

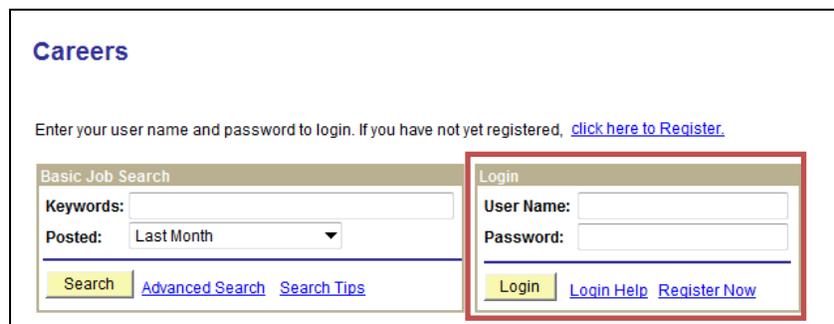
Access Applications and Resumes

Concept

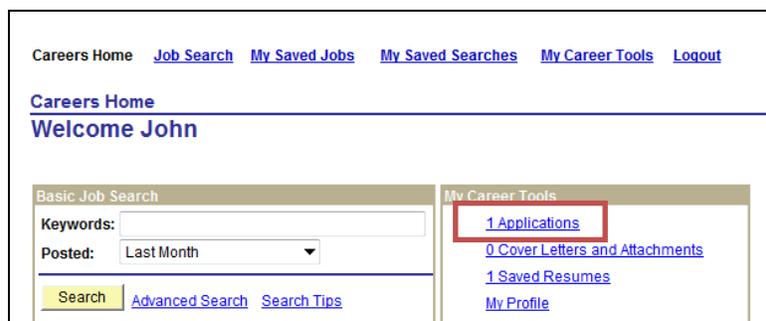
This document explains how a registered user in the Case Western Reserve University Careers system can view saved and submitted resumes and applications.

Procedure

Use this document to access your saved and submitted resumes and applications.



Step	Action
1.	Begin by accessing the Careers system and logging in with your username and password.



Step	Action
2.	The My Career Tools box displays a link to Applications . The link will display the number of applications you've saved or submitted. Click the Applications link to see your applications.

Access Applications and Resumes

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

My Career Tools

John Optimist
 123 Main St
 Akron, 44319
[Edit Profile](#)

My Applications

Display applications from: Within Last Week Refresh

« First « Previous | Next » Last »

Application	Status	Application Date
 Assistant Director	Not Applied	05/19/2010 11:47AM

[Return to Previous Page](#)

Step	Action
3.	The My Career Tools screen displays your personal contact information, a link to edit your personal profile, and a list of applications that you've created.
4.	To access a saved or submitted application, click on the job title link.

[Apply Now](#)

Complete Application

You are applying for:

[Assistant Director](#) [Remove](#)
[Add Another Job to Application](#)

Resume and Cover Letter 

John Optimist
 123 Main St
 Akron, 44319
[Edit Profile](#)

Online Application

Preferences

Desired Start Date: 07/01/2010 

Are you willing to relocate? Yes No

Are you willing to travel? Yes No

If yes, how often? _____

Regular/Temporary: Regular

Desired Work Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Full/Part-Time: Either

Desired Shift: N/A

Minimum Pay: _____ Per: _____

Currency Code: USD  US Dollar

Desired Hours Per Week: _____

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

Work Experience

You have not added any employment information to your new application.

Step	Action
5.	If the application has not been submitted you may make changes to it as necessary.

Access Applications and Resumes

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

Application	Status	Application Date
 Assistant Director	Applied	05/19/2010 11:47AM

Step	Action
6.	On the My Applications screen, the Status column displays the current status of the application, such as "Not Applied" or "Applied."

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

Careers Home

Welcome John

Basic Job Search	My Career Tools
Keywords: <input type="text"/> Posted: <input type="text" value="Last Month"/>	1 Applications 0 Cover Letters and Attachments 1 Saved Resumes My Profile
<input type="button" value="Search"/> Advanced Search Search Tips	

Step	Action
7.	On the Careers home page, you can access the resumes you've submitted by clicking the Saved Resumes link. The link will display the number of resumes you have added to your profile.

Access Applications and Resumes

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Career Tools

John Optimist
 123 Main St
 Akron, 44319
[Edit Profile](#)

My Applications

Display applications from: Within Last Week Refresh

First Previous Next Last

Application	Status	Application Date
 Assistant Director	Applied	05/19/2010 11:47AM

[Return to Previous Page](#)

Step	Action
8.	On the My Career tools screen, click the Resume button next to an application to see the resume attached to it.

[Apply Now](#)

Complete Application

You are applying for:

[Assistant Director](#) [Remove](#)
[Add Another Job to Application](#)

Resume and Cover Letter 

John Optimist
 123 Main St
 Akron, 44319
[Edit Profile](#)

Online Application

Step	Action
9.	The application appears. Click the Resume icon to view the resume. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Resume and Cover Letter  </div>

Access Applications and Resumes

[Apply Now](#)

Begin Online Application

Provide a statement of interest, career objective and/or specific job related information to supplement your online application. Cover letters and resumes are acceptable.

Continue to complete the entire application in order to be fully considered for the job opening.

Application Materials

Title:

Language: **English**

Resume:

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Step	Action
10.	The Application Materials box appears. It contains the resume and/or cover letter attached to the application. Once saved, a resume can be used on any application.
11.	This completes the directions for reviewing applications and resumes. End of Procedure.