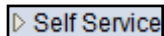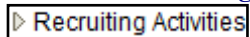# Search for Jobs

Concept

This document explains how an employee of Case Western Reserve University can search for open positions at the University through the HCM Careers system.

Procedure

Use these directions to search for internal job postings 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

Search for Jobs

Step	Action
4.	This is the Careers Home screen. On this screen, you can browse the latest job postings, search jobs, and maintain your applications, cover letters, resumes, and personal profile. **Careers Home**
5.	To view jobs in the Latest Job Postings group box, simply click on a job's title. The navigational arrows at the top of the box enable you to move forward and backward through multiple pages of postings. First Previous | Next Last
6.	There are several ways to search the entire database of job postings. One way is to narrow the listings by when they were posted. Click the **Posted** dropdown list. Last Month

Step	Action
7.	Select one of the following search parameters: **Anytime** **Last Month** **Last Three Months** **Last Week** **Last Year**
8.	Job listings can also be searched by keywords, such as "assistant" or "administrator." Enter a search word into the **Keywords** field to search for keywords within job listings. `assistant`
9.	To see additional search fields that can be used, click the **Advanced Search** link. Advanced Search

Search for Jobs

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Careers Home   Job Search   My Saved Jobs   My Saved Searches   My Career Tools

Job Search

Advanced Job Search

[Search] [Clear] [Save Search]   Basic Search   Search Tips

Enter Keywords: [   ]

Select Locations:
All Locations

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:
All Job Families
Administrative Support
Dentistry
Executive / Senior Management
Information Technology

Full/Part Time: [▼]

Regular/Temporary: [▼]

Desired Pay: [   ] [▼]

Job Opening ID: [   ]

Recruiter: [   ]

Hiring Manager: [   ]

Find Jobs Posted Within: [Last Month   ▼]

Display Results Sorted By: [▼]

[Search] [Clear] [Save Search]   Basic Search   Search Tips

Return to Previous Page

Step	Action
10.	The Advanced Job Search screen allows you to narrow job listings by helpful criteria such as: **Job Families** **Full/Part Time** **Job Opening ID** **Hiring Manager** **Jobs Posted Within (time range)** It also gives you the option of selecting a sort order.

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Step	Action
11.	The job families search list defaults to **All Job Families**. To search within a single job family, simply click on it. To select more than one job family, press the Control **[Ctrl]** key on your keyboard each time you select an additional item.
12.	To save the search criteria you entered on the Advanced Job Search screen, click the **Save Search** button. Save Search
13.	To search for job listings matching your search criteria, click the **Search** button. Search

Latest Job Postings

First ◄ Previous | Next ► Last ►►

Select	Date	Job Title	Job ID	Department
☐	05/14/2010	Associate Director	1019	Career and Student Life
☐	05/13/2010	Research Assistant 3	1015	Genetics
☐	05/13/2010	Dental Assistant 1	1026	Orthodontics
☐	05/13/2010	Librarian 1	1014	Library
☐	05/12/2010	Technician 1	1017	Genetics
☐	05/12/2010	Assistant Director	1011	Admissions
☐	05/12/2010	Research Assistant 2	1013	Genetics
☐	05/12/2010	Specialist 1	1018	Admissions
☐	05/12/2010	Department Assistant 3	1008	Elect. Eng. & Comp. Sc.
☐	05/12/2010	Academic Coordinator	1012	Multicultural Affairs
☐	05/12/2010	Analyst Programmer 1	1010	Information Technology Group

Select All   Deselect All   Save Jobs   Apply Now   Refer Friend

Step	Action
14.	Job Postings can also be browsed in the Latest Job Postings group box. The navigational arrows at the top of the box enable you to move forward and backward through multiple pages of postings. ◄◄ First ◄ Previous	Next ► Last ►►
15.	When you locate a job posting that you'd like to investigate, click on its **Job Title** to view it. Assistant Director

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
16.	The **Job Description** screen appears. It contains the Job Description, Essential Functions, and other important information about the job posting.

In employment, as in education, Case Western Reserve University is committed to equal opportunity and world class diversity.

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

Step	Action
17.	At the top and bottom of the page are four buttons: **Email to a Friend** - enables you to email a link to the job posting **Save Job** - saves the job posting to the My Saved Jobs screen **Apply Now** - begins the application process **Refer Friend** - enables you to refer a friend to the individuals conducting the search

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Step	Action
18.	You can also save jobs from the job posting search results by checking the box to the left of each posting under the **Select** column, and then clicking the **Save Jobs** button. Save Jobs
19.	This completes the process of searching for internal job postings in HCM. **End of Procedure.**