





Logging Into PeopleSoft/Search the Job Bank

1.	Double-click the Internet Explorer icon on the desktop to open the Internet.
2.	Enter the State Personnel Department's Homepage URL address, www.in.gov/jobs , into the address bar.
3.	Press the [Enter] key.
4.	An applicant can access their internal PeopleSoft account from the State Personnel Department's Homepage. Point to the Employment & Careers  menu.
5.	From the Employment & Careers menu, locate the Current Employees Job Bank submenu. Click the Current Employees Job Bank  link.
6.	Scroll down the page to locate the Employees Click Here button. Click the Employees Click Here  button.
7.	Click in the User ID field.
8.	Enter the employee ID number into the User ID field.
9.	Press the [Tab] key.
10.	Enter the user password into the Password field.
11.	Click the Sign In  button.
12.	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












1.	Click the Click here to change your password Click here to change your password link.
2.	Click in the Current Password field.
3.	Enter the current password into the Current Password field.
4.	Press the [Tab] key.
5.	Enter the new password into the New Password field.
6.	Press the [Tab] key.
7.	Re-enter the new password into the Confirm Password field.
8.	Click the Change Password Change Password button.
9.	Click the OK 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 Home link.
11.	Congratulations! You have successfully changed your password. End of Procedure.









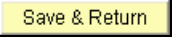






View Job Postings/Apply for Job Vacancies

1.	Click the Self Service Self Service link.
2.	Click the Recruiting Activities Recruiting Activities link.
3.	Click the Careers Careers link.
4.	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. Click the Contact Details Contact Details link.
5.	Scroll down the Contact Details page and confirm the information is accurate. Note: To correct inaccurate personal information, contact your agency's Human Resources representative or click the Personal Information Personal Information link under Self Service to make the changes in PeopleSoft
6.	Click the Return to Previous Page Return to Previous Page link.
7.	Click the My Career Tools My Career Tools link.
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.

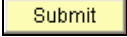

10.	To perform a Basic Job Search , enter keywords in the Keywords field and select the time period for which to search from the Posted drop-down menu. To perform an Advanced Search , click the Advanced Search Advanced Search link.
11.	The Job Search homepage gives advice on how to view jobs and how 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.
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.
14.	Next, enter the desired cities or counties in which to work. Use the scrollbar in the Select Locations box to select the desired cities and counties.
15.	Job Families also assist in narrowing search criteria while looking for jobs of interest. Use the scroll bar to search through the listed job families and make selections.
16.	To further narrow the job search criteria, other options are also available to identify employee preferences regarding the type of work , desired pay range , and when the jobs searched were posted .
17.	Click the Search <input type="button" value="Search"/> button.
18.	The search results will be located at the bottom of the Job Search homepage.
19.	After locating a position of interest, click the job posting link of the job to be reviewed in the Posting Title column.
20.	Scroll the down the Job Description page to review the job posting.
21.	After reviewing the job description, select the Email to Friend <input type="button" value="Email to Friend"/> button to email the job to a friend; the Save Job <input type="button" value="Save Job"/> button to save the job to your profile to apply to at a later time; the Apply Now <input type="button" value="Apply Now"/> button to start the application process; or the Return to Previous Page Return to Previous Page link to review more job postings.
22.	More than one job posting may be applied to at the same time by clicking in the checkbox <input type="checkbox"/> in the Select column for each position to apply to.
23.	When all jobs are selected, click the Apply Now <input type="button" value="Apply Now"/> button.
24.	A job may be applied for by selecting one of the Copy and paste resume text , Use an existing resume , or the Apply without using a resume options, but the applicant profile pages will still need to be completed in order to be considered for open positions.
25.	Click the Continue <input type="button" value="Continue"/> button.
26.	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.
27.	Click the Add Work Experience Add Work Experience link.
28.	Enter the start date of your most recent position into the Start Date field

29.	Enter the name of the employer into the Employer field.
30.	Since applicants are internal employees of the State of Indiana, no end date is noted in the employment details. Click the Currently Still Employed? <input type="checkbox"/> checkbox to select it.
31.	Enter the employer's telephone number into the Telephone field.
32.	Enter the number of supervised employees into the Number of Staff Supervised field.
33.	Enter the hours worked per week into the Hours Per Week field.
34.	Enter the supervisor's name into the Supervisor Name field.
35.	Enter the supervisor's title into the Supervisor Title field.
36.	Enter the current rate of pay into the Ending Pay Rate field.
37.	Click the Pay Frequency drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
38.	Enter the current job title into the Ending Job Title field.
39.	Enter the reason for leaving the position into the Reason for Leaving field.
40.	Enter the work experience into the Detailed Work Experience field.
41.	Enter the employer's address into the Address fields.
42.	Enter the employer's city into the City field.
43.	Click the State drop-down menu <input type="button" value="v"/> button and select Indiana from the list of values.
44.	Enter the employer's zip code into the Postal field.
45.	Enter the employer's county into the County field.
46.	If additional employment details were to be entered, the applicant would click the Save & Add More <input type="button" value="Save & Add More"/> button. If no additional employment details need to be entered, the applicant would click the Save & Return <input type="button" value="Save & Return"/> button to return to the Education and Work Experience section of the Complete Application page.
47.	Next, the education history will need to be provided by clicking the Highest Education Level drop-down menu <input type="button" value="v"/> button and making a selection from the list of values.
48.	Click the Add Primary and Secondary Education History Add Primary and Secondary Education History link.
49.	Click the State drop-down menu <input type="button" value="v"/> button and select Indiana from the list of values.
50.	Click the School Type drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
51.	Enter the name of the school attended into the School field.





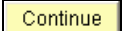
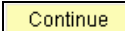
52.	Click the Level Achieved drop-down menu  button and make a selection from the list of values. Enter any additional information requested into the remaining fields.
53.	Click the Save & Return  button to return the Education and Work Experience section of the Complete Application page.
54.	If applicable, click the Add Post-Secondary Education History Add Post-Secondary Education History link.
55.	Click the Country drop-down menu  button and make a selection from the list of values.
56.	Click the State drop-down menu  button and make a selection from the list of values.
57.	Click the School Magnifying Glass (Alt+5)  to search for the correct school.
58.	Click the Major Magnifying Glass (Alt+5)  to search for the correct major.
59.	Click the Degree Magnifying Glass (Alt+5)  to search for the correct degree.
60.	Enter the grade point average into the Average Grade field.
61.	Click the Graduated <input type="checkbox"/> checkbox if the degree is completed.
62.	Enter the date the degree was issued into the Date Issued field.
63.	Enter the number of credit hours completed into the Number of Credit Hours Completed field.
64.	Click the Credit Hours Type drop-down menu  button and make a selection from the list of values.
65.	Click the Save & Return  button to return to the Education and Work Experience section of the Complete Application page.
66.	Click the Next Next link to go to the Additional Information section of the Complete Application page.
67.	Click the Add Job Training Add Job Training link to enter any additional job training relevant to the position(s) the applicant is applying for.
68.	Enter the title of the job training into the Course Title field.
69.	Enter the name of the job training provider into the Training Provider Name field.
70.	Enter the date of the job training into the Course Start Date field.
71.	Click the Save & Return  button to return to the Additional Information section of the Complete Application page.
72.	Click the Add Licenses and Certificates Add Licenses and Certificates link to add any licenses or certificates relevant to the position(s) the applicant is applying for.
73.	Click the License/Certificate drop-down menu  button and make a selection from the list of values.
74.	Enter who issued the license or certificate into the Issued By field.
75.	Enter the license or certificate number into the License/Certification Number field.









76.	Click the Calendar (Alt+5)  button to enter the date the license or certificate.
77.	Click the Calendar (Alt+5)  button to enter the expiration date of the license or certificate.
78.	Click the Save & Return  button to return to the Additional Information section of the Complete Application page.
79.	Click the Add Languages  link to add any languages relevant to the position(s) the applicant is applying for.
80.	Click the Language drop-down menu  button and make a selection from the list of values.
81.	Click the Speaking Proficiency drop-down menu  button and make a selection from the list of values.
82.	Click the Reading Proficiency drop-down menu  button and make a selection from the list of values.
83.	Click the Writing Proficiency drop-down menu  button and make a selection from the list of values.
84.	Click the Save & Return  button to return to the Additional Information section of the Complete Application page.
85.	Scroll down the page and click the Add Memberships  link to add any memberships relevant to the position(s) the applicant is applying for.
86.	Click the Membership drop-down menu  button and make a selection from the list of values.
87.	Enter the date the membership was issued into the Date Issued field.
88.	Click the Save & Return  button to return to the Additional Information section of the Complete Application page.
89.	Scroll down the page to see if there is any Skills-Competency information to complete. If there are, click the Proficiency drop-down menu  button and select the appropriate rating from the list of values.
90.	Click the Next  link to go to the Online Questionnaire section of the Complete Application page.
91.	The questionnaire page asks questions that provide information about the employee's qualifications. Answer each question in the list by scrolling down the page. Answer each question by selecting the correct Yes or No option.
92.	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.
93.	The Referral Information section records information such as the applicant's desired work hours, travel preferences, geographical preferences, etc. Scroll down the page and complete any preference information as desired in the Preferences section and Geographic Preference section.

94.	Scrolling down the Referral Information section, click the How did you find out about the job? drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
95.	Click the Subsource drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
96.	Under Prior Convictions , click the Yes or No option.
97.	Click the Next <input type="button" value="Next"/> link to go to the References section of the Complete Application page.
98.	In the References section, an applicant can add personal and professional references. Click the Add Reference <input type="button" value="Add Reference"/> link.
99.	Click the Reference Type drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
100.	Enter the name of the reference into the Reference Name field.
101.	Enter the reference's title into the Title field.
102.	Enter the name of the reference's employer into the Employer field.
103.	Enter the reference's telephone number into the Telephone field.
104.	Click the Email Type drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
105.	Enter the reference's email address into the Email Address field.
106.	After all reference information has been entered, click the Save & Return <input type="button" value="Save & Return"/> button to return to the References section of the Complete Application page.
107.	The application is ready to be submitted for consideration. Click the Submit <input type="button" value="Submit"/> button.
108.	Upon submitting an application, an employee is requested to provide Equal Employment Opportunity (EEO) information. 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. Click the Gender drop-down menu <input type="button" value="v"/> button and select either Male or Female .
109.	Confirm the birth date is accurate.
110.	Ensure the Eligible to Work in U.S. <input checked="" type="checkbox"/> checkbox is marked.
111.	Click the Ethnic Group drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.
112.	Click the Vet. Status drop-down menu <input type="button" value="v"/> button and make a selection from the list of values.

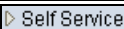
113.	In order to be considered for a position with the State of Indiana, an applicant must read and agree to the Terms and Agreements of the application process. Click the I agree to these terms <input type="checkbox"/> option.
114.	Click the Submit button. 
115.	If an application is successfully submitted, 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.
116.	Click the Careers Home link to return to the Careers Home page. 
117.	Congratulations! You have successfully viewed job postings and applied for job openings. End of Procedure.




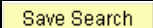
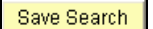
Create/Update Profile and Resume

1.	Click the Self Service  link.
2.	Click the Recruiting Activities  link.
3.	Click the Careers  link.
4.	Scroll down the page to locate the Submit a Profile link.
5.	Click the Submit a Profile  link.
6.	Select the Copy and past resume text <input type="checkbox"/> option.
7.	Click the Continue  button.
8.	Enter the resume title into the Title field.
9.	Click in the Resume field.
10.	Minimize the active PeopleSoft window.
11.	Locate the resume to be pasted and double-click to open it.
12.	Click and hold down the mouse button while moving it over the resume text to select the resume text to be pasted.
13.	Left-click the mouse to display the MicroSoft Format menu. (Left-hand mouse users should right-click the mouse). Select Copy from the list of values.
14.	Locate and click the PeopleSoft window button at the bottom of MicroSoft Windows screen to return to the PeopleSoft page .
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.

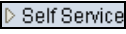





18.	Scroll down the Complete Application page to add, review, or change the Education and Work Experience information. In Education and Work Experience section, the employee can enter or update employment history and education detail. When finished, click the Next  link to go to the Additional Information section of the Complete Application page.
19.	In the Additional Information section, the employee can enter or update professional training, language proficiencies, licenses or certifications, and professional membership information. When finished, click the Next  link to review the Online Questionnaire section of the Complete Application page.
20.	Since an application is not being completed, there are no Online Questionnaire answers to be given. Click the Next  link to go to the Referral Information section of the Complete Application page.
21.	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). Scroll down the page to add or update the information in the Preferences, Referral Information, and Prior Convictions boxes (the Referral Information and Prior Convictions boxes are required) of the Referral Information section. When finished, click the Next  link to review the References section of the Complete Application page.
22.	Review the References section and complete or make any needed changes. When you are finished reviewing, completing, or updating the References section, click the Submit  button.
23.	Complete or review the Self Identification Details information for accuracy or check the I decline to provide my self identification details checkbox. When you are finished, scroll down the page to review the Terms and Agreements .
24.	Click the I agree to these terms option.
25.	Click the Submit  button.
26.	Click the My Career Tools  link.
27.	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.
28.	Click the Return to Previous Page  link to return to the Careers Home Page .
29.	Congratulations! You have successfully created or updated your profile or resume. End of Procedure.

Job Search Agent







1.	Click the Self Service  link.
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2.	Click the Recruiting Activities  link.
3.	Click the Careers  link.
4.	Click the Job Search  link.
5.	The Job Search homepage gives 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.
6.	Scroll down to the bottom of the Job Search homepage to set up job search criteria.
7.	If desired, click in the Enter Keywords field and enter keywords to search for postings.
8.	Next, enter the desired cities or counties in which to work. Use the scrollbar in the Select Locations box to select the desired cities and counties.
9.	Job Families also assist in narrowing search criteria while looking for jobs of interest. Use the scroll bar to search through the listed job families and make selections.
10.	To further narrow the job search criteria, other options are also available to identify employee preferences regarding the type of work, desired pay range, and when the jobs searched were posted.
11.	Click the Save Search  button.
12.	Enter the Job Search Agent title into the Name your search field.
13.	Click the Use As Job Agent <input type="checkbox"/> checkbox to select it.
14.	Enter the e-mail address to receive job posting notifications matching the Job Agent Search criteria into the Send Job Agent notification to field.
15.	Click the Save Search  button.
16.	Congratulations! You have successfully created a job search agent. End of Procedure.

Job Search Agent Results





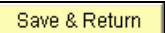
1.	Click the Self Service  link.
2.	Click the Recruiting Activities  link.
3.	Click the Careers  link.
4.	Click the Job Search  link.
5.	Determine which saved search to use in the Job Search Agent. Click the Use Saved Search drop-down menu  button and select a saved search from the list of values.
6.	Click the Search  button.
7.	Another option is to use the My Saved Searches link and then pressing the Run Search button to view the saved search option.
8.	Scroll down to the bottom of the page to view Job Search Agent results based on the Job Search Agent criteria.
9.	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.
10.	Jobs matching the Job Search Agent criteria will appear in the Search Results box at the bottom of the page.
11.	Congratulations! You have successfully viewed job search agent results. End of Procedure.

Application Status

1.	Click the Self Service  link.
2.	Click the Recruiting Activities  link.
3.	Click the Careers  link.
4.	Click the My Career Tools  link.
5.	Click the Display applications from drop-down menu  button and select the time frame to view the status of submitted applications from the list of values.
6.	Click the Refresh  button.
7.	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: Not Applied - An application has not been submitted for the job opening. Applied - An application has been submitted for the job opening. Not Selected - Your resume/application was not selected for further consideration. Hired - Applicant hired for the job opening.

8.	Click the Next  button to review the status of any additional applications.
9.	After reviewing the status of job applications, scroll to the bottom of the page and click the Return to Previous Page Return to Previous Page link.
10.	Congratulations! You have successfully viewed your application status. End of Procedure.

Additional Attachments

1.	Click the Self Service  link.
2.	Click the Recruiting Activities Recruiting Activities link.
3.	Click the Careers Careers link.
4.	An applicant may access applications; cover letters and attachments; and saved resumes in the My Career Tools box on the Careers Home page. Click the 0 Cover Letters and Attachments 0 Cover Letters and Attachments link.
5.	Scroll to the bottom of the page to locate the Add Attachment link.
6.	Click the Add Attachment Add Attachment link.
7.	Click the Attachment Type drop-down menu  button and select an attachment from the list of values.
8.	Click in the Attachment Purpose field.
9.	Enter the attachment description into the Attachment Purpose field.
10.	Click the Add Attachment Add Attachment link.
11.	To locate the attachment on the computer, type in the file path or click the Browse...  button.
12.	Double-click the desired file from the list to attach it.
13.	Click the Upload  button.
14.	Click the Save & Return  button.
15.	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.
16.	When finished adding attachments, click the Return to Previous Page Return to Previous Page link.
17.	Congratulations! You have successfully added attachments to your profile. End of Procedure.