

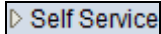
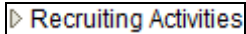

Create an Application

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

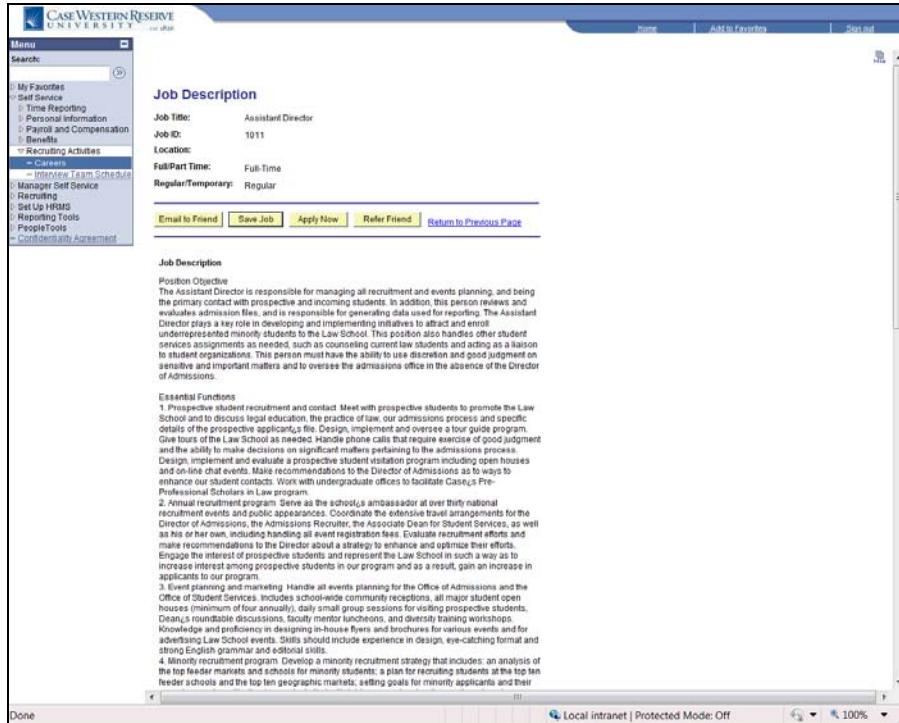
Use these directions to apply for an internal job posting in HCM.

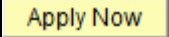
Step	Action
1.	Log into HCM. Click the Self Service link. 
2.	Click the Recruiting Activities link. 
3.	Click the Careers link. 

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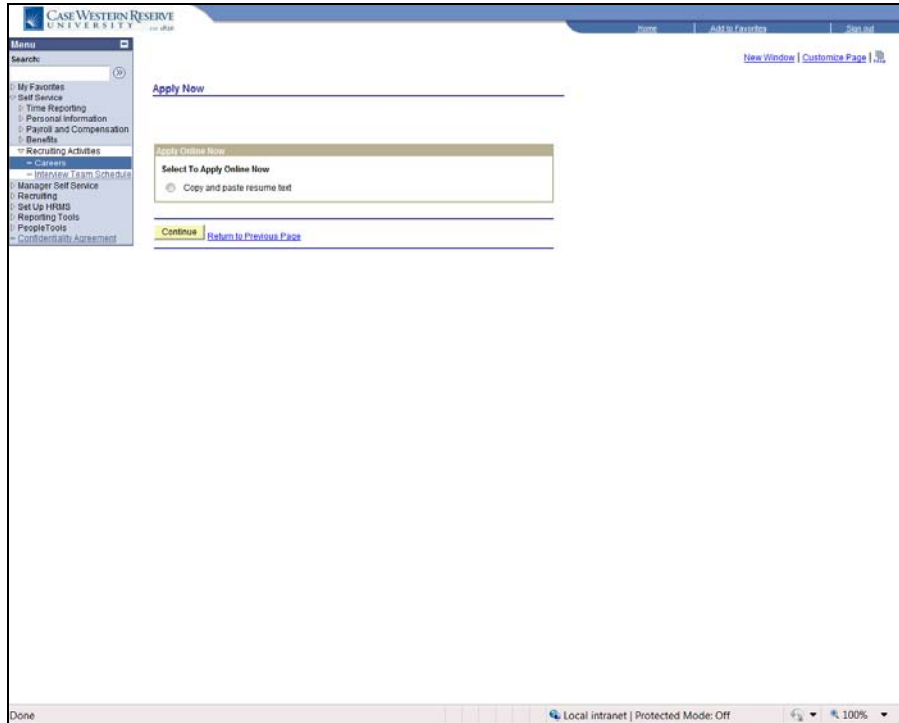



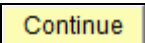
Step	Action
4.	This is the Careers Home screen. On this screen, you can search job postings and maintain your applications, cover letters and attachments, resumes, and profile. Careers Home
5.	After locating a job posting, click on its Job Title to view it. Assistant Director

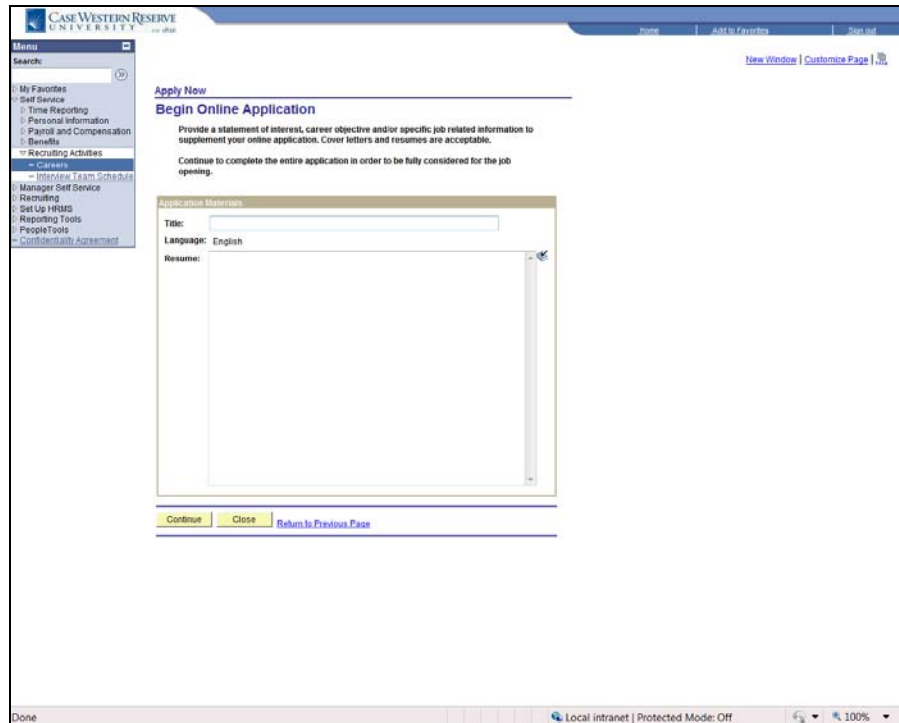



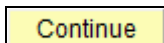
Step	Action
6.	The Job Description screen appears. It contains the Job Description, Essential Functions, and other important information about the job posting.
7.	Click the Apply Now button to begin the application process. 

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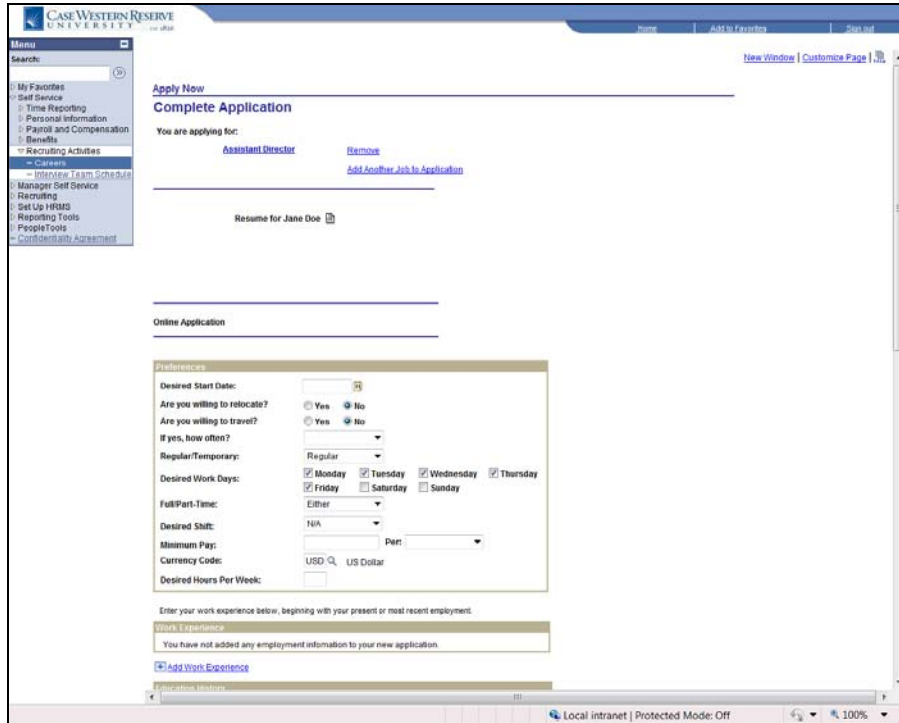



Step	Action
8.	To begin your application, first you must enter your resume. Click the Copy and paste resume text radiobutton. 
9.	Click the Continue button. 



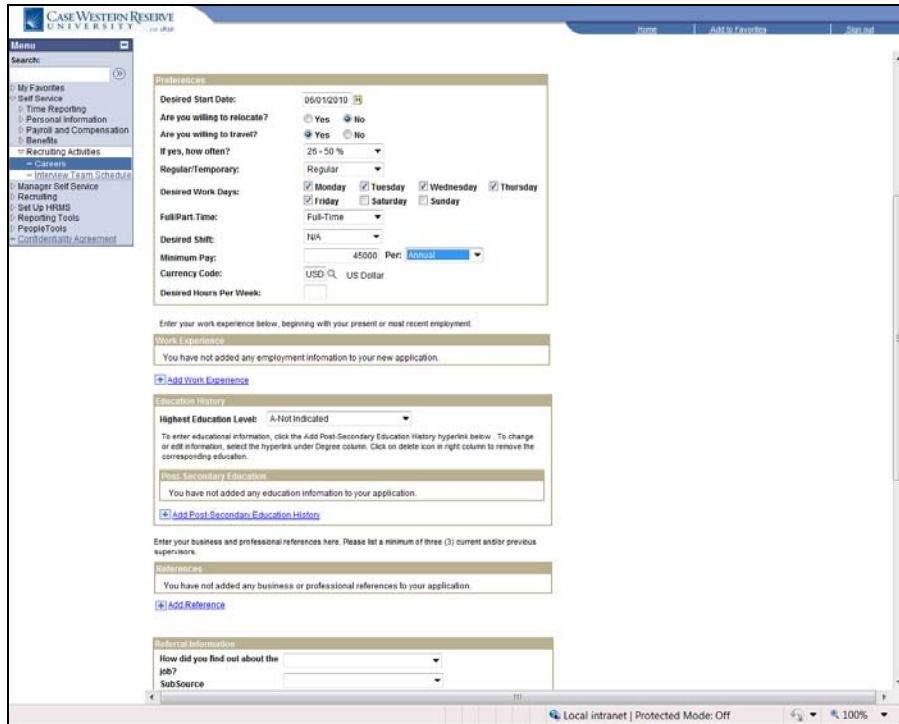
Step	Action
10.	Read the directions on the screen for beginning an online application. Begin by entering a title for your cover letter and/or resume into the Title field. If you do not have a cover letter or resume, you may return at a later time to enter it prior to submitting the application.
11.	Enter your cover letter and/or resume. You can cut and paste the body of either item from a document into the Resume field. Resume: <input type="text"/>
12.	You can use the Spellcheck icon to check the spelling of words in the Resume field. 
13.	Click the Continue button. 

Create an Application



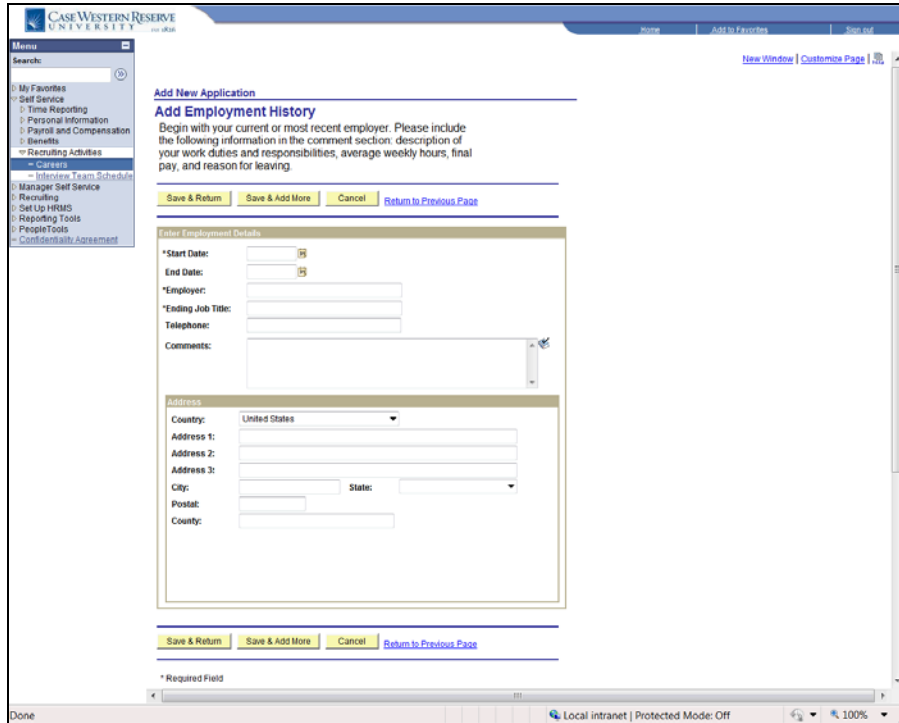
Step	Action
14.	The Complete Application screen appears. It displays the job for which you are applying in the You are applying for: field. Click on the job title if you wish to see the description again.
15.	Begin the application by entering the date you are available to work in the Desired Start Date field. The date can be typed in, or you can click on the Calendar icon to select a date from the calendar. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Desired Start Date: <input type="text"/>  </div>
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."
20.	Enter your desired minimum compensation into the Minimum Pay field. <input type="text"/>
21.	Click the Per dropdown list and select the unit for the minimum pay amount indicated, such as "Hour" or "Annual." <input type="text"/>

Step	Action
22.	If applicable, enter the hours per week that you wish to work in the Desired Hours Per Week field.

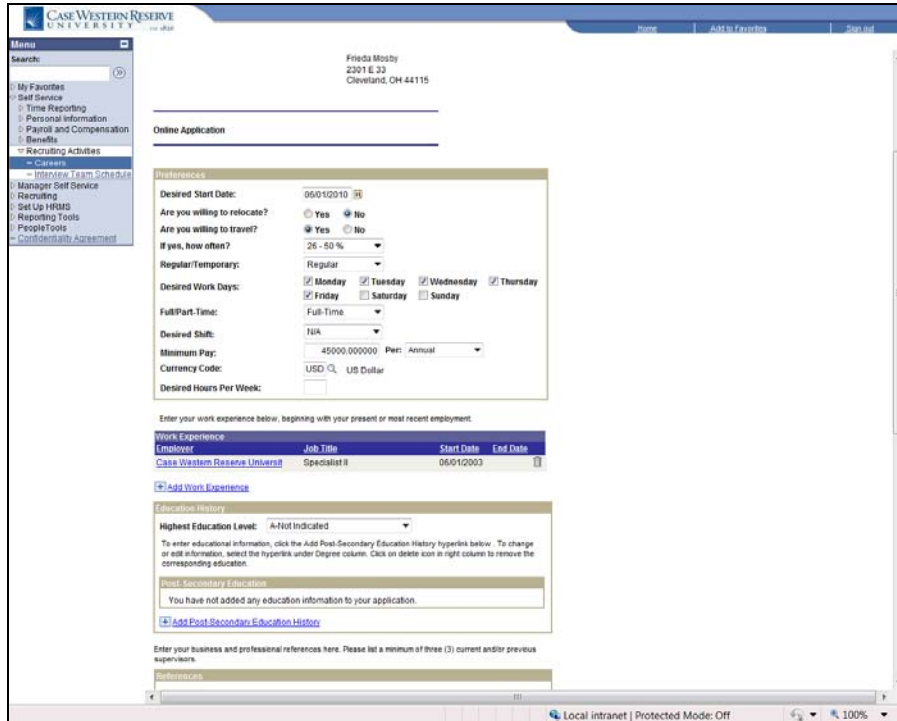


Step	Action
23.	Next, enter your work experience. Begin by entering a record of your most recent employment experience, which is in your current position at Case Western Reserve University. Click the Add Work Experience link. + Add Work Experience

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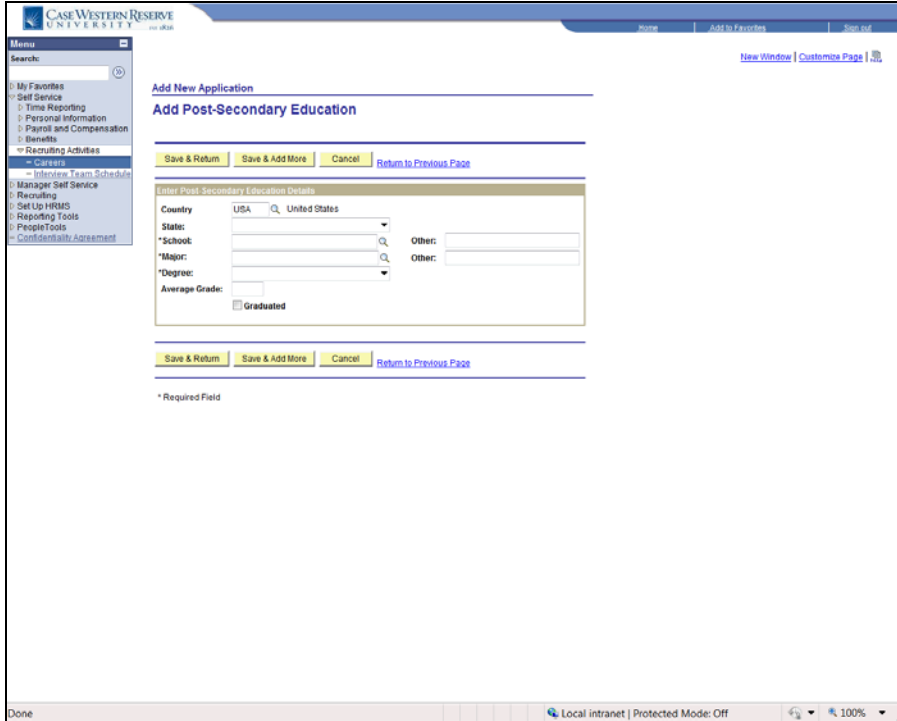


Step	Action
24.	The Add Employment History screen appears. Begin by entering the date when you started your most recent position in the Start Date field. <input type="text"/>
25.	Enter " Case Western Reserve University " in the Employer field.
26.	Enter your current job title in the Ending Job Title field. <input type="text"/>
27.	Optionally, enter a telephone number where you prefer to be reached in the Telephone field. <input type="text"/>
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.



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

Create an Application

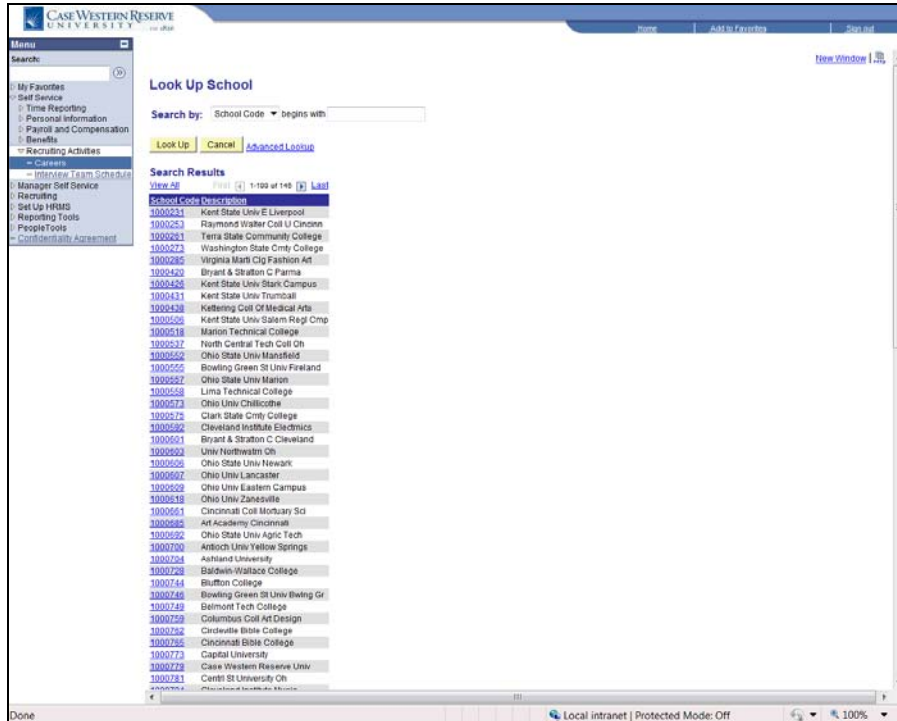



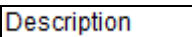
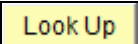

The screenshot shows a web application interface for Case Western Reserve University. The main heading is "Add New Application" followed by "Add Post-Secondary Education". Below this are navigation buttons: "Save & Return", "Save & Add More", "Cancel", and "Return to Previous Page". The form section is titled "Enter Post-Secondary Education Details" and contains the following fields:

- Country:** A dropdown menu with "USA" selected and a magnifying glass icon to its right.
- State:** A dropdown menu.
- *School:** A text input field with a magnifying glass icon to its right.
- *Major:** A dropdown menu.
- *Degree:** A dropdown menu.
- Average Grade:** A text input field.
- Graduated:** A checkbox.

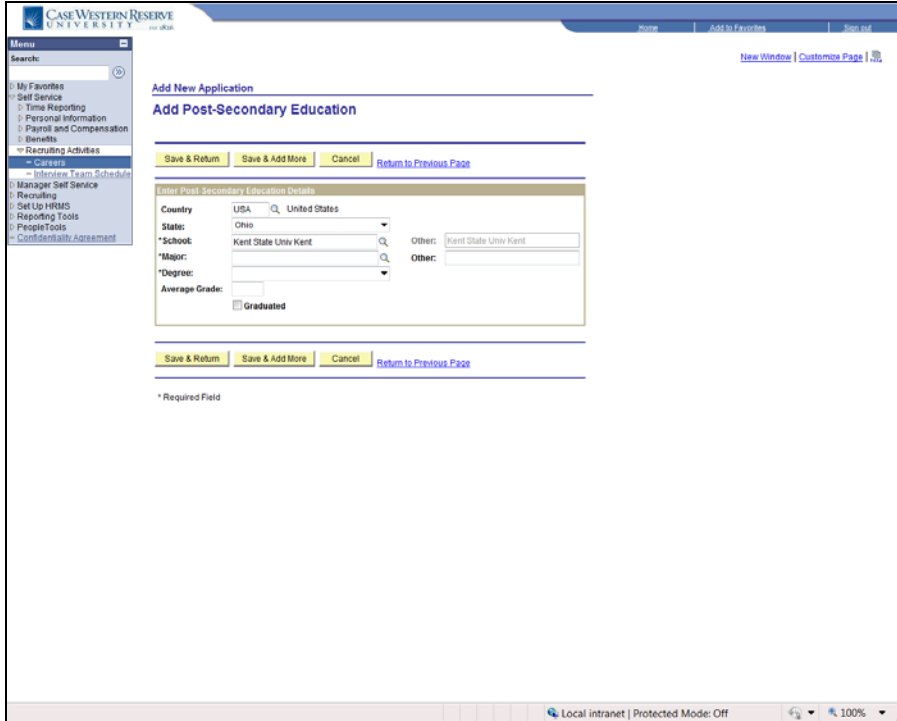
At the bottom of the form, there are the same navigation buttons as above and a note: "* Required Field". The status bar at the bottom of the browser window shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

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



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. 
38.	Click the Description list item. 
39.	Enter the name of the school (a partial entry will work) into the Description begins with field. <i>For example, to search for Michigan State University, it is suitable to enter "michigan."</i>
40.	Click the Look Up button. 
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. <i>For example, if searching for The Ohio State University, try entering "the ohio" or "ohio."</i> 

Create an Application



Add New Application
Add Post-Secondary Education

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

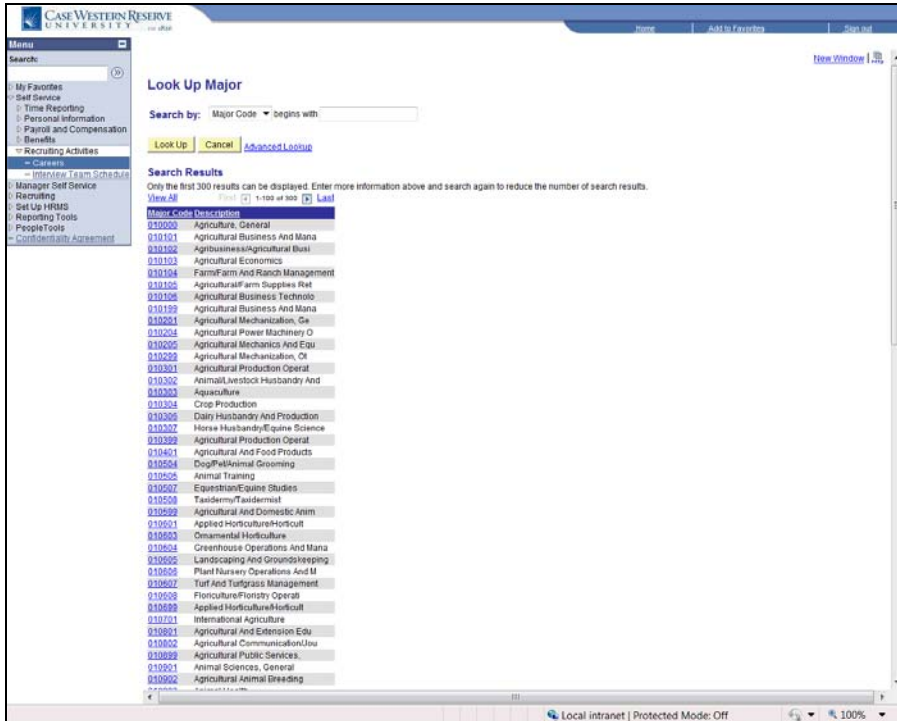
Enter Post-Secondary Education Details

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

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

* Required Field

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




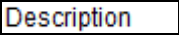


Look Up Major

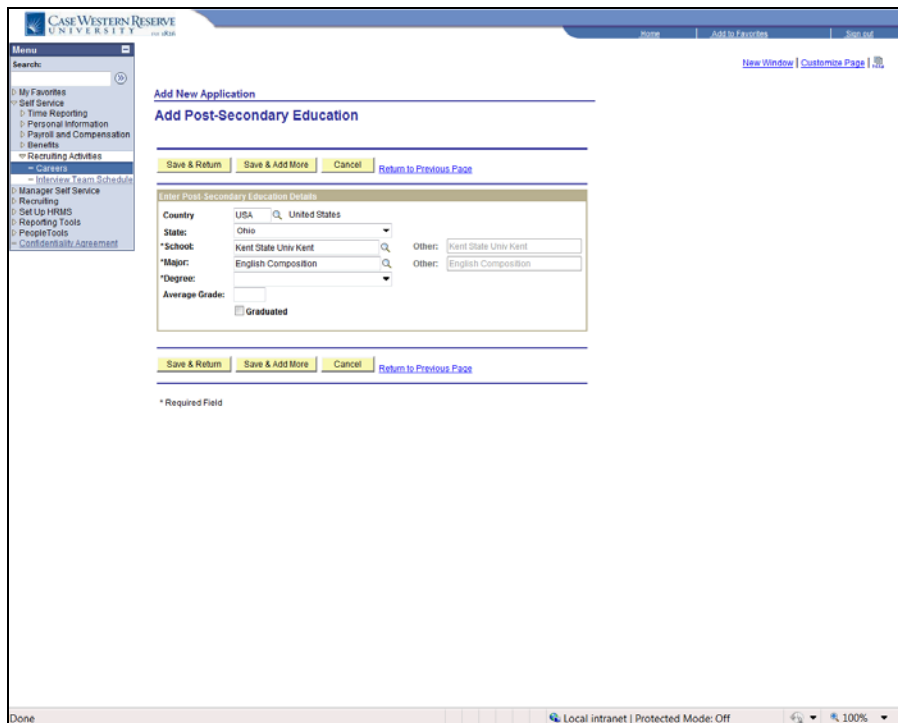
Search by: Major Code begins with

Look Up Cancel Advanced Lookup

Search Results
 Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
 View All 1-100 of 300 Last


010000 Agricultural, General
 010101 Agricultural Business And Mana
 010102 Agribusiness/Agricultural Busi
 010103 Agricultural Economics
 010104 Farm/Farm And Ranch Management
 010105 Agricultural/Farm Supplies Ret
 010106 Agricultural Business Technolo
 010109 Agricultural Business And Mana
 010201 Agricultural Mechanization, Ge
 010204 Agricultural Power Machinery O
 010205 Agricultural Mechanics And Equ
 010209 Agricultural Mechanization, O
 010301 Agricultural Production Operat
 010302 Animal/Livestock Husbandry And
 010303 Aquaculture
 010304 Crop Production
 010306 Dairy Husbandry And Production
 010307 Horse Husbandry/Equine Science
 010309 Agricultural Production Operat
 010401 Agricultural And Food Products
 010504 Dog/Feline/Animal Grooming
 010606 Animal Training
 010607 Equestrian/Equine Studies
 010608 Teaching/Teasidermal
 010609 Agricultural And Domestic Anim
 010601 Applied Horticulture/Horticult
 010603 Ornamental Horticulture
 010604 Greenhouse Operations And Mana
 010605 Landscaping And Groundskeeping
 010606 Plant Nursery Operations And M
 010607 Turf And Turfgrass Management
 010608 Floriculture/Florist Operat
 010609 Applied Horticulture/Horticult
 010701 International Agriculture
 010801 Agricultural And Extension Edu
 010802 Agricultural Communication/Jou
 010809 Agricultural Public Services
 010901 Animal Sciences, General
 010902 Agricultural Animal Breeding

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. 
44.	Click the Description list item. 
45.	Enter the name of your major into the Description begins with field. A partial entry will suffice. <i>For example, to search for Aeronautics, it is suitable to enter "aero."</i>
46.	Click the Look Up button. 
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. <i>For example, if you can't locate the major "Quantitative Mathematics," search for "Mathematics" instead.</i> 



Case Western Reserve University

Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | 

Menu

- Search
- My Favorites
- Self Service
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
- Recruiting Activities
 - Careers
 - Review Team Schedule
 - Manage Self Service
 - Recruiting
 - Set Up HRMS
 - Reporting Tools
 - PeopleTools
 - Confidentiality Agreement

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

Average Grade:

Graduated

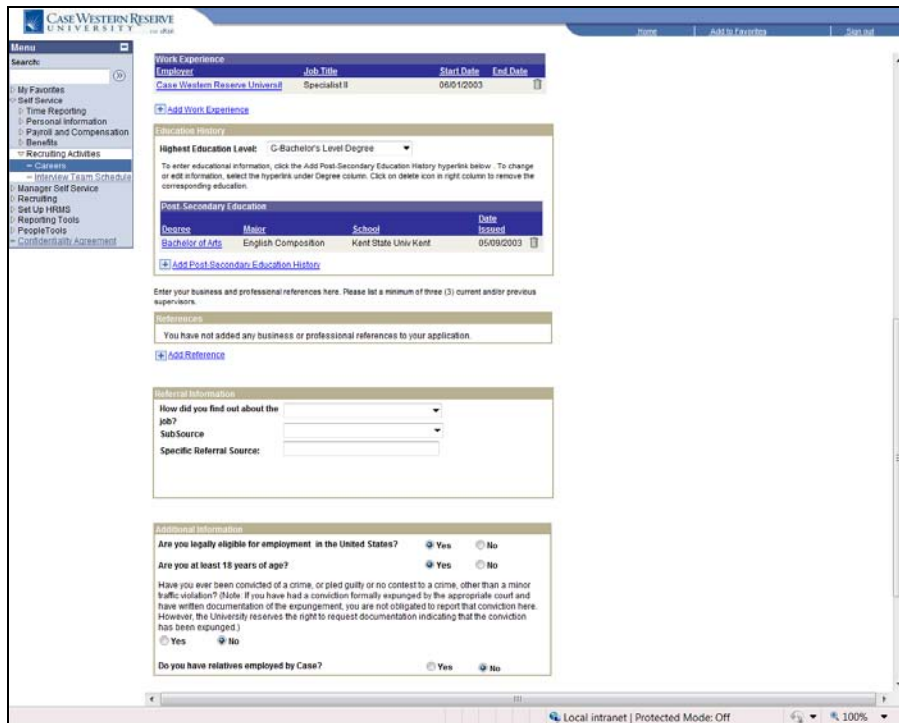
Save & Return | Save & Add More | Cancel | Return to Previous Page

* Required Field

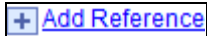
Done | Local intranet | Protected Mode: Off | 100%

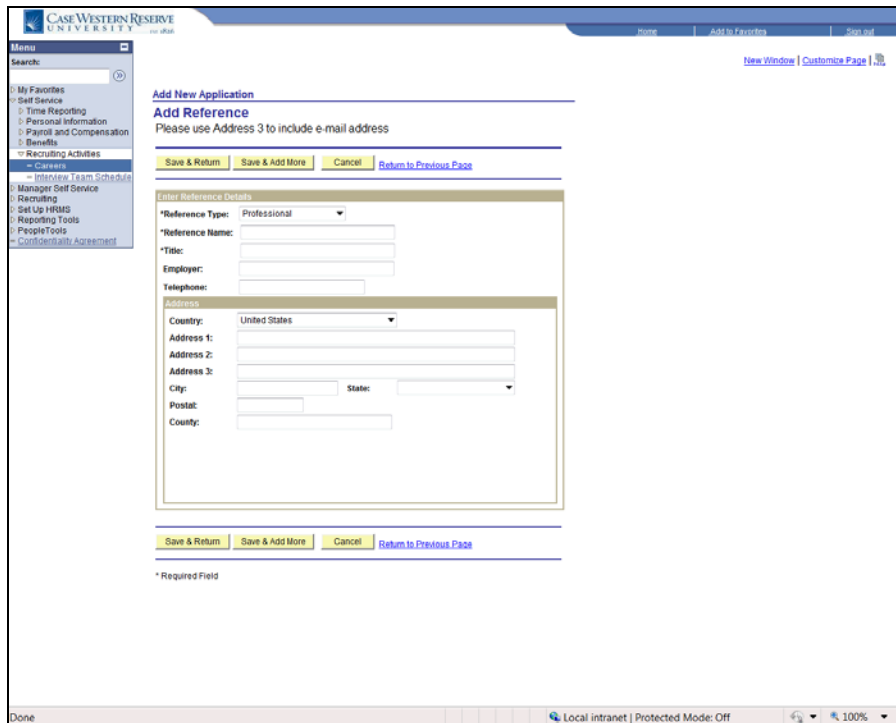
Create an Application

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. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Average Grade: <input style="width: 50px;" type="text"/></div>
50.	If you graduated from this institution, click the Graduated checkbox option. <div style="border: 1px solid black; padding: 2px; display: inline-block;"><input type="checkbox"/> Graduated</div>
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. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">Save & Return</div> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">Save & Add More</div> </div>


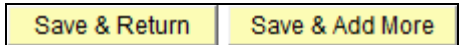


Step	Action
52.	On the application screen, you can edit an education record by clicking on the degree name in the Education History group box. You can enter additional educational records at any time by clicking the Add Post-Secondary Education History link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Bachelor of Arts</div>

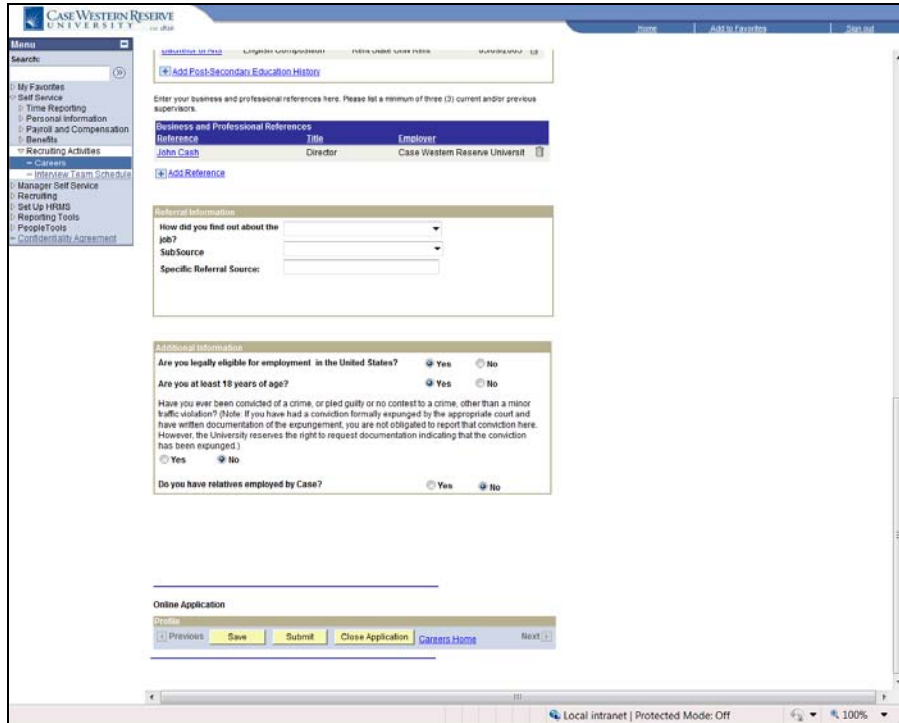
Step	Action
53.	Once you are finished entering your educational history, enter your professional references. Click the Add Reference link. 



The screenshot shows the 'Add Reference' page. At the top, there's a navigation bar with 'Home', 'Add to Favorites', and 'Sign out'. A search bar is on the left. The main content area has a title 'Add Reference' and a note: 'Please use Address 3 to include e-mail address'. Below this are four buttons: 'Save & Return', 'Save & Add More', 'Cancel', and 'Return to Previous Page'. The form itself is titled 'Enter Reference Details' and contains several fields: 'Reference Type' (dropdown menu), 'Reference Name', 'Title', 'Employer', 'Telephone', and an 'Address' section with 'Country' (dropdown), 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (dropdown), 'Postal', and 'County'.

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. 
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 

Create an Application



Step	Action
60.	<p>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.</p> <p>You can add a reference at any time using the Add Reference link.</p> <p>John Cash</p>
61.	<p>Information you provide in the Referral Information section assists the CWRU Human Resources Office with advertising information. Please complete this section as applicable.</p> <p>Referral Information</p>
62.	<p>Answer the questions in the Additional Information group box as appropriate.</p>
63.	<p>To save your application without submitting it, click the Save button.</p> <p>Save</p>
64.	<p>To save and submit your application for consideration, click the Submit button.</p> <p>Submit</p>
65.	<p>This completes the process of completing an application for an internal job posting in HCM.</p> <p>End of Procedure.</p>