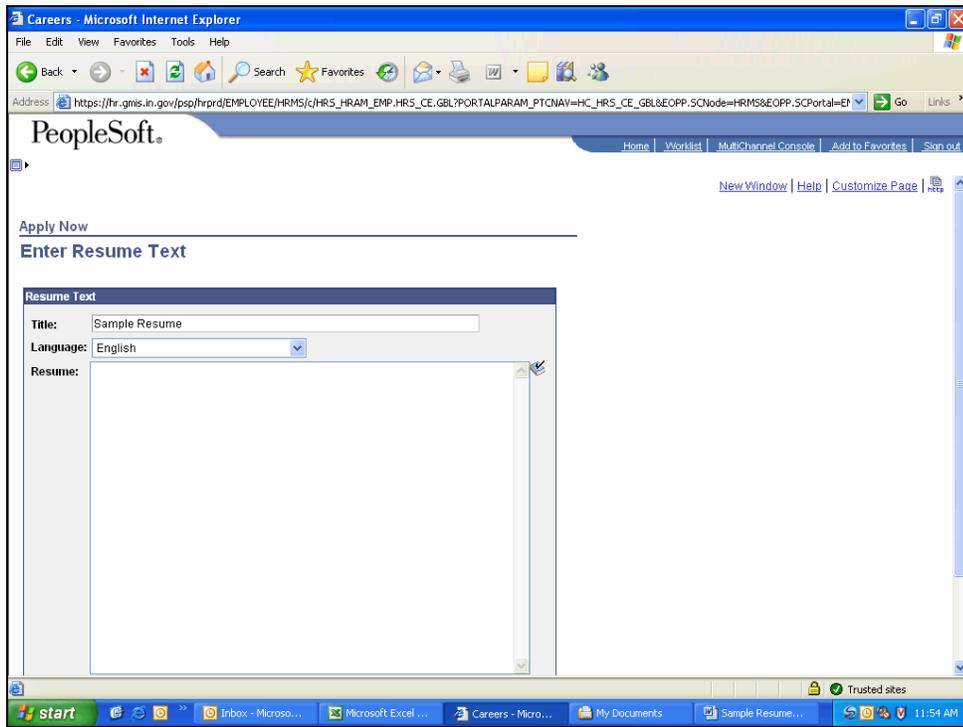
Step	Action
10.	<p>Minimize the active PeopleSoft window.</p> <p>Click the Minimize button.</p> 
11.	<p>Locate the resume to be pasted.</p> <p>Double-click the Sample Resume.doc list item.</p> 

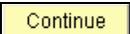


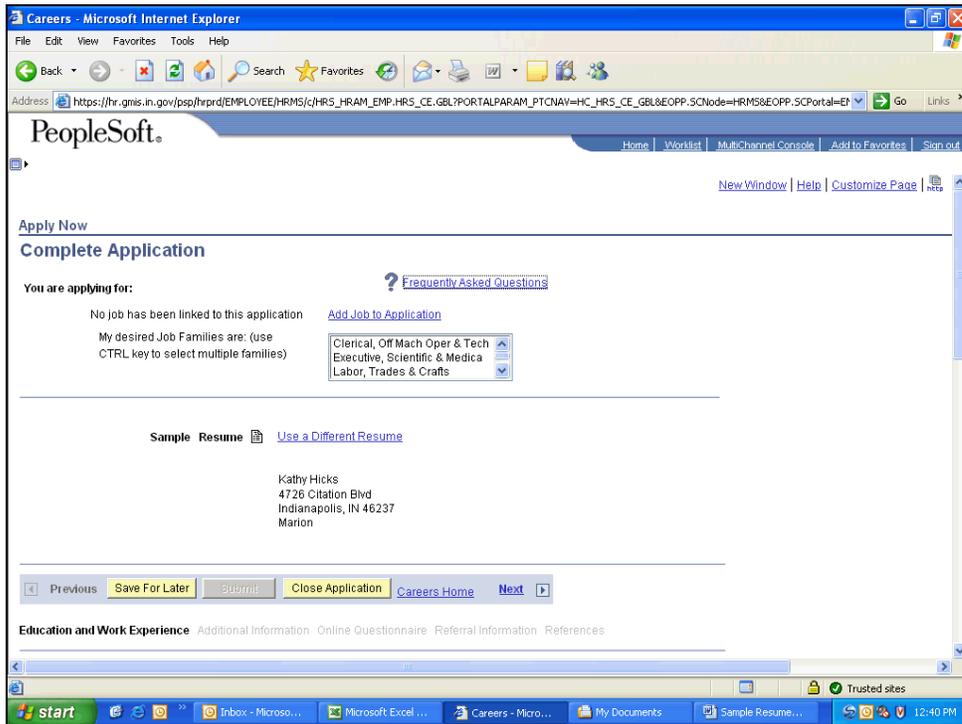
Step	Action
12.	Click and hold down the mouse button while moving it over the resume text to select the resume text to be pasted.



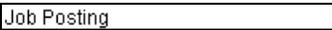
Step	Action
13.	<p>Left-click the mouse to display the Microsoft Format menu. (Left-hand mouse users should right-click the mouse).</p> <p>Select Copy from the list of values.</p> 
14.	<p>Locate the PeopleSoft window button at the bottom of Microsoft Windows screen.</p> <p>Click the PeopleSoft window button to return to the PeopleSoft page.</p> 



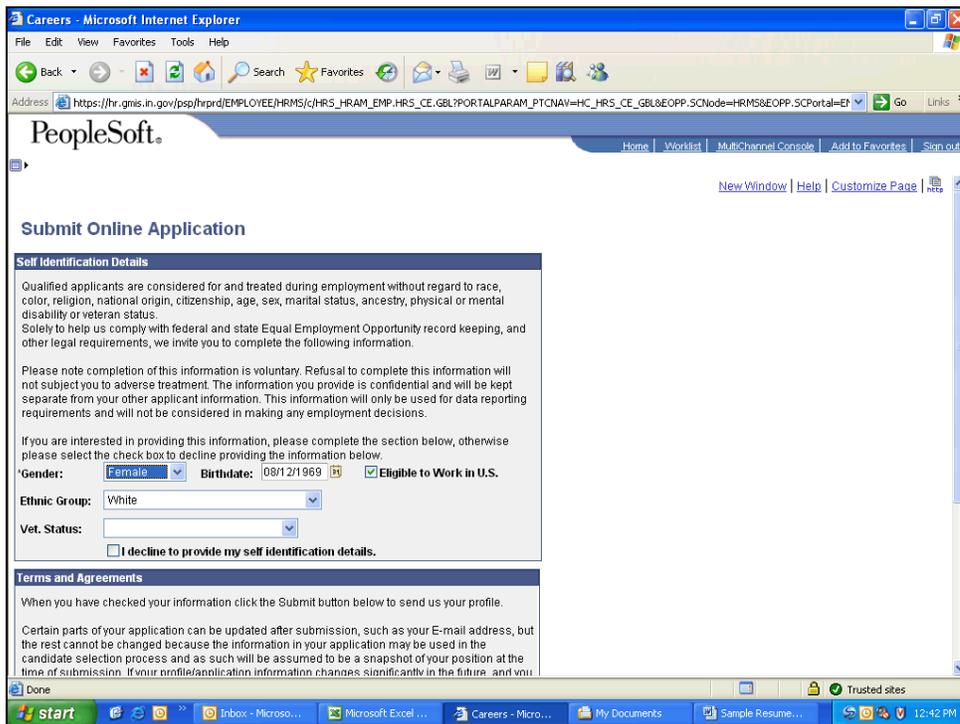
Step	Action
15.	Right-click in the Resume field. NOTE: Left-hand mouse users should left-click the mouse.
16.	Select Paste from the list of values to paste the selected resume text. 
17.	Click the Continue button. 



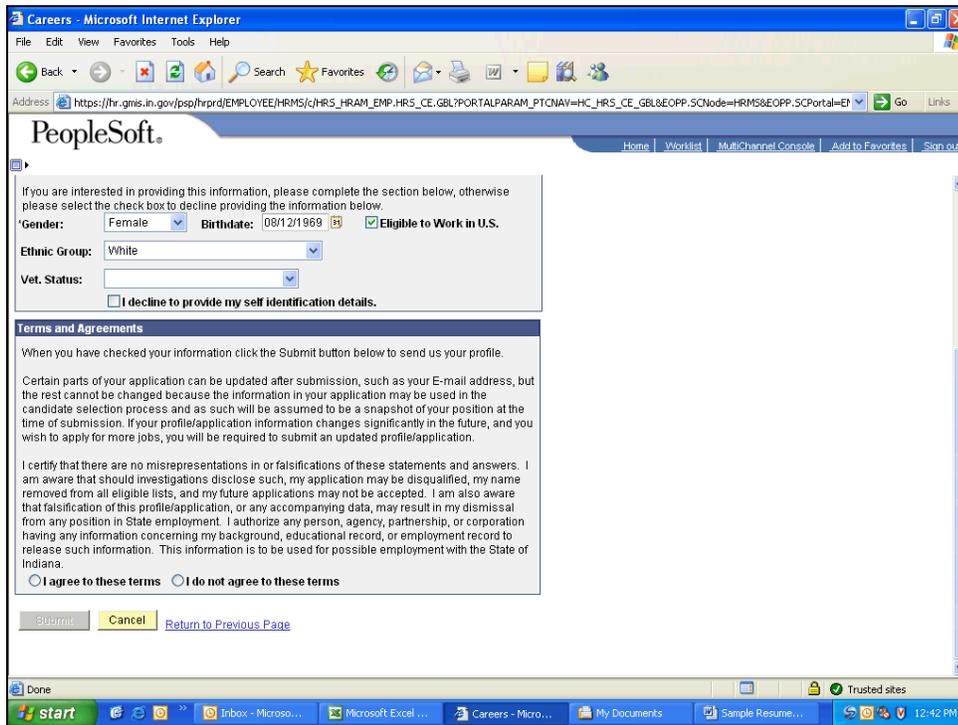
Step	Action
18.	<p>For assistance completing steps 18- 30, please refer to pages 22 – 49 of the manual for step-by-step instructions.</p> <p>Scroll down the Complete Application page to add, review, or change the Education and Work Experience information.</p> <p>In Education and Work Experience section, the employee can enter or update employment history and education detail.</p>
19.	<p>After adding, reviewing or changing the Education and Work Experience information, click the Next link to go to the Additional Information section of the Complete Application page.</p> <p>Click the Next link.</p> <p>Next</p>

Step	Action
20.	<p>In the Additional Information section, the employee can enter or update professional training, language proficiencies, licenses or certifications, and professional membership information.</p> <p>After adding, reviewing, or changing information in the Additional Information section, click the Next link to review the Online Questionnaire section of the Complete Application page.</p> <p>Click the Next link.</p> 
21.	<p>Since an application is not being completed, there are no Online Questionnaire answers to be given.</p> <p>Click the Next link to go to the Referral Information section of the Complete Application page.</p> 
22.	<p>In the Referral Information section, the employee can enter or update preference information such as geographical preferences and desired work hours. Employees can also indicate how they found out about the job and disclose any conviction information (this information is required even if not applying for a particular position).</p> <p>Scroll down the page to add or update the information in the Preferences box of the Referral Information section.</p>
23.	<p>After adding or updating the information in the Preferences box, an employee will need to complete the Referral Information and Prior Convictions boxes.</p> <p>Click the How did you find out about the job? drop-down menu button.</p> 
24.	<p>Select Job Posting from the list of values.</p> 
25.	<p>Select an option for the *Have you ever been convicted of a crime, other than minor traffic violations? question.</p> <p>Click the No option.</p> 
26.	<p>After completing the required Referral Information and Prior Convictions boxes, click the Next link to review the References section of the Complete Application page.</p> <p>Click the Next link.</p> 

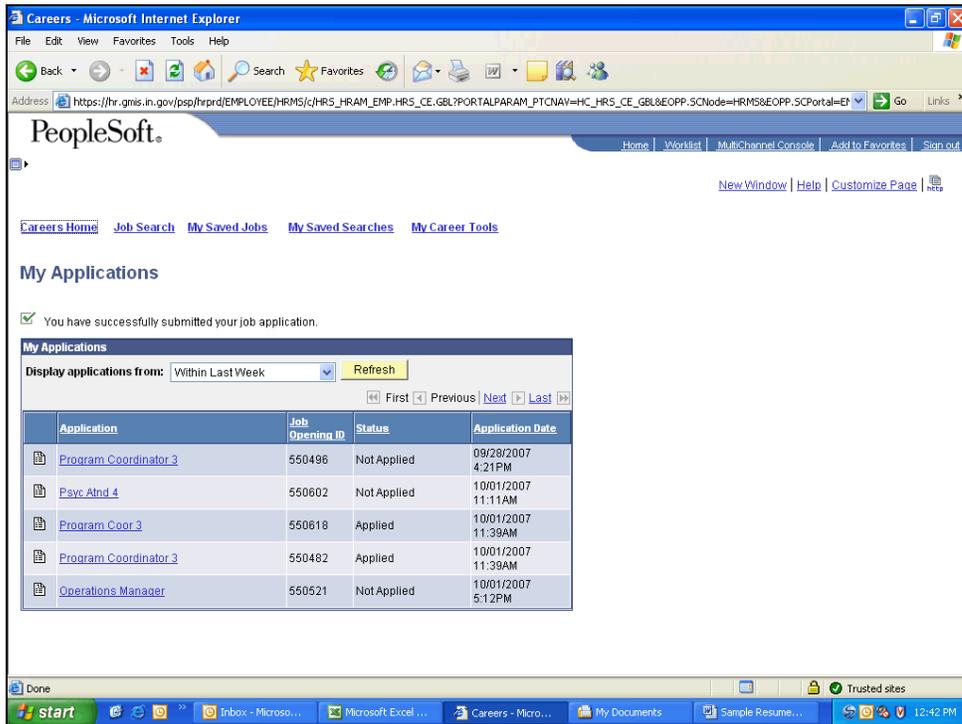
Step	Action
27.	<p>Review the References section and complete or make any needed changes.</p> <p>When you are finished reviewing, completing, or updating the References section, click the Submit button.</p> 



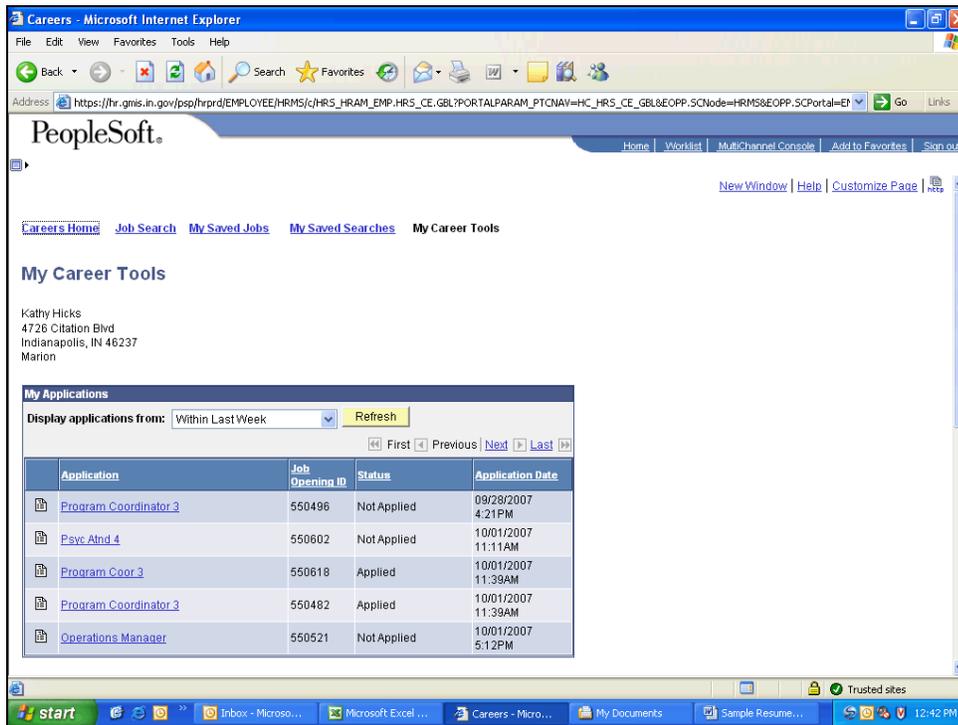
Step	Action
28.	<p>Complete or review the Self Identification Details information for accuracy or check the I decline to provide my self identification details checkbox.</p> <p>When you are finished, scroll down the page to review the Terms and Agreements.</p>



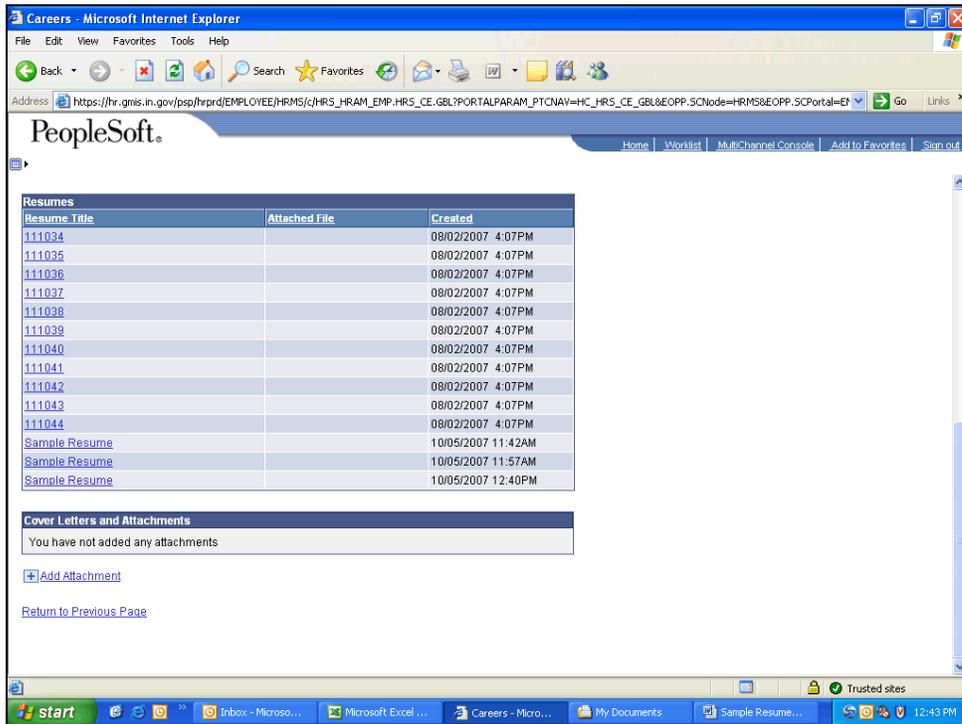
Step	Action
29.	Click the I agree to these terms option. <input type="radio"/>
30.	Click the Submit button. <input type="button" value="Submit"/>



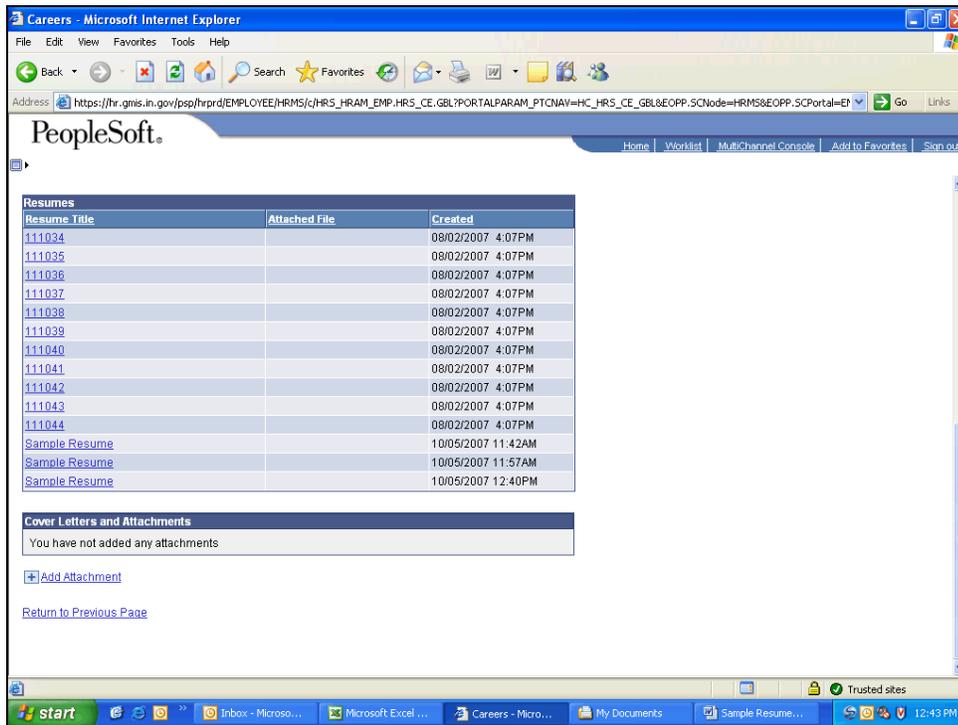
Step	Action
31.	Click the My Career Tools link. My Career Tools



Step	Action
32.	Scroll down the My Career Tools page to locate your most recently posted resume.



Step	Action
33.	The most recent resume addition will appear at the bottom of the Resume Title column and will be available for use when applying for positions.



Step	Action
34.	Click the Return to Previous Page link to return to the Careers Home Page . Return to Previous Page
35.	End of Procedure.

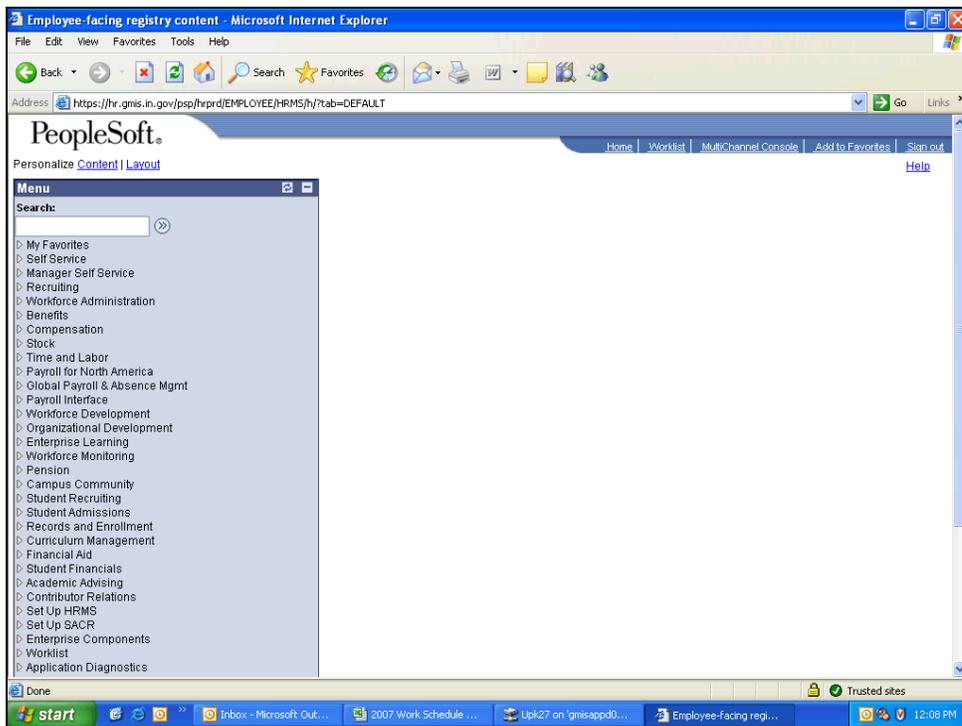
Job Search Agent

Procedure

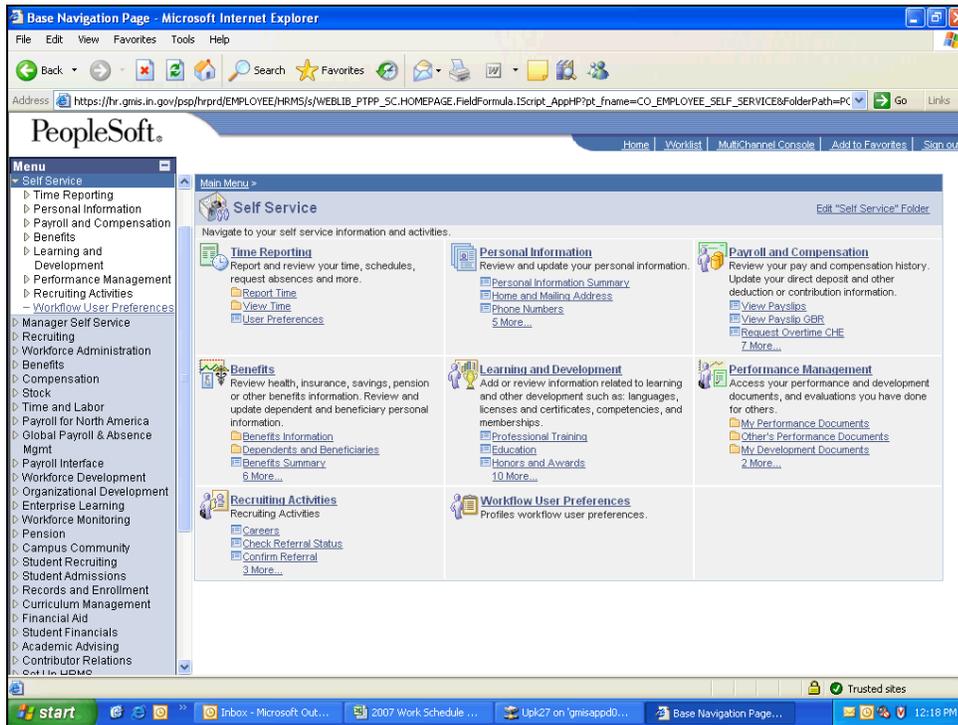
The Job Search Agent allows applicants to save criteria for desired employment opportunities. When a posting becomes available that matches the criteria set by the applicant, they will receive an e-mail to apply for the requisition. The Job Search Agent Results area also displays requisitions which meet the criteria saved by the Job Search Agent.

The Job Search Agent runs over night and expires every 30 days. The applicant will need to reset the Job Search Agent every 30 days for it to remain current.

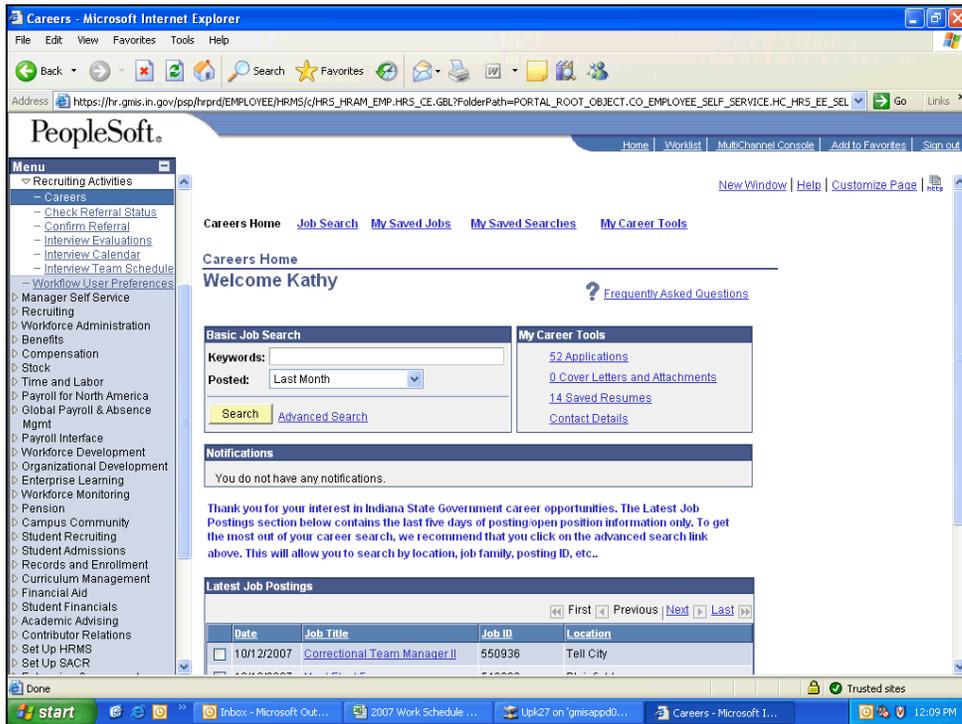
This topic covers how to use the Job Search Agent.



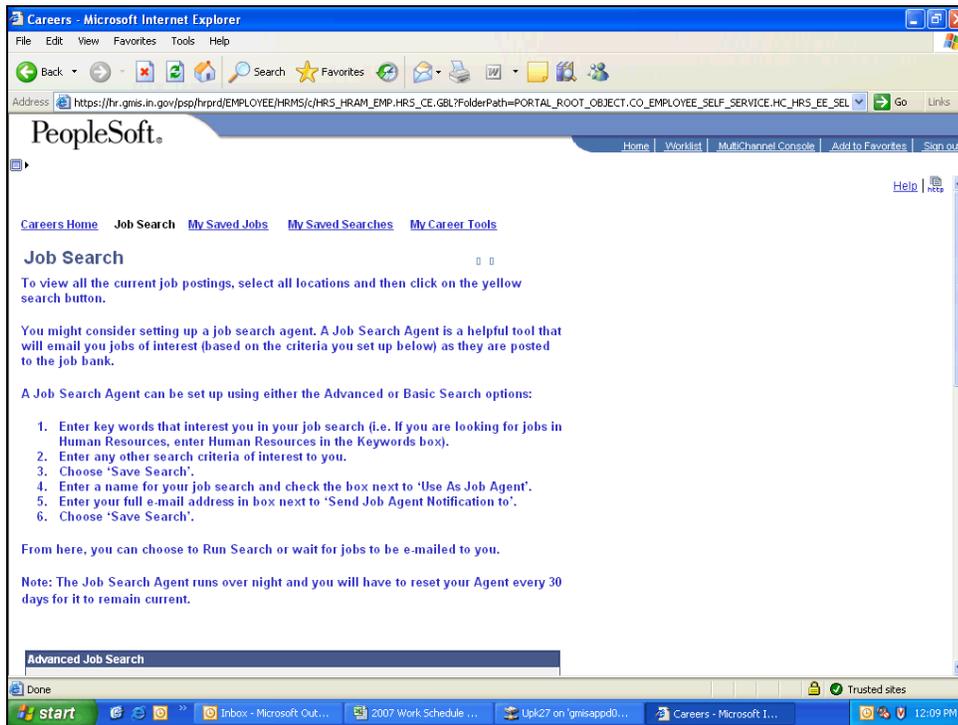
Step	Action
1.	Click the Self Service link. 



Step	Action
2.	Click the Recruiting Activities link. <input type="text" value="Recruiting Activities"/>
3.	Click the Careers link. <input type="text" value="Careers"/>

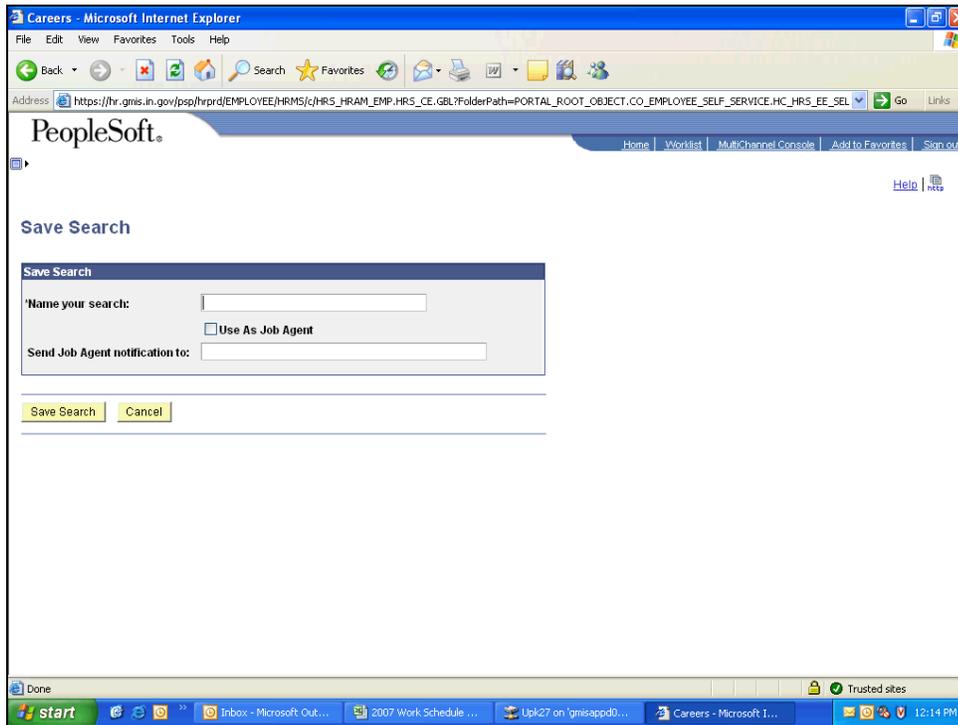


Step	Action
4.	Click the Job Search link. Job Search



Step	Action
5.	Scroll down the screen to set-up the Job Search Agent search criteria.
6.	Click in the Enter Keywords field. <input type="text"/>
7.	Enter key words of interest in the job search (i.e. if jobs in Human Resources are of interest, enter Human Resources in the Enter Keywords field). In this instance, enter " Human Resources, Management " as the keywords for the Job Search Agent to search by.
8.	Locations of interest can be selected. A single location may be selected or more than one location may be selected by: - clicking on the All Locations option or - by pressing and holding down the Ctrl key on the keyboard while clicking selections. Click the All Locations option. <input type="text" value="All Locations"/>

Step	Action
9.	<p>Job Families of interest can be selected. A single job family may be selected or more than one job family may be selected by:</p> <ul style="list-style-type: none"> - clicking on the All Job Families option or - by pressing and holding down the Ctrl key on the keyboard while clicking selections. <p>Click the Professional, Admin & Tech list item.</p> <p><input type="text" value="Professional, Admin & Tech"/></p>
10.	<p>Click the Full/Part Time drop-down menu button.</p> <p><input type="button" value="v"/></p>
11.	<p>Select Full-Time from the list of values.</p> <p><input type="text" value="Full-Time"/></p>
12.	<p>Click the Regular/Temporary drop-down menu button.</p> <p><input type="button" value="v"/></p>
13.	<p>Select Regular from the list of values.</p> <p><input type="text" value="Regular"/></p>
14.	<p>Enter the desired salary into the Desired Pay field.</p> <p>Enter "40000".</p>
15.	<p>Click the Desired Pay drop-down menu button.</p> <p><input type="button" value="v"/></p>
16.	<p>Scroll down the list of values to locate the USD (United States Dollar) value.</p>
17.	<p>Select USD from the list of values.</p> <p><input type="text" value="USD"/></p>
18.	<p>Indicate the time frame for which to view posted jobs.</p> <p>Click the Find Jobs Posted Within drop-down menu button.</p> <p><input type="button" value="v"/></p>
19.	<p>Select Last Three Months from the list of values.</p> <p><input type="text" value="Last Three Months"/></p>
20.	<p>Indicate a preference for which to view posted jobs.</p> <p>Click the Display Results Sorted By drop-down menu button.</p> <p><input type="button" value="v"/></p>
21.	<p>Select Date Posted from the list of values.</p> <p><input type="text" value="Date Posted"/></p>
22.	<p>Click the Save Search button.</p> <p><input type="button" value="Save Search"/></p>



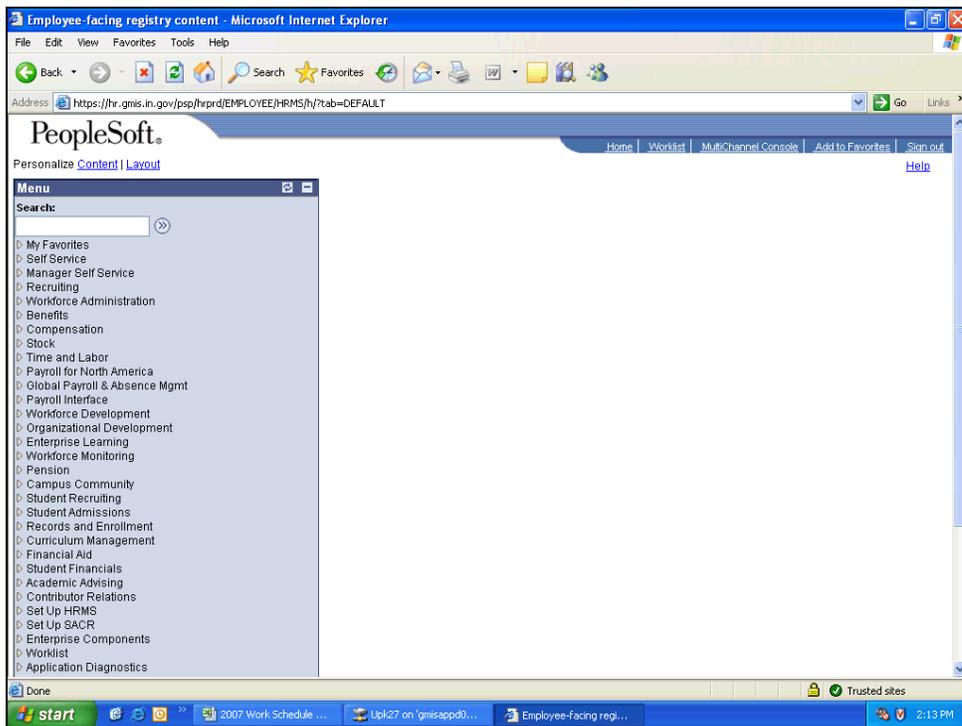
Step	Action
23.	Enter the Job Search Agent title into the Name your search field. Enter " HR & Mngmnt Search ".
24.	Click the Use As Job Agent checkbox to select it. <input type="checkbox"/>
25.	Enter the e-mail address to receive job posting notifications matching the Job Agent Search criteria into the Send Job Agent notification to field. Enter " kahicks@spd.in.gov ".
26.	Click the Save Search button. <input type="button" value="Save Search"/>
27.	End of Procedure.

Job Search Agent Results

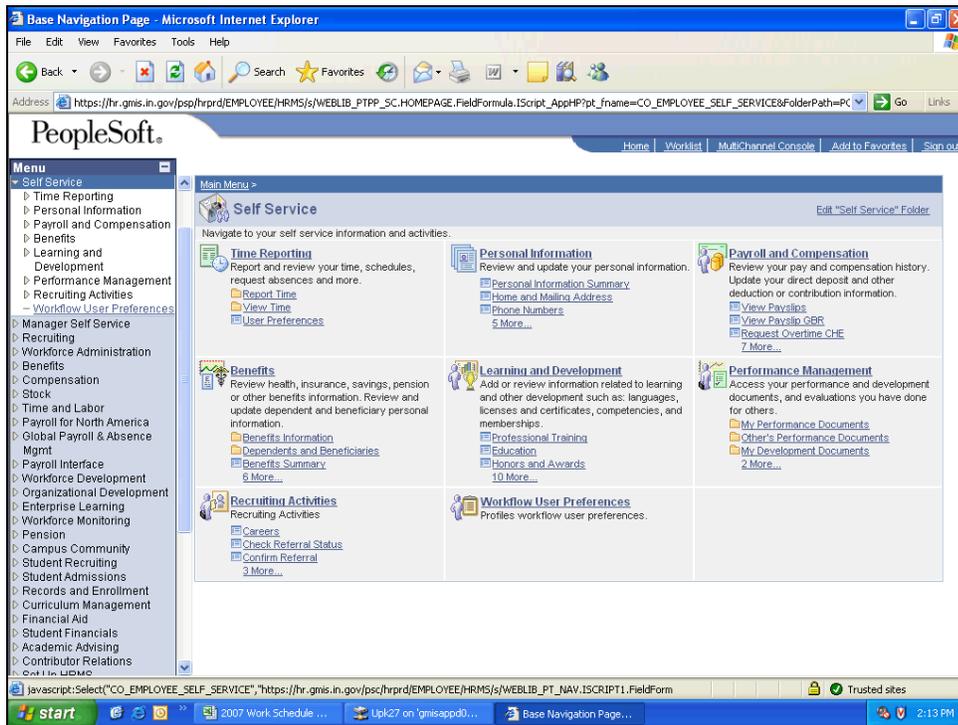
Procedure

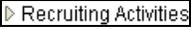
The Job Search Agent allows applicants to save criteria for desired employment opportunities. When a posting becomes available that matches the criteria set by the applicant, they will receive an e-mail to apply for the requisition. The Job Search Agent Results area also displays requisitions which meet the criteria saved by the Job Search Agent.

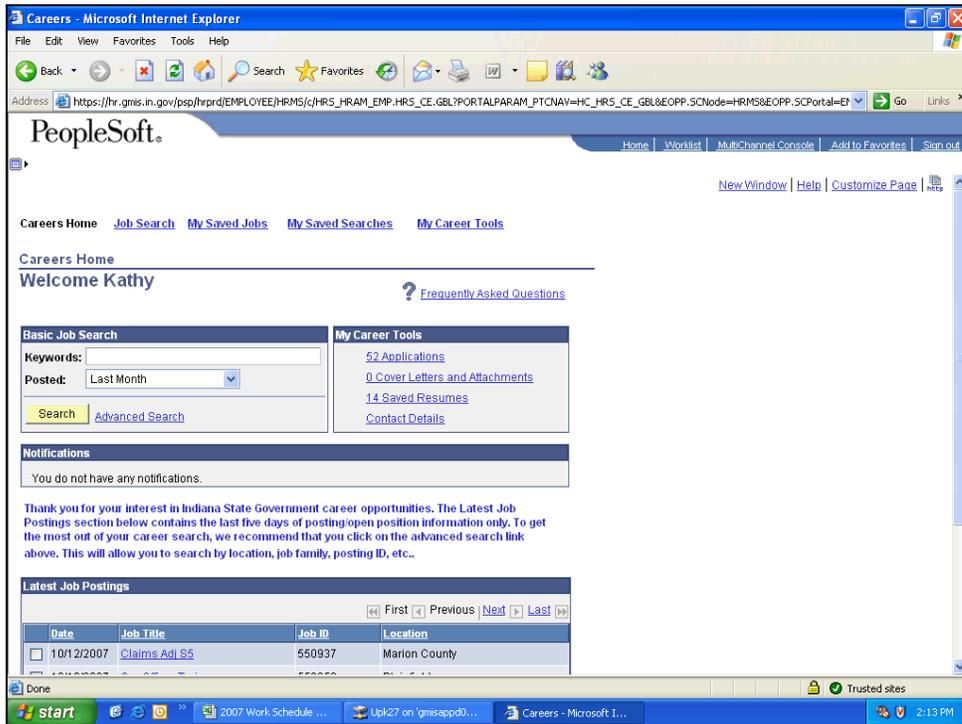
This topic covers how to retrieve results from the Job Search Agent.



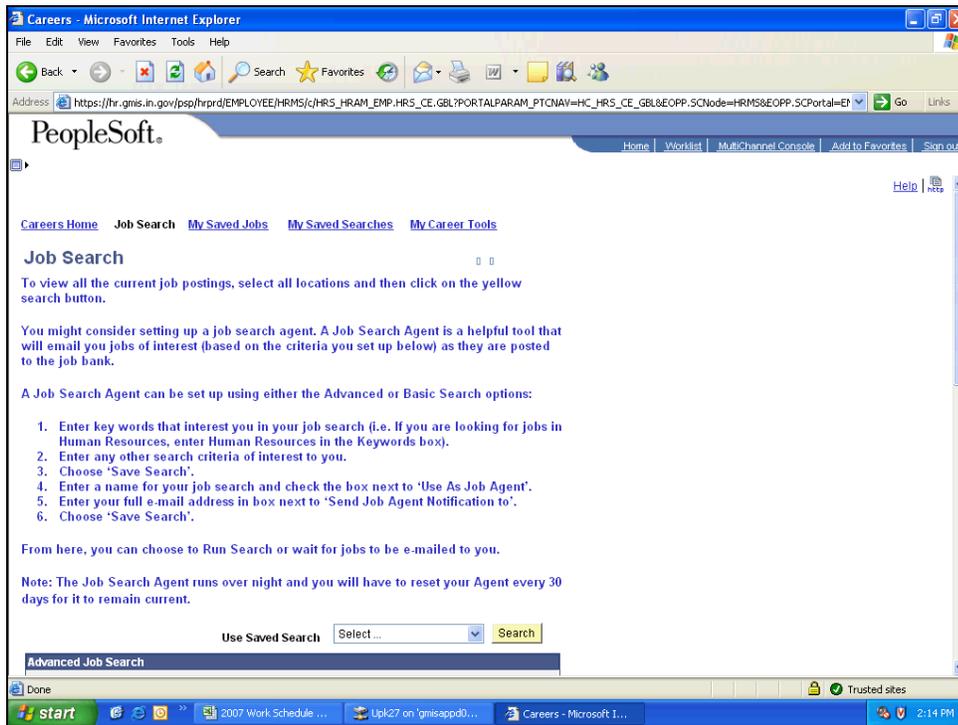
Step	Action
1.	Click the Self Service link. 

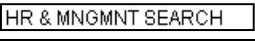


Step	Action
2.	Click the Recruiting Activities link. 
3.	Click the Careers link. 



Step	Action
4.	Click the Job Search link. Job Search



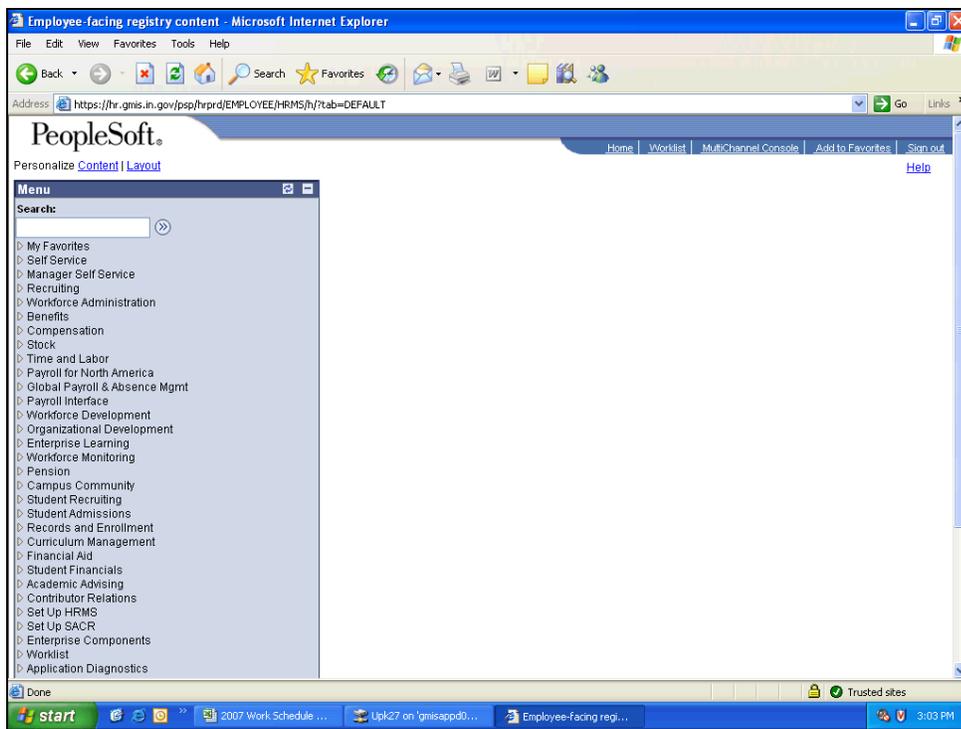
Step	Action
5.	Determine which saved search to use in the Job Search Agent. Click the Use Saved Search drop-down menu button. 
6.	Click the saved search HR & MNGMNT SEARCH from the list of values. 
7.	Click the Search button. 
8.	Another option is to use the My Saved Searches link and then pressing the Run Search button to view the saved search option.
9.	Scroll down to the bottom of the page to view Job Search Agent results based on the Job Search Agent criteria.
10.	If desired, an applicant may view or make changes to the Job Agent Search criteria by clicking the Expand section button of the Click icon to view Advanced Search criteria section.

Step	Action
11.	Jobs matching the Job Search Agent criteria will appear in the Search Results box at the bottom of the page. Click anywhere in the Search Results box to continue.
12.	End of Procedure.

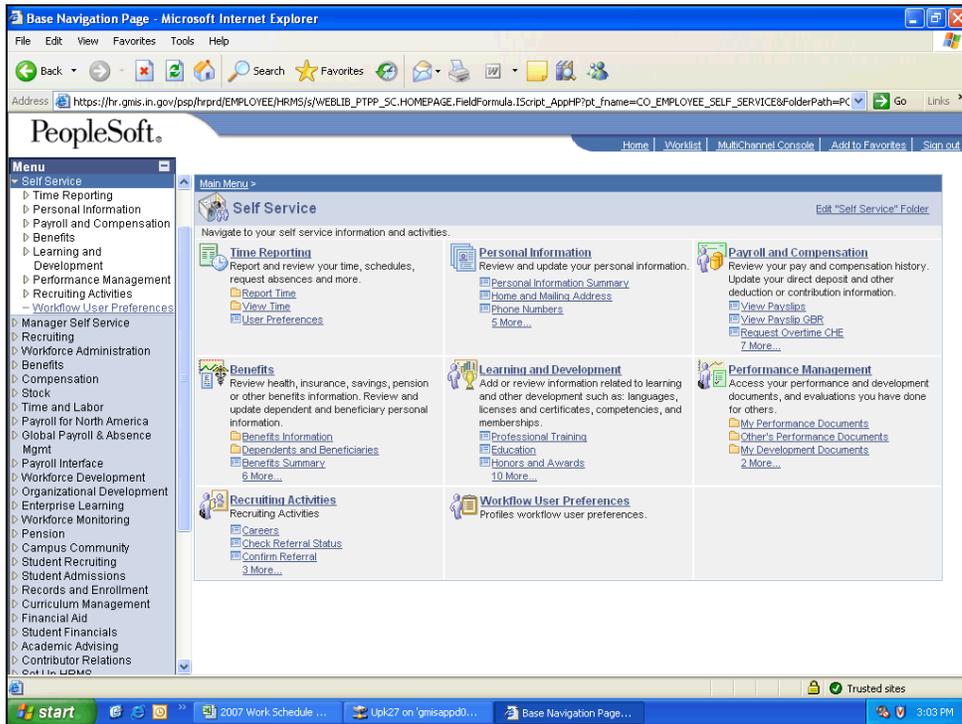
Application Status

Procedure

Applicants may review the status of positions for which they have submitted a resume/application. The following lesson demonstrates how to review an applicant's status.



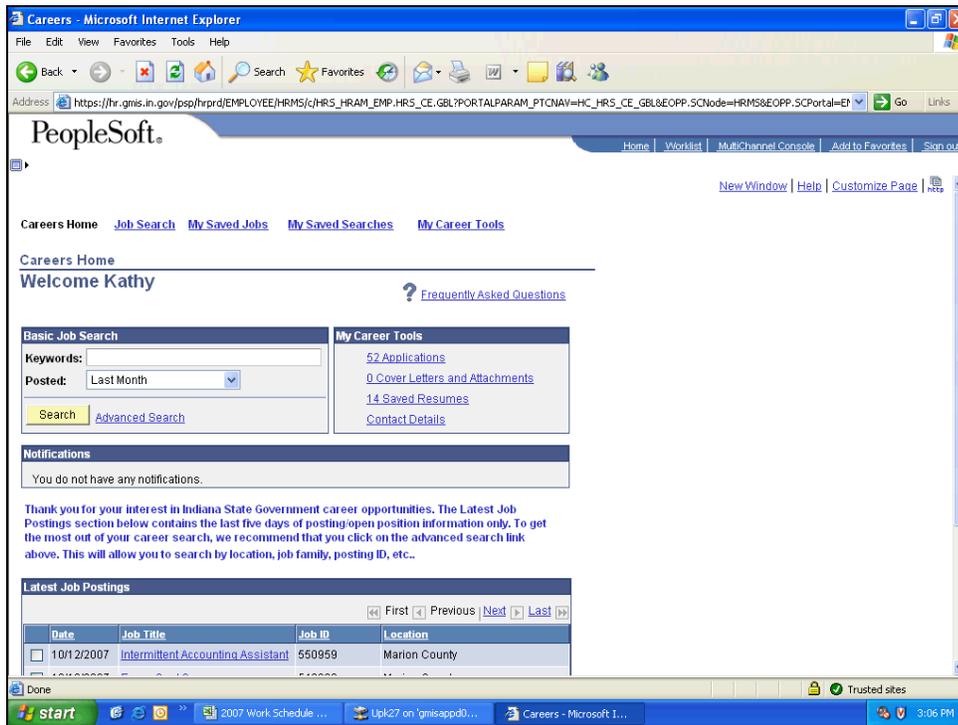
Step	Action
1.	Click the Self Service link. 



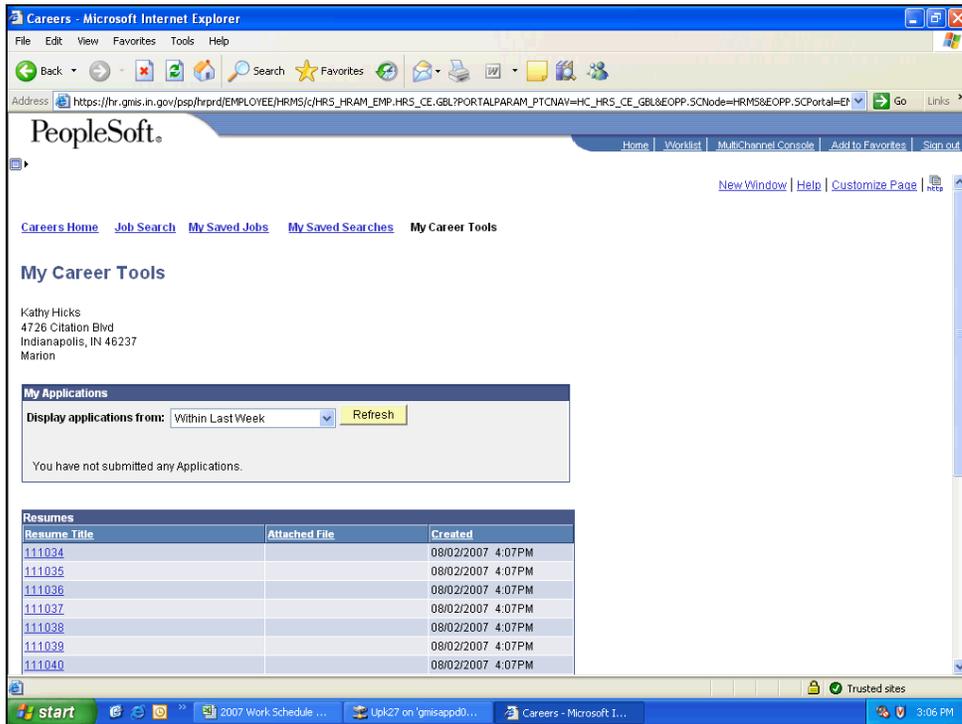
Step	Action
2.	Click the Recruiting Activities link. Recruiting Activities
3.	Click the Careers link. Careers

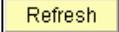
Training Guide

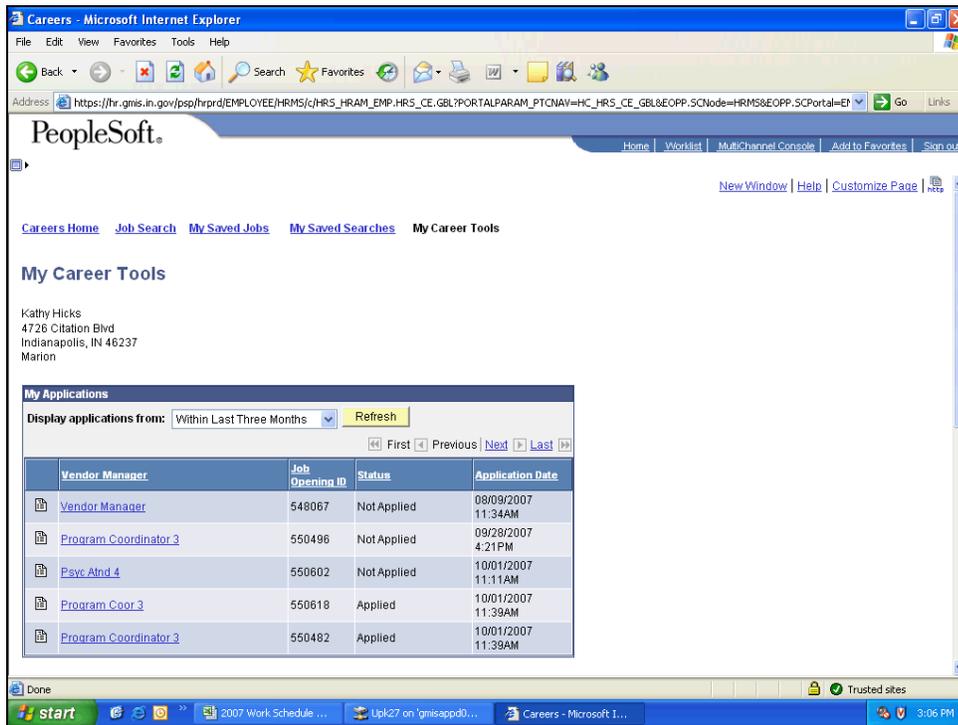
SPD_8.9_eRecruit for Internal Applicants



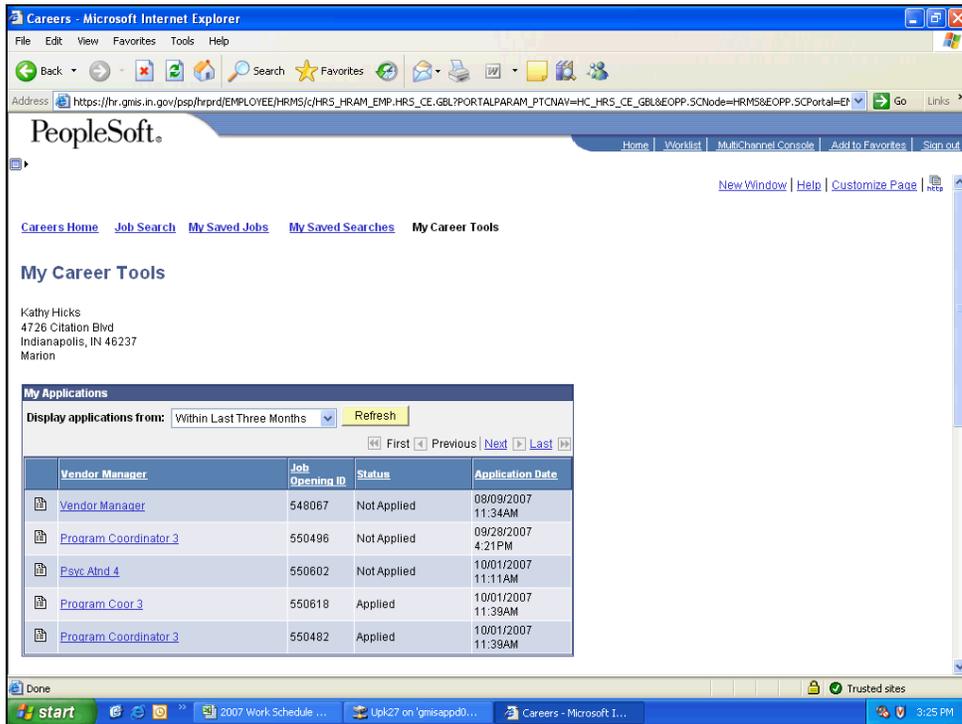
Step	Action
4.	Click the My Career Tools link. My Career Tools



Step	Action
5.	Click the Display applications from drop-down menu button. 
6.	Select Within Last Three Months from the list of values. <input type="text" value="Within Last Three Months"/>
7.	Click the Refresh button. 



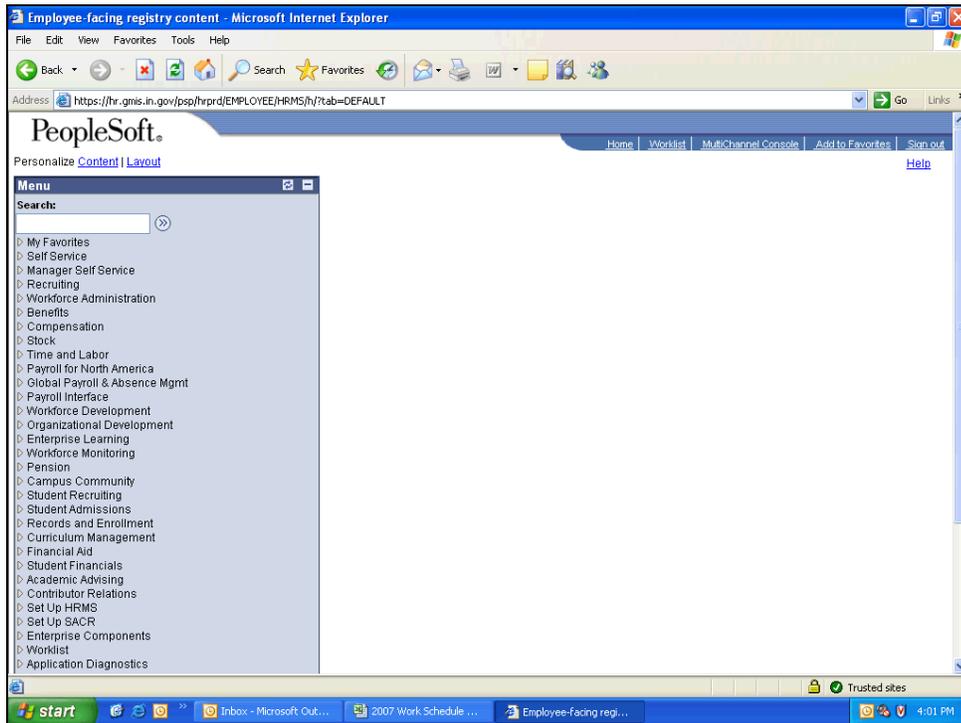
Step	Action
8.	<p>The status of positions applied to will appear in the Status column of the My Applications box. Review the status of each requisition. Applicants will be able to see the following status codes:</p> <p>Not Applied - An application has not been submitted for the job opening.</p> <p>Applied - An application has been submitted for the job opening.</p> <p>Not Selected - Your resume/application was not selected for further consideration.</p> <p>Hired - Applicant hired for the job opening.</p>



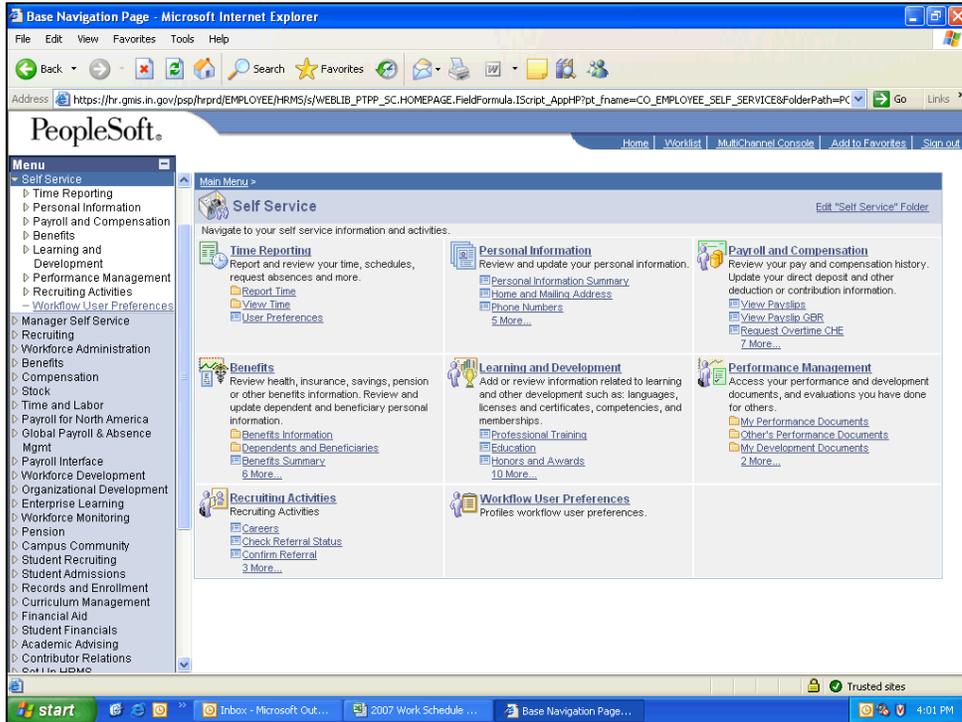
Step	Action
9.	Click the Next button to review the status of any additional applications. 
10.	After reviewing the status of job applications, scroll to the bottom of the page to locate the Return to Previous Page link. Click the Return to Previous Page link. Return to Previous Page
11.	End of Procedure.

Additional Attachments

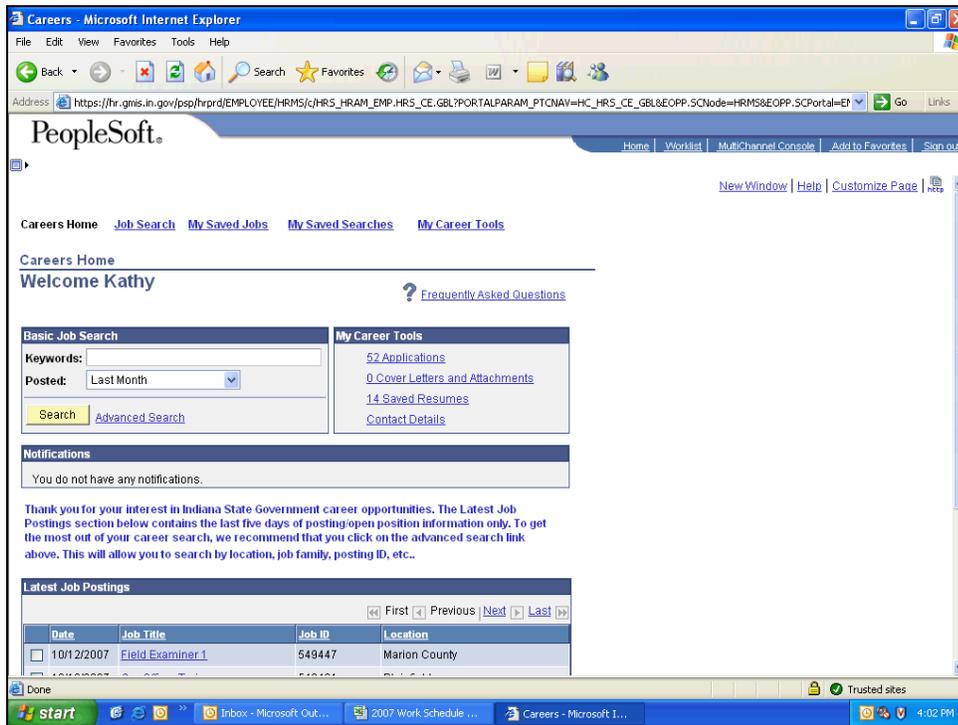
Procedure



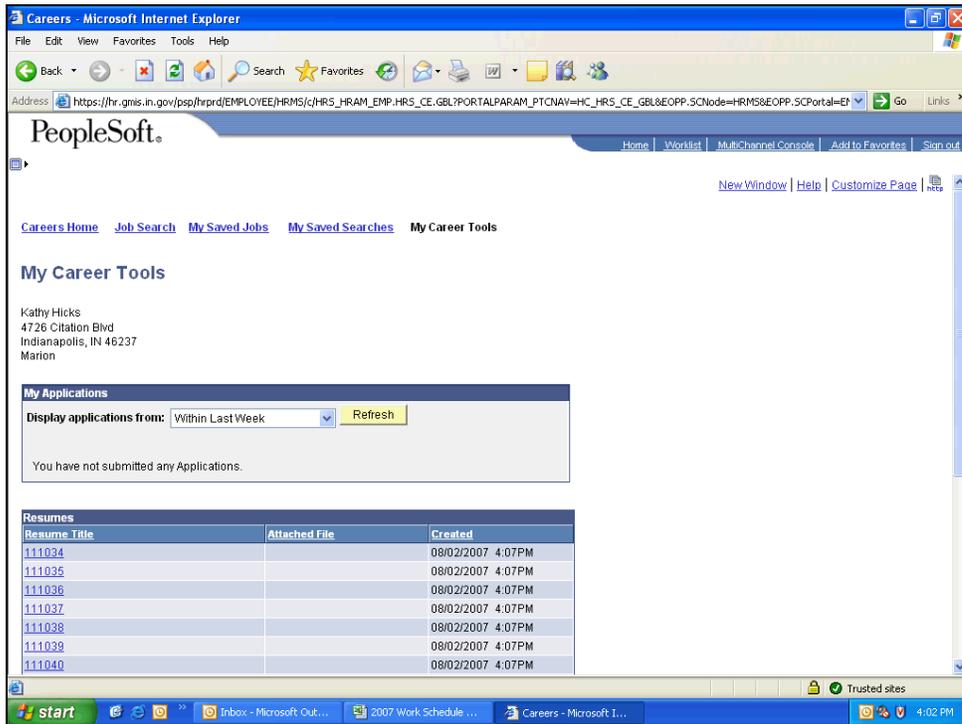
Step	Action
1.	Click the Self Service link. 



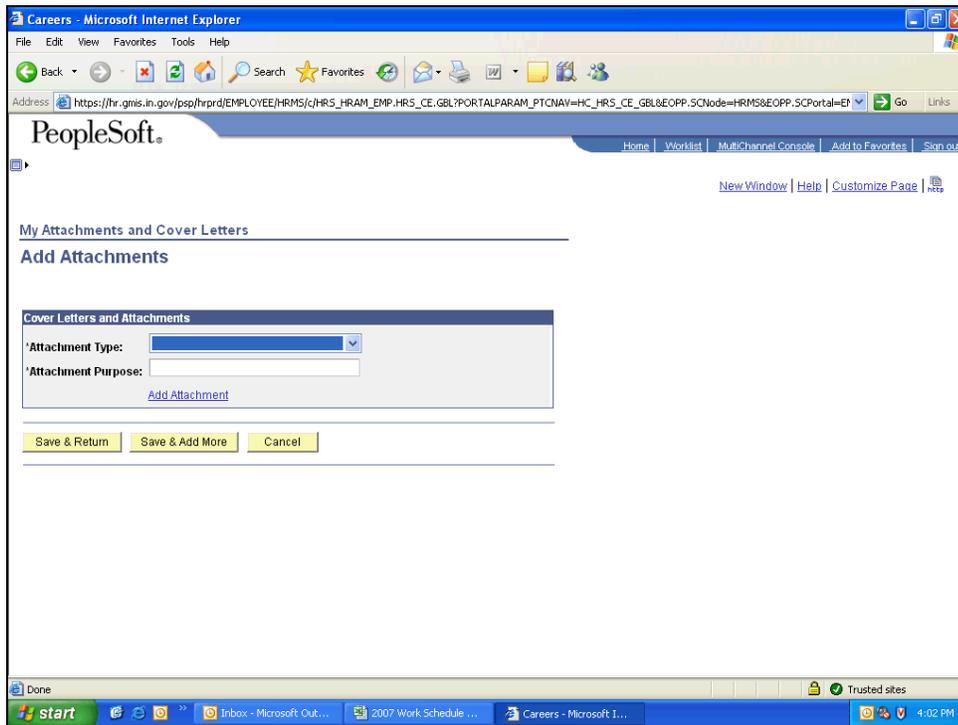
Step	Action
2.	Click the Recruiting Activities link. Recruiting Activities
3.	Click the Careers link. Careers



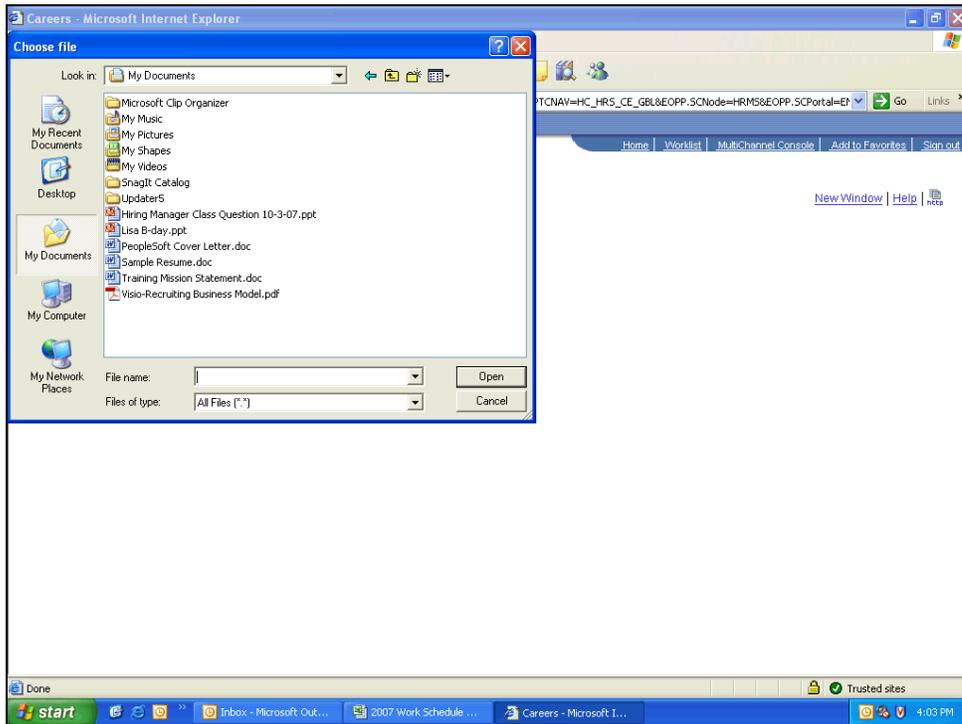
Step	Action
4.	<p>An applicant may access applications; cover letters and attachments; and saved resumes in the My Career Tools box on the Careers Home page.</p> <p>Click the 0 Cover Letters and Attachments link.</p> <p>0 Cover Letters and Attachments</p>



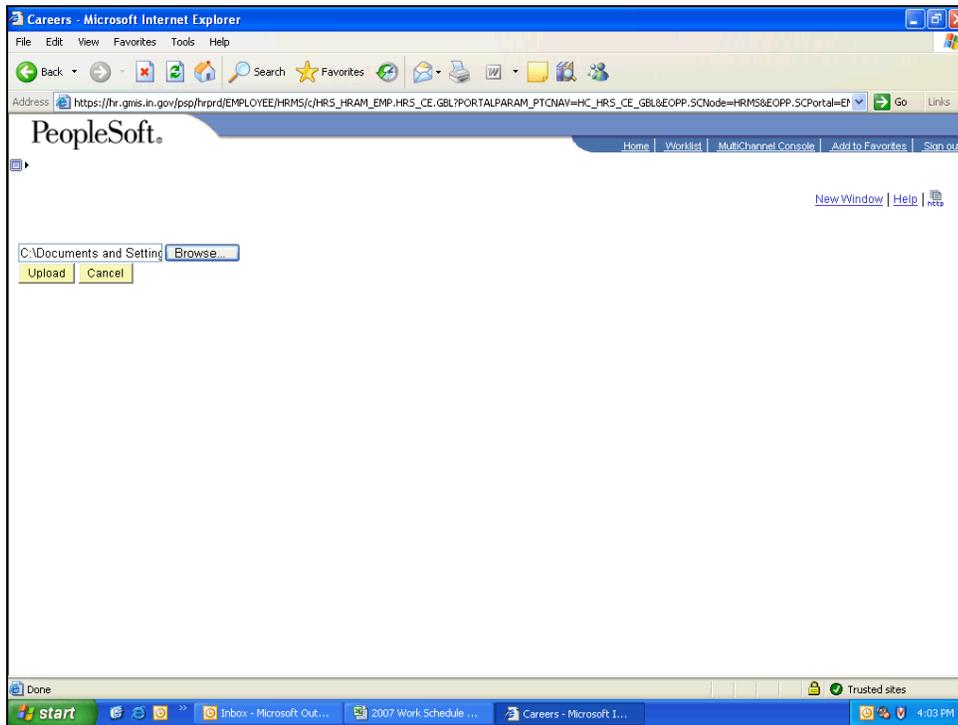
Step	Action
5.	Scroll to the bottom of the page to locate the Add Attachment link.
6.	Click the Add Attachment link. Add Attachment



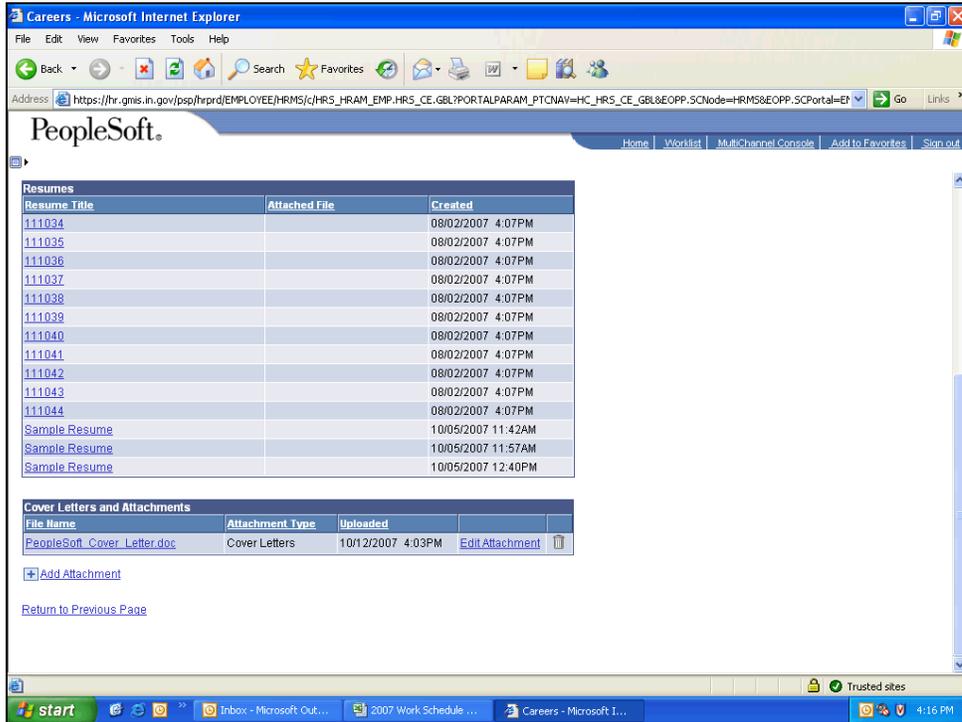
Step	Action
7.	Click the Attachment Type drop-down menu button. 
8.	Select Cover Letters from the list of values. 
9.	Click in the Attachment Purpose field. 
10.	Enter the attachment description into the Attachment Purpose field. Enter " Position Cover Letter ".
11.	Click the Add Attachment link. 
12.	To locate the attachment on the computer, type in the file path or click the Browse... button. 



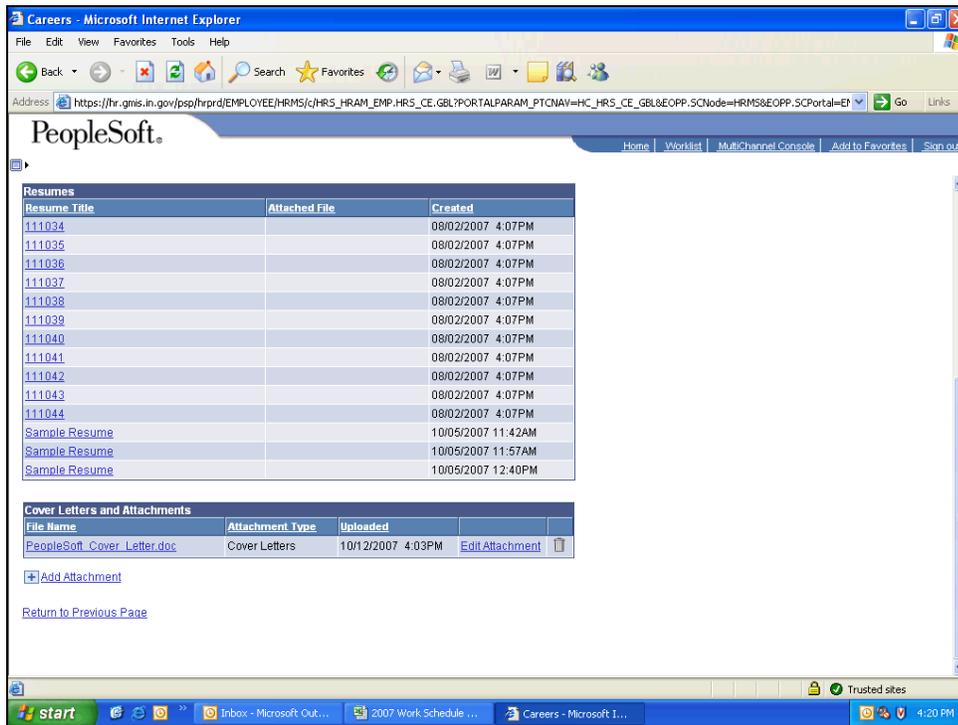
Step	Action
13.	Double-click the desired file from the list to attach it.
	Double-click the PeopleSoft Cover Letter.doc document. <input data-bbox="321 1262 695 1287" type="text" value="PeopleSoft Cover Letter.doc"/>



Step	Action
14.	Click the Upload button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Upload</div>
15.	Click the Save & Return button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Save & Return</div>



Step	Action
16.	<p>The attachment will now appear in the Cover Letters and Attachments box where it may be opened for review by clicking the File Name or edited by clicking on the Edit Attachment link.</p> <p>Click anywhere in the Cover Letters and Attachment box to continue.</p>



Step	Action
17.	When finished adding attachments, click the Return to Previous Page link. Return to Previous Page
18.	End of Procedure.