

## External Applicant Quick Step Guide (Rev 8-11)

### Register as an External Applicant

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

### Resetting a Password (External Applicants)

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

## Submitting an Applicant Profile

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

## Applying for a Job

1	Navigate to <a href="http://www.in.gov/spd">www.in.gov/spd</a>
2	Click on <a href="#">Employment Opportunities</a> .
3	Click on <a href="#">Apply Now</a> .
4	Enter the user name created during registration into the <a href="#">User Name</a> field.
5	Press the <a href="#">Tab</a> key.
6	Enter the password created during registration into the <a href="#">Password</a> field.
7	Click the <a href="#">Login</a> button.
8	The most recent job postings appear on the <a href="#">Careers Home</a> page. Job posting information may be opened and viewed by selecting the <a href="#">Job Title</a> link or by performing an <a href="#">Advanced Search</a> following steps 2 through 8 of the <a href="#">View Job Postings</a> section of this guide.
9	After opening and reviewing the job posting's job description, if the position appears interesting, and you feel you have the preferred experience for the position, click the <a href="#">Apply Now</a> button.
10	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select either the <a href="#">Copy and Paste Resume Text, Using an Existing Resume</a> , or <a href="#">Apply Without Using a Resume option</a> .
11	Click the <a href="#">Continue</a> button.
12	Review all profile pages for accuracy and complete all required fields for each application. Please continue through each page until you reach the <a href="#">Submit Online Application</a> page.
13	Click the <a href="#">I Agree to These Terms</a> option at the bottom of the page. Click the <a href="#">Submit</a> button.
14	When the application has been successfully submitted, the application <a href="#">status</a> will read <a href="#">Applied</a> on <a href="#">My Application</a> page.
15	Congratulations, you have successfully submitted an application to the State of Indiana as an existing applicant.

## Adding an Attachment to an Application

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

## Viewing the Job Posting

1	After logging in from the sign in screen click the <b>Advanced Search</b> link.
2	Click <b>All Locations</b> in the <b>Select Locations</b> list. <b>Note:</b> To select multiple locations, press and hold down the <b>Ctrl</b> key while clicking selected locations.
3	Click <b>All Job Families</b> in the <b>Select Job Families</b> list. <b>Note:</b> To select multiple job families, press and hold down the <b>Ctrl</b> key while clicking selected job families.
4	Scroll down the page to find the <b>Find Jobs Posted Within</b> selection box.
5	Click the <b>Find Jobs Posted Within</b> field drop-down menu button.
6	Make a selection from the list of values. <b>Note:</b> The drop down menu buttons may be used to search the <b>Full/Part Time, Regular/Temporary,</b> and <b>Desired Pay fields.</b>
7	Click the <b>Search</b> button.
8	Click the <b>Posting Title</b> link to open and view a job posting.
9	Scroll down the page to review the entire job posting.
10	When the job posting has been reviewed, click the <b>Return to Previous Page</b> link.
11	If necessary, scroll down the page and click on the <b>Posting Title</b> link of additional postings to be viewed.
12	After reviewing all desired job postings, click the <b>Return to Previous Page</b> link to perform any additional searches.
13	Congratulations, you have successfully viewed one or several job postings.

## Update the Applicant Profile

1	Enter the user name created during registration into the <b>User Name</b> field.
2	Press the <b>Tab</b> key.
3	Enter the password created during registration into the <b>Password</b> field.
4	Click the <b>Login</b> button.
5	Scroll down the <b>Careers Home</b> page.
6	Click the <b>Apply Without Selecting a Job</b> link.
7	A resume may be copied and pasted for review but the applicant profile pages will still need to be completed in order to be considered for open positions. Select <b>Apply Without Using a Resume option.</b>
8	Click the <b>Continue</b> button.
9	Review each page of the application and make necessary updates where applicable.
10	Click the <b>Next</b> button on each page to continue through the application.
11	Click the <b>I Agree to These Terms</b> option at the bottom of the page. Click the <b>Submit</b> button.
12	When the application has been successfully submitted, the application <b>status</b> will read <b>Applied</b> on <b>My Application</b> page.
13	Congratulations, you have successfully updated an applicant profile. Going forward, this information will carry through for any positions you wish to apply to.

## Saving a Job to Apply at a Later Time

1	After logging in from the sign-on screen, the most recent job postings appear at the bottom of the <b>Careers</b> home page. Job posting information may be opened and viewed by selecting the <b>Job Title</b> link or by performing an <b>Advanced Search</b> following steps 2 through 8 of the <b>View Job Postings</b> section of this guide
2	After opening and reviewing the job posting's job description, if the position appears interesting, and you feel you have the preferred experience for the position, click the <b>Save Job</b> button. A saved job can be applied for at a later time as long as it is still active on the job bank.
3	Congratulations, you have successfully saved a job!

## Moving an Application from a Draft Status to Applied

1	After logging in from the sign on screen click the <b>My Career Tools</b> link.
2	Click the <b>Job Title</b> that is showing a <b>Draft</b> status. This will return you to the application that you need to complete.
3	Review each page of the application and make necessary updates where applicable.
4	Click the <b>Next</b> button on each page to continue through the application.
5	Click the <b>I Agree to These Terms</b> option at the bottom of the page. Click the <b>Submit</b> button.
6	When the application has been successfully submitted, the application <b>status</b> will read <b>Applied</b> on <b>My Application</b> page. <b>REMEMBER THIS PROCESS CAN ONLY BE COMPLETED AS LONG AS THE POSITION IS STILL ACTIVE ON THE JOB BANK.</b>
7	Congratulations, you have successfully moved your application from a <b>DRAFT</b> to an <b>APPLIED</b> status.