Campus Information Services — Business Process Guide

Process: How to Apply for a job at CSUEB (Tenure Track Faculty)
Module: Recruiting Solutions

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Overview
This business process guide demonstrates how to search and apply for jobs online for Tenure Track Faculty at CSUEB.
Locating the Faculty job listings (please do not use Google Chrome as your browser).

1. Go to the CSUEB website.
   http://www20.csueastbay.edu/

2. Click the Faculty link.

3. Scroll half way down the page and click the Jobs link.

4. Click the Faculty Employment Opportunities link.
5. Under Faculty Positions on the left side of the page, click the link for CSUEB Tenure Track Positions.

All Faculty job openings are listed under the respective college and department links.

6. Click on one of the department links to apply.

The department links go directly to the CSUEB listing for all jobs.

7. Click the Faculty link for a list of all faculty jobs.
8. Click on the Job Title of the job opening of choice.

The Job Announcement page displays.

9. Click the yellow Apply Now button to apply for the displayed job.
Applying for a Job

Note: If you already have a User Name or Password from previously applying for a job online at CSUEB, then enter them in the fields for User Name and Password, and click the yellow Login button.

If you do not have an existing User Name or Password, click on the click here to Register link to create an account.

10. Select a User Name and password. Enter the User Name and the password twice and click the yellow Register button.
If you are creating an account for the first time, follow the directions to complete the information needed to setup the profile and click the yellow Save button at the bottom of the screen when you are done.

OR

If you already have an account with your profile, go the next step.

Note: Click the Save button to get a confirmation that the application was saved.

Complete the application by adding additional information.

11. Upload a cover letter, resume, etc. by clicking on the Add Additional link below the Cover Letters and Attachments section of the application.
12. Click the Browse button to find the document that you would like to upload.

13. Click on the document that you would like to upload.

14. Click on the Open button at the bottom of the File Upload window.

15. Click the yellow Upload button to attach the document to the application.

Note: Repeat these steps to upload more files if applicable.

16. Add Work Experience details by clicking on the 'Add Work Experience' link under the Work Experience box.
17. Enter any applicable information in the fields below and click the yellow Save & Return button.

Note: Click the Add Work Experience link again to add additional Employment History if applicable, and repeat the previous steps.

18. Add Education History details by clicking on the down arrow next to the Highest Education Level field. Choose an option from the drop down menu options.

19. Add Post-Secondary Education information by clicking on the Add Post-Secondary Education History link.
20. Click the Save & Return button after all information has been entered.

21. Add licenses and certificates if applicable by clicking on the Add Licenses and Certificates link.
22. Select from a list of Licenses or Certificates by clicking on the down arrow next to the Licenses/Certificates field.

23. Click the Save & Return button after all information has been entered.

24. List all languages spoken if applicable by clicking the Add Languages link.
25. Add all languages spoken by clicking on the down arrow next to the Languages field and select all that apply.

26. Click the Save & Return button when all information has been entered.

27. Click the Add Reference link to add references.

28. Click the Save & Return button after all information has been entered.

Note: Repeat these steps to add additional references.
29. Under the Application Questionnaire section, indicate the eligibility to work in the United State by clicking either the Yes or No radio button.

30. Under the Referral Information section, indicate former employee status by clicking either the Yes or No radio button.

Note: If yes, indicate the last date of employment.

31. To complete the application and send the information to the CSUEB hiring department, click the yellow Submit button at the bottom of the page.

Note: By clicking the Submit button, the applicant will receive a receipt that the application was received.

If you are not ready to submit the application to the hiring department, click the Save for later button so that you can go back to it later and add more details.
32. When you are ready to submit the application, go back to the Login page, enter the User Name and Password, and click the Login button.

33. Once you have logged back in, click on the My Career Tools link.
34. Click on the Application Title to open the application.

35. Click the Submit button to submit the application to the hiring committee.

Note: By clicking the Submit button, the applicant will receive a receipt message that the application was successfully submitted to the campus. Also note, the applicant will no longer be able to add/delete/update the application or its attachments. If the applicant needs to make changes after the application has been submitted, please contact the department noted at the following address: California State University, East Bay, 25800 Carlos Bee Blvd. Hayward, CA 94542.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).