Create an Application

Concept

This document demonstrates how an employee of Case Western Reserve University can apply for an open position at the University through the HCM Careers system.

Procedure

Use these directions to apply for an internal job posting in HCM.

Step	Action
1.	Log into HCM. Click the **Self Service** link. ▷ Self Service
2.	Click the **Recruiting Activities** link. ▷ Recruiting Activities
3.	Click the **Careers** link. Careers
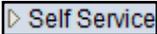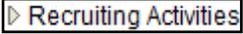
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Step	Action
4.	This is the Careers Home screen. On this screen, you can search job postings and maintain your applications, cover letters and attachments, resumes, and profile.
5.	After locating a job posting, click on its **Job Title** to view it.

Job Description

Job Title:	Assistant Director
Job ID:	1011
Location:	
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Email to Friend | Save Job | Apply Now | Refer Friend | Return to Previous Page

Job Description

Position Objective
The Assistant Director is responsible for managing all recruitment and events planning, and being the primary contact with prospective and incoming students. In addition, this person reviews and evaluates admission files, and is responsible for generating data used for reporting. The Assistant Director plays a key role in developing and implementing initiatives to attract and enroll underrepresented minority students to the Law School. This position also handles other student services assignments as needed, such as counseling current law students and acting as a liaison to student organizations. This person must have the ability to use discretion and good judgment on sensitive and important matters and to oversee the admissions office in the absence of the Director of Admissions.

Essential Functions
1. Prospective student recruitment and contact Meet with prospective students to promote the Law School and to discuss legal education, the practice of law, our admissions process and specific details of the prospective applicant¿s file. Design, implement and oversee a tour guide program. Give tours of the Law School as needed. Handle phone calls that require exercise of good judgment and the ability to make decisions on significant matters pertaining to the admissions process. Design, implement and evaluate a prospective student visitation program including open houses and on-line chat events. Make recommendations to the Director of Admissions as to ways to enhance our student contacts. Work with undergraduate offices to facilitate Case¿s Pre-Professional Scholars in Law program.
2. Annual recruitment program Serve as the school¿s ambassador at over thirty national recruitment events and public appearances. Coordinate the extensive travel arrangements for the Director of Admissions, the Admissions Recruiter, the Associate Dean for Student Services, as well as his or her own, including handling all event registration fees. Evaluate recruitment efforts and make recommendations to the Director about a strategy to enhance and optimize their efforts. Engage the interest of prospective students and represent the Law School in such a way as to increase interest among prospective students in our program and as a result, gain an increase in applicants to our program.
3. Event planning and marketing Handle all events planning for the Office of Admissions and the Office of Student Services. Includes school-wide community receptions, all major student open houses (minimum of four annually), daily small group sessions for visiting prospective students, Dean¿s roundtable discussions, faculty mentor luncheons, and diversity training workshops. Knowledge and proficiency in designing in-house flyers and brochures for various events and for advertising Law School events. Skills should include experience in design, eye-catching format and strong English grammar and editorial skills.
4. Minority recruitment program Develop a minority recruitment strategy that includes: an analysis of the top feeder markets and schools for minority students; a plan for recruiting students at the top ten

Step	Action
6.	The **Job Description** screen appears. It contains the Job Description, Essential Functions, and other important information about the job posting.
7.	Click the **Apply Now** button to begin the application process. Apply Now

Apply Now

Apply Online Now

Select To Apply Online Now

◯ Copy and paste resume text

Continue | Return to Previous Page

Step	Action
8.	To begin your application, first you must enter your resume. Click the **Copy and paste resume text** radiobutton. ◯
9.	Click the **Continue** button. Continue

Step	Action
10.	Read the directions on the screen for beginning an online application.
	Begin by entering a title for your cover letter and/or resume into the **Title** field. If you do not have a cover letter or resume, you may return at a later time to enter it prior to submitting the application.
11.	Enter your cover letter and/or resume. You can cut and paste the body of either item from a document into the **Resume** field.
12.	You can use the **Spellcheck** icon to check the spelling of words in the Resume field.
13.	Click the **Continue** button.
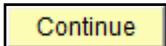
Step	Action
14.	The **Complete Application** screen appears. It displays the job for which you are applying in the **You are applying for:** field. Click on the job title if you wish to see the description again.
15.	Begin the application by entering the date you are available to work in the **Desired Start Date** field. The date can be typed in, or you can click on the Calendar icon to select a date from the calendar. Desired Start Date:
16.	In the next two applicable fields, indicate if you are willing to travel in the **Are you willing to travel?** field, and in the **If yes, how often?** field, select how often you are willing to travel.
17.	If applicable, select the days of the week that you would like to work from the options in the **Desired Work Days** field. By default, Monday through Friday are checked.
18.	In the **Full/Part-Time** field, select if you prefer **Full-time** or **Part-time** employment, or select **Either** if either option is acceptable.
19.	If the position for which you are applying has shifts, use the **Desired Shift** field to indicate your preferred shift. The default value is **N/A** for "not applicable."

Step	Action
20.	Enter your desired minimum compensation into the **Minimum Pay** field.
21.	Click the **Per** dropdown list and select the unit for the minimum pay amount indicated, such as "Hour" or "Annual."
22.	If applicable, enter the hours per week that you wish to work in the **Desired Hours Per Week** field.

Step	Action
23.	Next, enter your work experience. Begin by entering a record of your most recent employment experience, which is in your current position at Case Western Reserve University. Click the **Add Work Experience** link. + Add Work Experience

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Step	Action
24.	The **Add Employment History** screen appears. Begin by entering the date when you started your most recent position in the **Start Date** field.
25.	Enter "**Case Western Reserve University**" in the **Employer** field.
26.	Enter your current job title in the **Ending Job Title** field.
27.	Optionally, enter a telephone number where you prefer to be reached in the **Telephone** field.
28.	Enter a description of your position in the **Comments** field.
29.	Click the **Spellcheck** icon to check the spelling in the Comments field.
30.	In saving this work history record, you can choose either of two buttons: **Save & Return** - saves the work history record and returns you to the application. **Save & Add More** - saves the work history record and refreshes the screen so that you can begin entering another work history record.

Enter your work experience below, beginning with your present or most recent employment.

Work Experience

Employer	Job Title	Start Date	End Date	
Case Western Reserve Universit	Specialist II	06/01/2003		🗑

➕ Add Work Experience

Education History

Highest Education Level: A-Not Indicated ▼

To enter educational information, click the Add Post-Secondary Education History hyperlink below . To change or edit information, select the hyperlink under Degree column. Click on delete icon in right column to remove the corresponding education.

Post-Secondary Education

You have not added any education infomation to your application.

➕ Add Post-Secondary Education History

Step	Action
31.	On the application screen, you can revisit work experience entries by clicking on the employer's name. You can add work experience at any time by clicking the **Add Work Experience** link.
32.	Next, enter your educational history. Begin by selecting your highest level of education from the **Highest Education Level** list.
33.	If you engaged in education after high school, please enter the institution where the education took place. Click the **Add Post-Secondary Education History** link. ➕ Add Post-Secondary Education History

Create an Application

Case Western Reserve University EST. 1826

Add New Application
Add Post-Secondary Education

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Post-Secondary Education Details

Country: USA 🔍 United States
State:
*School: 🔍   Other:
*Major: 🔍   Other:
*Degree:
Average Grade:

☐ Graduated

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Step	Action
34.	The **Add Post-Secondary Education** page appears. The institution's country into the **Country** field as "**USA**" for the United States. To find another country's code, click the **Look up Country** button (the magnifying glass) to the right of the Country field.
35.	If the institution is in the United States, select the state from the **State** dropdown list.
36.	To enter the institution's name, click the **Look up School** button (magnifying glass).

Look Up School

Search by: School Code ▼ begins with [   ]

[Look Up] [Cancel] Advanced Lookup

Search Results

View All   First ◄ 1-100 of 145 ► Last

School Code	Description
1000231	Kent State Univ E Liverpool
1000253	Raymond Walter Coll U Cincinn
1000261	Terra State Community College

Step	Action
37.	This is the Look Up School screen. Schools are listed in order of School Code, not alphabetically. To search for a school by its name, click the **Search by** dropdown list. Search by: School Code ▼
38.	Click the **Description** list item. Description
39.	Enter the name of the school (a partial entry will work) into the **Description begins with** field. *For example, to search for Michigan State University, it is suitable to enter "michigan."*
40.	Click the **Look Up** button. [Look Up]
41.	All institutions matching the name entered into the search field appear. If your institution does not appear in the list, attempt to search again using alternate search criteria. *For example, if searching for The Ohio State University, try entering "the ohio" or "ohio."* Kent State Univ Kent

Step	Action
42.	To enter your major, click the **Look up Major** (magnifying glass) button.

Step	Action
43.	The Look Up Major screen appears. Majors are listed in order of major code, not alphabetically. To sort the list by major description, click the **Search by** dropdown list. **Search by:** Major Code ▼
44.	Click the **Description** list item. Description

Step	Action
45.	Enter the name of your major into the **Description begins with** field. A partial entry will suffice. *For example, to search for Aeronautics, it is suitable to enter "aero."*
46.	Click the **Look Up** button. Look Up
47.	Majors matching the search criteria appear. Select the description that is closest to the actual name of your major. If you do not see a reasonable description of your major, try searching again with alternate criteria. *For example, if you can't locate the major "Quantitative Mathematics," search for "Mathematics" instead.* English Composition
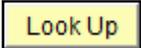
Add New Application

Add Post-Secondary Education

Save & Return   Save & Add More   Cancel   Return to Previous Page

Enter Post-Secondary Education Details

Country	USA	United States		
State:	Ohio			
*School:	Kent State Univ Kent		Other:	Kent State Univ Kent
*Major:	English Composition		Other:	English Composition
*Degree:				
Average Grade:				
	Graduated			

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

Step	Action
48.	To select the degree for which you studied, click the **Degree** dropdown list.
49.	Optionally, enter your grade point average at this institution into the **Average Grade** field. Average Grade:
50.	If you graduated from this institution, click the **Graduated** checkbox option. Graduated
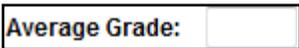
Step	Action
51.	To save your education record, you have two buttons from which to choose: **Save & Return** - save the education record and return to the application. **Save & Add More** - save the education record and refresh the screen to begin entering another education record. Save & Return Save & Add More

Step	Action
52.	On the application screen, you can edit an education record by clicking on the degree name in the Education History group box. You can enter additional educational records at any time by clicking the **Add Post-Secondary Education History** link. Bachelor of Arts
53.	Once you are finished entering your educational history, enter your professional references. Click the **Add Reference** link. + Add Reference

Add New Application
Add Reference
Please use Address 3 to include e-mail address

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Enter Reference Details

*Reference Type: Professional
*Reference Name:
*Title:
Employer:
Telephone:

Address

Country: United States
Address 1:
Address 2:
Address 3:
City: State:
Postal:
County:

| Save & Return | Save & Add More | Cancel | Return to Previous Page |

Step	Action
54.	The **Add Reference** page appears. Enter the name of the reference into the **Reference Name** field.
55.	Enter the individual's title into the **Title** field.
56.	Enter the individual's employer into the **Employer** field.
57.	Enter the individual's telephone number into the **Telephone** field. Telephone:
58.	If the individual does not work at Case Western Reserve University, enter the individual's address into the **Address** fields as appropriate.
59.	To save the reference record, you have two buttons from which to choose: **Save & Return** - saves the reference record and returns to the application **Save & Add More** - saves the reference record and creates a new record into which another reference can be entered Save & Return Save & Add More

Enter your business and professional references here. Please list a minimum of three (3) current and/or previous supervisors.

Business and Professional References

Reference	Title	Employer	
John Cash	Director	Case Western Reserve Universit	🗑

＋Add Reference

Referral Information

How did you find out about the job?	▼
SubSource	▼
Specific Referral Source:	

Additional Information

Are you legally eligible for employment in the United States? ⦿ Yes ○ No

Are you at least 18 years of age? ⦿ Yes ○ No

Have you ever been convicted of a crime, or pled guilty or no contest to a crime, other than a minor traffic violation? (Note: If you have had a conviction formally expunged by the appropriate court and have written documentation of the expungement, you are not obligated to report that conviction here. However, the University reserves the right to request documentation indicating that the conviction has been expunged.)
○ Yes ⦿ No

Do you have relatives employed by Case? ○ Yes ⦿ No
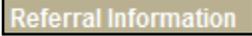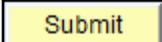
Step	Action
60.	On the application screen, you can edit a reference record by clicking on the individual's name in the Business and Professional References group box. You can add a reference at any time using the **Add Reference** link. [John Cash]
61.	Information you provide in the **Referral Information** section assists the CWRU Human Resources Office with advertising information. Please complete this section as applicable. [Referral Information]
62.	Answer the questions in the **Additional Information** group box as appropriate.
63.	To save your application without submitting it, click the **Save** button. [Save]
64.	To save and submit your application for consideration, click the **Submit** button. [Submit]
65.	This completes the process of completing an application for an internal job posting in HCM. **End of Procedure.**